



Министерство образования Республики Беларусь

Учреждение образования
«Гомельский государственный технический
университет имени П. О. Сухого»

Институт повышения квалификации
и переподготовки кадров

Кафедра «Белорусский и иностранные языки»

Т. А. Гончарова

АНГЛИЙСКИЙ ЯЗЫК

ПРАКТИКУМ

**по курсу «Практическая грамматика»
для слушателей специальности 1-21 06 74
«Современный иностранный язык (научно-техническая
и социально-экономическая деятельность)»
вечерней формы обучения**

Электронный аналог печатного издания

Гомель 2012

УДК 81.2Англ-2(075.8)
ББК 811.111я73
Г65

*Рекомендовано кафедрой «Белорусский и иностранные языки»
Института повышения квалификации
и переподготовки кадров ГГТУ им. П. О. Сухого
(протокол № 9 от 22.05.2012 г.)*

Рецензент: зав. каф. иностранных языков Белорусского торгово-экономического университета потребительской кооперации *Т. А. Дубовцова*

Гончарова, Т. А.

Г65 Английский язык : практикум по курсу «Практическая грамматика» для слушателей специальности 1-21 06 74 «Современный иностранный язык (научно-техническая и социально-экономическая деятельность)» вечерней формы обучения / Т. А. Гончарова. – Гомель : ГГТУ им. П. О. Сухого, 2012. – 62 с. Систем. требования: PC не ниже Intel Celeron 300 МГц ; 32 Mb RAM ; свободное место на HDD 16 Mb ; Windows 98 и выше ; Adobe Acrobat Reader. – Режим доступа: <http://alis.gstu.by/StartЕК/>. – Загл. с титул. экрана.

Содержит упражнения для отработки таких тем грамматики английского языка, как система времен английского глагола, глагольное наклонение, использование модальных глаголов и др.

Для слушателей специальности 1-21 06 74 «Современный иностранный язык (научно-техническая и социально-экономическая деятельность)» вечерней формы обучения.

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references before the job interview.

- a. applicant's b. applicants' c. applicant
6. The statistics in the report on socio-economic development of the region ... erroneous.
a. are b. is c. was
7. Belarus and Russia ... signed a ... trade agreement.
a. have; five-years' b. has; five year c. have; five-year
8. A chemical works of this region ... dangerous for the environment.
a. are b. has c. is
9. It's not fair to make a profit out of ... work.
a. anybody's else's b. anybody else's c. anybody's else
10. Many people are registered to vote in ... election.
a. next's month's b. next month's c. next months'

III. Расставьте апострофы там, где это необходимо:

1. My boss PA reads all the customers letters.
2. An accountants salary leaves much to be desired.
3. It is important to recognise that every company has its own particular culture.
4. Kathys friends name is Joel. He is one of Merrill Lynchs top analysts.
5. Look at those two Mercedes. One is our directors and the other is a visitors.
6. Mrs. Luis should know that it is Mr. Clarks decision, not hers.
7. My son-in-laws office is on the fifth floor.
8. The manager wants me to buy a yesterdays newspaper at the booksellers.
9. Toyotas deal on its company cars is better than ours.
10. The sales manager has computerized all his clients records.

2. ARTICLES

I. Выберите один из предложенных вариантов ответа:

1. Our office is in (*a / the*) centre of (*a / the*) city.
2. Sorry! I've got (*a / the*) wrong number.
3. It costs (*a / -*) thousand euros.
4. I've run out of (*- / the*) money.
5. I can give you (*a / the*) lift to the station.
6. (*- / The*) Government resigned last week.
7. It was rather (*a / the*) delicate question. I didn't dare to ask it.
8. The President will arrive in (*a / -*) couple of minutes.

9. Do you accept (- / *the*) credit cards?
10. There are six points on (- / *the*) agenda.
11. (*A / The*) businessman will catch at any chance of making (*a / the*) profit.
12. You must speak to (*a / the*) Managing Director about it.
13. I thought she got another job. But she said she worked for (*a / the*) same company.
14. I met him at (- / *the*) Grand Hotel.
15. The longest river in the United States is (- / *the*) Mississippi.
16. He works somewhere in (- / *the*) Southern Africa.
17. He made money working at (*a / the*) Stock Exchange.
18. (*A / The*) Prime Minister is to make a statement tomorrow.
19. In (*a / the*) North of Britain there are higher lands and mountains.
20. (- / *The*) Pennines is a chain of mountains which is known as the backbone of England.

II. Выберите один из предложенных вариантов ответа:

1. Where's (*a / the*) fax the suppliers sent this morning? I can't find it.
2. (*A / The*) presentation was (*a / the*) great success.
3. We must arrive at (*a / the*) decision as soon as possible.
4. I have (*an / the*) appointment at (*a / the*) bank.
5. (*An / the*) accountant's job is to check (*a / -*) company's financial affairs.
6. (*The / -*) money makes (*the / a*) world go round.
7. Employing and coaching (- / *the*) new staff is rather costly, so you must pick up (*a / the*) right candidate.
8. I'd like to clear out (*a / -*) few items in (*a / the*) contract.
9. In (*the / -*) near future videoconferences will replace many meetings.
10. Roger works as (*an / the*) accountant in (*an / the*) insurance agency in Brighton.
11. There was (*an / the*) interesting article about our competitors in (*a / the*) local newspaper.
12. They wouldn't pay their debt, so we took them to (*the / -*) court.
13. We produce (*a / -*) detailed sales report three times (*a / the*) year.
14. Where's (*a / the*) money? I left it on (*a / the*) table over there.
15. (*The / An*) unemployed get (*an / the*) unemployment benefit from (*a / the*) state.
16. (*The / -*) Hermitage is one of (*a / the*) richest art museums in (*a / the*) world.

17. Is there (*a / the*) bank near here? – Yes. There's one next to (*a / the*) supermarket round (*a / the*) corner.
18. (*The / -*) Government should do more to help (*the poor / the poor people*).
19. «(*The / -*) Independent» is one of (*the / -*) UK's most popular newspapers.
20. I left (*the / -*) school at 17, went to (*the / -*) Belarusian State Economic University and got (*a / the*) degree in (*- / the*) economics. – What did you say (*a / the*) name of (*a / the*) university was?

III. Заполните пропуски артиклями там, где это необходимо:

1. He is having ... financial difficulties now.
2. I'll send you ... email. It's best not to talk about such things on ... phone.
3. ... combination of ... four P's determines ... marketing mix.
4. Every morning I had to sort out ... mail and distribute ... faxes, before I could have ... cup of coffee.
5. George has ... part-time job. He works three mornings ... week.
6. He has just given me ... very helpful advice.
7. I've invited five people to ... business lunch. Out of ... five people, only Mr. Lee and Ms Kerry could come, ... others couldn't.
8. The quality controllers are responsible for seeing that ... finished goods are properly made.
9. What do you think of ... discussion that followed ... meeting?
10. ... economic theories simplify ... reality to let ... people understand ... basic economic principles.
11. ... English of America differs from ... English of Great Britain.
12. ... scarcity is ... imbalance between our desires and ... means of satisfying them.
13. ... unemployment is very high at the moment and it's very difficult for ... people to find ... work.
14. John works for ... IBM now. He used to work for ... British Telecom at ... start of his career.
15. Lots of people are without ... jobs in ... city, so ... government has decided to give ... unemployed ... special benefits.
16. We landed at ... Charles de Gaulle airport in ... Paris and were met by ... ambassador in ... person.
17. You must contact ... manager and tell him about ... telegram. It is ... urgent telegram.

18. You'll find ... information you need at ... top of ... page 15. For ... further information phone ... number below.
19. ... cost of ... living in ... Sweden is higher than in ... other countries of ... Europe.
20. ... recent survey showed that ... Portuguese are very good negotiators, ... French admire hard work, ... Germans are competitive and ambitious, and ... British prefer to work in the security of a group.

IV. Исправьте ошибки, где необходимо

1. Sri Lanka has the wonderful climate.
2. The organisation's aim is to educate the public about the dangers of smoking
3. We need an environment free from pollution.
4. She has worked in a fashion industry since she left school.
5. The wind is blowing dust all the way from Africa.
6. We can look forward to a warm southerly wind this weekend.
7. The USA is a country with the high level of immigration.
8. How can we combine economic growth and respect for an environment?
9. Car exhaust emissions are having a major effect on a world's climate.
10. That's Terry - he's the third person on the right.
11. She has become the important figure in Norwegian politics.
12. It's a most important issue and we need to discuss it in detail.

V. Переведите на английский язык.

1. Я сделаю вам сэндвич, обед еще не скоро.
2. Где карта? Меня просили ее принести.
3. Вот фильм, который ты хотел посмотреть.
4. Ты закрыл дверь? А теперь закрой окно.
5. Передай мне, пожалуйста, плеер.
6. Клоун впервые появился в английском цирке.
7. Мы видели его неделю назад.
8. Можешь дать мне журнал, который ты купил вчера? Я хочу прочитать статью про рождественские традиции различных народов.
9. У тебя есть испано-русский словарь? Мне нужно найти пару слов.
10. Кленовый лист – символ Канады.
11. Когда вы сдаете последний экзамен?
12. Что ты делаешь в воскресенье?
13. Вечно ты читаешь газету за завтраком!

14. Гитара появилась в Испании в XIII веке.
15. Почему ты в пальто в такой теплый день?
16. Какой потрясающий репортаж!
17. Зима в этом году похожа на осень.

3. PRONOUNS

I. Заполните пропуски подходящими по смыслу личными, притяжательными или возвратными местоимениями:

1. Doctors advise us that we have to exercise regularly in order to keep ... healthy.
2. Goods get into the hands of those who really want
3. It was rather useful to exchange views; for us to hear theirs and for ... to hear
4. Just between you and ..., I think Mr. Wilson is going to lose ... job.
5. Microeconomics studies the economy from the perspective of ... individual participants.
6. Mr. Lewis has only ... to blame for the mistake he made.
7. My boss congratulated ... heartily on ... promotion.
8. Scarcity is the imbalance between ... desires and the means of satisfying ...
9. We need employees who are willing to exercise ... own initiative.
10. Will you give ... best regards to Mr. Bradley and tell ... I hope to see ... next month?

II. Заполните пропуски местоимениями *some* / *any* / *no* или их производными:

1. ... theory is a simplification of actual relationships.
2. Do you have ... else to ask me while I'm here?
3. ... analysts are saying that the crisis will continue for ... time.
4. I am enclosing ... information about our new range of products.
5. ... has ... against your suggestion.
6. We've had ... complaints about our services.
7. ... has ever had any trouble with this equipment.
8. I have absolutely ... idea what he wants.
9. There was hardly ... in the office when I arrived.
10. ... manager will tell you that good organization is important.
11. Unfortunately, we haven't got ... components in stock.
12. We advise you that ... items were supplied in increased quantities.
13. I think there is ... point in wasting ... more time on this issue.

14. When scarcity exists we must sacrifice ... of value to obtain any scarce goods or services.
15. Where can I find a good job with plenty of money and no work? –

III. Заполните пропуски местоимениями *many / much / a lot of / little / few / a little / a few*:

1. His work is well-paid but doesn't give him ... satisfaction.
2. ... decisions are made without ... thought.
3. I've had very ... success with my job applications.
4. The size of the deficit was ... surprising.
5. As she has very ... colleagues she works mostly on her own.
6. He worked hard but achieved
7. His deputy has very ... initiative and always waits to be told what to do.
8. I've got ... minutes to spare so we can continue our talk.
9. Miss Maple's work leaves ... room for improvement.
10. Only ... people knew it was our boss's anniversary.
11. The salary is negotiable, so how ... do you think I should ask for?
12. There are only ... companies operating in our market niche.
13. We stock ... spare parts in the warehouse.
14. You'll have to work at this project as ... as possible.
15. There was ... disagreement over the proposal.

IV. Заполните пропуски местоимениями *both / either / neither / none*:

1. ... of his opponents spoke at the Board meeting yesterday.
2. He's studying ... economics and management at university.
3. They put forward various proposals but ... of them was accepted.
4. It is regrettable that ... of the two candidates really impressed the Personnel Manager.
5. ... of my assistants knew how to fulfil the task.
6. Miss Barrows received two job offers; ... of which she accepted.
7. They arrived at the solution that was to the mutual satisfaction of ... sides.
8. Mr. Kirsten is engaged in several business ventures. ... of them is profitable.
9. The company paid ... of its invoices.
10. Which of these samples would you prefer? – ... will do.

V. Заполните пропуски местоимениями *each / every / everything / everybody / all / whole*:

1. The Belarusian State Economic University is provided with ... modern facilities.
2. ... formal meetings are a waste of time in his opinion.
3. The accountant keeps a record of ... financial transaction.
4. ... item of the agenda needs to be carefully discussed.
5. As soon as ... arrived, the chairman began the meeting.
6. ... of the senior directors will give a short presentation.
7. The productive potential for an economy can't be used to do ... for
8. ... offer must be submitted together with ... the supporting documentation.
9. The members of the conference were ... given copies of the regulations.
10. ... one of the participants has now given me their replies.
11. I accept ... that was said in the meeting.
12. ... that he said was not to worry.
13. Check the delivery note and see that you've got
14. ... time we make a choice we forgo an opportunity.
15. They spent the ... day packing for their business trip.

VI. Заполните пропуски местоимениями *another / other / others / the other / the others*:

1. ... large item of expenditure in this country is education.
2. Some people are lazy, ... are energetic. Most people are a mixture of both.
3. In ... four years Bob will have qualified as an accountant.
4. Mr. Danny and Mr. Fee welcomed each ... heartily.
5. Nissan, Toyota and ... Japanese car manufacturers may be forced to lower their prices.
6. Only six of my colleagues turned up at the farewell party. All ... guests had to go somewhere else.
7. Some of my assistants were preparing the report, while ... were dealing with the mail.
8. The bank manager has agreed to lend me ... \$2,000.
9. There has been ... directive from the head office about absenteeism.
10. We have considered some ... locations and none is really suitable.

VII. Выберите правильный вариант:

1. The office is empty. There's (*nobody / anybody*) here except me.

2. (*Each / Every*) candidate will be interviewed individually.
3. Could you help me to sort out these letters? I cannot tell which are (*your / yours*) and which are (*our / ours*).
4. Everyone (*has / have*) to meet in the lobby at nine o'clock to collect (*his / their*) conference registration forms.
5. We sent sales letters to all our customers, but (*neither / none*) replied!
6. He had only (*a few / few*) problems in his exam even though he had done only (*little / a little*) work for it.
7. I can't see (*no / any*) solution to the problem, I'm afraid.
8. (*Each / Every*) manager and (*all / whole*) their deputies will be invited to submit suggestions for the new product line.
9. In view of (*all / everything*) this, we must delay a final decision.
10. No one (*like / likes*) to discover hidden costs, (*does he / do they*)?
11. We think that (*many / much*) of the candidates had not really read the job requirements.
12. You'd better read through the (*all / whole*) contract before signing it.
13. (*No one / Someone*) likes to bear the responsibility for crucial decisions.
14. OK, I think that covers (*all / everything*) on that point. Shall we move on?
15. So (*these / that*) are our objectives and (*that / they*) concludes my short talk.
16. The figures in this spreadsheet don't correspond to the ones on the invoices. We have to check (*everyone / every one*).
17. Not (*a lot / many*) people voted for him; he is not popular.
18. The flight and hotel are booked. (*All / Everything*) is organised.
19. I (*felt / felt myself*) quite nervous at the beginning of the presentation, but after (*a few / few*) minutes I (*relaxed / relaxed myself*).
20. The key account managers (*each / every*) have their own list of clients.
21. I see that (*all / everybody*) has a copy of the agenda, so let's begin the meeting.
22. There are (*few / little*) companies functioning in our market niche and even (*fewer / less*) which we consider our real rivals.
23. We have considered (*all / whole*) the options and (*none / neither*) is really suitable.
24. (*Each / Every*) of the candidates was given a questionnaire before the interview.
25. We have to pay our telephone bill (*each / every*) three months.
26. I'm sorry, but the personnel manager is busy. Would you mind waiting for (*him / his*)?
27. We're not close to our destination yet – we have (*another / other*) six miles to go.

28. Will you cancel (*all / whole*) my engagements for the rest of the week, please?
29. Your two colleagues introduced (*themselves / each other*) to me yesterday. First I met Mr. Black, and then I met Mr. Smith.
30. (*Each our customers / Our customers each*) have a separate file on the database.

4. ADJECTIVE. ADVERB

I. Выберите один из предложенных вариантов ответа:

1. I hope the project continues to run as (*more smoothly / smoothly*) as it has so far.
2. Investors are becoming (*more and more / most and most*) sophisticated.
3. Mr. Smith refused to accept the proposal of Mr. Jones, and the (*latter / later*) had to apply to court.
4. They realized their plan without (*farther / further*) difficulties.
5. This year our sales figure are (*worse / worst*) than last year.
6. Please, send me your (*last / latest*) catalogue and price list.
7. Putting the (*most good / best*) applicants for the job on a short list enables us to select the (*most suitable / more suitable*) candidate.
8. She earns twice (*as much as / more than*) me although she's only half (*as well-qualified / better qualified*).
9. If any company can provide (*more attractive / most attractive*) terms, we will match them on the spot.
10. The guarantee is a year (*longer than / longest that*) with our (*older / elder*) models.
11. The Belarusian State Economic University is by far (*the most prestigious / more prestigious*) university training economists in Belarus.
12. The new Personnel Director set about creating a (*better / best*) atmosphere amongst the employees.
13. (*The bigger / The biggest*) the company and (*the larger / the largest*) its costs, (*the greater / the greatest*) the opportunity to see tremendous efficiencies.
14. The production of hi-tech instruments is one of (*the most rapidly / more rapidly*) growing industries nowadays.
15. Foreign exchange markets are far (*more volatile / most volatile*) and unpredictable than commodities markets.

II. Выберите один из предложенных вариантов ответа:

1. The plane arrived (*lately / late*) so I missed the start of the meeting.

2. (*So / Such*) accommodation as she could find was far (*more expensive / more expensively*) than she could afford.
3. For long-standing customers we have a concessive rate of discount which is much (*higher / more highly*) than the normal rate.
4. The position of legal adviser is (*currently / current*) vacant.
5. He's a (*high / highly*) qualified specialist like most of our employees.
6. Our new Project Manager is (*deep / deeply*) involved in his job.
7. The rise in the cost of living bears (*hard / hardly*) on old people living on fixed incomes.
8. Our share prices are slightly (*more lowly / lower*) than our competitors'.
9. Overtime bonus is a payment made to an employee when they work (*more longly / longer*) than regular working hours.
10. She invested (*most / mostly*) of her money in shares.
11. The skilled workers in the Production Department are (*good / well*) paid.
12. This is our (*fastest / most fastly*) selling product.
13. We got this catalogue (*free / freely*) at the exhibition.
14. When running business correspondence, make sure the envelope is (*correctly / correct*) addressed.
15. (*Hard / Hardly*) had we finished negotiating the terms of the contract when the CEO arrived.

III. Раскройте скобки, употребив прилагательное или наречие в соответствующей степени сравнения.

1. The service in this restaurant isn't as (*good*) as it used to be.
2. We can certainly offer (*low*) prices than any other local supplier.
3. (*Far*) ahead one plans, (*many*) problems one can anticipate and thus avoid them.
4. A company studies the market in order to develop (*appropriate*) marketing mix.
5. In the IT sector people have to work (*hard and hard*) to get promotion.
6. We have the second (*large*) market share in Europe.
7. Korea is one of (*fast*) developing countries in the world.
8. The first round of negotiations was easy. The next will be (*difficult*).
9. Our new product is a little (*expensive*), but the quality is much (*good*).
10. Pollution is a great disaster of the modern world. Everything is full of dangerous wastes nowadays. Air and soil are as (*polluted*) as water in seas, rivers and lakes.
11. The conference was a little disappointing. It was (*interesting*) than I expected.

12. There was a small adjustment in the product to make it (*acceptable*) to the consumers.
13. A franchising contract is one of (*long*) and (*sophisticated*) that investors will ever sign.
14. This device uses much (*little*) electric energy than the previous one. It is far (*economical*).
15. Trends in oil prices are about supply and demand fundamentals. It really is as (*simple*) as that.

IV. Исправьте ошибки, где это необходимо.

1. She speaks French fluent.
2. I think you behaved very cowardlily.
3. Everyone says that he's now enormous rich.
4. We'll never catch them up if you walk as slow as that.
5. She turned to him astonishedly. 'I don't believe you,' she said.
6. Wearing a white shirt and new suit, he thought he looked really well.
7. He plays the guitar remarkable good for his age.
8. Chop the herbs finely and sprinkle them on top of the pasta.
9. He stepped back and looked satisfiedly at the newly-painted door.

V. Переведите на английский.

1. Вы ехали слишком быстро.
2. Быстро иди сюда!
3. Содержание вашего доклада структурировано не совсем логично.
4. Я получаю удивительно приличные оценки.
5. Том легко заводит новые знакомства.
6. Двое серьезно пострадали в результате аварии.
7. Все присутствующие на вечеринке были ярко одеты.
8. Джо говорит, что его плохо учили в школе, поэтому он ничего не знает.
9. Никто не жаловался, все терпеливо ждали.
10. Он появился на сцене довольно неожиданно.
11. Все это выглядит довольно глупо.
12. Вы все одеты одинаково.
13. Здесь так темно, что я едва тебя вижу.
14. Ты почти не изменился, выглядишь как и раньше.

5. TENSE FORMS

THE PRESENT TENCES

I. Выберите один из предложенных вариантов ответа:

1. Where (*are you going / do you go*)? – To the meeting. Would you like to join me?
2. Do you need these papers? – No, I (*have read / have been reading*) them already.
3. Is it Mr. James? He (*looks / is looking*) so different in a suit.
4. It is clear to me that his time for action (*has come / comes*).
5. Look, I (*am / am being*) sincere with you. Your chances to get this job are low.
6. The company (*is owning / owns*) a great number of hotels and restaurants.
7. We are all here now except Mr. Thomas who still (*is having / has*) lunch.
8. Have you seen my organizer? I (*am searching / have been searching*) for it all morning.
9. What's the matter? Why (*are you looking / have you been looking*) at me like that?
10. Is Mr. Anderson in the office? – I don't know. I (*haven't seen / don't see*) him all day.

II. Выберите один из предложенных вариантов ответа:

1. What time ... your working day ...?
a. is; starting b. do; start c. does; start d. has; started
2. It ... harder and harder nowadays to find a well-paid job.
a. gets b. has been getting c. has got d. is getting
3. How long ... you ... this information?
a. have; had b. do; have c. have; been having d. are; having
4. It's the first time I ... on a business trip abroad.
a. am b. have been c. am being d. be
5. What are you listening to? – It seems to me I ... a strange noise outside.
a. hear b. am hearing c. have been hearing d. has heard
6. It ... years since I felt satisfied with my job as much as I did last week.
a. have been b. is c. are d. has been
7. Jill came to our company three years ago and ... here ever since.
a. works b. work c. has worked d. is working
8. No matter how long the holiday is, I always ... I want a few days more.
a. feel b. am feeling c. has felt d. feels

9. Mike ... to our customer on the phone for half an hour now.
 a. is talking b. talks c. has talked d. has been talking
10. Linda is very disappointed. She ... her test.
 a. has failed b. is failing c. fails d. failed
11. Mrs. Hastings's secretary ... on the phone! No wonder it's practically impossible to get through.
 a. is constantly talking c. constantly talks
 b. has constantly been talking d. is constantly talk
12. How long ... on this problem so far?
 a. do you work c. are you working
 b. have you work d. have you been working
13. Has he agreed to your offer? – No, he still ... it over.
 a. has thought c. has been thinking
 b. thinks d. is thinking
14. Who ... your office lately?
 a. has cleaned c. cleaned
 b. has been cleaning d. is cleaning
15. Her eyes are red. ... on the computer?
 a. Is she working c. Has she been working
 b. Has she worked d. Does she work

III. Раскройте скобки, употребив глагол в одном из настоящих времён:

1. It's the first time he (*come*) in due time.
2. A good brand (*guarantee*) a certain level of quality to customers.
3. I (*learn*) the English language since last year.
4. Consumer goods prices (*rise*) rapidly in the past few months.
5. I (*not see*) you for ages. What you (*do*)?
6. The technician (*repair*) the copy-machine. He (*work*) at it for an hour or so.
7. I (*know*) Mr. Smith all my life and we always (*be*) good business partners.
8. This notice is too high for me to read. What it (*say*)?
9. Don't rush me. I (*work*) as fast as I can.
10. He (*apply*) for jobs without success for months now.
11. I (*study*) hard of late. I've got exams next week.
12. It's only ten o'clock but the secretary already (*make*) ten business calls.
13. Collin says she (*be*) very tired recently. She (*work*) almost sixty hours a week for the past month.

14. My boss (*not believe*) in the importance of women's education.
15. I (*think*) about it the last three days, it's such a bother to me. So it (*be*) really a relief to talk it over with you.
16. My neighbour (*try*) to find a job since she graduated from university.
17. I know that since January he (*be*) in charge of the management division.
18. On some occasions the hall (*hold*) up to 300 people, though you'd hardly believe it.
19. I (*type*) this report since yesterday and I'm only halfway through.
20. Since I last stayed at this hotel, they (*put*) their prices up.
21. Sorry about the mess! The workmen (*install*) new equipment in the office all morning.
22. I (*not like*) the new office manager, she continually (*bother*) me with silly questions.
23. The BSEU students often (*attend*) courses in foreign languages to get a better command of the English language.
24. I see you (*write*) letters of complaint all the morning. Is it the last letter you (*write*) now?
25. I have an appointment with Mr. Trench. Can I see him? – I'm sorry, you can't, he still (*have*) his lunch.

IV. Употребите глаголы в Present Indefinite или Present Continuouse.

1. What Tom (*think*) of the budget? – He (*think*) it most unfair. – I (*agree*) with him.
2. What this one (*cost*)? – It (*cost*) forty pence.
3. You (*hear*) the wind? It (*blow*) very strongly tonight.
4. You (*see*) my car keys anywhere? – No, I (*look*) for them but I (*not see*) them.
5. He never (*listen*) to what you say. He always (*think*) about something else.
6. This book is about a man who (*desert*) his family and (*go*) to live on a Pacific island.
7. You (*understand*) what the lecturer is saying? – No, I (*not understand*) him at all.
8. What you (*have*) for breakfast usually? – I usually (*eat*) a carrot and (*drink*) a glass of cold water.
9. When the curtain (*rise*) we (*see*) a group of workers. They (*picket*) at a factory gate.

10. Why you (walk) so fast today? You usually (walk) quite slowly. – I (hurry) because I (meet) my mother at 4 o'clock and she (not like) to be kept waiting.
11. I (wish) that dog would lie down. – I (think) he (want) to go for a walk.
12. You (recognize) that man? – I (think) that I have seen him before but I (not remember) his name.
13. Look at that crowd. I (wonder) what they (wait) for.
14. This message has just arrived and the man (wait) in case you (want) to send a reply.
15. Stop! You (not see) the notice? – I (see) it but I can't read it because I (not wear) my glasses. What it (say)? – It (say) 'These premises are patrolled by guard dogs'.
16. She always (borrow) from me and she never (remember) to pay me back.
17. You (need) another blanket or you (feel) warm enough?
18. It (save) time if you (take) the path through the wood? – No, it (not matter) which path you take.
19. What he (do) to his car now? – I (think) he (polish) it.
20. That film (come) to the local cinema next week. You (want) to see it?
21. How Peter (get) on at school? – Very well. He (seem) to like the life.
22. Why Mrs Pitt (look) so angry? – Mr Pitt (smoke) a cigarette and (drop) the ash on the car.
23. This is our plan. We (leave) home on the 8th, arrive the 9th, (spend) the day in Paris, and (go) that night to Venice. – That (sound) most interesting. You must tell me all about it when you (get) back.
24. This story is about a boy who (make) friends with a snake which he (find) in his garden. Then he (go) away but he (not forget) and some years later he (return) and (look) for it.
25. He (find) the snake who (recognize) its old friend and (coil) round him affectionately. But, unfortunately, the snake is by now a full-grown boa-constrictor and its embrace (kill) the poor boy.
26. The snake (feel) sorry about this? – I (not know). The story (end) there.
27. How you (end) a letter that (begin) with 'Dear Sir'? – I always (put), 'Yours truly', but Tom (prefer) 'Yours faithfully'.
28. What the word 'catastrophe' (mean)? – It (mean) 'disaster'.
29. What you (wait) for? – I (wait) for the shop to open. – But it (not open) till 9.00. – I (know) but I (want) to be early, as their sale (start) today.
30. Why you (smoke) a cigar, Mrs Pitt? You (not smoke) cigars as a rule. – I (smoke) it because I (want) the ash. This book (say) that cigar ash mixed with oil (remove) heat stains from wood.

V. Употребите глаголы в скобках в Present Perfect или в Present Perfect Continuous, переведите предложения на русский язык.

1. It was lovely at eleven o'clock, but since then the sky (get) steadily darker and the wind (rise). I'm afraid the fine spell (come) to an end.
2. Since he became Mayor, my brother reckons that he (eat) 30 official lunches and 22 official dinners, and he (lose) count of the number of receptions and parties that he (attend). - He (put) on a lot of weight?
3. Secretary: Customers (ring) up all morning complaining about getting incorrect bills. Manager: I know; something (go) wrong with our computer. The mechanic (work) on it. I hope he (find) out what's wrong.
4. Someone (use) my umbrella! It's all wet! And it was wet yesterday and the day before! - Well, it wasn't me. I (not be) out of the house for a week!
5. I (stand) in this queue for ages. It (not move) at all in the last five minutes. I think the man in the ticket office just (shut) his window and (go) off for lunch.
6. The Town Council (consider) my application for permission to build a garage for three months. They just (give) my neighbour permission to build one, so I hope they (decide) to let me have one too.
7. They began widening this road three weeks ago; but the workmen (be) on strike for the last fortnight so they (not get) very far with it.
8. That man (stand) at the bus stop for the last half hour. Shall I tell him that the last bus already (go)?
9. I wonder if anything (happen) to Tom. I (wait) an hour now. He often (keep) me waiting but he never (be) quite so late as this.
10. Mrs Brown (live) next door for quite a long time now but she never (say) more than 'Good morning' to me.
11. I just (remember) that I (not pay) the rent yet. I am surprised that the landlord (not ring) me up to remind me. - It is the first time you (be) late with the rent in 25 years. He probably thinks that you (pay) and he (lose) the cheque.
12. Shop assistant: Could you give me some proof of your identity, madam? Customer: But I (shop) here for fifteen years! Shop assistant: I know, madam, but apparently the company (lose) a lot of money lately through fake cheques and they (make) new regulations which we (be told) to apply to all customers no matter how long we (know) them.

VI. Переведите предложения на английский.

1. Разве вы здесь не работаете? – Нет.
2. Ванесса не одобряет того, что ты сделал, но притворяется, что ничего не знает, потому что твои ошибки ей выгодны.
3. О чем мечтаешь? – Думаю о платье, которое мне показала Нина в одной витрине.
4. Нет никакого способа убедить инвесторов вложить деньги в наш проект?
5. Она подписывает документы в департаменте образования сегодня с утра, у нас есть время стереть тот файл из ее рабочего компьютера.
6. Хочешь, закажем сырную тарелку? Или ты все еще на диете?
7. Смотри, на крыше нашего коттеджа снеговик! Я даже знаю, кому сказать спасибо.
8. Из чего состоит твой коктейль? – Это мой фирменный рецепт, я его никому не рассказываю.
9. Кто сказал, что мы не можем устраивать здесь вечеринки каждую пятницу?
10. В магазине нет покупателей, закрывайся и пошли обедать.

THE PAST TENSES

I. Выберите один из предложенных вариантов ответа:

1. How long ago (*had you taken / did you take*) extension courses?
2. Mr. Billbord (*had been thinking / thought*) his decision over during the lunch break.
3. My assistant (*typed / was typing*) a letter when the telephone (*rang / was ringing*).
4. When (*did she choose / had she chosen*) to take a course in management?
5. Mr. Bronx (*was / had been*) the Chief Executive of the company for twenty years before he (*had retired / retired*).
6. Yesterday I (*phoned / had phoned*) the bank about my overdraft.
7. When I (*looked / was looking*) for the documents, I suddenly remembered I (*left / had left*) them in my briefcase at home.
8. The applicants were happy to hear that they (*passed / had passed*) the centralized test successfully.
9. When I (*arrived / was arriving*) at the office Ms Flick (*waited / was waiting*) for me.

10. While I (*had / was having*) lunch I (*looked / was looking*) through the financial newspapers and (*saw / had seen*) that the company's investments (*grew / had grown*) by 10%.

II. Выберите один из предложенных вариантов ответа:

1. They ... a lot of useful contacts during their business trip to India.
a. made b. have made c. was making d. had made
2. We ... completely satisfied as not all our requirements had been met.
a. didn't be b. weren't c. hadn't been d. haven't been
3. What ... the managing director ... you when you were in his office?
a. did; tell b. has; told c. had; told d. was; telling
4. He ... to work at this time yesterday morning.
a. drove c. was driving
b. had driven d. has been driving
5. Mrs. Smithson was furious. She ... for her assistant for half an hour.
a. waited c. had waited
b. was waiting d. had been waiting
6. Mr. Wilson was preparing his presentation while his secretary ... a report.
a. is typing c. was typing
b. has been typing d. had been typing
7. He ... his grammar for two hours yesterday.
a. has been practising c. practised
b. was practising d. had been practising
8. I ... about changing my present job for some time before I finally decided.
a. was thinking c. thought
b. had thought d. had been thinking
9. My boss was in despair. His documents
a. had disappeared c. have disappeared
b. disappeared d. were disappearing
10. After the Nickersons ... the company, they ... to make a lot of employees redundant.
a. bought; had started c. had bought; started
b. bought; started d. have bought; have started
11. We ... a reliable firm, so we ... Samsung.
a. were wanting; had chosen c. had wanted; chose
b. wanted; had chosen d. wanted; chose
12. I ... the missing file while I ... for some other documents.

- | | |
|-----------------------|-----------------------------|
| a. found; was looking | c. found; had looked |
| b. had found; looked | d. was finding; was looking |
13. Mr. Johnson ... as an engineer for ten years before he ... a supervisor.
- | | |
|-----------------------|-----------------------------|
| a. works; has become | c. worked; had become |
| b. had worked; became | d. has been working; became |
14. By that time she ... any more explanation, she ... everything.
- | | |
|----------------------------------|--------------------------------|
| a. hasn't needed; understood | c. didn't need; understood |
| b. hadn't needed; had understood | d. didn't need; had understood |
15. When I met him last week, it was the first time we ... each other since we ... from the university.
- | | |
|-------------------------|------------------------------|
| a. have seen; graduated | c. saw; had graduated |
| b. had seen; graduated | d. didn't see; had graduated |

III. Исправьте ошибки в предложениях

1. There was a power cut while we watched the film on TV last night.
2. Florence never saw snow until she went to Scotland.
3. Just how many patients did Dr Harris examine so far this week?
4. Oh, what a lovely hat! Where have you bought it?
5. Mr Wolf has worked at the bank for 25 years before his retirement last May.
6. I've been writing ten letters this morning - I need a rest!
7. By the time we got to the theatre the play already started.
8. How long did you live in Italy for? Three years but then I got homesick.
9. I was sitting on the train for ten minutes when I realised I'd left my suitcase on the platform!
10. Exactly what were you doing at eleven o'clock yesterday evening, sir?
11. When I looked out of the window, I realised it had snowed for hours and there was no chance of getting back down the mountain.
12. That's the third time Sam crashed the car this month!
13. Just think, this time last week we rode a camel in the desert!
14. Of course it has rained. Look how wet the road is.

IV. Употребите глаголы в скобках в Past Simple или Past Continuous

1. I lit the fire at 6.00 and it (burn) brightly when Tom came in at 7.
2. When I arrived the lecture had already started and the professor (write) on the overhead projector.
3. I (make) a cake when the light went out. I had to finish it in the dark.
4. I didn't want to meet Paul so when he entered the room I (leave).

5. Unfortunately when I arrived Ann just (leave), so we only (exchange) a few words.
6. He (watch) TV when the phone rang. Very unwillingly he (turn) down the sound and (go) to answer it.
7. He was very polite. Whenever his wife entered the room he (stand) up.
8. The admiral (play) bowls when he received news of the invasion. He (insist) on finishing the game.
9. My dog (walk) along quietly when Mr Pitt's Pekinese attacked him.
10. When I arrived she (have) lunch. She apologized for starting without me but said that she always (lunch) at 12.30.
11. He always (wear) a raincoat and (carry) an umbrella when he (walk) to the office.
12. What you (think) of his last book? - I (like) it very much.
13. I (share) a flat with him when we were students. He always (complain) about my untidiness.
14. He suddenly (realize) that he (travel) in the wrong direction.
15. He (play) the guitar outside her house when someone opened the window and (throw) out a bucket of water.
16. I just (open) the letter when the wind (blow) it out of my hand.
17. The burglar (open) the safe when he (hear) footsteps. He immediately (put) out his torch and (crawl) under the bed.
18. When I (look) for my passport I (find) this old photograph.
19. You looked very busy when I (see) you last night. What you (do)?
20. The boys (play) cards when they (hear) their father's step. They immediately (hide) the cards and (take) out their lesson books.
21. He (clean) his gun when it accidentally (go) off and (kill) him.

V. Раскройте скобки, употребив глагол в одном из прошедших времён:

1. I already (*hear*) the latest news before he (*communicate*) it to me.
2. At the time I (*be*) twenty-one I (*study*) English for three years.
3. By the time he (*find*) what he wanted he (*waste*) all his personal savings.
4. Fred (*not give*) any explanation why he (*be*) late for work.
5. He (*keep*) his job although the manager (*threaten*) to dismiss him several times.
6. I (*send*) her an e-mail just to see how things (*go*).
7. When we (*get*) to the airport, we (*hear*) that they (*cancel*) all the flights.
8. I always (*suspect*) that the contract (*not be*) lawful.
9. My colleague (*read*) a book in management while I (*look*) through some economic magazines.

10. Pollyanna (*confess*) that she (*make*) an error and (*apologize*).
11. She (*start*) writing the introduction to the quarterly report after she (*clarify*) some points.
12. Susie was upset as she (*not manage*) to prepare for her English exam.
13. The chairman's main fault was that he constantly (*interrupt*) the speakers before they (*finish*).
14. Their share price (*rise*) steadily before the merger was announced.
15. They (*close down*) the factory because it (*yield*) losses for years.
16. We (*make*) a careful study of the provisional agreement before we (*sign*) the contract.
17. When I (*get*) back after lunch, my secretary (*tell*) me that somebody (*phone*) when I (*be*) out.
18. I (*not see*) the figures before the meeting, so it (*put*) me at a disadvantage during the discussion.
19. The Head of Sales (*explain*) his proposal to the Board of Directors when the Marketing Director (*interrupt*) him.
20. Our company operates all over Belarus. We (*set up*) new branches in Moscow and Kiev last year.
21. When the consultant finally (*arrive*), everyone was rather annoyed with him as he was late and we (*wait*) for a very long time.
22. Before Miss Wong (*become*) Mr. Harris's personal assistant she already (*work*) in the company for five years.
23. As soon as I (*speak*) to the customer, I (*realize*) there had been a misunderstanding.
24. The Seller (*send*) us an apologetic letter explaining why they (*not do*) what they (*promise*).
25. While I (*negotiate*) the contract, my boss (*phone*) me to say that I should insist on absolutely different terms.

VI. Исправьте ошибки там, где это необходимо.

1. I was pleased to see my old college friends at the conference last week as we didn't see each other since we finished our course.
2. We had to wait for hours at the airport because the bad weather had delayed all the flights.
3. Many modern medicines were not invented by western scientists but by tribal people who had been using them for generations before the Europeans arrived.
4. We missed our train, so by the time we reached the theatre, the play ended and the audience was leaving the theatre.

5. At the end of their meal they found they couldn't pay the bill because they didn't bring any money with them.
6. The children were thrilled when they unwrapped the electronic toys, but when they discovered that nobody bought a battery they were very disappointed.
7. When I came out of the cinema I had found that a thief had taken my car radio.
8. At first the authorities thought the athlete had been taking drugs, but they soon realised they mixed up the results of the tests.
9. When the film star came into the restaurant I didn't recognise her because I didn't see any of her films.
10. When we reached the city centre we couldn't find a parking space, so we had decided to go by bus the next time.

VII. Переведите предложения на английский.

1. Кошка запрыгнула на стол, легла на ноутбук, замурчала и через несколько минут уснула.
2. Пока Джеймс ел в ресторане, вор украл сумку из его автомобиля.
3. Мне казалось, Марка не было на этом мероприятии?
4. Пока Джон смотрел бейсбольный матч по телевизору, Мэри разговаривала по телефону.
5. В этом году было много солнечных дней.
6. Стивен уже дошел до своего дома, а мы все стояли и смотрели на закат.
7. В этой стране мало преступников, не так ли?
8. Поезд пришел в 10, а в 11 мы уже завтракали с нашими партнерами.
9. Пока мы были в отпуске, погода в Москве резко испортилась.

VIII. Переведите предложения на английский.

1. Прежде чем стать полноправным партнером в юридической фирме Джордж проработал в ней 8 лет.
2. Но я действительно никак не мог появиться – я целый день организовывал приезд наших партнеров и смертельно устал. В следующий раз предупреждайте заранее.
3. Мы случайно встретили Тома и Джейн на входе в здание аэропорта, когда они летели в Париж, а мы в Берлин. Мы немного поболтали, пока ждали наши рейсы.

4. Ну и каким образом им удалось избавиться от этого зануды так быстро? Я же специально сказал ему, что они заинтересовались его работами.
5. На небе не было ни одной звездочки, пришлось отложить мое загадывание желаний.
6. Когда ушли Роберт и Майк? Может, я успею их догнать?
7. А я думаю, что они ждали нас в другом ресторане. С какой стати им срывать встречу / У них не было причин срывать встречу.
8. Ну и как тебе понравилась Эйфелева башня ночью?

THE FUTURE TENSES

I. Выберите один из предложенных вариантов ответа:

1. The sports club has put up the prices again, I'll cancel / I'm going to cancel my membership.
2. I've talked to my boss, but he's very unhelpful and won't do / isn't going to do anything about the problem.
3. I'll go / I'm going to go into town this afternoon. Can I get you anything?
4. Will you hold / Are you going to hold this box for a moment while I unpack it?
5. I hear the government's announced they'll raise / they're going to raise taxes again.
6. My car won't start / isn't going to start. It must be the cold, I think.
7. I'll start / I'm going to start a new job next week.
8. I'm so sorry I forgot your birthday. Why don't you come round tomorrow evening and I'll cook / I'm going to cook you a meal?
9. I took these trousers back to the shop, hut they won't change / they aren't going to change them without a receipt.
10. You look tired. Shall we eat / Are we going to eat early this evening?
11. I've decided what to do on my holiday. I'll go / I'm going to go to Morocco.

III. Выберите один из предложенных вариантов ответа:

1. I think Jane (*will get / is getting*) the job. She has a lot of experience.
2. Ann isn't free on Saturday. She (*will work / is working*).
3. I can't meet you tomorrow afternoon. (*I'm having / I'll have*) business lunch with our perspective customers.
4. They (*will have moved / will be moving*) to their new office by January.
5. Tomorrow (*I'll interview / I'll be interviewing*) candidates all morning.
6. When the contract (*is / will be*) ready, I'll let you know.

11. Do you know what time ... ?
 - a. does the conference finish
 - b. the conference finishes
 - c. the conference will finish
 - d. is the conference finishing
12. Have the management made plans to review salaries? – They ... salaries as usual in the end-of-year review.
 - a. will look at
 - b. will be looking at
 - c. is going to look at
 - d. will have looked at
13. Don't phone me tonight. I ... for my English exam.
 - a. will study
 - b. will be studying
 - c. study
 - d. will have studied
14. We're late. The meeting ... by the time we get to the office.
 - a. will already start
 - b. will be already started
 - c. will already have started
 - d. have started
15. ... to the stationer's later? If so, could you buy a bundle of A4 paper for me?
 - a. Are you going
 - b. Have you gone
 - c. Will you go
 - d. Will you be going

IV. Раскройте скобки, употребив глагол в одном из настоящих или будущих времён:

1. By the end of the year Mr. Greenshaw (*work*) in this company for 5 months.
2. Did you post that letter for me? – Oh, I'm sorry. I completely forgot. I (*do*) it right now.
3. I (*see*) Nick tomorrow, so I can give him your message
4. Do you think you still (*do*) the same job in ten years' time?
5. When we (*get*) back to Minsk we (*travel*) for nine days.
6. We (*repay*) the bank loan by September.
7. I (*let*) you know as soon as I (*finish*) the statement analysis.
8. The manufacturers guarantee that customers (*be*) gratified with this product.
9. If you need to contact me, I (*stay*) at the Hilton Hotel until Friday.
10. In the future video-conferences probably (*replace*) many international meetings.
11. Mr. Stanton (*not be*) satisfied until he (*be*) promoted to the Chief Executive's position.
12. I'm not expecting any messages, but if someone (*to ring*) while I (*be*) out, could you say that I (*to be*) back at 6 o'clock?
13. By the time I (*qualify*) I (*study*) management for five years.
14. Next year (*be*) the company's centenary year.

15. Prices (*go up*) if the exchange rate (*change*). What you (*do*) if that (*happen*)?
16. Sue has applied for the job but she isn't qualified for it. I (*be*) surprised if she (*get*) it.
17. Supposing the marketing campaign (*not be*) a success. What we (*do*)?
18. The board meeting (*begin*) at 9.30 or 10.30?
19. The international trade exhibition (*open*) on 9 April and (*finish*) on 1 May.
20. Tom is on holiday and he is spending his money very quickly. If he continues like this, he (*spend*) all his money before the end of his holiday.
21. Don't phone me between 7 and 8. I (*prepare*) the annual report then.
22. We (*have*) our weekly meeting tomorrow instead of Thursday next week.
23. When we (*have*) notice from the manufacturers, we (*inform*) you that the goods (*be*) in stock.
24. Will you ask Mr. Black if his company (*take part*) in the exhibition next month?
25. You (*not be*) able to enter the teaching block if you (*not have*) your identity card.

V. Раскройте скобки, употребив глаголы в Present Simple или Future Simple.

1. If people in the next century (learn) how to live longer, they might have several careers in their lives.
2. They don't know if he (go) to the conference next week.
3. Don't tell him all the details unless he (ask).
4. Stay here while I (check the place).
5. I am not sure if he (talk to you about this matter).
6. I wonder if we (stay) in touch after I (move).
7. If you (move), you will touch the live wire.
8. If you (want) to find me you know where I will be.
9. I am not sure if he (join) us for the hike.
10. Everybody wonders if he (cooperate).
11. I shall make the conclusion after I (study) the report.
12. If I (take) this job, I will expect a raise.
13. You can leave after you (sign) the papers.
14. We shall consider your application after you (provide) the recommendation.
15. Until you (become) more experienced, you won't earn much.

VI. Переведите на английский язык.

1. В выходные почты не будет.
2. Все твои друзья будут на этой вечеринке.
3. В это воскресенье будет год с тех пор, как Эдна и Пит поженились, вечеринки по этому случаю не будет, но почему бы нам не подарить им что-нибудь?
4. Больше такой возможности тебе не представится, решайся сейчас, к пятнице эта вакансия будет закрыта. (to fill a position/ a vacancy)
5. Возьми крем от загара, на пляже будет жарко.
6. Когда мы приедем, в Италии будет уже два месяца, как начался сезон дождей. Возьми зонт, Мари говорит, завтра будет неделя, как дождь моросит не переставая.
7. На пляже будет много скульптур из песка, тебе стоит взять камеру / тебе лучше взять камеру / я, пожалуй, возьму камеру.
8. Никакой стипендии (у меня) не будет, если я завалю эту сессию.
9. Я не хочу идти на эту свадьбу – там не будет никого моего возраста.
10. К вашему приезду в номере будет (установлен) кондиционер.
11. Завтра не будет горячей воды с 15.00 до 18.00.

GENERALIZED GRAMMAR EXERCISES

I. Выберите один из предложенных вариантов ответа:

1. I am studying management at the Belarusian State Economic University, and so ... my colleague.
a. is b. does c. was d. were
2. My subordinates usually ... five days a week, and this week they ... six days.
a. work; work c. are working; are working
b. are working; work d. work; are working
3. When Mr. Lyndon arrived, the Managing Director ... lunch, but stopped in order to talk to him.
a. was having b. had c. were having d. had been having
4. The company ... for office managers now.
a. advertised b. has advertised c. was advertised d. is advertising
5. Don't worry ... late tonight.
a. if I'll be b. if I am c. when I'll be d. if I be
6. What time ... the accident ...?
a. did; happen c. had; happened
b. b. has; happened d. was; happening

7. I ... a very difficult day tomorrow. I need to prepare for the exam.
 a. will have b. am having c. have d. would have
8. We had many difficulties but we ... them.
 a. have overcome b. overcame c. had overcome d. will overcome
9. At 9 a.m. on Tuesday the Public Relations Manager ... the delegation in the office.
 a. will receive c. will be receiving
 b. is receiving d. would receive
10. I ... always ... if the service is bad in restaurants.
 a. –; complain c. will; be complaining
 b. am; complaining d. will; complain
11. At first I thought I ... the right thing, but I soon realized that I ... a serious mistake.
 a. did; made c. have done; have made
 b. had done; had made d. did; had made
12. This ... the third time I ... you one and the same question.
 a. has been; asked c. is; am asking
 b. is; have asked d. has been; had asked
13. Next week Kate McKenna ... to the USA on business.
 a. is going b. is going to go c. goes d. will go
14. How long ... you ... here? – Since I graduated from the university.
 a. have been working c. did work
 b. had worked d. do work
15. I ... agricultural fairs a lot, but I don't any more.
 a. was used to attend c. was attending
 b. used to attending d. used to attend
16. ... you ... the bank when you go out? I need to top up my mobile account.
 a. Will; have passed c. Will; be passing
 b. Do; pass d. Are; passing
17. The economic situation is already very bad and it ... worse.
 a. is getting b. gets c. got d. would be getting
18. He is broke. He ... all his money into some hoity-toity business.
 a. put b. has put c. had put d. puts
19. I think it ... a hard time for our enterprise.
 a. is going to be b. will be c. have been d. had been
20. Everything is going well. We ... any problems so far, fortunately.
 a. didn't have b. weren't having c. haven't had d. don't have

21. We ... a lot of orders from other firms at this price and more orders ... now.
- a. have got; are coming c. got; came
b. get; will come d. got; are coming
22. The participants ... the matter before the chairman
- a. will be discussing; will come c. will have discussed; comes
b. will discuss; come d. discuss; will come
23. It ... an invention which ... the foundations of modern information technology.
- a. was; laid c. had been; lied
b. has been; lies d. is; has been lying
24. I ... the Chief Executive himself today, but I ... to his deputy.
- a. didn't see; spoke c. don't see; speak
b. haven't seen; have spoken d. didn't see; have spoken
25. I ... ill since I ... up this morning.
- a. am feeling; got c. feel; have got
b. had felt; have got d. have been feeling; got
26. She ... promoted because she ... a lot of good work.
- a. has got; is doing c. had got; has done
b. got; had done d. got; was doing
27. By next summer you ... English for two years.
- a. will study c. will have been studying
b. have studied d. are studying
28. She ... at the parcel long-enough, before she ... that it was for her boss.
- a. had been looking; had understood c. was looking; understood
b. had been looking; understood d. was looking; had understood
29. He ... through advertising brochures when I ... the room yesterday.
- a. had been looking; entered c. was looking; entered
b. looked; had entered d. was looking; was entering
30. After we ... the specimens of your products, we came to the conclusion that they ... our requirements.
- a. had examined; met c. have examined; meets
b. examined; had met d. had examined; meet

6. PASSIVE VOICE

I. Преобразуйте в пассивный залог

- No one has cleaned the windows for weeks.
- His company made him redundant a year ago.
- The pressures of work were affecting her health.

4. The fire fighters put out the fire before it did much damage.
5. If it hadn't rained so much, we would have finished the job on time.
6. The people at the garage are repairing our car.
7. Someone hit him on the head with a heavy instrument.
8. I hope they'll choose me for the basketball team.
9. A man near a metro station gave me this leaflet.
10. Some company delivered these pictures to my house from the auction today.
11. Some client has sued my friend who is a hairdresser for spoiling the client's looks.
12. By two in the afternoon our men will have installed the new cooker and you will be able to cook your dinner that very day.

II. Выберите один из предложенных вариантов ответа:

1. Gomel State Technical University (*has been founded / was founded*) in 1968.
2. Highly qualified specialists (*are trained / are being trained*) at numerous departments of the Gomel State Technical University.
3. The material base of the university (*had been restored / was restored*) by the end of the 1950s.
4. Another date for the meeting (*will be set / will being set*) next week.
5. At present our company (*is being reorganized / is reorganizing*).
6. Further information can (*be obtained / being obtained*) from your immediate superior.
7. I hope the papers (*will have received / will have been received*) by tomorrow afternoon.
8. New software (*was installed / has been installed*) on my PC yesterday.
9. She (*was appointed / appointed*) Head of the Information Systems Department two months ago.
10. Why (*has he given / has he been given*) a promotion?

III. Выберите один из предложенных вариантов ответа:

1. The papers ... by the Managing Director yet. He is on a business trip.

a. haven't been signed	c. haven't signed
b. aren't signed	d. weren't signed
2. The details of the deal ... at the board meeting now.

a. are finalised	c. have been finalised
b. are being finalised	d. are finalising
3. A new government ... to overcome the economic slump.

a. formed	b. has formed	c. was formed	d. have been formed
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4. Promotional gifts ... at the presentation.
 - a. is handed out
 - b. will be handed out
 - c. has been handed out
 - d. have handed out
5. A discount may ... to make a consumer pay immediately.
 - a. have been offered
 - b. is offered
 - c. will be offered
 - d. be offered
6. The stock exchange ... twice a day.
 - a. is monitored
 - b. were monitored
 - c. has monitored
 - d. will monitored
7. The mail ... yet.
 - a. hasn't received
 - b. hadn't been received
 - c. wasn't received
 - d. hasn't been received
8. To improve the effectiveness of marketing strategy a market ... into separate definable elements.
 - a. has split
 - b. splits
 - c. is split
 - d. has been split
9. This model is of a new design and only a few units ... so far.
 - a. have been manufactured
 - b. were manufactured
 - c. are manufactured
 - d. had manufactured
10. The financial status of an enterprise ... in its financial account.
 - a. is reflected
 - b. has reflected
 - c. is being reflected
 - d. was being reflected
11. The project ... within the framework of the agreement.
 - a. will build
 - b. will have been built
 - c. will be built
 - d. are built
12. The talks ... from 2 till 3 p.m. yesterday.
 - a. were being held
 - b. were held
 - c. had been held
 - d. have held
13. When an individual or a company borrows money from a bank, the money must ... back by a specific date.
 - a. to pay
 - b. be paid
 - c. being paid
 - d. have been paid
14. He told me not to worry as the letter ... by 6 o'clock.
 - a. will have been sent
 - b. has been sent
 - c. will be sent
 - d. would have been sent
15. The contract was signed after the terms of payment and delivery
 - a. are discussed
 - b. have been discussed
 - c. were discussed
 - d. had been discussed

IV. Раскройте скобки, употребив глагол в соответствующей форме активного или пассивного залога:

1. A personal file (*keep*) on every member of staff from the moment they are taken on.
2. The employees should constantly (*encourage*) to display initiative.
3. A small increase in our company's profits (*report*) last year.
4. After a sharp decline in annual income they (*take*) over by a major competitive.
5. The press release (*issue*) to all advertising agencies after the product (*launch*).
6. An effective advertising campaign (*need*) to launch a new product line.
7. The central office of this joint-stock company (*locate*) in Minsk.
8. At the moment his claims (*examine*) by the Chief Executive.
9. By next year, everybody in the company (*give*) a pay-rise.
10. Credit cards (*accept*) in your shop?
11. The flight (*delay*) by two hours due to accident threat.
12. Delivering the goods by air is rather costly, but they (*require*) urgently.
13. She (*inform*) about the results of the research as soon as it (*finish*) next month.
14. Some manufacturers (*accuse*) of dumping – selling goods abroad at a lower price than they (*sell*) domestically.
15. What Belarus (*export*)?
16. The Board of Directors usually (*elect*) by stockholders.
17. Their share price (*rise*) steadily before the merger (*announce*).
18. We (*spend*) a lot of money on advertising campaign.
19. Yesterday Mr. Higgins (*tell*) to come at two o'clock on the dot.
20. The office worker (*dismiss*) as he (*steal*) company property ever since he (*appoint*).
21. He (*work*) as a consultant for three different companies in the same field of activity, but (*fire*) from the first two.
22. Although strategic decision-making generally (*entrust*) to senior officials, the board members are responsible to the shareholders for any errors that might (*make*).
23. It (*report*) yesterday that the sides (*reach*) an agreement on the terms of the contract.
24. Our performance (*help*) by the failure of our main rivals that wound up their business in May.
25. The division of a market into identifiable groups (*describe*) as market segmentation.

V. Закончите предложения, не искажая информацию.

Example: They believe that skin cancer will cause more deaths in the coming years. (believe)

It is believed that skin cancer will cause more deaths in the coming years.

1. People think that he is living in South America. (be)

He.....in South America.

2. They expect that the repairs will take three to five weeks. (that).

It.....the repairs will take three to five weeks.

3. People say that she left the country months ago. (have)

She.....the country months ago.

4. They think that the manager will resign. (is)

It.....the manager will resign.

5. Experts believe that the house was built in 1735. (been)

The house.....built in 1735.

6. The accident is reported to have been caused by human error. (that)

It is reported.....by human error.

7. SEQUENCE OF TENSES. REPORTED SPEECH

I. Преобразуйте предложения в косвенные вопросы

I'm interested	Could you tell me	I wonder	Do you agree
Could you explain to me	Do you think	I was wondering	

1. Would you like to have a cup of herbal tea?
2. When did she leave him?
3. Did they invent anything valuable?
4. What has been keeping you so long?
5. Will Jane ever come back to her native town?
6. What have they done to their cat?
7. Do you believe that China will be the leading country by 2020?
8. Had they left the door open the day they were bugled?
9. Do you have another tissue?
10. Are they coming or going?
11. How often do you visit your mother?
12. Was the party paid for by the company?
13. Will any celebrity be coming to the party?

II. Выберите один из предложенных вариантов ответа:

1. The secretary asked her boss what time (*would he leave / he was leaving*) for the airport.
2. He wondered what (*he should do / should he do*) to set the situation right.
3. Melvin promised (*to pay / paying*) back the money as soon as possible.

4. Mr. Ferrow suggested (*talking / that he would talk*) to the CEO in person.
5. The company's executive director informed the staffers that they (*will be given / would be given*) a few days off.
6. The Marketing Director inquired when the launch campaign of the new product (*is going / was going*) to take place.
7. Mr. Martin denied that she (*had taken / took*) any money from the company.
8. The teacher explained that the elements of the marketing mix (*focused / focus*) on the consumer.
9. We found out that the new trainee (*was promoted / had been promoted*) over the heads of several of his seniors.
10. The shop assistant told us (*do not touch / not to touch*) any of the items on display.

III. Выберите один из предложенных вариантов ответа:

1. Katherine's told me she ... for a better job at the moment.
a. was looking b. looks c. looked d. is looking
2. Last year's financial statement indicates that it ... a very profitable year for the company.
a. is b. was c. has been d. had been
3. The financial adviser convinced the CEO that the new project ... a success.
a. will be b. is going to be c. would be d. was
4. The suppliers said that they already ... us the duplicate invoice.
a. had sent b. have sent c. would send d. were sending
5. He warned me ... my shares yet.
a. do not sell b. about selling c. to sell d. not to sell
6. Last year our company operated less efficiently than it ... this year.
a. did b. does c. have done d. would do
7. The merger you ... about now was announced yesterday.
a. were talking b. talked c. are talking d. have been talking
8. The correspondent asked the Returning Officer ... on the election results.
a. to comment b. don't comment c. commented d. would comment
9. I want to know ... new staff for the summer.
a. would they be employing c. will they be employing
b. if they would be employing d. if they will be employing

1. «May I have a piece of cake please?» Marla said.
2. «Yes, okay. I'll tell my father about the accident we got in the other night», Ben said.
3. «I must have the report by tomorrow», the boss said.
4. «Please, please let me go to this party», Sue asked her mother yesterday.
5. «I'll never be naughty again», Ted said to his father.
6. «Stand up straight!» said the sergeant to the soldier.
7. «Yes, it was me who robbed the bank two weeks ago», the criminal said.
8. «I didn't come to work because I was ill», the secretary said to her boss.
9. «Let's play chess tonight», my brother said.
10. «I'm sorry I forgot to phone you the day before yesterday», Gerry said to Sally.
11. «Don't forget to go to the bank tomorrow», the mother said to me.
12. «You should relax more these days», the doctor said to the patient.
13. «Mark is always shouting at me», Susanna said.
14. «You were right, it is a very appropriate dress!» Maurice said.
15. «Shall I carry your bag, Tracy?» Ted said.
16. «No, I certainly won't be doing your homework this year, Graham», said Bill.
17. «You scratched my record because you were carrying it in your purse without a box», Mark said to his girlfriend.
18. «Leave now or I'll phone the police», the salesman said to the shoplifters.
19. «I like red wine, not champagne, please», said Aunt Polly.
20. «It's true, I broke the window when I was playing ball», the little boy said.
21. «I'll phone you as soon as I arrive», said my wife to me.
22. «You're right, Mona looked very beautiful when we met her», Donna said.
23. «You should come and see me next week, when I am at home at last» said Rachel.
24. «If you try to escape again, I'll shoot you», the guard said to the prisoner.
25. «Why don't we have chicken for dinner tomorrow evening?» James said.
26. «You must sign the contract today, Mr Harrison», the lawyer said.
27. «I'll punish you if you do that again!» the father said to the boy.
28. «Would you like me to show you how to use this computer?» the accountant said to me.
29. «My son has won the spelling contest last month» Rupert said.

30. «They are at work now» said the babysitter to me.
31. «No, I won't marry you, John», Lisa said.
32. «Oh allright, I'll lend you my car the day after tomorrow, Tom», his cousin said.

8. CONJUNCTIVE MOOD

I. Выберите один из предложенных вариантов ответа:

1. I hope that if I (*do / will do*) my best, they will give me a permanent contract after a few months.
2. I wish you (*attended / had attended*) the meeting yesterday.
3. If a firm doesn't advertise, it (*would lose / loses*) its market share.
4. Unless you (*don't send / send*) us all the documents, we won't be able to deliver you the merchandise.
5. If I were on the Board of this company, I (*will argue / would argue*) against the merger.
6. If we (*anticipated / had anticipated*) the financial collapse, we wouldn't have lost so much money.
7. She (*wouldn't have missed / wouldn't miss*) the deadline if she weren't so disorganized.
8. If you (*were / had been*) in his situation, what would you do?
9. I wish our partners (*wouldn't infringe / hadn't infringed*) terms and conditions of contracts from now on.
10. If you (*granted / would grant*) us a 15% trade discount, we'd make firm orders in advance for one year.

II. Выберите один из предложенных вариантов ответа:

1. We exchange goods only if you ... a receipt.
a. will produce b. produced c. produce d. would produce
2. I wish I ... a senior staff member so that I can use the car park.
a. was b. were c. had been d. would be
3. I'll have to send them a reminder unless they ... the invoice in due time.
a. pay b. will pay c. won't pay d. don't pay
4. But for the poor advertising campaign their sales ... considerably.
a. would increase c. had increased
b. would have increased d. will increase
5. If he ... in time, he would have taken all necessary measures.
a. were warned b. had warned c. was warned d. had been warned
6. They wish they ... the job to an external candidate. Now they regret about it.
a. wouldn't give b. didn't give c. hadn't given d. haven't given

6. If I (*be*) you, I (*not waste*) time. I would learn foreign languages. It's very important for getting a good job.
7. We (*stop*) the meeting now if there (*be*) nothing else to discuss.
8. I think if I (*obtain*) a Master of Business Administration degree, I (*improve*) my job prospects.
9. If our side (*be*) better prepared, we (*succeed*) in yesterday's talks.
10. I wish they (*stop*) criticizing our efforts to change the advertising strategy.
11. If that customer's complaints (*be*) well-grounded, his losses (*compensate*).
12. They (*survive*) that awful recession if they (*invest*) in new technology.
13. If the Managing Director (*not go*) on a business trip, he (*sign*) the contract, I'm sure. But now you'll have to wait for him to return.
14. Perhaps I (*purchase*) this equipment if you (*throw in*) the accessories.
15. If these figures (*can break*) down into parts, it (*make*) them easier to understand.
16. We (*not employ*) people unless they (*be*) experienced and eager to work hard.
17. If they (*approve*) this delivery schedule, we (*be able*) to dispatch the goods within 7 days.
18. Sometimes if you (*take*) a chance, it (*pay*) off.
19. If they (*promote*) the brand better, they (*gain*) their share of market. But unfortunately, they can't.
20. What laws you (*change*) if you (*be*) the Prime Minister?
21. If we (*break*) into the Western market, our turnover (*increase*) substantially. So we should do our best to implement this plan.
22. If you (*look*) carefully at your copy of the contract, you (*see*) that this clause applies to you.
23. Unless we (*meet*) the debts by the end of December, we (*force*) to declare ourselves bankrupt.
24. We (*accept*) their terms of the agreement yesterday if they (*prolong*) the warranty period.
25. Will you inform them that if they (*not settle*) their account, we (*take*) them to court?

IV. Раскройте скобки, употребив глагол в требуемой форме сослагательного наклонения:

1. If I had a typewriter I (type) it myself.
2. If I (know) his address I'd give it to you.

3. He (look) a lot better if he shaved more often.
4. If you (play) for lower stakes you wouldn't lose so much.
5. If he worked more slowly he (not make) so many mistakes.
6. I shouldn't drink that wine if I (be) you.
7. More tourists would come to this country if it (have) a better climate.
8. If I were sent to prison you (visit) me?
9. If someone (give) you a helicopter what would you do with it?
10. I (buy) shares in that company if I had some money.
11. If he (clean) his windscreen he'd be able to see where he was going.
12. If you drove your car into the river you (be able) to get out?
13. If you (not belong) to a union you couldn't get a job.
14. If I (win) a big prize in a lottery I'd give up my job.
15. What you (do) if you found a burglar in your house?
16. I could tell you what this means if I (know) Greek.
17. If everybody (give) 1 pound we would have enough.
18. He might get fat if he (stop) smoking.
19. If he knew that it was dangerous he (not come).
20. If you (see) someone drowning what would you do?
21. I (be) ruined if I bought her everything she asked for.
22. If you slept under a mosquito net you (not be) bitten so often.
23. I could get a job easily if I (have) a degree.
24. If she (do) her hair differently she might look quite nice.
25. If we had more rain our crops (grow) faster.
26. The whole machine would fall to pieces if you (remove) that screw.
27. I (keep) a horse if I could afford it.
28. I'd go and see him more often if he (live) on a bus route.
29. If they (ban) the sale of alcohol at football matches there might be less violence.
30. I (offer) to help if I thought I'd be any use.
31. What would you do if the lift (get) stuck between two floors?
32. If you (paint) the walls white the room would be much brighter.
33. If you (change) your job would it affect your pension?
34. If you knew you had only six weeks to live how you (spend) those six weeks?
35. I'd climb over the wall if there (not be) so much broken glass on top of it.

V. Переведите предложения на английский язык:

1. Как жаль, что ты не президент – отменил бы сессию.
2. Хотел бы я, чтобы этот счет никогда не пришел.

3. Я бы не смогла жить с этим. – Ты бы удивилась, если бы узнала, с чем можно жить.
4. Как жаль, что ты уже видел этот фильм.
5. Разве он не жалеет, что не поступил в другой ВУЗ?
6. Кадди мучается, что не обнаружила тот симптом сама. – Она и не смогла бы.
7. Что бы ты сделал, будь у тебя возможность делать абсолютно все, но только один день?
8. А почему тебе бы не хотелось, чтобы сейчас было лето?
9. Хотел бы я, чтобы поскорее пришел Новый Год.
10. Если бы не забастовка работников транспорта, мне не пришлось бы вставать на два часа раньше. И я бы сейчас все еще спал.
11. Жаль, что вы не пришли раньше.
12. Приди вы неделей раньше, вы бы с ним встретились без промедления.
13. Жаль, что Ван Гог написал так немного картин.
14. Погода не была бы такой теплой, если бы не столкнулись два циклона.
15. Разве тебе не жаль, что мы уезжаем в этот понедельник?
16. Интересно, что бы ты стал тогда делать, не умей я разжигать костер с одной спички?
17. Если бы только лето не кончалось никогда.
18. Если бы не вы, сидел бы я сейчас посреди пустыни без воды и телефона.
19. Если бы только ты хоть иногда приходил вовремя!
20. Мне бы хотелось, чтобы этот фотограф работал только в нашем журнале.
21. Жаль, что мы не смогли сдать все наши пальто в гардероб.
22. Если бы каждый сортировал свой мусор, мы могли бы замедлить загрязнение планеты.

9. THE VERBALS

INFINITIVE ИНФИНИТИВ

I. Вставьте частицу *to* перед инфинитивом, где необходимо:

1. ... stay competitive, hi-tech firms must constantly ... innovate otherwise their products become out of date.
2. Before we can ... decide where ... buy the equipment, we need ... carry out market research.
3. He didn't dare ... argue with his superior.
4. The first thing a commercial must ... do is ... catch the potential customer's eye.

5. Our main competitors were heard ... become insolvent.
6. The employers tried a lock-out ... make the workers ... accept their terms.
7. There is nothing for you ... do but ... consult with the tax lawyer.
8. Why not ... consider our own employees first for any vacancies?
9. The supervisor lost control of his subordinates after he allowed them ... override his decisions.
10. Hi-Marks Company is an exclusive distributor in our region, so we are forced ... purchase domestic appliances from them.

II. Вставьте частицу *to* перед инфинитивом, где необходимо:

1. I think you ought ... apologize.
2. Make him ... speak louder.
3. Help me ... carry this bag.
4. My son asked me ... let him ... go to the theatre.
5. I must ... go to the country.
6. It cannot ... be done to-day.
7. She asked me ... read the letter carefully and ... write an answer.
8. The man told me not ... walk on the grass.
9. Let me ... help you with your work.
10. She ought ... take care of her health.
11. We had better ... stop to rest a little.
12. I don't know what ... do.
13. He was seen ... leave the house.
14. We have come ... ask whether there is anything we can ... do.
15. We heard the siren ... sound and saw the ship ... move.
16. I cannot ... go there now, I have some work ... do.
17. During the crossing the passengers felt the ship ... toss.
18. You must make him ... practice an hour a day.
19. He is not sure that it can ... be done, but he is willing ... try.
20. I looked for the book everywhere but could not ... find it.
21. He said that she might ... come in the evening.
22. She was made ... repeat the song.
23. Would you rather ... learn shorthand than typewriting?

III. Переведите на русский язык:.

1. The buyers want to know our terms of payment.
2. This is for you to decide.
3. The plan of our work will be discussed at the meeting to be held on May 25.
4. To walk in the garden was a pleasure.

5. Jane remembered to have been told a lot about Mr. Smith.
6. I felt him put his hand on my shoulder.
7. This writer is said to have written a new novel.
8. She seems to be having a good time at the seaside.
9. They watched the boy cross the street.
10. To advertise in magazines is very expensive.
11. He proved to be one of the cleverest students at our Institute.
12. He knew himself to be strong enough to take part in the expedition.
13. To see is to believe.
14. He is sure to enjoy himself at the disco.
15. To tell you the truth, this company has a very stable position in the market.

IV. Переведите на английский язык:

1. Он хочет, чтобы мы пришли к нему сегодня.
2. Я хотел бы, чтобы вы подождали меня здесь.
3. Он хочет, чтобы его сын стал врачом.
4. Он хочет, чтобы его послали в С.-Петербург на конференцию.
5. Она хочет, чтобы ее пригласили на вечер.
6. Мы не хотели, чтобы нас прерывали.
7. Хотите ли вы, чтобы я вам помог?
8. Я хочу, чтобы его статья была опубликована.
9. Доктор не хочет, чтобы вы ехали на юг.
10. Он хочет, чтобы груз был застрахован.
11. Она не любит, чтобы дети готовили уроки вечером.
12. Она любит, чтобы обед был вовремя.
13. Он не любит, когда его прерывают.
14. Он хочет, чтобы ему задавали вопросы.

IV. Переведите на английский язык:

1. Я рад, что рассказал вам эту историю.
2. Я рад, что мне рассказали эту историю.
3. Я хочу познакомить вас с этой артисткой.
4. Я хочу, чтобы меня познакомили с этой артисткой.
5. Я рад, что встретил ее на станции.
6. Я рад, что меня встретили на станции.
7. Мы очень счастливы, что пригласили его на вечер.
8. Мы очень счастливы, что нас пригласили на вечер.
9. Он будет счастлив посетить эту знаменитую картинную галерею.
10. Он был счастлив, что посетил эту знаменитую картинную галерею.

11. Дети любят, когда им рассказывают сказки.
12. Я не предполагал останавливаться на этой станции.
13. Я не ожидал, что меня остановят.
14. Я сожалею, что причинил вам столько беспокойства.
15. Он не выносит¹, когда ему лгут.
16. Я вспомнил, что уже встречал это слово в какой-то книге.
17. Мне очень жаль, что я пропустил эту интересную лекцию.
18. Она счастлива, что слышала концерт известного итальянского дирижера.
19. Она рада, что присутствовала на лекции.
20. Он очень доволен, что закончил свою книгу.
21. Наши спортсмены гордятся тем, что выиграли кубок.
22. Я только хочу, чтобы мне позволили помочь вам.
23. Я был благодарен, что мне дали комнату с большим окном.
24. Он был счастлив, что вернулся домой.
25. Он был счастлив, что снова дома.
26. Я сожалею, что прервал Вас.
27. Я сожалею, что не застала вас дома.
28. Джейн была счастлива, что уезжает от миссис Рид.
29. Рочестер был рад познакомиться с Джейн.
30. Рочестер был рад, что познакомился с Джейн.

VI. Выберите один из предложенных вариантов ответа:

1. There is no even a chance for him

a. to promote	c. to be promoting
b. to be promoted	d. to have been promoted
2. Our enterprise is expected ... to prosper in the next twelve months in spite of some current problems.

a. to continue	c. to have continued
b. to be continuing	d. to be continued
3. I am proud ... an opportunity of working on your staff.

a. to have given	c. to have been given
b. to give	d. to be giving
4. Insurance companies may use insurance adjusters to negotiate the amount of the insurance

a. to be paid	c. to pay
b. to have been paid	d. to have paid
5. The idea is said ... from the research and development department.

a. to originate	c. to be originating
b. to have originated	d. to have been originated

6. We appear ... very good progress nowadays.
 - a. to make
 - b. to be making
 - c. to have made
 - d. to have been making
7. ... the increased demand for consumer goods, new supermarket has been opened in the city centre.
 - a. to meet
 - b. to have met
 - c. to be met
 - d. to have been met
8. The first question ... at the meeting is the stimulation of the public interest to our new product line.
 - a. to discuss
 - b. to be discussing
 - c. to be discussed
 - d. to have been discussed
9. There is no reason for the other party ... the terms of delivery.
 - a. to change
 - b. to have been changing
 - c. to be changing
 - d. to have changed
10. The Board of Directors seem ... the proposal for more than an hour.
 - a. to negotiate
 - b. to be negotiating
 - c. to have negotiated
 - d. to have been negotiating

VII. Переведите предложения на русский язык:

1. I want you to pay more attention to our new advertising campaign.
2. Managers who like power find it difficult to delegate responsibility.
3. Our share of market seems to have gone down a month ago.
4. She doesn't seem to get on very well with her colleagues.
5. The applicant is too inexperienced for us to consider employing him.
6. This company is known to have gone bankrupt.
7. We expect the turnover to increase by at least 3 per cent.
8. Your assistant deserves to be paid more as he is regularly on overtime.
9. This is for the public relations department to project the right image of the company.
10. He waited for the CEO to discuss how to improve productivity and stay competitive.

PARTICIPLE

I. Выберите один из предложенных вариантов ответа:

1. There's a (*growing / grown*) awareness of the need to improve productivity.
2. (*Enclosing / Enclosed*) you will find our current catalogues and price lists.
3. Activity ratios are meaningful when (*comparing / compared*) with those of other companies.

4. The sales manager (*confirming / confirmed*) the company's orders is out at the moment.
5. Although (*allowing / allowed*), it was preferred that staffers should not smoke inside.
6. Being absorbed in her work she didn't pay any attention to the (*ringing / rung*) telephone.
7. I am (*bothering / bothered*) by our current financial status.
8. An accountant is a person (*concerning / concerned*) with the maintenance and audit of business accounts and the preparation of consultant reports in tax and finance.
9. Mr. Thomson is not (*experienced / experiencing*) enough to take on such responsibilities.
10. The customer was (*dissatisfying / dissatisfied*) with the service and complained to the manager.

II. Выберите один из предложенных вариантов ответа:

1. ... for an honest man, he is trusted absolutely.
a. Taking b. Being taken c. Having taken d. Being taking
2. I've just received an advisory note ... me that the goods have been shipped.
a. told b. having told c. telling d. being told
3. ... at 3 o'clock, the financial statement then was send to the CEO.
a. Completed c. Having completed
b. Completing d. Having been completing
4. With the inflation ..., the purchasing power of the population has declined.
a. grown b. growing c. having growing d. having grown
5. The state of economy is really ... at the moment.
a. worrying b. worried c. being worried d. being worrying
6. ... to Scotland on urgent business, he left on the night's train.
a. Being summoned c. Having summoned
b. Summoning d. Having been summoned
7. Job description is a detailed ... document ... all the duties and responsibilities of the worker.
a. writing; specifying c. written; specifying
b. written; specified d. writing; specified
8. A bill of lading is a document ... full particulars of the goods, their destination and the name of the ship ... them.
a. contained; carried c. containing; carried
b. contained; carrying d. containing; carrying

9. ... the news she was so ... that she didn't know what to do.
 - a. Learning; shocking
 - b. Having learnt; shocked
 - c. Learnt; shocked
 - d. Having been learnt; shocking
10. Managers ... information to pass it on to other managers depend on information ... to them.
 - a. selecting; communicated
 - b. selected; communicating
 - c. having selecting; having communicated
 - d. having selected; being communicating

III. Переведите предложения на русский язык:

1. The firm has a lot of contracts, some of them having been signed after the talks.
2. Buying that new equipment has seriously depleted our cash reserves.
3. The work being finished, everybody left.
4. Ice having been broken, the negotiations began.
5. Once approved, these people hold office for life.
6. The Personnel Director is an outspoken critic of the reorganization.
7. We must have the copy machine fixed.
8. The USA is rich in mineral resources, the main being iron, coal and oil.
9. Using standardized application forms and questionnaires ensures we find a candidate with all the qualifications we need.
10. The representatives came from ten countries, with Britain being represented by Gordon Brown.

GERUND

I. Выберите один из предложенных вариантов ответа:

1. I don't think this work needs (*correcting / being corrected*).
2. On (*coming / having come*) home I began to work at my report.
3. She insisted on the documents (*signing / being signed*) at once.
4. Susie denied (*giving / having given*) the office keys to anyone else.
5. The problem is not worth (*discussing / being discussed*).
6. After (*concluding / having concluded*) the contract the delegation returned to their country.
7. Dismissal is the act of terminating employment or the condition of (*dismissing / being dismissed*) by the employer.
8. He mentioned (*providing / having provided*) venture capital for some small innovative company.
9. When I am giving a presentation, I don't mind (*asking / being asked*) questions.
10. You'd better come back later. Mr. Bradbury dislikes (*interrupting / being interrupted*) when he's in a meeting.

II. Выберите один из предложенных вариантов ответа:

1. I tried (*to get / getting*) in touch with you last week but I think you were away.
2. Could you take this file to Mrs. Murray? I meant (*to let / letting*) her have it this morning, but I forgot (*to give / giving*) it to her.
3. I am sure that if you stop (*to think / thinking*) about our offer you will agree that the price is quite reasonable.
4. The secretary advised me (*not to speak / against speaking*) to the boss right now.
5. First I'll speak about the background of the company, then I'll go on (*to describe / describing*) our new range of products.
6. He found it very difficult (*to get / getting*) work because he was unemployed, and soon regretted (*to resign / resigning*) from his previous job.
7. I like my staff (*to make / making*) decisions for themselves, but they seem afraid (*to show / of showing*) any initiative.
8. The managing director prefers (*to leave / leaving*) financial affairs to his accountant.
9. I'm sorry (*to spoil / for spoiling*) your plans last weekend. – That's OK. I was sorry (*to hear / hearing*) you weren't feeling very well.
10. We like (*to test / testing*) the goods before we dispatch them.

III. Раскройте скобки, употребив глагол в форме герундия или инфинитива:

1. We can't afford (*miss*) this opportunity.
2. He failed (*comprehend*) the seriousness of the problem.
3. If we don't make up our mind rather quickly, we risk (*lose*) the whole contract.
4. We guarantee (*deliver*) the goods by the end of December.
5. May I suggest (*postpone*) the meeting until next week?
6. The politician has been under a cloud over the possibility of (*take*) bribes.
7. He got to the top in business by his own efforts in spite of (*have*) little education and training.
8. The new product line is doing really well. I think we should go on (*sell*) it for another six months at least.
9. The Chairman is skillful at (*avoid*) (*answer*) awkward questions.
10. We like (*contact*) our potential customers to check their reactions to the advertising campaign.

GENERALIZED GRAMMAR EXERCISES

I. Раскройте скобки, употребив глагол в соответствующей форме инфинитива, причастия или герундия:

1. There was nothing to do but (*wait*).
2. It will take a lot of time for the two parties (*come*) to an agreement.
3. I heard him (*discuss*) something with our manager.
4. James believes (*offer*) a promotion in 2 months.
5. She felt tired because she wasn't used (*work*) so hard.
6. The e-mail (*send*) on Monday didn't reach them. There's something wrong with their server.
7. It is necessary for the company (*make*) this employee redundant.
8. The manager seems (*get*) impatient with the interviewee.
9. We felt (*disappoint*) at the results of the marketing research.
10. When (*travel*) from country to country on business or leisure, people have to convert one currency to another.
11. I'm in a difficult position. What do you advise me (*do*)?
12. They managed (*launch*) the product at the beginning of July.
13. Why did you change your decision? What made you (*change*) your mind?
14. Due to our disability (*get*) certain supplies, we lost the order.
15. He admitted (*make*) a serious mistake.
16. I tried to persuade him, but he refused (*listen*) to me.
17. It's up to the accountant (*interpret*) various financial statements.
18. Make a careful assessment of all pros and cons before (*take*) a decision.
19. She looked at the certificate of origin (*check*) where the goods were produced.
20. The cargo is likely (*deliver*) with a two-week delay.
21. His explanation was rather (*confuse*). We didn't understand anything.
22. They were seen (*enter*) their office at 10 p.m.
23. This question is too difficult (*settle*) without further consultations.
24. Would you mind (*run*) through the details once more?
25. You'd better (*hurry*) up or you'll be late for the meeting.
26. (*Analyze*) all the data I was able to make a decision.
27. He was made (*sign*) a paper (*admit*) his guilt.
28. I've looked everywhere, but the file appears (*misplace*).
29. It's important (*create*) a favourable impression when (*meet*) clients.
30. Our profits are up this year, so I expect (*give*) a pay rise.
31. People (*involve*) in management spend a great deal of their time (*work*).
32. She disapproved of Ms Newtown (*engage*) as a secretary.

33. The credit rating (*give*) to a customer will depend on the time s/he takes (*pay*) for the goods.
34. They are said (*work*) at the pilot project for two months.
35. We are looking forward (*see*) you again and (*discuss*) our plans.
36. (*Be*) an energetic and competent manager, Mr. Collins initiated several new projects since (*join*) the company.
37. A clerk is an employee responsible for (*carry*) out general office duties, (*fill*) in forms and (*keep*) records.
38. We try (*stay*) competitive by (*invest*) heavily in advertising and promotion.
39. A firm can encourage their customers (*pay*) more promptly by (*increase*) cash discounts.
40. Before (*ask*) a bank manager for money, it is wise (*show*) him a business plan.
41. A manufacturer may hold stock of (*finish*) goods with the purpose of (*improve*) the delivery time to customers.
42. It's for you (*decide*) where (*work*) after (*graduate*) from the university.
43. Performance appraisals help (*assure*) that (*promise*) staff are not overlooked for promotion.
44. A mark-up is the amount (*add*) to the cost of a commodity (*provide*) the seller with a profit and (*cover*) expenses.
45. The market has reached saturation point so we need (*concentrate*) on (*develop*) new products.
46. Advertisers examine each newspaper's circulation figures before (*decide*) where (*place*) their advertisements.
47. The Board of Directors is a committee (*appoint*) or (*elect*) by shareholders (*sit*) in council for the management or direction of some public or private business.
48. They proposed (*minimize*) the effect of redundancy by (*rely*) on natural wastage.
49. We regret (*inform*) you that we are unable (*supply*) the items you ordered, as we are completely out of stock.
50. A receptionist is a person (*employ*) in an office (*receive*) clients or guests, tell them how (*get*) to the right office, answer the telephone, and arrange appointments.

10. MODAL VERBS

I. Выберите один из предложенных вариантов ответа:

1. (*May / Can*) I make a comment at this point? – Yes, of course you (*may / can*).
2. Analysts say that interest rates (*may / can*) rise before the end of the year.
3. By examining the balance sheet we (*were able to / could*) find out that the company was not doing as well as they claimed.
4. Confidential documents (*may not / cannot*) be photocopied without prior approval.
5. I thought I was going to miss the plane but I (*could / managed to*) get to the airport on time.
6. She (*could / might*) have gone to Oxford but she went to Cambridge instead.
7. The computer system has just crashed. I think we might (*lose / have lost*) a lot of data.
8. They didn't meet yesterday, so they could not (*make / have made*) the decision then.
9. Those who (*cannot / may not*) manage their time efficiently always have high stress levels.
10. Through effective advertising a company (*can / may*) become a household brand.

II. Выберите один из предложенных вариантов ответа:

1. The supplier ... deliver the goods on or by the date specified in the contract.
a. must b. have to c. needn't d. should
2. I can work from home so I ... to go to the office very often.
a. needn't b. mustn't c. oughtn't d. don't have
3. When the sales representatives arrived he was the only employee in the office, so he ... show the visitors around.
a. was to b. should c. must d. might
4. An effective manager ... keep the staff motivated, especially when things look black.
a. may b. must c. need d. ought
5. You ... to keep an account of all your expenses.
a. should b. had better c. must d. ought
6. I ... have phoned the sales engineer at 11 sharp but it totally slipped my mind.
a. could b. might c. should d. was to

7. ... I move on to the next point on the agenda now?
 a. Will b. Shall c. Can d. Would
8. He sold his shares at their peak, so he ... have made a lot of money.
 a. can b. may c. should d. must
9. I am going to an interview tomorrow. I ... prepare all the necessary documents right now.
 a. had better b. ought c. may d. should
10. If you open a bank account in the Bahamas, you ... pay income tax.
 a. may not b. must not c. won't have to d. cannot
11. This information ... have been given to the tax authorities two years ago.
 a. could b. might c. must d. should
12. I ... remind the boss to get in touch with the logistics manager.
 a. must b. may c. need d. have to
13. Because he was from the European Union, he ... get a visa to visit Britain.
 a. didn't have b. needn't c. couldn't d. wasn't
14. We ... wear a uniform at work, it's not our choice.
 a. have to b. must c. may d. should
15. You ... sign the document until you have read it through.
 a. may not b. should not c. must not d. had better
 not
16. The boss has left instructions that he ... be disturbed.
 a. shouldn't b. is not to c. may not d. couldn't
17. Our previous chairman ... always begin the annual general meeting with a joke.
 a. could b. should c. would d. will
18. The Financial Director ... check that the company was financially sound.
 a. is to b. had to c. should d. need to
19. Unauthorized personnel ... pass this point.
 a. cannot b. is not c. must not d. needn't
20. Unless you comply with our requirements, we ... be forced to initiate legal proceedings.
 a. must b. have to c. are to d. will

III. Заполните пропуски подходящими по смыслу модальными глаголами или их эквивалентами:

1. ... I go through the minutes of the last meeting first?
2. A firm is said to be insolvent when it ... not fulfil its commitments.

3. Before Mr. Wellington, our bookkeeper, ... become a CPA, he ... meet a number of requirements.
4. Everyone in the research and development department ... be working very long hours at the moment.
5. I'm afraid I'll be late tonight – I ... fetch the guests from the station.
6. Any decisions made ... be consistent with the company's overall strategy.
7. If a company needs to raise a lot of money, it ... issue shares.
8. As the payment wasn't made in due time, they ... dissolve the agreement.
9. By using the multimedia projector the speaker ... to communicate the information quite clearly.
10. It was a mistake to get rid of those shares. You ... have sold them.
11. Managers ... strive for two-way communication with their subordinates.
12. Every company ... watch its cash flow carefully if it ...to avoid bankruptcy.
13. I'm sure they ... be conversant with our products as they are sold all over Europe.
14. Mr. Golden is on holiday in Spain – you ... have seen him this morning.
15. If a country has a floating currency, importers ... keep changing the prices of their goods.
16. The associate director ... have carried on the negotiations with the sales agents but he didn't.
17. If you don't sign the new contract, we ... move you to another post.
18. Mr. Brook ... preside over the shareholders' meeting yesterday.
19. The company ... be forced to make a number of employees redundant in the coming months but the situation ... improve in the longer term.
20. Ms Petty wasn't at the meeting – she ... have been delayed at the airport.
21. The customer ... notify the supplier of any defects within five days.
22. Twenty years ago you ... buy a computer as cheaply as you ... now.
23. Unfortunately we ... interview every applicant for this position.
24. We ... have rushed to the airport as the plane was late.
25. When you retire early you ... receive a compensating payment from your employer.

IV. Раскройте скобки, употребляя подходящий модальный глагол или его эквивалент.

1. You must go (go) and see that new play at the Adelphi. It's marvelous!
2. Guests..... (leave) their valuables in the hotel safe if they wish.
3. It was lucky that we..... (change) any money as all the banks were shut.
4. We..... (rush) after all. The plane was over an hour late taking off.
5. You..... (have) a special license to drive lorries weighing over two tons.
6. Sorry to interrupt, Professor Cripwell,I (ask) you a quick question?
7. In the future, European citizens..... (travel) from one country to another inside Europe without going through customs.
8. We really..... (have) the car washed. It's absolutely filthy!
9. I've no idea where the inn is. So when we get to the village, we..... (ask) for directions.
10. Unlike many other countries, young men in Britain..... (do) compulsory military service as it was abolished in 1957.
11. You used..... (build) a house more or less anywhere on your land 100 years ago. Today you (put) a shed in your garden without planning permission!
12. we (discuss) this any further? I'm sure we've all got a good idea of the problem now.
13. You..... (keep) the receipt. They won't take it back without one now.
14. I hope we..... (build) an extension on the back of our house next year.
15. At my last job, we..... (make) any personal phone calls from the office. We..... (use) the public call box in the street!

VI. Выберите правильный вариант:

1. It's possible that we'll know the answers tomorrow.
 - a) We may know all the answers tomorrow.
 - b) We should know all the answers tomorrow.
2. I don't think you should ring him now. It's rather late.
 - a) You might not ring him now. It's rather late.
 - b) You'd better not ring him now. It's rather late.
3. You needn't come if you don't want to.
 - a) You won't come if you don't want to.
 - b) You don't have to come if you don't want to.
4. I think it's wrong for you to work so hard.
 - a) You don't have to work so hard.
 - b) You shouldn't work so hard.

5. Perhaps these are the keys.
 - a) These might be the keys.
 - b) These must be the keys.
6. I know. Why don't we go out to eat instead.
 - a) I know. We must go out to eat instead.
 - b) I know. We could go out to eat instead.
7. It would be quite wrong for us to lock the cat in the house for a week.
 - a) We'd better not lock the cat in the house for a week,
 - b) We can't lock the cat in the house for a week.
8. It's possible that the decision will be announced next week.
 - a) The decision might be announced next week.
 - b) The decision will be announced next week.
9. Although I try hard, I can never solve The Times crossword.
 - a) Try as I may, I can never solve The Times crossword.
 - b) Try as I can, I may never solve The Times crossword.

VII. Выберите правильный вариант:

- a) That can't have been/shouldn't have been Nick that you saw....
- b) You had to give/might have given me a hand!
- c) I caught a later train because I had to see/must have seen a client.
- d) I suppose Bill should have lost/might have lost his way.
- e) I didn't refuse the cake, as it must have been/would have been rude.
- f) I don't know who rang, but it could have been/must have been Jim.
- g) It was odd that you should have bought/would have bought the same car.
- h) I asked them to leave but they couldn't go/would't go.
- i) It's a pity you didn't ask because I could help/could have helped you.
- j) It's your own fault, you can't have gone/shouldn't have gone to bed so late.

VIII. Выберите правильный вариант:

1. a) You can't have called a taxi. I would have driven you to the station.
b) You needn't have called a taxi. I would have driven you to the station. ...√...
2. a) Robert can't be very talented. He plays the piano, the violin and the flute.
b) Robert must be very talented. He plays the piano, the violin and the flute.
3. a) If Jane sings well in the competition, she might win a prize.
b) If Jane sings well in the competition, she couldn't win a prize.

4. a) You must go to the bank. I can lend you some money.
b) You don't need to go to the bank. I can lend you some money.
5. a) Terry looks tired. He must have been studying all night
b) Terry looks tired. He mustn't have been studying all night
6. a) Sarah needn't be away on holiday. I saw her in the shop this morning
b) Sarah can't be away on holiday. I saw her in the shop this morning
7. a) We didn't need to catch the early train so we woke up late.
b) We needn't have caught the early train so we woke up late.
8. a) I would love to come with you, but I could finish my report
b) I would love to come with you, but I have to finish my report
9. a) You couldn't drive a car without a driving licence.
b) You mustn't drive a car without a driving licence.
10. a) You must be on the platform by 10 o'clock or the train will leave without you.
b) You could be on the platform by 10 o'clock or the train will leave without you.

IX. Переведите на английский, употребляя модальные глаголы.

а)

1. Вы можете взять эту книгу, если хотите.
2. Вы можете взять эту книгу: она не тяжелая.
3. Вы можете и не брать эту книгу.
4. Я не могу взять эту книгу.
5. Подумай только: можно было и не ходить туда.
6. Можешь сразу не соглашаться: подумай несколько дней.
7. Можете сегодня туда пойти.
8. Можете сегодня туда не ходить.
9. Можете не переписывать сочинение.
10. Можете остаться: ведь у вас есть время.
11. Можете остаться, если хотите.
12. Можете не оставаться, если не хотите.
13. Можете не говорить ему об этом.
14. Можете сказать ему об этом.
15. Нам можно не повторять эти правила: мы их знаем.
16. Можно было и не писать сочинение.
17. Он мог и не приходить: все было уже сделано.

б)

1. Я не могу найти свои часы. — Может быть, Вы оставили их на работе. – Нет, я не могла оставить их на работе: я никогда не снимаю их с руки.
2. Вы сможете поговорить с ним завтра?

3. Я, должно быть, заблудилась. Вы не можете мне сказать, как пройти к Эрмитажу?
4. Мне пришлось прочесть массу книг, когда я готовилась к докладу.
5. Я не мог вспомнить последние строчки сонета, и мне пришлось специально звонить своему другу.
6. Я должна купить торт сегодня.
7. Мой брат не умеет говорить по-английски.
8. Моя сестра умеет говорить по-немецки.
9. Можно, я посмотрю вашу фотографию?
10. Вы можете показать мне свою фотографию?
11. Не может быть, что ему сорок лет: он выглядит гораздо моложе.
12. Не может быть, что он забыл прийти. Он, должно быть, был очень занят.
13. Мы, может быть, поедem за город, если будет хорошая погода.
14. Если сестра не купит мне кофе, мне придется идти в магазин самой.

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Гончарова Татьяна Алексеевна

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Подписано в печать 19.11.12.

Формат 60x84/16. Бумага офсетная. Гарнитура «Таймс».

Ризография. Усл. печ. л. 3,72. Уч.-изд. л. 3,5.

Изд. № 3.

<http://www.gstu.by>