

**МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ**

**ХАРКІВСЬКИЙ НАЦІОНАЛЬНИЙ ЕКОНОМІЧНИЙ УНІВЕРСИТЕТ  
ІМЕНІ СЕМЕНА КУЗНЕЦЯ**

**Збірник граматичних вправ  
з навчальної дисципліни  
"ІНОЗЕМНА МОВА"**

**для студентів галузі знань  
0305 "Економіка та підприємництво"  
усіх форм навчання**

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З-41           Збірник граматичних вправ з навчальної дисципліни "Іноземна мова" для студентів галузі знань 0305 "Економіка та підприємництво" усіх форм навчання / уклад. О. В. Дубцова, С. Б. Фоміна. – Х. : ХНЕУ ім. С. Кузнеця, 2016. – 40 с. (Укр. мов., англ. мов.)

Подано завдання з граматики англійської мови з метою систематизації знань студентів. Сфокусовано увагу на видочасових формах дієслова пасивного стану, умовних реченнях 1-го та 2-го типів, а також непрямої мові.

Рекомендовано для студентів II курсу галузі знань 0305 "Економіка та підприємництво" усіх форм навчання.

## Вступ

Збірник граматичних вправ з навчальної дисципліни "Іноземна мова" розроблено для студентів II курсу галузі знань 0305 "Економіка та підприємництво" усіх форм навчання.

Методичні рекомендації організовані відповідно до завдань та умов вивчення іноземних мов у вищих навчальних закладах немовного профілю.

Метою збірника є систематизація та поглиблення знань студентів із граматики англійської мови, розвиток навичок застосування видо-часових форм дієслова у повсякденному житті та професійній діяльності.

У роботі розглянуто таку самостійну частину мови, як дієслово, оскільки вона є основою речення, а використання форм дієслова в англійській мові викликає у студентів великі труднощі. Основну увагу приділено формуванню та застосуванню на практиці видо-часових форм дієслова пасивного стану, при створенні умовних речень 1 та 2 типів, а також при передачі чужих слів (непряма мова).

Тематику методичних рекомендацій обрано згідно із загальноєвропейськими вимогами щодо професійно-орієнтованого підходу до вивчення іноземної мови у вищих навчальних закладах і відповідно до головних напрямів науково-дослідницької діяльності навчального закладу.

Методичні рекомендації складаються з трьох розділів, кожен із яких містить вправи на закріплення теоретичного матеріалу, поданого на початку кожного з розділів, а також на розвиток мовленнєвих навичок.

Теоретичний аспект подано у формі таблиць та схем.

Кожен з розділів присвячено формуванню граматичних навичок вживання структур виду та часу, та аспектів практичної граматики. Граматичні вправи укладено згідно з вимогами робочої програми до матеріалів 2 курсу вивчення англійської мови.

Усі вправи мають комунікативну спрямованість та націлені на закріплення активного вокабуляру під час виконання граматичних завдань, а також на розвиток комунікативної компетентності із застосуванням фахової термінології.

Запропоновані граматичні завдання можуть стати корисними не лише для формування певних мовних та комунікативних компетентностей у студентів-економістів, а також для вивчення ними окремих розділів матеріалу за фахом.

# Unit 1

## Passive Voice

### Formation

	<b>Present</b>	<b>Past</b>	<b>Future</b>
<b>Simple</b>	is/am/are + V <sub>3</sub>	was/were + V <sub>3</sub>	will/shall + be + V <sub>3</sub>
	Business letters are sent every day	Business letters were sent yesterday	Business letters will be sent tomorrow
<b>Continuous</b>	is/am/are + being + V <sub>3</sub>	was/were + being + V <sub>3</sub>	–
	Business letters are being sent now	Business letters were being sent at 5 yesterday	–
<b>Perfect</b>	has/have + been + V <sub>3</sub>	had + been + V <sub>3</sub>	will/shall + have + been + V <sub>3</sub>
	Business letters have already been sent	Business letters had been sent before the manager phoned	Business letters will have been sent by 5 tomorrow
<b>Perfect Continuous</b>	–	–	–

### The passive: actions, systems and processes

#### Usage

**The passive voice** is used when we want to focus attention on the person or thing affected by the action.

Consider these examples:

*The boss invited her to the party.*

*The construction company in Station Road employs three hundred people.*

However, if you want to focus on the person or thing affected by the action, you make the person or thing the subject of the sentence and use the passive voice:

*She **was invited** to the party by the boss.*

*Three hundred people **are employed** by the construction company in Station Road.*

We often prefer to use the passive voice when:

1. We do not know who the agent is:

*I don't know who did it, but my pet rabbit **has been let out**.*

*I had the feeling that I **was being followed**.*

instead of:

*I don't know who did it, but someone has let out my pet rabbit.*

*I had the feeling that somebody was following me.*

2. When it is obvious to the listener or reader who the agent is:

*I **had been instructed** to remove all the folders.*

*She discovered that she **was being paid** less than her male colleagues.*

instead of:

*My boss had instructed me to remove all the folders.*

*She discovered that the firm was paying her less than her male colleagues.*

3. When it is not important to know who the agent is:

*Do you want a lift? No thanks, I'm **being collected**.*

instead of:

*Do you want a lift? No thanks, someone is collecting me.*

4. When the agent has already been mentioned:

*In the next session of parliament, new laws **will be introduced** aimed at stopping domestic violence.*

instead of:

*In the next session of parliament, the government will introduce new laws aimed at stopping domestic violence.*

5. When people in general are the agents:

*All the Beatles records can **be borrowed** from the central library.*

instead of:

*You can borrow all the records from the central library.*

## The Present Simple Passive

### Formation

I/he/she/it/we/you/they + to be + V <sub>3</sub> .	I/he/she/it/we/you/they + to be not + V <sub>3</sub> .	Are/is/am + we/you/ they/he/she/ it/ I + V <sub>3</sub> ?
I am ('m) warned.	I am ('m) not warned.	Are you warned?
He/she/it is ('s) warned.	He/she/it is not (isn't) warned.	Is he/she/it warned?
We/you/they are ('re) warned.	We/you/they are not (aren't) warned.	Are we/you/they warned?

### Practice

#### Ex. 1. Define the voice A (active) or P (passive).

1. Most people *work* to earn a living and produce goods and services.
2. Goods *are* either agricultural or manufactured.
3. Commodities and services *are bought* by all the people in the world.
4. Some people *provide* goods; some provide services, other people *provide* both goods and services.
5. The work people do *is called* economic activity.
6. All economic activities together *make up* the economic system of a town, a city, a country or the world.
7. More than one product *is made* at most manufactures.
8. Money with which people can buy essential commodities is provided by banks.

#### Ex. 2. Use the verb in the Present Simple Passive.

1. About 80 per cent of their profit (to invest) into the economy of the US and Japan.
2. Their machines (to export) to Germany.
3. The company (to require) to report to the main office.
4. The company (to prepare) to take all the risks.

5. The goods (to sell) every day.
6. This industry (to dominate) by a single firm.
7. The market research (to do) every month.
8. New motorways (to build) every year.
9. The information (to give) by the firm every day.
10. The report (to write) by the manager of the company.

**Ex. 3. Transform the Present Simple Active into the Present Simple Passive.**

Softcraft *produces* computer software for business applications. The company *supplies* programmers for general business applications. In addition, Softcraft *develops* customized software for individual requirements. Softcraft *employs* 85 people. The company also *uses* external consultants.

**Ex. 4. Use the verb in the Present Simple Passive.**

1. The system (to complicate) by the involvement of three different ministries – finance, transportation and trade.
2. China's economic development (to drive) by domestic demand.
3. Analysts think that Land Cruiser Prado (to regard) one of the best cars.
4. A common energy policy much (to talk) about.
5. This industry (to dominate) by our firm.
6. The outputs of farmers much (to influence) by variations in the weather.
7. Their economic success (to determine) by many factors.
8. This firm (to suppose) to sign this agreement.
9. The decision usually (to take) by the committee.

**Ex. 5. Use the verb in the Present Simple Passive or Active and make questions, using these question words: *Who? What? Where? Why? When?***

1. The staff (to request) not to smoke anywhere in the building.
2. The students usually (to expect) to arrive fifteen minutes before the beginning of the test.
3. Economists (to make) assumptions and predictions.

4. Real facts often (to contradict) by the theory.
5. The application for a new job (to fax) by the firm every year.
6. The staff (to celebrate) their success all the time.
7. The workers' questions always (to answer) by the director of the factory.
8. Renault cars (to make) in France.
9. The President of the company (to photograph) by the journalists.
10. Millions of people (to read) The Economist.

### ***Forming Passive Voice with Modals***

<b><i>Affirmative form</i></b>	Object + may, must, can, could, ought to, should + be + V <sub>3</sub>
<b><i>Question form</i></b>	Must, may, can, should, might + object + be + V <sub>3</sub> ?

### ***Practice***

#### **Ex. 1. Put the following sentences into the Passive Voice (Modals).**

1. You may phone the company quickly.
2. You should study the rules of the firm repeatedly.
3. The representative of our firm must win the competition.
4. They should cancel the contract.
5. The manager can't persuade her to sign the contract.
6. They need to repair my car.
7. Who should pay the damage for the goods?
8. You can find easily good limousine drivers, but you can't find great limousine drivers.
8. Workers gain many skills and talents during their work.
10. They raise a lot of cattle on a productive farm.

#### **Ex. 2. Make sentences in the Passive Voice, using the following expressions.**

To run business, to repair the plant, to manage a firm, to borrow money from the bank, to produce goods, to sign a contract, to repair the car, to finish work, to attend lectures, to use SWOT analysis.



## The Present Continuous Passive

### *Formation*

I/he/she/it/we/you/ they + to be + being + V <sub>3</sub> .	I/he/she/it/we/you/they + to be not + being + V <sub>3</sub> .	Are/is/am + we/you/ they/he/she/it/I + being + V <sub>3</sub> ?
I am ('m) being spoken to.	I am ('m) not being spoken to.	Are you being spoken to?
He/she/it is ('s) being spoken to.	He/she/it is not (isn't) being spoken to.	Is he/she/it being spoken to?
We/you/they are ('re) being spoken to.	We/you/they are not (aren't) being spoken to.	Are we/you/they being spoken to?

### *Practice*

#### **Ex. 1. Define the voice A (active) or P (passive).**

1. The secretary is typing a letter now.
2. The letter is being typed by a secretary.
3. The contract is being signed by our boss now.
4. Our boss is signing the contract now.
5. The manager of the firm is deciding the peculiarities of the deal.
6. The peculiarities of the deal are being decided now.
7. The SWOT analysis is being used by the firm now.
8. The firm is using the SWOT analysis now.

#### **Ex. 2. Use the verb in the Present Continuous Passive.**

1. About 50 per cent of their profit (to invest) into the economy of the plant this month.
2. The coal (to export) to Ukraine now.
3. The manager of the company (to speak) to about the loans for future business.
4. The sales manager (to inform) about all the risks at the moment.

5. The goods (to sell) now.
6. This industry (to develop) by this plant even now.
7. The market research (to do) at the moment.
8. New motorways (to build) all over the city.
9. The information (to give) by the firm now.
10. The report (to write) by the manager of the company.

**Ex. 3. Transform the Present Continuous Active into the Present Continuous Passive.**

Beacon Capital partners, the US private real estate investment firm, *are announcing* that they have no problems with their funds. The fund includes Beacon's most recent purchases in London, such as CityPoint, on the northern edge of the City, and Mid City Place. They *are making* a market research at the moment. The company is also developing the AXA Tower in Paris, which, when completed, will be the capital's tallest structure after the Eiffel Tower. They *are building* new offices all over the country.

**Ex. 4. Use the verb in the Present Continuous Passive.**

1. The system (to check) by the chiefs of three different ministries – finance, transportation and trade.
2. The economic development of the country (to provide) by the government now.
3. The contract (to sign) by the manager now.
4. A common energy policy (to talk) about at the talks now.
5. This industry (to discuss) by our firm to increase the sales.
6. The profits of farmers (to increase) this month.
7. Their economic success (to improve) at the moment.
8. A few companies (to invite) to participate in tenders.
9. The decision (to take) by the committee now.

**Ex. 5. Use the verb in the Present Continuous Passive or Active and make questions, using these question words: *Who? What? Where? Why? When?***

1. The prices of these shares (to publish) now.
2. They (to publish) the prices of these shares now and expect to get more information.

3. Economists (to make) assumptions and predictions at the moment.
4. Real facts (to announce) by the Minister of Economics.
5. The application for a new job (to do) by the firm now.
6. The staff (to celebrate) their success at the moment.
7. The workers' questions (to answer) by the director of the factory.
8. New models of the machines (to make) by this plant at the moment.
9. They (to pack) new goods into boxes now.
10. Millions of people (to read) The Economist at the moment.

### **The Present Perfect Passive**

#### ***Formation***

<b>I/we/you/they + have (just, already) + been + V<sub>3</sub>.</b>	<b>I/we/you/ they + haven't + been + V<sub>3</sub> yet.</b>	<b>Have + we/you/they/I + been + V<sub>3</sub> yet?</b>
<b>The targets have (just, already) been achieved.</b>	<b>The targets haven't been achieved yet.</b>	<b>Have the targets been achieved yet?</b>
<b>He/she/it has (just, already) + been + V<sub>3</sub>.</b>	<b>He/she/it hasn't + been + V<sub>3</sub> yet.</b>	<b>Has he/she/it been + V<sub>3</sub> yet?</b>
<b>The plan has (just, already) been approved.</b>	<b>The plan hasn't been approved yet.</b>	<b>Has the plan been approved yet?</b>

#### ***Practice***

##### **Ex. 1. Define the voice A (active) or P (passive).**

1. Losses have been reduced to 10 per cent this year.
2. This manager has taken the right decision.
3. The task hasn't been carried out yet.
4. The secretary hasn't typed the letter yet.
5. The risks of inflation have diminished a little but the growth data have been mixed.
6. New rules have been offered to serve the companies' own interests.
7. The contract has been recently signed by our boss.

8. Our boss has already signed the contract and is ready to think over a new one.
9. The peculiarities of the deal have been decided by the manager.
10. The firm has used the SWOT analysis and decided a lot of questions.

**Ex. 2. Use the verb in the Present Perfect Passive.**

1. About 50 per cent of their profit (to invest) into the economy of the plant this month.
2. The decision to build a new supermarket (to adopt) already.
3. Not all the questions (to decide) yet.
4. The sales manager (to inform) about all the risks.
5. Some of the points of the decision (to criticize) already.
6. The market for consumer electronics products (to analyze) by our manager.
7. This industry (to develop) by this plant.
8. The market research (to start) by our company.
9. The information (to give) recently by the firm.
10. The talks just (to interrupt) for the reason of emergency.

**Ex. 3. Transform the Present Perfect Active into the Present Perfect Passive and translate the text.**

The City lies at the heart of Britain's financial and business services. The investors *have recently contributed* different sectors of Britain's economy. Consumer spending looks particularly vulnerable, since households are already burdened by high debt and disposable incomes *have squeezed*. People have been able to carry on spending mainly because rising house prices *have increased*.

**Ex. 4. Use the verb in the Present Perfect Passive.**

1. The proposal of the firm (to reject) recently.
2. A golden parachute (to give) to my partner and he is happy to retire.
3. This investment (to delay) by the firm because of the situation in the world.
4. Apart from salary, bonuses, benefits and perks (to promise) to him just.

5. The process of empowerment recently (to design) to give them the authority to make decisions that were previously taken by middle managers.
6. He has lost his job, so he (to dismiss).
7. Headhunters are specialist consultants who search for high-level executives and try to persuade them to leave their current job in order to go to work in another company. My friend recently (to headhunt).
8. The system just (to check) by the chiefs.
9. The economic development of the country (to provide) by the government.
10. The contract (to sign) by the manager just.

**Ex. 5. Use the verb in the Present Perfect Passive or Active and make questions, using these question words: *Who? What? Where? Why? When?***

1. The prices of these shares (to publish) just.
2. They recently (to publish) the prices of these shares.
3. Economists already (to make) assumptions and predictions.
4. Losses (to reduce) by the company this year.
5. The directors already (to take) this management decision.
6. Key marketing decisions recently (to be) made.
7. The strategic management process (to involve) the steps taken at the organization's corporate and divisional levels.
8. Long-run master approaches (to develop) for survival and growth.
9. The strategic marketing process (to involve) the steps taken at the product and market levels to allocate marketing resources.
10. This definition (to affect) the company's growth prospects by establishing guidelines for selecting opportunities in light of customer needs, competitors' actions, the organization's resources.

**Ex. 6. Put the verbs in brackets into the correct form and ask questions.**

1. Durable consumer goods (produce) by food industry this year.  
(What?)
  - a) have been produced;
  - b) are produced;
  - c) are being produced.

2. They (not increase) sales. (Who?)

- a) didn't increase;
- b) haven't increased;
- c) aren't being increased.

3. The output of farmers (to influence) by variations in the weather.  
(What ...by?)

- a) influenced;
- b) are influenced;
- c) has been influenced.

4. Their economic success usually (to determine) by many factors.  
(When?)

- a) is determined;
- b) is being determined;
- c) has been determined.

5. They (increase) salaries yet. (What?)

- a) haven't increased;
- b) increase;
- c) increased.

6. The SWOT analysis (to use) by the firm now to increase sales.  
(Why?)

- a) has been used;
- b) is being used;
- c) is used.

7. If this price is too low to the farmers, a support price usually (to set)  
by the government. (Who ... by?)

- a) is set;
- b) has been set;
- c) is being set.

8. The living standards of the population (to improve) recently. (What?)

- a) have improved;
- b) had improved;
- c) improved.

9. Now the manager of the company (to speak) to about the loans for  
future business. (Who?)

- a) has been spoken to;
- b) is being spoken to;
- c) is spoken to.

10. The subordinates usually (to work) at our office 2 times a week.  
 (How often?)
- are working;
  - work;
  - have worked.

## The Past Simple Passive

### *Formation*

I/he/she/it/we/you/they + to be + V <sub>3</sub> .	I/he/she/it/we/you/they + to be not + V <sub>3</sub> .	Are/is/am + we/you/ they/ he/she/it/I + V <sub>3</sub> ?
I/he/she/ it was warned.	I/he/she/it wasn't warned.	Was I/he/she/it warned?
We/you/they were warned.	We/you/they weren't warned.	Were we/you/they warned?

### *Practice*

#### **Ex. 1. Define the voice A (active) or P (passive).**

- The investment was made in the last quarter.
- They produced either agricultural or manufactured goods.
- The rate of income tax was reduced last year.
- Some of their firms provided goods; some provided services, other ones provided both goods and services.
- More than one product was made at most manufactures last year.
- All the costs were borne by the producer.
- This fact was not taken into account.
- They found the solution very quickly.
- All the taxes were paid at the beginning of the month.
- The information was obtained from a reliable inside source.

#### **Ex. 2. Use the verb in the Past Simple Passive.**

- About 40 per cent of their profit (to invest) into the economy of the country last year.
- Their goods (to export) to Ukraine last year.

3. The majority of contracts (to launch) in June by a joint venture.
4. The information (to obtain) from a reliable inside source.
5. All goods (to sell) to customers very quickly.
6. Agreement on the future project (to reach) after a heated debate lasting over an hour.
7. The information (to receive) by the sales manager two weeks ago.
8. New motorways (to build) on the eve of the championship.
9. The fact of corruption (to deny) by the majority of businessmen.
10. Many products (to sell) at premium prices.

**Ex. 3. Transform the Past Simple Active into the Past Simple Passive and translate.**

They *held* the Annual General Meeting on May 24 and *adopted* all proposed resolutions. The report on the fiscal year was available at the registered office of the Company. The company *shipped* the goods and got profits. During the year, the net asset value of a capital share of the company *rose*.

**Ex. 4. Use the verb in the Past Simple Passive.**

1. The letters and parcels (to collect) by the secretary in the morning.
2. The documents (to print) and (send) yesterday.
3. Special measures (to implement) to escape difficulties.
4. A central logistics supply centre (to set up) last year.
5. A special food inspection fee (to levy).
6. Satellite radios (to install) in the whole territory.
7. This medicine (to test) on animals.
8. All the necessary documents (to sign) last month.
9. The budget of the company (to approve) by the boss.
10. The former profits of farmers much (to influence) by variations in the weather.

**Ex. 5. Use the verb in the Past Simple Passive or Active and make questions, using these question words: *Who? What? Where? Why? When?***

1. The Minister (to limit) private enterprise to a small area in the economy. (Who?)
2. The citizens (to permit) to have personal property in this area. (What?)



3. The central authority (to plan) the economy very carefully last year. (What?)
4. New factories (to provide) by large numbers of workers by the authorities. (Who ...by?)
5. The Bank of England (to provide) extra liquidity to its customers last month. (When?)
6. Assumptions and predictions (to make) by the economists of our plant. (What?)
7. The application for a new job (to fax) by the staff yesterday. (When?)
8. The Economist (to observe) all the risks of this venture two days ago. (What?)
9. They (to reduce) all the prices to a minimum. (Who?)
10. All the peculiarities of the contract (to discuss) at the meeting. (What?)

### The Past Continuous Passive

#### *Formation*

<b>I/he/she/it/we/you/ they + to be + being + V<sub>3</sub>.</b>	<b>I/he/she/it/we/you/ they + to be not + being + V<sub>3</sub>.</b>	<b>Are/ is/ am + we/you/ they/he/she/it/I + being + V<sub>3</sub>?</b>
<b>I was being spoken to when the manager came.</b>	<b>I wasn't being spoken to when the manager came.</b>	<b>Were you being spoken to at 5 o'clock yesterday?</b>
<b>We/you/they were being spoken to the manager came.</b>	<b>We/you/they weren't being spoken to the manager came.</b>	<b>Are we/you/they being spoken to at 5 o'clock yesterday?</b>

#### *Practice*

##### **Ex. 1. Define the voice A (active) or P (passive).**

1. The secretary was typing a letter when one of the employees came into the room.
2. The letter was being typed by a secretary when one of the employees came into the room.

3. The contract was being signed by our boss at 6 o'clock yesterday.
4. Our boss was signing the contract at 6 o'clock yesterday.
5. The manager of the firm was discussing the peculiarities of the deal the whole evening.
6. The peculiarities of the deal were being discussed the whole evening.
7. The SWOT analysis was being performed by the firm the whole time.
8. The firm was performing the SWOT analysis the whole time.

**Ex. 2. Use the verb in the Past Continuous Passive:**

1. The letter to the partners (to write), when the director entered the room.
2. The letter (to send) when the inspector returned.
3. The manager of the company (to speak) to about the loans for future business at 9 o'clock in the morning.
4. The sales manager (to tell) about all the risks at that moment.
5. The goods (to sell) well when the enterprise started new production.
6. The worker was repairing the computer in the evening.
7. The market research (to hold) at the moment when prices went up.
8. New motorways (to build) all over the city when the Olympiad started.
9. The information (to check) by the firm just at the moment when exchange rate changed.
10. The report (to write) by the manager of the company from 4 till 5 o'clock yesterday.

**Ex. 3. Transform the Past Continuous Active into the Past Continuous Passive.**

Jackson Shoes Inc., the US private firm, *were writing* in their reports the whole year that they had no problems with their goods and customers. The marketing department of the firm *was carrying out* research to find out the sorts of goods that their customers *were looking for*. They *were asking* customers to tell them what improvements they would like to see to existing products and what new products they would like to be developed. They *were testing* possible products and customers' demand. As a result of the marketing process they are able to come up with the most suitable products.

**Ex. 4. Use the verb in the Past Continuous Passive.**

1. The system (to check) by the chiefs of three different ministries – finance, transportation and trade at 9 in the morning.
2. This complicated job (to do) by the staff during the previous week.
3. The contract (to sign) by the manager at the moment when the director entered the room.
4. A common energy policy (to discuss) at the meeting that day.
6. These changers (to do) by our firm the whole last year to increase the sales.
7. The compensation for farmers (to pay) by the government the whole year.
8. Their economic success (to discuss) at the meeting.
9. A few new companies (to build) in the country during that event.
10. The decision (to take) by the committee when the talks lasted.

**Ex. 5. Use the verb in the Past Continuous Passive or Active and make questions, using these question words: *Who? What? Where? Why? When?***

1. This problem (to solve) by all existing methods the whole year. (What?)
2. They (to solve) this problem by all existing methods the whole year. (Who?)
3. The Economist (to publish) the prices of these shares from March to May and expected to get more information. (What?)
4. The prices of these shares (to publish) from March to May by The Economist. (When?)
5. Economists (to make) assumptions and predictions the whole year. (What?)
6. The Minister of Economics (to speak) about real facts in the industry. (Who?)
7. The application for a new job (to send) by the firm the whole month. (What?)
8. The staff (to celebrate) their success when the inspector came. (When?)
9. The workers' questions (to discuss) by the director of the factory for two hours. (Who by?)

10. New models of the machines (to design) by this plant the moment. (What?)
11. They (to pack) new goods into boxes for two days. (How long?)
12. Millions of people (to read) The Economist when new information about shares came. (What?)

## The Past Perfect Passive

### *Formation*

I/we/you/ they/he/she/ it + had + been + V <sub>3</sub> before (by the time) he came.	I/we/you/they/he/she/ it + hadn't + been + V <sub>3</sub> before (by the time) he came.	Had + I/we/you /they/ he/she/ it + been + V <sub>3</sub> before (by the time) he came?
The targets had been achieved before (by the time) he came.	The targets hadn't been achieved before (by the time) he came.	Had the targets been achieved before (by the time) he came?

### *Practice*

#### **Ex. 1. Define the voice A (active) or P (passive).**

1. Losses had been reduced to 10 percent before inflation started.
2. This manager had taken the right decision by the time the sales began.
3. The task hadn't been carried out before the goods being on sale were of poor quality.
4. The secretary hadn't typed the letter by the time the boss came.
5. The factory had been built by the company there before their competitors produced a new model of a car.
6. New rules had been offered to serve the companies' own interests before a new director came.
7. The contract had been signed by our boss before Christmas.
8. Our boss had signed the contract and was ready to think over a new one.
9. The risks of inflation had been predicted by the economists before that day.
10. The firm had used the SWOT analysis and solved a lot of its problems.

## **Ex. 2. Use the verb in the Past Perfect Passive.**

1. About 50 per cent of the company's profit (to invest) in the construction of the plant before inflation started.
2. The decision to build a new supermarket (to adopt) before the meeting of the trade managers.
3. Not all the questions (to decide) by the time the president of the company arrived.
4. The sales manager (to inform) about all the risks beforehand.
5. Some of the points of the decision (to criticize) by the specialists before the contract was signed.
6. The market for consumer electronics products (to analyze) by our managers before new business was run by the company.
7. This industry (to develop) by this plant before the war broke.
8. The market research (to start) by our company by that time.
9. The information (to give) by the firm in advance.
10. The negotiations (to interrupt) for the reason of emergency before the leaders were informed about risks.

## **Ex. 3. Transform the Past Perfect Active into the Past Perfect Passive and translate the text.**

Cereal traders *had worried* that hot and dry weather in southern Hemisphere could be harmful for future wheat crop. Australia had before suffered below-average rainfall, according to cereal traders. Rainfall *had damaged* Australia's crop before. Mr. Brodie, a partner at London-based commodities hedge fund said that they *had saved* the crops before the thread of rainfall came.

## **Ex. 4. Use the verb in the Past Perfect Passive.**

1. The proposal of the firm (to reject) before the contract was signed.
2. A golden parachute (to give) to my partner before he retired.
3. This investment (to delay) by the firm before the situation became better.
4. Apart from salary, bonuses, benefits and perks (to promise) to workers before they left the country.
5. The solution of the problem (to arrive) at before the manager's coming.

6. He had lost his job, so he (to dismiss) by the manager before changes in the company were started.

7. My friend (to headhunt) before he was offered a new job by me.

8. In what economic units services (to provide)?

9. The economic development of the country (to provide) by the government before last year.

10. The contract (to sign) by the manager before economic planning was introduced.

**Ex. 5. Use the verb in the Past Perfect Passive or Active and make questions, using these question words: *Who? What? Where? Why? When? How many?***

1. They (to recruit) six new workers by the time the financial year started. (How many?)

2. The subordinates and the manager (to discuss) the objectives and (to make) plans for achieving them before the director came. (When?)

3. A great amount of consumer goods (to manufacture) before Christmas. (What?)

4. She (to work) as Purchase Manager before the retirement. (When?)

5. The problem (to deal with) successfully before economic planning was introduced by the director. (How?)

6. They (to launch) this campaign by the end of the year. (When?)

7. His lecture (to give) in banking by 7 pm. (What?)

8. He (to become) a brilliant businessman since the time I saw him. (When?)

9. This effect (to observe) by us before inflation. (What?)

10. We (to make) good progress in selling goods before we ran a new company. (Who?)

**Ex. 6. Put the verbs in brackets into the correct form (Past Simple, Continuous, Perfect Active or Passive).**

1. The Government (to promote) economic growth before the war started.

a) had promoted;

b) promoted;

c) was promoting.

2. In the postwar years the U.S. economy (to resume) a pattern of alternating growth and contraction.

- a) was resuming;
- b) resumed;
- c) had resumed.

3. The output (to stimulate) by the existing prices before inflation started.

- a) was being stimulated;
- b) had been stimulated;
- c) was stimulated.

4. They (to make) good progress in selling goods before running a new company.

- a) made;
- b) had made;
- c) were making.

5. Those days ideas of modern companies (to influence) by the economic policies of many governments.

- a) were influenced;
- b) were being influenced;
- c) had been influenced.

6. The plant (to operate) at full capacity when the explosion happened.

- a) operated;
- b) was operating;
- c) had operated.

7. This time last year the Turkish company (to negotiate with).

- a) was negotiated with;
- b) was being negotiated with;
- c) had been negotiated with.

8. He (to become) a brilliant businessman before the retirement.

- a) had become;
- b) became;
- c) was becoming.

9. Product design and marketing (to affect) by ecological concerns before the war.

- a) was being affected;
- b) had been affected;
- c) was affected.

10. This reform (to initiate) by the company before new authorities came.
- had been initiated;
  - was initiated;
  - was being initiated.

## The Future Simple Passive

### *Formation*

<b>I/we/you/ they/he/she/ it + will + be + V<sub>3</sub> tomorrow (next time).</b>	<b>I/we/you/they/he/she/ it + won't + be + V<sub>3</sub> tomorrow (next time).</b>	<b>Will + I/we/you/they/ he/ she/ it + be + V<sub>3</sub> tomorrow (next time)?</b>
<b>The targets will be achieved tomorrow (next time).</b>	<b>The targets won't be achieved tomorrow (next time).</b>	<b>Will the targets be achieved tomorrow (next time)?</b>

### *Practice*

#### **Ex. 1. Define the voice A (active) or P (passive).**

- Losses will be reduced to 10 percent next year.
- They will reduce prices to 10 percent next year.
- The price will be quoted later.
- The secretary will type the letter next time.
- The issue will be discussed by foreign ministers in London tomorrow.
- 20 per cent of the production will be made at their plant.
- Our boss will sign the contract before Christmas.
- Will these clauses be included in the Addendum?
- The risks of inflation will be predicted by the economists.
- When will the calculations be made?

#### **Ex. 2. Use the verb in the Future Simple Passive.**

- New equipment (to buy) for their factory next month.
- Their translations (to check) and (to send) tomorrow.
- The local economy will strengthen and new jobs (to create).



4. For the first time foreign investment (to invite) in the sector.
5. The project (to approve) very soon.
6. A special investigation (to be launch) next year.
7. The growth in the country's net exports (to measure) by the growth in its trade surplus.
8. The decision to build a new factory (to adopt) at the meeting of the trade managers.
9. More than a thousand of working facilities (to create) at the plant next year.
10. The market research (to organize) by our company next Monday.

**Ex. 3. Transform the Future Simple Active into the Future Simple Passive and translate the announcement.**

### **Work and make money**

Production activities must be remunerated or paid. The main forms of payment to employees are wages and salary. The Board of Directors *will pay* wages to manual workers. They *will pay* the salary monthly to non-manual staff.

As for wages, the Board of Directors *will give* them on a basic time rate, often agreed by negotiations between trade unions and management. They *will propose* express pay as an hourly rate.

They *will offer* benefits of goods or services such as a company car, membership of a private health scheme, or a company's own pension fund.

**Ex. 4. Use the verb in the Future Simple Passive or Active and make questions, using these question words: *Who? What? Where? Why? When? How many?***

1. They (to recruit) a lot of workers next year. (How many?)
2. The objectives (to discuss) and plans for achieving them (to make) by the subordinates and the manager. (When?)
3. A great amount of consumer goods (to manufacture) next Christmas. (What?)

5. They (to deal with) the problem successfully if economic planning (to analyze) by the director. (How?)
6. They (to launch) this campaign at the end of the year. (When?)
7. The president of the committee (to sign) the agreement tomorrow. (What?)
8. They (to turn) into the street unless somebody pays their rent for them. (Who?)
9. Inflation (to observe) by us the second decade of the year. (What?)
10. We (to make) good progress in selling goods if we are partners. (Who?)

### The Future Perfect Passive

#### *Formation*

<b>I/we/you/ they/he/she/ it + will + have been + V<sub>3</sub> before (by the time).</b>	<b>I/we/you/ they/he/she/ it + won't + have been + V<sub>3</sub> before (be the time).</b>	<b>Will + I/we/you/they/ he/she/ it + have been + V<sub>3</sub> before (be the time)?</b>
<b>The targets will have been achieved before the contract is signed.</b>	<b>The targets won't have been achieved before the contract is signed.</b>	<b>Will the targets have been achieved before the contract is signed?</b>

#### *Practice*

##### **Ex. 1. Define the voice A (active) or P (passive).**

1. This work won't have been done by the time the director comes.
2. An increase in production costs will have had the opposite effect before new reforms are started.
3. The price will have been quoted by 5 o'clock.
4. The secretary will have typed the letter before the coffee break.
5. The goods will have been shipped by the time the contract is signed.
6. The invitation will have been signed by the manager by that moment.
7. The study of economics will have helped you to understand economic forces better before you enter the University.

8. Consideration of the new results will have required a thorough analysis before the decision is made.

9. The risks of inflation will have been predicted by the economists before it starts.

10. The calculations will have been made before a new plant is built.

### **Ex. 2. Use the verb in the Future Perfect Passive.**

1. New equipment (to buy) for their factory before they open a new enterprise.

2. All possible applications of the obtained results (to discuss) before the meeting.

3. The talks (to resume) before he makes a speech.

4. The race of the economic development (to notice) before the Reconstruction begins.

5. A special committee (to form) for this purpose by that time.

6. The project (to approve) by the committee before its realization begins.

7. The businesses (to run) by the entrepreneurs to earn the greatest profits before new taxes are paid.

8. The decision to build a new factory (to adopt) at the meeting of the trade managers by summer.

9. Wages to manual workers (to pay) by the Board of Directors by the end of the month.

10. Benefits of goods or services (to offer) before they retire.

### **Ex. 3. Transform the Future Perfect Active into the Future Perfect Passive and complete the text.**

#### **Budgeting**

The process of calculating the costs of starting a small business *will have run* with a list of all necessary purchases including tangible assets (for example, equipment, inventory) and services (for example, remodeling, insurance) (before you to begin). Expenses like labour force *will have included* many factors (before business to start). You *will have used* budget as a pricing tool (by the time you to be a real businessman). You *will have devoted* investments of time and money to your business (before you to get profits).

**Ex. 4. Use the verb in the Future Perfect Passive or Active and make questions, using these question words: *Who? What? Where? Why? When? How many?***

1. Many industries (to be) affected by a fall in the demand for exports before inflation. (When?)

2. The existing agreement (to be) extended by the members of the committee by the end of the year. (What?)

3. They say they (to invite) this country to the club by the time they learn the rules. (Who?)

5. Before they vote against the plan it (to attract) much public attention. (When?)

6. Other measures (to propose) before the plan fails. (What?)

7. The following dividend for the previous financial year (to pay) to them by June 25. (When?)

8. In accordance with the instructions received from the shareholders they (to pay) dividend by next working month. (Who?)

9. The producers (to face) the unappetizing prospect of cutting their own output by next year. (What?)

**Ex. 5. Define the Tense and the Voice.**

1) is being built	a. Present Indefinite Passive
2) has been done	b. Past Indefinite Passive
3) had been sent	c. Future Indefinite Passive
4) were being discussed	d. Present Continuous Passive
5) are forgotten	e. Past Continuous Passive
6) will have been got	f. Present Continuous Passive
7) am examined	g. Past Perfect Passive
8) was being sold	h. Future Perfect Passive
9) was told	
10) shall have been sent	
11) will be said	
12) shall be discussed	
13) have been spent	
14) are being tried	

## Unit 2

### Conditionals

#### The First Conditional

##### *Formation*

If-clause (hypothesis)	Main clause (result)
if + Present Simple unless (= if not)	Future Simple Present Simple Imperative can/must/may, etc. + bare infinitive

##### *Usage*

We use the First Conditional to talk about a real or very probable situation in the present or future:

*If he **comes** late, we **will miss** the bus.*

*If water **gets** very cold, it **turns** into ice.*

*If you **don't understand**, **look** at the example.*

*If you **can't afford** it, **don't buy** it. = **Unless** you **can afford** it, **don't buy** it.*

*Note 1.* We put a comma after the *if-clause* when it comes first:

*If we **go** by plane, it **will be** more expensive.*

*It **will be** more expensive if **we go** by plane.*

*Note 2.* Remember that we do not use *will* in the *if* part of the sentence:

wrong: *If Enrico **will** come tomorrow, I **will** give him the contract.*

right: *If Enrico **comes** tomorrow, I **will give** him the contract.*

##### *Practice*

**Ex. 1. Complete the sentences with the correct form of the verb in brackets.**

1. If you \_\_\_\_\_ (order) online, we will give you a 5 % discount.
2. Please let me know if you \_\_\_\_\_ (need) any help.

3. If Herr Braun \_\_\_\_\_ (be) in a meeting, please do not disturb him.
4. If you \_\_\_\_\_ (see) George, tell him I want to see him.
5. Work from home if the weather \_\_\_\_\_ (be) bad tomorrow.

**Ex. 2. Complete the sentences with the correct form of the verb in brackets.**

1. If you phone Petersens, \_\_\_\_\_ (order) some more paper.
2. If you order before 12.00, the goods \_\_\_\_\_ (arrive) the next day.
3. \_\_\_\_\_ (call) me before noon if you have any problems with the delivery.
4. I \_\_\_\_\_ (tell) you if there are any messages for you.
5. Water \_\_\_\_\_ (turn) into ice if the temperature falls below 0° C.

**Ex. 3. Complete the First Conditional sentences with the correct form of the verbs in brackets.**

1. If Klaus \_\_\_\_\_ (speak) in a meeting, he usually \_\_\_\_\_ (mention) the importance of our brand image.
2. If you \_\_\_\_\_ (return) any goods, we \_\_\_\_\_ (give) you a full refund.
3. If Hussein \_\_\_\_\_ (come) in this afternoon, \_\_\_\_\_ (give) him the report.
4. You \_\_\_\_\_ (not/pay) for delivery if your order \_\_\_\_\_ (be) worth over \$50.
5. If we \_\_\_\_\_ (not/reach) an agreement soon, I think they \_\_\_\_\_ (walk) away from the negotiation.
6. If you \_\_\_\_\_ (see) Nicole, \_\_\_\_\_ (send) her my regards.
7. Every time I \_\_\_\_\_ (do) it, I \_\_\_\_\_ (make) the same mistake.
8. If you \_\_\_\_\_ (order) from our website, we always \_\_\_\_\_ (send) an email confirmation.
9. If you \_\_\_\_\_ (find) us a new customer, we \_\_\_\_\_ (send) you a free gift.
10. We \_\_\_\_\_ (replace) any goods if they \_\_\_\_\_ (be) faulty.

## The Second Conditional

### Formation

If-clause (hypothesis)	Main clause (result)
if + Past Simple	would/could/might + bare infinitive

### Usage

We use the Second Conditional to talk about an imaginary or improbable situation, which is unlikely to happen in the present or future; it is also used to give advice:

*If I **had** money, I **could buy** a new car* (But I don't have enough money to buy one – an improbable situation).

*If I **were** you, I **would talk** to him about my problem* (advice).

*Note 1.* After *if*, we can use *were* instead of *was* in all persons.

*If I **were** you, I **wouldn't spend** so much money.*

*Note 2.* Remember that we do not use *would* in the *if-part* of the sentence:  
wrong: *If I **would** have the money, I **would** buy a new car next year.*

right: *If I **had** the money, I **would buy** a new car next year.*

### Practice

**Ex. 1. Complete the sentences with the correct form of the verb in brackets.**

1. If I \_\_\_\_\_ (speak) French, I would apply for that Paris job.
2. If I \_\_\_\_\_ (be) you, I would wait until tomorrow.
3. If they \_\_\_\_\_ (ask) me to work for them I might accept.
4. She would be very useful to us if she \_\_\_\_\_ (join) the company.
5. If John \_\_\_\_\_ (be) here, he wouldn't be very happy.

**Ex. 2. Complete the sentences with the correct form of the verb in brackets.**

1. If I had a year off work, I \_\_\_\_\_ (start) my own business.
2. If you ordered 20 000 units, we \_\_\_\_\_ (give) you a 40 % discount.
3. If I worked in London, I \_\_\_\_\_ (speak) English every day.

4. I \_\_\_\_\_ (use) a Mac if the software weren't so expensive.
5. If we had a fire here, the insurance company \_\_\_\_\_(pay).

**Ex. 3. Complete the Second Conditional sentences with the correct form of the verbs in brackets.**

1. If I \_\_\_\_\_ (be) you, I \_\_\_\_\_ (look) for another job.
2. Our costs \_\_\_\_\_(be) lower if we \_\_\_\_\_ (not/have) offices in Tokyo.
3. If you \_\_\_\_\_ (drive) more carefully, you \_\_\_\_\_ (not/have) so many accidents.
4. If you \_\_\_\_\_ (sell) more products, you \_\_\_\_\_ (earn) more money.
5. If I \_\_\_\_\_ (have) any money, I \_\_\_\_\_ (give) you some.
6. I \_\_\_\_\_ (buy) it if you \_\_\_\_\_ (give) me 70 % discount.
7. If America \_\_\_\_\_ (reduce) its trade deficit, the dollar \_\_\_\_\_ (go) up.
8. If I \_\_\_\_\_ (work) for the EU, I \_\_\_\_\_ (support) openness and transparency.
9. We \_\_\_\_\_ (give) you a better price if you \_\_\_\_\_ (increase) your order.
10. If we \_\_\_\_\_ (have) fewer meetings, I \_\_\_\_\_ (have) more time to do my work.

## Unit 3

### Reported Speech

#### *Usage*

There are three ways to report what someone said. We can:

1) repeat the exact words using inverted commas (Direct Speech):

*The Prime Minister said: "Unemployment is falling."*

2) use a reporting verb in the present tense and keep the same tense as the original words:

*The Prime Minister says that unemployment is falling.*

3) use a reporting verb in the past and change the tense:

*The Prime Minister said that unemployment was falling.*



## **Formation**

Tenses change in Reported Speech when we use a reporting verb in the past tense:

<b>Direct Speech</b>		<b>Reported Speech</b>
Present Simple	→	Past Simple
Present Continuous	→	Past Continuous
Present Perfect Simple	→	Past Perfect Simple
Present Perfect Continuous	→	Past Perfect Continuous
Past Simple	→	Past Perfect Simple
Past Continuous	→	Past Perfect Continuous
Past Perfect Simple	→	Past Perfect Simple
Past Perfect Continuous	→	Past Perfect Continuous
Will	→	Would
Shall	→	Should
Must	→	Had to
Can	→	Could
May	→	Might

Time and place changes:

<b>Direct Speech</b>	<b>Reported Speech</b>
tonight, today, this week/month/year	that night, that day, that week/month/year
now	then, at that time, at once, immediately
now that	since
yesterday, last night/week/month/year	the day before, the previous night/week/month/year
tomorrow, next week/month/year	the day after, the next/following day, the next/following week/month/year
two days/months/years, etc., ago	two days/months/years, etc., before
here	there
this	that
these	those

*Note 1.* Pronouns and possessive adjectives change according to the meaning.

Direct Speech	Reported Speech
He said, "I can't fix it myself".	He said he couldn't fix it himself.

*Note 2.* There are no changes in verb tenses when:

- the reporting verb is in the Present, Future or Present Perfect tense or when the sentence expresses something which is always true:

Direct Speech	Reported Speech
She'll say, "I can do it".	She'll say that she can do it.
"The Earth is round," said the teacher.	The teacher said that the Earth is round.

- certain modal verbs are used in Direct Speech (would, could, might, should, ought to):

Direct Speech	Reported Speech
"He might visit us", Tom said.	Tom said that he might visit us.

*Note 3.* To report statements we use a reporting verb (*say, tell, explain, promise, etc.*) followed by a *that*-clause. In spoken English *that* may be omitted.

We use *say* in Reported Speech when *say* is not followed by the person the words were spoken to:

*She **said** (that) she was very tired.*

We use *tell* in Reported Speech when *tell* is followed by the person the words were spoken to:

*She **told** me (that) she was very tired.*

*Note 4.* In Reported questions we use the affirmative word order and the question mark is omitted. To report a *wh*-question, we use *ask* followed by the question word (*who, what, etc.*). When there is no question word in direct questions, *if* or *whether* is used in Reported questions.

Direct Speech	Reported Speech
"Where is the file?" he asked me.	He asked me where the file was.
"Are you planning to stay late?" she asked me.	She asked me if I was planning to stay late.

Note 5. To report commands, requests, suggestions, etc. we use a reporting verb (*order, ask, tell, advise, beg, suggest* \*, etc.) followed by *to-infinitive* or *not to-infinitive*.

(\* *suggest* is followed by the *-ing form*. e.g. He said, "Shall we go by bus?" He suggested going by bus.)

Direct Speech	Reported Speech
He said to me, "I think you ought to look for another job".	He advised me to look for another job.
"Don't worry, I'll deal with it", she told me.	She told me not to worry.
He said to him, "Get out of the office!"	He ordered him to get out of the office.
"Please don't wait for me, I'll come along later", she said.	She asked us not to wait.

### Practice

#### Ex. 1. Complete the sentences with the correct form of *say* or *tell*.

1. She \_\_\_\_\_ me she didn't agree.
2. I \_\_\_\_\_ them I wasn't happy with their work.
3. She smiled, and \_\_\_\_\_ to me, "I'm very pleased to meet you."
4. I didn't hear: what did she \_\_\_\_\_ ?
5. They \_\_\_\_\_ me they were going to a meeting.
6. He \_\_\_\_\_ he wasn't interested in politics.
7. Would you \_\_\_\_\_ them to come early tomorrow?
8. If he \_\_\_\_\_ that again, there will be trouble.
9. Did you \_\_\_\_\_ anything to him about your problems at work?
10. \_\_\_\_\_ me what happened at the meeting.

#### Ex. 2. Look at the actual words spoken. Underline the correct words in the reported version.

1. Florencia said, "I'm meeting Mr Smith tomorrow".

Florencia said she *is/was* meeting Mr Smith *that day/the next day*.

2. Mai said, "I'll email you about the sales conference".

Mai said she *will/would* email *you/me* about the sales conference.

3. The sales manager said, "We received your order yesterday".

The sales manager said *we/they received/had received* *your/our* order the day after/before.

4. Yumiko said, "Here in Japan this area of technology is very advanced".  
Yumiko said *here/there* in Japan *that/this* area of technology *is/was* very advanced.

5. Celine said, "I have contacted the maintenance company".  
Celine said *I/she has contacted/had contacted* the maintenance company."

**Ex. 3. Turn the following sentences from Direct into Reported Speech.**

1. At 10.00 this morning, Julia says to you, "Dr Bangemann is arriving this afternoon".

At 10.30 the same morning you say to your boss, \_\_\_\_\_.

2. The sales manager says to you, "I'll show the visitors round the factory tomorrow".

Three weeks later, you say to your boss, \_\_\_\_\_.

3. A client calls from his office and says, "I'd like to hold the meeting here." Later you speak to your boss in your own office and say, \_\_\_\_\_.

4. A customer rings to say, "We sent the cheque yesterday".

A week later you say to your boss, \_\_\_\_\_.

5. A client rings you at your office and says, "I'll meet you there tomorrow".

The same day at your office you say to your boss, \_\_\_\_\_.

**Ex. 4. Report the following sentences, using the words given in brackets.**

1. "I'm writing a letter to our supplier." (the manager said)

2. "I'm waiting for Jessie in the conference room." (she said)

3. "I don't like the idea." (the project manager told me)

4. "I'm working on the packaging for our new product." (he said)

5. "We were worried about Peter." (they said)

6. "I have been working for an American company for 3 years." (Mrs Johnson said)

7. "I have been ill for a week already." (Mary complained)

8. "I was working until 10 o'clock last night." (my sister said)

9. "We didn't stay at the hotel because it was too expensive." (our colleagues told us)

10. "I will help you with the report tomorrow." (he said)

11. "I had been a CEO in this company before it went bankrupt." (he said)

12. "You may stay at home tomorrow." (my boss told me)

13. "We can't come next week." (they told us)
14. "You must come to work on time." (the line manager told her)
15. "Adam Smith has written *An Inquiry into the Nature and Causes of the Wealth of Nations*." (Bryan told us)

**Ex. 5. Look at these famous quotations and rewrite them, using Reported Speech.**

1. "As long as you're going to be thinking anyway, think big." – Donald Trump.
2. "Innovation distinguishes between a leader and a follower." – Steve Jobs.
3. "If you don't drive your business, you will be driven out of business." – B. C. Forbes.
4. "The only limit to our realization of tomorrow will be our doubts of today." – Franklin D. Roosevelt.
5. "I find that the harder I work, the more luck I seem to have." – Thomas Jefferson.
6. "It's fine to celebrate success but it is more important to heed the lessons of failure." – Bill Gates.
7. "Failure is simply the opportunity to begin again, this time more intelligently." – Henry Ford.
8. "I have not failed. I've just found 10 000 ways that won't work." – Thomas Edison.
9. "Success is walking from failure to failure with no loss of enthusiasm." – Winston Churchill.
10. "Try not to become a man of success. Rather become a man of value." – Albert Einstein.

**Ex. 6. Rewrite the questions using Reported Speech.**

A colleague of yours came back from a business trip, and you asked her the following questions:

1. "Did you have a good trip?"
2. "Have they signed the contract?"
3. "Will you need to go back again?"
4. "Was the hotel any good?"
5. "Did you manage to have any time off?"
6. "Are you feeling tired?"

7. "Did you have any problems?"
8. "Did they like the idea of a joint venture?"

**Ex. 7. EuroCom is involved in a financial scandal and the CEO has to answer some questions at a press conference. Look at the questions and report them.**

1. "What is the real problem at EuroCom?"  
They asked him \_\_\_\_\_.
2. "What have the auditors discovered?"  
They asked him \_\_\_\_\_.
3. "When can we see the auditors' report?"  
They asked him \_\_\_\_\_.
4. "How much money will investors lose?"  
They asked him \_\_\_\_\_.
5. "What are you going to do next?"  
They asked him \_\_\_\_\_.

**Ex. 8. Rewrite the following sentences using the reporting verbs and structures in brackets.**

1. "I'll report you to the police". (threaten to do something)  
He \_\_\_\_\_.
2. "Go on, give a talk at the conference". (encourage someone to do something)  
He \_\_\_\_\_.
3. "No, I will not give you a pay rise". (refuse to do something)  
He \_\_\_\_\_.
4. "I didn't leave the office unlocked – it wasn't me". (deny doing something)  
He \_\_\_\_\_.
5. "Don't leave your hotel after dark – it's dangerous". (warn someone not to do something)  
He \_\_\_\_\_.
6. "I'm sorry I missed the meeting". (apologize for doing something)  
He \_\_\_\_\_.
7. "I think you should get an agent". (advise someone to do something)  
He \_\_\_\_\_.

## Використана і рекомендована література

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