

МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ

**ХАРКІВСЬКИЙ НАЦІОНАЛЬНИЙ ЕКОНОМІЧНИЙ УНІВЕРСИТЕТ
ІМЕНІ СЕМЕНА КУЗНЕЦЯ**

**Збірник завдань
з граматики англійської мови
для студентів 1 – 2 курсів
галузі знань 0501
"Інформатика та обчислювальна техніка"
денної форми навчання**

Харків. Вид. ХНЕУ ім. С. Кузнеця, 2014

Затверджено на засіданні кафедри іноземних мов.
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Укладачі: Дубцова О. В.
Сичова Ю. В.

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Подано завдання з граматики англійської мови з метою систематизації знань студентів. Основну увагу приділено теперішнім, минулим і майбутнім видочасовим формам дієслова активного та пасивного стану.

Рекомендовано для студентів 1 – 2 курсів галузі знань 0501 "Інформатика та обчислювальна техніка" денної форми навчання.

Вступ

Методичні рекомендації з навчальної дисципліни "Іноземна мова" розроблені для студентів 1 – 2 курсів галузі знань 0501 "Інформатика та обчислювальна техніка" денної форми 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.

Також 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 минулих, теперішніх та майбутніх часів активного та пасивного станів.

Тематика методичних рекомендацій обрана згідно із загальноєвропейськими вимогами щодо професійно орієнтованого підходу до вивчення іноземної мови у вищих навчальних закладах і відповідає головним напрямам науково-дослідницької діяльності навчального закладу.

Методичні рекомендації складаються з десяти розділів, кожен із яких містить вправи на закріплення знань щодо різних груп часів із урахуванням практичного застосування правил, а також на розвиток мовленнєвих навичок.

Методичні рекомендації складені згідно з вимогами кредитно-модульної організації навчального процесу у вищих навчальних закладах та узгоджені зі структурою та змістом навчальної програми з іноземної мови.

Unit 1

The Active Voice

The Present Simple and Present Continuous Tenses

The formation of the Present Simple

The table below shows how to form **the present simple tense** of the verb *to work*. All verbs except *to be* and the modals follow this pattern.

For negatives and questions we use the auxiliary *do* and the bare infinitive:

Affirmative	Negative	Interrogative
I work	I do not/don't work	Do I work?
You work	You do not/don't work	Do you work?
He/she/it works	He/she/it does not/doesn't work	Does he/she/it work?
We work	We do not/don't work	Do we work?
They work	They do not/don't work	Do they work?

Remember that the verbs *to be* and *to have* are irregular:

to be: I am, you are, he/she/it is, we are, they are

to have: I have, you have, he/she/it has, we have, they have

The spelling rules observed with the Present Simple

Look at the way these verbs change:

Ending in -x, -ss, -ch, -sh, -o

I fix – He fixes

I miss – He misses

I watch – She watches

I finish – She finishes

I do – It does

Ending in -y

I try – He tries

I study – He studies

I carry – She carries

I worry – She worries

I fly – It flies

The use of the Present Simple

- **Permanent situations**

The present simple is for actions and situations that are generally or permanently true:

IBM is one of the largest computer companies in the world; it manufactures mainframes and PCs, and sells its products all over the world.

- **Routines and frequency**

We use the present simple to talk about routines and things we do regularly:

I usually get to the showroom at about 8.00 and I have a quick look at my e-mails. The sales reps arrive at about 8.15 and we open at 8.30.

- **Facts**

We use the present simple to talk about scientific or other facts:

Superconductors are materials that conduct electricity and do not create electrical resistance.

- **Programmes and timetables**

We use the present simple to talk about programmes and timetables. When we use the present simple like this, it can refer to the future:

The fast train to London leaves at 7.39 and gets in to Paddington at 8.45. Then you catch the Heathrow Express to the airport – it goes every fifteen minutes.

Time Expressions used with the Present Simple

usually, always, never, often, sometimes, every day/week/month/year, on Mondays/Tuesdays, in the morning/afternoon/evening, at night/the weekend, etc.

The formation of the Present Continuous

The present continuous is formed by using the present tense of the auxiliary *be* and the *-ing* form of the verb. For negatives and questions we also use the auxiliary *be* and the *-ing* form of the verb:

Affirmative	Negative	Interrogative
I am/'m working	I am not/'m not working	Am I working?
You are/'re working	You are not/aren't working	Are you working?
He/she/it is/'s working	He/she/it is not/isn't working	Is he/she/it working?
We are/'re working	We are not/aren't working	Are we working?
They are/'re working	They are not/aren't working	Are they working?

The spelling rules observed with the Present Continuous

With most verbs, we add *-ing* to the verb and make no other changes:

build – building

try trying

With one-syllable verbs that have a short vowel sound, and end in a consonant, we double the consonant and add *-ing*:

sit – sitting

run – running

If the vowel sound is long, we do not double the consonant:

read – reading

speak – speaking

If the verb ends in a silent *-e*, we delete the *-e* and add *-ing*:

take – taking

drive – driving

The use of the Present Continuous

- **Moment of speaking**

The present continuous is used to talk about an activity taking place at the moment of speaking:

I'm afraid Herr Seifert isn't available at the moment. He is talking to a customer on the other phone.

- **Current projects**

The present continuous is used to talk about actions or activities and current projects that are taking place over a period of time (even if they are not taking place precisely at the moment of speaking):

Barton's is one of the largest local construction companies. At the moment we are building a new estate with 200 houses and we are negotiating with the council for the sale of development land in Boxley Wood.

- **Temporary situations**

The present continuous is used to indicate that an action or activity is temporary rather than permanent. Compare:

Janet organizes our conferences and book launches. (The present simple is used because this is generally true.)

Janet is away on maternity leave, so I am organizing the conferences and book launches. (The present continuous is used because this is only true for a limited time.)

- **Slow changes**

The present continuous is used to describe current trends and slow changes that are taking place:

The latest economic statistics from the European Central Bank show that both unemployment and inflation are falling in the Eurozone countries, and that the economy is growing at an annual rate of 2.6 %.

Time Expressions used with the Present Continuous

now, at the moment, at present, this week / month, these days, today, tonight, tomorrow, next week, etc.

Tasks

Task 1. Complete the sentences. Use the Present Simple form of the verbs in brackets.

1. This week the meeting _____ (begin) at 5 p.m.
2. Now that we have e-mail, we _____ (not/use) the fax machine much.
3. I _____ (be) a software engineer. I _____ (work) for Nokia.
4. This division _____ (design) and _____ (manufacture) mobile phones for over 130 countries worldwide.
5. Microsoft is in the software business – it _____ (not/sell) computers.

Task 2. Complete the sentences. Use the Present Continuous form of the verbs in brackets.

1. I'm afraid Mr Brasseler is out – he _____ (have) lunch with a client.
2. I _____ (use) a company car this week because mine is at the garage.
3. Because of global warming, sea levels _____ (rise) slowly.
4. We _____ (not/work) in the office this week.
5. Tom _____ (not/talk) to the manager right now, he _____ (write) a report.

Task 3. Circle the correct answer.

1. We *do not send/are not sending* out any orders this week because we *wait/are waiting* for the new lists.

2. I *deal/am dealing* with Mr. Matsumi's clients this week because he's away.

3. The stock market is risky because the price of shares *varies/is varying* according to economic conditions.

4. I *learn/am learning* French because I'm going to be based in the Paris office next year.

5. Go down this road, turn right, and the road *leads/is leading* straight to the industrial estate.

Task 4. Put the verbs in brackets into the Present Simple or the Present Continuous Tense.

1. I _____ (work) for DRT Computer Systems. At the moment I _____ (install) a new system in a local supermarket.

2. Heinrich is a film producer. He _____ (make) documentaries, and at the moment he _____ (make) a film about elephants in Africa.

3. I usually _____ (go) to work by car, but because of the road works this week, I _____ (travel) by train.

4. They _____ (sell) these machines at half price because there are some new models on the way, but they usually _____ (cost) \$500.

5. As a rule my manager _____ (go) abroad once or twice a month, but this month he _____ (stay) in the office.

Task 5. Make up the questions to the words in *italics*.

1. Jason is talking to *a new supplier*. (Who?)

2. *At the moment* Mr Lund is attending a conference in Oslo. (When?)

3. Grace works for OUP in *Nairobi*. (Where?)

4. *My boss* tries to make sure that meetings finish on time. (Who?)

5. This fixes software problems *automatically*. (How?)

Unit 2

The Past Simple and Past Continuous Tenses

The formation of the Past Simple

The past simple (positive) is formed by using the past tense form. Regular verbs add *-d* or *-ed* to the bare infinitive to form the past tense. For negatives and questions we use the auxiliary *did* and the bare infinitive:

The use of the Past Simple

- **Actions which happened at a stated time in the past.**

He sold his car two weeks ago.

- **Past actions which happened one after the other.**

She put on her coat, took her bag and left the house.

Time Expressions used with the Past Simple

yesterday, last week/month/year/Monday, etc., ago, how long ago, just now, then, when, in 2000, etc.

The formation of the Past Continuous

The past continuous is formed with *was/were* + the *-ing* form of the verb:

Affirmative	Negative	Interrogative
I was working	I was not/wasn't working	Was I working?
You were working	You were not/weren't working	Were you working?
He/she/it was working	He/she/it was not/wasn't working	Was he/she/it working?
We were working	We were not/weren't working	Were we working?
They were working	They were not/weren't working	Were they working?

The use of the Past Continuous

- **Points of time in the past**

We use the past continuous to talk about an action or activity that was in progress at a particular moment of time in the past:

At 3.15 yesterday afternoon, Signor Antinori was travelling to Florence.

- **Interrupted past action**

We can use the past continuous to talk about an action or activity that was already in progress, and which was interrupted by another action:

He was checking the accounts when he spotted the error.

We can rephrase this sentence using *while* + the past continuous:

While he was checking the accounts he spotted the error.

The activity may or may not continue after the interruption:

Amelia was writing a report when her boss asked her to fetch an invoice.

(Amelia fetched the invoice and then probably carried on writing the report.)

Amelia was writing a report when the fire broke out.

(Amelia stopped writing the report and left the office.)

Time Expressions used with the Past Continuous

while, when, as.

Tasks

Task 1. Complete the sentences. Use the Past Simple form of the verbs in brackets.

1. There _____ (be) a sales meeting in July.
2. She _____ (leave) the company two months ago.
3. I _____ (be) very busy, so I _____ (not/answer) the phone.
4. They _____ (not/use) the instructions, so they _____ (have) a problem.
5. Last week a number of customers _____ (complain) about slow service.

Task 2. Complete the sentences. Use the Past Continuous form of the verbs in brackets.

1. At 2.30 yesterday afternoon, Lena _____ (listen) to a presentation.
2. The computer suddenly crashed when I _____ (write) my report.
3. Vlad got an electric shock while he _____ (fix) the lights.
4. They sold the company because it _____ (make) money.
5. Yesterday from 12 until 14, Kate _____ (not/visit) a supplier, she _____ (prepare) for the presentation.

Task 3. Circle the correct answer.

1. While he *travelled/was travelling* round Asia, Mr Lee made some important contacts.
2. We *had/were having* a very successful meeting last week.

3. I called the technician because the photocopier *didn't work/wasn't working*.

4. He *watched/was watching* TV screens in the security office when he got the call.

5. I *rang/was ringing* you yesterday, but there was no answer.

Task 4. Put the verbs in brackets into the Past Simple or the Past Continuous Tense.

1. Last August my boss _____ (stay) at the Oriental.

2. The screen ____ (go) blank while I ____ (read) the licence agreement.

3. When she _____ (give) her presentation, someone at the back of the room _____ (interrupt) to ask a question.

4. The auditors _____ (notice) a large unauthorized withdrawal while they _____ (look) through the accounts.

5. I _____ (meet) an old colleague when I _____ (come) back from the coffee shop.

Task 5. Make up the questions to the words in *italics*.

1. *Jason's father* ran the family business for many years. (Who?)

2. The security guard noticed the broken window *while he was walking round the warehouse*. (When?)

3. Ms Schreiver took up her position *in 2000*. (When?)

4. The workers in the factory disliked their *working conditions*. (What?)

5. At 10.15 yesterday afternoon, Alexander was writing a *report*. (What?)

Unit 3

The Present Perfect Simple and Present Perfect Continuous Tenses

The formation of the Present Perfect Simple

The **present perfect simple tense** is formed by using the present tense of the auxiliary *have* and the past participle.

For negatives and questions we also use the present tense of the auxiliary *have* and the past participle:

Affirmative	Negative	Interrogative
I have/'ve taken	I have not/haven't taken	Have I taken?
You have/'ve taken	You have not/haven't taken	Have you taken?
He/she/it has/'s taken	He/she/it has not/hasn't taken	Has he/she/it taken?
We have/'ve taken	We have not/haven't taken	Have we taken?
They have/'ve taken	They have not/haven't taken	Have they taken?

The past participles of regular verbs end in *-d* or *-ed*, and have the same form as the past simple.

The use of the Present Perfect Simple

- **Present result of the past**

The present perfect often links a present situation with something that happened at an unspecified time in the past.

I have given your report to the MD. (Past action: I gave her your report yesterday. Present result: She has the report now.)

I have sent them the samples they wanted. (Past action: I sent the samples this morning. Present result: They are in the post now.)

- **Actions, which have finished so recently that there's evidence in the present**

The workers have just painted the office. (The paint is wet.)

- **Experiences**

He has tried skydiving.

- **Emphasis on number**

I've only typed three letters since 9 o'clock.

Time Expressions used with the Present Perfect Simple

just, ever, never, always, already, yet, for, since, so far, how long, lately, recently, today, this week/month/year, once, several times, etc.

The formation of the Present Perfect Continuous

The present perfect continuous is formed with the present perfect of *be* (*have been*) and the *-ing* form of the verb.

Affirmative	Negative	Interrogative
I have been working	I have not been working	Have I been working?
You have been working	You have not been working	Have you been working?
He/she/it has been working	He/she/it has not been working	Has he/she/it been working?
We have been working	We have not been working	Have we been working?
They have been working	They have not been working	Have they been working?

The use of the Present Perfect Continuous

- **Actions which started in the past and continue up to the present**

I have been working for this company for 5 years.

- **Past actions of certain duration which have visible results or effects, in the present.**

Bob is very tired. He has been working all day long.

- **Emphasis on duration, usually with for, since or how long**

I've been typing letters since 9 o'clock.

Non-continuous verbs are not used in Present Perfect Continuous (know, believe, see, like, love, taste, understand, want, etc.)

I've known her since 2002.

Time Expressions used with the Present Perfect Continuous

for, since, how long.

Tasks

Task 1. Complete the sentences. Use the Present Perfect Simple form of the verbs in brackets.

1. We _____ (sell) 18,000 DVDs so far this year.
2. I _____ (be) with the company for five years.
3. We _____ (have) an office in Tokyo for 50 years.
4. She _____ (not/send) me an e-mail yet.
5. I _____ (not/speak) to Jack since last Monday.

Task 2. Complete the sentences. Use the Present Perfect Continuous form of the verbs in brackets.

1. I _____ (not/work) in this department for a long time.
2. They _____ (produce) cars here since 1986.
3. I _____ (try) to ring them all day but the line was busy.
4. Look – the ground is very wet. It _____ (rain).
5. The price of new cars fell when the EU introduced new laws, and it _____ (fall) ever since.

Task 3. Circle the correct answer.

1. I haven't *written/been writing the report for the Sales Department yet*.
2. We have *exported/been exporting* a lot of high technology equipment to China since the government relaxed export regulations.
3. We haven't *flown/been flying* in Business Class because we are trying to keep our costs down.
4. The company hasn't *had/been having* any large orders from them for several months.
5. I have *known/been knowing* my boss since school time.

Task 4. Put the verbs in brackets into the Present Perfect Simple or the Present Perfect Continuous Tense.

1. I _____ (be) interested in engineering since I was at university.
2. Because of the recession, many businesses _____ (not/invest) in capital equipment over the last couple of years.
3. They _____ (try) to sell their dotcom business, but so far there _____ (be) very little interest in it.
4. Since January, our turnover _____ (increase) by 18 %.
5. We _____ (visit) potential sites for the new workshops, but we _____ (not/find) anything suitable yet.

Task 5. Make up the questions to the words in *italics*.

1. The film company is a reasonable investment. They have made *four* very successful films. (How many?)
2. We've been losing a lot of stock *because of shoplifting*. (Why?)
3. I have been making contributions to my pension *for the last five years*. (How long?)
4. We have spent \$300,000 on advertising *this year*. (When?)
5. *My boss* has just returned from his business trip. (Who?)

Unit 4

The Past Perfect Simple and Past Perfect Continuous Tenses

The formation of the Past Perfect Simple

The past perfect simple tense is formed with *had* + the past participle of the verb:

Affirmative	Negative	Interrogative
I had/'d worked	I had not/hadn't worked	Had I worked?
You had/'d worked	You had not/hadn't worked	Had you worked?
He/she/it had/'d worked	He/she/it had not/hadn't worked	Had he/she/it worked?
We had/'d worked	We had not/hadn't worked	Had we worked?
They had/'d worked	They had not/hadn't worked	Had they worked?

The use of the Past Perfect Simple

- **A past action which happened before another past action or before a stated past time.**

She had already left when I got home. She had arrived by 8 o'clock.

- **An action which finished in the past and whose result was visible in the past.**

He was happy. He had negotiated the contract.

- **As the past equivalent of Present Perfect Simple.**

She isn't in her office. She has already left. (before a present time)

She wasn't in her office. She had already left. (before a past time)

Time Expressions used with the Past Perfect Simple

before, after, just, yet, already, for, since, ever, never, till/until, when, by, by the time, etc.

The formation of the Past Perfect Continuous

The past perfect continuous is formed by using the auxiliary *had been* + the *-ing* form of the verb:

Affirmative	Negative	Interrogative
I had/'d been working	I had not/hadn't been working	Had I been working?
You had/'d been working	You had not/hadn't been working	Had you been working?
He/she/it had/'d been working	He/she/it had not/hadn't been working	Had he/she/it been working?
We had/'d been working	We had not/hadn't been working	Had we been working?
They had/'d been working	They had not/hadn't been working	Had they been working?

The use of the Past Perfect Continuous

- **To talk about the duration of an activity up to a point in the past**

When I left my last job, I had been working there for six years.

(I started in 1995 and I left in 2001.)

- **A continuous past action which had visible results or effect in the past**

Ann was tired. She had been working all day.

Time Expressions used with the Past Perfect Continuous

for, since.

Tasks

Task 1. Complete the sentences. Use the Past Perfect Simple form of the verbs in brackets.

1. I did not pay the cheque in because the bank _____ (already/shut) by the time I got there.

2. She found working from 9.00 to 5.00 very difficult because she _____ (never/have) a full-time job before.

3. When I got to the hall, the presentation _____ (start).

4. The boss signed the letter after the secretary _____ (type) it.

5. When I came to the shop, I realized that I _____ (forget) my wallet at home.

Task 2. Complete the sentences. Use the Past Perfect Continuous form of the verbs in brackets.

1. When he finally retired, he _____ (work) for the company for 20 years.

2. We _____ (wait) for over five hours by the time the plane finally left.

3. When the company went public, they _____ (produce) auto-injectors for six years.

4. He _____ (save) for 3 years before he could buy a car.

5. My eyes hurt. I _____ (work) on the computer all night.

Task 3. Circle the correct answer.

1. She had *worked/been working* as a clerk for 10 years before she resigned.

2. When I saw Steve yesterday he was happy because he had *found/been finding* a job.

3. The chairman was in a very good mood because we had *won/been winning* a major contract.

4. We had *waited/been waiting* for an hour before our major client arrived.

5. The CEO was calling a press conference because we had just *closed/been closing* a major deal.

Task 4. Put the verbs in brackets into the Past Perfect Simple or the Past Perfect Continuous Tense.

1. When the accident happened, he _____ (drive) the lorry for 13 hours without a break.

2. He couldn't pay his bill, he _____ (lose) his wallet.

3. The secretary _____ (already/prepare) all the necessary papers, by the time the boss arrived.

5. She _____ (occupy) this post for over 7 years before she was promoted.

Task 5. Make up the questions to the words in *italics*.

1. We had been waiting *for over five hours* by the time the plane finally left. (How long?)

2. Last summer I was exhausted, as *I had been working hard* throughout the year. (Why?)

3. *This company* had been a real success before it went bankrupt. (What?)
4. *My grandmother* had been working as a teacher for 40 years before she retired. (Who?)
5. The supplier phoned after *the order* had arrived. (What?)

Unit 5

The Future Simple and Future Continuous Tenses Present Continuous and "be going to" with reference to the Future

The formation of the Future Simple

The future simple is formed with *will* + bare infinitive:

Affirmative	Negative	Interrogative
I/he/she/it/we/you/the y will work	I/he/she/it/we/you/they will not / won't work	Will I/he/she/it/we/you/ they work?

The use of the Future Simple

- **Spontaneous decisions**

When we make an instant or spontaneous decision to do something:

A: *I haven't seen the minutes of the last meeting yet.*

B: *Sorry – I'll e-mail them to you now.*

- **Predictions**

Over the next few years, there will be a massive increase in TV channels because of the growth in cable, broadband and satellite services.

- **Offers, promises, requests, threats, hopes, warnings, etc.**

I'm afraid the line is busy. Will you hold? (asking if they are willing)

A: *Will you give me a hand with these boxes?* (making a request)

B: *Of course – I'll take the big one.* (offering help)

Don't worry about the meeting. I will support you. (making a promise)

I hope they will choose our company. (expressing hopes)

- **Things we are not yet sure about or we haven't decided to do yet.**

Maybe I'll buy a car.

The formation of the Future Continuous

The future continuous is formed with *will + be+ Verb + ing*:

Affirmative	Negative	Interrogative
<i>I/he/she/it/we/you/the y will be working</i>	<i>Will I/he/she/it/we/you/they be working?</i>	<i>I/he/she/it/we/you/they won't be working</i>

The use of the Future Continuous

- **Actions which will be in progress at a stated future time.**

I'll be developing a new program at this time next month.

Note 1. The present continuous can also refer to a future action.

- **Fixed arrangements in the near future**

I'm flying to London tomorrow. (It's all arranged. I've already bought the tickets. The time of the action is always stated or understood.)

Note 2. "be going to"

- **Things we are sure about or we have already decided to do in the near future**

According to the papers, Richard Branson is going to buy a second island in the Caribbean.

- **When we can see (evidence) that something is going to happen.**

Can you get some more paper for the printer? It's going to run out any minute.

Time Expressions used with Future Tenses

tomorrow, tonight, next week/month/year, in two days, the day after tomorrow, soon, in a week/month, etc.

Tasks

Task 1. Complete the sentences. Use the Future Simple or Future Continuous form of the verbs in brackets.

1. I promise I _____ (not/be) late again.
2. Tomorrow from 10 till 11 she _____ (talk) to a client in her office.
3. I'm afraid I can't see you on the 22nd because I ____ (attend) a training course in England.

4. We _____ (definitely/win) the contract.
5. I'm quite sure they _____ (not/sign) the deal.

Task 2. Complete the sentences. Use the Present Continuous or "be going to" form of the verbs in brackets.

1. These dotcom stocks are ridiculously over-valued. They _____ (crash).
2. I _____ (have) a meeting with the Export Manager on Thursday at 2.15.
3. My boss is looking for another job. She _____ (leave) the company.
4. I _____ (see) a sales rep from Mercedes from 2.00 until about 3.30.
5. I've made up my mind. I _____ (buy) a BMW 730i.

Task 3. Circle the correct answer.

1. It's already 28 °C. It *will be/is going to* be very hot today.
2. I *will give/be giving* you a hand with those boxes if you like.
3. At this time next week we *will fly/will be flying* to the conference in Chicago.
4. I *am leaving/am going to leave* for Paris tonight.
5. I wonder if Peter is back from his marketing trip? I *will give/am going to give* him a ring.

Task 4. Put the verbs in brackets into the Future Simple/Future Continuous/Present Continuous/ "be going to".

1. A: I'm afraid the fax machine isn't working.
B: Don't worry, it's not a very urgent letter. I _____ (post) it.
2. A: We've chosen a brand name for the new biscuits.
B: Really? What _____ (you/call) them?
3. Don't worry about the office. I _____ (tidy) it up before Mr. Kossier gets back.
4. I _____ (have) dinner with Jane this evening.
5. If I don't finish this report on time, I _____ (work) all weekends.

Task 5. Make up the questions to the words in *italics*.

1. There's a very good chance that we will win the *contract*. (What?)
2. Don't worry, I'll go and see the *lawyer* before I sign the contract. (Whom?)

3. I'm playing golf with my colleagues on *Saturday*. (When?)
4. We are going to build our new office in *Madrid*. (Where?)
5. Next Monday from 9 till 12 I will be testing our new *equipment*. (Who?)

Unit 6

The Passive Voice

The Present Simple and Present Continuous Tenses

The formation of the Present Simple Passive

The Present Simple Passive is formed by using the Present Simple of the auxiliary verb *to be* and *the Past Participle* of the main verb.

Affirmative	Negative	Interrogative
My car is serviced twice a year. The Parthenon is visited by thousands of tourists every year.	Coca Cola is not produced in Brazil. The office is not cleaned twice a week.	Are the letters delivered here? Where are these grapes grown?

The formation of the Present Continuous Passive

The Present Continuous Passive is formed by using the Present Continuous of the auxiliary verb *to be* and *the Past Participle* of the main verb.

Affirmative	Negative	Interrogative
The car is being repaired now. Dr. Johnson is being interviewed at the moment.	Computers are not being used in the office right now. A new book is not being written by the author today.	Why is the picture not being drawn by Jim now? Are the invitations being printed now?

Notes:

- We use *by + agent* to say who or what carries out the action. We use *with + instrument/material/ingredient* to say what the agent used:

Kites are made by John's father. They are usually made with paper, paint, and string.

• **The agent is not mentioned when it is unknown, unimportant or obvious from the context:**

Olive oil is produced in Mediterranean countries. (The agent is unimportant).

The bank robbers are being chased. (It's obvious that the police are chasing them).

• **The agent is often omitted in the passive sentence when the subject of the active sentence is one of the following words: *people, one, someone/somebody, they, he etc.***

People watch TV all over the world. – TV is watched all over the world (by people).

• **Object pronouns (*me, you, him, etc.*) become subject pronouns (*I, you, he, etc.*) in the passive sentence.**

Kate never gives this book to me. – I am never given this book by Kate.

Tasks

Task 1. Complete the sentences. Use the Present Simple Passive of the verbs in brackets.

1. Most of China's soy beans _____ (to import) from Brazil.
2. About 85 % of the world's rubber _____ (to produce) in the Far East.
3. At the airport all passengers _____ (to check).
4. Every year, the Statue of Liberty _____ (to visit) by many people from all over the world.
5. The Marketing Department _____ (to run) by Peter Franks.

Task 2. Complete the sentences. Use the Present Continuous Passive of the verbs in brackets.

1. Our website _____ (to re-design) at the moment.
2. Some exercises _____ (to do) by the students at this moment.
3. _____ the conference (to prepare) by the executive manager now?
4. Production possibilities _____ (to analyze) by the shareholders at the moment.
5. What _____ (to do) to protect the community from the efforts of pollution now?

Task 3. Circle the correct answer.

1. Our manager is busy at the moment and can't come. The goods *are being accepted/are accepted* right now.
2. Service *is not being included /is not included* in the bill.
3. That car *is being driven/is driven* by a professional driver.
4. Those books *are used/are being used* by our students.
5. The problems *are being discussed/are discussed* now.

Task 4. Put the verbs in brackets into the Present Simple or the Present Continuous Passive.

1. Many foreign students _____ (to teach) at our university.
2. Unique flowers _____ (to grow) in Western Australia.
3. This exercise _____ (to do) very carefully now.
4. The Tower of London _____ always (to admire).
5. Cars _____ (to make) in this factory at the moment.

Task 5. Make up the questions to the words *in italics*.

1. *The new assignments* are being explained to the students by the teacher. (What...?)
2. Lots of useful information is presented *in dictionaries*. (Where...?)
3. *English* is spoken by most students in this class. (What language...?)
4. He is being taught French *by his teacher*. (Who...by?)
5. *The printer is being repaired by my friend*. (What...?)

Unit 7

The Present Perfect Simple

The formation of the Present Perfect Passive

The Present Perfect Passive is formed by using the Present Perfect of the auxiliary verb *to be* and *the Past Participle* of the main verb.

Affirmative	Negative	Interrogative
Mr. Brady has been chosen as a new CEO. We have been disappointed by the slow progress in our market.	The agreement has not been reached by the committee. These methods have not been used for many years.	Have you ever met the Prime Minister? Has she written this report yet?

Tasks

Task 1. Complete the sentences. Use the Present Perfect Passive of the verbs in brackets.

1. Recently the Sales and Marketing Department _____ (to turn) into three separate divisions.
2. Very much thought and research _____ already (to put) into the development of new plastics.
3. The new town hall _____ just (to build) by means of advanced building methods.
4. Since 1956 this phenomenon _____ (to study) by scientists all over the world.
5. This problem _____ (not to solve) so far.
6. An appointment with Mr. Li _____ already (to make) by Jane.
7. Your e-mail _____ already (to answer).

Task 2. Complete the sentences. Use the Present Perfect Passive of the verbs in brackets.

1. These rules _____ just (to explain) to the students by the teacher.
2. The project _____ already (to finish) by our team.
3. The new credit card _____ (to look) for everywhere by the manager.
4. A lot of new English words _____ (to learn) this year.
5. He _____ (to offer) a very interesting job recently.
6. The exam results _____ (not to release) yet.
7. How many students _____ (to inform) about the changes of the timetable so far?

Task 3. Make up the questions to the words *in italics*.

1. The idea has been raised *at the Washington energy conference* lately. (Where...?)
2. *The new marketing plan* has just been discussed. (What...?)
3. Some *rational* solutions have not been implemented yet. (Which...?)
4. The results of the exams have been discussed *regularly for the last five years*. (How many times...?)
5. The video has been programmed *badly*; it does not record BBC-2 properly. (How...?)

Unit 8

The Past Simple and Past Continuous Tenses

The formation of the Past Simple Passive

The Past Simple Passive is formed by using the Past Simple of the auxiliary verb *to be* and *the Past Participle* of the main verb.

Affirmative	Negative	Interrogative
The bank's computer system was hit by a virus last Friday.	They were not told about the meeting yesterday, so don't forget to call them.	Were you sent a strange email yesterday?
The accident on Tuesday was seen by several bystanders.	The apple pie was not eaten by the children.	When was the marketing plan discussed?

The formation of the Past Continuous Passive

The Past Continuous Passive is formed by using the Past Continuous of the auxiliary verb *to be* and *the Past Participle* of the main verb.

Affirmative	Negative	Interrogative
My computer was being repaired when I got home.	Coffee was not being made for everybody by the secretary.	Was a business plan being read when Tom came in?
Wireless communication was being developed to provide greater services.	The printers were not being repaired when I entered the office.	Were you being explained how to write an agenda at 7 o'clock yesterday?

Tasks

Task 1. Complete the sentences. Use the Past Simple Passive of the verbs in brackets.

1. She _____ (to give) the message as soon as she arrived.
2. The price of petrol _____ (to put up) last week.
3. All planes _____ (to ground) for several hours because of the snow last night.
4. While I was doing shopping, my purse _____ (to steal).
5. These bank robbers _____ (to arrest) when they were trying to cross the border.

Task 2. Complete the sentences. Use the Past Continuous Passive of the verbs in brackets.

1. Our hotel room _____ (to clean) when we arrived.
2. While the bridge _____ (to build), one of the builders fell in the river.
3. The coffee machine _____ (to repair) at 6 o'clock last night.
4. While the food _____ (to prepare), we were discussing the urgent economic problems in the country.
5. Our company _____ (to supply) with furniture by the new shop while we were looking for a new supplier.

Task 3. Circle the correct answer.

1. My friends *were being given/were given* a discount by the manager.
2. Many years ago, fried fish *was made/ was being made* popular in the UK by the Portuguese.
3. Bill *was offered/was being offered* a job by Ford.
4. Tomatoes once *were being thought/were thought* to be poisonous by the Italians.
5. People *were promised/were being promised* new flats by the mayor.

Task 4. Put the verbs in brackets into the Past Simple or the Past Continuous Passive.

1. The factory workers _____ (give) a bonus last month.
2. Her office _____ (redecorated) especially for her while she was in France.
3. The economic processes _____ increasingly (to influence) by the monopoly sector in the past.
4. The relative decline in the British economy _____ especially (to mark) in the last two decades.
5. In the 1970s, unemployment _____ obviously (to use) as a weapon to restrain wage increase.

Task 5. Make up the questions to the words *in italics*.

1. Cadbury's was founded *in 1824*, when John Cadbury opened a shop in Birmingham. (When...?)
2. *These houses* were still being built when I arrived. (What...?)
3. Our first Internet banking division was run *by Maxine Arnold*. (Who ...by?)
4. The letter was being written *when she entered the room*. (When...?)
5. *Our final tests* were being checked by the teacher when we came into the classroom. (What...?)

Unit 9

The Past Perfect Simple

The formation of the Past Perfect Passive

The Past Perfect Passive is formed by using the Past Perfect of the auxiliary verb *to be* and *the Past Participle* of the main verb.

Affirmative	Negative	Interrogative
The work had been finished by the end of 2012.	He had not been offered the job by the time I returned.	Had all of the work been done by the time I arrived to the office?
When they got home, the fence had already been removed.	She had not typed all pages of the report by ten o'clock yesterday.	Had all the applications been processed by one o'clock yesterday?

Tasks

Task 1. Complete the sentences. Use the Past Perfect Passive of the verbs in brackets.

1. As soon as the post _____ (to deliver), the package was unwrapped.
2. When all of the work _____ (to do), they were given their money for it.
3. After the rules _____ (to explain), the exercise was done.
4. Before the room was aired, it _____ (to clean).
5. When the bill _____ (to pay), the electricity was connected.
6. As the information _____ (to explain) to us, the conclusions were made.
7. By three o'clock yesterday the mail _____ (to deliver).

Task 2. Complete the sentences. Use the Past Perfect Passive of the verbs in brackets.

1. By the time the diagnosis was determined, the patient _____ (to examine) twice by the doctor.
2. When the bus _____ (to repair), their journey was continued.
3. At three o'clock an important announcement was made informing the students that the exams _____ (to cancel).

4. First the loan from the bank _____ (to take), then the house was bought.
5. When the letter _____ (to receive), it was answered.
6. After the diploma work _____ (to write), it was read by the supervisor.
7. The seminar _____ already (to conduct) when new participants were introduced to the group.

Task 3. Make up the questions to the words *in italics*.

1. Until yesterday, *that man* had never been seen in our office. (Who...?)
2. Before he cleaned the garage, *his car* had been washed. (What...?)
3. After the rules had been explained, *the exercise* was done. (What...?)
4. *By the time I got there*, all the tickets had already been sold out. (When...?)
5. By the time he returned, *his work on the report* had been checked. (What...?)

Unit 10

The Future Simple and Future Perfect Tenses

The formation of the Future Simple Passive

The Future Simple Passive is formed by using the Future Simple of the auxiliary verb *to be* and *the Past Participle* of the main verb.

Affirmative	Negative	Interrogative
A new musical will be shown on TV next month.	This parcel will not be brought to you tomorrow.	When will Jane be sent abroad?
The letters will be sent by the secretary tomorrow.	The picture will not be finished by the painter soon.	When will the building work on the new shopping center be finished?

The formation of the Future Perfect Passive

The Future Perfect Passive is formed by using the Future Perfect of the auxiliary verb *to be* and *the Past Participle* of the main verb.

Affirmative	Negative	Interrogative
The construction of the new university will have been finished by the next year. The government says that reforms will have been introduced by 2017.	This work will not have been checked when we return. The meeting will not have been organized until next Saturday.	Will the student's homework have been corrected by tomorrow? Will the complete film archive have been rescued by 2020?

Tasks

Task 1. Complete the sentences. Use the Future Simple Passive of the verbs in brackets.

1. Next year her new book _____ (to translate) into a number of foreign languages.
2. The students _____ (to examine) in spring 2014.
3. The results of the contest _____ (to announce) tomorrow.
4. The results of the project _____ (not to publish) next week.
5. Every student _____ (to give) a password and a user name in two days.
6. The new university _____ (to open) by the Prime Minister.
7. Apple's new product _____ (to launch) next year.

Task 2. Complete the sentences. Use the Future Perfect Passive of the verbs in brackets.

1. Experts say that by 2050 the cure for cancer _____ (to find).
2. Dear clients! By this time tomorrow your telephone connection _____ (to restore) completely.
3. Three hundred new houses _____ (to build) by the end of next year.
4. The results _____ (to present) by the end of a press conference tomorrow.
5. By this time next year, all the classic films _____ (to digitize).

6. You _____ (to give) the best education available by the time you graduate four years from now.

7. The project _____ (to complete) before the deadline.

Task 3. Complete the sentences. Use the Future Simple or the Future Perfect Passive.

1. Our new coffee machine _____ (to deliver) by tomorrow evening.

2. We hope the treaty _____ (to sign) tomorrow.

3. The award _____ (to give) to the best math student.

4. I think my work _____ (to finish) by 5 p.m.

5. I think the party _____ (to consider) a great success.

6. The results of the exam _____ (not to announce) by the head teacher until tomorrow morning.

7. The new supermarket _____ (to open) by 2025.

Task 4. Make up the questions to the words *in italics*.

1. The exam will be retaken *next Monday*. (When...?)

2. *The article* will have been translated by tomorrow morning. (What...?)

3. All the activities in the workbook will be done *during the academic year*. (When...?)

4. The *new* motorway will have been completed in the next 5 years. (Which...?)

5. I know that our guests will be driven *to the station* next Sunday. (Where...?)

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Укладачі: **Дубцова** Ольга Вячеславівна
Сичова Юлія Володимирівна

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