

МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ
ХАРКІВСЬКИЙ НАЦІОНАЛЬНИЙ ЕКОНОМІЧНИЙ УНІВЕРСИТЕТ
ІМЕНІ СЕМЕНА КУЗНЕЦЯ

Збірник завдань з граматики
до практичних занять
з англійської мови
для студентів III – IV курсів галузі знань
0501 "Інформатика та обчислювальна техніка"
денної форми навчання

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Затверджено на засіданні кафедри іноземних мов.
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Подано завдання з граматики англійської мови з метою систематизації знань студентів. Основну увагу приділено вживанню модальних дієслів, інфінітива, герундія, умовних речень та непрямої мови.

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

Вступ

Збірник завдань з навчальної дисципліни "Іноземна мова" розроблений для студентів III – IV курсів галузі знань 0501 "Інформатика та обчислювальна техніка" денної форм навчання. Збірник організований відповідно до завдань та умов вивчення іноземних мов у вищих навчальних закладах.

Комплекс вправ сприяє розвитку граматичних та письмових компетенцій з англійської мови.

Метою навчального видання є поглиблення та вдосконалення знань студентів з граматики англійської мови для застосування у повсякденному житті та професійній діяльності.

Тематика збірника обрана згідно із загальноєвропейськими вимогами щодо професійно-орієнтованого підходу до вивчення іноземної мови у вищих навчальних закладах.

Збірник складається з чотирьох розділів, кожен із яких містить вправи на закріплення знань та відпрацювання різних форм дієслів та видів умовних речень з урахуванням практичного застосування правил, які закріплюються відповідними вправами, що зорієнтовані на розвиток та вдосконалення мовленнєвих навичок.

Unit 1

Modal verbs

Modals	Meaning	Example
<i>Can</i>	Ability	I <i>can</i> speak English, because I live in London.
	Request	<i>Can</i> you open your books?
	Possibility	I <i>can</i> lend you my pen if you need it.
<i>Be able to</i>	Ability	My friend <i>is able to</i> play tennis very well.
<i>Could</i>	Past ability	I <i>could</i> run very fast when I was a child.
	Polite request	<i>Could</i> you help me, please?
	Polite suggestion	You <i>could</i> study and your results will improve.
	Possibility	Don't worry, you <i>could</i> buy that car.
<i>Can't</i>	Certainty that something is impossible	You <i>can't</i> be me!
<i>May</i>	Possibility	It <i>may</i> snow tomorrow.
	Polite request	<i>May</i> I open the window?
<i>Might</i>	Possibility	Susan <i>might</i> win the poetry competition.
<i>Would</i>	Formal request	<i>Would</i> you open the door?
	Offer	<i>Would</i> you like some tea?
<i>Must</i>	Obligation	You <i>must</i> turn off the computer.
	Certainty that something is true	My children <i>must</i> be at home. I told them.
<i>Have to</i>	Obligation, necessity	I <i>have to</i> leave that school.
<i>Need to</i>	Obligation, necessity	You <i>need to</i> go to the shop because you do not have any vegetables at home at all.
<i>Need not</i>	Lack of obligation	You <i>needn't</i> wake up early at weekends.
<i>Don't have to</i>	Lack of obligation	You <i>don't have to</i> bring food to the party.
<i>Mustn't</i>	Prohibition	You <i>mustn't</i> smoke here.
<i>Should</i>	Advice, recommendation	You <i>should</i> go to bed earlier.
<i>Ought to</i>		You <i>ought to</i> help your parents.

Task 1. Complete these sentences with *can, can't, could, couldn't* or *be able to*.

e.g. The presentation was great but unfortunately Mrs Smith spoke too quietly that almost no one *could* hear her.

1. He loved that hotel – the views were great and from his room he _____ see the sea.
2. The computer went wrong, but luckily John _____ put it right again.
3. Our company wanted to put TV ads, but it _____ afford it because of scarcity of means.
4. He can use Microsoft Word and Excel but he _____ use Powerpoint.
5. People heard bad news about the flood, that's why they _____ move out in time.
6. I bought a new program, but I _____ install it on my computer.
7. He doesn't know English language and he _____ read instructions on a new scanner.
8. I want to order a laser printer and a LED monitor. _____ you deliver it a week?
9. I am sorry but I _____ help you at the moment.
10. With integrated circuits, computers _____ be made less expensive and more reliable.

Task 2. Underline the correct answer so that both sentences have similar meaning.

e.g. a) He thinks it is a good idea for their company to redesign the packaging.

b) He thinks our company *has to / should / can't* redesign the packaging.

1. a) It is not necessary for you to wait for me.
b) You *mustn't / have to / don't have to* wait for him.
2. a) It is obligatory for John to speak to his boss before accepting this offer.
b) He *has to / must / should* speak to his boss before accepting this offer.
3. a) It is a good advice for all people to scan their computers on viruses each month.
b) All people *should / have to / need* scan their computers on viruses each month.

4. a) It is a bad idea for us to increase prices on our products this month.

b) We *can't / shouldn't / don't have to* increase prices on our products this month.

5. a) We are not allowed to give you a discount – it is against company policy.

b) We *should / don't have to / can't* give you a discount – it is against company policy.

6. a) Don't tell anyone about our new developments of the department of information technologies.

b) You *mustn't / don't have to / should* tell anyone about our new developments of the department of information technologies.

7. a) It is a good idea for our company to send Adam on a CAD course, because we want to produce more brochures and leaflets in-house.

b) We *must / should / have to* send Adam on a CAD course, because we want to produce more brochures and leaflets in-house.

Task 3. Choose the word that best completes each sentence.

e.g. I bought a new handheld. You _____ use it.

a) must b) should c) have to d) can

1. You _____ get that report to our boss by Friday at the latest.

a) ought to b) must c) should d) have to

2. You _____ save a file before you turn the computer off, or you will lose it.

a) must b) need c) should d) have to

3. You _____ back up all your documents in the computer twice a month.

It is my advice.

a) must b) need c) should d) may

4. We _____ format disks on which data that we don't want to lose is stored.

a) should not b) must not c) need not d) may not

5. This is a non-smoking office, so you _____ smoke in here.

a) have not got to b) can't c) should not d) might not

6. We remind that our employees _____ use the office phone to make personal calls.

a) mustn't b) needn't c) shouldn't d) might not

7. You _____ decrypt the message, unless you know the key.

a) mustn't b) can't c) shouldn't d) needn't

8. A virus _____ be dealt with by means of an antivirus program.
 a) may b) is able to c) must d) should
9. Some people _____ use computers to control us.
 a) must b) might c) should d) need
10. We _____ use strong passwords and security devices to protect our confidential information.
 a) need b) must c) have to d) should

Modal Perfects

Modal Perfects refer to the PAST or COMPLETED ACTIONS.

Formation of Modal Perfects: *Subject + modal + have + Past Participle.*

Modal Perfect	Meaning	Example
1	2	3
<i>Must have</i>	Certainty that something was true	John has not arrived yet. He <i>must have been</i> lost.
<i>May have / might have</i>	A guess about a past action	She <i>may / might have forgotten</i> your phone number.
<i>Could have</i>	Ability to have done something but in fact did not	You <i>could have prepared</i> better for the exam.
<i>Could not have</i>	Certainty that something did not happen	He <i>could not have hacked</i> that site because he did not have a computer.
<i>Would have</i>	Willingness to have done something but in fact could not	I <i>would have gone</i> to the beach, but I did not feel very well.
<i>Should have / ought to have</i>	Criticism or regret	You <i>should have installed</i> an antivirus program.

1	2	3
<i>Should not have</i>	Criticism	You <i>should not have infected</i> her computer.
<i>Needn't have</i>	An unnecessary action in the past	You <i>needn't have sent</i> her a letter by post.

Task 4. Rewrite these sentences into the past, using *can't have*, *could have*, *might not have*, *must have*, *should have*.

e.g. It was a good idea to insert the disc into the disk drive carefully.

We should have inserted the disc into the disk drive carefully.

1. It was possible for you to think of a strong password for your e-mail.
2. I expected the negotiations to start by now.
3. We are sure Tom didn't back up his files.
4. It is absolutely true that the talk was a success.
5. Perhaps inkjet printers were not delivered yesterday.
6. It was a good idea for us to reboot our PCs to see if the problem recurs.
7. It was possible that they would give us a 10 % discount.
8. I am sure the computer didn't make a mistake.
9. It was definitely true that we showed those contracts to our boss before signing it.

Task 5. Write these sentences using the words in brackets.

e.g. They say they definitely sent the shipment, but it never arrived.

(They / must / send it / wrong address)

They must have sent it to the wrong address.

1. You receive a memo saying that a company's phone number has changed.
(They / must / move / new building)
2. We have come to the conference on time, but no one is there.
(We / must / be mistaken / come / wrong address)
3. We are disappointed. We call to a sales representative of the company to find out the dates of the shipment and there is no reply.
(They / might / have a break)

4. Simon was busy when I came to his office to repair his computer but he was speaking to someone whom I didn't know.

(Simon / might / be speaking / his programmer)

5. The printer was repaired 2 day ago, but unfortunately it hasn't worked properly.

(It / can't / be repaired / properly)

6. The new Apple Mac laptop has had excellent reviews, but nevertheless we bought the new Acer laptop.

(We / might / buy / the new Apple Mac laptop)

Unit 2

Gerund and Infinitive

Gerund or Infinitive	Use of Gerund and Infinitive	Examples
1	2	3
Gerund	Saying / thinking	Admit, consider, deny, describe, imagine, mention, suggest
	Liking and disliking	Dislike, enjoy, fancy, mind, like
	After prepositions	Be afraid of, admit to, approve of, argue about, believe in, care about, complain about, concentrate on / focus on, confess to, depend on, disapprove of, discourage from, dream about, feel like, forget about, insist on, object to, plan on, prevent (someone) from, succeed in, talk about, think about, worry about, be good / bad at, look forward to, get used to, be interested in, be proud of, be responsible for, rely on
	Phrase with <i>can't</i>	Can't bear, can't help, can't resist, can't face, can't stand
	Other common verbs	Avoid, delay, finish, involve, keep, miss, postpone, practice, risk
	Common phrases	It's not worth.... It's not use / good.... There is no point.... There is no use....

1	2	3
<i>Infinitive</i>	Plans and decisions	Aim, arrange, choose, decide, intend, plan, prepare
	Expectations / preferences	Demand, deserve, expect, hope, want, wish, would like, would prefer, would love
	Promises and refusals	Fail, guarantee, offer, promise, refuse, threaten
	Other common verbs	Agree, can (bare infinitive) / can't afford, learn, manage, pretend, seem, tend, train, wait
	To express purpose	To advise, to find out
	After adjectives	Angry, happy, glad
	After question words	Where, how, what, who, which
	After nouns	It is a pleasure...
	After <i>too / enough</i> constructions	Jilian is not skilled <i>enough to install</i> a new operating system.
	With <i>it + be + adjective + of / for + object</i>	<i>It was nice of him to help</i> me in designing a new program.
	After modal verbs (bare infinitive)	Must, can, should ...
	After <i>had better / would rather</i> (bare infinitive)	Had better, would rather
	After <i>make / let / allow (to) + object</i> (bare infinitive)	<i>Let me watch</i> that movie. <u>Note:</u> In the Passive form we use <i>to + infinitive</i> e.g. We <i>were made to watch</i> that movie. If there is no object after <i>allow</i> , we use a Gerund. e.g. They don't <i>allow smoking</i> here.

Task 1. Choose the correct answer.

e.g. We can't afford to launch / *launching* new products onto the market this month. We are lack of money.

1. The basic proposal involves *to set / setting* up a web site to give business students a web-based learning.
2. If you don't decide soon, we risk *to lose / losing* the whole contract.
3. Our university is considering *to use / using* all sorts of different types of media – audio, video and text.
4. We promised *to look for / looking for* a mistake in this program.
5. This application lets users *create / creating, edit / editing* and *store / storing* data, texts and graphics.
6. Our IT specialists have just finished *to develop / developing* the special programs for our Sales department to ease its work.
7. Ann strongly denied *to take part / taking part* in negotiating the contract.
8. Alex believes in successful *implementing / to implement* our business plan.
9. It is worth *to enlarge / enlarging* memory of your computer. It will make it *work / working* faster.
10. Clicking simultaneously on the keys SHIFT and C allows you *to copy / coping* the selected text and the keys SHIFT and V allows *to insert / inserting* this text into a document.

Task 2. Put in the correct form of the verbs.

e.g. We decide ____ (*to spend*) our money on charities.

We decide *to spend* our money on charities.

1. We don't want to risk ____ (*to invest*) our funds in this doubtful enterprise.
2. The chairman suggested her ____ (*to take*) more responsibility.
3. There is no point ____ (*to advertise*) this brand on TV, it would cost too much.
4. Sarah works in Public Relations, that's why her job involves ____ (*to make*) contact with media.
5. Do not hesitate ____ (*to contact*) us if you have any questions in using this software.
6. As Google continues ____ (*to refine*) its mobile operating system, we can ____ (*to see*) a steady flow of high-quality Android tablets.
7. This command lets you ____ (*to wake up*) your device from across the room and allows it ____ (*to serve up*) all sorts of useful information without ever ____ (*to touch*) the tablet.

8. Employees have received their salaries for 2 months and now they are happy ____ (to get) them.

9. We had better ____ (to introduce) radio frequency identification tags on all our products in-store in order to save time of our customers.

10. We told you how ____ (to perform) operations of data!

Task 3. Using the words in parentheses, complete the text below with the appropriate Infinitive or Gerund form.

iPhone 5c boasts some interesting new features, like Apple's super-fast A7 (the first 64-bit phone CPU), a new motion processor, a scanner that lets you 1 ____ (to use) your fingerprint to unlock the phone, and an improved camera. Throw in the completely revamped iOS 7 operating system, and the iPhone just keeps 2 ____ (to get) better and better.

Whether you're looking 3 ____ (to replace) your current iPhone or are jumping into Apple's smartphone world for the first time, you'll get a lot more use out of your new phone with some coordinating accessories and peripherals. The iPhone will likely be your hub for music, video, and communication, and the products here are perfect for 4 ____ (to get) the most out of those activities.

The iPhone 5s comes with some surprisingly decent in-ear EarPods, but if you want 5 ____ (to get) the most out of your music, an upgraded pair of headphones or earphones will make a huge difference.

For ____ 6 (to communicate), the Jawbone Era Bluetooth Headset combines top-notch performance and noise cancellation with understated style in an earpiece, while the Motorola Roadster 2 speakerphone can ____ 7 (to keep) you safe in the car while you take your calls. Adding the Pebble Smartwatch lets you 8 ____ (to check) your messages at a glance without even ____ (to remove) the phone from your pocket.

Task 4. Match the two halves to make sentences.

1. We were planning	a) to analyze figures each month.
2. The Help facility enables users	b) to use arrows keys.
3. Our accounting department needs	c) finish the current task.
4. Clicking on ALT and F4 lets you	d) to pay them.
5. Instead of clicking a mouse, it is convenient for some people	e) to persuade our partners to accept our offer.
6. It is broken. There is no point	f) my leaving till the next day.

7. We were unhappy with service provided, so we refused	g) to hire a car.
8. Jason is communicative enough	h) their not answering our invitation.
9. I agreed to delay	i) fixing it.
10. We can't excuse	j) to get advice on most problems.

Gerund and Infinitive with some words

	Infinitive	Gerund
<i>Forget</i>	Forget to do necessary action	Memories of the past
<i>Remember</i>	Remember to do necessary action	Recall a past event
<i>Mean</i>	Intend to do	Involve
<i>Go on</i>	Finish doing smth and do the next thing	Continue doing smth
<i>Regret</i>	Be sorry for smth you are doing	Be sorry for past events
<i>Try</i>	To do one's best, to attempt	To do smth as an experiment
<i>Stop</i>	Pause temporarily	To finish doing action
<i>Hate</i>	Hate what one is about to do	Feel sorry for what one is doing
<i>Be afraid</i>	Be too frightened to do	Be afraid of what may happen
<i>Need</i>	Must do smth	Need to be done (e.g. My shoes need cleaning.)

Task 5. Choose the best variant for each sentence.

e.g. You left the lights on all night. Don't forget *to switch / switching* them off when you go to bed.

You left the lights on all night. Don't forget to switch them off when you go to bed.

1. I'll never forget *to cross / crossing* the Channel for the first time.
2. I'll always remember *to fly / flying* for the first time.
3. Don't forget *to take / taking* your raincoat. It hasn't stopped raining all day.
4. Oh dear, I didn't remember *to buy / buying* the tickets.
5. Don't forget *to buy / buying* some milk when you go to the supermarket.
6. You mustn't forget *to go / going* to the doctor's today.
7. I remember *to shut / shutting* the door when I left my flat.
8. As so many people die of cancer, I strongly advise you to stop *to smoke / smoking*.

Task 6. Put the verbs into the correct Infinitive or Gerund form.

e.g. I remember ____ (*to switch off*) my computer before leaving the house.

I remember *to switch off* my computer before leaving the house.

1. George was at the conference. Samantha remember ____ (to see) him there.

2. He tried ____ (to get) a job at Microsoft, but he didn't have the right job experience.

3. After he had retired, he stopped ____ (to interview) candidates about health risks for mobile phone users from radiation.

4. I regret ____ (to inform) you that we are unable to develop speech recognition technology.

5. They went on ____ (to design) new programs though they were nearly bankrupt.

6. I am sorry I forgot ____ (to call) you, but I was really busy.

7. Our website needs ____ (to redesign).

8. I remember ____ (to sign) the check and ____ (to send) it to the shop.

9. She spent so much time preparing her presentation. She switched off the computer but she had forgotten ____ (to save) the file.

10. For a long time the company has been trying ____ (to enter) the European market, but it is extremely difficult.

Tenses of the Infinitive

	Active Voice	Passive Voice
<i>Present</i> (refers to the present and future)	To do	To be done
<i>Present Continuous</i> (to describe action happening now)	To be doing	Does not exist
<i>Perfect</i> (to show that the action of the Infinitive happened before the action of the verb)	To have done	To have been done
<i>Perfect Continuous</i> (to put emphasis on the duration of the action of the Infinitive, which happened before the action of the verb)	To have been doing	Does not exist

Task 7. Fill in the gap with an appropriate form of the Infinitive.

e.g. I would like ____ on the beach right now.

- a) to lie b) be lying c) to have lain

1. I expected ____ working for an advertising company by the end of the year.

- a) to have finished b) to be finishing c) to have been finished

2. Many tasks turned out ____ more rapidly with the help of the new generation of computers.

- a) to be solved b) to have been solved c) to be solving

3. She is so pleased ____ the conference dedicated to cloud computing.

- a) to visit b) to have visit c) to be visited

4. Because of cracking sensitive data of our company it is important for us ____ serious measures to protect it now.

- a) to take b) to be taking c) to have taken

5. Claire was disappointed ____ such a good opportunity.

- a) to miss b) to be missing c) to have missed

6. We arranged ____ OS platforms last week.

- a) to have updated b) to update c) to be updating

7. We hope ____ all the developers of software applications in Ukraine by New Year.

- a) to contact b) to be contacting c) to have contacted

Tenses of the Gerund

	Active Voice	Passive Voice	
<i>Indefinite</i>	Doing	Being done	Refers to the present or future
<i>Perfect</i>	Having done	Having been done	The action of the Gerund happened before the action of the verb

Task 8. Fill in the gap with an appropriate form of the Gerund.

e.g. ____ from the university he started to work for a famous company.

- a) having graduated b) graduating c) being graduated

1. We use many programs ____ by Michael.

- a) being written b) having written c) having been written

2. After _____ data you can be logged in our site.
 a) being processed b) having processed c) having been processed
3. _____ the Internet we could pick up the latest news about developments in the IT sphere.
 a) surfing b) having surfed c) being surfed
4. We concentrated our efforts on _____ assistive technologies for the disabled.
 a) developing b) having developed c) being developed
5. Not _____ calculations we couldn't get a result.
 a) performing b) having performed c) being performed
6. He is very proud of _____ all the exams.
 a) having been passed b) being passed c) having passed
7. I did not approve of my son _____ computer games.
 a) having played b) being played c) playing

Unit 3

Conditional Sentences / If-Clauses Type 0, I, II and III

The formation of If-Clauses Type 0, I, II and III

Conditional 0 is formed by the use of the **present simple** in the if-clause followed by a comma + the **present simple** in the result clause. You can also put the result clause first without using a comma between the clauses.

*If he **comes** to town, we **have** dinner.*

Conditional 1 is formed by the use of the **present simple** in the if-clause followed by a comma + **will + verb (base form)** in the result clause. You can also put the result clause first without using a comma between the clauses.

*If he **finishes** on time, we **will** go to the cinema.*

Conditional 2 is formed by the use of the **past simple** in the if-clause followed by a comma + **would + verb (base form)** in the result clause. You can also put the result clause first without using a comma between the clauses.

*If they **won** the lottery, they **would buy** a new house.*

Conditional 3 is formed by the use of the **past perfect** in the if-clause followed by a comma + **would have + past participle** in the result clause. You can also put the result clause first without using a comma between the clauses.

*If Hania **had won** the competition, life **would have** changed.*

The use of If-Clauses Type 0, I, II and III

First conditional

Nature: Open condition, what is said in the condition is possible.

Time: This condition refers either to present or to future time.

e.g. If he is late, we will have to go without him.

If my mother knows about this, we will be in serious trouble.

Second conditional

Nature: unreal (impossible) or improbable situations.

Time: present; the TENSE is past, but we are talking about the present, now.

e.g. If I knew her name, I would tell you.

If I were you, I would tell my father.

Compare: If I become president, I will change the social security system. (Said by a presidential candidate)

If I became president, I would change the social security system. (Said by a schoolboy: improbable)

If I won a million pounds, I would stop teaching (improbable).

Third conditional

Nature: unreal

Time: past (so we are talking about a situation that was not so in the past)

e.g. If you had warned me, I would not have told your father about that party. (But you didn't, and I have).

Remember!

1. The conditional construction does not normally use *will* or *would* in if-clauses. EXCEPTION: If *will* or *would* express willingness, as in requests, they can be used in if-clauses.

e.g. *If you will come this way, the manager will see you now.*

I would be grateful if you would give me a little help.

2. For the second conditional, were replaces was:

If I were a rich man...

3. After *if*, we can either use "some(-one, -where...)" or "any(-one, -where...)"

If I have some spare time next weekend ... or:

If I have any spare time...

4. Instead of *if not*, we can use *unless*.

e.g. *I'll be back tomorrow unless there is a plane strike.*

He'll accept the job unless the salary is too low.

5. There is a "mixed type" as well, for the present results of an unreal condition in the past:

If + Past Perfect – would + inf.

If you had warned me [then], I would not be in prison [now].

Task 1. Complete the Conditional Sentences using Types I, II and III.

e.g. If you go (go) out with your friends tonight, I will watch (watch) the football match on TV.

1. If we (listen) to the radio last week, we (hear) the news.

2. If you (to speak) louder, your classmates (to understand) you.

3. If you (to swim) in this lake, you (to shiver) from cold.

4. The zookeeper (not to punish) her with a fine if she (not to feed) the animals.

5. I (to call) the office if I (to be) you.

6. He (to do) more to help the poor if he (to be) the Pope.

7. Unless you (to hurry up), we never (to arrive) on time.

Task 2. Answer the zero conditional questions by choosing the correct number for each one.

1. I ask him to speak more slowly	10. I watch a DVD
2. He tells me to shut up!	11. They tell me to be more considerate
3. I make an appointment to see the dentist	12. I go and lie down
4. I call ahead to say I'm late	13. I eat a few crackers
5. I lock my door and study for a week	14. I eat something and that wakes me up

6. I read a book for half an hour	15. I put pressure on the area but nothing else
7. I don't do anything, but I never return	16. I use my mother's face cream to cool my skin
8. I look out of the window	17. I go back to the store with it
9. I remember how important it is to learn!	18. They forget mine the next time

What do you do if you get a headache?

What do you do if you feel bored in your English class?

What do you do if you get toothache?

What do you do if you get sunburnt?

What do you do if you can't sleep at night?

What do you do if you feel sleepy during the day?

What do you do if you don't understand your English teacher?

What do you do if you don't want to do your English homework?

What does your teacher do if you talk in class?

What do your parents do if you are not in touch regularly?

What do you do if you oversleep?

What do your friends do if you forget their birthdays?

What do you do if you have to prepare for a difficult exam?

What do you do if you feel hungry at night?

What do you do if there is nothing on TV?

What do you do if you cut yourself?

What do you do if you receive bad service in a restaurant?

What do you do if something you buy breaks after a few days?

Task 3. Using the words in parentheses, complete the text below with the appropriate conditional form.

e.g. They canceled all the flights out of Chicago today because of the blizzard. If it ___ *were not snowing* _____ (snow, not) so hard, I would not be stuck in the airport.

1. Charles arrived late again to work yesterday. He came running into the office complaining of car problems, but everyone knew it was a lie. If the boss _____ (stand) there when he showed up, I am sure he would have been fired.

2. If I were in Hawaii right now, I _____ (sunbathe) on a beach. I would not be stuck here in this office with mountains of paperwork.

3. John is so incredibly lazy! If we went over to his house right now, I bet he _____(lie) on the couch with some pizza in one hand and a remote control in the other.

4. If I were a millionaire, I _____(work, not) here in this factory. I _____ (shop) in Paris, _____(ski) in Innsbruck or _____ (sail) the Mediterranean on my super yacht.

5. I wish we had time to organize a surprise party for Linda. If all of her friends _____ (sit) in her apartment waiting for her when she gets home from work tomorrow, she would be so surprised!

6. If she _____ (stay) in that hotel next week while the trade show is being held, she might be able to meet some contacts and tell them about our new line of computer software.

7. When Mike came home yesterday, he claimed he had been jogging. I didn't believe a word he said. If he had really been jogging, he _____(sweat) or at least (be) out of breath. I think he went down to the coffee shop and had a donut.

8. Jane's plane arrived a half an hour ahead of schedule. If we hadn't decided to go to the airport early, she _____ (wait) there a long time before we arrived.

9. If Sam hadn't stopped to pick up that quarter, he _____ (cross) the street when the car ran the red light. He could have been killed!

10. When I went up to the cash register to pay for the Coke, the lady behind the counter was talking to a friend of hers on the phone. I waited and waited until I finally had to demand that she help me. If I hadn't said anything, I _____ (wait) there for hours.

11. I am looking out the window right now and I see children playing soccer and hide-and-go-seek in the street. If it were winter, it would be too cold to play outside. All the kids would be indoors. They _____ (watch) TV, _____(read) books or _____(play) board games with their friends.

12. If Bob _____ (stand, not) behind us right now, I would tell you what happened. Just wait until he leaves, and I'll tell you the whole story.

13. Did you hear about the bomb the terrorists planted on the plane yesterday? A bag full of plastic explosives was in the cargo bay. Luckily, nobody was hurt. The plane with the bomb was having some engine problems so the passengers had to disembark. If they hadn't had difficulties with the engine, the passengers _____(sit) in the plane when the bomb went off. Talk about a miracle!

14. If you went to the studio early tomorrow morning, you _____(wait) there when the actors arrive for work. I'm sure you could get ten or twenty autographs that way.

Task 4. Match the two halves to make Third Conditional sentences.

1. If you hadn't phoned to say you were safe?	a) if we'd gone to that other place.
2. She would never have managed	b) if they had come with us.
3. If she hadn't been busy talking on her mobile,	c) she might have noticed the red light.
4. He couldn't have given up smoking	d) we would have contacted the police.
5. If they hadn't booked early,	e) she wouldn't have met Jaime, her future husband/
6. If she hadn't taken that job in Barcelona,	f) if it hadn't been for her father's support.
7. They would have really enjoyed themselves	g) if he hadn't had hypnotherapy.
8. We could have eaten a lot better	h) they would never have got tickets.

Task 5. Using the words in parentheses, complete the text below with the appropriate conditional form.

I am not sure what I am going to do when I _____ (graduate), but I do know I want to travel. I am probably going to work at my father's restaurant for a few months during the summer. When I _____ (have) enough money, I _____ (go) to Europe to visit some friends I met while studying.

I have always wanted to visit Europe. I especially want to visit Sweden. If I (get) to go to Sweden, I _____ (stay) with my friend Gustav. His family has a house on an island in a lake near Stockholm. I am sure we _____ (spend) a few days on the island if weather conditions (allow).

I am not sure what other countries I will visit. If it _____ (be) not too expensive, I _____ (spend) a couple of days in Paris sightseeing. If I _____ (go) to Paris, I _____ (climb) the Eiffel Tower, _____ (take) a boat tour of the Seine, and _____ (photograph) daily life in the Latin Quarter.

Task 6. Choose the right variant.

1. If farmers in developing countries were given a decent price for their produce, ...

A. they would be able to build a better future for their family, community and country.

B. they will be able to build a better future for their family, community and country.

2. If Ireland won the European Soccer Championship in the year 2016,
 A. the world will be amazed.
 B. the world would be amazed.
3. Consumers would be much better off if ...
 A. accurate product information would be printed on the packaging.
 B. accurate product information were printed on the packaging.
4. The children would be in a much better shape if they ...
 A. would take my bike to go to school.
 B. took my bike to go to school.
5. If I had a lot of money, I ...
 A. bought myself a new car.
 B. would buy myself a new car.
6. Mandy would be very upset if ...
 A. she knows about Tim's past.
 B. she knew about Tim's past.

Task 7. Finish the sentences by ticking the correct option (a – c).

1. If you'd told me you were coming,	a) I can get some food in.
	b) I'd have found us something to eat.
	c) I made a lovely dish.
2. If you're too ill to come,	a) I'll come over and see you.
	b) I wouldn't have done all this for you.
	c) I asked someone else.
3. If I'd known you weren't coming,	a) I wouldn't be very upset.
	b) I would like to know why.
	c) I wouldn't have gone to so much.
4. If you're not coming,	a) perhaps you'd have the courtesy to tell me.
	b) we'd never have met.
	c) you should be polite to tell me about it.
5. If only you'd come,	a) I'll be the happiest girl alive.
	b) I'd have had a lovely time.
	c) I would look forward to it.
6. If you do decide to come,	a) the party's always a success.
	b) I won't be coming either.
	c) let me know.

7. If you really don't want to come,	a) I'll understand.
	b) I can't be sure.
	c) tell me tomorrow.

Unit 4

Reported Speech

The formation of Reported Speech

The **Reported Speech** is used to express what others have said. It is also useful when you are writing an essay. In this case, it involves paraphrasing and summarizing what different authors have said. There are certain rules to follow.

First of all, to make sentences in reported speech you need verbs like *say, tell or ask*. But there are many other verbs we can use apart from *said, told and asked*. These include: *accused, admitted, advised, alleged, agreed, apologised, begged, boasted, complained, denied, explained, implied, invited, offered, ordered, promised, replied, suggested and thought*.

When you report something someone has said you go back a tense (the tense on the left changes to the tense on the right):

Direct Speech	Reported Speech
Present Simple	Past Simple
Present Progressive	Past Progressive
Past Simple	Past Perfect
Present Perfect	Past Perfect
Future with " <i>going to</i> "	Past with " <i>going to</i> "
Future with " <i>will</i> "	Sentences with " <i>would</i> "
Sentences with " <i>can</i> "	Sentences with " <i>could</i> "

And now look at the following examples:

Direct Speech	Indirect Speech
1	2
Present Simple She said, "I like Scotland."	Past Simple She said (that) she liked Scotland.
Present Continuous She said, "I'm teaching English."	Past Continuous She said (that) she was teaching English.

1	2
Past Simple She said, "I bought a book"	Past Perfect She said (that) she had bought a book.
Past Continuous She said, "We were playing golf."	Past Perfect Continuous She said (that) they had been playing golf.
Present Perfect Simple She said, "I've lost my mobile."	Past Perfect Simple She said (that) she had lost her mobile.
Present Perfect Continuous She said, "I've been teaching for 7 years."	Past Perfect Continuous She said (that) she had been teaching for 7 years.
Past Perfect She said, "The film had already started."	Past Perfect Simple (no change) She said (that) the film had already started.
Future She said, "I'll go to Bristol."	Conditional She said (that) she would go to Bristol.
Conditional She said, "I'd be happy to win the race."	Conditional (no change) She said (that) she would be happy to win the race.

Task 1. Complete the sentences in reported speech.

e.g. John said, "I love this town." John said (that) he loved that town.

- "Do you like soccer ?" he asked me. He asked me _____.
- "I can't drive a lorry," he said. He said _____.
- "Be nice to your brother," he said. He asked me _____.
- "Don't be nasty," he said. He urged me _____.
- "Don't waste your money on this PC", she said. She told the boys _____.
- "What have you decided to do?" she asked him. She asked him _____.
- "I always wake up early," he said. He said _____.
- "You should revise your lessons," he said. He advised the students _____.
- "Where were you born?" he asked me. He wanted to know _____.

Task 2. Highlight Direct Speech and Reported Speech.

The Canterville Ghost

About ten minutes later, the bell rang for dinner, and, as Virginia did not come down, Mrs Otis sent up one of the servants. After a little time he returned and said that he could not find Miss Virginia anywhere. So, the whole family started looking for her.

The hours passed, but they could find no trace of Virginia. So, after dinner, Mr Otis ordered them all to bed, saying that nothing more could be done that night, and that he would contact Scotland Yard in the morning. Just when everybody was about to leave the dining-room, the clock struck midnight, and when the last stroke sounded, a secret door opened in the wall and in that door stood Virginia with a little box in her hand. Everybody ran up to her.

"Good heavens! Child, where have you been?" said Mr Otis, rather angrily, as he thought she had been playing a trick on them.

"Papa," said Virginia quietly, "I have been with the ghost. He is dead, and you must come and see him. He had been very nasty, but he was really sorry for all that he had done, and he gave me this box of beautiful jewels before he died."

Then she led the others down a narrow secret corridor to a little low room. There the family found the skeleton of Sir Simon, who had been starved to death by his wife's brothers. Virginia knelt down beside the skeleton, and, folding her little hands together, began to pray silently.

Meanwhile, one of the twins was looking out of the window in the little room and suddenly said, "Look! The old almond-tree has blossoms."

"Then God has forgiven him," said Virginia and stood up.

Task 3. Choose the correct reported speech version of each statement.

1. Tom said, "I want to visit my friends this weekend."
 - A. Tom said he wants to visit his friends that weekend.
 - B. Tom said he wanted to visit his friends that weekend.
 - C. Tom said he wanted to visit his friends this weekend.
2. Jerry said, "I'm studying English a lot at the moment."
 - A. Jerry said he was studying English a lot at that moment.
 - B. Jerry said he was studying English a lot at the moment.
 - C. Jerry said I was studying English a lot at that moment.

3. They said, "We've lived here for a long time."
A. They said they have lived there for a long time.
B. They said they lived here for a long time.
C. They said they had lived there for a long time.
4. He asked me, "Have you finished installing the program?"
A. He asked me if had I finished installing the program.
B. He asked me if I had finished installing the program.
C. He asked me if I finished installing the program.
5. "I get up every morning at seven o'clock.", Peter said.
A. Peter said he got up every morning at seven o'clock.
B. Peter said I got up every morning at seven o'clock.
C. Peter said he had got up every morning at seven o'clock.
6. Susan reassured me, "I can come tonight."
A. Susan told me I could come that night.
B. Susan told me she could come that night.
C. Susan told me she could come tomorrow evening.
7. She said, "I really wish I had bought that new car."
A. She told me she really wished she bought that new car.
B. She told me she really had wished she had bought that new car.
C. She told me she really wished she had bought that new car.
8. Jack said, "He must be guilty!"
A. Jack said he must have been guilty.
B. Jack said he must have be guilty.
C. Jack said he must has been guilty.
9. Cheryl asked her, "How long have you lived here?"
A. Cheryl asked her how long she has lived there.
B. Cheryl asked her how long she lived there.
C. Cheryl asked her how long she had lived there.
10. He said, "I must get going. Otherwise, I'm going to be late."
A. He told me he had to get going. Otherwise, he was going to be late.
B. He told me he had to get going. Otherwise, I was going to be late.
C. He told me he has to get going. Otherwise, he was going to be late.

Task 4. Change the following sentences into reported speech.

1. The spokesman said, "I can't understand why billiards has been prohibited. "
2. Tom exclaimed, "We have had too many prohibitions!"

3. The young lady said, "I did not make such a mistake."
4. She said, "We'll go and get some food."
5. Winston Churchill said, "I wake up at six every day."
6. A company representative said, "This probably won't happen."
7. A farmer said, "If the situation goes on like this, we will lose the consumers' confidence forever."
8. He added, "We need someone who will tell us how to write software."
9. She said, "I think the amount of immigrants right now is OK, but I don't think we need any more."
10. He said, "In Japan paper-folding was valued for its decorative function."
11. "If I don't win this game, I will retire," Kasparov said.
12. The police said, "Youssef planned the World Trade Centre bombing."
13. She said, "As a woman, my life will change with the new millennium."
14. "I watched a documentary about dolphins on TV yesterday," said John.
15. "I'm living the adventure of my life," Banderas said.
16. Al Gore said, "As a teenager, one of the books that I read was "Silent Spring."
17. "I was taught information technology in this course," she said.
18. My aunt said, "People should drive slowly if they want to live longer."
19. He said, "We are here today to reach consensus."
20. Last week Julia said, "We will meet our new instructor tomorrow."
21. He said to one of them, "Let me see the project once more. I'll be back in five minutes."
22. "Please, don't say anything to him", he said.
23. "Don't talk to me like that," said his mother.
24. She said, "Don't smoke if you want to save money."
25. "Buy me the paper if you're going out", Alice asked her brother.
26. He asked, "Do you often play rugby?"
27. The doctor asked, "Do you ever feel this pain in your stomach before meals?"
28. Michael asked her, "Where did you find these trainers?"
29. Michael wondered, "Why do I do this every day?"

30. "What time did the film start?" she asked.

31. Her parents asked him, "Why do you want to become a programmer?"

32. They asked her mother, "Does he often come home late from school?"

33. The judge asked Karl, "How long have you known the accused?"

Task 5. Transform these sentences into Reported Speech.

e.g. Mum said, "I'm angry with you". Mum said she *was angry* with me.

1. Geoffrey said, "I'm cooking lunch today." Geoffrey said he _____ lunch.

2. My boyfriend said, "I'll go to the cinema tomorrow." My boyfriend said he _____ to the cinema.

3. Her teacher said, "You must do your homework every day." Her teacher said she _____ do her homework every day.

4. Their father said, "I can speak three languages." Their father said he _____ speak three languages.

5. Paul said, "I have been on holidays." Paul said he _____ on holidays.

Task 6. Match the two halves.

He asked me where I was going	Will you go?
He asked me if I was going	Did he go?
She asked me when I was going	Is he going?
She asked me why I was going	Do you go?
She asked me if he was going	Why is he going?
He asked me if I go	Did you go?
He asked me if I went	When are you going?
She asked me if he went	Where are you going?
He asked me if I would go	Are you going?

Task 7. Choose the right variant to fill in the blank.

Could, going, had flown, hadn't seen, if I was, liked, not sitting, not to stay, to take, took, was, was wearing, what happened, would be.

1. "I'm afraid of flying." He told me he _____ afraid of flying.
2. "I like travelling by plane." She said she _____ travelling by plane.
3. "You can get off the plane." The pilot told us we _____ get off the plane.
4. "There will be a 45-minute delay." The flight attendant explained that there _____ a 45-minute delay.
5. "This man flew this very flight before." I could tell that man _____ that very flight before.
6. "Look. The pilot is wearing dark glasses." One of the passengers pointed out that the pilot _____ dark glasses.
7. "I haven't seen blind people with guide dogs on planes yet." Peter replied that he _____ blind people with guide dogs on planes yet.
8. "Take the dog out to stretch his legs." He told the pilot _____ the dog out to stretch his legs.
9. "Don't stay for too long." They told us _____ for too long.
10. "Are you nervous?" The stewardess asked me _____ nervous.
11. "How long does the flight take?" Mary wanted to know how long the flight _____ .
12. "What happened?" They asked me _____ .
13. "Let's go out." Tom suggested _____ out.
14. "Let's not sit all the time." I suggested _____ all the time.

Task 8. Rewrite each question in indirect speech.

e.g. "You can't park here." The police officer told Jack that he couldn't park there.

1. "I'll see you in the morning, Helen." Peter told Helen.....
2. "I'm taking the 5.30 train tomorrow evening." Janet said
3. "The trousers have to be ready this afternoon." Paul told the dry-cleaners
4. "I left my umbrella here two days ago." Susan told them

5. "The parcel ought to be here by the end of next week." Brian said
.....
6. "I like this hotel very much." Diana told me
7. "I think it's going to rain tonight." William said.....
8. "What time does the film start, Peter?" I asked
9. "Do you watch television every evening, Chris?" The interviewer asked..
10. "Why did you apply for this job?" asked the sales manager. The sales manager asked me.....
11. "Are you taking much money with you to France?" My bank manager wanted to know.....
12. "When will I know the results of the examination?" Maria asked the examiner
13. "Are you enjoying your flight?" The stewardess asked me.....
14. "How does the photocopier work?" I asked the salesman.....
15. "Have you ever been to Japan, Paul?" Sue asked Paul
16. "I want to know how much this bike costs. Can you tell me?" John asked how.....
17. "Jack, don't worry, I'll help you if you like." Sue said she.....
18. "All right, I tell you what, the car's yours for, let's say £500." The salesman said I could
19. "I hope you don't mind my saying this, but you're being a bit silly, aren't you?" Peter told me I.....

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