

Министерство образования Республики Беларусь
БЕЛОРУССКИЙ НАЦИОНАЛЬНЫЙ ТЕХНИЧЕСКИЙ УНИВЕРСИТЕТ

Кафедра иностранных языков ФТУТ

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Business English

**Учебно-методическое пособие
по английскому языку
для студентов экономических специальностей
I – II курсов заочного отделения**

Учебное электронное издание

Минск ◊ БНТУ ◊ 2009

УДК 802.0 (075.4)

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Настоящее пособие разработано в соответствии с требованиями Типовой программы иноязычной подготовки студентов неязыковых вузов. Цель пособия – формирование лексико-грамматических навыков, навыков чтения и перевода литературы по специальности, а также навыков устной речи (диалогической и монологической).

Пособие состоит из 13 тематических занятий, каждый из которых включает 4 части:

- 1) лексико-грамматический материал с сериями упражнений, которые можно варьировать в зависимости от уровня подготовки студентов;
- 2) тексты, предтекстовые упражнения и послетекстовые задания;
- 3) задания для текущего контроля;
- 4) задания для самостоятельной работы студентов.

Тематика занятий профессионально ориентирована; выносимые на обсуждение вопросы зачастую носят проблемный характер, требуют знаний по специальности, что соответствует профессионально направленной иноязычной подготовке студентов.

Учебное пособие может быть использовано для аудиторных занятий со студентами экономических специальностей, в частности, в рамках курса по деловому английскому, а также в качестве дополнительного материала для самостоятельной работы студентов.

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Регистрационный № БНТУ/ФТУГ09 – 2.2009

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Unit 1

The verb to be in the Present Simple Tense

Introductions

Personal Pronouns in the Objective Case

Глагол to have и конструкция have got с лексическим значением иметь, владеть, обладать

Your Home Assignment

The verb to be in the Present Simple Tense Спряжение глагола to be в Present Simple

*To be or not to be
That is the question.*

I am
You are
He is
She is
It is
We are
You are
They are

Exercise 1. Learn the following proverbs.

Выучите следующие пословицы.

1. Practice is the best master.
2. Old friends and old wines are best.
3. It is never too late to learn.
4. Promise is a debt.
5. I am the state.
6. A good name is better than riches.
7. A tree is known by its fruit.
8. Art is long, life is short.
9. Even your best friend is the thief of your time.
10. Friends are thieves of your time.

Exercise 2. Read and reproduce the dialogue.

Прочитайте и воспроизведите диалог.

B. Good morning, Mr. Lavrov. How are you?

L. I am very well, thank you. And how are you, Mr. Bell?

B. Very well too. I am glad you are in London. Is your wife in London too?

L. No, she is in Minsk with our children. And is this a picture of your family, Mr. Bell?

B. Yes. This is my wife and these are my sons and a daughter.

L. Your children are nice and your wife is nice too.

B. Thank you. Come and meet my family, Mr. Lavrov.

L. Thank you, with pleasure.

Remember the words:

Запомните слова:

this – ЭТОТ, ЭТА, ЭТО

that – ТОТ, ТА, ТО

these – ЭТИ

those – ТЕ

how – КАК

very – ОЧЕНЬ

well – ХОРОШО

a wife – ЖЕНА

a child – РЕБЕНОК

children – ДЕТИ

a son – СЫН

a daughter – ДОЧЬ

nice – МИЛЫЙ, СЛАВНЫЙ

a picture – КАРТИНА, ФОТОГРАФИЯ

to come – ПРИХОДИТЬ, ПРИЕЗЖАТЬ

to meet – ВСТРЕЧАТЬ, ЗНАКОМИТЬСЯ

Remember the sentences.

Запомните предложения.

How are you?

Как вы поживаете?

I am glad you are in London.

Я рад, что вы в Лондоне.

I am glad you are here.

Я рад, что вы здесь.

Come and meet my family.

Приходите познакомиться с моей семьей.

Exercise 3. Do you know the verb to be well enough?

Хорошо ли вы знаете глагол to be?

a) My name ... Frank. My surname ... Swindler. I ... the company manager. My office ... in London. The office ... not large. It ... 8 a.m. I ... in the office now. My secretary ... not here at the moment. She starts her office hours at 9.

b) This ... a picture of a family. The family ... large and nice. This ... Ivanov. He ... Russian, and he ... from Novgorod. He ... a young man. He ... an engineer. And

this ... his wife. She ... a young woman. She ... an economist. These ... their children. They ... very nice children.

c) My name ... Ingrid. I ... a graphic designer. I ... German, and I ... from Munich. I ... married with two children. They ... both in high school. Their school ... near my office. My husband ... an engineer. We ... interested in travel and the cinema. Oh, and I have a sister, she ... an accountant.

- d) 1. All cats ... grey in the dark.
2. A merry heart ... a good medicine.
3. Meekness (робость) ... not weakness.
4. A friend in need ... a friend indeed.
5. We ... all only human.
6. All things ... in a flux (постоянное движение, изменение).

Introductions

Exercise 1. Complete the chart of countries and nationalities.

Заполните таблицу стран и национальностей.

Brazilian Polish Germany Kuwaiti French Oman Italian Spain Russia Turkey
China Japanese Swedish Greece British American

Country
Nationality

-an

Brazil

.....

Italy

.....

.....

German

.....

Russian

-ese

Japan

.....

.....

Chinese

-ish

Poland

.....

Sweden

.....

.....
Spanish

.....
Turkish

-i
Kuwait

.....
Bahrain

.....
Omani

.....
France

.....
the UK
the US

.....
Greek

.....
.....

Exercise 2. Read the article.

Прочитайте статью.

Meet Phil Knight

Phil Knight is the founder and the CEO of Nike, a famous sports and fitness company. He is from Oregon, USA. He is 65 and is a very rich man. He is married, and his wife's name is Penny. They have two sons and one daughter. Knight loves sport, including tennis, running and golf. He also likes fast cars. He loves his company, and he has a tattoo of the Nike logo on his left leg.

Knight's ad agency is Wieden & Kennedy. At his first meeting with Wieden, Knight said, 'Hi, I'm Phil Knight. And I hate advertising.' But they are still partners after 21 years. At meetings with Wieden, Knight is relaxed and tells jokes. He wears blue jeans, a T-shirt and suit jacket, and a pair of Nike shoes.

Knight is interested in Asia, especially Japan. His office is full of objects from Asia. It's in Nike's World Headquarters in Beaverton, Oregon.

a) complete:

заполните:

Age:

Nationality:

Family:

Job:

Type of company:

Interests:

b) tick the correct sentences (✓):

отметьте правильные предложения (✓):

1. Phil Knight is the head of Nike.
2. He isn't rich.
3. Knight is married with two children.
4. Wieden is in advertising.
5. Knight's office is full of objects from Austria.
6. His office is in California.

Exercise 3. Read the text and complete the form below.

Прочитайте текст и заполните таблицу.

Hello! My name's Raoul Gautier and I am the PR Manager with the Banque de l'Ouest. It's a new job for me, and I like it very much.

My address is 47, Avenue Aristide Briant, Toulouse, and my phone number is 55 78 43 00.

I'm twenty-four years old – the same age as my partner Sarah. I'm getting married next month.

First name:

Surname:

Age:

Marital Status: Single\Married

Occupation:

Address:

Telephone number:

Exercise 4. Work in pairs. Talk about your families, friends, interests, jobs.

Работайте парами. Поговорите о семье, друзьях, о том, что вас интересует, о работе.

Useful language

(Introducing people: I'm ...; my name's ...; this is ...; she is in sales ...)

(Nationality and country: I'm ... Where are you from? Where do you come from? I'm from ... I come from ...)

(Asking about business: How's business? How are you? How is your family?)

(Replying: Not bad, thanks. Fine. O.K. Not too good.)

(Offering a drink: Would you like a drink? How about a coffee? Another drink?)

Неопределенный артикль *a* употребляется перед существительными, которые начинаются с согласной буквы, перед существительными, начинающимися с гласной, употребляется неопределенный артикль *an*.

Неопределенный артикль *a, an* не употребляется перед существительными во множественном числе.

Exercise 5. Write the jobs from the box under the correct article.

Запишите должности с правильным артиклем.

trainee accountant executive optician lawyer analyst director architect manager
consultant engineer doctor pilot designer technician cashier operator receptionist
assistant personal assistant (PR)

a

an

Personal Pronouns in the Objective Case Личные местоимения в объектном падеже

Personal Pronouns

Personal Pronouns in the Objective Case

I – я
You – вы
He – он
She – она
It – он, она, оно
We – мы
You – вы
They – они
me – мне, меня
you – вам, вас
him – ему, его
her – ей, ее
it – ему, ей, его, ее
us – нам, нас
you – вам, вас
them – им, их

Exercise 1. Replace the nouns in italics by personal pronouns.

Замените выделенные существительные личными местоимениями.

1. **Mr. Bell** is the company manager.
2. **Lavrov** is in London now.
3. Is **Nancy** a nice woman?
4. **Stepanov and Ivanov** are economists.
5. **The telephones** are on the desk.
6. **The cable** is on the table.
7. How are **your children**?

Exercise 2. Use the correct pronouns.

Употребите правильную форму личных местоимений.

1. I read very many English books. I read ... in the evening.
2. Mr. Archer is speaking to Mr. Brown now. He is speaking to ... about the contract.
3. Kate is my friend. I meet ... every day.
4. My daughter is reading a book about London now. She is reading ... with pleasure.
5. I often write letters to my friends. And they often write letters to ... too.
6. We learn English. Our work helps ... to speak English well.

Exercise 3. Translate.

Переведите.

1. Это офис. Он очень большой. Сейчас 9.15 утра. Менеджеры «Логотона» сейчас в офисе. Их рабочий день начинается в 9. Они за своими столами.
2. - Где контракт с компанией «Green & Co», Ann?
 - Он на вашем столе.
 - А где сегодняшняя почта?
 - Она на Вашем столе тоже.

Глагол **to have** и конструкция **have got** с лексическим значением **иметь, владеть, обладать**

Walls have ears.

И стены имеют уши.

A hungry belly has no ears.

Голодное брюхо ко всему глухо.

Спряжение глагола **to have\to have got**

Утвердительная форма

Вопросительная форма

Отрицательная форма

I have\have got

You have\have got

He has\has got
She has\has got
It has\has got
We have\have got
You have\have got
They have\have got
Have I \have I got?
Have you \have you got?
Has he \has he got?
Has she \has she got?
Has it \has it got?
Have we \have we got?
Have you \have you got?
Have they \have they got?
I have not (haven't) \I haven't got
You have not (haven't) \You haven't got
He has not (hasn't)\He hasn't got
She has not (hasn't)\She hasn't got
It has not (hasn't)\It hasn't got
We have not (haven't)\We haven't got
You have not (haven't)\You haven't got
They have not (haven't)\They haven't got

В разговорной речи вместо **to have** употребляется конструкция **have got**.

Но в следующих случаях употребляется только **to have**, а не **have got**:

а) в инфинитивных и -ing формах:

Do you want to have a drink? – Хочешь выпить?

I find having no car very inconvenient. – Я считаю, что очень неудобно, когда у тебя нет машины.

б) **have got** не употребляется в коротких ответах:

Have we got any biscuits left? – *Yes, we have. In the cupboard.*

У нас осталось печенье? – Да, в буфете.

в) когда речь идет о прошлом или будущем:

I will have time to do the work tomorrow. – У меня будет время сделать эту работу завтра.

She had a racing bike when she was a teenager. – У нее был гоночный велосипед в подростковом возрасте (когда она была тинэйджером).

Exercise 1. Do you know the verb to have\ have got well enough?

Хорошо ли вы знаете форму глагола to have\ have got?

Ivanov and his wife (have got, has got) two children – a son and a daughter.

They (have got, has got) a three-room flat in Minsk. They (have got, has got) a sitting-room, a bedroom, a children's room a large kitchen and a bathroom. They (have got, has got) a sofa, a small table and two armchairs in the sitting-room. The sofa is red and

the armchairs are red too. Their daughter (have got, has got) a brown desk. It is in the children's room. Their son (have not got, has not got) a desk. He is too small. But he (have got, has got) a lot of toys.

Exercise 2. Make the sentences negative.

Преобразуйте предложения в отрицательные.

1. We have a large kitchen.
2. They have got a carpet in the sitting-room.
3. Our manager has got a telephone.
4. Our company has offers from GML.

Exercise 3. Make the sentences interrogative.

Поставьте вопросы.

1. You have a nice kitchen.
2. They have got a large family.
3. Our manager has got two sons.
4. Your manager has a good office.

Exercise 4. Use *have got* or *have*.

Употребите *have got* или *have*.

1. I'll phone you tomorrow. I ... your office number.
2. The car only costs £500 and runs very well. We seem ... a bargain.
3. I expect that you will ... my letter by now.
4. As a child, he used ... nightmares about earthquakes knocking down his home.
5. 'Have you still got that old car of yours?' – 'Yes, I'
6. He was about to call Jan when he suddenly ... a better idea.
7. Do you think they ... the right equipment to do the job?

Exercise 5. Read, translate and reproduce the dialogue.

Прочитайте, переведите и воспроизведите диалог.

- L. It's nice to meet you, Mrs. Bell. You have got a very good house.
B. Thank you. And what about you, Mr. Ivanov? Have you got a house or a flat?
L. We've got a three-room flat in Minsk with a large kitchen and a bathroom.
B. Is Minsk a nice city?
L. Yes, certainly.

Remember the words.

Запомните слова.

a house – дом
a sitting-room – гостиная
a friend – друг
elder – старший
a boy – мальчик
a girl – девочка
a sofa – диван
red – красный
green – зеленый
white – белый
brown – коричневый
an armchair – кресло
a carpet – ковер
a room – комната
comfortable – удобный
a kitchen – кухня
small – маленький
a bedroom – спальня
have got – иметь
a flat – квартира
a bathroom – ванная
a city – город
certainly – конечно, несомненно
colour – цвет

Remember the sentences.

Запомните предложения.

It's nice to meet you.

Приятно познакомиться с вами.

What about you?

А как вы?

What colour do you prefer?

Какой цвет вы предпочитаете?

Exercise 6. Read the dialogue and translate it into Russian.

Прочитайте диалог и переведите его на русский язык.

- Your name is George Scott, isn't it?
- Yes, it is. I am an electronic engineer. I live and work in New York. And what's your name?
- My name is Peter Brook. I am an editor. I live and work in San Francisco.
- You are married, aren't you?
- Oh, yes, I'm married and I've got two daughters.

- What a coincidence! I've got two daughters too: Helen and Mary. What are your daughters' names?
- They are Susan and Jane. Susan is ten years old and Jane is eight. They both go to a private school. Do your daughters go to school?
- Not yet. Helen is five years old and Mary is three.
- They are at home, aren't they?
- Sure. My wife doesn't work now. She runs the house and looks after the children. Emily is the name of my wife. She is a designer. She adores her trade and dreams of going to her office again. But she can't for the time being.
- It's only natural. Nowadays only few women are satisfied with being housewives. My wife, Nancy, is a teacher of Russian. She works at a college.
- Do you have any brothers or sisters?
- Unfortunately not. I am the only child in the family. I've got a cousin who lives in Chicago. We are on friendly terms.
- I have got a sister. She is much younger than I am. She lives with our parents in Los Angeles. I've seen very little of her lately.
- Los Angeles is a beautiful city. My aunt lives there and I visit her from time to time.
- It's a long time since I went to Los Angeles.
- Too bad!

Learn the words.

Выучите слова.

an editor – издатель

What a coincidence! – Какое совпадение!

private – частный

to run the house – вести дом

to look after – присматривать

for the time being – в настоящее время

to satisfy – удовлетворять

to be on friendly terms – быть в дружеских отношениях

Your Vocabulary

Do you know all the words below? If not then learn them all.

Вы знаете все эти слова? Если нет, выучите их.

it

an office

a desk

a letter

an offer

a cable
a fax
a pen
a pencil
a table
a company
a manager
in
large
at
at the desk
a telephone
on
a secretary
good
a woman
a man
and
what
whose
Whose letter is it?
from
an offer from GML
where
a contract
with
дом
гостиная
друг
старший
мальчик
девочка
диван
красный
зеленый
белый
коричневый
кресло
ковер
комната
удобный
кухня
маленький

спальня
иметь
квартира
ванная
город
конечно, несомненно
цвет

Your Home Assignment

I. Complete the sentences with the correct form of the verb to be.

1. Lucien and Marie-Claire ... our agents in Bordeaux.
2. Mrs Turner ... a programmer in Leeds.
3. My boss and I ... from Frankfurt.
4. Where ... your new assistant from?
5. Excuse me. ... you the new technician?
6. I ... Swiss, but my company ... Italian.

II. Make questions.

am are is

1. your / Ingrid / name
2. Spain / Isabel and Luis / from
3. a / you / programmer
4. marketing / in / you and Tom
5. I / tomorrow / in / Room 15

III. Match these sentence halves.

1. I'm in Sales,
2. She is in Accounts,
3. My assistant and I are in a meeting all day
4. You aren't in the city centre,
5. It's only 9:50,
a) but she isn't an accountant.
b) so we aren't late.
c) so we aren't free.
d) but I'm not a salesman.
e) but you are close to your office

IV. Read the dialogue and reproduce it.

- Вас зовут Джордж Скотт, не так ли?
- Yes, it is. I am an electronic engineer. I live and work in New York. And what's your name?
- Меня зовут Питер Брук. Я издатель. Я живу и работаю в Сан-Франциско.
- You are married, aren't you?
- О, да. Я женат и у меня две дочери.
- What a coincidence! I've got two daughters too: Helen and Mary. What are your daughters' names?
- Сьюзан и Джейн. Сьюзан 10 лет, а Джейн 8. Они обе учатся в частной школе. Ваши дочери учатся в школе?
- Not yet. Helen is five years old and Mary is three.
- Они дома, не так ли?
- Sure. My wife doesn't work now. She runs the house and looks after the children. Emily is the name of my wife. She is a designer. She adores her trade and dreams of going to her office again. But she can't for the time being.
- Естественно. Сегодня мало кто из женщин удовлетворен положением домохозяйки. Моя жена, Нэнси, учитель русского языка. Она работает в колледже.
- Do you have any brothers or sisters?
- К несчастью, нет. Я единственный ребенок в семье. У меня есть двоюродный брат (сестра), который живет в Чикаго. Мы дружим.
- I have got a sister. She is much younger than I am. She lives with our parents in Los Angeles. I've seen very little of her lately.
- Лос Анджелес – красивый город. Моя тетя живет там, и я навещаю ее время от времени.
- It's a long time since I went to Los Angeles.
- Очень плохо.

V. Talk about yourself, your family, and your friends.

VI. Reading for Discussing.

If You Want to Have a Friend...

Let us suppose that everybody here in this group has a good friend. Friendship between two people grows when they do something useful together and when they have the same interests. Their friendship is still better if they understand each other well.

Do you know the English proverb 'A friend in need is a friend indeed'? Yes, we agree that real friends are always ready to help each other. Let's also agree that real friendship is possible when people respect and trust each other.

So you can see friendship between two people is a great thing. As English people say, 'A good friend is like the sun in winter'. It's a good proverb, isn't it? A real friend makes your life happier and more interesting. He is dear to you and you want your friendship to last for a very long time.

Well, there are some other English proverbs about friendship and friends. Take, for example, this one, 'A friend is easier lost than found'. What does it mean? It means that it is difficult to find a good friend. But you can lose a friend quickly if you do something wrong. Always think how to keep friendship.

Questions

1. When does friendship grow between people?
2. When is real friendship possible?
3. What is real friendship in your opinion?
4. What does the proverb 'A friend is easier lost than found' mean?
5. Have you a real friend?

Tell. Ask. Discuss.

Try to use the following.

<i>That's true.</i>	Это верно.
<i>Isn't it?</i>	Не так ли?
<i>I believe so.</i>	Думаю, что так.

1. A friend to everybody is a friend to nobody. (to have a lot of friends, to be ready to help, to call on him\her when he\she is ill, to advise what to do, to keep promise, to keep secrets, to decide correctly in difficult situations, to do anything he\she asks me to do if I can do it)
2. When a friend asks, there is no tomorrow.
3. Old friends and old wines are best.

VII. Read the 'opera synopsis'. Then close the text and see how much you can remember.

DEATH IN PARIS
An Opera in three Acts
by Zoltan Grmljavina
Synopsis

ACT ONE

Anna, a beautiful 18-year-old girl, works in a shop in the old town of Goroda, in Central Moldenia. Her parents are dead; her lover, Boris, is in prison for revolutionary activities; her employer is very unkind to her. She dreams of a happier life. One day a

royal procession passes in the street. The Grand Duke sees Anna and falls in love with her. He sends for her; when she comes to the palace he tells her that she must become his mistress. If not, Boris will die. Anna agrees. Boris is released from prison; in her letter Anna tells him that she can never see him again. Boris leaves Moldenia.

ACT TWO

Three years have passed. Anna and the duke are in Paris. The Duke is dying; he has only six months to live – but the doctors have not told him. Only Anna knows the truth. One day Anna is walking in the Tuileries when a man stops her. It is Boris. He tells her that he is now a famous artist, rich and successful. He is married to a Frenchwoman, Yvette; but in his heart he still loves Anna. ‘Come away with me,’ he says. Anna refuses, and Boris says that he will do something terrible. At this moment Yvette joins them. Boris tells Yvette that Anna is his cousin from Moldenia, but Yvette does not believe him.

ACT THREE

Anna and ... Will you predict what will happen next?

a synopsis – конспект, краткий обзор, синопсис

a prison – тюрьма

an employer – работодатель

unkind – недобрый

to dream – мечтать

Grand Duke – великий герцог, великий князь

a mistress – госпожа, хозяйка; учительница; любовница

to release – освободить; избавлять; облегчать (боль); выпускать (из печати)

terrible – ужасный

to join – соединять, объединять

Unit 2

The Present Simple Tense

Daily Routine

Your Home Assignment

The Present Simple Tense Настоящее простое время

Образование

1 форма глагола (V1) – инфинитив

В 3-м лице единственного числа глаголы в Present Simple имеют окончание –s; а если глагол оканчивается на -o, -s, -ss, -sh, ch, -x, то окончание –es:

meet – meets

go – goes

finish – finishes

discuss – discusses

Если глагол оканчивается на –у с предшествующей согласной, то к нему прибавляется окончание –es, а буква у меняется на i:

study – studies

Утвердительная форма

Отрицательная форма

Вопросительная форма

I read

You read

He reads

She reads

It sleeps

We read

You read

They read

I do not (don't) read

You do not (don't) read

He does not (doesn't) read

She does not (doesn't) read

It does not (doesn't) read

We do not (don't) read

You do not (don't) read

They do not (don't) read

Do I sleep?

Do you sleep?

Does he sleep?

Does she sleep?
Does it sleep?
Do we sleep?
Do you sleep?
Do they sleep?

Употребление

The Present Simple Tense употребляется для выражения:

а) обычного, повторяющегося действия; очень часто со следующими наречиями времени:

often – часто

always – всегда

usually – обычно

seldom – редко

rarely – редко

sometimes – иногда

never – никогда

generally – обычно

as a rule – как правило

every day (week, month, year ...) – каждый день (неделю, месяц, год...)

once a week (month, year ...) – раз в неделю (месяц, год ...)

б) будущего действия, обусловленного расписанием (полет, прибытие или отправление поезда и т.д.);

You arrive at Brighton at 6.30 local time.

в) непреложной истины, постоянной характеристики людей или предметов;

Do you like rainy weather?

The sun sets in the West.

г) действия, которое происходит в данный момент с глаголами, не употребляющимися в Continuous;

to hear – слышать

to see – видеть

to notice – замечать

to recognize – узнавать

to smell – пахнуть

to taste – быть на вкус

to believe – верить

to feel (that) – чувствовать, что

to know – знать

to think (that) – полагать, что
to mean – подразумевать, иметь в виду
to suppose – предполагать
to understand – понимать
to forget – забывать
to remember – помнить
to like – любить, нравиться
to dislike – не любить
to hate – ненавидеть
to love – любить
to want – хотеть
to wish – желать
to belong to – принадлежать
to consist of – состоять
to have – иметь, обладать
to refuse – отказываться

I am afraid I don't understand your question.

The soup smells good.

What do you think of the city? – I think it's wonderful.

Но:

She is smelling the rose.

What are you thinking about?

д) будущего действия в придаточных предложениях условия и времени после союзов: when (когда), after (после), before (до того, как; прежде чем), as soon as (как только), until (пока не), if (если), in case (в случае если).

I'll tell you the secret if you promise to keep it.

Banker's Wife's Blues

- Where does John live?
- He leaves near the bank.
- Where does he work?
- He works at the bank.
- When does he work?
- He works all day
and he works all night
at the bank, at the great big bank.
- Where does he study?
- He studies at the bank.
- Where does he sleep?
- He sleeps at the bank.

- Why does he spend all day, all night, at the bank, at the bank?
- Because he loves his bank more than his wife and he loves his money more than his life.

Exercise 1. Will you have a talk with each other?

Model I.

- I finish my work at 5. And what about you?
 - I don't finish my work at 5. I finish my work at 6.
1. I stay at home in the evenings. (to go out)
 2. We meet customers in the evening. (in the morning)
 3. Our engineers have lunch at 1 o'clock. (at 12)

Model II.

- My friend finishes his work at 5. And what about your friend?
 - My friend doesn't finish his work at 5. He finishes his work at 6.
1. Our manager stays in the office all day. (till 5)
 2. Our secretary reads cables and faxes in the morning. (after lunch)
 3. Our programmer does a lot of work. (little)

Model III.

- I come to the office at 10 in the morning.
 - Do you really come to the office at 10?
 - Yes, I do.
1. I go out every evening.
 2. Our engineers meet customers every morning.
 3. We finish our work at 5.

Model IV.

- I know Mr. Bell comes to the office at 8.

- Does he really come to the office at 8?
 - Yes, he does.
1. I know Nancy stays in the office after 6.
 2. I know Mr. Bell has lunch at 2 every day.
 3. I know Ivanov often goes on business to London.

Exercise 2. Use the following words: *always, often, sometimes, seldom, usually.*

Model I

- I come to the office at 10.
 - And I sometimes come to the office at 10.
1. I have lunch at 2.
 2. I stay in the office all day.
 3. Our manager meets customers in the morning.
 4. Our secretary reads cables and faxes in the morning.
 5. My wife comes home at 7 in the evening.
 6. Our engineers are busy till 6 o'clock.

Model II

- I don't come to the office at 9.
 - When do you usually come to the office?
 - I always come to the office at 8.
1. I don't finish my work at 6. (at 7)
 2. Our manager doesn't meet customers in the morning. (after lunch)
 3. Mr. Bell doesn't come to the office at 6. (at 7)
 4. Our engineers don't have lunch at 3. (at 2)

Exercise 3. Put questions to the subject.

Model I

- Nancy doesn't write letters in the office.
 - And who writes letters?
 - Sally does.
1. Mr. Bell doesn't meet customers in the office. (Mr. Black)
 2. My son doesn't drink coffee in the morning. (my wife)

3. Our secretary doesn't translate letters. (our managers)

Model II

- Does your friend know foreign languages?
- Yes, he does.
- How many languages does he know?
- He knows two languages.

1. Does your wife speak foreign languages?
2. Do your managers know Pascal?
3. Does your partner often have talks?

Exercise 4. Put questions, using the following model.

- Your Export-Import Manager speaks good English, doesn't he?
- Yes, he does.

1. to work at the Ministry for Foreign Economic Relations (Ivanov)
2. to translate letters from Russian into English (you)
3. to discuss many problems at the talks (your Sales managers)
4. to speak English to customers (your President)
5. to have a lot of talks every week (your Commercial Director)
6. to be tired after your work (you)
7. to prefer a game of tennis to your English lesson (you)

Exercise 5. Put questions to the following sentences.

1. I always have talks on Wednesday.
2. Yes, my partner usually speaks English at the talks.
3. Yes, sometimes I meet customers from different countries.
4. Yes, our managers learn foreign languages.

Exercise 6. Say and respond as in the model.

a) I'd like to – я хотел бы

- I'd like to discuss some business matters with you.
- Sorry, I am busy now. Let's discuss them after lunch.

1. to look through the new catalogues;
2. to show the equipment to our customers;

3. to write letters to some foreign companies;
4. to discuss the terms of payment

б) to be interested in doing something – быть заинтересованным в чем-либо, интересоваться чем-либо

- We are interested in buying machines from French companies.

1. to buy equipment from British companies;
2. to sell office equipment to Blake & Co;
3. to buy new machines from Smith & Co;
4. to receive offers from British companies;
5. to do business with GML;
6. to make contracts with French companies

Daily Routine

Exercise 1. Match the words.

a lot of money
a lot of time away from work
good people to work with
the chance to go to different places on business
move quickly to a higher position at work
you can change the time when you start or finish work
travel opportunities
helpful colleagues
fast promotion
long holidays
flexible hours
a high salary

Exercise 2. Put the days of the week in order.

Which days are ‘the weekend’?

Monday Friday Saturday Tuesday Sunday Thursday Wednesday

Exercise 3. Write the months of the year under the correct seasons.

**June April January August December February May October March
September November July**

Spring
Summer

Autumn

Winter

Exercise 4. Read the dialogue and reproduce it.

I.

• B: Good morning! Nice to see you, Mr. Ivanov. I'm glad you are in London.
How are you?

• L: Not so bad. And how are you?

• B: Nothing to complain of. Will you take a seat? A coffee?

• L: Yes, with pleasure. It's a miserable day, isn't it?

• B: Yes, but you see it's a usual thing for this time of the year.

• L: I see. Summer has passed.

• B: Is it your favourite season?

• L: Yes, I hate cold weather.

• B: So do I. Fortunately, it's never very cold in our country. The climate is mild, much milder than that in your country.

• L: Mr. Bell, you see I'm starting my own business.

• B: Oh, I am glad to hear it. We are expanding our business too.

• L: I know your company is very large, Mr. Bell.

• B: Yes, we've got offices in different cities. I meet our customers every day.

• L: Oh, really? And when do you usually come to the office?

• B: At 9 a.m.

• L: Do you stay in the office all day?

• B: I often do. I read faxes, meet customers, have meetings and what not.

• L: I do the same in my office in Minsk.

• B: Are you always very busy?

• L: Yes, as busy as a bee till 6 o'clock.

• B: I finish my work at 6 too and come home at 7.

• L: Do you always stay at home in the evenings?

• B: Not always. Sometimes we go out, but sometimes when I am too tired we stay at home. We like to spend time together at home reading or simply talking.

• L: That sounds nice.

II.

• L: Я знаю, что Ваша компания очень большая.

• B: Yes, we've got offices in different cities. I meet our customers every day.

• L: О, правда? А когда Вы обычно приходите в офис?

• B: At 9 a.m.

• L: Вы проводите в офисе целый день?

• B: I often do. I read faxes, meet customers, have meetings and what not.

- L. Я делаю то же самое в моем офисе в Минске.
- B. Are you always very busy?
- L. Да, я тружусь как пчелка до 6 часов.
- B. I finish my work at 6 too and come home at 7.
- L. Ты всегда проводишь вечера дома?
- B. Not always. Sometimes we go out, but sometimes when I am too tired we stay at home. We like to spend time together at home reading or simply talking.
- L. Чудесно.

Learn the words:

lunch – ланч

to have lunch – обедать

to know – знать

different – разный, различный

seldom – редко

a customer – заказчик

every – каждый

a day – день

when – когда

usually – обычно

to stay – находиться, оставаться

to stay in the office – находиться в офисе

all – все, вся

often – часто

to read – читать

to write – писать

to do – делать

to be busy – быть занятым

always – всегда

till – до

o'clock – употребляется для указания времени

at 9 o'clock – в 9 часов

to finish – заканчивать

work – работа

to work – работать

home – дом, жилище

at home – дома

to stay at home – находиться дома, оставаться дома

to be at home – быть дома

to come home – приходить домой

to go home – идти домой

an evening – вечер
in the evening – вечером
a morning – утро
in the morning – утром
sometimes – иногда
to go out – проводить время вне дома, выходить
but – но
a book – книга
to watch television (TV) – смотреть телевизор
really – действительно

Remember the sentence:

That sounds nice. – Чудесно.

Exercise 5. Read and reproduce the dialogue.

Is it difficult for you to learn English?

- B.: Tea or coffee, Mr. A?
- A.: Tea, please. I don't drink coffee.
- B.: Do you want milk in your tea?
- A.: Yes, thank you, but not very much.
- B.: Are you too tired to speak English, Mr. A?
- A.: Who? Me? Oh, no. It's always a pleasure to speak English.
- B.: Your English is very good.
- A.: I work with foreign trade companies and learn English in the office.
- B.: How often do you have lessons?
- A.: We have three lessons every week.
- B.: Your lessons are interesting, aren't they?
- A.: Yes. At our lessons we speak, read and translate.
- B.: Is it difficult for you to learn English?
- A.: I don't think so.
- B.: Your work helps you, doesn't it?
- A.: Yes, certainly. I often speak English at the talks and discuss different matters with our customers. And how many foreign languages do you speak, Mr. B?
- B.: Only one – French and not very well.

Remember the words:

to want – хотеть
to be tired – уставать

much – много (с неисчисляемыми существительными)
pleasure – удовольствие
It's a pleasure – приятно
foreign – иностранный
a foreign trade company – внешнеторговая фирма
to learn – учить, изучать
me – мне, меня
a president – президент
to translate – переводить
to translate from Russian into ... – переводить с русского на ...
to think – думать
(thought, thought)
difficult – трудный
many – много (с исчисляемыми существительными)
to help – помогать
talks – переговоры
to have talks – вести переговоры
at the talks – на переговорах
only – только

Exercise 6. Do you know the following proverbs? If not then learn them.

1. A busy bee has no time for sorrow.
2. Every family has a black sheep.
3. Every family has a skeleton in the cupboard.
4. He has a fiddle but not the stick.
5. Nothing venture nothing have.
6. Good words cost nothing.
7. Fools grow without watering.
8. Fortune favours the brave.
9. Practice makes perfect.
10. The belly carries legs.

Exercise 7. Do you know articles very well?

Ivanov has got ... friend. His name is ... Petrov. He is ... engineer of "Belkanton". It is ... large company. They've got ... customers in ... different cities. At 9 o'clock ... Petrov comes to ... his office. He stays in ... office all day. In ... morning he reads ... cables and ... faxes and after lunch he writes ... letters to ... different companies. ... Petrov usually finishes ...his work at 6 in ... evening, but sometimes he stays in ...office till 7 o'clock.

Exercise 8. Read the dialogue and reproduce it.

- L. What do you usually do at weekends, Mr. Bell?
- B. Oh, at weekends we often go to Brighton.
- L. Brighton? Is it a nice place?
- B. Yes, it's a very nice place near London. We go to Brighton in the morning and stay there all day.
- L. That sounds nice.
- B. But we don't always go out at weekends. Sometimes we stay at home and meet our friends or watch TV.
- L. We often do the same at weekends too.

Remember the new words:

at weekends – в выходные

a place – место

there – там

near – около, возле

Your Vocabulary

Do you know all these words?

lunch

to have lunch

to know

different

seldom

a customer

every

a day

when

usually

to stay

to stay in the office

all

often

to read

to write

to do

to be busy

always

till
at 9 o'clock
to finish
to work
дом, жилище
дома
находиться дома, оставаться дома
быть дома
приходить домой
идти домой
вечер
вечером
утро
утром
иногда
проводить время вне дома, выходить
но
книга
смотреть телевизор
действительно
хотеть
успевать
много (с неисчисляемыми существительными)
удовольствие
иностранный
внешнеторговая фирма
учить, изучать
мне, меня
президент
переводить
думать
трудный
много (с исчисляемыми существительными)
помогать
переговоры
вести переговоры
на переговорах
только

Your Home Assignment

I. Read the text.

I get up at 6 o'clock in the morning. I prepare breakfast for my daughter, wash and dress. Then I sit down to breakfast. As a rule it's a cup of tea or coffee. I don't eat any sandwiches for breakfast. At half past seven I leave home and go to the University. I never go there by bus or trolleybus. I always go there on foot. It takes me 20 minutes to get there. So I get to the University at ten minutes to eight. The lessons begin at 8 sharp. Usually I have a lecture and two practical lessons (tutorials). At tutorials we do not write many exercises. We write few exercises. We prefer to speak English, to read texts and newspaper articles at the lessons. At five minutes past one my work is over. I never have dinner at our canteen. I don't like food prepared by other people. So I go home and have dinner at home. I usually work late at night. Evening is the best time for me. I go to bed at 1 a.m. But it doesn't mean I get up late. I always remember the English proverb: An early bird eats two worms.

Ask me questions, please.

II. What jobs do you think the six people have?

(Electrician, secretary, doctor, dentist, air hostess, photographer, bank manager, bus driver, artist, lorry driver, singer)

A. She speaks four languages. She works very long hours, but she does not work every day. She likes people and travel, and she travels a lot in her work.

B. She does not work in an office. She works very long hours, and she often gets up at night – it's a tiring job. She likes people. She does not speak any foreign languages. She loves her job.

C. He gets up at half past seven every day, has breakfast at 8 o'clock, and starts work at half past nine. He works in an office; he has two secretaries and two telephones. He does not work on Saturdays. He likes people and mathematics.

D. He usually gets up at 11 o'clock, and has breakfast at lunchtime. He works at home. He works in the afternoons, but not every day. Sometimes he works very long hours; sometimes he does not work at all. He likes his job.

E. She lives in a big city. She gets up at 2 o'clock in the afternoon, and has breakfast at 3 o'clock. She works from 9 p.m. until 2 a.m. She goes to and from work by taxi. She does not like her job much. And she does not like the people where she works.

F. He gets up at 2 o'clock in the morning. He has breakfast and lunch in motorway restaurants. He works sitting down, and he travels a lot in his work. He likes his job.

III. Translate into English at home.

a) Я знаю этого человека. Его зовут г-н Белл. Ему 40 лет. Он управляющий большой фирмы в Лондоне. Фирма имеет офисы в различных городах мира. Г-н

Белл часто встречается со своими заказчиками. Он обсуждает с ними разные вопросы: условия отгрузки, поставки, оплаты.

b)

- L. Я знаю, что Ваша компания очень большая.
- В. Да, у нас офисы в разных городах. Я встречаюсь с заказчиками каждый день.
- L. О, правда? А когда Вы обычно приходите в офис?
- В. В 9 утра.
- L. Вы проводите в офисе целый день?
- В. Часто. Я читаю факсы, встречаюсь с заказчиками, провожу собрания и чего только не делаю.
- L. Я делаю то же самое в моем офисе в Минске.
- В. Ты всегда очень занят?
- L. Да, я тружусь как пчелка до 6 часов.
- В. Я заканчиваю работу тоже в 6 и прихожу домой в 7.
- L. Ты всегда проводишь вечера дома?
- В. Не всегда. Иногда мы ходим куда-нибудь, но иногда, когда я очень устаю, мы остаемся дома. Мы любим проводить время дома, читая или просто разговаривая.
- L. Чудесно.

IV. Read the dialogues and learn them.

At the airport

- Excuse me... Are you Mr. Cartwright?
- Yes.
- I'm Vladimir Ivanov, from TST Systems. How do you do?
- How do you do?
- Have I kept you waiting?
- Oh, no ... the plane has just arrived. Thank you for coming to meet me.
- Not at all. Did you have a good trip?
- Yes, thank you. I was a bit airsick, but now I'm O.K.
- My car is at the airport. Shall my driver take your suitcase?
- Oh, yes ... thank you.

Have I kept you waiting? Я заставил Вас ждать?

In the car

- We are going to our office in the centre of the city. It'll take us about half an hour to get there. Mr. Pospelov is waiting for you.
- What is Mr. Pospelov? Remind me, please.
- He is our General Director. He is going to discuss some details of our future agreement with you.
- What hotel may I stay at?
- We have reserved for you a single room with a private bathroom at the hotel near the centre.
- That's O.K. Thank you very much.

It'll take us about – нам понадобится приблизительно

V. Learn the following expressions.

good people to work with

the chance to go to different places on business

move quickly to a higher position at work

you can change the time when you start or finish work

travel opportunities

helpful colleagues

fast promotion

long holidays

flexible hours

a high salary

Unit 3

Word Order

Work and Leisure

Your Home Assignment

Word Order

Порядок слов в английском предложении

В английском языке фиксированный порядок слов:

Утвердительное предложение:

- Подлежащее
- Сказуемое
- Дополнение
- Обстоятельство (образа действия, места, времени)

I gave my brother a book yesterday.

Make up sentences:

1. is, best, she, friend, my.
2. learn, different, managers, our, subjects.
3. the, is, Russia, the, in, country, largest, world.
4. in, the, we, city, live, a, flat, in, of, centre, the.

Вопросительное предложение:

общий вопрос

- вспомогательный глагол
- подлежащее
- смысловый глагол
- дополнение
- обстоятельство

– *Do you finish your work at 6?*

– *Yes, I do.*

Make up sentences:

1. is, best, she, friend, my?
2. learn, different, managers, our, subjects, do?

3. the, is, Russia, the, in, country, largest, world?
4. you, in, the, city, centre, live, do, the, of?

специальный вопрос

- *When do you finish your work?*
- *I finish my work at 6.*

1. the, best, who, is, of, friend, yours?
2. does, what, our, do, manager, his, office hours, during?
3. the, is, what, the, in, country, largest, world?
4. where, you, live, do?

Work and Leisure

Exercise 1. Read the text.

Businessman's Day

Mr. John Turner is 40. He is married and he has got his own family. He has a wife, a daughter and a son. His wife is an economist. Her name is Jane. The children's names are Kate and Peter. They live in a small house in Greenwood. Greenwood is a small place not far from London.

John works in London. He is the manager of a big trade company. His company sells the goods to various countries. In the morning he always goes to his office in London on Monday, Tuesday, Wednesday, Thursday and Friday. He doesn't go to his office on Saturday and Sunday. These are his days-off.

John often meets the representatives of German and French companies. They discuss the prices, terms of payment, shipment and delivery. He begins his working day at 9. Every morning John first looks through fresh newspapers. He is much interested in the latest political and business news. Sometimes John goes to different cities to discuss business with their customers. He is very busy. He always has a lot of work. He looks through his mail, reads faxes and letters, and speaks on the phone with the customers. He also makes appointments with his business partners.

At 12 he has lunch. After lunch he sometimes goes to the factories with the inspectors, but sometimes stays in the office and discusses business matters with the director or assistants. He finishes his working day at 6 o'clock and goes home. He comes home at 7. He is a happy man. He likes his work and he loves his family very much.

Learn the words:

own – собственный

a trade company – торговая компания

a customer – заказчик

a representative – представитель

a price – цена

terms of payment – условия оплаты

terms of shipment – условия отгрузки

terms of delivery – условия поставки

to look through – просматривать

to discuss business – обсуждать деловые вопросы

to discuss business matters – обсуждать деловые вопросы

to be interested in – интересоваться, быть заинтересованным

to make an appointment – назначать встречу

an inspector – приемщик

Exercise 2. Answer the following questions:

1. Is John married?
2. How old is he?
3. What is John Turner?
4. Has he got his own family?
5. What is his wife?
6. What are their children's names?
7. Where do they live?
8. What does his company sell?
9. What are John's working days?
10. What are his days-off?
11. What does he do during his working day?

Exercise 3. Write down the questions to which you can give the following answers:

1. Yes, John Turner has got a family.
2. His family is not large. It's small.
3. Yes, they've got two children.
4. Their names are Kate and Peter.
5. Kate is 5 and Peter is 3.
6. His wife is an economist.
7. No, they don't live in London.
8. He is the manager of a big trading company.

Exercise 4. Put questions to the following sentences:

1. John works in London.

2. In the morning he always goes to his office in London on Monday, Tuesday, Wednesday, Thursday and Friday.
3. John often meets the representatives of German and French companies.
4. They discuss prices, terms of payment, shipment and delivery.
5. He also makes appointments with his business partners.
6. He comes home at 7.
7. He likes his work and he loves his family very much.

Exercise 5. Learn the use of the prepositions.

at night
in the autumn
on the 15th of May
on Tuesday
in the afternoon
on Tuesday evening
in June
at the weekend
on New Year
in time
on time

Exercise 6. Complete the sentences with *in, at, on*.

1. We have a lot of big orders ... May.
2. The office closes for three days ... New Year.
3. There is an important meeting ... the 15th of June.
4. The CEO visits our branch ... the summer.
5. We deliver large goods ... Monday afternoons.

Work in pairs.

When are you very busy during the day, week, and year?

What are the quiet times?

A: When are you busy during the day?

B: I am very busy in the morning.

A: What are the quiet times for you?

B: Business is quiet in the summer.

Exercise 7. Read the following texts.

Person 1

Well, what important for me is a high salary, long holidays and helpful colleagues. I only have two of these in my present job!

Person 2

What's important for me is a friendly boss, travel opportunities, oh, and a large office.

Person 3

I want to be a salesman, so what's important for me is a company car, a mobile phone and a laptop computer of my own.

Person 4

Fast promotion, flexible hours and some sports facilities are what's important for me.

And now complete the sentences.

1. Tom says friendly colleagues are more important than a h... s..... .
2. I can start work at 7:30, 8:30 or 9:30. I'm really glad I can work f..... h.... .
3. Her job has a lot of t..... o..... . She goes to a different country every month.
4. When I travel on business, the company pays for my meals and my hotels. It's so easy when you have an e-... and a l..... c....., and, of course, a c... .
5. My company has a gym, a swimming pool and many other s..... f..... .
6. All our sales representatives use c..... c... to visit customers.

Exercise 8. Read the dialogue and make your own ones.

I: So, what's your job?

A: I'm assistant project manager.

I: And what exactly do you do?

A: I spend a lot of time with our clients, I make a lot of phone calls and I write lots of e-mails.

I: What hours do you work?

A: Well, it's a 9 to 5 job, but I usually arrive at 8:30, and I often stay until 6, sometimes later.

I: How often do you have breaks?

A: When I am not too busy, I sometimes have a short coffee break at 10:30 and at 3:30. and then there is lunch, of course.

I: When and where do you have lunch?

A: Lunch is at 12:45. I never miss it! Our cafeteria is very good.

I: What do you not like about your job?

A: The hours are too long, but it's all right. I love my job, and my colleagues are fantastic.

Work in pairs.

Exercise 9. Read the article.

Michael Dell's Working Day

Michael Dell is chairman of Dell Computer Corporation in the US. For about 30 percent of his time he travels overseas and meets international customers. Each year he makes two or three trips to Europe and two trips to Asia.

When he is in his home in Austin, Texas, he gets up at 5:30 a.m. each day. he lives with his wife, Susan, and their four children, who are all under the age of ten. His wife owns a clothes shop in Austin.

In the morning he does exercises for an hour from 6:00 a.m. and then drives to his office. He arrives at 8:00 a.m. At his office he talks to customers and makes plans for the organisation.

He leaves the office at 6:15 p.m. and has dinner with his family. He reads stories to his children and gets them to bed. He often spends time in the evening writing e-mails. 'Then I go to sleep. Get up and do it all again', he says.

In his free time he likes running and biking.

From The Times

What time does Michael Dell:

1. get up?
2. do exercises?
3. arrive at his office?
4. leave the office?

Mark each statement *true* or *false*.

1. Michael Dell makes three trips to Asia each year.
2. He lives in Europe.
3. He has four children.
4. His wife has a shop in Austin, Texas.
5. He has dinner with customers.
6. He works on his computer in the evening.

Exercise 10. Learn the following words:

as soon as – как только

to sign – подписывать

to participate – участвовать

to discuss the terms of agreements – обсуждать условия соглашения

to have a lot of things to do – иметь много работы

an employee – служащий

an employer – работодатель

various – разные, разнообразные

abroad – за рубежом, за границей

fortnight – две недели

to learn to speak – учиться говорить

Exercise 11. Read the dialogue and translate it into Russian.

- Donald, you look so tired. You don't feel well, do you?
- It's not that. I am really tired. I need a rest.
- Take a holiday.
- I can't do it now. We've got a lot of work to do.
- Excuse my curiosity, what do you usually do at your office?
- You'd better ask me what I don't do. As soon as I come to my office I have to answer telephone calls, sign documents, participate in the talks, discuss the terms of agreements, send letters and telegrams and do many other things.
- How long does your working day last?
- It depends ... I come to my office at a quarter to 9 and at 5 p.m. my office hours are over. But if we've got many things to do, we stay there until everything is done.
- I see. I suppose, you've got a break for lunch.
- Sure. At 1 p.m. we've got a break for lunch which lasts for an hour.
- Do you sometimes go on business trips?
- Our employees go to various cities and towns in the country and abroad.
- Have you been abroad?
- Yes, several times. I have already been to Canada, Australia and Germany.
- Have you ever been to the USA?
- Not yet. I am planning to go there next year. And you?
- Yes, I returned from the USA last month. I spent a fortnight there and visited New York, Washington and Boston.
- Was it a business trip?
- Sure.

Exercise 12. Translate the dialogues.

1.

- Не могли бы Вы мне помочь?
- I would if I could ... I've got a lot of work to do.
- Чем Вы заняты?
- I have to answer a few business letters and translate two texts from Russian into English.
- Сколько времени Вам понадобится, чтобы сделать это?
- It's hard to say. I believe I'll be busy till the end of the working day.
- Когда Вы освободитесь?
- I'll be free at 6 p.m.
- Can I give you a lift? (Может Вас подвезти домой?)
- It'll be very kind of you.
- That's settled. Till 6 o'clock.
- Good-bye.

2.

- Your colleague has told me you have just returned from a business trip to Turkey. Is it true?
- Да, на прошлой неделе я приехал из Турции. Я пробыл там два месяца.
- Did you learn to speak Turkish?
- Я знаю несколько слов. Очень трудно научиться говорить на иностранном языке за два месяца.
- Do you really think so?
- Да, когда я ехал в Турцию, я не знал ни одного слова по-турецки. У меня был переводчик (an interpreter). Он отлично знает язык.
- That's a horse of another colour.

3.

- Послушай, Майк, для тебя есть записка.
- Yes, what is it?
- Это записка от мистера Миллера. Он звонил, когда тебя не было.
- Thank you very much. Mr. Miller wants us to help him with the contract.
- Мы можем это сделать?
- I think so. I'll have to talk it over with our chief. Is he in?
- Да, но он очень занят. В данный момент он принимает представителей одной из иностранных фирм.

Learn the dialogues at home and be ready to reproduce them at the next lesson.

Exercise 13. Will you learn the following word combinations? Make sentences with them according to the models.

to do business with smb. (somebody)

Model 1

- What company do you do much business with?
 - We do very good business with Bell & Co.
1. different foreign trade firms
 2. with our franchise company in Ukraine
 3. some corporations abroad

Model 2

- Do you know the goods of Bell & Co well?
 - No, we don't do business with them.
1. GML
 2. Green & Co
 3. Blake & Sons
 4. White & Co

to look through smth. (something)

Model 3

- When do you usually look through the mail?
 - I always look through the mail in the morning.
1. cables
 2. letters
 3. faxes
 4. journals
 5. newspapers

to be interested in smth.

Model 4

- Blake & Co do very good business, don't they?
 - Yes, many companies are interested in their goods.
1. office equipment
 2. chemical equipment
 3. stationary goods
 4. sticky notes

Model 5

- What goods are you interested in?
- We are interested in the latest models of calculators?

Ask what goods your friend's company is interested in. (markers, rulers, erasers, punches)

to make an appointment with smb. for some day

Model 6

- Could you help me?
 - Yes, certainly.
 - I'd like to make an appointment with Mr Brown for Tuesday.
 - No problem.
1. the manager of Blake & Co
 2. the president of GML
 3. the office manager
 4. the inspectors
 5. the English businessmen

Your Vocabulary

собственный

торговая компания

заказчик

представитель

цена

условия оплаты

условия отгрузки
условия поставки
просматривать
обсуждать деловые вопросы
интересоваться, быть заинтересованным
назначать встречу
приемщик
как только
подписывать
участвовать
обсуждать условия соглашения
иметь много работы
an employee
an employer
various
abroad
fortnight
to learn to speak
important
a high salary
long holidays
helpful colleagues
travel opportunities
a salesman
a mobile phone
a laptop computer
fast promotion,
flexible hours
some sports facilities

Your Home Assignment

I. Let's speak about your working day.

1. What do you do?
2. Is your company large or small?
3. When do you usually come to the office?
4. Do you always stay in the office all day?
5. Are you busy all day?
6. When do you finish your work?
7. When do you come home in the evening?
8. What do you usually do in the evenings?

II. Let's speak about your partner's working day.

1. What place does your friend sometimes go to at weekends?
2. Is it a nice place?
3. Does he go there with his family?
4. Does he stay there all day?
5. Does he often or seldom meet his friends at weekends?

III. Do you know all the words below?

собственный

торговая компания

заказчик

представитель

цена

условия оплаты

условия отгрузки

условия поставки

просматривать

обсуждать деловые вопросы

обсуждать деловые вопросы

интересоваться, быть заинтересованным

назначать встречу

приемщик

IV. Retell the text 'Businessman's Day' using the following questions:

1. Is John married?
2. How old is he?
3. What is John Turner?
4. Has he got his own family?
5. What is his wife?
6. What are their children's names?
7. Where do they live?
8. What does his company sell?
9. What are John's working days?
10. What are his days-off?
11. What does he do during his working day (in the morning, after lunch)?

V. Complete the article about Giorgio Armani's working day. Use the verbs from the box.

works sleeps has spends wakes stops walks travels goes

Giorgio Armani up at 7 a.m. He to the gym and an hour there. He breakfast and then to the office with his bodyguard. He has pasta and a salad for lunch and then he for 10 minutes.

He until 8 p.m. on design and administration. He every two months – to the US, Russia or other parts of Europe. On his way home from the office, he often for a drink at Nobu. At weekends he goes to his villa.

VI. Complete the information about Patrick Ross. Use the correct form of the verbs in brackets.

I'm Patrick Ross and I (to work) for an American securities company in Tokyo. I live near Shibuya, and I (to travel) to work by subway. My wife is Japanese. She (to work) part-time for a Japanese shipping company. She (to drive) to work. We both (to like) sports and travelling. We (to play) golf at the weekend. Our two children (to go) to an international school.

VII. Will you reproduce the dialogues?

a)

- Donald, you (to look) ты выглядишь таким усталым. You (to feel) нездоров, do you?
- It's not that. Я на самом деле устал. Мне нужен отдых .
- Возьми отпуск.
- Я не могу сделать это сейчас. У нас много work to do.
- Excuse my curiosity, что Вы обычно делаете в офисе?
- You'd better спросили меня, что я не делаю. Как только я прихожу в офис, мне приходится отвечать на телефонные звонки, подписывать документы, участвовать в переговорах, обсуждать условия соглашений, посылать письма и телеграммы and do many other things.
- How long does your working day last?
- It depends ... Я прихожу в офис без четверти 9, а в 5 пополудни мой рабочий день закончен. But if we've got many things to do, мы остаемся там до тех пор, пока все не будет сделано.
- I see. Полагаю, у Вас есть перерыв на обед?
- Sure. At 1 p.m. we've got a break for lunch который длится один час.
- Do you sometimes go on business trips?
- Наши служащие ездят в различные города страны and abroad.

- Have you been за границей?
- Yes, several times. Я уже был в Канаде, Австралии и Германии.
- Были Вы когда-нибудь в США?
- Еще нет. Я планирую поехать туда next year. And you?
- Да, я вернулся из США last month. I spent a fortnight there и посетил Нью-Йорк, Вашингтон и Бостон.
- Это была командировка?
- Конечно.

b)

- Donald, ты выглядишь таким усталым. Ты нездоров, не так ли?
- Не совсем так. Я на самом деле устал. Мне нужен отдых .
- Возьми отпуск.
- Я не могу сделать это сейчас. У нас много работы.
- Excuse my curiosity, что ты обычно делаешь в офисе?
- Лучше бы ты спросил меня, что я не делаю. Как только я прихожу в офис, мне приходится отвечать на телефонные звонки, подписывать документы, участвовать в переговорах, обсуждать условия соглашений, посылать письма и телеграммы и делаю множество других вещей.
- Сколько длится твой рабочий день?
- Это зависит... Я прихожу в офис без четверти 9, а в 5 пополудни мой рабочий день закончен. Но если у нас много работы, мы остаемся там до тех пор, пока все не будет сделано.
- Понимаю. Полагаю, у тебя есть перерыв на обед?
- Конечно. В 1 час пополудни у нас перерыв на обед, который длится один час.
- Ты иногда ездешь в командировки?
- Наши служащие ездят в различные города страны и за границу.
- Ты был когда-нибудь за границей?
- Да, несколько раз. Я уже был в Канаде, Австралии и Германии.
- Были Вы когда-нибудь в США?
- Еще нет. Я планирую поехать туда next year. А ты?
- Да, я вернулся из США last month. Я провел там 2 недели и посетил Нью-Йорк, Вашингтон и Бостон.
- Это была командировка?
- Конечно.

VIII. Translate the following dialogues:

1.

- Не могли бы Вы мне помочь?
- Я бы помог, если бы мог ... у меня слишком много работы.
- Чем Вы заняты?
- Я должен ответить на несколько деловых писем и перевести два текста с русского языка на английский.
- Сколько времени Вам понадобится, чтобы сделать это?
- Трудно сказать. Я полагаю, я буду занят до конца рабочего дня.
- Когда Вы освободитесь?
- Я буду свободен в 6.
- Может Вас подвезти домой?
- Очень любезно с Вашей стороны.
- Решено. До 6.
- До свидания.

2.

- Ваш коллега сказал мне, что Вы только что вернулись из командировки в Турцию. Это правда?
- Да, на прошлой неделе я приехал из Турции. Я пробыл там два месяца.
- Вы научились говорить по-турецки?
- Я знаю несколько слов. Очень трудно научиться говорить на иностранном языке за два месяца.
- Вы и в самом деле так думаете?
- Да, когда я ехал в Турцию, я не знал ни одного слова по-турецки. У меня был переводчик (an interpreter). Он отлично знает язык.
- Ну, это другое дело. (That's a horse of another colour)

3.

- Послушай, Майк, для тебя есть записка.
- Да, и что это за записка?
- Это записка от мистера Миллера. Он звонил, когда тебя не было.
- Большое спасибо. Г-н Миллер хочет, чтобы мы помогли ему с контрактом.
- Мы можем это сделать?
- Я так думаю. Мне придется оговорить это с нашим шефом. Он у себя?
- Да, но он очень занят. В данный момент он принимает представителей одной из иностранных фирм.

(Exercises VI – VIII in written form)

IX. Make up sentences.

1. in the evening is, my elder son, at 7, at home, usually.
2. stay, we, at home, often, in the evening.
3. in the morning, writes, usually, the secretary, letters.
4. your manager, finish, at 7, his work, sometimes, does?

X. Write down questions to which you can give the following answers:

1. Yes, I've got a flat.
2. I haven't got a three-room flat. I've got a two-room flat.
3. No, my sitting-room is not very large.
4. Yes, we've got a sofa in our sitting-room.
5. The sofa is green.
6. Yes, we often stay at home in the evenings.
7. We read books and watch television.

XI. Translate into English.

Зимин – менеджер. Он работает в торговой фирме. Его фирма продает товары в различные страны. Зимин часто встречается с представителями немецких и французских фирм. Они обсуждают цены, условия платежа и поставки. Зимин начинает свой рабочий день в 9 часов утра. У него всегда много работы: он просматривает почту, читает факсы, письма, говорит по телефону с заказчиками. В 12 у него обед. После обеда он остается в офисе и обсуждает деловые вопросы с инженерами.

Unit 4

The Present Continuous Tense

House and Home

Your Home Assignment

The Present Continuous Tense

Образование

to be + V-ing

V-ing – причастие 1 или причастие настоящего времени

Утвердительная форма

I am reading

You are reading

He is reading

She is reading

The cat is sleeping

We are reading

You are reading

They are reading

Отрицательная форма

I am not reading

You are not reading

He is not reading

She is not reading

The cat is not sleeping

We are not reading

You are not reading

They are not reading

Сокращенные формы

are not = aren't

is not = isn't

Вопросительная форма

Общий вопрос

- Are you reading? - Yes, I am.

- Is he reading? - No, he isn't.

Разделительный вопрос

+ - +
- You are reading, aren't you? - Yes, I am.

-
- No, I am not.

Специальный вопрос

- What are you reading? – I am reading an interesting article.

Вопрос к подлежащему

Who is reading my journal? – I am.

Употребление

Для выражения действия,

а) совершающегося в момент речи или в данный период времени

It is raining.

Tom is building a new house now.

б) для придания постоянному действию эмоциональной окраски

You are always finding fault with me.

Why are you complaining all the time?

с) запланированного действия в будущем

We are leaving for Kiev tonight.

I am having a party on Saturday.

Глаголы, выражающие чувства, умственную деятельность, в Continuous не употребляются.

I think everything will be OK (all correct).

I'm sorry, but ...

- I'm sorry, but you have to be better than this.
 - I'm doing the best I can.
 - I'm sorry, but you have to walk faster than this.
 - I'm walking as fast as I can.
 - I'm sorry, but you have to work harder than this.
 - I'm working as hard as I can.
 - It's not enough.
- It's not good enough.
- I'm doing my best.

- Try a little harder.
- But I'm doing my best.
- Try a little harder.
- I can't, I can't.
- Don't say 'can't'.
- I won't, I won't. But I'm doing my best.
- Do a little better.
- I'm doing my best.
- Try a little harder.
- I'll try, I'll try.

Exercise 1. Say and respond as in the model.

Model 1

- **I am reading an enquiry. And what about you?**
- **I am reading an enquiry too. (And I am reading an offer.)**

1. to write a letter
2. to meet customers
3. to work in the office
4. to have lunch

Model 2

- **He is working. And what about you?**
- **I am working too. (And I am having lunch)**

1. to speak to the manager
2. to have talks
3. to look through the catalogues
4. to speak on the phone

Model 3

- **We are having talks. And what about you?**
- **We are having talks too. (And we are having a meeting)**

1. to discuss the prices
2. to receive customers
3. to discuss political events
4. to discuss an offer from Green & Co

Model 4

- **Our Sales Manager is writing an enquiry. And what about our Commercial Director?**
 - **Our Commercial Director isn't writing an enquiry. He is having talks.**
1. to speak to the manager
 2. to look through the catalogues
 3. to discuss political events
 4. to discuss prices

Model 5

- **Is Mr. Bell reading a fax?**
 - **No, he isn't. He is writing a letter.**
1. to have lunch
 2. to speak to the secretary
 3. to receive customers
 4. to speak on the phone

Model 6

- **What is the manager doing now?**
 - **He is reading an offer from GML.**
1. to write a letter to Bell & Co
 2. to discuss an offer from Green & Co
 3. to look through the mail
 4. to speak with the employees

Exercise 2. Compare the use of the Present Continuous and the Present Simple Tenses.

1. What are you doing, Jane? Are you still looking for your gloves? You are always losing your things!
2. What does he do for a living? – He is an economist.
3. I am learning to drive a car now. Next month I am getting my driving license.
4. Tom drives very well. He is always very careful when driving.
5. We usually grow tomatoes in our garden but this year we are not growing any.
6. Do you understand the problem they are discussing?

7. It is cold today. It is snowing. It often snows at this time of the year.
8. You will help us a lot if you continue your investigations.
9. Mike doesn't speak English, does he?
10. Listen to them! What language are they speaking?
11. The Moon goes round the Earth.
12. Is it true that Jane and Paul are getting married in January?

Exercise 3. Practice the use of the Present Continuous (Progressive) and the Present Simple (Indefinite) Tenses.

I.

1. You (to hear) this noise downstairs? What can it be?
a) you hear b) are you hearing c) do you hear d) you are hearing
2. Have you heard about Tom? He (to build) a new house now.
a) build b) are building c) builds d) is building
3. You'll have to put on your rubber boots if it (not to stop) raining in a couple of hours.
a) do not stop b) is not stopping c) doesn't stop d) are not stopping
4. If I (to have) some time in the evening, I'll repair your bicycle.
a) am having b) are having c) have d) has
5. Excuse me, but you (to stand) on my foot.
a) stands b) is standing c) are standing d) stand
6. She (to give) two concerts in London next week.
a) are giving b) give c) gives d) is giving
7. What time the children (to come) from school, as a rule?
a) do come b) are coming c) am coming d) come
8. Why you (to smell) the meat? It (not to be) fresh?
a) are smelling b) is smelling c) does smell d) smell
a) are not b) isn't c) am not d) don't be
9. She always (to let) me down.
a) let b) lets c) are letting d) am letting
10. You (to believe) in God?
a) does believe b) are believing c) do believe d) believe

II.

1. Have you got a light? – Sorry, I (not to smoke)
2. My wife has never been to France. She (to plan) to go there next summer.
3. Your car is so clean. How often you (to wash) it?
4. Students often (to think) that exams (to be) a nuisance.
5. Peter seldom (to tell) the truth. You can't believe everything he (to say).
6. You (to understand) what he (to talk) about?
7. Nancy (to look) like her father.
8. What you (to do)? – I'm an engineer.

9. The soup (to taste) good.
10. Your brother (to be) a student now? – Yes, he (to study) at the University.
11. Ann (to play) the piano better than Susan. And who (to play) now? I (to think) it (to be) Susan.
12. What you (to do) tomorrow evening? – I (to go) to the theatre.
13. I usually (not to have) breakfast before I (to go) to work.
14. She often (to take) my dictionary but seldom (to remember) to bring it back. If tomorrow she (to ask) me for the dictionary again, I won't give it to her.
15. What a beautiful dress you (to wear)!
16. He is a night watchman. He (to work) at night and (to sleep) in the daytime.
17. She is a dietician. She (to help) people to choose the right food.
18. They say if you (to see) a black cat, you won't have good luck.
19. Jane (to be) in Paris now. She (to learn) French there.
20. If Pete (to continue) to drive his car carelessly, he'll get into a traffic accident.
21. You always (to complain) about the weather!
22. Take the saucepan off the cooker! The water (to boil).
23. I'm afraid you can't see my daughter now. She (to have) a musical lesson at the moment. She always (to have) it on Friday mornings.
24. She (to be) still ill, but she (to get) better now.
25. It often (to rain) here?
26. Don't interrupt me while I (to talk) to somebody else.
27. He is a doctor, but he (not to work) at the moment.
28. What he (to do)? – He (to try) to get the car started.
29. In Britain most shops (to close) at 5.30 p.m.
30. I'm sorry it's too noisy, but we (to move) the furniture.

House and Home

Exercise 1. Read the text. Put questions to it.

The House of an Englishman

Many families in London live in flats, but most people live in their own houses in the suburbs. Most of London's suburban houses consist of two floors, the ground floor and the first floor. All in all there are six or seven rooms in the house.

On the ground floor there's a dining-room, a sitting-room, a kitchen and a hall. In the hall there is a stand for hats, coats and umbrellas. A staircase leads from the hall to the landing on the first floor. On this floor there are four bedrooms, a bathroom and a lavatory.

On the top of the roof there are three chimneys.

In front of the house they have a small garden in which they grow various plants: roses, tulips, daisies, violets and so on. At the back of the house there's a much larger garden with a lawn and some fruit trees. At the side of the house there is a garage

where they keep their car or even two cars. The plot is enclosed by a fence with a gate in it.

suburbs – пригород

to consist of – состоять

a stand – подставка, стойка

a staircase – лестница

a landing – лестничная площадка

a chimney – дымоход, труба

a lawn – газон

a plot – участок

a fence – забор

a gate – ворота, калитка

Exercise 2. Answer the questions.

1. Have you a good flat?
2. Does your family live in a new flat? When did you get it?
3. How many rooms are there in your flat? Name them.
4. In what room do you receive guests?
5. Is there a study in your flat?
6. What things are there on your writing-table?
7. Are there any pictures on the walls of your sitting-room?
8. What is there on the right and on the left in your sitting-room?
9. In what room does your family have meals?
10. Are there curtains on the windows in the bedroom?
11. Where does your mother or you cook the meals?
12. Is there a refrigerator in the kitchen?
13. Where do you keep your toilet articles (towels, soap, tooth-paste, tooth-brushes)?

Exercise 3. Answer the letter.

A Letter of a Medical Student to his Uncle

Dear Uncle,

I am glad to inform you that I live now in quite comfortable lodgings. My room is a bit small, rather dark and terribly cold, for my landlady requires extra pay for heating it. But I have to put up with it as I can't afford a better one. I even find my room nice and cosy. Though to tell the truth I can't call it quiet. Some good-for-nothing young people make an awful noise upstairs. Almost every evening they dance and sing and laugh at silly things. All of it greatly interferes with my study. I spend my days reading for the examinations. I need lots of money to buy books. I hate to ask you to send me an extra

sum of money. I think it's a shame. I hate to trouble you. I hope the postman will lose my letter.

Your affectionate nephew
Harry Jones.

a lodging – жильё, комната

to require – нуждаться

to afford – позволять

quiet – тихий, спокойный

to laugh at – смеяться над

to interfere – мешать, вмешиваться

It's a shame – стыдно

Learn the following proverbs:

My house is my castle.

Men make houses, women make homes.

Exercise 4. Read the dialogue and translate it into Russian.

a)

- I hear you have moved to a new apartment, Steve. Is it true?
- Yes, it is. One of these days we'll arrange a housewarming party. And I want you and your wife Carol to be present.
- Thank you for the invitation. How do you like your new apartment?
- It's very comfortable. It's a five-room apartment with modern conveniences: electric stove and a lot of built-in furniture.
- On what floor is it?
- It is on the tenth floor of a high-rise dwelling house. We've got two elevators which work round o'clock.
- Is it far from the city's centre?
- Rather. It takes me about an hour to get to the centre by bus or by metro. If I drive a car, it takes me thirty minutes.
- I see. Have you bought new furniture?
- We've bought wall units, two armchairs and a nice ice-box. We are planning to buy two carpets and a dining set.
- Good luck!
- Thanks. Are you going to move to a new apartment?
- No, I'm not. We've been living in our two-room apartment for about eight years and we don't want to move to anywhere.
- Your apartment is comfortable, isn't it?

- Yes, very. My wife arranged everything very nicely and I like it very much. We haven't got much furniture, but we have everything we need.
- I am glad to hear it.

Learn the words.

I hear ... – Я слышал ...

to move to

a housewarming party

conveniences

an electric stove

a high-rise house

furniture

built-in

wall units

an armchair

an ice-box

b)

- I hear you have moved to a new apartment, Steve. Is it true?
- Да. На днях мы готовим празднование новоселья. Я хочу, чтобы ты и твоя жена Carol пришли.
- Thank you for the invitation. How do you like your new apartment?
- Очень удобная. Пятикомнатная с современными удобствами: электрической плитой и множеством встроенной мебели.
- On what floor is it?
- На десятом этаже высотного жилого дома. У нас два лифта, которые работают круглосуточно.
- Is it far from the city's centre?
- Довольно. Мне нужно час, чтобы добраться до центра на автобусе или метро. Если я еду на машине, то 30 минут.
- I see. Have you bought new furniture?
- Мы купили секцию, два кресла и прекрасный холодильник. Мы планируем купить два ковра и столовый набор.
- Good luck!
- Спасибо. А ты собираешься переезжать в новую квартиру?
- Нет. Мы живем в нашей двухкомнатной квартире восемь лет и не хотим никуда переезжать.
- Your apartment is comfortable, isn't it?
- Да, очень. Моя жена сделала все очень красиво, и мне она очень нравится. У нас не много мебели, но у нас есть все, что нам нужно.
- I am glad to hear it.

Your Vocabulary

Do you know all these words?

suburbs
to consist of
a stand
a staircase
a landing
a chimney
a lawn
a plot
a fence
a gate
a lodging

нуждаться
позволять
тихий, спокойный
смеяться над
мешать, вмешиваться
переезжать
новоселье
удобства
электрическая плита
высотный дом
мебель
встроенная
секция
кресло
холодильник

Your Home Assignment

I. The Uncle's Answer

Dear Boy,
Don't worry! The postman has lost your letter.

Your affectionate uncle,
Thomas Jones

II. Translate the dialogue into English.

- Я слышал, что ты переехал в новую квартиру, Steve. Это правда?
- Да. На днях мы готовим празднование новоселья. Я хочу, чтобы ты и твоя жена Carol присутствовали.
- Спасибо за приглашение. Как тебе нравится новая квартира?
- Очень удобная. Пятикомнатная с современными удобствами: электрической плитой и множеством встроенной мебели.
- На каком этаже?
- На десятом этаже высотного жилого дома. У нас два лифта, которые работают круглосуточно.
- Далеко от центра?
- Довольно. Мне нужно час, чтобы добраться до центра на автобусе или метро. Если я еду на машине, то 30 минут.
- Понимаю. Вы купили новую мебель?
- Мы купили секцию, два кресла и прекрасный холодильник. Мы планируем купить два ковра и столовый набор.
- Удачи!
- Спасибо. А ты собираешься переезжать в новую квартиру?
- Нет. Мы живем в нашей двухкомнатной квартире восемь лет и не хотим никуда переезжать.
- У тебя удобная квартира, не так ли?
- Да, очень. Моя жена сделала все очень красиво, и мне она очень нравится. У нас не много мебели, но у нас есть все, что нам нужно.
- Рад слышать это.

III. Read the dialogue and then reproduce it.

(In case you would like to rent a room \lodgings)

- **A:** Good morning, Mrs. White. We'd like to see the rooms you've got to let.
- **Mrs. White:** Oh, are you the students from University College? I've had two students looking round this morning.
- **A:** Oh, have the rooms gone?
- **Mrs. White:** No, they didn't say they'd take them. They really wanted a room with central heating.
- **B:** We don't mind about that so long as there's a good electric or gas heater.
- **Mrs. White:** You'd better come in and see the place.
- **A:** Well, this is a big room.
- **B:** It's quite nice. Do you provide bed linen?
- **Mrs. White:** Oh, yes! That's included in the rent, as well as the laundering.
- **A:** What about the vocations?

- **Mrs. White:** You have to pay a retaining fee (предварительная плата) if you go away. You could move in next week if you decide to take it. I like the rent monthly in advance.
- **A:** I certainly like the look of this place. What do you think?
- **B:** It's much better than any of the other rooms we've seen and the rent is quite reasonable.
- **A:** Yes. Four guineas [giniz] a week isn't bad. Let's take it.
- **Mrs. White:** I hope you'll like the place.

IV. Read the text and translate it with the dictionary.

If you are invited to an English home, at 5 o'clock in the morning you get a cup of tea. You must not say 'Go away'. On the contrary, you have to say, with your best five o'clock smile: 'Thank you so much. I love a cup of early morning tea, especially early in the morning'.

Then you have tea for breakfast; then you have tea at 11 o'clock in the morning; then after lunch; then you have tea for tea; then after supper; and again at 11 o'clock at night.

You must not refuse tea under the following circumstances: if it is hot; if it is cold; if you are tired; if anybody thinks that you might be tired; if you are nervous; if you happy; before you go out; if you are out; if you have just returned home; if you have had no tea for some time; if you have just had a cup.

You definitely must not follow my example. I sleep at 5 o'clock in the morning; I have coffee for breakfast; I drink innumerable cups of coffee during the day.

The other day, for instance, I wanted a cup of coffee and a piece of cheese for tea. It was a very hot day, and my wife made some cold coffee and put it in the refrigerator, where it froze solid. On the other hand, she left the cheese on the kitchen table, where it melted. So I had a piece of coffee and a glass of cheese.

Unit 5

The Present Simple / Present Continuous Tenses

Adjectives *few, little*

Personal and Possessive Pronouns

Word Order

Construction there is / there are

House and Home

Your Home Assignment

The Present Simple / Present Continuous Tenses

Note!

Иногда глаголы состояния употребляются в Present Continuous для придания эмоциональной окраски или для того, чтобы подчеркнуть, что это состояние временное.

I know I am being a baby but I can't help it. Я знаю, что веду себя как ребенок, но ничего не могу с собой поделать.

Present Continuous иногда выражает чью-либо постоянную характеристику (обычно с наречиями *always* (всегда) или *constantly* (постоянно)). В таком предложении показано отношение говорящего (обычно отрицательное) к тому, о чем говорится в предложении.

She is constantly finding fault with me. Она постоянно придирается ко мне.

Present Continuous употребляется с глаголами движения: *to go* (идти, ехать), *to come* (приходить, приезжать), *to leave* (уезжать), *to start* (отправляться) для выражения будущего действия, которое запланировано заранее.

Now listen, Roger's coming home tomorrow. You know he is leaving Eton for good. Послушай, Роджер приезжает домой завтра. Ты знаешь, он оставляет Итон навсегда

Exercise 1. Open the brackets.

1. How (to feel) you?
2. We (to eat) at the company cafeteria four times a week.
3. The managers (not to go) to business dinners at weekend.
4. He always (to do) something to make himself notorious.
5. I (to leave) for Port Elisabeth by car tomorrow at dawn.
6. The company director (to travel) on business twice a week.
7. How often (to use) you a mobile phone?

8. (To go) you to a fitness center?

Exercise 2. Practice the use of the Present Simple and the Present Continuous Tense.

1.

1. What you (to do) here? – I (to wait) for my friend. 2. He (to speak) French? – Yes, he (to speak) French quite fluently. 3. Listen! Someone (to knock) at the door. 4. She (to write) letters to her mother every week. 5. Ships (to travel) from Odessa to Batumi in three and a half days. 6. The man who (to smoke) a cigarette is our English teacher. 7. Let's go for a walk, it (not to rain). 8. You (to hear) anything? – I (to listen) hard, but I (not to hear) anything. 9. My brother (to smoke) very much. 10. Listen! The telephone (to ring).

2.

1. Где Вадим? – Он играет в теннис. 2. Он хорошо играет в теннис? – Нет, он играет в теннис плохо. 3. Я не знаю человека, который разговаривает с директором. 4. Андрей поет очень хорошо. 5. Слушайте, он поет в соседней комнате. 6. Он не видит, что я на него смотрю, так как читает что-то с большим интересом. 7. Позвоните ему сейчас. Я думаю, он еще не спит. 8.

Посмотрите на человека, который сидит у окна. Это наш генеральный директор.

3.

I work in a large office with about thirty other people, most of whom I (to know) quite well. We (to spend) most of the day together, so we all become friends. In fact, most of my colleagues are so interesting, that I (to think) of writing a book about them!

Take Helen Watson, for example. Helen (to run) the accounts department. At the moment she (to go out) with Keith Ballantine, one of the sales representatives, and they (to seem) very happy together. But everyone except Helen (to know) that Keith (to make) always eyes at Susan Porter. But I (to happen) to know that Susan (to dislike) Keith. 'I can't stand people who (to apologise) all the time!' she said to me. 'And besides, I know he (to deceive) poor Helen. He (to see) Betty Wills from the overseas department'. And plenty of other things (to go on). For instance, every week money (to disappear) from the penny cashbox. When you (to realise) that someone in the office is a thief, it (to upset) you at first. But I also (to try) to catch whoever it is before the police are called in. I am not going to tell you who I (to suspect). Well, not yet anyway!

to run the accounts department – руководить бухгалтерским отделом (бухгалтерией)
the sales representatives – представители по продажам
except – кроме, за исключением
to make eyes at – строить глазки
can't stand – не терпеть
to dislike – не любить
to apologise – извиняться
to deceive – обманывать
the overseas department – отдел по зарубежным связям
to go on – происходить, продолжать
for instance – например
to disappear – исчезать
a thief – вор
to upset – расстраивать, огорчать
to catch – ловить, поймать
to suspect – подозревать

Adjectives *few, little*

Few, little – мало
a few, a little – немного

Few\|a few употребляется с исчисляемыми существительными,
little\|a little – с неисчисляемыми.

Model 1

- **Have you got many English books?**
 - **No, I haven't. I have got few.**
- a. contracts with British companies
b. offers from French companies
c. partners in St. Petersburg
d. French journal

Model 2

- **Do you drink much coffee?**
 - **No, I drink little coffee.**
1. milk

2. tea
3. juice

Personal and Possessive Pronouns

Personal Pronouns
(Личные местоимения)

Possessive Pronouns
(Притяжательные местоимения)

I
You
He
She
It
We
You
They
my
your
his
her
its
our
your
their

II. Choose the correct pronoun:

1. Where is (your, you) pen? – It's on (me, my) desk.
2. (Our, us) managers learn English. They want to speak (its, it) very well.
3. (Us, our) office manager often meets foreign businessmen and discusses prices for different goods with (their, them).
4. Come and meet (me, my) family at the weekend.

Imperative Mood

Повелительное наклонение

Глагол в повелительном наклонении выражает побуждение к действию, просьбу, приказ или совет.

Образование

Утвердительная форма:

V1 – инфинитив без частицы *to*:

To go

Go there! – Иди туда!

Отрицательная форма:

Вспомогательный глагол **do + not** перед V1 (инфинитивом):

Don't go there! – Не ходи туда!

Для того чтобы показать, что глагол в повелительном наклонении выражает просьбу, а не приказ, следует употребить в предложении слово *please*.

Write him a letter, please. Напиши ему письмо, пожалуйста.

Повелительное наклонение обычно обращено ко второму лицу, если оно обращено к первому или третьему лицу, то употребляется сочетание *let + личное местоимение в объектном падеже или существительное в общем падеже + инфинитив без частицы to*.

Let us go for a walk! – Пойдем гулять! (к 1-му лицу)

Let him do it himself. – Пусть он сам сделает это. (к 3-ему лицу)

Don't let your boss upset you. – Не позволяй своему босу расстраивать тебя. (к 3-ему лицу)

Easy Solutions

- Gee, I'm hungry!
- Have a sandwich!
- Gee, I'm angry!
- Calm down!
- Gee, I'm sleepy!
- Take a nap!
- Gee, it's chilly in here!
- Put on a sweater!
- Gee, it's hot in here!
- Open a window!
- I've got the hiccups!
- Drink some water!
- My nose itches!
- Scratch it!
- My feet hurt!
- Sit down for a while!

- My shoes are tight!
- Take them off!
- I have a toothache!
- Go to the dentist!
- I have a headache!
- Take some aspirin!
- I'm lonely!
- Call up a friend!
- I'm bored!
- Go to the movie!

to take a nap – вздремнуть

to itch – чесаться, зудеть

to scratch – чесать, скрести

to hurt – болеть

Оборот наличия **there is / there are**

Перевод оборота наличия начинается с конца предложения, т.е. с обстоятельства места.

There is a larder on the left. – Слева находится кладовка.

There +
 глагол to be в нужной форме +
 подлежащее +
 обстоятельство места

Если подлежащее выражено двумя существительными и более, то употребление глагольной формы **to be** зависит от того, в каком числе употреблено первое существительное группы подлежащего:

- если оно в единственном числе, то there is;

- если во множественном, то there are.

Для того чтобы построить вопросительное предложение, достаточно перенести глагол to be в начало предложения.

Глагол to be в нужной форме +
 there +
 подлежащее +
 обстоятельство?

Is there a larder on the left? – Слева находится кладовка?

Очень часто перед подлежащим употребляется местоимение *some/any* (несколько, некоторое количество). *Some* в утвердительных предложениях, *any* – в вопросительных и отрицательных.

Act out the warning

- Watch out! Watch out!
- Watch out! Watch out!
- There is a hole in the floor!
- What?
- A hole.
- Where?
- In the floor.
- A hole in the floor?
- Yes, a hole in the floor.
- A great big hole in the floor.
- Well, I don't see any hole in the floor.
- I don't see any hole.
- It's there!
- Where?
- Right there!
- Right here?
- Yes, right there!
- Are you sure?
- Sure, I'm sure. It's big as a house.
- Big?
- It's huge.
- Huge?
- It's huge.
- A huge hole, a great big hole.
- A great big hole in the floor.
- I think you are kidding.
- You are teasing me.
- There is no hole in the ...

to kid – смеяться

to tease – дразнить

Complete these sentences with the correct form of *there is* or *there are*.

1. ... a coffee machine on the second floor.
2. ... a swimming pool in this hotel.

3. ... some people in the room.
4. ... two flights on Sunday.
5. It's a very small airport. ... any shops in the terminal.
6. ... a problem with my ticket?
7. any aisle seats available?
8. a stopover in Frankfurt.
9. any flights to Zurich tonight?
10. I'm afraid a flight to Warsaw this afternoon.
11. two cafés in the terminal.
12. any buses from the airport to the city centre?

House and Home

Exercise 1. Read the text.

'I'm sorry, Joe', Mrs. Thompson said, 'I'm forgetting my duties. I'll show you your room'. My room at Eagle Road was the first room of my own in the real sense of the word.

Following Mrs. Thompson into my room, I was moving into a different world. 'It is marvelous', I said. I looked at it with delight: wallpaper vertically striped in beige and silver, a bay window extending for almost the whole length of the room, a divan bed that looked like a bed, two armchairs and a dressing-table, a wardrobe and a writing-table all in the same pale satiny wood. On the cream painted bookcase there was a bowl of anemones and there was a fire burning in the grate, leaving an aromatic smell, faintly acid and faintly flower-like, which I knew but couldn't quite place.

'Applewood', Mrs. Thompson said. 'There is an electric fire, but I thought a real one would be more cheerful on a miserable day like this'.

There were three small pictures hanging on the far wall.

'Room on the Top' after John Braine

marvelous – изумительный, удивительный

with delight – с восхищением, восторгом

wallpaper – обои

striped – полосатый

in beige [bei] – в бежевых тонах

a bay window – эркер

length – длина

to look like – выглядеть, быть похожим на

a dressing-table – туалетный столик

a wardrobe – шкаф

pale satiny wood – бледно-атласное дерево

cream painted – покрашенный в кремовый цвет

a bookcase – шкаф
a bowl – кубок, чаша, ваза, миска
in the grate – на решетке
faintly – слегка
flower-like – цветочный
to place – определять, размещать
cheerful – бодрый, веселый
miserable – жалкий, несчастный

Why not to give a description of your room, your favourite room in your flat or house, the room you've rented or rented long ago when you were a student.

Exercise 2. Translate into English and reproduce.

- Я слышал, вы собираетесь переезжать на новую квартиру.
- Совершенно верно. One of these days we'll move to a three-room apartment with all conveniences.
- На каком этаже ваша квартира?
- It's on the seventh floor of a high-rise house.
- Есть ли в доме лифт?
- There are three lifts that work round o'clock.
- Мусоропровод в квартире?
- No, there isn't. The garbage chute is on the staircase.
- В каком районе ваш дом?
- The house is in a new district which is far from the centre of the city.
- Сколько времени надо добираться до центра?
- It takes me twenty minutes to get to the centre by car.

Your Vocabulary

to move

an apartment

a floor

conveniences

a garbage chute

a staircase

a district

marvelous

with delight

wallpaper

striped

in beige
a bay window
length
to look like
a dressing-table
a wardrobe
pale satiny wood
cream painted
книжный шкаф
кубок, чаша, ваза, миска
слегка
цветочный
определять, размещать
бодрый, веселый
жалкий, несчастный

Your Home Assignment

I. Translate the dialogue into English.

(In case you would like to rent a room \ lodgings)

- **A:** Доброе утро, г-жа Вайт. Мы бы хотели посмотреть комнаты, которые Вы сдаете.
- **Mrs. White:** А, вы студенты из колледжа. Двое уже приходили сегодня утром ко мне, чтобы посмотреть их.
- **A:** О, комнаты уже сданы?
- **Mrs. White:** Нет, они не говорили, что снимут их. На самом деле, они хотели комнату с центральным отоплением.
- **B:** Мы не очень возражаем против этого, если есть хороший электрический или газовый обогреватель.
- **Mrs. White:** Лучше войдите и посмотрите комнату.
- **A:** Что ж, это большая комната.
- **B:** Довольно неплохая. А Вы даете постельное белье?
- **Mrs. White:** О, да! Это включено в оплату, также как и стирка.
- **A:** А как же во время каникул?
- **Mrs. White:** Вам придется платить предварительно, если вы уезжаете. Вы можете въехать на следующей неделе, если решите снять комнату. Я предпочитаю оплату получать в начале каждого месяца.
- **A:** Мне конечно нравится это место. А ты как считаешь?
- **B:** Она гораздо лучше, чем все другие комнаты, которые мы посмотрели, и оплата вполне умеренна.
- **A:** Да, 4 гиней в неделю неплохо. Давай снимем ее.

- **Mrs. White:** Надеюсь вам понравится это место.

II. Translate into English and be ready to reproduce the dialogue at the next lesson.

- В вашей квартире много мебели?
- No, there isn't. But we have everything we need.
- Новая квартира очень удобная, не так ли?
- Yes, it is. I like it very much. I want you to see our new apartment. Could you and your wife come to my place next Saturday?
- Спасибо за приглашение. Мы обязательно придем.
- I'll be waiting for you at 7 p.m.
- Хорошо. Мы придем в 7.

III. Insert the articles where necessary.

1. There is ... large bedroom in our flat. ... bedroom is light and sunny. It is ... very comfortable.
2. Mr. Bell's family lives in ... small house with ... garden. ... house and ... garden are very nice.
3. There are ... two armchairs and ... TV-set in the sitting-room/
4. There is ... fire-place in Mr. Dunn's study. ... Dunns like to sit near ... fire-place in the evenings.
5. There is ... built-in furniture in our kitchen. ... furniture makes ... kitchen comfortable.
6. Is there ... study in your flat? Yes, but ... study is not large, though it is very comfortable.

Mr. Dunn has got a brother. His name is John Dunn. He is 35. John lives in ...very nice house. There is ... small garden near it. There are two floors in his house: ... ground floor and ... first floor. Downstairs there is ... sitting-room and ... kitchen. ... John's sitting-room is large. There is ... nice carpet on ... floor. There are ...four comfortable armchairs, ... TV-set, and ... wall-unit there. On ... small table near ... window there are ... foreign newspapers and journals. There is ... fire-place in ... room. It makes ... sitting-room cosy. ... kitchen is not large. There is ... built-in furniture there. Upstairs there is ... bedroom and ... small bathroom. In the evenings John likes to sit near ... fire-place and read. He likes his house and often thinks, 'There is no place like home'.

IV. Open the brackets and use the correct tenses.

1. – Where (to be) John Dunn now?
– He (to spend) the weekend in Brighton. He often (to spend) weekends there.
2. – What (to do) the children?
– They (to listen) to a BBC English lesson. They always (to listen) to BBC English lessons at 3 p.m.
3. – (to be) Mrs. Bell in the garden?
– Yes, she (to show) it to her friend. Her garden (to be) very nice and she (to like) showing it to her friends.

V. Supply the correct prepositions.

Mr. Blake's elder sister Rosy and her husband Richard Green live ... a small house. There is a garden ... it. ... the ground floor there is a sitting-room, a kitchen, and a study. ... the first floor there is a bedroom and a bathroom. When you come ... the sitting-room, you see that the room is light and sunny. It is a large room but there is not much furniture ... it: four comfortable armchairs, a sofa, and a TV-set. There is a nice carpet ... the floor. The study isn't large. There are four bookcases ... it. There is also a fire-place ... the study. The fire-place makes the room comfortable.

VI. Use the correct word.

to go / to come

1. At weekends Londoners often ... to Brighton. They spend two days there. They ... to Brighton on Friday evening and ... to London on Sunday.
2. Mr. Dunn ... to his office at 9. He finishes work at 6 and ... home at 7. Sometimes after work he ... to meet his friends.
3. On Saturdays and Sundays many people ... to different places near Minsk to spend their weekends there.
4. Our top managers often ... to London to discuss business matters with their shareholders.

Unit 6

The Past Simple Tense

The verb to be in the Past Simple Tense

Adverbs much (много), little (мало)

Jobs and Problems

Your Home Assignment

Reading for Interest

The Past Simple Tense

Образование

2 форма глагола (V2)

1. Глагол в **Past Simple** имеет **2 форму** во всех лицах единственного и множественного числа.

1. to meet – met – met
2. to go – went – gone
3. to finish – finished – finished
4. to discuss – discussed – discussed

2. 2 форма правильных глаголов образуется при помощи окончания **–ed**, прибавляемого к основе инфинитива:

- to ask – asked
to answer – answered
to invite – invited
to decide – decided

3. Окончание **–ed** произносится как 1. **[t]**, to ask – asked – asked, если основа глагола оканчивается глухой согласной;

2. **[d]** to open – opened – opened, если основа глагола оканчивается звонкой согласной;

3. **[id]** to count – counted – counted, если основа глагола оканчивается согласными t, d.

4. Если глагол оканчивается на **–y**, перед которой стоит согласная, то **–y** перед окончанием **–ed** меняется на **–i**:

- to try – tried

5. Если глагол оканчивается согласной, перед которой гласная произносится кратко, то эта конечная согласная удваивается:

- to stop – stopped

to plan – planned
to prefer – preferred
to quarrel – quarreled

6. Неправильные глаголы следует заучивать наизусть.

Утвердительная форма

To read [ri:d] – read [red] – read [red]
I read
You read
He read
She read
It slept
We read
You read
They read

Отрицательная форма

The Past Simple Tense образуется при помощи вспомогательного глагола to do в форме did, за ним обычно идет отрицание not.

I did not (didn't) read
You did not (didn't) read
He did not (didn't) read
She did not (didn't) read
It did not (didn't) read
We did not (didn't) read
You did not (didn't) read
They did not (didn't) read

Вопросительная форма

образуется также при помощи вспомогательного глагола to do в форме did.

Did I sleep?
Did you sleep?
Did he sleep?
Did she sleep?
Did it sleep?
Did we sleep?
Did you sleep?
Did they sleep?

Употребление

The Past Simple Tense употребляется для выражения:

а) какого-либо однократного действия в прошлом;
(очень часто со следующими наречиями времени):

yesterday – вчера

the day before yesterday – позавчера

last year (month, week ...) – в прошлом году (месяце, на прошлой неделе ...)

ago – назад (2 days ago – 2 дня назад)

the other day – на днях

in 1991

Ann spent a lot of money on books yesterday. – Анна истратила много денег на книги вчера.

It didn't rain last night. – Не было дождя прошлой ночью.

When did you go to the cinema last? – Когда ты был в кино последний раз?

Marry and Pierre Curie discovered radium. – Мери и Пьер Кюри открыли радий.

They lived in Brest before the war. – Они жили в Бресте перед войной.

He seated himself on the edge of the bed. – Он присел на край кровати.

б) цепи последовательных действий или событий, произошедших в прошлом;

I entered the office, looked around and saw that the secretary was not there.

Я вошел в офис, огляделся и увидел, что секретаря там не было.

I saw you. You waved, and I got off at the next station and came right back.

Я увидел тебя. Ты помахала мне рукой, я сошел на следующей станции и сразу же вернулся.

в) повторяющегося действия в прошлом, (причем, при желании сделать акцент на прошлое, можно употребить конструкцию used to + infinitive).

I often went cycling last summer.

Я часто катался на велосипеде прошлым летом.

He used to smoke 40 cigarettes a day till he gave up finally.

Он бывало выкуривал по 40 сигарет в день до тех пор, пока наконец не бросил.

Он выкуривал по 40 сигарет в день до тех пор, пока наконец не бросил.

On a Diet

First she gave up smoking.

Then she gave up gin.

Then she gave up chocolate cake.
She wanted to be thin.

Then she gave up breakfast.
Then she gave up lunch.
On lazy Sunday mornings
She even gave up brunch.

No matter what she gave up,
Her skirts were very tight.
'cause she ate twelve cans of tuna fish
for dinner every night.

Exercise 1. Learn the following verbs.

to speak – spoke – spoken
to make – made – made
to learn – learnt – learnt
to buy – bought – bought
to sell – sold – sold
to have – had – had
to spend – spent – spent
to go – went - gone

Exercise 2. Say as in the model.

- **I looked through these catalogues yesterday.**

to translate the letters;
to speak to the manager about our visit to the plant;
to study the catalogues of Blake & Co;
to phone Mr. Carell;
to make an appointment with the American businessmen

Exercise 3. Say and respond as in the model.

- **He lives in Moscow now.**
- **Yes, now he lives in Moscow, but some years ago he lived in London.**

to learn English;
to produce machines Model A;
to sell machines Model A 10;
to buy chemical equipment from Green & Sons;

to work at a plant;
to live in a new district of Minsk

Exercise 4. Say and respond as in the model.

- **They say your managers started work at 10 yesterday.**
- **No, they didn't. They started work at 9.15.**

to buy kitchen equipment from France;
to have talks with the British businessmen;
to make a contract with Brown & Co;
to receive two offers from Brown & Co;
to spend the weekend outside Minsk

Exercise 5. Ask and answer as in the model.

- **Did you stay at home last night?**
- **No, I didn't. I went out.**

to receive much mail;
to discuss the terms of payment;
to go to the plant;
to watch TV;
to live in an old district of Minsk;
to invite friends to your place

The verb *to be* in the Past Simple Tense

To be – was|were – been

I was
You were
He was
She was
It was
We were
You were
They were

Exercise 6. Ask and answer as in the model.

- **Was the General Director in the office yesterday?**
- **No, he wasn't. he was in the conference room.**

Mr. Blake\at home
Mrs. Blake\in the living-room
the Blakes\at their friends' place
the Blakes' children\at home
Nancy\in the kitchen
the girls\in the park

Adverbs much (много), little (мало)

Наречия *much* и *little* в предложениях стоят после глаголов. Наречие *much* может заменяться *a lot*.

At our lessons we speak English a lot.

People in England love their homes very much.

I have never been to Tashkent and I know very little about this city.

Exercise 7. Insert *much, very much, a lot, and little*.

I work at my English ...

I help my wife at home ...

We know about London ...

I speak on the phone ...

Jobs and Problems

Everyone sees life through their job. To the doctor, the world is a hospital. To truck drivers, it's a road system.

A. Gray, a Scottish writer

Exercise 1. Look at these jobs. Who do you think should get the highest salary for the job? Put the jobs in order, the highest salary first.

1. a lawyer
2. a nurse
3. a football star
4. an accountant
5. a fashion model
6. a postal worker
7. a firefighter
8. a teacher
9. an advertising executive

Are the real salaries in the same order in our country?

Exercise 2. What do you like or not like in your job?

- a lot of telephone calls
- writing lots of reports
- working with the same people
- working with a lot of different people
- working on your own
- sharing an office
- using English at work
- working flexible hours (including weekends)
- casual dress
- uniforms

Which is more important to you, a high salary or a job you enjoy?

Exercise 3.

A. Complete the first part of this advertisement with the verbs from the box. Use the words in brackets to help you.

improve lead increase set up train develop

KARADA MODE PLC

European Manager €50K + car

Are you the person we are looking for?

The Role

We are looking for a talented person for this position. In this exciting job you will need to:

- ... a team of 25 (to be in charge of)
- ... a new branch in Amsterdam (to start)
- ... new staff (to teach)
- ... sales in all markets (to make more)
- ... new products (to create)
- ... communication between our head office and local branches (to make better)

B. Complete the second part of the advertisement with the verbs from the box.

to deal with organize plan manage

The Person

In your present job you:

- ... a large department in the clothing industry (to control)
- ... budgets (to think about the future)

- ... sales conferences and trade exhibitions (to arrange)
- ... customers, suppliers and their problems (to take action)

What skills and abilities do you need in your present jobs?

In my present job I lead a team of three.

Exercise 4. Read the sample of a covering letter.

2 April, 2006

Dear Mr. Smith

I'm a first-year student in the M.B.A. program at the Wharton Business School in Philadelphia.

I've heard from my friend Bill Eastmann that you might wish to have an American student with your airline this summer as an intern. I am very interested in the possibility of such an internship during this summer.

My professional experience has given me an in-depth knowledge of the air transportation industry. In particular, I've worked for American Airlines, the Federal Aviation Administration, and Kurth & Co, Inc., an aviation consulting firm where I was Manager of Airline Analysis. My responsibility included the study of schedules, fares, equipment selection, and financial results. I prepared numerous studies for both jet and turboprop routes including passenger and pure cargo service for proposed transatlantic and transpacific services.

I wish to place this experience at the disposal of your airline. I believe that my knowledge of the deregulated air transportation industry in the United States could be quite beneficial for your business.

I have enclosed a copy of my resume. If my background and experience are of interest to you, please phone me at 215 456 3478. I would be interested in meeting with you to discuss further possibilities of such a position, and your requirements.

Sincerely,
 Mark Diamond
4701, Pine Street, K-13,
Philadelphia, PA 19124
Tel. 215 456 3478

an intern – интерн

a possibility – возможность

an internship – интернатура

in-depth – глубоко, тщательно

in particular – в частности, в особенности

responsibility – ответственность, обязанности, обязательства

a schedule – расписание, график, план

a fare – стоимость проезда, плата за проезд

equipment selection – выбор оборудования

jet and turboprop routes – маршруты самолетов с реактивными и турбовинтовыми двигателями

pure cargo service – чисто грузовые рейсы

at one's disposal – в распоряжении

beneficial – выгодный, полезный

to enclose with – прилагать

further – дальнейший, дополнительный

Why not to write your own covering letter? If you do it, show it to your teacher.

Your Vocabulary

a lawyer

a nurse

a football star

an accountant

a fashion model

a postal worker

a firefighter

a teacher

an advertising executive

to make a lot of telephone calls

to write lots of reports

to work with the same people

to work with a lot of different people

to work on your own

to share an office

to use English at work

to work flexible hours (including weekends)

casual dress

a uniform

to improve

to lead

to increase

to set up

to train

to develop

to deal with

to plan

to manage

интерн

возможность

глубокий, тщательный

в частности, в особенности
ответственность, обязанности, обязательства
расписание, график, план
стоимость проезда, плата за проезд
выбор оборудование
чисто грузовые рейсы
в распоряжении
выгодный, полезный
прилагать
дальнейший, дополнительный

Your Home Assignment

I. Read the text. Learn the words.

A Carrier in Business

Many office workers dream of working their way up to the top from messenger to president of the corporation. The way lies through middle management positions. Middle management includes junior executives, who may recommend action to top management or see that the company's policies are being carried out. At the very top there are senior executives, who established the policies for their companies, especially those that involve finances. The top managers of large corporations have a great deal of power and influence.

It is still possible to start out at the bottom and go all the way to the top. Because the financial operation of business is so important, some accountants often become top executives. In companies where technology is important, people with an engineering background can also rise to the top. Nowadays, however, education plays a central role in the selection of men or women for management jobs. Many universities have courses in business administration. The graduates of these courses often start out in middle management jobs. From there they can easily be promoted if they show the necessary personality and ability.

Learn the words.

to dream – мечтать

a messenger – курьер, посыльный

to include – включать

junior – младший

senior – старший

to carry out – выполнять

an executive – должностное лицо, руководитель, администратор

to establish – основывать, учреждать; устанавливать

to involve – вовлекать, включать

a great deal – много

influence – влияние

at the bottom – внизу

an accountant – бухгалтер

a background – подготовка, квалификация

to rise – подниматься

a graduate – выпускник

personality – личность, индивидуальность; личные свойства, особенности характера

an ability – способность, умение

II. Answer the questions to the text.

1. How can an office worker rise to the top in a company?
2. What may a junior executive do?
3. Do you sometimes stay late in the evening in the office? Why?
4. Do you get to your office in time?
5. Do you sometimes go abroad on business?
6. Do you often take part in the talks?
7. What matters do you discuss during the talks?
8. Do you speak to the foreign customers on the phone?
9. Do you speak a foreign language with them?
10. Do you often make business appointments?
11. Do you think you will get a promotion some day?

III. Match the questions with the answers.

1. What do you like best about your job?
 2. How many hours a week do you work/study?
 3. When do you finish work/study?
 4. Do you meet your colleagues after work?
 5. What do you do in your free time?
-
- a) Usually about 6 o'clock.
 - b) From time to time. We sometimes go for a meal.
 - c) I play golf.
 - d) I work flexible hours, which is great.
 - e) Between 30 and 35 hours.

Work in pairs.

Useful Language

Asking questions What do you do in your free time?
at the weekend?
after work?
How often do you ...?
Do you like ...?

Expressing feelings I like ...
I'm keen on ... I don't like ...
I really enjoy ... He isn't really keen on ...
I'm interested in ... She doesn't enjoy ...
We aren't interested in ...

IV. Translate the following words from Russian into English.

вести торговлю
рабочий день
просматривать
быть заинтересованным
самый последний, новейший
событие
цена
товар
условия оплаты
условия отгрузки
условия поставки
вопрос
приемщик
получать, принимать
оборудование
продавать
заключать контракт
назначать встречу
каталог
котировка

V. Translate the following words from English into Russian.

to do business
to discuss business
office hours

the latest political events
at the price of 20 dollars
to speak on the phone
outside
much work
little mail
few offers
an enquiry for stationary
to sell smth. to smb.
to make an appointment with smb. for ...

VI. Translate the following sentences.

1. Мы ведем торговлю с разными странами.
2. Мы заинтересованы в предложении Smith & Co.
3. Нам бы хотелось получить самые последние каталоги вашей компании.
4. На переговорах мы обсуждаем все условия контракта.
5. Я часто разговариваю по телефону с нашими партнерами в Германии.
6. Какая погода на улице?

Reading for Interest

Pronounce V2 correctly, please.

Tobermory the Cat

One August afternoon, Lady Blemley was in her sitting-room. Some of her friends were with her. Their names were Miss Resker, Miss Pellington, Mrs. Cornett, and Mr. Cornelius Appin. Mr. Appin was a young man.

He said, 'I can teach English to animals.'

'Can you?' asked Lady Blemley.

'Yes. Your cat, Tobermory, can speak English now.'

Lady Blemley said to her husband, 'Wilfred, get Tobermory, please.'

Sir Wilfred went out. He came back with Tobermory.

'Where's my milk?' asked Tobermory.

Lady Blemley put some milk on the floor for him.

'Tobermory, do you like me?' asked Miss Resker.

'I don't think about you much,' said Tobermory. 'Sir Wilfred likes you. I saw you two in the garden this morning.'

Miss Resker's face was red. Sir Wilfred's was, too.

'But you like me, Tobermory,' said Miss Pellington.

'Lady Blemley doesn't like you,' answered Tobermory.

'Tobermory!' said Lady Blemley. 'She is my old friend!'

‘Perhaps,’ said Tobermory. ‘She is going to buy your car, isn’t she? It’s no good. Too old, like her.’

Lady Blemley’s face was red. Miss Pellington’s was, too.

‘Tobermory,’ said Mrs. Cornett. ‘Lady Blemley and Sir Wilfred are buying your food.’

‘They are buying yours too,’ said Tobermory. ‘You said, ‘I don’t like the Blemleys much, but their food is good.’

Mrs. Cornett’s face was red. Tobermory went out of the room.

‘Mr. Appin,’ said Lady Blemley, ‘can Tobermory teach English to all his cat friends?’

‘Yes,’ answered Mr. Appin.

‘Then, Wilfred, we must ...’

‘Yes,’ said Sir Wilfred. ‘Tonight.’

But Tobermory listened at the door. He went away and didn’t come back.

What would it be if domestic animals could speak?

Unit 7

Revision

Pronouns *other* and *another*

Job Hunting

Your Home Assignment

Revision

Exercise 1. Supply the articles or possessive pronouns where necessary.

1. It's ... enquiry from ... English company. ... company is interested in ... office equipment. They know we are selling ... new model of ... equipment.
2. In ... morning ... engineers look through ... English and French newspapers and journals.
3. ... equipment of Blake & Co is very good. They sell it to different companies.
4. Where are ... newspapers? They are on ... desk.
5. ... managers of ... company often go to ... plants with ... foreign inspectors.
6. ... inspectors would like to go to ... plant in ... afternoon.
7. It's ... plant of ... chemical equipment. ... plant is outside Paris. It's ... very large plant.

Exercise 2. Supply the correct prepositions.

Stepanov is the director of the firm. He works ... Logoton. The company is large. They sell various goods ... different countries ... the world. Stepanov's firm does business ... French and German companies. Many customers come ... Logoton to discuss business matters ... the managers ... the company. They usually discuss prices, terms ... payment, shipment and delivery.

Now Stepanov is ... his office. He is sitting ... the desk and speaking ... the phone. The company manager of GML is phoning him. They are making an appointment ... Friday. GML is interested ... the latest model of calculator. The manager would like to have their catalogues and quotations.

Exercise 3. Choose and use.

a) interesting, to be interested in

1. This book is very
2. We are ... office equipment.
3. Berlin is an ... city.
4. What companies are ... your goods?
5. I am always ... political events.

b) good, well

1. Our company is doing ... business with a lot of countries.
2. The managers of our firm know the prices for office equipment very
3. Does your friend speak French ...? – Yes, his French is very
4. I know this man very He is a ... engineer.
5. She is a ... secretary. She does her work very

Exercise 4. Translate the following sentences:

1. Где Степанов? – Он занят. У него сейчас переговоры.
2. Я обычно просматриваю почту утром.
3. Какой вопрос вы сейчас обсуждаете? – Мы обсуждаем условия платежа.
4. Наш генеральный директор принимает сейчас представителей немецкой фирмы.
5. Наши менеджеры иногда обсуждают деловые вопросы по телефону.
6. Мы не назначаем встреч с иностранными представителями на субботу. В субботу мы не работаем.
7. Петров в офисе. Он изучает предложение немецкой фирмы на офисное оборудование.
8. Каждый день мы получаем много почты.

Exercise 5. Write questions to the following sentences:

9. I work at the Ministry for foreign Economic Relations.
10. We sell a lot of goods to different companies.
11. We receive foreign businessmen every day.
12. Sometimes we go to plants with our inspectors.
13. After lunch I usually look through catalogues and quotations or meet customers.

Местоимения *other* (другой, другие) и *another* (другой, еще один)

Местоимение *other* выполняет чаще всего функцию прилагательного и употребляется перед существительными как в единственном, так и во множественном числе.

There are two books on the desk. One is English and *the other* book is French.

I've got six English books. Two books are on the desk, *the other* books are on the shelf.

There are English, French and *other* catalogues on the shelves.

Местоимение *another* имеет оттенок «еще один». Неопределенный артикль *an* пишется слитно: *another*

Give me **another** example. – Дайте мне другой пример.

Очень часто, чтобы избежать тавтологии, после **another** употребляется неопределенно-личное местоимение **one**.

I don't like this book. Give me **another one** to read.

Could you give me **another** cup of tea?

Местоимения **other, others, another** могут выполнять функцию существительного:

а) вместо существительного в единственном числе употребляется **another**.

I don't like this book. Give me **another** (one). Мне не нравится эта книга. Дайте мне другую.

б) вместо существительного во множественном числе – **others**.

I took this book because there were no others on the subject. – Я взял эту книгу, потому что не было других по этому вопросу.

We have received eight enquiries. Three enquiries are here. **The others** are being looked through by our Export-Import Manager. – Мы получили восемь запросов. Три запроса здесь. Другие просматривает наш менеджер по экспорту-импорту.

Exercise 1. Learn the following examples showing the use of the pronouns *other, the other, others, another*.

1. The house is on ... side of the street. – Дом – на другой стороне улицы.
2. He has ... intentions. – У него другие намерения.
3. There is only one glove on the table. Where is the other? – На столе только одна перчатка. Где другая?
4. Some people like coffee, ... people like tea. – Некоторые люди любят кофе, другие люди любят чай.
5. Some people like coffee, ... like tea.

Exercise 2. Complete the following sentences with the pronouns *other, the other, others, another*.

1. – Why are you sitting here alone? Where are all ...?
2. Both of my brothers work. One of them is a driver, ... is an engineer.
3. Can I have ... cup of tea?
4. Only two of us are here. ... students have already left.
5. Her two sons are playing in the garden. She turned her eyes from one to
6. Some people like spring, ... prefer summer.
7. She went to the kitchen and came back with ... cup of tea.
8. I've brought two of the books you gave me. I'll bring ... books next Friday.

9. I am not doing any English, I'm busy with ... things now.
10. He entered the room and saw Mike and Martha sitting on the sofa. He looked first at one, then at
11. He wanted to get to ... side of the river.

Job Hunting

Exercise 1. Read the dialogue and translate it into Russian.

a) Learn the following words and word combinations.

a position – должность

an opening position (a vacancy) – вакансия

an application – заявление, заявка, обращение

a written application

an application for the position

an application to smb.

an applicant – претендент, заявитель

to apply – заявлять, обращаться; применять

a job (a piece of work, task) – работа (место работы, конкретное задание)

promising (prospective) – перспективный, многообещающий, подающий надежды

an effort – усилие, напряжение, попытка

to make an effort (efforts)

constant efforts to obtain one's end – постоянная борьба за достижение цели

creative – творческий, созидательный

to create

creation

a creator

competitive – конкурентоспособный

a competitive examination

a responsibility – ответственность, обязанность, платежеспособность

to assume (to take, to accept) a responsibility

to decline all responsibility for smth.

The responsibility rests with the author. Ответственность несет автор.

an obligation (a duty) – обязательство

contractual obligations – договорные обязательства

skillful (experienced) – умелый, искусный, опытный

negotiation(s) (talks) – переговоры

to conduct (to carry out, to hold) negotiations

an entrepreneur – предприниматель, просто предприимчивый человек

a fair – ярмарка; честный, справедливый

a strength (an advantage) – сила; достоинство

a reliability – надежность

tension (pressure) – напряжение

a reference – ссылка; рекомендация, отзыв

to have good references

Who are your references?

a letter of recommendation

duration (length) – длина, продолжительность

environment – окружающая среда, окружение

one's home environment

You have excellent references from your previous job. – У вас прекрасные отзывы с предыдущей работы.

What do you find a fair salary? – Какую зарплату Вы считаете достойной Вас?

I suppose supportive environment here. – Я надеюсь на хорошую рабочую обстановку здесь.

b)

• Good morning, sir.

• Good morning. Come in, come right in. Mr. Petrov, isn't it? Please, take a seat. You will have to excuse me a moment while I finish signing these letters. Meanwhile, please, fill in the application form.

Well, that'll do. Now I can concentrate on you, Mr. Petrov. How long have you been in your job with Alpha?

• Five years. I am only leaving because the company is moving to Sevastopol, but I hope a change will do me good.

• What do you know about our company? Have you got any questions to me?

• I know that it is a very promising company, so I'd like you to inform me what your main objectives will be in the near future?

• We are planning to expand our activity in English-speaking countries, mainly in England, to buy equipment and technologies from them and run training programs here. We need a team of creative persons to make our company competitive in the world market.

• What responsibilities and obligations are you going to suggest me?

• Well, first of all to be responsible for our contacts with English partners, to buy equipment and generally to be skillful in negotiations. You will have to travel very much. Besides, we are expecting a new fair in London and maybe, you will have a chance to go there.

• Yes, I see.

• So tell me what your three main strengths are?

• I think reliability, loyalty, energy.

• OK. How do you relieve everyday tensions?

• I am accustomed to work under pressure.

• Are you a leader, an entrepreneur by nature?

• Yes, I think so, because I make contacts with people very easily.

• All right, Mr. Petrov. Now I am quite prepared to offer you a job with us. You have excellent references from your previous job. What do you find a fair salary?

- Equivalent to €500.
- I think we'll start from €450 for your experimental period and if you do well we'll revise it by the end of three months. Hours are from 9 to 5.30 with an hour break for lunch and a fortnight's holiday. Does it suit you?
- Yes. What about travel: duration, where?
- Mostly to England for not longer than a month.
- All right. I suppose supporting environment here. When do you want me to start, sir?
- In a week, if possible.
- I am afraid I can start working here only since the 10th of October.
- No problem.
- Thank you very much. Goodbye.
- Goodbye.

c)

- Доброе утро! Входите, входите смелее. Г-н Петров, не так ли? Пожалуйста, садитесь. Вы должны простить меня, но мне нужно закончить подписывать эти письма. Заполните тем временем эту анкету. Ну, вот и все. Теперь я могу заняться Вами, г-н Петров. Как долго Вы работаете в компании Альфа?
- Пять лет. Я уйду только потому, что компания переезжает в Севастополь, но я надеюсь, что перемена пойдет мне на пользу.
- What do you know about our company? Have you got any questions to me?
- Я знаю, что это перспективная компания, и я хотел бы узнать, какие цели компании в ближайшем будущем?
- We are planning to expand our activity in English-speaking countries, mainly in England, to buy equipment and technologies from them and run training programs here. We need a team of creative persons to make our company competitive in the world market.
- За что я буду отвечать, и какие обязанности Вы собираетесь мне предложить?
- В первую очередь Вы будете отвечать за наши контакты с английскими партнерами, закупать оборудование и, в общем, умело вести переговоры. Вам нужно будет много путешествовать, кстати, в Лондоне состоится ярмарка, и у Вас, возможно, будет шанс туда поехать.
- Yes, I see.
- Итак, скажите мне, каковы Ваши три основные достоинства?
- I think reliability, loyalty, energy.
- Ладно. Как Вы выдерживаете повседневную нагрузку?
- Я привык напряженно работать.
- Are you a leader, an entrepreneur by nature?
- Да, думаю, что так, потому что я легко налаживаю контакты с людьми.

- Хорошо, г-н Петров. Я готов предложить вам работу у нас. У Вас отличные отзывы с предыдущего места работы. Какую зарплату Вы считаете достойной Вас?
- Equivalent to €500.
- Я думаю, мы начнем с 450 во время Вашего испытательного срока, и если Вы хорошо себя покажете, мы пересмотрим Вашу зарплату через 3 месяца. Рабочее время с 9 до 5.30 с часовым перерывом на обед и двухнедельным отпуском. Вас это устраивает?
- Да. Насчет командировок: продолжительность и куда?
- Mostly to England for not longer than a month.
- Хорошо. Я надеюсь найти здесь хорошую рабочую обстановку. Когда Вы хотите, чтобы я начал?
- In a week, if possible.
- Боюсь, я смогу начать работу здесь только с 10-го октября.
- No problem.
- Thank you very much. Goodbye.
- Goodbye.

d) Why not to learn some more words?

a supervisor – контролер, ответственное лицо, контролирующее проведение работ, супервайзер

a chief, a boss – начальник

a subordinate – подчиненный

senior – старший

junior – младший

an officer – должностное лицо

connections – связи; люди, обладающие властью, чтобы помочь

to earn – зарабатывать

to discharge, to fire – уволить

a compensation – общее название оплаты сделанной работы

a charge – общее название оплаты любых услуг

a salary – зарплата служащих

wages – зарплата рабочих

a fee, honorarium – гонорар творческих работников

a bonus – премия

red tape – канцелярская работа

a deadline – конечный срок

a legal contract – трудовое соглашение

e) Will you make up sentences with the above words?

Exercise 2. Complete the job advertisements with the best words.

Sales / Account Manager

Salary: £24,000 per year

Edinburgh-based company is seeking a person with sales experience to ...1...sales worldwide and to ...2... a large department in the clothing industry. The person will also need to ...3... communication between our production, sales and marketing departments.

Background in clothing manufacturing essential.

Please contact: Sarah Atkinson

atkinson@btinternet.com or

Fax: 01311237650

1. a) increase b) set up c) lead
2. a) manage b) train c) direct
3. a) create b) plan c) improve

Telesales Executive

Salary: £20,000 per year

Our Telesales Executive will have the ...4... to make effective phone calls to marketing contacts and to ...5... business meetings for our clients. Bebop offers excellent training and promotion ...6... .

Call Paul Glover on 020 4456 1090 or e-mail:

bebopprecrut@easynet.co.uk

4. a) interest b) ability c)responsibility
5. a) work b) organise c)communicate
6. a) opportunities b) facilities c) qualities

Sales Manager

Salary: £26,000 per year

Conference and Events Company urgently requires a Sales Manager to ...7... a team of 8 telesales executives. You will ...8... the team and ...9... all sales staff and their problems. In addition, you will ...10... future marketing campaigns and ...11... a new marketing strategy.

Background of the candidate: experience in telesales and direct sales; at least 3 years' management experience.

Location: Cheshire

Contact: Karen Poulson,

Tel. 01260 271288, e-mail:

cec@events.co.uk

7. a) boss b) lead c) drive
 8. a) apply b) practice c) train
 9. a) set up b) deal with c) look for
 10. a) train b) control c) plan
 11. a) improve b) develop c) increase

background – истоки, происхождение; биографические данные; подготовка, квалификация

facilities – возможности, благоприятные условия, льготы; оборудование, аппаратура, приспособления

responsibility – ответственность, обязанности, обязательства

urgently – срочно

deal with – иметь дело с кем-либо, торговать с кем-либо

Exercise 3. Listen to an interview (12.3). Tick the expressions you hear.

a) Interviewer

Experience: What did you learn from your last job?
 What didn't you like about your last job?

Skills: What are you good at?

Do you have any special skills?

Future Plans: What do you want to do in the future?

Where do you want to be in ten years' time?

Interests: What do you do in your free time?

What are your main interests?

b) Candidate

Experience: I learned to ...
 Well, I had a problem with ...

Skills: People say that I am good at ...
 My main strengths are ...

Future Plans: My main aim is to ...
 I plan to be ...

I hope to have ...

Interests: I really enjoy ...
 I spend a lot of time ...

I: I'd like to ask you about your work experience. What did you learn from your last job?

C: I learned to sell machines, and I improved my computer skills.

I: Do you have any special skills?

C: I am good at languages. I speak Japanese very well. Also I find selling very easy.

I: What do you want to do in the future ... in ten years' time?

C: Well, I plan to be head of a large marketing department.

I: Finally, about your interests – what do you do in your free time?

C: Well, I spend a lot of time playing golf at weekends, and I am keen on fitness so I go to the gym a lot.

Reproduce the situation. Work in pairs.

Exercise 4. Look at the CV (curriculum vitae). Put the headings from the box in the correct place in the CV.

**Interests Key skills Education References
Work experience**

Curriculum Vitae

Name: Cristina Kramer
Nationality: Brazilian
Address 21 Royal Park, Muswell Hill
London N10 2JP
Telephone: 020 8982 0648
E-mail: Criskra@aol.com

2003 – 2004 Diploma in Business Studies, London Metropolitan University

1995 – 1998 Degree in Biological Sciences, PUC Campinas, Brazil

1991 – 1994 Secondary School: Colegio Santo Inacio, Rio de Janeiro, Brazil

2001 – 2002 Regional Branch Manager, PE Instruments, Rio de Janeiro, Brazil

- set up a new sales office in Rio de Janeiro
- trained a team of sales staff
- developed new selling methods to increase sales

1999 – 2000 Technical Sales Specialist, Brazil Instruments, Sao Paulo, Brazil

- sold a wide range of instruments, including software
- organised and presented customer seminars

Fluent in Portuguese, Spanish, English and Italian

Computer skills: Microsoft Word, Excel, PowerPoint, HTML, Java

Cinema, travel, skiing, aerobics

Professional and personal references available on request

Mark each statement *true* or *false*.

1. Cristina Kramer studied in Brazil.

2. She has worked for two different companies.
3. She arranged seminars when she worked for Brazil Instruments.
4. She was a manager at Brazil Instruments.
5. She sold software in Sao Paulo.
6. She is interested in keeping fit.

Cristina Kramer is applying for a job of an overseas sales representative in Italy. Read part of her interview.

Reasons for applying I like traveling and using my languages. I also like meeting people, and I want a new challenge. I really want to work for this company. It has an excellent reputation. I think with my excellent sales experience I can contribute to its success.

What are your strengths? I'm fluent in Italian and Spanish. I'm good at training sales staff and I get on well with people. I think I'm very good at organising seminars for customers.

Weaknesses I'm not patient when people don't meet deadlines, I mean people you work well with. I like people who work hard and who are reliable.

Interests I have a lot of different interests. As I said before, I like traveling, and I like reading travel books. I also like aerobics and skiing.

If I get the job, when would you like me to start?

What are your strengths and interests?

What kinds of people do you work well with?

Useful language:

- Business oriented; able to understand and execute broad corporate policy.
- Strength in analyzing and improving engineering and administrative methods.
- Effective in facilitating (обеспечение) communication between management and project team.
- Ability to manage both large and small groups and maintain (поддерживать, сохранять) productivity.
- Successful in negotiating (ведение переговоров) favourable contracts.
- Experience in every routine work.
- Perfect knowledge of computer and statistics.
- Ability to make all kinds of financial reports, balances and production planning.

Answer the questions.

1. How many pages is a typical CV in Belarus?
2. Do you include a photo? Do you think it is a good idea?
3. Does it have the same headings as Cristina Kramer's CV?
4. Do you include any other information?

Your Vocabulary

a position

an application

an applicant

to apply for

a job

a task

an effort

creative

to create

promising

competitive

a responsibility

to assume a responsibility

to decline all responsibility for smth.

an obligation

contractual obligations

skillful

negotiation(s)

talks

prospective

to accept a responsibility

перспективный, многообещающий, подающий надежды

обязательство

переговоры

предприниматель, просто предприимчивый человек

ярмарка

честный, справедливый

сила, достоинство

умелый, искусный, опытный

надежность

напряжение

ссылка

рекомендация, отзыв

длина, продолжительность

окружающая среда, окружение

начальник

подчиненный
старший
младший
должностное лицо
связи; люди, обладающие властью, чтобы помочь
зарабатывать
уволить
общее название оплаты сделанной работы
общее название оплаты любых услуг
зарплата служащих
зарплата рабочих
гонорар творческих работников
премия
канцелярская работа
конечный срок
трудовое соглашение

Your Home Assignment

Keys to Exercise 2.

1a, 2a, 3c, 4b, 5b, 6a, 7b, 8c, 9b, 10c, 11b.

I. When they apply for a job, people usually send a covering letter with their Curriculum Vitae (CV). In this letter, they give further information to explain why they think they are suitable for the job. Carol Avery is applying for the post of a Sales Manager. Complete the covering letter with items from the box.

- a) As you will see from my CV
- b) I am very interested in the post you are offering
- c) I look forward to hearing
- d) I would like to apply for the position
- e) In addition
- f) Please let me know
- g) When I was with Melrose Computers

to: cec@events.co.uk

from: avery@durham.co.uk

Dear Ms Poulson

...1 of Sales Manager advertised in The Chester Telegraph on 7 September. ...2, I have worked as Assistant Human Resources Manager for four years. I am responsible for training for new staff, and also for organising problem-solving courses for senior staff. ...3, I have managed a number of projects for our overseas subsidiaries. This included a training project for local sales staff in Hong Kong.

...4, I also gained a lot of experience in sales. ...5, because I would like to be involved in both telesales and direct sales. I would also like to use my skills as a trainer in a more challenging environment.

...6 if there are any other details you need.

...7 from you.

Yours sincerely

Carol Avery

II. Send your covering letter to apply for the position of Telesales Executive.

Helen Brown

e-mail: hel@vasham.co.uk

III. Translate into English:

Белов – инженер. Он работает в Министерстве Внешнеэкономических Связей (the Ministry for Foreign Economic Relations). Его компания продает товары в различные страны. Белов часто встречается с представителями английских и немецких фирм. Они обсуждают цены, условия платежа и поставки. Белов начинает свой рабочий день в 9.

У него всегда бывает много работы: он просматривает почту, читает факсы и письма, говорит по телефону с заказчиками. В 2 часа у него обед. После обеда он иногда ездит на заводы с приемщиками, а иногда остается в офисе и обсуждает деловые вопросы с менеджерами. Он обычно заканчивает работу в 6. В 7 он дома.

Вечером он обычно выполняет свое домашнее задание по английскому языку, так как он учит английский. Он хочет знать язык хорошо, чтобы вести переговоры со своими зарубежными партнерами без переводчика (an interpreter), читать экономические журналы и смотреть свой любимый канал Discovery. Кроме того, он иногда берет некоторые бумаги домой, чтобы поработать с ними. Часто он работает на компьютере, так как много полезной информации можно получить в Интернете.

Unit 8

The Present Perfect Tense

Jobs and Problems

Dealing with Problems at Work

Your Home Assignment

The Present Perfect Tense

Образование

Have\has + V3

The Present Perfect Tense образуется при помощи вспомогательного глагола **to have + V3**.

Утвердительная форма

Отрицательная форма

Вопросительная форма

I have read the book

You have read it

He has read the article

She has read it too

It has drunk the milk

We have read the journal

You have read it

They have read it too

I have not (haven't) read the book

You have not (haven't) read the book

He has not (hasn't) read the article

She has not (hasn't) read the article

It has not (hasn't) read the article

We have not (haven't) read the book

You have not (haven't) read the book

They have not (haven't) read the book

Have I read the book?

Have you read it?

Has he read the article?

has she read it too?

Has it drunk the milk?

Have we read the journal?

Have you read it?

Have they read it too?

Употребление

The Present Perfect Tense употребляется для выражения:

а) действия, происходившего до настоящего момента и уже законченного или прекратившегося к данному моменту. Время, когда именно происходило это действие, не упоминается. Важно только то, что это действие связано с настоящей ситуацией, которая является как бы продолжением этого действия или его результатом;

I have read this book by now. I can give it to you if you like.

Я прочитал эту книгу. Я могу дать ее тебе, если хочешь.

Have read выражает действие, законченное к моменту речи, результатом его является то, что теперь я могу дать тебе книгу.

Have you signed the contract?

Вы подписали контракт? (Здесь спрашивающий хочет знать результат)

- Have you decided where you are going?
- I have changed my mind. I don't think I am going away after all.
- Ты решила, куда поедешь?
- Я передумала. Думаю, что я никуда не поеду после всего.

How stuffy it is here! Haven't you had a window open?

Как здесь душно! Вы что, не открывали окно?

Связь действия с настоящим моментом иногда подчеркивается указанием на период времени в настоящем, который еще не закончен: **today, this week (month, year ...)**

Have you read the paper this morning?

Ты читал газету сегодня утром?

Предполагается, что разговор идет сегодня утром.

в) действия или состояния, начавшегося в прошлом и продолжающегося в момент речи;

We have known each other since we studied at the University together.

Мы знаем друг друга с тех пор, как учились вместе в университете.

Stephen! What are you doing here? – Holidaying. I've been here for a few days already.

Стивен! Что ты здесь делаешь? – Отдыхаю. Я здесь уже несколько дней.

В таких предложениях обычно указывается, когда началось это действие или состояние (since we studied at the University) или сколько времени оно продолжалось (for a few days).

Наречия **already** (уже), **just** (только что), **yet** (еще), **lately** (в последнее время), **recently** (недавно), **never** (никогда), **ever** (когда-либо) часто употребляются с Present Perfect.

You have never told me why you are called Tony when your name is James.

Вы никогда не говорили мне, почему вас зовут Тони, когда ваше имя Джеймс.

- Dr. Browning hasn't been yet. Have you spoken to him about coming to see me?

- I haven't had a chance yet.

- Доктор Браунинг еще не приходил. А ты говорил с ним о том, чтобы он зашел ко мне.

- У меня еще не было такой возможности.

It is the tastiest coffee I have ever had.

Это самый вкусный кофе, который я когда-либо пробовал.

The Present Perfect Tense никогда не употребляется:

1) если есть указание на прошедшее время (**yesterday, last week, year...**), и т.д.

I am sorry about what happened last night.

Я сожалею о том, что случилось вчера вечером.

2) с наречием **just now** (только что)

- Is Miss Opal sleeping now, do you think?

- No, sir, I just now took her up some tea and toast.

- Как ты думаешь, Мисс Оупел сейчас спит?

- Нет, сэръ. Я только что отнесла ей чаю с гренками.

3) в вопросительном предложении, начинающемся с **when**

When did you last see her?

Когда ты видел ее в последний раз?

В этих случаях употребляется the Past Simple Tense.

Friends

Well, **I've known** Jack **for** fourteen years.

He's a pretty good friend of mine.

She's known Jack **for** fourteen years.

He's a pretty good friend of hers.

And **I've known** Bill **for** thirteen years.

He's a pretty good friend of mine.

She's known Bill **for** thirteen years.

He's a pretty good friend of hers.
I've known them both **for** quite a long time.
They're pretty good friends of mine.
She's known them both **for** quite a long time
They are pretty good friends of hers.
I've known Jim **for** a long time
He's an old, old friend of hers.
We're old friends, old friends,
He's a dear, old friend of mine.
How long have you known your old friend Sue?
How long have you known dear Claude and Sue?
Well, I met them just before I met you.
They're the closest friends, dear Claude and Sue.

The Beaches of Mexico

Have you ever seen the beaches of Mexico?
Have you ever walked the streets of San Juan [sá:n kwá:n]?
Have you ever been to Haiti [heiti]?
Have you ever been to Spain?
Have you ever walked barefoot
in a heavy rain?
Have you ever been in trouble?
Have you ever been in pain?
Have you ever been in love?
Would you do it all again?
Well, I've never seen the beaches of Mexico.
I've never walked the streets of San Juan.
I've never been to Haiti.
I've never been to Spain.
I've never walked barefoot
in a heavy rain.
But I've sure been in trouble,
I've sure been in pain,
I've sure been in love
I'd do it all again.

Exercise 1. Learn the following irregular verbs:

to be – was\were – been
to begin – began – begun
to come – came – come
to do – did – done

to drink – drank – drunk
to give – gave – given
to go – went – gone
to have – had – had
to know – knew – known
to make – made – made
to meet – met – met
to read – read – read
to see – saw – seen
to show – showed – shown
to sit – sat – sat
to speak – spoke – spoken
to spend – spent – spent
to sell – sold – sold
to think – thought – thought
to write – wrote – written

Exercise 2. Say and respond as in the model.

- **I've read the offer from Bell & Co.**
 - **And what about Lavrov?**
 - **He has read the offer too.**
1. to read the latest catalogues of Bell & Co
 2. to be to the plant
 3. to read the enquiry from Smith & Co
 4. to listen to the recording

Exercise 3. Say and respond as in the model.

- **I haven't read the book. Is it interesting?**
 - **Yes, very.**
1. to be to Brighton
 2. to listen to this compact disc
 3. to discuss the matter
 4. to study the terms of delivery

Exercise 4. Say and respond as in the model.

- **Petrov has gone to Las-Vegas.**
- **Has he really gone to Las-Vegas?**
- **Yes, he has.**

1. to buy a five-room flat
2. to be to all African countries
3. to learn three languages
4. to make an appointment with Mr. Blake for Saturday
5. to see the latest model of Jaguar

Exercise 5. Say and answer as in the model.

- **Have you discussed the terms of payment and delivery yet?**
- **We've already discussed the terms of payment but haven't discussed the terms of delivery.**

1. to look through the latest catalogues and quotations of Bell & Co
2. to read the latest newspapers and magazines
3. to receive letters from White & Co and Bell & Co
4. to make contracts with Smith & Co and Brown & Co
5. to be to St. Petersburg and Kiev

Exercise 6. Say and answer as in the model.

- **Has Mr. Blake ever been to Minsk?**
- **No, he hasn't. He'd like to go there.**

1. to do business with GML
2. to sell goods to Brown & Co
3. to make contracts with Smith & Co
4. to receive offers from Green & Co
5. to be to Chekhov's house in Yalta

Exercise 7. Say and answer as in the model.

- **Have you discussed any business matters this week?**
- **Yes, I have. (No, I haven't)**

1. to receive businessmen from Germany
2. to show the new stationary equipment to the French Businessmen
3. to translate business letters
4. to have talks with Green & Co
5. to have an English lesson

Exercise 8. Say and answer as in the model.

a)

- **What matters has Voronin discussed lately?**
- **He has discussed terms of payment and delivery.**
- 1. to sell goods
- 2. to be to Kiev and Warsaw
- 3. to study the prices in the world market
- 4. to discuss the terms of the contract with GML

b)

- **Why haven't you gone to the plant yet?**
- **Because I've got some matters to discuss with our partners.**
- 1. to look through the mail
- 2. to make an appointment with Mr. Blake
- 3. to make a contract with Bell & Co
- 4. to begin the talks

c)

- **You have had much work to do today, haven't you?**
- **Yes, I have and I am tired now.**
- 1. to discuss a lot of business matters
- 2. to be to some plants outside Moscow
- 3. to study a lot of quotations and pricelists
- 4. to make a profitable contract

Exercise 9. Compare the use of the Present Perfect and the Past Simple Tenses.

1. Ann bought herself a new dress yesterday. She paid 30 pounds for it.
2. Have a look. I've just bought a lovely pair of shoes.
3. Marie and Pierre Curie discovered radium and in 1903 won the Nobel Prize.
4. The police haven't found the boy yet. He disappeared 3 days ago.
5. How many times have you been in love? When did you fall in love first?
6. Ron hasn't studied much this term.
7. - When did they get married?
- Last year. So they have been married for about a year.
8. Sam hasn't drunk alcohol since he got into a traffic accident.
9. He put off the book, turned on the light and read a magazine for while before he went to sleep.
10. I bought everything I needed and went straight home.
11. - I have bought a new car.

- But where is the car you bought last year?
12. That's where I used to live in my childhood.
13. - Where is your key?
- I don't know. I'm afraid I've lost it.
- But when did you see it last?
14. Peter was meeting someone that night so I stayed at the office and worked for a few hours.

Jobs and Problems

Exercise 1. Read the dialogue and translate it into Russian.

(I=Interviewer, C=Candidate)

a)

- I: How many jobs have you had since leaving university?
C: I've worked for six companies.
I: Why have you changed jobs so often?
C: I wanted to earn more money.
I: What have you done that shows leadership?
C: Well, I lead the sales team. I am also chairperson of a local business association.
I: In what way has your job changed since you joined the company?
C: I now have more responsibility and work longer hours.
I: Have you ever worked with a difficult person?
C: The boss in my last company wasn't easy to work with.

b)

- I: Сколько работ у Вас было с тех пор, как вы закончили университет?
C: I've worked for six companies.
I: Почему Вы меняли работу так часто?
C: I wanted to earn more money.
I: Что Вы сделали такого, что говорит о Вашем лидерстве?
C: Well, I lead the sales team. I am also chairperson of a local business association.
I: Каким образом изменилась Ваша работа с тех пор, как Вы пришли в нашу компанию?
C: I now have more responsibility and work longer hours.
I: Вы когда-нибудь работали с трудным человеком?
C: The boss in my last company wasn't easy to work with.

c)

- I: How many jobs have you had since leaving university?
C: Я работал в 6 компаниях.
I: Why have you changed jobs so often?
C: Я хотел заработать больше денег.
I: What have you done that shows leadership?

C: Ну, я руководил командой по продажам (торговой). Я также являюсь председателем местной деловой ассоциации.

I: In what way has your job changed since you joined the company?

C: Сейчас у меня больше ответственности и больше рабочих часов.

I: Have you ever worked with a difficult person?

C: Работать с босом в моей последней компании было нелегко.

to change – менять

to earn – зарабатывать

leadership – лидерство

a chairperson – председатель

to have more responsibility – иметь больше ответственности

Dealing with Problems at Work

Exercise 2. Make up interviews.

Business is good at the Independent Film Company in Vancouver, Canada. But the employees are unhappy. They don't have flexible hours, many people don't have breaks and they often don't enjoy their jobs. The managers are worried that some of the employees will leave. A team from Human Resources is interviewing people in different departments: a receptionist, a production assistant, a camera operator and a producer.

an employee – служащий

to have flexible hours – иметь гибкие часы работы

to have breaks – иметь перерывы

to be worried – быть обеспокоенным

a department – отдел

a receptionist – дежурный, администратор

an assistant – помощник

a camera operator – оператор

a producer – режиссер-постановщик

a salary – зарплата

to book – заказывать заранее

(Interviewer: Position: What\job?

Daily routine:

What\do\in\job?

Hours: What\hours\work?

Breaks: How often\breaks?

Lunch: When and where\have lunch? Feelings about job: What\like (not like) about\job?)

Receptionist

Daily routine: (What do you do in your job?) You receive visitors, answer phone calls, book meeting rooms.

Hours: 8 a.m. – 5 p.m., from Monday to Friday.

Breaks: one 15-minute break in the morning.

Lunch: 1 p.m. – 2 p.m., you usually bring your own food.

Feelings about job: you aren't happy. The reception desk is always busy. You work hard and your salary is low. You need more breaks. You want more flexible hours.

Production assistant

Daily routine: You book the studios, assist during filming and help to move equipment.

Hours: 9 a.m. – 6 p.m., from Monday to Friday. You sometimes work later and at weekends.

Breaks: no regular breaks.

Lunch: no definite time. You usually get takeaway fast food.

Feelings about job: You enjoy the job. You are very good at your job and you like your helpful colleagues. The salary is O.K., but you do a lot of overtime. Your office is very small. You want a fast promotion to be a producer.

Camera operator

Daily routine: You film in the studios and outside.

Hours: 9 a.m. – 6 p.m., from Monday to Friday. You often work much later. You sometimes work at weekends.

Breaks: no regular breaks.

Lunch: no definite time. You often miss lunch when you are busy.

Feelings about job: the work is interesting and always different. You like the travel opportunities. But you are not keen on the weekend work. Your boss is not very friendly.

TV Producer

Daily routine: You create ideas for television, produce films and promote them.

Hours: no definite hours, from Monday to Friday and often at weekends.

Breaks: no regular breaks.

Lunch: no definite time. You usually eat in restaurants.

Feelings about job: You love the job because it is interesting and always different. You earn a high salary and travel a lot. You want a laptop computer and a new company car.

to assist – помогать
to move equipment – передвигать оборудование
to get takeaway fast food – получать пищу быстрого приготовления на вынос
to be good at – быть умелым, искусным, способным к чему-либо
to have helpful colleagues – иметь дружелюбных коллег
to work overtime – перерабатывать
to want a fast promotion – хотеть быстрого продвижения по службе
to film – снимать
to have travel opportunities – иметь возможность путешествовать
to be keen on – любить, увлекаться чем-либо
definite – определенный
a laptop computer – ноутбук

Your Vocabulary

to change
to earn
leadership
chairperson
have more responsibility
employees
have flexible hours
have breaks
an employee
to have flexible hours
to have breaks
to be worried
a department
a receptionist
an assistant
a camera operator
a producer
зарплата
заказывать заранее
помогать
передвигать оборудование
получать пищу быстрого приготовления на вынос
быть умелым, искусным, способным к чему-либо
иметь дружелюбных коллег
перерабатывать, работать сверхурочно
хотеть быстрого продвижения по службе
снимать
иметь возможность путешествовать

любить, увлекаться чем-либо
определенный
ноутбук

Your Home Assignment

I. Supply the articles where necessary.

1. Logoton's goods are of ... high quality.
2. ... quality of Logoton's goods meets ... requirements of their customers.
3. We are interested in buying ... machines from ... British companies.
4. ... machines of GML are of ... high quality.
5. We've received ... enquiry for ... three machines lately.
6. What's ... weather like today? - ... weather is cold.
7. I don't like to go out in ... wet weather.

II. Supply the correct tenses.

B: Hello! (to be) that Steal & Co? I'd like to speak to Mr. Steal.

S: Yes, Steal (to speak).

B: Good morning, Mr. Steal. This (to speak) Borisov of GML. I'd like to discuss some business matters with you.

S: Yes, Mr. Borisov. I (to listen) to you.

B: We just (to receive) your latest catalogues. Our engineers (to study) them. We (to be interested) in buying some of your new machines.

S: What model you (to be interested) in?

B: Model B5 (to meet) our requirements.

S: Yes, this model (to be) of high quality. We've just (to start) producing it and we already (to receive) a lot of orders for machines of this model. How many machines would you like to buy?

B: I (to think) 15 or 20, Mr. Steal, and we'd like to have them in December.

S: Let's meet and discuss all matters on Tuesday.

B: All right, Mr. Steal.

III. Supply the correct prepositions where necessary.

A plant ... Minsk has started producing new machines Model 25. The machines are ... high quality and meet the requirements ... the customers ... Logoton.

Many foreign companies are interested ... buying this model and Logoton has already received a lot ... orders ... it.

This week Logoton has received an enquiry ... these machines ... GML.

They would like to buy 15 machines ... the Byelorussian company. Logoton is interested ...selling their machines ... GML and would like to invite their manager to come ... Minsk to have talks.

IV. Supply the correct word.

Few – мало / a few – немного

1. The engineers have discussed (несколько) business matters.
2. I've got (мало) English books.
3. There are (мало) plants in Pinsk.
4. The manager has written (несколько) letters to GML lately.
5. The boy has read (мало) books this month.

V. Whose boss is the best (the worst)?

Celia

I really like my boss. She is a lovely person, very easy to work for, very fair. She always asks what I think before she changes anything. If there is a problem, we solve it together. She never gets angry. I trust her, and she trusts me. It's a pleasure to work for her, that's why I would rather choose an organization of individual cultures.

George

I get on all right with my boss. He doesn't worry about some details of our work. He is pretty fair, and he gives me a lot of freedom. I like that. But it makes me a bit angry when he gives me more work than I can do. I don't think he understands that some parts of my job are very difficult. But on the whole, I don't think we get on too badly. And of course I'd rather prefer an organization of role cultures.

Lesley

I don't like my job, because I can't stand my boss. He is a difficult person to talk with. And moreover he can't listen. And he is not fair: he can make mistakes, and it's all right; but when I make some, he gets angry. It really makes me angry when he changes his mind about the problem again and again. I can't leave the job right now, but I am really fed up. I don't know what I'd choose, but I know well enough what I do.

Unit 9

The Present Perfect / Past Simple Tenses

Business Talks

Your Home Assignment

The Present Perfect / Past Simple Tenses

Exercise 1. Practise the use of the Present Perfect and the Past Simple Tenses.

1. My elder brother (to have) a car for two years already.
a) had b) has had c) have had
2. Jane (to recover) yet?
a) recovered b) have recovered c) has recovered
3. My watch (to stop). I must take it to the watchmaker's.
a) stopped b) have stopped c) has stopped
4. Shakespeare (to be) born in 1564 and (to die) in 1616.
a) was b) has been c) were d) have been
5. I'm sorry I can't accept your invitation. We already (to make) our plans.
a) made b) has made c) have made
6. I (to begin) to teach Max to ride a bike last year.
a) began b) has begun c) have begun
7. We (to run) out of milk. Can you go and get some from the shop.
a) ran b) has run c) have run
8. My brother is an actor. He already (to appear) in several films.
a) appeared b) has appeared c) have appeared
9. What your father (to give) you for your last birthday?
a) gave b) has given b) have given d) did your father give
10. – You (to see) Tom?
a) has you seen b) have you seen c) saw you d) did you see
– Yes, I (to talk) with him an hour ago.
a) talked b) have talked c) has talked
11. – Are you the boy whose dog (to make) a terrible noise at night?
a) made b) has made c) have made
– I'm sorry, but you are mistaken, sir. I never (to have) a dog.
a) had b) have had c) has had
12. – What (to happen) there?
a) happened b) has happened c) have happened
– The dog (to bite) the boy when he entered the garden.
a) bit b) has bitten c) have bitten
13. – You know each other before?
a) have known b) has known c) knew d) did know

- Yes, we first (to meet) 3 years ago.
 a) met b) have met c) has met
14. I don't keep pets now but I (to use) to keep a dog when I (to be) a boy.
 a) used b) have used c) has used
 a) were b) was c) has been d) have been
15. I (to iron) Jim's shirts this morning and in the afternoon I (to do) the shopping.
 a) ironed b) has ironed c) have ironed
 a) did b) have done c) has done
16. – Why are you limping?
 – I (to twist) my ankle.
 a) twisted b) have twisted c) has twisted

Exercise 2. Practise the use of the Present Perfect and the Past Simple Tenses.

1. I (to shout) at them and they (to run) away.
2. What's the best film you ever (to see)?
3. Simon is not at home. He (to go) to a football match.
4. It was such a wonderful performance that we (to applaud) for 15 minutes.
5. Why do you look so sad? Anything (to happen)?
6. Jaime lives in Venezuela, he never (to see) snow.
7. Anyone (to see) my dictionary? I can't find it.
8. I (not to wake) at 7 o'clock yesterday because my mother (not to be) at home.
9. A lot of rain (to fall) last week.
10. I (to know) Helen for 10 years. We (to study) at University together. She was one of the best students.
11. When I (to get) home late yesterday evening my dad (to be) angry.
12. Alexander Fleming (to invent) penicillin in 1928.
13. The house the (to buy) looks much larger than ours.
14. I (to order) a taxi to take me to the airport.
15. You (to cut) your finger! How (to happen) it?
16. Peter (not to eat) all the bread and butter, he (to leave) some on the plate.
17. He (to be) interested in jazz ever since he (to leave) school.
18. – We (to have) a lovely time in Wales.
 – So you (to enjoy) your holiday, didn't you?
19. I (to use) to like swimming but I don't now.
20. I never (to see) so many beautiful girls as here at the party.

Business Talks

Exercise 1. Do you know all these words?

1. a receptionist – дежурный, администратор
2. to expect – ожидать

3. a bit – немного
4. early – рано, ранний
early in the morning – рано утром
to be early – приходить рано
to come early – приходить рано
5. actually – фактически
I'm a bit early, actually.
6. in – через
I'll be ready in a minute
7. a few – несколько, немного
We've received a few letters today.
8. pretty – довольно, достаточно
I'm pretty tired today.
It's pretty difficult to do it.
9. a conference room – конференц-зал
We usually have talks in our conference room.
10. lately – недавно
11. closely – внимательно
I've studied your quotation closely.
12. a high price – высокая цена
We've sold our goods at a high price lately.
13. quality – качество
to be of high quality – высокого качества
Our goods are of high quality.
14. just – только что
We've just started learning English.
15. to produce – производить
16. a lot (of) – много
17. an order – заказ
an order for – заказ на
We've received a lot of orders for our goods this week.
18. a requirement – требование
to meet the requirements of smb. – отвечать чьим-либо требованиям
to meet smb.'s requirements – отвечать чьим-либо требованиям
These goods meet the requirements of our customers.
19. to buy (bought, bought)
20. a contract form – типовой контракт
Have you seen our contract form?
21. to let – разрешать, позволять
Let me do it.
Let's go to Kiev together.
22. again – снова

23. next – следующий

We are having the next English lesson on Wednesday.

We are extending our business next year.

24. ever – когда-либо

25. yet – еще

26. a month – месяц

27. a year – год

28. a date – дата, число

What's the date today?

Working on some of the above words.

1. to be of high quality – БЫТЬ ВЫСОКОГО КАЧЕСТВА

Our machines are of high quality.

1. equipment
2. goods
3. office furniture
4. computer equipment

2. to start doing smth. – НАЧАТЬ ДЕЛАТЬ ЧТО-ЛИБО

Our company has just started producing a new model of office equipment.

1. to sell machines model BC
2. to discuss terms of payment
3. to study the latest catalogues of GML
4. to sell new TV equipment

3. to meet the requirements of smb. – ОТВЕЧАТЬ ЧЬИМ-ЛИБО ТРЕБОВАНИЯМ

• What goods of GML are you interested in?

• We are interested in their chemical equipment. It meets our requirements.

1. machines
2. furniture
3. office equipment
4. compact discs

Learn the words.

to deliver – поставлять

to be in great demand – пользоваться спросом

to be of high quality – быть высокого качества

to get in touch – связываться

to arrive in\at – прибывать

a representative – представитель

to have talks – вести переговоры

polite – вежливый

to go straight to – приступать прямо к

to get down to business – переходить к делу

negotiating parties – стороны, ведущие переговоры

terms of payment – условия платежа

terms of shipment – условия отгрузки

terms of delivery – условия поставки

to reach – достигать

to sign – подписывать

an infringement – нарушение

a clause – пункт, условие (контракта)

fulfillment – выполнение

on the part of – со стороны

Exercise 2. Read the text.

Our company is one of the leading trade companies of stationary goods in Minsk. We deliver a wide range of stationary goods to our home markets, to the markets of Ukraine and Russia. We are also interested in selling our goods to the countries of the East. The company can guarantee shipment of the goods within 10 days. Our goods are reliable in operation and our customers are satisfied with the quality of our goods.

We do business with many countries interested in buying our goods. Our goods are of high quality and that's why they are in great demand. We've got a lot of customers and a lot of orders. Usually those, who want to buy our goods, get in touch with our secretary on the phone. And then our Sales manager makes appointments and invites them to come to our offices.

When a representative of a company arrives in Minsk and comes to our office we usually have talks in friendly atmosphere. As it's not polite to go straight to business the manager starts with some remarks about the weather and asks his partner about his trip, the hotel he is staying at, and the impressions of the city. The manager may also ask him about his family or his health and after that they get down to business.

The negotiating parties discuss prices and terms of payment and delivery, packing and guarantee period. When the agreement is reached on the business matters discussed

the date of signing the contract is scheduled. We are punctual in business and never break the appointment.

When the contract is signed we do our best not to make any infringements in any clauses of the contract during its fulfillment. That's why our company enjoys high reputation and we have no claims on the part of our customers

Exercise 3. Give Russian equivalents to the word combinations.

to be reliable in operation
to be satisfied with
to do business with
to get in touch with
the negotiating parties
to go straight to business
to sign a contract
to break an appointment
to make infringements
to place an order with a company
to have claims
to reach an agreement.

Exercise 4. Give the English equivalents to the word combinations.

широкий ассортимент
национальный рынок
быть надежным в работе
гарантировать поставку товара в течение
купить товар у компании
продать товар
остановиться в гостинице
перейти к обсуждению деловых вопросов
иметь хорошую репутацию
со стороны клиентов
быть загруженным заказами
назначить дату подписания контракта.

Exercise 5. Answer the following questions.

1. What kind of company is the text about?
2. What countries does the company do business with?
3. Are the goods of the company of high quality and in great demand?
4. Do many companies want to place orders with the company?
5. Does the manager of the company often have talks with representatives of other companies?

6. What problems are usually discussed during business talks?
7. Who takes part in business talks?
8. How do business talks usually start?
9. When are business talks held: before or after signing a contract?
10. Why does the company do its best to fulfill the contract without infringement of any of its clauses?

Exercise 6. Read the dialogue and translate it into Russian.

Secretary: Blake & Co. Good morning!

Voronin: Good morning! This is Voronin of the Russian Trade Delegation. I'd like to speak to Mr. Blake.

Secretary: Just a moment, please.

Blake: Blake speaking.

Voronin: Good morning, Mr. Blake. I've got an enquiry for your equipment from our company. We are interested in your new model. I'd like to have your latest catalogues and quotations. Could I meet you at our Trade Delegation on Monday?

Blake: Oh, I am very busy on Monday. How about Wednesday morning at 10 o'clock.

Voronin: Good. See you on Wednesday. Good-bye.

Exercise 7. Translate the following dialogue into English.

Н.: Bell and Co. Доброе утро.

П.: Доброе утро. Это Павлов из Министерства Внешнеэкономических связей (the Ministry for Foreign Economic Relations). Могу я поговорить с господином Беллом?

Н.: Сожалею, но его нет.

П.: А господин Блейк?

Н.: Сожалею, но господин Блейк занят сейчас.

П.: Благодарю, до свидания.

Н.: Всегда рады вам.

Exercise 8. Read and translate the dialogue.

Blake: Good morning! My name's Blake. I'm from Blake & Co. I've got an appointment with Mr. Voronin at 10.

Assistant: Good morning, Mr. Blake. Mr. Voronin is expecting you. Will you take a seat, please?

Blake: Thank you. I am a bit early actually.

Assistant: That's all right, Mr. Blake.

(In a few minutes Voronin comes downstairs to meet him.)

Voronin: Oh, Mr. Blake, it's nice to see you here. How are you?
Blake: Fine, thanks. And you?
Voronin: Pretty well too, thank you. This way, please. Would you like a cup of coffee?
Blake: Yes, please. It's very cold and wet outside today.
Voronin: Yes, but the weather hasn't been very cold so far.
Blake: That's right. It's usually warm here in October. Now, Mr. Voronin, how about our quotation and catalogues? Have you looked through them?
Voronin: Sure. We've studied them closely. The new model is certainly good.
Blake: Yes, it's of high quality. We've just started producing the model and we have already received a lot of orders.
Voronin: Your machines meet our requirements and we are interested in buying them. Mr. Blake, have you seen our contract form?
Blake: Not yet.
Voronin: Would you like to look through it?
Blake: I certainly would.
Voronin: Here you are, Mr. Blake. Please, study our terms and let's meet again next Tuesday.
Blake: All right, Mr. Voronin. Good-bye.

Exercise 9. Reproduce the dialogue.

Blake: Доброе утро! Меня зовут Блейк. Я из компании Blake & Co. У меня назначена встреча с г-ном Ворониным.
Assistant: Доброе утро, м-р Blake. Г-н Воронин ждет Вас. Присаживайтесь, пожалуйста.
Blake: Благодарю. Фактически, я пришел немного рано. (a bit early actually)
Assistant: Все в порядке, м-р Блейк.
(In a few minutes Voronin comes downstairs to meet him.)
Voronin: Oh, Mr. Blake, it's nice to see you here. How are you?
Blake: Прекрасно, спасибо. А Вы?
Voronin: Pretty well too, thank you. This way, please. Would you like a cup of coffee?
Blake: Да, пожалуйста. Сегодня очень холодно и сыро на улице. (outside)
Voronin: Yes, but the weather hasn't been very cold so far.
Blake: Это так. Здесь в октябре обычно тепло. А теперь, г-н Воронин, как насчет нашей котировки и каталогов? Вы их просмотрели?
Voronin: Sure. We've studied them closely. The new model is certainly good.
Blake: Да, она высокого качества. (of high quality) Мы только что начали производить эту модель и уже получили множество заказов. (have just started producing)
Voronin: Your machines meet our requirements and we are interested in buying them. Mr. Blake, have you seen our contract form?
Blake: Еще нет.
Voronin: Would you like to look through it?

Blake: Конечно, хотел бы.

Voronin: Here you are, Mr. Blake. Please, study our terms and let's meet again next Tuesday.

Blake: Хорошо, м-р Воронин. До свидания.

Exercise 10. Different points are discussed at the talks. Prices are of the great importance.

While negotiating, parties usually start with an extreme position. If they are trying to sell something, they ask a really high price. If they are buying something, they usually offer a very low price to begin with. What do you do? Well take an extreme position yourself. If they ask you the price of something, give them a really high price.

Discussing Prices

reasonable – разумный, сносный, приемлемый, недорогой

a discount on – скидка

to consider – считать, рассматривать

acceptable – приемлемый

to persuade – убеждать

in comparison with – по сравнению с

to underline – подчеркивать

reliable in operation – надежный в работе

to be in great demand – пользоваться большим спросом

to place a big order with a company – размещать большой заказ в компании

a trial order – пробный заказ

value of goods – стоимость товара

Sometimes the Buyers don't find our prices reasonable and ask us to make a discount on the prices. If the Buyer considers our prices not acceptable (find the price high), the manager tries to persuade the Buyer that our prices are quite reasonable especially in comparison with the prices in the world market. He underlines the quality of a product (of the latest design, reliable in operation, in great demand at the world market, etc.). The manager stresses that we usually give a good discount to the customers who place big orders with us. If the Buyer agrees to place a trial order of a large size, our company gives the Buyer a reasonable discount off the value of the goods.

Discussing Terms of Payment and Delivery

to agree – соглашаться

a letter of credit – аккредитив

the full value of the goods – полная стоимость товара

for immediate shipment – немедленная отгрузка

to undertake – принимать на себя обязательства
a lot (a consignment) – груз, партия товара
to ensure – гарантировать, заверять
delay – задержка
to clarify – выяснять, прояснить
to provide – обеспечивать
shipping facilities – отгрузочные средства
CIF (cost, insurance, freight)

If the Buyer agrees to open a letter of credit (a L/C) for the full value of the goods with the National Bank of Belarus, we give the Buyer a larger discount than usual on the price of the goods. Very often the Buyer requires the goods for immediate shipment. If we are heavy with orders at the moment, we offer to start shipping a certain quantity of goods just after we sign the contract. We undertake to deliver the balance of them in several lots (consignments) of ... units at regular intervals within a certain period of time (say, two weeks). We ensure that there won't be any delay in shipment. The next point to clarify is delivery terms. As we can provide shipping facilities, we usually sell our goods on CIF terms.

Exercise 11. Learn the words.

1. **to be late for** – опаздывать

2. **a discount of 5%** – пятипроцентная скидка
a 5% discount
a discount on the price – скидка с цены

1. Do you often give a discount to your Buyers?
2. Do you give them a large or a small discount on the price?
3. What discount do you usually give them?
4. Does your discount always suit the Buyers?
5. In what case do you usually discuss a discount with the Sellers?

3. **to suit** – подходить, устраивать

- **We can deliver the goods in May.**
- **The delivery date suits us.**

1. to sell the goods on CIF terms
2. to offer payment for collection
3. to give a 7% discount
4. to have talks on Wednesday
5. to deliver the goods in six months

6. to offer the goods at the price of €20.

4. to agree to – соглашаться с чем-либо
to agree with – соглашаться с кем-либо

We can agree to a 7% discount.

1. the price
2. the terms of shipment
3. the terms of payment
4. the delivery time
5. the Seller's offer
6. the terms of the contract

We can't agree with the Seller that the price is attractive to us.

1. the quality of the model is very high
2. the discount is high
3. the goods are in great demand
4. the terms of the contract are very attractive

Your Vocabulary

to deliver

to be in great demand

to be of high quality

to get in touch

to arrive in\at

a representative

to have talks

polite

to go straight to

to get down to business

negotiating parties

terms of payment

terms of shipment

terms of delivery

to reach

to sign

an infringement

a clause

fulfillment

on the part of

the full value of the goods
for immediate shipment
разумный, сносный, приемлемый, недорогой
скидка
считать, рассматривать
приемлемый
убеждать
по сравнению с
подчеркивать
надежный в работе
пользоваться большим спросом
размещать большой заказ в компании
пробный заказ
стоимость товара
соглашаться
аккредитив
принимать на себя обязательства
груз, партия товара
гарантировать, заверять
задержка
выяснить, прояснить
обеспечивать
отгрузочные средства

Your Home Assignment

I. Reproduce the dialogue.

Secretary: Blake & Co. Доброе утро!

Voronin: Доброе утро! Это Воронин из Российского Торгового Представительства. Я бы хотел поговорить с г-ном Блейком.

Secretary: Подождите, пожалуйста.

Blake: Блейк слушает.

Voronin: Доброе утро, г-н Блейк. У меня есть запрос на Ваше оборудование от нашей компании. Мы интересуемся вашей новой моделью. Я бы хотел получить Ваши последние каталоги и котировки. Не могли бы мы встретиться в нашем Торговом Представительстве в понедельник.

Blake: О, я очень занят в понедельник. Как насчет среды, в 10 часов?

Voronin: Хорошо. Увидимся в среду. До свидания.

II. Translate the dialogue into English.

Smith: Доброе утро, г-н Смирнов.

Smirnov: Доброе утро, г-н Смит. Присаживайтесь, пожалуйста.
Smith: Благодарю. В Минске очень морозно сейчас, не так ли?
Smirnov: Да, в этом месяце очень холодно.
Smith: Как дела, г-н Смирнов?
Smirnov: Отлично, спасибо. Мы только что начали продажу станков новой модели и получили много заказов на них.
Smith: Да, мы это знаем. Мы тщательно изучили Ваши последние каталоги, и мы заинтересованы в покупке станков этой модели.
Smirnov: Рад слышать это. Новая модель, конечно, хорошая. Она высокого качества.
Smith: Ну что ж, г-н Смирнов, я бы хотел просмотреть Ваш типовой контракт.
Smirnov: Пожалуйста, г-н Смит.
Smith: Большое спасибо. Давайте встретимся снова в следующую среду и обсудим условия контракта.
Smirnov: Хорошо. До свидания.
Smith: До свидания.

Check yourselves. Is your translation correct?

Smith: Good morning, Mr. Smirnov.
Smirnov: Good morning, Mr. Smith. Will you take a seat?
Smith: Thank you. It's very frosty in Minsk now, isn't it?
Smirnov: Yes, it has been very cold this month.
Smith: How is your business, Mr. Smirnov?
Smirnov: Fine, thank you. We've just started selling machines of a new model and we've received a lot of orders for them.
Smith: Yes, we know that. We have studied your latest catalogues closely and we are interested in buying some machines of this model.
Smirnov: Glad to hear that. The new model is certainly good. It's of very high quality.
Smith: Well, Mr. Smirnov, I'd like to look through your contract form.
Smirnov: Here you are, Mr. Smith.
Smith: Thank you very much. Let's meet again next Wednesday and discuss the terms of the contract.
Smirnov: All right. Good-bye for now.
Smith: Good-bye.

III. Reproduce the dialogue.

Blake: Доброе утро! Меня зовут Блейк. Я из компании Blake & Co. У меня назначена встреча с г-ном Ворониным.
Assistant: Доброе утро, м-р Blake. Г-н Воронин ждет Вас. Присаживайтесь, пожалуйста.
Blake: Благодарю. Фактически, я пришел немного рано. (a bit early actually)

Assistant: Все в порядке, м-р Блейк.
(In a few minutes Voronin comes downstairs to meet him.)

Voronin: О, м-р Блейк, приятно видеть Вас здесь. Как поживаете?

Blake: Прекрасно, спасибо. А Вы?

Voronin: Довольно хорошо тоже, спасибо. Проходите, пожалуйста. Хотите чашку кофе?

Blake: Да, пожалуйста. Сегодня очень холодно и сыро на улице. (outside)

Voronin: Да, погода не была очень холодной в последнее время.

Blake: Это так. Здесь в октябре обычно тепло. А теперь, г-н Воронин, как насчет нашей котировки и каталогов? Вы их просмотрели?

Voronin: Конечно. Мы изучили их тщательно. (closely) Новая модель определенно хороша.

Blake: Да, она высокого качества. (of high quality) Мы только что начали производить эту модель и уже получили множество заказов. (have just started producing)

Voronin: Ваши станки отвечают нашим требованиям. (meet our requirements) и мы заинтересованы в их покупке. (in buying them) М-р. Блейк, Вы видели наш типовой контракт?

Blake: Еще нет.

Voronin: Не хотели бы Вы их просмотреть?

Blake: Конечно, хотел бы.

Voronin: Вот, пожалуйста, м-р Блейк. Пожалуйста, изучите наши условия и давайте встретимся снова в следующий вторник.

Blake: Хорошо, м-р Воронин. До свидания.

IV. Read the joke.

Williams, a businessman, always wanted to outdo his friend Owen Hill who was a businessman too, but he could never do it.

When he went on holiday to France, Owen went to Italy. When he bought a small comfortable house in the country, Owen bought an attractive house in France. When he bought a small car, Owen bought the latest model of Rolls-Royce.

One day Williams bought a telephone for his car. When he wanted to clarify some matters with Owen, he phoned him from his car:

- May I speak to Mr Hill, please?
- Hill is here.
- Hello, Owen. I'm speaking from my car to make an appointment with you.
- Hello, Williams. I'm speaking from my car, too. Can you hold on a moment? I'm speaking on the other line.

Is it a sort of competition? What's your point of view?

Unit 10

The Past Continuous Tense

Business Talks

Your Home Assignment

The Past Continuous Tense Прошедшее длительное время

Образование

to be² (was/were) + Ving

To be в форме прошедшего времени (**was, were**) и причастия настоящего времени (**V + ing**)

Утвердительная форма
Отрицательная форма
Вопросительная форма

I was working

You were working

He }
She } was working
It }

We were working

You were working

They were working

I was not working

You were not working

He }
She } was not working
It }

We were not working

You were not working

They were not working

Was I working?

Were you working?

he

Was she working?

it

Were we working?

Were you working?

Were they working?

Употребление

The Past Continuous Tense выражает прошедшее действие в процессе его совершения, т.е. незаконченное длительное действие. На русский язык переводится прошедшим временем глагола несовершенного вида.

The Past Continuous Tense употребляется для выражения:

а) для выражения длительного действия происходящего в определенный момент в прошлом;

It was raining when I left the house. – Шел дождь, когда я вышел из дома.

What was he doing at that moment? – Что он делал в тот момент?

When he came in I was looking through a book of his early sketches. – Когда он вошел, я просматривала книгу его ранних набросков.

At 6 o'clock just as I was leaving to pick up Eve, Carol rang. – В 6 часов, как раз когда я уходил за Евой, позвонила Кэрол.

б) для выражения длительного действия, которое совершалось в истекшем отрезке времени, хотя и не происходило непрерывно в течение этого периода времени;

He was preparing for his exams in June. – Он готовился к экзаменам в июне.

Этот момент в прошлом может быть определен следующими обозначениями времени:

1. At 5 o'clock, at noon (в полдень), at midnight (в полночь), at that moment (в тот (этот) момент), другим прошедшим действием, выраженным глаголом в Past Simple и ситуативным описанием.

It was evening. My wife was reading, and I was writing a letter. Suddenly we heard a terrible noise. Был вечер. Моя жена читала, а я писал письмо. Внезапно мы услышали шум.

It was 10 o'clock in the morning when I entered the office. Some visitors were waiting for the manager. The secretary was speaking to somebody on the phone, and the accountant was dictating the letter to the stenographer. – Было 10 утра, когда я вошел в офис. Несколько посетителей ждали управляющего. Секретарь разговаривала с кем-то по телефону, а бухгалтер диктовал письмо стенографистке.

2. all day long (весь день), all day yesterday (весь день вчера), the whole evening (весь вечер), from 5 till 8 (с 5 до 8).

c) the Past Continuous Tense, также как и the Present Continuous Tense, обычно не употребляется с глаголами чувственного и умственного восприятия. Такие глаголы употребляются в Continuous только в тех случаях, когда подчеркивают, что это состояние временное.

He was thinking a lot at that time but he couldn't make any decision.

d) the Past Continuous Tense иногда выражает чью-либо характеристику в прошлом. В этом случае обычно употребляются наречия always (всегда) и constantly (постоянно). Такое предложение очень выразительно, и в нем показано отношение говорящего (обычно отрицательное) к тому, о чем говорится в предложении.

She was always coming and staying for hours giving pointless advice and asking endless questions. Она всегда приходила и сидела часами, давая бесполезные советы и задавая бесконечные вопросы.

e) the Past Continuous Tense употребляется с глаголами движения для выражения будущего действия, которое запланировано и рассматривается с точки зрения прошлого.

He wrote he was arriving on Monday. – Он написал, что приезжает в субботу.

I said I was returning the next day. – Я сказал, что возвращаюсь на следующий день.

Exercise 1. Say and respond as in the model.

Model I

- **I don't know what Mike was doing yesterday at 3.**
- **He was speaking to the director, I think.**

1. to look through the mail
2. to wait for the British businessmen
3. to read an urgent telegram from GML
4. to have important talks
5. to take Mr Brown to Minsk 2 Airport

Model II

- **Did you go to see Jane last night?**
- **Yes, I did. She was writing when I came.**

1. to speak to somebody on the phone
2. to work with some offers
3. to look through the mail
4. to read a business journal
5. to watch a film on TV

Model III

- **The director was looking through the catalogues at 2 yesterday.**
- **No, he wasn't looking through the catalogues at that time. He was writing letters to foreign companies.**

1. to receive British businessmen
2. to speak to the secretary
3. to study the offer of GML
4. to clarify the delivery terms with Bell & Co
5. to watch news on TV

Model IV

- **Were you looking through the latest journals yesterday at 3?**
- **Yes, I was. / No, I wasn't.**

1. to expect the engineers from the factory
2. to answer the customers' letters
3. to clarify some matters with General Director
4. to study an enquiry for chemical equipment
5. to revise the prices for new calculators

Exercise 2. Compare the use of the Past Continuous and the Past Simple Tenses.

1. It was a cold winter night. It was snowing hard and I wanted to get back home quickly.
2. Jack fell off the ladder when he was painting the ceiling.
3. We waited for a bus for nearly an hour. We gave up in the end and walked home.
4. What were you doing on the corner last night around 9 o'clock? - I was waiting for a bus to go down town.
5. When I opened the envelope, I was delighted to see a picture of my friend's family.
6. I dropped my bag when I was running for a bus.
7. Peter was wearing a white shirt and grey trousers when I saw him.

Exercise 3. Choose the appropriate form.

1. When the door-bell (to ring) he (to stand up) and (to go) to the door.
a) rang b) was ringing c) were ringing
a) stood up b) was standing up c) were standing up
a) went b) was going c) were going
2. It (to rain) hard this morning when I (to wake up).
a) rained b) was raining c) were raining
a) woke up b) was waking up c) were waking up
3. While I (to have) breakfast this morning, my sister (to phone) from Mexico.
a) had b) was having c) were having
a) phoned b) was phoning c) were phoning
4. When I (to see) her face, I (to realize) my mistake.
a) saw b) was seeing c) were seeing
a) realized b) was realizing c) were realizing
5. I (to take) my umbrella because it (to rain).
a) took b) was taking c) were taking
a) rained b) was raining c) were raining
6. Yesterday morning he (to wake up) late and (to miss) his breakfast.
a) woke up b) was waking up c) were waking up
a) missed b) was missing c) were missing
7. When he (to work) in the garden, he (to hurt) his knee.
a) worked b) was working c) were working
a) hurt b) was hurting c) were hurting
8. Linda (to wait) for the bus when I (to see) her.
a) waited b) was waiting c) were waiting
a) saw b) was seeing c) were seeing
9. I (to look) out of the window and (to see) that it (to rain) hard.
a) looked b) was looking c) were looking
10. When the parents (to come) home from the theatre yesterday evening, the children (to sleep).
a) came b) was coming c) were coming
a) slept b) was sleeping c) were sleeping

Business Talks

Exercise 1. Have you learned (learnt) all the words from the previous lesson? Check yourselves.

to deliver

to be in great demand

to be of high quality

to get in touch

to arrive in\at
a representative
to have talks
polite
to go straight to
to get down to business
negotiating parties
terms of payment
terms of shipment
terms of delivery
to reach
to sign
an infringement
a clause
fulfillment
on the part of

Exercise 2. Read the dialogue.

a) Mr. Blake studied the Buyer's contract terms and on Tuesday came to his company to discuss them with the Director.

D: Good morning, Mr. Blake.

B: Good morning, Mr. Ivanov. Sorry, I'm a bit late.

D: Never mind. How are things?

B: Not bad, thanks.

D: Would you like a cigarette?

B: No, thank you, I don't smoke.

D: May I offer you a cup of coffee?

B: Yes, thank you. Well, Mr. Ivanov, I think we can get down to business now. I'd like to clarify some details with you. How many calculators would you like to buy?

D: 550.

B: And when do you require the goods?

D: As soon as possible, say, in March.

B: In March? Let me see ... I'm afraid, it's impossible. Our calculators are selling very well, and we are heavy with orders. We can deliver only 150 calculators in March.

D: And what about the other 400 units?

B: We can deliver them in 2 months.

D: All right. And how about the terms of delivery. I hope they suit you.

B: Yes, we agree to sell the goods FOB English port and we can accept payment for collection too.

D: Fine. And now comes the matter of price. I must say that your price is not attractive to us. Can you give us a 10% discount?

B: That's a bit difficult. The fact is our calculators are in great demand at this price. However we can offer you a discount of 5% as we have been partners for a long time.

D: I think we can agree to a 5% discount. Could we meet tomorrow at 10 to sign the contract?

B: Yes, certainly. Mr. Ivanov, would you like to have dinner with me tonight?

D: With pleasure.

B: I can pick you up at the office at 6:30 if it's convenient to you.

D: Yes, thank you.

Never mind. – Ничего страшного. (в ответ на извинение)

Say, in March. – Скажем, в марте.

FOB (free on board) – ФОб (условия поставки, по которым продавец доставляет товар на судно за свой счет)

CIF (cost, insurance, freight) – СИФ (условия поставки, по которым продавец фрахтует судно, страхует товар и доставляет в порт назначения)

Agree or disagree. Give your reasons.

1. Mr. Blake wanted to discuss the terms of the contract with Mr. Ivanov.
2. Mr. Blake didn't accept the terms of Mr. Ivanov's company.
3. Blake & Co had few orders for their calculators.
4. Mr. Ivanov accepted the time of delivery.
5. Mr. Blake gave him a 10% discount.
6. Mr. Blake and Mr. Ivanov signed the contract that day.
7. Mr. Blake invited Mr. Ivanov to have dinner with him.

Say what

the time of delivery

the terms of shipment and delivery

the price for the goods

the terms of payment **are.**

b) Read the dialogue and translate it.

D: Доброе утро, г-н Блейк.

B: Good morning, Mr. Ivanov. Sorry, I'm a bit late.

D: Ничего страшного. Как дела?

B: Not bad, thanks.

D: Закурите?

B: No, thank you, I don't smoke.

D: Могу я предложить Вам чашку кофе?

B: Yes, thank you. Well, Mr. Ivanov, I think we can get down to business now. I'd like to clarify some details with you. How many calculators would you like to buy?

D: 550.

B: And when do you require the goods?

D: Как можно быстрее, скажем, в марте.

B: In March? Let me see ... I'm afraid, it's impossible. Our calculators are selling very well, and we are heavy with orders. We can deliver only 150 calculators in March.

D: А как насчет остальных 400 единиц?

B: We can deliver them in 2 months.

D: Хорошо. А что с условиями поставки? Я надеюсь, они Вас устраивают.

B: Yes, we agree to sell the goods FOB English port and we can accept payment for collection too.

D: Отлично. А теперь вопрос цены. Я должен сказать, что Ваша цена нам не нравится (нам не подходит). Вы можете дать нам 10% скидку?

B: That's a bit difficult. The fact is our calculators are in great demand at this price. However we can offer you a discount of 5% as we have been partners for a long time.

D: Я думаю, мы можем согласиться с 5% скидкой. Могли бы мы встретиться завтра в 10, чтобы подписать контракт?

B: Yes, certainly. Mr. Ivanov, would you like to have dinner with me tonight?

D: С удовольствием.

B: I can pick you up at the office at 6:30 if it's convenient to you.

D: Да, благодарю.

Exercise 3. Reproduce the sentences from the text 'Business Talks' (Lesson 9) using the following word combinations or make your own sentences.

to be reliable in operation

to be satisfied with

to do business with

to get in touch with

the negotiating parties

to go straight to business

to sign a contract

to break an appointment

to make infringements

to place an order with a company

to have claims

to reach an agreement

Exercise 4. Give the English equivalents to the word combinations.

широкий ассортимент

национальный рынок

быть надежным в работе

гарантировать поставку товара в течение ...

купить товар у компании
продать товар
остановиться в гостинице
перейти к обсуждению деловых вопросов
иметь хорошую репутацию
со стороны клиентов
быть загруженным заказами
назначить дату подписания контракта

Exercise 5. Are you sure you know all these words? Then make dialogues of your own using the following words and expressions.

reasonable – разумный, сносный, приемлемый, недорогой
a discount on – скидка
to consider – считать, рассматривать
acceptable – приемлемый
to persuade – убеждать
in comparison with – по сравнению с
to underline – подчеркивать
reliable in operation – надежный в работе
to be in great demand – пользоваться большим спросом
to place a big order with a company – размещать большой заказ в компании
a trial order – пробный заказ
value of goods – стоимость товара
to quote – назначать цену
to agree – соглашаться
a letter of credit – аккредитив
the full value of the goods – полная стоимость товара
for immediate shipment – немедленная отгрузка
to undertake – принимать на себя обязательства
a lot (a consignment) – груз, партия товара
to ensure – гарантировать, заверять
delay – задержка
to clarify – выяснять, прояснять
to provide – обеспечивать
shipping facilities – отгрузочные средства
CIF (cost, insurance, freight)

- Доброе утро, г-н Б.
- Доброе утро, г-н С.
- Рад снова встретиться с Вами.
- Ну что Вы, это мне приятно. (The pleasure is mine.)
- Солнечное утро, не так ли?

- Да, красивое.
- Я надеюсь, погода и дальше будет хорошей. (to keep)
- Я тоже надеюсь.
- Хорошая погода – хорошее начало бизнеса, не так ли?
- Верно. Ну, тогда давайте перейдем к делу. Я хотел бы начать с цены. Г-н С., с сожалением говорю, что Ваша цена неприемлема для нас. Вы назначили очень высокую цену.
- О, € 57 за единицу – это довольно разумная цена. Как Вы знаете, мы улучшили эту модель. И, кроме того, в цену включена экспортная упаковка.
- Да, мы знаем это. Но мы также знаем, что цены на мировом рынке на этот тип оборудования гораздо ниже, чем Ваши.
- Но наше качество выше. И мы поставляем этот тип оборудования в разные страны по этой цене.
- И все же (still), г-н С., мы находим (считаем), что цена немного высока. Я хочу подчеркнуть (to stress), что это наш пробный заказ в Вашей компании. И, если мы будем удовлетворены нашей сделкой, то Вы можете ожидать наших повторных (repeat) заказов.
- Хорошо, единственная вещь, которую мы можем сделать для Вас, это дать Вам 2% скидку со стоимости контракта (off the value of the contract).
- Отлично. Это решает проблему с ценой.
- А как насчет способа (manner) оплаты? Я надеюсь, что оплата по аккредитиву против отгрузочных документов (by a Letter of Credit against shipping documents) Вас устроит?
- Да.
- Хорошо. Вы должны открыть аккредитив в (with) Минск-Москва банк после получения (after receiving) извещения о готовности (our Notification of Readiness) товара к отгрузке (for shipment).
- Хорошо. И еще, г-н С., наши люди хотели бы посетить Ваш завод-производитель, если это возможно.
- Без проблем. Вы можете легко организовать это, и я сам отвезу Вас туда.
- Благодарю, г-н С.
- Я тоже благодарю Вас, г-н Б. С нетерпением будем ждать установления хороших деловых отношений с Вашей компанией.

Exercise 6. Read the texts.

Discussing the Guarantee Period

to put the equipment into operation – запустить оборудование в действие (работу)

rather – довольно

to extend – продлевать

respectively – соответственно

a manufacturer – производитель
performance – работа
to specify – указывать, отмечать, специфицировать, приводить номинальные данные
promptly – срочно
an obligation – обязательство
at the Seller's expense – за счет продавца
in case – в случае
to responsible for – быть ответственным за
a possibility – возможность, вероятность
an opportunity – благоприятная возможность, удобный случай
faulty parts – неисправные части
to replace – заменять
replacement – замена
cost – стоимость
to authorize – уполномочивать, санкционировать, объяснять
fare – плата за проезд
hotel expenses – оплата расходов на проживание в гостинице

The guarantee period is also discussed before signing a contract. As a rule the guarantee period is three months from the date of putting the equipment into operation, but not more than six months from the delivery date. The Buyer may find it rather short and would like the guarantee period to be extended by two months respectively. The Buyer may argue that the usual guarantee period for this type of goods is longer. The Seller will certainly stress that the goods are of high quality, and of modern design and, of course, adds that only a small number of manufacturers has produced them so far, and besides, the reports about their performance are excellent. The Buyer also may suggest that the contract will specify the fact that if any defects appear during the guarantee period, the Seller is to correct them promptly and at the Seller's expense. The Seller will certainly agree, because it is their usual obligation. But he will do that only in case he is responsible for the defects. Then the negotiating parties discuss one more possibility. If the Buyer would like some faulty parts to be replaced, the Seller will deliver the replacement immediately and pay the cost of their insurance and transport. If the Buyer wants some special service visits of the Sellers engineers to be arranged after the guarantee period, the Seller may arrange such services. But the Buyer should authorize such visits and pay the fare to and in their country, hotel expenses and the cost of each job they will do.

Discussing Packing

seaproof – водозащитный
to wrap – заворачивать

a crate – ящик

to ensure – гарантировать, обеспечивать

attractive – привлекательный

to settle – решать

During the talks businessmen also discuss the matter of packing. The Buyer wants to know what kind of packing the Seller uses. Special attention is paid to this matter. Goods often need seaproof packing. So generally some goods or parts are wrapped up in polythene and then put into boxes or crates. All this ensures their safe delivery and makes the products really competitive and attractive for overseas markets. Both sides settle all the matters and agree to meet the next day to sign the contract.

Exercise 8. Use the appropriate tense forms.

- Good morning, Mr. Hunt. This (to call) Vlasov.
- Good morning, Mr. Vlasov. What (can, to do) I for you?
- The fact (to be) I (to send) you our offer last week. In my letter I (to ask) you to study it and give us your answer, but we (not to receive) it yet.
- You see, Mr. Vlasov, we (to receive) it 5 days ago, but I (cannot, to study) it as I (to be) outside London and just (to come) back.
- When you (can, to look through) it?
- I (to think) I (can, to do) it today. Let's meet tomorrow at 10 if that (to be) convenient to you.
- That (to suit) me all right. Thank you, Mr. Hunt. Good-bye/

Your Vocabulary

to be in great demand

to be heavy with orders

to get in touch

to have talks

to get down to business

negotiating parties

to sign

an infringement

a clause

fulfillment

on the part of

the full value of the goods

for immediate shipment

разумный, сносный, приемлемый, недорогой

скидка

считать, рассматривать
приемлемый
убеждать
по сравнению с
подчеркивать
надежный в работе
пользоваться большим спросом
размещать большой заказ в компании
пробный заказ
стоимость товара
соглашаться
аккредитив
принимать на себя обязательства
груз, партия товара
гарантировать, заверять
задержка
выяснять, прояснять
обеспечивать
отгрузочные средства

Your Home Assignment

I. Read the dialogue.

D: Good morning, Mr. Blake.

B: Доброе утро, г-н Иванов. Сожалею, но я немного опоздал.

D: Never mind. How are things?

B: Неплохо, спасибо.

D: Would you like a cigarette?

B: Нет, благодарю, я не курю.

D: May I offer you a cup of coffee?

B: Да, спасибо. Ну, что ж, г-н Иванов, я полагаю, мы можем перейти к делу. Я бы хотел прояснить некоторые детали с Вами. Сколько калькуляторов Вы бы хотели купить?

D: 550.

B: А когда Вам нужны товары?

D: As soon as possible, say, in March.

B: В марте? Дайте подумать ... Боюсь, это невозможно. Наши калькуляторы очень хорошо продаются и у нас много заказов. В марте мы можем Вам поставить только 150 калькуляторов.

D: And what about the other 400 units?

B: Мы можем поставить их через 2 месяца.

D: All right. And how about the terms of delivery. I hope they suit you.

B: Да, мы согласны продать товар на условиях ФОБ с отгрузкой из английского порта, и мы можем принять оплату в форме инкассо.

D: Fine. And now comes the matter of price. I must say that your price is not attractive to us. Can you give us a 10% discount?

B: Это трудновато. Дело в том, что наши калькуляторы пользуются большим спросом по этой цене. Однако, мы можем предложить Вам 5% скидку, так как мы сотрудничаем уже в течение долгого времени.

D: I think we can agree to a 5% discount. Could we meet tomorrow at 10 to sign the contract?

B: Да, конечно. Г-н Иванов, Вы не хотите пообедать со мной сегодня вечером?

D: With pleasure.

B: Я заеду за Вами в офис в 6:30, если это удобно для Вас.

D: Yes, thank you.

II. Learn the following dialogues.

a)

- Good morning. Mr. White's office.
- Good morning. I'm Belov from the Russian Trade Delegation. I'd like to speak to Mr. White.
- He is not here at the moment. Could I take a message for him?
- Yes. Could you tell him Mr. Belov phoned him about our offer?
- Certainly, Mr. Belov.
- Thank you. Good-bye.
- Good-bye.

b)

- Good afternoon. The Russian Trade Delegation.
- Good afternoon. This is White calling. Could I speak to Mr. Belov?
- Just a minute, please.
- Good afternoon, Mr. White. How are you?
- I am fine, Mr. Belov. And how are you?
- Pretty well too, thank you.
- Mr. Belov, I'd like to tell you that the goods we bought from you last year were of high quality and met the requirements of our customers.
- Glad to hear that.
- This year we'd like to buy some cars from you too. I'd like to meet you and discuss some matters with you.
- Fine. Could you come to the Russian Trade Delegation on Friday at 10:30.
- Yes, I think so. See you on Friday then. Good-bye, Mr. Belov.
- Good-bye.

III. Supply the articles where necessary.

1. 'I'm happy to meet you.' – '... pleasure is mine.'
2. It's ... pleasure to spend ... weekend in ... country.
3. 'Will you go to ... British Museum with us?' – 'Yes, with ... pleasure.'
4. It's ... good market for our goods.
5. We know ... prices on ... world market for this type of equipment.
6. We couldn't accept ... price of ... Seller. They quoted ... very high price.
7. ... prices for this type of Casio calculators are usually high.

IV. Supply the correct forms of the verbs.

1. Last month we (to place) a trial order with Brown & Co.
2. Next June we (to be going) to make a transaction with Bell & Co.
3. 'Let's go to the theatre with us.' – 'No, I can't. You see, I (not to finish) my work yet.'
4. 'Why (not to go) to the manufacturing plant yesterday afternoon?'

* * *

Customer: All right. I (to give) you one last chance. It's this order. No more mistakes. Last time you (to deliver) the wrong office furniture.

Manager: Oh, I'm very sorry. We (not to do) that again.

Customer: I hope not. Remember! This order (to be) very important and I'd like to stress that I must have it next week. Any other delivery time (not to be) acceptable to me.

Manager: Yes, certainly. We (to send) it on time. We always (to send) you your orders on time, don't we?

Customer: No, you ... You once (to deliver) me an order with a 6 months' delay. One more thing, packing must be excellent.

Manager: Yes, certainly. I think you (to agree) that we always (to do) it in the past.

Customer: No, it's not like that. Well, and the last thing, write my name clearly, please.

Manager: Certainly. I (to do) that myself. The goods (to come) to the right address and at the time you (to require) them.

Customer: Good. That's all.

Manager: Thank you, Mr. Harden, and good-bye, Mr. Harden.

Customer: What (to say) you?

Manager: I (to say) 'Thank you' and ...

Customer: Not that. I mean the name.

Manager: Mr. Harden.

Customer: Harden! My name (not to be) Harden. I (to be) Marden. 'M' as in 'man', not 'H' as in 'ham'. Oh, I (to think) I (to have) to order the goods from another company.

V. Supply the correct prepositions where necessary.

1. We are sorry to say we are not satisfied ... the quality ... your goods.
2. This markers are ... great demand ... the world market.
3. We look forward ... establishing good business relations ... your company.
4. Your prices are not acceptable ... us. We find them too high.
5. '... what price do you sell your machines?' – We quote €20 ... unit.
6. We are to open a Letter ... Credit ... Belinvest Bank after you receive our Notification ... Readiness.

* * *

Mr White is speaking ... the phone ... Mr Black, the manager ... a carpet shop.

W: Good morning! My name is White. Have you got any Turkish carpets?

B: Yes, certainly.

W: What's the size?

B: ... very large ... small ones.

W: ... what price do you sell them?

B: £50 ... square metre.

W: I'm afraid the price is not acceptable ... me. I find it high.

B: I can't agree ... you here, Mr White. All our customers find our price quite reasonable.

W: But we have bought some carpets lately ... a lower price.

B: Then I'm sure their quality is worse than the quality ... our carpets. You will see it yourself, Mr White, if you come ... our shop. We are open ... 7 o'clock in the evening. I'm sure you'll be satisfied ... the quality.

W: All right. I'll be ... you ... 6.

B: Fine. I look forward ... meeting you ... that time.

VI. Use *too*, *also*, *either*.

1. A passer-by didn't know the way to the British Museum and he asked me how to get there. but as it was my first visit to London, I myself didn't know the way there

2. My friend told me so many interesting things about St. Petersburg that I decided to go there

3. 'I like light colours. And you?' – 'Yes, I like them'

4. The Embassy Hotel was full. There was no accommodation at the Tavistock Hotel

5. 'We would like to fly to Sochi. And what about you?' – 'I would ... like to go there by plane.'

Unit 11

The Past Simple and the Past Continuous Tenses

Travel

Buying a Ticket

Staying at a hotel

Your Home Assignment

The Past Simple and the Past Continuous Tenses

The Past Continuous Tense выражает действие как процесс, **the Past Simple Tense** как факт совершения действия.

I was reading all day yesterday.

I read all day yesterday.

Я вчера читал весь день.

Когда два длительных действия совершаются одновременно, они оба выражаются с помощью либо Past Continuous, либо Past Simple. (Если мы придаем действию оттенок процесса, то употребляется Past Continuous, если просто констатируем факт, то Past Simple)

While he was having breakfast I was reading the newspaper.

While I had breakfast I read the newspaper

В то время как он завтракал, я читал газету.

Exercise 1. Open the brackets and use the Past Continuous Tense.

1. At 1 o'clock she (to have) lunch.
2. When I came in, he (to lie) in bed.
3. I looked out of the window. The sun (to shine) and the birds (to sing).
4. While Jane (to cook), I (to lay) the table.
5. I fell asleep when I (to read).
6. While I (to drive) along the road, a cat ran out in front of the car.
8. I met him in London. He (to study) at the University.

Exercise 2. Practise the use of the Past Continuous and the Past Simple Tenses.

1. When the guests (to arrive), Mrs Black (to cook) still dinner.
2. Tom (not to want) to lend us the money at first but then he (to agree).
3. The illness (to get) worse and worse. In the end he (to go) to hospital for an operation.
4. I (to walk) along the road yesterday when I (to meet) an old friend. She (to go) to the post-office.

5. We (to see) an accident when we (to wait) for the bus.
6. Where you (to go) at this time yesterday?
7. I (to go) to sleep at 3 o'clock this morning and (to wake up) an hour later at 4.
8. He (to give up) his job as a journalist and (to become) a teacher.
9. While we (to be) on holiday, we (to spend) most of our time swimming and sailing.
7. When the teacher came, we (to listen) to the tape.
10. We (to go) down in the lift when suddenly it (to stop).
11. When my car (to break) down, I (to phone) a garage.
12. When I (to shave), I (to cut) myself.
13. Ann (to show) me a photograph and then (to go) to the kitchen for some drinks.
14. Sally (to lie) in bed when her mother (to enter) the room.

Travel

How often do you travel? Where do you like to go? Do you ever travel on business?

Exercise 1. When you travel, which of the following do you like or not like? Make sentences as in the examples.

I like meeting new people.

I like eating new food.

I like visiting new places.

I don't mind packing.

I don't like flying.

I hate checking in.

- checking in
- waiting for luggage
- booking rooms
- speaking a foreign language
- packing suitcases
- being away from home
- seeing new places

Exercise 2. People often do these things when they travel. Match the verbs with the correct word combinations.

1. to buy
2. to confirm
3. to collect
4. to go through
5. to queue
6. to watch
7. to take

8. to book
9. to do
10. to check in
- a) security
- b) a ticket
- c) at the check-in
- d) their flight
- e) their luggage
- f) a hotel room
- g) some shopping
- h) at the hotel
- i) an in-flight movie
- j) a bus or taxi

Put actions from exercise 2 into order.

1. to buy a ticket
2. ?

Exercise 3. Complete these sentences. Use the nouns from the box.

bill reservation booking receipt centre fax call luggage flight seat

At the ticket office

1. I need to change my
2. Is there a direct ?

At the check-in desk

1. Can I take this as hand
2. Can I have an aisle

In a taxi

1. Please take me to the city
2. Can I have a, please?

At the hotel

1. I have a for two nights. My name's Collin.
2. Can I send a ... from here?
3. Can I have an alarm, please?

Модальный глагол *can* – *мочь* употребляется:

- когда мы можем сделать что-то;
We can program a computer.
- когда спрашиваем разрешения;
Can I use the phone, please?

Вежливая форма *could* (форма прошедшего времени)

Work in pairs. Ask each other for the following information.

Can I ...

- take a taxi from the airport to the office?
- smoke in the building?
- get lunch in the cafeteria?
- get secretarial help?
- use a computer?

Give your own examples.

Exercise 4. Match the word combinations.

1. Can I have
2. Check in, and then go
3. Is it direct
4. Please confirm your
 - a) or is there a stopover in Rome?
 - b) a window seat, if possible
 - c) through passport control
 - d) reservation before Sunday

Exercise 5. Cross out the words that have no partners.

- 1.
- | | | |
|------------|---|---------------|
| to make | } | a reservation |
| to change | | |
| to confirm | | |
| to do | | |

- 2.
- | | | |
|------------|---|----------|
| to queue | } | a ticket |
| to reserve | | |
| to buy | | |
| to change | | |

3.

to check in { at an airport
at a hotel
at reception
a platform

4.

to book { a room
a ticket
a flight
your luggage

Exercise 6. Complete the sentences with the words from the box.

booking confirm flight leave queue receipt

1. I have to change my I'd like the 9:30 flight to Rome, not the 10:45.
2. Just take a taxi, and ask the driver for a
3. Please phone them to my flight details.
4. Nobody likes to at check-in.
5. The 12:10 to Frankfurt is now boarding at Gate 20.
6. All trains to the city centre from platform 5.

Exercise 7. Complete the sentences with the prepositions from the box.

at by for from off on to

1. The plane arrives ... 10 a.m.
2. It's a large airport. You never wait very long ... luggage.
3. Passengers ... flight BA564 ... Rome, please go ... Gate 27.
4. I got ... the bus, and then walked ... the booking-office.

Exercise 8. Match the opposites.

1. to land
2. to leave
3. to get off
4. to be delayed
5. to catch
- a) to arrive
- b) to be on time
- c) to take off
- d) to miss
- e) to get on

Exercise 9. Complete the sentences with the correct verbs from exercise 8.

1. There is sometimes a last security check just before the plane
2. Be polite, and wait for people to the train before you
3. Don't the 8:30 Express! The next one isn't until 11:00.
4. Right. So, the departure time is 10:30. And what time does it
5. We regret to announce that all the trains because of the snow.

Exercise 10. Match the questions and the answers.

1. Can we fly direct from Rome to Tashkent?
 2. Can you use Microsoft Power-Point?
 3. Can she speak Italian?
 4. Could I use your computer for half an hour?
 5. Where can I buy phone cards?
 6. Excuse me. Can I open the window?
 7. Can you hear me now?
 8. Can I make a phone call, please?
 9. Can we go to the airport by underground?
- a) Yes, you don't need to change.
 - b) Yes, you can. But you have to change twice from here.
 - c) At the post office. A lot of kiosks sell them, too.
 - d) Sure! It's really hot in here.
 - e) Yes, go ahead. Just dial 9 to get an outside line.
 - f) Yes, of course. You can use it all morning if you like. I'll be in a meeting.
 - g) Yes, that's better. It's not a very good line, is it?
 - h) No, I can't. but I want to learn.
 - i) Yes, and her Chinese is quite good, too.

Exercise 11. Read the dialogue, role play it.

Buying a Ticket

- Good morning. What can I do for you?
- I want to have a ticket to London. Are any seats available on Wednesday, next week?
- Are you flying alone, sir?
- Yes.
- What class?
- Economy.
- Just a moment, sir ... There are some seats left.
- Fine.

- What's your name, sir?
- Victor Petrov.
- As a rule, we sell Ukrainian citizens return tickets. You can buy an open-date ticket for a journey back.
- O.K. How much is it?
- It's 1,155 grivnas, including airport taxes.
- May I pay cash?
- Certainly, sir. Here you are. Flight PS501.
- What time is the Flight due to depart?
- It leaves at 8 a.m., but you must come to the airport an hour before the departure time to check in.
- And what time does it arrive in London?
- 10.30 local time. There is two hours time difference, you know.
- Thank you.

Exercise 12. Translate the dialogue.

Покупка билета

- Доброе утро. Чем я могу Вам помочь?
- I want to buy a ticket to London. Are there any seats available on Wednesday, next week?
- Вы летите один, сэр?
- Yes, alone.
- Какой класс?
- Economy.
- Одну минуту, сэр ... Да, несколько мест осталось.
- Fine.
- Ваше имя, сэр?
- Виктор Петров.
- As a rule, we sell Ukrainian citizens return tickets. You can buy an open-date ticket for your journey back.
- Хорошо. Сколько это будет стоить?
- It's 1115 grivnas including airport taxes.
- Можно заплатить наличными?
- Certainly, sir. Here you are. Flight PS501.
- Какое время отправления самолета?
- It leaves at 8 a.m., but you must check in an hour before the departure time.
- А когда самолет прибывает в Лондон?
- 10.30 local time. There are two hours difference, you know.
- Благодарю.

Staying at a hotel

Exercise 1. Read the leaflet.

Learn the words.

fitness centre – фитнес центр

reception desk – стол администратора

gift shop – магазин подарков

restaurant – ресторан

secretarial service – секретарские услуги

function rooms – рабочая комната для деловых людей

childcare service – услуги по присмотру за детьми

fax machine – факс

Welcome to the Tower Hotel

The Tower Hotel is in Shinjuku, the new business centre of Tokyo. It's an exciting area with excellent shopping and entertainment.

The Tower Hotel has luxurious rooms, which are ideal for the business traveler. Each room has TV channels in English such as CNN and the BBC. All rooms have voice mail, a fax machine and a personal safe. Each room is equipped for personal computer use and Internet access is free.

Before your evening meal you can relax in the fitness centre and sauna. There are two excellent restaurants for your meals. One offers a variety of international dishes; The other offers traditional Japanese cuisine.

There is an executive lounge with its own check-in and check-out service. Here you can get a free American breakfast and evening drinks. It has also got laser printers in a comfortable work area with tea- and coffee-making facilities.

There are ten function rooms with a full range of multimedia equipment for meetings and presentations. Technical and secretarial services are available too.

The Tower Hotel meets all the needs of the modern business traveler.

Getting to and from Narita International Airport

Distance from the hotel: 75 kilometres

Airport bus: goes every 40 minutes

Train: JR Narita Express takes 90 minutes

Exercise 2. Ask and answer questions about the Tower Hotel.

Can you watch TV programmes in English? – Yes, I can.

1. use your computer in your room?
2. swim in the hotel?
3. send a fax?
4. eat in the hotel?
5. play tennis at the hotel?
6. hold a meeting?

Exercise 3. Answer the questions.

1. How far is it from the hotel to the airport?
2. How long does it take to travel from the airport to the hotel by train?

Exercise 4. Match the words to make word combinations from the text.

1. voice
 2. personal
 3. fitness
 4. executive
 5. check-out
 6. tea-making
 7. multimedia
- a) centre
 - b) computer
 - c) facilities
 - d) lounge
 - e) mail
 - f) service
 - g) equipment

Exercise 5. Read the dialogue. Choose the correct answers.

R = Receptionist S = Simon

R: Hello. Capri Hotel. Can I help you?

S: Hello. I'd like to book a room from Monday the 10th to Wednesday the 12th of this month.

R: Right. Let me check. Yes, we have some rooms available. Do you want a single room or a double one?

S: Single, please.

R: With a bath or a shower?

S: A bath, please.

R: Fine.

S: How much is it per night?

R: 120 euros.

S: OK.

R: So, that's a single room with a bath for two nights. And you're arriving on the 10th and leaving on the 12th.

S: Yes, that's right.

R: What time do you think you'll arrive?

S: At 6 p.m.

R: That's fine. Can I take your details, please ...

1. When is Simon arriving? – Monday/Wednesday
2. When is he leaving? – Tuesday/Wednesday
3. What kind of room does he want? – single/double
4. How much does the room cost per night? – €120/ €150
5. How many nights is he staying at the hotel? – 1 night/2 nights
6. What time will he arrive? – 7 o'clock/6 o'clock

Exercise 6. Work in pairs. A is a receptionist at the Delta Hotel in Greece, B is a business traveller. Book rooms for you and your colleague. Study the Useful language box. Role play the dialogue.

Useful language

Receptionist

Hello. Capri hotel. How can I help you?

I can give you a single/double room on the first floor.

Would you like smoking or non-smoking?

So, that's a single room for two nights, the 4th and the 5th.

Can I have your credit card details, please?

What time do you expect to arrive?

Could you repeat it, please?

Caller

I'd like to book a room from Thursday the 3^d to Friday the 4th.

How much is it per night?

Is there a restaurant in the hotel?

Is there a car park?

Can I pay with the American Express/MasterCard/Visa?

It's a Visa card. The number is ...

The expiry date is ...

Exercise 7. The Pacific Hotel is in Sydney. Twelve people want to book rooms for next week.

Ground floor

Reception

Room 1 – occupied

Room 2 – very small single, \$140

Room 3 – double, quiet and sunny, very comfortable, \$260

Room 4 – large single, a bit noisy, \$200

Room 5 – occupied

First floor

Room 6 – very large double, deluxe room, quiet and sunny, very comfortable, \$370

Room 7 – double, \$200

Room 8 – double, extra beds for children, quiet and sunny, \$280

Room 9 – occupied

Room 10 – occupied

Work in pairs. You are the hotel manager and the assistant manager. Decide which room you can offer each guest.

Guests and room requirements

- Anna and three friends aged 50-60. They want two double rooms. They can pay \$240 for each room.
- Mr. and Mrs. Schmidt. They are just married. They can pay \$280.
- Mr. Jensen and his son. The son is ill and in a wheelchair. They can pay \$280.
- Mr. Wang is a writer and wants a quiet room. He can pay \$180.
- Madame Berger and her rich friend want a sunny room with a lovely view, Price is not important.
- Ms. Steele, a businesswoman, wants a large quiet room. Price is not important.

Exercise 8. Read the dialogue and translate it into Russian.

Reserving a room at the hotel

- Hello. Northern Star hotel. Can I help you?
- Yes, I'd like to reserve a single room with a private bathroom, for three nights, from Wednesday, the 12th of February, to Friday, the 14th of February, inclusive.
- Let me see ... Yes, sir. A single room for three nights with English breakfast, is that right?
- Yes, that's right.

- What is your name, please?
- It's not for me, it's for Mr. Petrov.
- Could you spell his name?
- Yes, of course. P-E-T-R-O-V.
- Thank you, sir.
- Shall I send a deposit (здаток)?
- No, it's not necessary, sir.
- Thank you.

Exercise 9. Check yourselves. Do you know all the words below?

I. Learn the words

to speak to smb. – говорить с кем-либо

to speak English – говорить по английски

to speak to (with) smb. about smth. – разговаривать с кем-либо о чем-либо

to talk – разговаривать, болтать

to tell – сказать, приказывать

to tell smb. smth. – сказать кому-либо что-либо

to tell smb. to do smth. – сказать (приказать) кому-либо сделать что-либо

to tell stories – рассказывать истории

to inform smb. – информировать кого-либо

to let smb. know – информировать кого-либо

to find out – узнать, выяснить

to be in – быть на месте

to be out (away, off) – быть не на месте, выйти

to telephone, to phone (to ring up, to call) – звонить

to dial the number – набирать телефонный номер

to ask – спрашивать, просить

to ask a question – задавать вопрос

to ask about smth. – спрашивать о чем-либо

to spell smth. – называть по буквам

deposit – задаток, депозит

to place money on deposit – вносить деньги на депозит, вносить задаток

a single ticket (a one-way ticket) – билет в один конец

a return ticket (a two-way ticket) – билет “туда и обратно”

a return half – обратный билет

to arrive in/at – прибывать

arrival – прибытие

to depart – отправляться, уезжать

departure – отправление

to accept smb.'s proposal – принимать чье-либо предложение

to travel by air – лететь на самолете
to be in (on) time – успеть, быть вовремя
a single (double) room – одно- (двух -) местный номер
as a rule – как правило
an open date ticket – билет с открытой датой
Are you flying alone? – Вы летите один?
Are you flying next week? – Вы улетаете на следующей неделе?
Can I help you? – Чем я могу вам быть полезен?
What is it? – В чем дело?
As far as I know ... – Насколько мне известно ...
If it is not too much trouble. – Если Вас не затруднит.
Remember me to smb. – Передайте от меня привет ...
Have a good trip! – Желаю приятного пути!
How much is it? – Сколько это стоит?
to pay cash – платить наличными

Your Vocabulary

to wait for luggage
to book a room
to pack a suitcase
to be away from home
to confirm
to collect
to go through
to queue
to book
to check in
to check out
security
at the check-in
a flight
some shopping
an in-flight movie
facilities
lounge
mail
equipment
фитнес центр
стол администратора
магазин подарков
ресторан
секретарские услуги

рабочая комната для деловых людей
услуги по присмотру за детьми
факс
голосовая почта
компьютер для личного пользования
должностное лицо
выписка из отеля

Your Home Assignment

I. Translate the dialogue into English.

Покупка билета

- Доброе утро. Чем я могу Вам помочь?
- Я хочу купить билет до Лондона. Есть ли у Вас свободные места на следующую среду?
- Вы летите один, сэр?
- Да.
- Какой класс?
- Эконом.
- Одну минуту, сэр ... Да, несколько мест осталось.
- Отлично.
- Ваше имя, сэр?
- Виктор Петров.
- Как правило, мы продаем гражданам Украины билеты в оба конца. На обратный рейс Вы можете купить билет с открытой датой.
- Хорошо. Сколько это будет стоить?
- 1115 гривен, включая сборы в аэропорту.
- Можно заплатить наличными?
- Конечно, сэр. Вот Ваши билеты. Рейс PS501.
- Какое время отправления самолета?
- 8 утра, но Вы должны прибыть в аэропорт за час до отправления, чтобы зарегистрироваться.
- А когда самолет прибывает в Лондон?
- В 10.30 по местному времени. Разница во времени 2 часа.
- Благодарю.

II. Give your replies in English.

Travel agent: Good afternoon. Can I help you?

You: (поздоровайтесь, спросите, можно ли купить один билет экономического класса до Киева на вторник, 7 октября)

Travel agent: Let me see... I am very sorry, sir. There are no seats left for Kiev for Tuesday.

You: (спросите, остались ли билеты на тот же рейс на среду)

Travel agent: Just a minute, sir... Yes. There are some seats left for Wednesday.

You: (скажите, что среда вас устраивает. Спросите, сколько стоит билет, и включены ли в стоимость билета сборы в аэропорту)

Travel agent: It's £198, sir, including airport taxis. Here you are.

You: (узнайте у агента номер рейса, спросите, когда рейс отбывает из Лондона и когда он прибывает в Киев)

Travel agent: It leaves at 10.30, but you must check in an hour before the departure time. It arrives in Kiev at 2 p.m. local time.

You: (скажите спасибо)

III. Translate the dialogue into English.

Заказ места в гостинице

- Здравствуйте. Гостиница Northern Star. Могу я быть Вам полезен?
- Да, я бы хотел заказать одноместный номер с ванной на 3 дня, со среды, 12-го февраля, до пятницы, 14-го февраля, включительно.
- Одну минуту ... Да, сэр. Одноместный номер на 3 дня с английским завтраком. Все правильно?
- Да, правильно.
- Назовите, пожалуйста, свою фамилию.
- Это не для меня. Это для г-на Петрова.
- Не могли бы Вы назвать его фамилию по буквам?
- Да, конечно. П-Е-Т-Р-О-В. Yes, of course. P-E-T-R-O-V.
- Спасибо, сэр.
- Должен ли я внести задаток?
- Нет, сэр, в этом нет необходимости.
- Благодарю.

Unit 12

Ways of Expressing Future Actions

The Present Continuous Tense

The Future Simple Tense

Business Visits

Your Home Assignment

Ways of Expressing Future Actions Способы выражения будущего действия

1. The Future Simple Tense

Образование: shall/will + инфинитив без to.

Сокращенная форма: 'll = will, shall

shan't = shall not, won't = will not

Утвердительная форма

Отрицательная форма

Вопросительная

I shall go

You will go

He will go

She will go

It will go

We shall go

You will go

They will go

I shall not (shan't) go

You will not (won't) go

He will not (won't) go

She will not (won't) go

It will not (won't) go

We shall not (shan't) go

You will not (won't) go

They will not (won't) go

Shall I go

Will you go

Will he go

Will she go?

Will it go

Shall we go

Will you go

Will they go

The Future Simple выражает:

a) действие, которое совершиться в будущем (как однократное, так и повторяющееся);

He will return home in a few days. – Он вернется домой через несколько дней.
They will work till 6. – Они будут работать до 6.

b) будущее действие, как естественный ход событий;

Summer will come. – Придет лето.
Next year I'll be 20. – Мне будет 20 в следующем году.

c) действие, которое, по мнению говорящего, возможно произойдет в будущем;

Do you think they'll come? – Ты думаешь, они придут?
I am sure he'll get better. – Я уверена, ему станет лучше.
I don't think we'll do it. I'm too busy today. – Я не думаю, что мы сделаем это. Я слишком занят сегодня.
I think she will come back at 5. – Я думаю, она вернется в 5.

d) действие, выражающее предположение, заверение, обещание;

I believe he will be a good doctor. – Я верю, что он будет хорошим врачом.
I am sure they will phone you. – Я уверен, что они позвонят вам.
I promise I shall never smoke. – Я обещаю, что никогда не буду курить.

e) спонтанное действие, которое не является частью какого-либо плана, выражающее решение, принятое в момент разговора;

Wait a minute. I'll help you. – Подождите минуту. Я вам помогу.
It looks like rain. I'll take my umbrella. – Похоже на дождь. Я возьму зонтик.

f) будущее действие в сложноподчиненных предложениях условия и времени;

I'll call you when I come home. – Я позвоню, когда приду домой.
She'll be worried if you are late. – Она будет беспокоиться, если ты опоздаешь.

g) действие, содержащее сообщение о том, что будет верно.

Boys will be boys. – Мальчики есть мальчики.

2. The Present Continuous Tense

Образование: to be + Participle 1 (V-ing)

Утвердительная форма
Отрицательная форма
Вопросительная форма

I am going
You are going
He is going
She is going
It is going
We are going
You are going
They are going
I am not going
You are not going
He is not going
She is not going
It is not going
We are not going
You are not going
They are not going
Am I going
Are you going
Is he going
Is she going?
Is it going
Are we going
Are you going
Are they going

The Present Continuous выражает:

a) запланированное действие, которое точно произойдет;

(часто с глаголами движения: go, come, arrive, fly, move, etc.)

He is leaving for Riga tomorrow. Он уезжает в Ригу завтра.

3. The Present Continuous глагола to go в сочетании с инфинитивом другого глагола или конструкция “to be going + инфинитив” выражает:

a) **запланированное действие или намерение;**

What are you going to do tonight? – Что ты собираешься делать сегодня вечером?
I am going to buy this book. – Я собираюсь купить эту книгу.

b) **будущее действие, основанное на очевидных фактах.**

Look! It is going to rain. – Смотри! Собирается пойти дождь.

4. The Present Simple Tense

Образование: V1 - 1-ая форма глагола (в 3-ем лице единственного числа прибавляется окончание -s, -es)

Утвердительная форма
Отрицательная форма
Вопросительная форма

I go

You go

He goes

She goes

It goes

We go

You go

They go

I do not go

You do not go

He does not go

She does not go

It does not go

We do not go

You do not go

They do not go

Do I go?

Do you go?

Does he go?

Does she go?

Does it go?

Do we go?

Do you go?

Do they go?

The Present Simple выражает:

а) будущее действие, обусловленное графиком, расписанием.

The train starts at 6. – Поезд отправляется в 6.

5. The Future Continuous (Progressive) Tense

Образование: shall/will be + Participle 1 (V-ing)

Утвердительная форма

Отрицательная форма

Вопросительная форма

I shall be working

You will be working

He will be working

She will be working

It will be working

We shall be working

You will be working

They will be working

I shall not be working

You will not be working

He will not be working

She will not be working

It will not be working

We shall not be working

You will not be working

They will not be working

Shall I be working?

Will you be working?

Will he be working?

Will she be working?

Will it be working?

Shall we be working?

Will you be working?

Will they be working?

The Future Continuous выражает:

а) длительное действие, которое будет происходить в определенный момент в будущем.

Этот момент подчеркивается такими обозначениями времени, как at 5 o'clock, at noon, at midnight, at that moment и т.д., а также другим будущим действием,

выраженным глаголом в Present Simple в придаточном предложении времени и условия.

I'll be waiting for you at 6. – Я буду ждать тебя в 6.

I'll be sleeping if you come after 11. – Я буду спать, если ты придешь после

b) длительное действие, которое будет происходить в течение определенного отрезка времени в будущем.

Это не значит, что действие будет происходить непрерывно в течение этого отрезка времени.

I'll be preparing for my exams in June. – Я буду готовиться к экзаменам в июне.

Tense Form
Example
Explanation

1. Future Simple

1. They will leave for London next month.

2. Spring will come soon.

3. He will be tired after his work.

4. Just a minute. I'll help you.

1. Действие в отдаленном или неопределенном будущем.

2. Действие в будущем, которое неизбежно произойдет.

3. Действие, которое совершится или будет совершаться в будущем.

4. Спонтанное действие в будущем.

3. Present Continuous

Present Continuous глагола to go в сочетании с инфинитивом другого глагола

1. I am leaving for London in a few days.

Are you going to the theatre tonight?

He is coming to stay with us at the weekend.

2. If I'm sleeping when he comes, wake me up, please.

3. They are going to send us a telegram.

4. It is going to rain.

1. Запланированное действие, когда есть уверенность в его совершении.

2. Будущее длительное действие в обстоятельственных придаточных предложениях условия и времени (if, when, while и т. д.)

3. Действие, выражающее намерение.

4. Будущее действие, выражающее очевидный факт.

6. Present Simple

The train starts in 20 minutes.

Does your wife arrive on Monday?

The steam ships sail off at 9 o'clock.

Будущее действие, связанное с расписанием, графиком (с глаголами, обозначающими движение to leave, to start, to sail, to arrive, to go, to come и т. д.)

7. Future Continuous

I'll be writing to him tomorrow.

He will be waiting for us at the station.

Будущее длительное действие.

Notes:

Обстоятельства времени, с которыми употребляется Future:

tonight – сегодня вечером

the day after tomorrow – послезавтра

tomorrow (tomorrow morning, evening ...) – завтра (завтра утром, вечером ...)

in – в значении «через»

next week (month, year ...) – на следующей неделе (месяце, году ...)

sometime next week – когда-нибудь на следующей неделе

in the next few days – в ближайшие несколько дней

soon – вскоре

in the near future – в ближайшем будущем

some day – когда-нибудь

one of these days – на днях

a) Love Song

- Does she love him?
- Yes, she does.
- Is she happy?
- Yes, she is.
- Does he know it?
- Yes, he does, yes, he knows it.
- Will she hug him?
- Yes, she will.
- Will she kiss him?
- Yes, she will.
- Will she leave him?
- Yes, she will, if she has to.
- Does he love her?
- Yes, he does.

- Is he happy?
- Yes, he is.
- Does she know it?
- Yes, she does, yes, she knows it.
- Will he hug her?
- Yes, he will.
- Will he kiss her?
- Yes, he will.
- Will he leave her?
- Yes, he will, if he has to.
- Are they happy?
- Yes, they are.
- Are they lucky?
- Yes, they are.
- Do they know it?
- Yes, they do, yes, they know it.
- Will he find somebody new?
- Will she find somebody too?
- Yes, they will.
- Yes, they will, if they have to.

The Present Continuous Tense

Exercise 1. Say and respond as in the model.

- **Are you discussing the prices with Mr. Dunn tomorrow?**
- **No, we are discussing them in two days.**

1. to go on holiday
2. to go to the plant
3. to sign the contract
4. to clarify the details of the contract
5. to send an answer to the Sellers' offer
6. to meet the British businessmen

The Future Simple Tense

Exercise 2. Ask and answer as in the model.

Model I

- **Have you read this journal?**
- **No, I haven't. I'll read it tonight.**

1. to receive the latest catalogues
2. to sign the contract with the British company
3. to deliver the equipment
4. to start producing a new model
5. to go sightseeing with the British businessmen

Model II

- **I'll watch a film on TV tonight.**
- **And I won't watch a film. I'll watch the news programme.**

1. to rent a room at the seaside
2. to be at the office all day
3. to go on business by train
4. to go to the seaside by train
5. to buy new furniture

Model III

- **Will you come home early tonight?**
- **No, I shan't (won't). I'll work late.**

1. to study the contract form of GML
2. to go on a camping holiday
3. to accept the Sellers' prices
4. to deliver the goods in May

Model IV

- **When will you have a holiday?**
- **I'm having a holiday in June this year.**

1. to have talks
2. to finish work
3. to have lunch
4. to look through the contract from GML

Model V

- **Who will discuss the price problem with the British businessmen?**
- **Our manager will.**

1. to sign the contract with GML
2. to clarify some matters with the French businessmen

3. to make an appointment with the General Director of Brown & Co
4. to study the latest catalogues of American companies
5. to invite the British businessmen to dinner

Exercise 3. Compare the use of the different tense-forms to express Future Actions in English.

1. If you come tonight I am sure you'll have much fun.
2. It's Jane's birthday in August. She will be sixteen.
3. - Phew! It's hot here.
- Yes, it is. I'll turn on the air condition.
4. She wondered if she would go to college if she got good grades in her exams.
5. I am going to take my driving test on Wednesday.
6. Take a warm coat. It's very cloudy. I think it is going to snow.
7. The twins arrive on the 11.50 train.
8. We'll have a party on Saturday. All our friends are coming.
9. They are opening an exhibition over there next year.
10. I'm sure you'll be having an enjoyable time in the South.
11. I'll be cleaning the house while you are cooking dinner.

Business Visits

Exercise 1. Read the dialogues and translate them.

a)

S: Continental equipment. Can I help you?

P: I'd like to speak to Mr. Cartwright, please.

S: Mr. Cartwright? What's your name, please?

P: I am Victor Petrov, from TST Systems.

S: Wait a minute, please. I'll find out if he is in.

b)

C: What is it, Miss Elliot?

S: Mr. Petrov wants to speak to you, sir.

C: I'm busy at the moment. Ask him to phone later.

S: Yes, sir.

C: Oh ... wait a minute, Miss Elliot. What is Mr. Petrov?

S: He said he is from TST Systems.

C: From TST Systems? ... Oh, ask him what his telephone number is. I'll ring him back.

c)

S: Hello! This is Mr. Cartwright's secretary speaking.

P: Yes ... Petrov, here.

S: I'm sorry, Mr. Cartwright is very busy at the moment. Can you tell me your phone number, Mr. Petrov? Mr. Cartwright will call you later.

P: I certainly will. 55-93-64 (double five-nine-three-six-four).

S: ... and where are you calling from?

P: From Kiev, Ukraine.

S: Could you tell me the code for Kiev?

P: 38044 (three-eight-ou-double four)

S: Thank you, Mr. Petrov.

Exercise 2. Reproduce the dialogues.

a)

S: Continental equipment. Чем могу быть Вам полезна?

P: Я хотел бы поговорить с г-ном Картрайтом.

S: Г-ном Картрайтом? Пожалуйста, назовите Ваше имя.

P: Я Виктор Петров из TST Systems.

S: Пожалуйста, подождите минуту. Я узнаю, есть ли он.

b)

S: В чем дело, мисс Элиот?

S: Г-н Петров хочет поговорить с Вами, сэр.

S: Я сейчас занят. Попросите его позвонить позже.

S: Да, сэр.

S: О ... минутку, мисс Элиот. Чем занимается г-н Петров?

S: Он сказал, что он из TST Systems.

S: Из TST Systems? ... О, попросите у него его номер телефона. Я перезвоню ему.

c)

S: Hello! Это секретарь г-на Картрайта.

P: Да ... Петров слушает.

S: Сожалею, г-н Картрайт очень занят сейчас. Не могли бы Вы дать мне Ваш номер телефона, г-н Петров.

Г-н Картрайт перезвонит Вам позже.

P: Конечно, дам. 55-93-64.

S: ... и откуда Вы звоните?

P: Из Киева, Украина.

S: Не могли бы Вы дать мне код Киева?

P: 38044.

S: Благодарю, г-н Петров.

Exercise 3. Read the text.

to promote – содействовать, продвигать

to solve – решать
an opportunity – возможность
an arrangement – устройство, приведение в порядок
in advance – заранее
to support – поддерживать
an invitation – приглашение
to book – заказывать
premises – предприятие
to approve – одобрять
a claim – претензия
to notify – уведомлять
a reception – прием
sightseeing – осмотр достопримечательностей
casually – соответственно ситуации
to appreciate – оценить

Business visits are very important in development of trade relations with countries and companies. Personal contacts promote a better understanding not only in foreign trade but in all spheres of human activities.

Normally businessmen contact through telephone calls or correspondence. But as the human element is very important they solve the main problems more effectively through personal meetings. During the talks the partners have an opportunity to discuss all problems face to face, to hear out their counter-part's arguments and to come to an agreement more easily.

Since a business trip is always limited in time, a businessman usually makes all arrangements in advance by phone or by fax. If he goes abroad he will apply for a visa. His partners will support his visa and send him an invitation. They will also reserve accommodation for him and work out the programme for his visit. When all these preparations are done and agreed upon a businessman should book his railway or airway ticket. It is better to do it in advance.

It is a common practice for Buyer's representatives to visit Seller's premises for technical or commercial discussions either before or after signing a contract. During this visit the Seller shows the premises to the Buyer. The latter (последний из двух) have the chance to see the equipment in operation, to be present at the tests at the testing department. If the Seller offers some modifications in the equipment the Buyer can see them, discuss and approve immediately.

The Seller often visits the Buyer's premises when they have to revise prices or other terms of the contract or draw up a new contract with their customers. Both the Buyer and the Seller can meet to discuss different claims if they appear during the fulfillment of the contract.

It is very important to be punctual in business. If you can't keep the appointment you should notify your partner in advance and fix a new date.

On formal occasions such as talks, business lunch, a reception a businessman should wear a suit and a tie. During an informal meeting such as a sightseeing tour, a visit to a private home a businessman can be dressed casually. It is always best to behave naturally. Jokes and humour are appreciated by businessmen just as much as they are everywhere.

Exercise 4. Give the Russian equivalents to the following word combinations.

to be limited in time
to make arrangements in advance
to apply for a visa
to offer some modifications
to revise prices
to draw up a new contract
to discuss different claims
to keep the appointment
to notify your partner in advance
to fix a new date
to appreciate jokes and humour.

Exercise 5. Give English equivalents to the word combinations.

развитие торговых отношений
общаться посредством переписки или по телефону
иметь возможность обсудить проблемы с глазу на глаз
выслушать доводы партнера
достигнуть согласия
заказать номер в гостинице
составить программу делового визита
заказать билет
до или после подписания контракта
посетить предприятия продавца
увидеть оборудование в действии
быть пунктуальным в бизнесе
во время официальной (неофициальной) встречи
вести себя естественно
быть одетым соответственно ситуации.

Exercise 6. Answer the following questions.

1. How do businessmen usually contact?
2. What is the most effective way to solve the main problems?
3. Why do personal contacts promote a better understanding in all spheres of human activity?

4. What opportunities do partners have during the talks?

Exercise 7. Read and translate the dialogue into Russian.

- Good morning! I want to see Mr. Manson.
- Good morning! Have you made an appointment?
- I am afraid not. If Mr. Manson looks at my visit card, he will receive me.
- All right. Wait a minute ... This way, please.

- Hello, Mr. Manson!
- Hello, Mr. Bailey! Glad to see you.
- I'm pleased to meet you again.
- Will you sit down? What can I do for you?
- I've come to make a proposal.
- What kind of proposal are you going to make?
- You know what company I represent, don't you?
- Sure. Unfortunately, we have never had the pleasure of doing any business with your company.
- That's true. I hope the situation will change for the better in the near future.
- I'm sorry. I don't quite get you.
- Our company has branches in Greece and Italy. Now we want to get in touch with your branch in Australia. We suggest that you act as our agent and handle the business there.
- An excellent idea. May I know what the terms are?
- If you agree to contact our company, we'll discuss the terms.
- My answer is positive.
- I am sure we'll come to an understanding on that point.
- You are not authorized to discuss the terms. Did I get you right?
- Quite so. The purpose of my visit is to find out whether you agree to enter into an agreement with our company. Now we can fix the date of discussing the matter in detail. What do you suggest?
- The sooner the better. Let's make it early May.
- As you say.

Learn the words.

to make a proposal – сделать предложение

for the better – к лучшему

I don't quite get you. – Я не совсем Вас понимаю.

a branch – филиал

to get in touch with – связаться с

to fix the date – назначить дату

Your Vocabulary

to promote

to solve

an opportunity

an arrangement

in advance

to support

an invitation

to book

premises

to approve

a claim

to notify

a reception

sightseeing

casually

to appreciate

to be limited in time

to make arrangements in advance

to apply for a visa

to offer some modifications

to revise prices

to draw up a new contract

to discuss different claims

to keep the appointment

to notify your partner in advance

to fix a new date

to appreciate jokes and humour

развитие торговых отношений

общаться посредством переписки или по телефону

иметь возможность обсудить проблемы с глазу на глаз

выслушать доводы партнера

достигнуть согласия

заказать номер в гостинице

составить программу делового визита

заказать билет

до или после подписания контракта

посетить предприятия продавца

увидеть оборудование в действии

быть пунктуальным в бизнесе

во время официальной (неофициальной) встречи

вести себя естественно

БЫТЬ ОДЕТЫМ СООТВЕТСТВЕННО СИТУАЦИИ

Your Home Assignment

I. Practise the use of the different tense-forms to express Future Actions in English.

1. We both hope that your leg (to be) better in a couple of weeks and you (to be able) to come to the wedding.
2. I never thought Jack (to be) so much upset.
3. I (to have) another English lesson this week.
4. I (to see) you at the conference.
5. The bus (to leave) at eight o'clock on Monday.
6. We (to go) to visit Estonia this summer. We've already received the visas.
7. As soon as I (to hear) the results I (to let) you know.
8. Supposing it (to snow) what we (to do)?
9. Look at the sun! It (to go) to be hot day tomorrow.
10. When they (to find out) about this, there (to be) trouble.
11. I was sure he (to be late)
12. When the train (to arrive) tomorrow night?
13. He felt that he (to have) to count on himself only.
14. They told us they (to go) to the States in three weeks.
15. You (to work) late tomorrow night?
16. This parcel looks heavy. I (to take) it to the post office for you.
17. Can you meet Jack at the station, please? He (to arrive) at nine o'clock on the train from Oxford.
18. Quick! The museum (to close) at half past five. The guide book says so.
19. I think I (to have) to take an umbrella because it is still raining.
20. They assured us that we (not to regret) if we (to join) them in the disco.

II. Translate into English and reproduce.

1.

- Какую компанию Вы представляете?
- We represent a publishing house which is ready to establish business contacts with your company.
- Вы готовы представлять нашу компанию за рубежом?
- Of course. We can be your representatives in Spain and Finland. We can produce advertisements and distribute them among interested organizations.
- Наша компания может быть надежным (reliable) партнером и выгодным (profitable) заказчиком.
- We know it, that's why we want to conclude a trade agreement.

2.

- Я пришел сделать предложение.
- Very well. I know your company. I am very sorry we haven't had any contacts.
- Теперь у нас будет возможность заключить торговое соглашение.
- What are the terms?
- Надеюсь, условия будут выгодные и для нас и для вас.
- Could you tell me the details?
- Это мы обсудим позднее. Я не уполномочен (to be authorized) обсуждать это сейчас.

3.

- Вот моя визитная карточка. Я хотел бы поговорить с вашим управляющим.
- Just a minute ... This way, please.
- Разрешите представиться, г-н Мортон. Моя фамилия Портер. Чарльз Портер. Я представляю фирму по производству пищевых продуктов.
- Здравствуйте, г-н Портер! Садитесь, пожалуйста.
- Я хочу обсудить условия торгового соглашения.
- Я Вас слушаю.

III. Your business partner is calling you from London. He is going on business to Minsk.

Спросите,

- когда он планирует к Вам приехать;
- когда, прибывает его рейс, пообещайте встретить его в аэропорту;
- не заказать ли ему номер в гостинице;
- пожелайте ему счастливого пути.

Unit 13

Ways of Expressing Future Actions

Business Visits

Ways of Expressing Future Actions

Exercise 1. Use the verbs in the brackets in *the Future Simple* and translate the proverbs into Russian.

1. Ask no questions and you (to be told) no lies.
2. Deep (to call) to deep.
3. The drowning man (to clutch (catch)) at a straw.
4. Hawk (not to pick out) hawk's eyes.
5. I (not to change) a cottage in possession for a kingdom in reversion.
6. Love (to creep) where it may not go.
7. Much (to have) more.
8. Nature (to have) its course.
9. Avoid evil and it (to avoid) you.
10. Blood (to tell).

reversion – возвращение имущества к первоначальному владельцу или его наследникам; страховка, выплачиваемая после смерти
to creep – ползать

Exercise 2. Read and find the Russian equivalents.

1. The evil field will evil yield (производить, приносить плоды).
2. A good name will sell itself.
3. You will never see good and bad to agree.
4. A small leak will sink a great ship.
5. A wise man will make tools of what comes at hand.
6. A wise man will turn chance into good fortune.
7. A full larder (кладовая) won't make your life harder.
8. Use the means and God will give the blessing.

Exercise 3. Open the brackets and use *the Future Indefinite or the Future Continuous*.

1. I can't understand this letter. – I (to call) my son. He (to translate) it for you.
2. What you (to do) when you grow up? – I (to be) a pilot.
3. This time next month I (to sit) on a beach.
4. In a few days time we (to go) to London.

5. That tree makes the house very dark. – Very well, I (to cut) it down.
6. My brother has just returned from America. – Oh, good, we (to ask) him to our next party.
7. I'll come at 6. – Good, I (to wait) for you.
8. You look frozen. Sit down by the fire and I (to make) you a cup of tea.
9. Don't ring her up at 9, she (to put) her children to bed. Ring her later.
10. My son (to be) in the fifth form next year. That means that he (to learn) English.
11. I (to know) the results in some days.
12. I (to wait) for you at 6 o'clock tomorrow.
13. Tomorrow at this time you (to sail) down the Don River.

Exercise 4. Choose *will* or *to be going to* and one of these verbs.

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

1. Get out of the building! It sounds like the generator
2. Tim ... early before he reaches 65. He mentioned it at the meeting recently.
3. "I think I ... home across the park". - "That's a good idea".
4. Next year, no doubt, more people ... the competition as the prize money increases.
5. "Can we meet at 10 outside the station?" - "Okay. I ... you there".
6. Don't sit on that bench, I ... it.
7. I am not feeling well. In fact, I think I ...!
8. "Closed over the New Year period. This office ... on the 2nd January.
9. I'm sure you ... a good time staying with Richard.
10. We ... with Tim tonight. He has asked us to be there at 7.
11. The 2.35 to Bristol ... from platform 5.
12. I wouldn't walk across that old bridge if I were you. It looks like it
13. I read in the paper that they ... the price of gas again.
14. Do you like my new solar watch? Here, I ... you how it works.
15. "Dr. Jackson isn't in his office at the moment". - "In that case, I ... him at home".
(is going to explode; is going to retire, 'll walk, will enter, 'll see, am going to paint,
am going to be sick, will re-open, 'll have, are going to eat, will leave, is going to
collapse, are going to increase, 'll show, 'll phone)

Exercise 5. These sentences refer to the future. Correct them where necessary with either *Present Continuous* or *to be going to* or put ^ if they are already correct.

1. Unless aid arrives within the next few days, thousands are starving.
2. There are going to be more of us at the picnic than we'd thought.
3. I'm tired. I'm going to bed.
4. "I can't go to the match after all". – "That's a pity. Dave's being very

disappointed”.

5. Clear the area! The bomb’s exploding.

6. In future the company is going to be known as “TST Systems”.

7. I’ve redecorated the bed. Do you think Jane is liking it when she gets home.

8. Whether we like it or not, within a few years biotechnology is transforming every aspect of human life.

9. It’s not a deep cut, but it’s leaving a scar.

10.He’s going to inherit his father’s fortune.

11.She is going to go to Switzerland next week on business.

(2,6,10; are going to starve, is going to bed, is going to be, is going to explode, is going to like, is going to transform, is going to leave, is going)

Exercise 6. Practise the use of the different tense-forms to express Future Actions in English.

1. I (to take) my sun-glasses in case it is sunny.

2. I don’t think I can join you because my aunt and uncle (to stay) with us this weekend.

3. You don’t work in class! I (to phone) your mother about this.

4. I (to watch) television from eight o’clock to midnight.

5. - When you (to repair) my bike, Daddy?

- I (to do) it tomorrow if I have time.

6. - It’s so crowded in here. I think I (to faint).

- I (to take) you outside for a while.

7. She (not to marry) him if she doesn’t love him.

8. If he doesn’t come I (to be) upset.

9. The plane (to leave) at 6 o’clock.

10.- Have a good time in Italy!

- Thanks. I (to send) you a postcard.

11.I think you (to like) Nick when you meet him.

12.I (to cook) spaghetti in case you get hungry.

13.I feel terrible. I think I (to have) to go to bed.

14.This is an excellent machine which (to give) you many years of service.

15.They (to move) to a new flat next week.

16.This time tomorrow I (to lie) on the beach.

17.If you ask I’m sure he (to offer) to help.

18.What you (to do) tomorrow evening?

19.We (to visit) Vienna on Tuesday, then (to go) to Paris on Wednesday and only afterwards we (to spend) a few days in London.

20.Either you keep quiet or I (to have) ask you to leave.

Business Visits

Exercise 1. Read the dialogue and translate it into Russian.

C: Hello! Is it TST Systems?

P: Yes.

C: This is John Cartwright from Continental Equipment speaking. May I speak to Mr. Petrov?

P: Yes, Petrov, here.

C: Did you want to speak to me?

P: Yes, Mr. Cartwright. I'm the new Commercial Director of TST Systems. I have a pleasure in informing you that we have studied your materials carefully and we've decided to accept your proposal.

C: Thank you, Mr. Petrov.

P: I'm going to come to Brighton and discuss with you the main principles of our agreement in detail.

C: When are you going to come?

P: On Wednesday, next week.

C: That's fine. Are you going to travel by air?

P: Certainly. As far as I know, the Ukraine International Airlines Flight from Kiev arrives at Gatwick Airport at about 10 o'clock.

C: O.K. There is the 12.20 train from London to Brighton. If you take a train or a bus to get to the railway station, you'll be in time to catch the train. I'll meet you at the station in Brighton.

P: Thank you, Mr. Cartwright. What hotel may I stay at?

C: I'd recommend the Northern Star Hotel. It's very nice, and it isn't very expensive. Shall we reserve a room for you?

P: Yes, if it's not too much trouble for you. I'd like to book a single room with a private bathroom for three nights.

C: O.K. Remember me to Mr. Pospelov.

P: I certainly will.

C: Good-bye, Mr. Petrov. Have a good trip!

P: Good-bye, Mr. Cartwright. See you next week.

Exercise 2. Read the dialogue and translate it into English.

a)

C: Здравствуйте! Это TST Systems?

P: Да.

C: Это Джон Картрайт из Continental Equipment. Могу я поговорить с г-ном Петровым?

P: Да, Петров слушает.

C: Вы хотели поговорить со мной?

P: Да, г-н Картрайт. Я новый коммерческий директор TST Systems. С удовольствием сообщаю Вам, что мы тщательно изучили ваши материалы и решили принять Ваше предложение.

C: Благодарю Вас, г-н Петров.

P: Я собираюсь приехать в Брайтон и подробно обсудить с Вами основные положения нашего соглашения.

C: Когда Вы собираетесь приехать?

P: В среду, на следующей неделе.

C: Отлично. Вы полетите самолетом?

P: Конечно. Насколько мне известно, рейс Международных авиалиний Украины из Киева прилетает в аэропорт Gatwick около 10 часов утра.

C: Отлично. Из Лондона в Брайтон есть поезд в 12.20. Если Вы поедете на железнодорожный вокзал на поезде или на автобусе, то успеете на этот поезд. На вокзале в Брайтоне я Вас встречу.

P: Благодарю Вас, г-н Картрайт. В какой гостинице я могу остановиться?

C: Я порекомендовал бы Вам гостиницу Northern Star. Она вполне приличная и недорогая. Заказать Вам там номер?

P: Да, если Вас не затруднит. Я хотел бы заказать одноместный номер с ванной на три дня.

C: Хорошо. Передайте от меня привет г-ну Пospelову.

P: Конечно, передам.

C: До свидания, г-н Петров. Приятного Вам путешествия!

P: До свидания, г-н Картрайт. Увидимся на следующей неделе.

Exercise 3. Read the text.

Mr. Petrov arrived in Brighton at 2 p.m. Mr. Cartright met him at the station and took him to the Northern Star Hotel where he had reserved accommodation for him.

When they arrived at the hotel, the receptionist asked Mr. Petrov to check in, gave him the key to his room and asked the porter to take his luggage up to his room. His room was on the third floor. It was an inside room, quiet and comfortable.

The Northern Star Hotel in Brighton is an ideal place for the business traveler. It has luxurious rooms. Each room has TV channels in English such as CNN and the BBC. All rooms have voice mail, a fax machine and a personal safe. Each room is equipped for personal computer use and Internet access is free.

There is an executive lounge with its own check-in and check-out service. It has laser printers in a comfortable work area with tea- and coffee-making facilities.

There are ten function rooms with a full range of multimedia equipment for meetings and presentations. Technical and secretarial services are available, too.

The Northern Star Hotel meets all the needs of the modern business traveller.

So, Mr. Petrov was satisfied with his accommodation. And they agreed to meet at 6 p.m.

a) complete the sentences:

1. Mr. Petrov arrived ...
2. Mr. Cartright met ...
3. Mr. Cartright took him ...
4. Mr. Petrov was satisfied ...
5. They agreed to ...

Exercise 4. Read the dialogues.

C = Cartright P = Petrov W = White

a)

C: Hello, John.

W: Hello, Frank.

C: Meet Mr. Petrov from Ukrain.

W: How do you do, Mr. Petrov.

P: How do you do, Mr. White.

W: Did you have a nice journey?

P: Yes, it was quite comfortable. I think it's more convenient to fly than to go by land.

W: I quite agree with you. I hope you will enjoy your stay here. The weather is nice for sightseeing.

C: It is certainly fine. It's much warmer here than in London.

W: Yes, that's right. But don't forget that we are in the South of the country. Well, Mr. Petrov, Frank told me you wanted to see our production shops.

P: If it's not too much trouble.

W: By no means. I can show you round the whole plant so that you will get a good idea of the range of our products.

P: I'd be delighted to if it doesn't take you too much time.

W: I'll be glad to help you and answer any of your questions. I'll lead the way.

b)

W: This is our assembly shop and here you will see the finished products. We produce pumps of high capacity for different application. Here is our latest model. We modified it three months ago.

P: How can it be compared with the previous model?

W: That's a good question. It's easier to operate and more reliable as compared with the previous one.

Besides, its capacity is higher. We started producing this model three months ago and by now we've received a lot of orders.

C: I say, John, Mr. Petrov told me on our way here that he wanted to see our test department, too. Is it possible?

W: Yes, of course. We test every product thoroughly and we've had good reports from our customers both in our country and abroad. This is the place where we test our products. In fact they are testing one right now.

c)

P: That was very interesting, Mr. White. I enjoyed every minute of my visit. Thank you very much.

W: It's really nothing. You are always welcome to visit our plant. John, what are you doing tonight?

C: We are going to walk about the city and see the sights.

W: and how about dinner at a restaurant at 9? I can call for you at the hotel at 8:45.

C: That's a good idea. Thank you.

Translate the dialogues at home with a good dictionary.

Will you answer the following questions?

An Interview

Name

Job title

Company

1. What were your childhood ambitions?
2. What was your first full-time job?
3. What was your first vehicle/car?
4. What was your pin-up as a teenager?
5. What bad habits do you have?
6. How do you like to relax?
7. What was the first record you bought?
8. What was your ideal night out?
9. If you could invite two famous people for dinner, who would they be, and why would you ask them?
10. What is your favourite movie, and why?
11. What is your favourite food and drink?
12. What sport team do you support?
13. What pets do you have?
14. If you could build your house anywhere, where would it be?
15. If you could have any superpower for the day, what would you choose?
16. What was your luckiest break?
17. What is your best piece of advice?
18. If you weren't doing your present job, what job would you be doing?
19. Can money buy happiness?
20. If you could be God for the day, what miracle would you perform?
21. What has been the best moment in your carrier?

22. What would you like to be doing in five years' time?
23. Describe yourself in five adjectives?
24. If you could change one thing about yourself, what would it be?
25. Have you got a claim to fame?
26. What is your biggest weakness?
27. What has been your biggest achievement?
28. If you could be any historical figure for a day, who would you be and why?
29. How would you like to be remembered?
30. Any regrets?

Good luck on your further way to success!

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