**МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ**

****

**ІНОЗЕМНА МОВА**

Методичні вказівки для виконання самостійної роботи для здобувачів початкового рівня (короткий цикл) вищої освіти

Освітньо-професійна програма «Графічний дизайн»

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Голова навчально-методичної ради Луцького НТУ **\_\_\_\_\_\_\_\_\_\_** В.І. Талах

Електронна копія друкованого видання передана для внесення в репозитарій Луцького НТУ

Директор бібліотеки **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** С.С. Бакуменко

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Голова навчально-методичної ради ТК ЛНТУ \_\_\_\_\_\_\_\_\_\_\_ Т.П. Радіщук

Розглянуто і схвалено на засіданні циклової комісії словесних і суспільних дисциплін ТК Луцького НТУ,

протокол №\_\_\_\_\_\_ від «\_\_\_\_» \_\_\_\_\_\_\_\_2019 року.

Голова ЦК \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ В.П. Cафатюк

Укладач: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ О.М. Ковальчук, кандидат педагогічних наук, викладач Технічного коледжу Луцького НТУ,

Рецензент: \_\_\_\_\_\_\_\_\_\_\_ А.М. Циплюк, кандидат педагогічних наук, викладач Луцького педагогічного коледжу

Відповідальний за випуск: \_\_\_\_\_\_\_\_\_\_\_\_\_\_В.П. Сафатюк, голова ЦК словесних і суспільних дисциплін Технічного коледжу Луцького НТУ.

**І-57**

**Іноземна мова за професійним спрямуванням:** методичні вказівки для виконання самостійної роботи для здобувачів освітньо-професійної програми «Графічний дизайн», галузі знань 02 Культура і мистецтво, спеціальності 022 Дизайн, денної форми навчання / уклад. О.М. Ковальчук – Луцьк: ТК Луцького НТУ, 2019. – 56 с.

Методичне видання складене відповідно до робочої програми «Іноземна мова за професійним спрямуванням» для здобувачів вищої освіти початкового рівня (короткий цикл) ІІІ курсу для виконання самостійної роботи студентами та надання методичної допомоги у процесі їх виконання.

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**TABLE OF CONTENT**

[**ВСТУП** 4](#_Toc27479381)

[**Unit 1. «Colour Psychology»** 5](#_Toc27479382)

[**Unit 2. «Decorating Home with Colours»** 8](#_Toc27479383)

[**Unit 3. «Style as an Element of Design»** 12](#_Toc27479384)

[**Unit 4. «Carpets and Rugs»** 15](#_Toc27479385)

[**Unit 5. «The Layout of the House»** 20](#_Toc27479386)

[**Unit 6. «Fabrics and Materials»** 34](#_Toc27479387)

[**Unit 7. «Wood Floorings»** 37](#_Toc27479388)

[**Unit 8. «Furniture in Interior Decoration»** 43](#_Toc27479389)

[**LIST OF THE USED LITERATURE** 53](#_Toc27479390)

**ВСТУП**

Самостійна робота здобувачів вищої освіти є складовою навчального процесу, важливим чинником, який формує вміння навчатися, сприяє активізації засвоєння студентами знань. Самостійна робота є основним засобом опанування навчального матеріалу у позаудиторний час.

Мета самостійної роботи студентів – сприяти засвоєнню в повному обсязі навчальної програми та формуванню самостійності як особистісної риси та важливої професійної якості, сутність якої полягає в умінні систематизувати, планувати та контролювати власну діяльність.

Основні завдання:

* навчити майбутнього фахівця вільно орієнтуватися в сучасному інформаційному потоці з метою удосконалення іншомовних умінь і навичок;
* удосконалювати комунікативні уміння й навички володіння англійською мовою при спілкуванні на професійні теми;
* розвивати уміння адекватно поводитися в різних життєвих ситуаціях ділового спілкування;
* готувати майбутнього фахівця до наукової діяльності, продовження освіти.

Наприкінці курсу студенти повинні вміти:

* вести бесіду-діалог проблемного характеру відповідно до програмної тематики та комунікативної функції;
* робити самостійні усні монологічні повідомлення англійською мовою за тематикою курсу;
* реферувати (усно та письмово) оригінальні різностильові тексти;
* здійснювати адекватний переклад з англійської мови на українську та навпаки текстів, що відповідають тематиці та рівню складності курсу.

 Вказівки призначені для здобувачів вищої освіти спеціальності «022 Дизайн», денної форми навчання.

**Unit 1. «Colour Psychology»**

**Comparison of adjectives and adverbs**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type** | **Examples** | **Comparative** | **Superlative** |
| **One-syllable and some two-syllable adjectives** | old, nice, happy | + ***-er*** | ***+ -est*** |
| older, nicer, happier | the oldest, the nicest, the happiest |
| **Longer adjectives and other two- syllable adjectives** | famous,expensive | ***more, less*** | ***the most, the least*** |
| more famous, less expensive | the most famous, the least expensive |
| **Irregular****Adjectives** | good, bad, far | better, worse, farther/further | the best, the worst, the farthest/furthest |
| **Adverbs** | quicklycarefully | ***more, less*** | ***the most, the least*** |
| more quickly, less carefully | the most quickly, the least carefully |
| **Irregular adverbs** | well, badly, far | better, worse, farther/further | the best, the worst, the farthest/furthest |

* We use *than* with comparatives: *I’m* ***older than*** *my brother. This phone is* ***more expensive than*** *the others. Tom drives* ***more slowly than*** *me/than I do.*
* We can use superlatives in these patterns:
* (one of) the + superlative: *It’s* ***the best*** *film I’ve seen. He’s* ***one of the best*** *singers of his generation. It’s* ***one of the most interesting*** *books she’s written.*
* *the second/third + superlative: It’s* ***the second/third most expensive*** *hotel in the world.*
1. **Look at the table showing the results of a survey of students in a class and complete the sentences. Use the comparative.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | goshopping | interested in clothes | like computer games | concerned with looks | usingtechnology | savingmoney |
| Boys | • | • | • • | • | •• | • |
| Girls | • • | • • | • | • • | • | •• |

1. Girls go shopping..........***more often***.................... than boys. (often)
2. Boys are.............................. in clothes than girls. (interested)
3. Computer games are.............................. with boys than with girls. (popular)
4. Boys are.............................. with their appearance than girls. (concerned)
5. Boys learn to use technology.............................. than girls. (quickly)
6. Girls are.............................. at saving money than boys. (good)
7. **Complete the sentences. Use the superlative.**
8. It’s a fantastic book! It’s .............***the best***................. book I’ve read for ages! (good)
9. Football is the second.............................. sport for young people. Lots of people get injured playing it. (dangerous)
10. Helen, Rachel and I all speak Italian, but Helen speaks it.............................. . She’s very good at it. (fluently)
11. I had a horrible time. It was one of.............................. matches I’ve had this season. (enjoyable)
12. Of the three of us, lack works.............................. . He loves this job. (hard)
13. I knew she wasn’t going to help me. When I asked people for help, she answered .............................. .(enthusiastically)
14. **Complete the second sentence so that it means the same as the first, using the word in bold. Use between two and five words.**
15. Everyone in my group’s older than me. **the**

 I’m .............................. in my group.

1. Everyone I know is more sporty than Jamie. **least**

 Jamie is.............................. person that I know.

1. She’s a more careful driver than her sister. **carefully**

 She drives.............................. her sister.

1. Jo and Ted are the best at singing in the group, but Jo’s better than Ted. **second**

 Ted’s.............................. singer in the group.

1. Kelly reacts to problems less calmly than the rest of us. **the**

 Kelly reacts to problems.............................. of us all.

1. Kirsty is more cautious than me. **less**

 I’m .............................. Kirsty.

1. Everyone in our class behaves more maturely than Tim. **immaturely**

 Tim behaves .............................. in our class.

**4. Put the adjectives in brackets into the comparative or superlative form, adding any necessary words.**

1. A: Did you enjoy the film?

 B: Not at all. It was\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (bad) film I’ve ever seen.

2. A: Craig is very intelligent.

 B: Yes. He’s \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (clever) student in our class.

3. A: How much did you pay for that woollen hat?

 B: £*3*. It was\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (cheap) one I could find.

*4. A:* Did you enjoy your holiday?

 B. Oh. yes. It was \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (good) holiday I’ve had in years.

5. A: Did you like the red shirt you tried on?

 B: Yes, but it was far \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (expensive) the white one.

6. A: Whales are \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (big) dolphins.

 B: I know. They are huge!

7. A: What time *is*\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (early) train to Oxford in the morning?

 B: The fir*st* train leaves at 6 am.

**5. Fill the gaps with the adjectives in brackets in correct form:**

Jessica and Ashlee Simpson are two of 1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (famous) celebrity sisters in the USA. Both sing and act, and both are popular TV personalities. Jessica is three years *2*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (old) than her sister. She became famous a few years *3*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (early) than Ashlee when she starred in her own reality TV series with her husband Nick. Ashlee began her career as a dancer and has recently become one of 4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (successful) acts in pop music. The Simpson sisters look very similar, although Ashlee is around *10* centimetres *5*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (tall) than Jessica. The girls have different personalities, too. Ashlee is well known for being an outgoing person while Jessica is *much 6)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (shy) than her sister. Fans continue to disagree over which sister is more talented but what is clear is that both girls have many exciting years ahead of them!

**6. Choose correct forms from the box to complete the sentences:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| aren’t | isn’t | ’m | ’s | ‘m not |
| am | Are | ’re | is | are |

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. You’re in Poland, but you \_\_\_\_\_\_\_\_\_\_\_\_\_ in Warsaw.
6. Excuse me\_\_\_\_\_\_\_\_\_\_\_\_you the new technician?
7. I\_\_\_\_\_\_\_\_\_\_\_\_Swiss, but my company\_\_\_\_\_\_\_\_\_\_\_\_Italian.
8. Dorota and Cezariusz\_\_\_\_\_\_\_\_\_\_\_\_Polish. Their office\_\_\_\_\_\_\_\_\_\_\_\_in Poznan.
9. I’m Russian, but I \_\_\_\_\_\_\_\_\_\_\_\_\_ from Moscow.
10. Her name is Sophia, but she \_\_\_\_\_\_\_\_\_\_\_\_\_ Italian.

 **7. Write short answers to the questions:**

1. Is Akos from Turkey?

\_\_\_\_\_\_\_\_\_\_\_\_ He’s from Hungary.

1. Are you in Production too, Maria?

\_\_\_\_\_\_\_\_\_\_\_\_ I’m the assistant production manager.

1. Am I in room 243 tomorrow?

\_\_\_\_\_\_\_\_\_\_\_\_ You’re in 112.

1. Am I late for the meeting?

\_\_\_\_\_\_\_\_\_\_\_\_ But just by five minutes, so don’t worry.

1. Is Linda English too?

\_\_\_\_\_\_\_\_\_\_\_\_ She’s from Australia.

1. Is the new sales assistant French?

\_\_\_\_\_\_\_\_\_\_\_\_ He’s from Lyons.

1. Are you from Switzerland, Brigitte?

\_\_\_\_\_\_\_\_\_\_\_\_ I’m from Belgium.

1. Are you and Lucille in Marketing?

\_\_\_\_\_\_\_\_\_\_\_\_ We’re both in Finance.

**Unit 2. «Decorating Home with Colours»**

**Present simple or present continuous?**

Compare the uses of the present simple and present continuous:

|  |  |
| --- | --- |
| **We use the present simple:** | **We use the present continuous:** |
| for habitual and repeated events/actions: *It* ***rains*** *a lot here.* | for actions in progress at the moment of speaking: *Oh no! It****'s raining!*** |
| with adverbs of frequency (e.g. *always, never),*to say how often something happens: *I* ***always get up*** *at 6 a.m.* | with *always,*to show that something happens often and is surprising or annoying: *I****’m always losing*** *my keys!* |
| for situations/states that are true at the present time or usually true (permanent): *1* ***live*** *in Berlin. My brother* ***goes*** *to college in York.* | for situations/states that are true for a limited period (temporary): *I****’m living*** *In Hamburg* ***at the moment.*** *He****'s******doing*** *a work placement* ***this month.*** |
| for facts that are always true: *The sun* ***rises*** *in the east.* | for situations/states that are changing: *Our summers* ***are getting*** *hotter.* |

* + - 1. **Complete the sentences. Use the present simple or present continuous of the verbs in brackets.**

0 The bus ......***doesn’t stop......*** outside the cinema. (not stop)

1. Fiona .............................. today. She’s at home. (not work)
2. The boys are outside. They .............................. in the garden. (sit)
3. I .............................. Spanish very well, but I understood what he said. (not speak)
4. My sister .............................. a lot. She’s got lots of books. (read)
5. Is Emma on the phone to Kate again? She .............................. to her! (always / talk)
6. I .............................. work at seven. (always / start)
7. Who .............................. that awful noise? I can’t stand it! (make)
8. .............................. very cold here in the winter? (it / get)
	* + 1. **Circle the correct answer.**

**A:** What’s the matter? (0) *Do you get /Are you**getting* tired?

**B:** Yes, a bit. And I’m cold.

**A:** Have you got a hat? I read somewhere that our body (1) *loses*/’s *losing*a lot of heat from the head. And you probably need something to eat. We (2) *use* **/** *’re using*a lot of energy during exercise. Would you like some chocolate?

**B:** No, thanks. I (3) *never eat**/’m never eating*chocolate. But I’ll put my hat on!

**A:** Hi, Ben!

**B:** Hi, Adam! I haven’t seen you for ages! How are you?

**A:** I’m fine. I (4) *live**/’m living*in Cardiff for a few months. I (5)*help**/’m helping* my uncle with his new house.

**B:** Really? My cousin (6) *lives*/’s *living*near Cardiff. She (7) *works*/’s *working*in a hospital there.

**A:** There are a lot of new shops near you, aren’t there?

**B:** Yes, we (8) *become*/ *’re becoming*quite trendy! New people (9) *move*/ *are moving*in and a lot of new shops (10) *open*/ *are opening.*I like it, but I hate the traffic.

**State verbs**

Verbs that describe states are not usually used in the continuous form. Common state verbs include:

|  |  |
| --- | --- |
| **Mental/Thinking verbs** | agree, believe, know, remember, think, understand |
| **Attitude verbs** | hate, like, love, need, prefer, want, wish . |
| **Sense/Perception verbs** | hear, see, smell, taste |
| **Appearance, qualities** | appear, look (= seem), seem, sound |
| **Being, possession** | be, belong, contain, have, own |
| **Other verbs** | cost, fit, mean, owe |

*I’m sorry, I* ***don’t understand.*** *Your job* ***sounds*** *really interesting.*

***Does*** *this car* ***belong*** *to you? I* ***owe*** *Jessica £150.*

* Some state verbs can be used in the continuous form when they describe actions. They include: *be, have, see, smell, taste* and *think*. Compare: *I* ***think*** (= believe) *you’re right. I****’m thinking*** *about* (= considering) *it. I* ***see*** (= understand) *what you mean. I’m* ***seeing*** (= meeting) *Tom tomorrow.*
* With *feel* and *look*, we can use either the simple or the continuous form with no change in meaning: *I* ***feel/’m feeling*** *ill. You* ***look/’re looking*** *tired.*
* We often use *can* with sense/perception verbs: *I* ***can’t hear*** *you.*
* *See* and *hear* are state verbs, but *look* and *listen* describe actions. Compare: ***Do*** *you* ***see*** *that girl over there? I****’m******looking*** *at your photos.*

*I* ***can hear*** *voices next door. Please be quiet. I’m* ***listening*** *to some music.*

* + - 1. **Complete the sentences. Use the present simple or present continuous of the verbs in the box.**

cost cry not agree not enjoy prefer ~~understand~~ wait

0 ......***Do***...... you ......***understand*** ...... how this works?

1. I’m sorry, but I .............................. with you.
2. Excuse me, how much.............................. these DVD players .............................. ?
3. What’s the matter, Becky? Why.............................. you.............................. ?
4. I .............................. soul music to rap.
5. Hurry up! Nikki and Anna .............................. for us!
6. Actually, I’m unhappy because I .............................. my course.
	* + 1. **Circle the correct answer.**
7. We *have /’re having* dinner at the moment.
8. I’m not eating all the yoghurt! I *taste /’m tasting* it to see if it’s still OK.
9. *Do you see / Are you seeing* that blue car over there? It’s Ben’s.
10. I’m all right. I *think /’m thinking* about what I have to do tomorrow.
11. This soup *tastes /’s tasting* awful!
12. I love this shampoo. It *smells /’s smelling* of coconuts.
13. Sophie *thinks /’s thinking* I watch too much television.
14. My college *has / is having* some very good sports facilities.
15. I took this photo last week. This is me and this is Kim. She *smells /’s smelling* the flowers.
	* + 1. **Complete the conversations. Use the present simple or present continuous of the verbs in brackets.**

**A:** (0) ......***Don you want*** ...... (you / want) to come to the cinema with us tomorrow evening?

**B:** Thanks, but I can’t. I (1) .............................. (see) Nicole and Kelly then.

**A:** Is your driving test today? (2) .............................. (you / feel) nervous?

**B:** Yes, a bit. I (3) .............................. (think) it’s going to be quite difficult.

**A:** Is Mark here?

**B:** Yes. He (4) .............................. (listen) to some music in his room.

**A:** Oh yes, I can hear it. It (5) .............................. (sound) good.

**A:** Are you OK? You (6) .............................. (look) a bit worried.

**B:** I’m OK. I (7) .............................. (think) about how to help my brother. He’s got a lot of problems at college.

**A:** Maybe he (8) .............................. (need) professional help. There are some good advisors there.

* + - 1. **Complete this text with either the present simple or the present continuous form of the verbs in brackets. Use contracted forms where appropriate:**

I … (be) a trainee project manager and I … (love) my job. I … (work) for a well-known computer manufacturer, un the marketing department. Right now, we … (develop) an advertising campaign foe our newest laptop computers. We … (try) to find the best artist foe our print advertisements, so this week I … (look) at samples of artists’ work every day.

I … (feel) proud to work for a big, well-known company. This week I … (start) each day with a planning meeting that includes the CEO. He … (be) very well-known around the world, and my friends all … (think) I’m lucky to work with someone famous.

* + - 1. **Complete the text with the correct form (present simple or present continuous) of verbs from the box.**

 attend go have know prepare speak think travel coordinate

Leandra Korakis is Marketing Manager at Kayavis Food & Wine S.A., an expanding medium-sized business in Thessaloniki. She 1) … the work of a team of seven people. Kayavis 2) … distributors in eleven countries in Europe and America so Leandra often 3) … abroad. Next week, she 4) … to Canada to visit their new retail outlet. She 5) … Greek, English and Danish. At the moment she 6) … an intensive German course because the owner of Kayavis 7) … of opening a shop and a large restaurant in Frankfurt. Leandra 8) … that she will have to work in Germany for six months so she 9) … herself for her new assignment as best she can.

**8. Use the correct form of the verbs in brackets (Present Simple or Continuous):**

1) Nowadays this company (grow/is growing) rapidly.

2) We normally (hold/are holding) our sales conference in Spain, but this year we (hold/are holding) it in Poland.

3) Usually our CEO (deals/is dealing) with VIP-customers.

4) Our company (needs/is needing) to increase its market share.

5) The Human Resources (looks/is looking) for a new employee.

6) I (check/am checking) my e-mail first thing in the morning every day.

7) What’s the matter? (Do you get/Are you getting) tired?

8) I (live/’m living) in Chicago for a few months. I (help/’m helping) my uncle with his new house.

9) You (need/are needing) to improve your professional skills.

10) The prices in the country (get/are getting) higher.

**9. Complete the text with either the present simple or the present continuous form of the verb in brackets:**

Carlucci Fashion's futuristic flagship store 1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(stand) in Hong Kong's exclusive Central District. Adriano Carlucci, founder and CEO of the Carlucci luxury brand, 2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (want) to make Carlucci Fashion a world-class company. When Adriano 3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (arrive) at his office every morning, he 4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (go through) his schedule for the day with his personal assistant. This month, he 5) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (travel) around Europe, where he 6) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (visit) some of the main fashion capitals: Zurich, Paris, London, and, of course, his native Milan. Today, he 7) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (meet) a team of designers from all over the world. Adriano 8) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (love) Asia. Some of his most successful designs 9) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (combine) the best Asian and European Influences. Carlucci Fashion was founded In 1995 and10) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (expand) faster than ever before. Sales increased by 15 percent two years ago, and by over 25 percent last year.

**10. Complete the sentences using the correct form of the verbs in brackets (Present Simple or Continuous):**

1. Mercator Tours \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (have) more than 30 agencies in six countries.
2. At the moment we \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (expand) rapidly.
3. Next month, we \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (open) a new agency In Milan.
4. We \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (employ) 150 people.
5. We \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (look) for three new employees for the Milan agency.
6. Our company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (offer) touring holidays, resort holidays and cruises.
7. In our markets, customers usually \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (buy) resort holidays.
8. Nowadays this trend for resort holidays \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (change) because people want something more exciting.
9. As a result, the demand for cruises and touring holidays \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (increase) rapidly.
10. Currently we \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (redesign) the website to reflect these changes.

**Unit 3. «Style as an Element of Design»**

**Past simple**

We use the past simple to talk about past actions or states, often with time expressions like *yesterday, last week, a year ago, when I was young,*etc.: *I* ***saw*** *Mull yeste****r****day.*

*We* ***were*** *in France* ***two weeks*** *ago.*

1. **Complete the sentences. Use the past simple of the verbs in brackets.**
2. I ......***did***...... cycle ride for charity last year. (do)
3. We .............................. from the most northerly point of Ireland to the most southerly. (go)
4. It .............................. us seven days to cover about 670 kilometres. (take)
5. On most days, we.............................. about 150 kilometres. (cycle)
6. We .............................. some beautiful lakes and rivers. (see)
7. We .............................. in expensive hotels. (not stay)
8. One man .............................. the ride because he .............................. ill. (not finish, be)
9. We .............................. very proud when we .............................. the end. (feel, reach)
10. I.............................. I had so many muscles that could hurt! (not know)
11. **Complete the articles. Use the past simple of the verbs in the box.**

admit ~~be~~ crash have lose not have not perform not play start

There (0) ..... ***was***...... a huge traffic jam on the M6 yesterday after two lorries (1) .............................. into each other. People (2) .............................. to wait in their cars for hours. ‘We (3) ............................. any food or water, so it was very difficult for the children,’ one driver said. Traffic eventually (4) .............................. moving at 5.00 p.m., eight hours after the accident.

City (5) .............................. match against United, 2— 0. City’s best striker, Anderson,

(6) .............................. because of a recent injury. After the match, their manager, Jimmy Simmons, (7) .............................. ‘We (7) well (8) .............................. and we know that we have to improve.’

**Past simple and past continuous**

* We use the past continuous to talk about an action or situation in progress at a particular time in the past: *I* ***was working*** *at eight o’clock last night.*
* We also use the past continuous to describe the background scene in a story: *The sun* ***was shining*** *and I* ***was walking*** *along the High Street.*
* When a short action interrupts an action in progress, we use *when* before the action in the past simple and ***while/when*** before the action in the past continuous: *When he* ***arrived****, I* ***was working.*** *My car* ***broke down while/when I was driving*** *home.*
* When one action happens after another, we use the past simple: *When Sam* ***arrived****, I* ***cooked*** *a meal. (= Sam arrived and then I cooked a meal.)*
* We don’t usually use state verbs in continuous tenses: *When I met her, she* ***seemed*** *upset.* (Not *~~she~~* ***~~was seeming~~*** *~~upset~~)*
1. **Complete the sentences. Use the past simple or past continuous of the verbs in brackets.**
2. Sarah wasn’t here in June. She ......***was travelling*** ...... round Europe. (travel)
3. This time last year we .............................. that big concert. (plan)
4. The museum was quite crowded when I visited it. A teacher .............................. a group of schoolchildren round and they .............................. some of the objects. (take, draw)
5. The police.............................. his story. (not believe)
6. It was eight o’clock in the morning. I was still in bed and my brother .............................. ready for school. (get)
7. I didn’t eat anything for lunch because I.............................. the food in the cafeteria. (not like)
8. We.............................. anything at ten. We were really tired. (not do)
9. It was chaos last night at the airport. Thousands of people .............................. for flights. (wait)
10. We.............................. to go, but we had to. (not want)
11. Rachel called earlier this morning. She .............................. very upset. (sound)
12. I .............................. to my new CD, so I didn’t hear the phone. (listen)
13. **Circle the correct answer.**
14. **A:** What were you *saying /did you say* when she asked you?

 **B:** ‘Yes’.

1. **A:** Where *was Laura going / did Laura go* when we met her?

 **B:** She was on her way to London.

1. **A:** *Were you and Mark practising / Did you and Mark practise* your songs when I called?

 **B:** No. Mark wasn’t here.

1. **A:** How *were you feeling / did you feel* when you passed your driving test?

 **B:** Incredibly pleased!

1. **A:** *Were people dancing / Did people dance* when you got to the party?

 **B:** No. Everybody was in the kitchen.

1. **A:** What *did you do / were you doing* when you left school in June?

 **B:** Nothing! I just wanted to rest.

1. **A:** Why *did you hide / were you hiding* your shopping bag when she came in?

 **B:** Because there’s a present for her in it.

1. **Complete the e-mail. Use the past simple or past continuous of the verbs in**

**New Message**

I (0) ...... ***was walking*** ...... (walk) down the street this morning when I (1) .............................. (see) a lot of people in front of me. They(2) .............................. (watch) something. When I (3) .............................. (get) nearer, I saw what (4) .............................. (happen) a man (5) .............................. (lie) on the pavement. He (6) .............................. (bleed). Two other men (7) .............................. (stand) near him. One of them (8) .............................. (hold) a gun. A woman (9) .............................. (cry). I froze! Then suddenly, someone (10) .............................. (shout)

‘Cut!’ The woman (11) .............................. (stop) crying and the wounded man (12) .............................. (stand) up. Then I (13) .............................. (notice) a camera and (14) .............................. (realise) that they (15) .............................. (make) a film!

1. **Complete this text with either the past simple or the past continuous form of the verbs in brackets:**

While Trevor Baylis 1) \_\_\_\_\_\_\_\_\_\_\_\_ (*listen*) to a radio programme about villages in rural Africa, he 2)\_\_\_\_\_\_\_\_\_\_\_\_ *(have)* a great idea. According to the programme, most villages 3)\_\_\_\_\_\_\_\_\_\_\_\_ (*not have*) electricity, so communication with the outside world 4)\_\_\_\_\_\_\_\_\_\_\_\_ *(be)* a problem. While people in cities 5)\_\_\_\_\_\_\_\_\_\_\_\_*(receive)* the latest health information, people in the countryside 6) \_\_\_\_\_\_\_\_\_\_\_\_ *(not get)* enough information and education. Baylis 7)\_\_\_\_\_\_\_\_\_\_\_\_ *(go)* to his workshop and 8) \_\_\_\_\_\_\_\_\_\_\_\_ *(begin)* experimenting. He soon 9) \_\_\_\_\_\_\_\_\_\_\_\_ *(make)* a working radio with no batteries - wind-up radio. While he 10) \_\_\_\_\_\_\_\_\_\_\_\_ *(try),* without luck, to sell his idea to companies, to sell his idea to companies, he 11) \_\_\_\_\_\_\_\_\_\_\_\_ (have) a lucky break. His radio 12) \_\_\_\_\_\_\_\_\_\_\_\_ (appear) on a BBC TV programme, and someone who had money to invest in the project 13) \_\_\_\_\_\_\_\_\_\_\_\_ (watch). As a result, the Freeplay radio 14) \_\_\_\_\_\_\_\_\_\_\_ (become) a huge success.

**7. Complete the text with either the pas simple or the past continuous form of the verbs in brackets:**

 Anita Roddick, founder of the Body Shop, 1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (learn) customs and rituals from many different countries while she 2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (travel) around the world. In 1971, she 3)\_\_\_\_\_\_\_\_ (marry) Gordon Roddick. They 4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (have) a small business in Brighton, but after a few years they 5) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (decide) they 6) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (want) a different way of life.

While her husband 7) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (travel) in the USA in 1976, Anita 8) \_\_\_\_\_\_\_\_\_\_\_\_\_ (open) the first Body Shop, selling natural cosmetics. She 9) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (always think) about ways to develop environment-friendly products and packages. That’s why many environment-conscious people 10) \_\_\_\_\_\_\_\_ (like) her ideas and were interested in starting their own branch of the Body Shop.

**8. Complete the sentences. Use the past simple or past continuous of the verbs in brackets.**

1. This time last year we \_\_\_\_\_\_\_\_\_\_\_\_\_ that big concert. (plan)
2. The museum was quite crowded when I visited it. A teacher \_\_\_\_\_\_\_\_\_\_\_\_\_ a group of schoolchildren round and they \_\_\_\_\_\_\_\_\_\_\_\_\_ some of the objects. (take, draw)
3. The police\_\_\_\_\_\_\_\_\_\_\_\_\_ his story. (not believe)
4. It was eight o’clock in the morning. I was still in bed and my brother \_\_\_\_\_\_\_\_\_\_\_\_\_ ready for school. (get)
5. I didn’t eat anything for lunch because I\_\_\_\_\_\_\_\_\_\_\_\_\_ the food in the cafeteria. (not like)
6. We\_\_\_\_\_\_\_\_\_\_\_\_\_ anything at ten. We were really tired. (not do)
7. It was chaos last night at the airport. Thousands of people \_\_\_\_\_\_\_\_\_\_\_\_\_ for flights. (wait)
8. We\_\_\_\_\_\_\_\_\_\_\_\_\_ to go, but we had to. (not want)
9. Rachel called earlier this morning. She\_\_\_\_\_\_\_\_\_\_\_\_\_ very upset. (sound)
10. I\_\_\_\_\_\_\_\_\_\_\_\_\_ to my new CD, so I didn’t hear the phone. (listen)
11. Sarah wasn’t here in June. She *\_\_\_\_\_\_\_\_\_\_\_\_* round Europe. (travel)

**Unit 4. «Carpets and Rugs»**

**Present perfect for recent events**

* We use the present perfect to talk about an action that happened at some time in the recent past. We don’t say when it happened because this isn’t important. We are thinking about the present result of the action: *I’****ve met*** *Tom.* (= I know him now.) *He****’s broken*** *his leg.* (= His leg is broken now.)
* We use the past simple (not the present perfect) to talk about an action that happened at a specific time in the past. We usually say when it happened: *I met Tom* ***last year****. He* ***broke*** *his leg* ***two years ago****. She* ***passed*** *her driving test* ***yesterday.***
* To emphasise that something happened in the very recent past, we can use *just, recently* (= a short time ago), *already* (= before now or before a particular time) or *yet* (= up to now). Note that we can’t use *just* at the end of a sentence: *Sophie****’s just left. Have*** *you* ***seen*** *Molly* ***recently?*** *Jack****'s already******left.******Have*** *you* ***already******eaten?*** *The film’****s started already.*** *I* ***haven’t read*** *that book* ***yet.*** *Have you finished* ***yet?***
* We use the past simple (not the present perfect) to give more details about recent events: *‘Have you heard? Mary’s had a baby! ’ ‘When* ***did*** *she* ***have*** *it?’ ‘Last night!’*
1. **Complete the sentences. Use the present perfect of the verbs in brackets.**
2. I haven’t got my rucksack because Matt it. (borrow)
3. Your hair a tot! (grow)
4. The kitchen’s in a mess because no one the washing-up. (do)
5. Has she still got her car or it? (she / sell)
6. A lot of new people our drama group, (join)
7. We the map, so we’ll have to try to remember the way. (not bring)
8. Are you coming with us or to stay at home? (you/decide)
9. I my new address to many people.(not give)
10. Are they still doing exams or ?(they/finish)
11. Lisa . I don’t know if she’s coming with us.(not call)
12. I all my photos in this album.(put)

|  |
| --- |
| 1. **Circle the correct answer.**
 |
| 0 | A: | What’s your new CD like? | B: | 1 haven’t listened to it **yet**/ *just.* |
| 1 | A: | How’s Josh? | B: | 1 haven’t seen him *recently* / *just.* |
| 2 | A: | Would you like some coffee? | B: | No, I’ve *recently* / *already* had four cups. |
| 3 | A: | Are you OK? You sound tired. | B: | I’m fine. I’ve *recently* / *just* woken up. |
| 4 | A: | Will she help us? | B: | Maybe. 1 haven’t asked her *already* / *yet.* |
| 5 | A: | Have you played *recently* / *just?* | B: | No, not for a few weeks. |
| 6 | A: | Have they gone *recently* / *yet*? | B: | No, they’re still here. |
| 7 | A: | What’s the matter? | B: | I’ve *already* / *just* banged my elbow! |
| 8 | A: | I want to lose three more kilos. | B: | But you’ve *already* / *yet* lost five! |

1. **Complete the articles. Use the present perfect or past simple of the verbs in brackets.**

|  |
| --- |
| Two students (0)……***have raised***……..(raise)£500 for charity. They (00) …***cooked***…….(cook) a three-course meal for seventy people. |

|  |
| --- |
| Firefighters(3) (return) to work after a two-day strike. They(4) (agree) to go back after a meeting with fire service managers. |

|  |
| --- |
| A millionaire (5) (give) Whitford Hospital £100,000. Mr Brian Jackson gave the money to the children’s ward, where his son (6)……………………………...(receive) treatment a year ago. |

|  |
| --- |
| Our local volleyball team(1) (win) a placein the regional final. The GantleyLadies (2) (beat) the Colewood Ladies in an extremely exciting match |

1. **Circle the correct answer.**

 New Message

|  |
| --- |
| I’m having a good time with Justine and her family. They (0) ***moved***/*’ve moved* here last summer, so they’re still getting used to their new place. It’s quite big and modern and they (1) *decorated / ’ve* *decorated* it beautifully. Justine (2) *didn’t change / hasn’t changed*. She’s just the same - full of fun!My French (3) *improved / has* improved a lot - I can understand more now than when I arrived - and I (4) *learnt /’ve learnt* to ride a scooter, sc we go out on our scooters every day. Justine (5) *bought /’s bought* one last year, and I (6) *hired / ’ve hired* one.Yesterday we (7) *had / ’ve* had a wonderful time at the swimming pool. We go there quite often and I (8) *got / ’ve got* quite good at diving |

**Present perfect for general experiences**

* We use the present perfect to talk about things that have happened and experiences we’ve had in our lives up to now: *There* ***have been*** *a few problems. She’****s had*** *a lot of different jobs.*
* We can use *always, often, once, twice,* etc. to talk about frequency: *He****’s always wanted*** *to be an actor. I****’ve met*** *her* ***once.***
* We use *ever* and *never* to ask or say if something has happened or not: ***Have*** *you* ***ever been*** *to Spain ?* ***I’ve never climbed*** *a mountain.*
* We also use the present perfect with *ever* and *never:*
* to talk about something that is happening for the first time: *This* ***is the first time*** *she****’s ever flown.*** *She****’s never flown before.***
* with the comparative and superlative: *This is* ***the best*** *film I****’ve ever seen.***

*I****’ve never seen*** *a* ***better*** *film.*

* Notice the difference between *have/has been* and *have/has gone:*

*Mike****’s been*** *to Rome. (He went to Rome in the past but he’s back now)*

*Mike****’s gone*** *to Rome. (He’s in Rome now)*

* We use the past simple to give more details about our experiences: *Tina****’s travelled*** *all over the world. She* ***went*** *to New Zealand last year and last month she* ***spent*** *a week in Iceland.*
1. **Complete the conversations. Use the present perfect of the verbs in brackets.**
2. A: ***Have you ever*** been to hospital? (you / ever / be)

 B: No, I haven’t. I ***’ve never been*** seriously ill. (never / be)

1. A: ……….to you about her course? (Sophie / ever / talk)

 B: No. She it. (never / mention)

1. A: ……………………..golf? (you / ever / play)

 B: No. I…………….it looked boring, (always / think)

1. A: ………………..their songs in public? (they / ever / perform)

 B: No. They…... the chance. (never / have)

1. A: …………..bungee jumping? (you / ever / try)

 B: No. I……….................afraid of heights, (always / be)

1. A:……………… at you? (he / ever / shout)

 B: No. He very kind and polite, (always / be)

1. A: an e-mail to the wrong person?

(you / ever / send)

 B: No, I that. That sounds awful! (never / do)

1. **Complete the second sentence so that it means the same as the first, using the word in bold. Use between two and five words.**
2. I haven’t been to Scotland before. **first**

 This is the ….first time I’ve ever….. to Scotland.

1. They’ve never invited us to dinner before. time

 This is……….............………...............ever invited us to dinner.

1. This is the first time we’ve ever been camping. never

 We ………..............………..............camping before.

1. She hasn’t tried to ride a bike before. ever

 This is the first………..............to ride a bike.

1. This is the first time I’ve made this, but it tastes nice. before

 I………..............……….............., but it tastes nice.

1. Have you never watched this before? first

 Is this………..............………..............ever watched this?

1. **Complete the letter. Use ever and the present perfect of the verbs in brackets.**

*This Is definitely the biggest city (0)* ***I’ve ever lived****...... (I/ Live) in. There are Lots of Interesting places and fantastic restaurants. The food is brilliant. it's the best food (1)* ..............................  *(I / have) anywhere!*

*It's very hot at the moment. Luckily, the flat I'm in is quite cool, it's a lovely place and it has the most amazing kitchen (2)* .............................. *(i / see)! It's huge!*

*The family I work for are lovely. In fact, they're the nicest family (3)* ..............................  *(I / work) for. The children are sweet but quite shy. The little girl hardly says anything! But she's the sweetest little girl (4)* .............................. *(I / meet)!*

*Cowing here was the scariest thing (5)* .............................. *(I / do) – because It's so far from home –but it's exciting too.*

1. **Circle the correct answer.**

0 They wrote / *’ve writer* )some great songs together. They (*recorded*) / *‘ve recorded* some of them on their CD last year.

1. Caroline’s *been* / *gone* to the sports center. She’ll be back at eight.
2. I *only was* / *‘ve only* been skiing once. I *didn’t enjoy* / *haven’t* enjoyed it much!
3. Rob’s *been / gone* to the DVD shop, so we’ve got two DVDs for tonight.
4. I *was / ‘ve been* to the Globe Theatre. I *saw / ‘ve seen* a play there last summer.
5. She *didn’t always live / hasn’t* always lived here. She *moved /’s moved here* in 2001.
6. I *met / ‘ve met* a lot of Sarah’s family and I know them quite well. Her brother was /’s been in the same class as my sister.

**Past perfect**

* We use the past perfect to show that one action happened before another action in the past: *I phoned Carla's home, but she’****d gone*** *out.* (= First Carla went out. Then I phoned Carla’s home.)
* We use many of the same time expressions we use with the present perfect, e.g.:
* *already* and *just: We got to the cinema late and the film* ***had already started.***

*I* ***had just had*** *lunch, so I wasn’t hungry.*

* *for* and *since: I was sad to leave because I’****d lived*** *there for ten years. Tim was my best friend. We'****d known*** *each other* ***since*** *we were five.*
* *ever and never: He was very excited because he****’d never been*** *to America before.*

*It was the funniest thing she****’d ever seen.***

We use the past simple (not the past perfect) to talk about single actions in the past: *I* ***left*** *London a year ago.* **(**Not*~~I~~****~~’d left~~*** *~~Lond~~o~~n a~~-~~yeer~~*~~ago~~**~~.~~)**

1. **Complete the sentences. Use the past perfect of the verbs in brackets.**

0 The car stopped because we.......... ***‘d run***........... out of petrol, (run)

1. I was cold because I .............................. any warm clothes, (not take)
2. We wanted to visit our cousins last weekend, but they .............................. to go to London, (arrange)
3. The computer crashed. Luckily, I .............................. all my work on it. (save)
4. He felt very tired because he .............................. well, (not sleep)
5. Did they send you the wrong books or .............................. the wrong ones? (you / order)
6. The soup didn’t taste nice because I .............................. to put salt in it. (forget)

**2. Complete the sentences. Use *already, ever* or *never* and the past perfect of the verbs in brackets.**

0 It was the first time she.........***’d ever competed***...... in the Olympics. (compete)

1. She wanted an Olympic medal because she.............................. one before. (win)
2. She had done very badly in her last race. It was the worst race she .............................. . (run)
3. Her trainer .............................. her to rest, and he told her again that she was not fit enough. (advise)
4. A month later, she .............................. so she began training for the next competition. (recover)
5. She began writing a book about her career. She was quite nervous because she .............................. a book before, (write).

**Past perfect and past simple**

* **We can use the past perfect and the past simple in one sentence with linking words and expressions such as:**
* *by the time:* ***By the time*** *we* ***got*** *to the airport, our flight* ***had left.***
* *after, as soon as, before:* ***After*** *we****’d done*** *the washing-up, we* ***went*** *for a walk.*

***As soon*** *as he****’d left****, I* ***phoned*** *Anna. She’d* ***finished*** *her project* ***before*** *she* ***went******out****.*

* It’s often possible to use either the past perfect or the past simple with *after, as soon as* and*before:* ***As soon as he left, I phoned Anna.***
* Compare these sentences with*when: When I* ***arrived****, Tim* ***left****.*(= I arrived. Then Tim left.) *When I* ***arrived****, Tim* ***had left****.* (= Tim left. Then I arrived.)

We don’t use the past perfect for both actions in a sentence if one happened after the other:*They****’d eaten*** *all the food by the time we got there.* **(Not** *~~They~~****~~’d eat~~e~~n~~*** *~~all the food by the t~~i~~me we’~~****~~d~~******~~got~~*** *~~there.)~~*

**3. Complete the sentences. Use the past perfect or past simple of the verbs in brackets. Sometimes both are possible.**

0 By the time he .......***started***............ his exams, I .......***’d******finished***......mine. (start, finish)

1. As soon as they the car, they.............................. it. (repair, sell)
2. Beth.............................. round after she.............................. Rob to the station. (come, take)
3. I.............................. my room before I .............................. to bed. (tidy, go)
4. As soon as we........................... our bags in our rooms, we........................... lunch. (put, have)
5. They.............................. by the time I .............................. . (leave, arrive)
6. After I.............................. to him, I.............................. better, (talk, feel)

 **4. Complete the sentences. Use the past perfect or past simple.**

0 I asked him to help me. He agreed.

 When I...........***asked***............. him to help me, he .......***agreed***....... .

1. Joe left college. Then I met him.

 By the time I.............................. Joe, he .............................. college.

1. They had lunch. Then I saw them.

 When I.............................. them, they .............................. lunch.

1. I spent all my money. Then I left the fair.

 By the time I.............................. the fair, I .............................. alt my money.

1. She failed her Maths exam. She was very disappointed.

 When she .............................. her Maths exam, she .............................. very disappointed.

1. The fire destroyed most of the shop. Then the firefighters arrived.

 When the firefighters .............................. the fire .............................. most of the shop.

1. We ate two tubs of popcorn. Then the film started.

 By the time the film .............................. we .............................. two tubs of popcorn.

1. We looked on the Internet. We found a lot of information.

 When we .............................. on the Internet, we .............................. a lot of information.

1. **Complete the stories. Use the past perfect or past simple of the verbs in brackets. Sometimes both are possible.**

When she went into the kitchen, she (0) ...........**saw**............ (see) the letter on the table.

After she (I) .............................. (read) it, she (2) .............................. (tear) it into small pieces. Then she went for a long walk. By the time she (3) .............................. (come) home, she (4) .............................. (form) a plan. She began to pack a small suitcase. She (5) .............................. (leave) the house by the time he (6) .............................. (phone) her the next morning.

As soon as I (7) .............................. (sign) the form, he (8) .............................. (take) me down a corridor and into a small room. He told me to wait and then he left. Half an hour later, a woman walked into the room. When I (9) .............................. (ask) her if I could leave, she (10) .............................. (smile). ‘Not yet, Mr Evans,’ she said. ‘Not yet.’ I began to feel anxious.

**Unit 5. «The Layout of the House»**

**Future forms**

***will* and *be going to***

|  |  |
| --- | --- |
| **We use *will:*** | **We use *be going to:*** |
| for general predictions about the future*: It* ***will******be*** *hot tomorrow. In ten years’ time, people’s lives* ***won’t be*** *very different.*We often use *I think, I’m sure, probably, definitely,* etc. to show how certain we feel: *I* ***think*** *he****’ll do*** *well in his exams.****I’m sure*** *we****’ll win.*** | for general predictions about the future. *Be going to* is more informal than*will: It'S going to be hot tomorrow.* |
| for things we expect to happen because of what we know or can see now:*Be careful with that knife! Someone’s going to get hurt!* |
| for decisions we make at the time we are speaking:*I’m tired. I think I****’ll stay*** *in this evening.* | for intentions, when we have already decided to do something:*I’m going to stay in today. I’ve got to write an essay.* |
| for offers and promises: *I****’ll make*** *some coffee. Don’t worry, I****’ll pay*** *you back soon.* |  |

**1. Complete the sentences. Use** *will* **or** *be* ***going to* and the verbs in brackets.**

0 The traffic’s very bad this morning. We .....**‘*re going to be*** ...... late for our lecture. (be)

1. We could have the party here. I’m sure the neighbours .............................. the noise. (not mind)
2. Matt probably.............................. with us. He doesn’t like football. (not come)
3. She’s working too hard. She.............................. ill. (get)
4. In twenty years’ time, the tree in our garden .............................. really tall. (be)
5. I.............................. some horrible dreams tonight after that film! It was really scary! (have)
6. Don’t worry about the ink on your shirt. I’m sure nobody .............................. it. (notice)
7. It .............................. a lovely day. Look at that clear blue sky! (be)
8. I think we .............................. enough time to eat before the film, so let’s find a cafe, (have)
9. **Circle the correct answer.**

0 A: What are your plans for the weekend?

 B: I *‘ll / ‘m going* *to* going go shopping on Saturday and then stay at home on Sunday.

1 A: I don’t think we’ve got enough chairs for everyone.

 B: I *’ll / ’m going to* get some more from next door.

2 A: Look! Our bus is coming! Hurry up!

 B: I don’t want to run. I think I *’ll / ’m going to* wait for the next one.

3 A: Are you free this afternoon?

 B: No, I’ve got to go to the library. I *’ll / ’m going to* look at their collection of old newspapers for my History project.

4 A: Please don’t tell Kate or Lucy.

 B: OK. I *won’t / ’m going to* tell anybody. Don’t worry.

5 A: Have you sold your car yet?

 B: Yes. I *’ll / ’m going to* get a new one next month.

1. **Complete the conversation. Use** *will* **or** *be going to* **and the verbs in the box.**

be call give live move rent ~~study~~

A: Do you plan to go to university?

B: Yes.(0) ..... *‘m going to study* ...... medicine in London.

A: Brilliant! I’m sure you (1) .............................. a great doctor!

B: Thanks!

A: Where (2) .............................. ?

B: I don’t know. I haven’t arranged anything yet. I think I (3) ..............................

a room in a house with some other students. The problem is that everywhere is very expensive.

A: My brother (4) .............................. to London next month. He’s just bought a flat there. I (5) .............................. you his phone number. He might be able to help.

B: Thanks very much! I (6) .............................. him tomorrow.

**Present simple and continuous for future**

* We use the present simple for events in the future that are part of a timetable: *Our train* ***leaves*** *at ten o’clock. The library* ***closes*** *at six this evening.*
* We use the present continuous (not the present simple) to talk about future events that we have planned and arranged: ***We’re having*** *a party next week.* ***Are*** *you* ***doing*** *anything this evening? I****’m meeting*** *Jess at eight tonight.*

We use *will* (not the present simple) for decisions we make at the time of speaking, or for offers and promises: *Wait. I****’ll come*** *with you.* (Not *~~I-~~****~~come~~*** *~~with you~~) I****’ll meet you*** *at the cinema.* (Not *~~I~~* ***~~meet~~*** *~~you at the cinema.~~)*

1. **Complete the sentences. Use the present simple or present continuous of the verbs in brackets.**
2. The kite festival ...... ***starts***...... on Friday evening, (start)
3. We.............................. by bus. (go)
4. Our bus.............................. here at seven thirty, (leave)
5. We.............................. buses in Birmingham, (change)
6. The bus.............................. to Hereford at four thirty, (get)
7. We.............................. so I hope the weather’s nice, (camp)
8. We.............................. - we just tike kites, (not compete)
9. My sister.............................. with us. (not come)
10. The festival.............................. on Sunday afternoon at about four, (end)
11. **Complete the e-mail. Use the present simple or present continuous of the verbs in brackets.**

New Message

What (0) ......***are you going***......(you / do) on Saturday? Amy and 1) .............................. (go) to the sale at Zara’s. We 2) .............................. (meet) outside the shop at nine. We won’t have much time there because our dance lesson (3) .............................. (start) at ten thirty. It (4) .............................. (finish) at twelve, so I could meet you after that.

Do you want to come to our house for lunch? I don’t think anybody will be there, but I can make you something. My parents 5) .............................. (take) my sister to a swimming competition

which 6) .............................. (begin) at one, I think.

1. **Circle the correct answer.**

A: I 0) *get / ‘m getting* the bus to town tonight. There’s one that (1) *leaves* / *is leaving* here at seven and (2) *gets* / *is getting* there at half past.

B: That sounds good. I (3) *see* / *’11 see* you outside McDonald’s at about half past.

A: Do you want to come round tomorrow afternoon?

B: Thanks, but I can’t. I (4) *look* */’m looking* after my little brother. He’s not very well. You haven’t got any good board games, have you? He likes playing games.

A: Yes, we’ve got a few. I (5) *bring* / *’11 bring* them round this evening.

A: Could you give me a lift into town tomorrow morning, please? My hair appointment (6) *is / is being* at ten.

B: I can’t, I’m afraid. I (7) *help* */’m helping* in the cafe tomorrow.

C: Don’t worry. I (8) *give* / *’ll give* you a lift.

**Future Continuous**

* We use the future continuous to talk about an action that will be in progress at a particular time in the future: *‘Can we meet tomorrow morning at ten?’ ‘No,* ***I’ll be working*** *then.’* (= I’ll start working earlier than ten and continue later than ten.)
* Compare the future with *will* and the future continuous: *Come at seven thirty. We****’ll eat*** *at eight.* (= We’ll start eating at eight.) *Don’t phone at eight. We’****ll be eating****.* (= We’ll be in the middle of eating.)
1. **Complete the conversation. Use the future continuous of the verbs in brackets.**

A: Can you meet me in town tomorrow at one?

B: Um ... no. I’ll be out at one. I (0) ......**‘*ll be having***......(have) lunch with Peter. What about later? Two thirty or three? Or (1) .............................. (you / watch) the match then?

A: Yes, I will. Are you playing tennis with Jamie in the afternoon?

B: Yes, at half past four.

A: Well, I could meet you at the tennis court at about six. Is that OK?

B: Yes, that’s fine. We (2) .............................. (practise) for our match on Sunday.

A: Yes, I can imagine it. He (3) .............................. (try) to do all kinds of clever shots and you (4) .............................. (not pay) attention! And you (5) .............................. (shout) at each other!

B: No, no! You haven’t seen us for ages! We (6) .............................. (work) together perfectly. Like a machine!

A: A broken machine, you mean!

1. **Circle the correct answer.**
2. Our exams finish on Friday. This time next week I 7/ *relax / ‘ll be relaxing*) at home.
3. Bring your books round tonight. My brother *will help* / *will be helping* you with your Maths.
4. I’ll still be awake at midnight. I *’ll have* / *‘ll* *be having* my fifth cup of coffee!
5. I won’t go / won’t be going without you, but please don’t be late.
6. Good luck with your exam on Wednesday. I *‘ll think / ’ll be thinking* of you.
7. Meet me in the library on Thursday morning. We *’ll revise* / *‘ll* *be revising* together.
8. Come round on Saturday morning for a chat. I *won’t do* / *won’t be doing* anything.

**Future perfect**

* We use the future perfect to talk about an action or situation that will be finished before a particular time in the future: *I can meet you at six tomorrow. My football match* ***will have finished*** *by then.* (= It will finish some time before then.)
* We often use the future perfect with *by* or *by the time +* present simple: *We****’ll have finished*** *dinner by eight.* ***By the time*** *I* ***get back,*** *he****’ll have left.***
* Compare the future with *will* and the future perfect: *We****’ll leave*** *at six o’clock.* (= Six o’clock is the time we’ll leave.) *We****’ll have left*** *by six o’clock.* (= We’ll leave before six o’clock.)
1. **Complete the sentences. Use the present simple of future perfect of the verbs in brackets.**
2. I ......**‘ll have finished**......my project by the end of this month. (finish)
3. We .............................. any food by the time they .............................. . (not make, arrive)
4. We .............................. to Scotland by the beginning of May. (move)
5. .............................. your course by the time 1you again? (you / start, see)
6. Don’t call late tonight. I .............................. to bed by ten. (go)
7. He .............................. by eight. He gets up at seven thirty, (not leave)
8. By the time we .............................. the play on Saturday, we .............................. it thirty time, (perform, rehearse)

1. **Complete the sentences. Use *will* or the future perfect of the verbs in the box.**

disappear experience improve land move need ~~rise~~

1. Global temperatures......***will have risen***...... by at least 1 °C by the end of this century.
2. Many of us .............................. more extreme weather events, such as storms, heat waves and floods.
3. The world .............................. much more energy in the future.
4. They say that the treatment of cancer .............................. enormously by 2025.
5. Experts predict that half of today’s languages .............................. by 2100.
6. More and more people .............................. from the countryside to cities in this century.
7. They say that people .............................. on Mars by 2040.

**Future in the past**

We use. *was/were going to +* infinitive to talk about a planned action in the past that didn’t happen: *I’m sorry. I* ***was going to phone*** *you, but I didn’t have time.* (= It was my intention to phone you, but I didn’t.)

* We also use *was/were going to* for a prediction in the past, often after *think* or *know: At last we were safe. Everything* ***was going to be*** *OK. I knew my exams* ***were going to be*** *difficult.*
1. **Complete the texts. Use *was/were going to* and the verbs in brackets.**

I (0) ......***wasn going to go***......(go) shopping with a friend yesterday, but then she got ill, so I went by myself. I wanted some trainers, but the ones I liked were too expensive. I knew they (1) .............................. (cost) a lot, but I didn’t realise how much! I bought a T-shirt instead. I

(2) .............................. (not / get) any clothes, but I couldn’t resist it!

Lucy (3) .............................. (meet) me at six, but she didn’t turn up. Kate and Ben picked me up at six thirty. I thought Ben (4) .............................. (not come) with us, so I was surprised to see

him. I (5) (not say) anything about the previous weekend, but he asked me. I had to tell him the truth. I thought he (6) .............................. (be) angry, but he laughed when I told him what had happened.

1. **Complete the conversation. Use *will* or *be going to* and the verbs in brackets.**

A: I’m sorry you don’t feel well.

B: Thanks. I’m sure I (1) .............................. (feel) better soon. I’ve decided to stay in bed

today. I (2) .............................. (not do) any work on my essay.

A: (3) .............................. (you / come) into college tomorrow?

B: I don't know. I haven’t decided yet.

A: I could give you a lift if you like.

B: Really? That would be great! I don’t think my brother (4) .............................. (let) me

borrow his car.

A: I (5) .............................. (pick) you up at about eight. OK?

B: Yes, lovely! Thank you very much.

1. **Complete the sentences. Use was/ were going to, the future continuous or the future perfect of the verbs in brackets.**
2. Come and join us in the park later. We .............................. (play) volleyball near the little lake.
3. Let’s go to the beach at six. Most people .............................. (go) home by then.
4. That was horrible! I thought that car.............................. (hit) us!
5. Could I talk to you tonight at nine or .............................. (you / get) ready for your trip?
6. Don’t worry! We .............................. (not eat) everything by the time you get here!
7. **Circle the correct answer.**

Dear Choir Members,

As you know, the choir we met in Prance last year (11) *are coming / will have come / were going to come* here in May.

On 25th, 86th and 28ttl May, they (12) *’ll perform / ’re performing / were going to perform* here in Cheltenham. (They (13) *’ll give / ’re going to give / were going to give* another concert on the 27th, but we couldn’t find a suitable venue, unfortunately.) I’m glad to say that the tickets are going fast and I think we (14) *sell / ’re selling / ’11 have sold* them all by the end of this week, so if you want some, hurry!

On the 29ttl, they (15) *go / ’ll go / ’re going* sightseeing in Stratford. 1(16) *’ll book /’m going to book / ’ll have booked* the coaches for this trip next week, so please phone me this week if you want a place. The cost is £15 per person and the coaches (17) *leave / are leaving / are going to leave* the bus station at 8.30 a.m. I (18) *won’t be / won’t have been /’m not being* here on Thursday between eight and ten -1 (19) *’m going to rehearse / ’ll rehearse / ’ll be rehearsing* in London - but you can leave a message on the answerphone.

I don’t know yet about the party on the SO111. I (20) *’ll start / was going to start / ’ll have started* organising it last week, but I didn’t have time. I’ll give you the details as soon as I can.

**Modal verbs**

REMEMBER!

• The modal verbs are: *can, could, may, might, will, would, shall, should, must.*

• We use a modal verb with a main verb to express ability, obligation, etc.

• After modal verbs, we use the infinitive without to: Birds **can fly.** (Not ~~Birds~~ **~~can to fly.~~**)

• Modal verbs don’t add -s after *he/she/it:* He **can** help us. She **might** come.

• In negative sentences and questions, the auxiliary do is not necessary: **May** I **come** in? (Not ~~Do I~~ **~~may come~~** ~~in.~~)

• Modal verbs don’t have past, perfect, future or participle forms. We use other verbs instead: *We* ***had to leave*** *early.* ***Will*** *you* ***be able to get*** *here in time?* ***Having to take*** *exams is a bore!*

 These verbs and expressions have similar meanings to modal verbs: *be able to, manage to, have {got) to, need to, be allowed to, ought to*

**Ability and possibility**

• We use *can, could* and be *able to* to express ability and possibility.

|  |  |
| --- | --- |
| **Present** | *can, am/is/are able to* |
| **Past** | *could, was/were able to* |
| **Future** | *can* + time expression, *will be able to* |

• We usually use can to express present ability or possibility: *I* ***can speak*** *English.*

*You* ***can buy*** *cold drinks in that shop.*

*Be able to* is more formal and not as common: *We* ***are not able****/****unable to attend*** *the opening ceremony.*

• We use *could* or *was/were able* to for general ability in the past: *Tom* ***could/was able to swim when he was four.***

• We use *was/were able* to (not could) for a single completed action: They ***were able to swim*** to safety.

• We use *couldn’t* or *wasn’t/weren’t able* *to* for both general ability and single actions: *Jane* ***couldn’t/wasn’t able to read*** *when she was five. They* ***couldn’t/weren’t able to******solve*** *the problem.*

• We use *manage to* to suggest difficulty, usually for single actions: ***Did*** *you* ***manage to get*** *home all right?*

• We use can or will be able to + a time expression to talk about a future possibility: *I* ***can see*** *you tomorrow. She’****ll be able to meet*** *us this evening.*

• For a future ability, we use *will be able to* (not *can): After this course, I’****ll be able to speak*** *English much better. (Not ~~I~~* ***~~can speak~~*** *~~English much better~~)*

1. **Complete the sentences. Use *can, could* or *will be able to.***
2. Joe.....***could*** ...... beat me at chess when he was only eight.
3. She’s only four, but she........................... play the piano.
4. In the future, people like us...........................travel to other planets!
5. Don’t worry. You...........................hire a racket at the sports centre.
6. I...........................do karate when I was younger, but I’ve forgotten it now.
7. After my exams, I...........................visit them more often.
8. Luke...........................speak Italian really well when he lived in Milan.
9. **Cross out one of the options if it is incorrect.**

Becky worked in a group on her Business Studies course last term. Here she describes what they did.

1. Joe *~~could~~ / managed* to think of three different products for our group project in about fifteen minutes!
2. Lisa *could / was able* to write very well when we were at school, but the report she wrote for our project wasn’t very good.
3. She *could / was able* to express herself really well then, but she can’t write very well now.
4. I *couldn’t / didn’t* manage to find any useful information on the Internet.
5. But I *could / managed* to draw some pictures for our presentation.
6. We *could / were able* to prepare a good presentation for the end of term.
7. We couldn’t / weren’t able to discuss the presentation with our tutor, though.
8. **Complete the conversation. Use one word in each gap.**

A: Do you want to go to the cinema at the weekend? Mark and I (0) ......***can***...... go on Saturday or Sunday.

B: No, sorry. I’m going to be too busy. I’d love to go soon, though. I’ve been really busy this term. I (1) ........................... to go to a gig a few weeks ago, but that’s all. I (2...........................be able to go out more next term, I hope. Have you been out a lot?

A: Not really. But I went to a play last week in London. We (3........................... able to get cheap tickets for some seats near the front. We (4) ........................... see everything!

B: That sounds great!

A: Yes, it was. You (5) ........................... get some really good seats sometimes.

B: I’d love to come with you if you go again.

A: Sure. I’ll send you the new programme next week.

B: Thanks. Will we (6) ........................... able to get cheap tickets, do you think?

A: Yes, I think so. I think there are always some cheap ones.

B: Great!

**Degrees of certainty (present and future)**

* We use *must, may, might, could* and *can’t* to show how certain we are that something is true, or that something will happen.
* We use *must* when we are sure that something is true now: *You* ***must be*** *tired.*
* We use *may, might* or *could* when we think that something is possible now or in the future: *That* ***might be*** *Paul’s car.* (= Maybe it’s his.) *I* ***may go*** *out tonight.* (= Maybe I’ll go out.) *You* ***could be*** *right.* (= Maybe you’re right.) *It* ***could rain*** *tomorrow.* (= It’s possible that it will rain tomorrow.)
* We use *may not* or *might not* (but not *could not*) to refer to the present or future:

*He* ***may not be*** *at home today. We* ***might not see*** *you next week.*

* We use *can’t* when we think that something is impossible now. Notice the difference between *may/might not* and *can’t: He* ***might not be*** *in London.* (= It’s possible that he isn’t in London.) *He* ***can’t be*** *in London.* (= It’s impossible that he’s in London.)

1. **Complete the sentences. Use** *must* **or** *might.*
2. The girl standing next to Joe looks a lot like him, doesn’t she? She ......***must***...... be his sister.
3. The woman in the green dress ........................... be his aunt. I’m not sure.
4. Joe........................... be really excited about his new job in Paris. He’s wanted to live in France for ages.
5. He........................... stay there for a year or two. It depends if he likes the job.
6. His brother........................... move there too next year. He hasn’t decided yet.
7. Joe’s been studying French for ages. He ........................... speak it really well.
8. I........................... visit him in the spring. I’m not sure.
9. **Circle the correct answer.**
10. We *can’t* / *couldn’t / may not* drive to the beach. We haven’t decided yet.
11. I don’t believe it! They *can’t* / *may not / mustn’t* be the winners! They were awful!
12. She *could* / *may* / *must* have a lot of money. She buys very expensive clothes.
13. He *can’t* / *couldn’t* / *may not* come to the party. I don’t know if he’s free on Saturday.
14. £11.00 and £3.99 is £25.98? That *can’t* / *may not* / *mustn’t* be right!
15. I *could* / *can’t* / *mustn’t* get a job in the holidays, but I’m not sure that I will.
16. What’s the time? It *can’t* / *might* / *must* be very early. It’s still dark.
17. We *might j can’t / mustn’t* stay at home. It depends how tired we are.
18. There *can’t* / *couldn’t* / *might not* be many buses early in the morning. I don’t know.
19. **Complete the second sentence so that it means the same as the first, using the word in bold. Use between two and five words.**
20. I’m sure that’s Rob’s bag. **must**

That ......**must be**...... Rob’s bag.

1. Maybe he’s in the cafeteria, **could**

He........................... in the cafeteria.

1. Perhaps he’ll come back for it. **might**

He........................... back for it.

1. Maybe I won’t see him this evening. **may**

I ........................... him this evening.

1. Perhaps Jamie knows his address. **Might**.

Jamie ........................... his address.

1. I’m sure somebody has it. **Must**

Somebody........................... it.

1. **Complete the letter. Use *must, may (not), might (not), could* or *can’t* There may be more than one possible answer.**

Congratulations on your exam results! You (0) ......***must***...... be really pleased!

I’m, looking forward to seeing you next month. I’m thinking of things we can do. We (1) ........................ get bored here, so let's try to go to London*.* There (2) ........................ be a good show on. I’llcheck. We can also visit Jane in Scotland. I've never been- to her house, but I know it’s in a small village outside Edinburgh, so it(3) ........................be beautiful! It (4) ........................be big enough for all of us, though - I don’t know. If we can’t stay there, we can easily stay in a hostel. It (5) ........................be difficult to find one.

**Speculating about the past**

* We use *must/may/might/could/can’t + have +* past participle to speculate about the past, to show how certain we are that something happened.
* We use *must + have +* past participle when we are certain that something happened:

*I sent the letter two weeks ago. He* ***must have received*** *it.*

* We use *may/might/could + have* + past participle when we think it’s possible that something happened: *She* ***might have left.***
* We use *may/might not + have +* past participle (but not *couldn’t)* when we think it’s possible that something didn’t happen: *They* ***may not have seen*** *us.*
* We use *can’t + have* + past participle when we think it’s impossible that something happened. Notice the difference between *may/might not have* and *can’t have: She* ***might not have passed*** *her exam.* (= It’s possible that she didn’t pass.) *She* ***can’t have passed*** *her exam!* (= It’s impossible that she passed.)
1. **Complete the sentences. Use must have or might (not) have and the verbs in**

**brackets.**

1. I......***might have bought***...... the wrong book. Is this the one you wanted? (buy)
2. We...........................the door. I can’t remember. (not lock)
3. That party was amazing! They...........................a lot of money on it. (spend)
4. Michael’s finished his essay and he only started it last night! He...........................all night. (work)
5. He...........................your message. Why don’t you leave another one? (not get)
6. I...........................her phone number in my file. I’m not sure. (write)
7. That sounds awful! You...........................terrified! (be)
8. **Circle the correct answer.**
9. I ***can’t*** */ might not* have thrown away that letter. I never throw away letters.
10. They *can’t / might not* have gone to the zoo. I’m not sure if it was open.
11. I *can’t / may not* have brought my camera. I’ll go and look for it in the car.
12. There *can’t / might* *not* have been many people in town this afternoon. Everyone was watching the football match at home.
13. Sophie *can’t / might not* have taken these photos. I’m not sure she was at that party.
14. They *can’t / might not* have painted the whole flat in one day! It’s too big.
15. The cat *can’t / might not* have got out. All the doors and windows were shut.
16. **Complete the conversations. Use must have, could have, might have or can’t**

**have and the verbs in brackets.**

A: Are you ready?

B: Um ... hang on a minute. I’m just looking for my MP3 player. I don’t know where it is. Maybe it’s in my bag. No, it isn’t. Oh dear! I hope I haven’t lost it.

A: Lisa (0) ......***could have borrowed***...... (borrow) it. She uses it sometimes, doesn’t she?

B: Yes, but she hasn’t been at home today, so she (1) ........................... (take) it.

A: Let me look in your bag. You (2) ...........................(not see) it. Ah, here it is!

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A: Why didn’t Lucy come to Kate’s last night?

B: I don’t know. She (3) ........................... (forget) all about it. Do you think Kate was upset?

A: She didn’t say anything, but she (4) ........................... (be) very disappointed. She really wanted Lucy to come.

B: Lucy’s often ill. She (5) ........................... (not be) well yesterday.

A: She (6) ........................... (be) ill. Ben saw her in the afternoon. She was fine.

**Permission**

* To express permission or lack of permission, we use *can/can’t* (present), *could/couldn’t* (past) and *(not) be allowed to* (all tenses): *You* ***can give*** *me the money tomorrow. You* ***can’t bring*** *food into class.* ***Can*** *we/****Are*** *we* ***allowed to talk*** *in the library? When I was a child, I* ***couldn’t/wasn’t allowed to stay*** *out after nine. Next year, students* ***will be allowed to use*** *dictionaries in exams.*
* *May (not)* is sometimes used in notices: *Students* ***may borrow*** *CDs from the library. Visitors* ***may not take*** *photographs of the paintings.*
* Compare the use of *could* and *was/were allowed to: In my last job, I* ***could/was allowed to start*** *at ten.* (general permission: *could* or *was/were allowed to)*

*I* ***was allowed to leave*** *early yesterday,* (on a particular occasion: *was/were allowed to,* not *could)*

* To ask for permission, we use *can, could* (more polite) or *may* (formal). We don’t use *be allowed to:* ***Can*** *I* ***go*** *now?* ***Could*** *I* ***use*** *your phone?* ***May*** *I* ***sit*** *here?*

To answer *yes,* we can say: *Yes, sure/all right/of course/certainly.*

To answer *no,* we can say: *(No,) I’m sorry, but* (+ a reason).

1. **Circle the correct answer.**
2. You ***can’t*** */ ’re allowed to / couldn’t* smoke here. It’s a no-smoking area.
3. You *can’t / couldn’t / weren’t allowed* to use your mobile phone in the exam. Switch it off.
4. Members *may / can’t / could* use the members’ restaurant on the top floor. Please show your membership card to the waiter.
5. I’m sorry, sir. You *can’t / weren’t allowed to / couldn’t* come in here. Please wait outside.
6. We *may / ’re allowed to / could* use the computer centre at lunchtime, so I often go there.
7. Next year, we *’re allowed to / ’11 be allowed to / could* design a real building as part of our course.
8. He *can’t / isn’t allowed to / couldn’t* ride a motorbike last year because he wasn’t old enough.
9. We *can’t / aren’t allowed to / couldn’t* park near the stadium because all the streets near it were closed.
10. We *may not / can’t / weren’t allowed* to wear jeans at school when I was a student.
11. You *can / can’t / couldn’t* take the car if you want. I don’t need it.
12. We took some photographs, but we *can’t / may not / weren’t allowed* to record the interview.
13. **Cross out one of the options if it is incorrect.**
14. Last weekend, I *c~~ould~~* / *was allowed to* drive the family car for the first time.
15. My brother *could* / *was allowed to* get a motorbike a few weeks ago.
16. When I was a child, I *could* / *was allowed to* ride my bike whenever I wanted.
17. I *could* / *was allowed to* watch television every evening.
18. I *could* / *was allowed to* choose most of my own clothes.
19. My brother and I *could* / *were allowed to* decorate our bedroom with pictures that we liked.
20. On my thirteenth birthday, I *could* / *was allowed to* stay at a friend’s house for the first time.
21. Two years ago, I *could* / *was allowed to* visit my cousin in Scotland by myself.
22. Last week, our little sister *could* / *was allowed to* go shopping with her friends for the first time.
23. **Complete the conversations. Use one word in each gap.**

A: Excuse me, (0) ......***may***...... I take a photo of the painting?

B: No, I’m (1) ........................... . Visitors are not (2) ........................... to take photographs of

the paintings. But you (3) ........................... photograph the sculptures outside.

\_\_\_\_\_\_\_\_\_\_\_\_

A: Hi, Becky. How are you? Are you feeling better?

B: Yes, but I have to stay in bed. I’m not allowed (4) ........................... get up yet.

A: (5) ........................... I come and see you?

B: Yes, of (6) ...........................! Come as soon as you like.

**Obligation and necessity**

* We use *must, have to* and *have got to* to talk about something that is important or necessary. The meanings are similar, but there are some differences.
* *Must* shows that the speaker feels the action is necessary and important: *I* ***must remember*** *to phone Sam. You* ***must be*** *back by ten.*
* *Have to* and *have got to* show that the action is necessary because someone else says so, or because of a rule or law: *I* ***have to take*** *these tablets every day.*

*You* ***have to show*** *your passport to get into the country.*

* *Have to* is more common than *must* in speech. *Must* is often used for written instructions and rules: *All drivers* ***must be*** *at least twenty-one years old to hire a car.*
* *Have got to* is spoken and informal: *I****’ve got to see*** *you right away!*
* We use *have to* (not *must* or *have got to)* to talk about the past or the future: *Our flight was at six, so* *we* ***had to leave*** *the house at three. It’s going to be cold, so we****’ll have*** *to take warm clothes with us.*
* We usually use *have to* (not *must* or *have got to)* in questions: *Is this a direct train or* ***do*** *we* ***have to change****?*

**!** Compare *don’t have to* and *mustn’t: You* ***don’t have to tell*** *him.* (= It’s not necessary.) *You* ***mustn’t tell*** *him.* (= It’s important that you don’t.)

1. **Complete the sentences. Use *must* or *have/has to.***
2. I’ve been feeling ill for a week. I......***must***...... go to the doctor today.
3. You can’t buy a ticket on the train. You...........................get one before you get on.
4. They...........................work in a hospital for six months as part of their course.
5. In some countries, everyone...........................vote. It’s the law.
6. I...........................wash my jeans before the party. They’re really dirty.
7. I...........................wear a uniform for my job at the supermarket.
8. We...........................practise our songs again. Some of them don’t sound very

good.

1. **Complete the conversation. Use the correct form of *have to* or *have got to.* Do not use *have to* if *have got to* is possible.**

A: Have you ever been in a play? I’ve joined a drama group and it’s great!

B: Yes, I was in a play at school. It was quite hard work because we

(0) ......***had to***...... rehearse every week.

A: (1) ......you...... do a lot of acting exercises?

B: Yes, some. They were good fun. (2) ......you...........................do them?

A: Yes, every week. Last week we (3) ...........................pretend to be film stars.

B: That sounds fun. Are you doing a play too?

A: Yes, a short one. I hate learning all my lines! It’s quite boring, isn’t it?

B: Yes, you (4) ...........................sit down and learn them. It is a bit boring.

I wish I could join your group, but I’ve got exams next term and I

(5) ...........................concentrate on them. But I’d love to come to your play. When is it?

A: I don’t know yet. I (6) ...........................check with the teacher and tell you

later.

1. **Circle the correct answer.**
2. *You* ***don’t have to****/ mustn’t*buy any equipment to go walking.
3. *Do you have to / Must you* wear special shoes for aerobics?
4. You *don’t have to / mustn’t* eat a lot before exercising. It isn’t good for you.
5. Joe was ill, so he *had to / must* miss football practice.
6. I *don’t have to / mustn’t* cycle to college, but I do it because I love cycling.
7. At my running club we *have to / must* jog slowly before we start running.
8. That was great! We *have to / must* play more often.
9. These jogging bottoms don’t fit me properly. I *have to / must* get some new ones.
10. Everyone can enjoy sport. You *don’t have to / mustn’t* be good at it.

***need (to)***

* *Need* is a main verb with present, past, future and participle forms *(need, needs, needing, needed),* followed by *to*-infinitive: *She* ***needs to talk*** *to you.* ***Do*** *you* ***need to wash*** *your hands? We* ***needed to be*** *home by five. They* ***didn’t need to pay*** *for the damage.* ***You’ll need to be*** *careful.*
* It can also be a modal verb, followed by infinitive without *to.* This form is mainly used in negatives: ***You needn’t look*** *so frightened!* (= It isn’t necessary.)
* Compare these uses of *need* when talking about the past: *We* ***didn’t need to hurry*** *because we had plenty of time.* (= We didn’t hurry because it wasn’t necessary.)

*We* ***needn’t have hurried*** *because the train was delayed.* (= We hurried, but it wasn’t necessary.)

1. **Complete the sentences. Use *need/needs to* or *needn’t.***
2. You......***needn’t***...... change your clothes. Those are fine.
3. We...........................stop during the journey. We can’t drive all the way without a break.
4. We...........................take our bikes. We can walk there.
5. He...........................make some new friends. His old friends have moved away.
6. They...........................work harder. They aren’t doing enough at the moment.
7. You...........................walk home with me. I’ll be all right on my own.
8. She...........................meet us at the station. We can get the bus to her house.

1. **Circle the correct answer.**

New Message

|  |
| --- |
| I passed my driving test today! I (0) *didn’t need to worry* / ***needn’t have worried***about it because it was quite easy! I’m so happy!I (1) *don’t need* / *needn’t* to have any more lessons!Mum took me to the test centre. We left home early and then we had to wait for half an hour at the test centre. I (2) *didn’t need to get up* / *needn’t have got up* so early after all, but never mind. After the test, we went to town. Mum (3) *didn’t need to go* / *needn’t have gone* to work.We had lunch and did some shopping. We stayed quite late because we (4)*didn’t need to get / needn’t have got* home for Ben. He was playing football after school.When we got home, I drove to Emma’s on my own. It was exciting but terrifying! I (5) *need to* / *needn’t* get more practice, I think.I hope your driving lessons are going well. I’ve got some books about driving if you’d like them. I (6) *didn’t need to buy / needn’t have bought* them because I never looked at them, but they look quite useful.Anyway, when you come next time, we’ll go for a drive! |

**Advice and recommendations**

* We use *should/shouldn’t* or *ought (not) to* to say that something is or isn’t a good idea: *You* ***should try*** *this recipe. She* ***shouldn’t watch*** *so much TV. We all* ***ought to do*** *something for the environment. I* ***ought not to tell*** *you this.*
* We can also use *must, have to* and *mustn’t. Must, have to* and *mustn’t* are stronger than *should* and *ought to: You* ***have to see*** *the new exhibition. You* ***mustn’t miss*** *Tom’s talk - it’ll be very interesting.*
* We use *had better (not) +* infinitive to give strong advice or a warning: *You****’d better tell*** *the police! You****’d better not be*** *late!*
* We use *should/shouldn’t + have +* past participle to express criticism of someone’s behaviour in the past: *I* ***should have known*** *that he’d be late! She* ***shouldn’t have lied*** *to me.*
1. **Complete the conversation. Use *should/shouldn’t* or *ought/ought* not.**

A: We (0) ......***needn’t***...... stop for a coffee. We’re going to be late.

B: I’m always late for everything! I (1) ........................... to organise my time better.

A: Actually, you (2) ........................... to agree to do too much. You (3) ........................... learn to say no. And you (4) ........................... help your sister with her homework every night. It’s not good for her or you.

B: Yes, she (5) ........................... to depend on me so much.

A: Exactly. She (6) ........................... try to work on her own.

1. **Complete the second sentence so that it means the same as the first, using the word in bold. Use between two and five words.**
2. I think it’s necessary for you to decide what you want to do. **must**

You ......***must decide***......what you want to do.

1. I really think we ought to start cooking now. **better**

We ........................... cooking now.

1. You really should try that new Chinese restaurant. **have**

You ........................... that new Chinese restaurant.

1. I think it’s very important that you don’t tell him about this. **must**

You........................... him about this.

1. I think you must call her tomorrow. **had**

You ...........................her tomorrow.

1. It’s essential that you don’t go without me. **not**

You’d...........................without me.

1. I think it’s important that you ask your doctor. **must**

You ........................... your doctor.

1. I really think you should apologise to her. **better**

You ........................... to her.

1. You really should see that film. **have**

You ........................... that film.

1. **Complete the messages from a message board on the Internet. Use** *should/ shouldn’t* **or** *should have/shouldn’t have* **and the verbs in brackets.**

**Message 1: posted by citygirl**

Can anyone help me? I want to be a singer, but my parents want me to study medicine. I’ve applied to university, but I really don’t want to go. I haven’t told my parents how I feel. I think my dad wants me to be a doctor because he feels he (0) ......***should have been***...... (be) one.

**Message 2: posted by LisaR**

You (1) ........................... (tell) your parents how you feel. They need to know.

**Message 3: posted by africanprincess**

I was in your situation a few years ago and didn’t do anything. I (2) ........................... (talk) to my parents. I definitely (3) ........................... (go) to university as I was really unhappy there.

You (4) (do) something you don’t want to do.

Good luck!

**Message 4: posted by citygirl**

Thanks, everyone. I know I (5) ........................... (apply) to university. I didn’t think about it enough. I think I (6) ........................... (explain) how I feel to my parents. I hope they’ll understand.

**Requests, offers and suggestions**

* **To ask someone to do something for us, we use:**
* *Can you ... ?*(informal): ***Can you help*** *me, please***?**
* *Could you ... ? (polite):* ***Could you close*** *the door, please?*
* *Will you ... ? (neutral):* ***Will you wait*** *here and look after my bags?*
* *Would you ... ? (a polite order):* ***Would you be*** *quiet, please?*
* *Would you mind ... (+ -ing)? (very polite):* ***Would you mind shutting*** *the window****?***
* **To offer to do something for someone, we use:**
* *Shall I/we... ? (polite):* ***Shall I drive****?*
* *I/We can/could (polite):* ***I could give*** *you a lift to the station.*
* *I’ll/We’ll (informal):* ***I’ll******show*** *you how this works.*
* *Let me/us (informal):* ***Let me pay*** *for the coffee.*
* **To make suggestions, we use:**
* *Shall we... ? (neutral):* ***Shall we have*** *some lunch?*
* *We can/could (more polite):* ***We can go*** *to a restaurant.*
* *Why don’t we... ? (informal):* ***Why don’t we******sit*** *here?*
* *Let’s (informal): Let’s watch a movie.*
1. **Complete the requests. Use the verbs in the box and the verbs in brackets**

**do pick play post put take**

1. ......***Can you play***......... the washing-up? (will)
2. ........................... this letter for me? (mind)
3. ........................... your feet off the seat, please? (would)
4. ........................... some water in this vase? (could)
5. ........................... me up at six thirty? (can)

1. **Complete the conversations. Use one word in each gap.**

Anna: We (0) .....***could***...... play tomorrow afternoon if you like.

Jenny: Yes, that would be great.

Anna: OK. (1) ........................... we try to get a court at four?

Jenny: Sure.

Anna: I (2) ........................... phone them now if you like, and find out if there’s one

free. (3) ........................... I say we want it for an hour?

Jenny: Yes. That sounds fine.

Matt: (4) ........................... don’t we go to the Beautiful Days festival next year?

Rob: Yes, good idea. (5) ...........................’s camp there, like we did at Latitude last year.

Matt: OK. I (6) get the tickets for us both. We (7) ........................... get them on the Internet. When is it on? Do you know?

Rob: Actually, I saw an advert for it in a magazine. (8) ........................... me go and get it. It’s in my bag.

1. **Circle the correct answer.**
2. He’s lived here for fifteen years. He can’t / must / might know the area very well.
3. I had been ill, so I was allowed to / could / should hand in my essay late.
4. When I got to the hotel, I found that there was a hair-dryer in my room, so I couldn’t have taken / didn’t need to take / needn’t have taken my own.
5. Although the train was crowded, we might / were able to / could get seats.
6. You *can’t* / *must* / *might* have slept through all that noise! It was really loud!
7. **Complete the conversation. Use might, must, mustn’t, needn’t or ought.**

A: I want to go for a walk this afternoon. Do you want to come?

B: Yes! I (6) ........................... have something to eat first, though. I’m really hungry.

 A: Jamie (7) ........................... come too. He hasn’t decided yet.

B: OK. Are you going for a long walk?

A: I don’t know. We (8) ........................... go very far if you don’t want to.

 B: OK. I (9) ........................... get back too late as I’ve got some work to do.

 A: That’s fine. I (10) ........................... to do some work too. But let’s go for a walk first!

1. **Complete the second sentence so that it means the same as the first, using the word in bold. Use between two and five words.**
2. It is not necessary for me to get up early. **have**

 I ........................... up early.

1. They couldn’t get tickets for the concert. **able**

 They........................... tickets for the concert.

1. We can’t park here. **allowed**

 We ........................... here.

1. Could you take your shoes off? **mind**

 Would ........................... your shoes off?

1. I really think you should go to the doctor. **better**

 You ........................... to the doctor.

**Unit 6. «Fabrics and Materials»**

**The passive**

* In an active sentence, the subject of the sentence is the ‘doer’ who performs the action of the verb. In a passive sentence, the object of the active verb becomes the subject. We use the passive only with verbs that take an object. Compare:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Subject**  | **Action**  | **Object** |
| **Active** | He | **has painted** | the house. |
| **Passive** | The | house has been painted. |  |

* We use the passive when:
* *we want to focus on the action, not the doer of the action: The house has been* ***painted. It looks great!***
* the doer is not known or not important: ***Oh no! My bag’s been stolen!*** (= I don’t know who stole it.) ***This house was built in 1970.*** (= Somebody built it. It’s not important who.)
* the doer is obvious or ‘people in general’: ***He was arrested.*** (Obviously, the police arrested him.) ***The show is watched all over the world.***
* If we want to mention the doer of the action, we use ***by*** + agent (= the person/thing that does the action): ***I was hit by a car.***
* The passive is more common in writing than speech.
* We form the passive with an appropriate form of ***be*** + past participle.
1. **Circle the correct answer.**
2. Very little *knows /(is known*)about this disease because it is very rare.
3. The government *has spent / has been* *spent* a huge amount of money on education.
4. Traffic on the M11 is very slow this week as repairs *are carrying out / are being carried* *out* on two lanes.
5. The shopkeeper chased the thieves for a few minutes, but then they *disappeared / were disappeared* into the crowd.
6. ‘I’ve done a lot of work for them, but they *haven’t paid / haven’t been paid* me,’ an electrician complained.
7. The shopping centre *is going to knock down / is going to be knocked down*.
8. ‘We should *inform / be informed* about the dangers to our health,’ a factory worker said.
9. Representatives from sixty-five countries *will attend / will be attended* the conference.
10. The missing boy *has not found* **/** *has not been found*yet.
11. **Complete the second sentence so that it means the same as the first, using the word in bold. Use between two and five words.**
12. They have planted a lot of trees along the river. **been**

 A lot of trees ......***have been planted***...... along the river.

1. Andrew Black wrote this article. **by**
2. This article ........................... Andrew Black.
3. They sell these computer games all over the world. **are**

 These computer games ........................... all over the world.

1. They’re planning a music festival for next summer. **planned**

 A music festival........................... for next summer.

1. I’m sure somebody will sort everything out soon. **sorted**

 I’m sure everything ........................... soon.

1. We can arrange a meeting for next week. **arranged**

 A meeting ........................... for next week.

1. Caitlin didn’t take this photo. **by**

 This photo ........................... Caitlin.

1. He was unhappy because the coach had not chosen him for the team. **been**

 He was unhappy because he........................... for the team.

1. Are we doing enough about climate change? **done**

 Is ........................... about climate change?

1. **Circle the correct answer.**

**Stolen Goya painting recovered**

A painting by Francisco Goya that (0) ................ stolen while it was (1) ................ to

an exhibition in New York earlier this month has (2) ................ . *Children with a Cart* (1778) (3) ................ at about $l.lm.

Apparently, the FBI were called on Saturday (4) ................ a lawyer who offered to reveal where the painting was.

It is unlikely that the painting will now (5) ................ in the show in New York. It will instead (6) ................ back to its home in Ohio.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 0 | A is |  **B** was | C had | D been |
| 1 | A transport | B transporting | C being transported | D been transported |
| 2 | A recovered | B be recovered | C was recovered | D been recovered |
| 3 | A is valued | B has valued | C been valued | D valued |
| 4 | A from | B for | C by | D of |
| 5 | A include | B be included | C have included | D been included |
| 6 | A take | B taking | C taken | D betaken |

**The causative: *have/get something done***

* We use the causative form (subject + ***have +*** object + past participle) when we don’t do something ourselves, but arrange for someone else to do it for us. Compare: *Emma* ***cleaned*** *her car.* (= She did it herself.) *Sarah had her car* ***cleaned****.* (= She arranged for someone else to do it for her.)
* All tenses are possible: *We****’re having our house decorated*** *at the moment.*

***Have*** *you* ***had your car repaired?*** *I want* ***to have new curtains made.***

* We can use ***get something done*** in a similar way, especially in informal English: ***I must get my hair cut.***
* But we don’t usually use ***get*** in the present perfect tense: *She****’s had*** *her ears pierced.* (Not *~~She~~****~~’s got~~****-~~her ears pierced.)~~*
* We can also use *have something done* (but not *get something done*) when something unpleasant happens to us: ***I had my bag stolen*** *at the airport.*
1. **Complete the sentences. Use the causative form with *have.***

Ben’s opening a cafe. It used to be a clothes shop.

1. I ......***’ve had the floor replaced***...... . It’s completely new. (the floor / replace)
2. There used to be some steps up to the shop, but I decided to ........................... . (them / remove)
3. I ........................... . It’s fine. (the air-conditioning / check)
4. I ........................... yesterday. (some tables / deliver)
5. Sorry about the noise. I........................... in the kitchen. (some new equipment / install)
6. I ........................... a warm orange colour last week. Do you like it? (the walls / paint)
7. I may ........................... at the back next year. (another room / add)
8. **Complete the sentences. Use the causative form with *get* where possible. If *get* is not possible, use the causative form with *have.***
9. I need to ...... ***get the car serviced***...... (the car / service)
10. The windows in this shop are usually dirty. The owners ........................... regularly. (them / not clean)
11. I ........................... so I had to apply to another college. (my application / turn down)
12. We should ........................... . (that tap / fix)
13. I ........................... while I was on the underground. (my money / steal)
14. Where ........................... ? Was it expensive? (you / your bike / repair)
15. They ........................... last week. (their electricity / cut off)
16. **Complete the sentences. Use the correct form of the verbs in brackets.**
17. The winning goal in last night’s match ........................... by Scott in the 87th minute. (score)
18. The number of road accidents........................... by six per cent last year. (rise)
19. Police have found the plane’s voice and flight recorders, so they can now ........................... by experts to establish the cause of the crash. (examine)
20. Michael Norris, who wrote many popular television series, ........................... yesterday, aged seventy-three. (die)
21. More than 2,000 people ........................... at next week’s conference. (expect)
22. **Complete the conversations. Use the causative form.**

 A: Your hair looks nice! (6) ........................... you (it / cut)?

 B: Yes. I (7) ........................... (it / do) yesterday.

A: Our kitchen’s a mess at the moment. We (8) ........................... (just / the windows / replace) and now we (9) ........................... (some new cupboards / fit). It’s taking them ages.

B: When are they going to finish it?

A: Friday, I think. Then next week, we (10) (the sitting room / decorate), so there’ll be a few more weeks of mess!

1. **Circle the correct answer.**

We (11) *‘ve given /'ve been* given the afternoon off. So I’m going into town. I want to get some posters (12) *print/printed* for the play. I'm. going to try the place that jamie (13) *used/ was used* last year, as he says it's good. I'll have to go by bus as I haven't had (14) *my bike fixed/ fixed may bike* yet. I hope I'll see you. Later although I might (15) *ask / be asked* to paint some of the scenery for the play tonight.

**Unit 7. «Wood Floorings»**

**Conditionals**

The zero and first conditionals

* We use the zero conditional to talk about things that are always or generally true as a result or consequence of an action or situation. To form zero conditional sentences, we use *if/when* + present simple + present simple: ***If I don’t have*** *any lunch, I* ***get*** *very hungry.* ***When*** *Sarah phones, we* ***talk*** *for hours.*
* We use the first conditional to talk about possible actions in the future. To form first conditional sentences, we use *if+* present simple + *will/can/could/may/might:* ***If*** *it* ***rains*** *tomorrow, we’****ll stay*** *at home.* ***If*** *you’****re*** *free later, you* ***can come*** *with us. If it****’s*** *a nice day, we* ***might go*** *to the beach.*
* We use the present simple (not *will)* in the //"clause: *If I* ***see*** *Jack, I’ll invite him.* (Not *~~If I’~~****~~ll see~~*** *~~Jack, I’ll invite him~~.)*
* We can also use the imperative in first conditional sentences: *If I’m late,* ***go*** *without me.*
* The if clause can come at the beginning of the sentence or after the main clause. When it comes at the beginning, we put a comma (,) after it: ***If I don’t have any lunch****, I get very hungry. I get very hungry* ***if I don’t have any lunch****.*
1. **Complete the zero conditional sentences. Use the correct form of the verbs in brackets.**
2. If Emma ......***sees*** ...... a dress that she likes, she ...... ***tries*** ......to make it herself. (see, try)

 We usually ........................... home together if we both ........................... at the same time. (walk, finish)

1. ........................... computer games with Sam when you ........................... round to his house? (you / usually / play, go)
2. Ben ........................... music if it ........................... a fast rhythm. (not like, not have)
3. ........................... really upset when his team ........................... ? (he / get, lose)
4. I often........................... a bargain in that shop if I........................... carefully. (find, look)
5. I........................... to bed if I ........................... tired. (not go, not feel)
6. If you ........................... red and blue, you ........................... purple. (mix, get)
7. I usually ........................... to Jack when I ........................... advice. (talk, need)
8. **Circle the correct answer.**
9. If I *have/ ’ll have* time this evening, I *call /(‘ll call)* you.
10. If you *’re / ‘ll be* out, I *see / ’ll see* you tomorrow.
11. If you *don’t / won’t* mind, I *don’t / won’t* bring your football into college tomorrow.
12. We *find / ’ll find* one in the gym if Ben *forgets / will* forget his.
13. Where *do / will* you wait for us if you *get / ‘ll get* there early?
14. Mark *doesn’t / won’t* organise another game if we *don’t / won’t* go to this one.
15. If Mark *has / will* have his car, *do / will* you ask him to give you a lift home?
16. **Complete the first conditional sentences. Use the correct form of the verbs in brackets. Then add commas where necessary.**
17. If it ...... **doesn’t fit**......you properly, ......***don’t buy***...... it. (not fit, not buy)
18. If you ........................... anything just ........................... me. (need, tell)
19. I ........................... my shorts if it ........................... hot. (might / wear, be)
20. We ........................... early if you ........................... tired. (could / leave, feel)
21. If we ........................... some fruit we ........................... a fruit salad. (get, could / make)
22. She ........................... if I ........................... her. (not remember, not remind)
23. If somebody ........................... you ........................... to listen calmly.(criticise, try)
24. **Complete the messages from a message board on the Internet. Use the correct form of the verbs in the box.**

~~ask~~ be (x2) could/ask get(x2) might /not get not say refuse

Message 1: posted by Ally

I lent a friend of mine a lot of money a month ago. She hasn’t paid me back yet and I’m getting fed up because I need the money. Should I say anything to her?

I think that if I (0) ......***ask***...... her, she (1) ........................... angry with me or she (2) ........................... to pay me back.

Message 2: posted by ComputerKid

If you (3) ........................... anything, things (4) ........................... worse. You need to talk to her and find out what’s going on. If you (5) ........................... worried about her reaction, you(6) ........................... her when you’re with other people. She (7) ........................... angry if there (8) ........................... other people there.

***unless, provided that, as long as, in case***

* We use *unless* in first conditional sentences to mean ‘if not’: *I’ll meet you tonight* ***unless*** *you’re busy.* (= I’ll meet you tonight if you’re not busy.) ***Unless*** *we leave now, we’ll be late.* (= If we don’t leave now, we’ll be late.)
* We use *provided/providing (that)* or as *long as* to mean ‘if’ or ‘on condition that’: *You’ll pass the exam* ***provided*** *(****that****) you work hard.* (= on condition that you work hard) *I’ll pay for the tickets* ***as long as*** *they’re not too expensive.* (= only if they’re not too expensive)
* We use *in case* when we are thinking about something that might happen or something that might be true. Compare these sentences: *I’ll buy an umbrella if it rains.* (= If it starts to rain, I’ll buy one.) *I’m going to buy an umbrella* ***in case*** *it rains.* (= I’m going to buy one because it might rain.)

1. **Circle the correct answer.**

New Message

It’s a long journey, so I’m going to take some sandwiches (0) *in case)/ as long as*we get hungry. I think we’ll enjoy it (1) *unless*/ *as long as*we have some good magazines to read. We should get there at about seven (2) *in case*/ *providing that* the traffic is all right. I won’t phone you (2)*as long as*/ *unless*there’s a problem.

Don’t meet us at the bus station (4) *provided that*/ *unless*you really want to. We can easily walk to your house from there. I’ll bring the map (5) *in case*/ *as long as*I can’t remember the way. I’m really looking forward to seeing you! It will be great to walk round Edinburgh again (6) *provided that* ***/*** *in case*it doesn’t rain!

1. **Complete the second sentence so that it means the same as the first, using the word in bold. Use between two and five words.**
2. You’ll get ill if you don’t get some fresh air every day. **unless**

 You’ll get ill ......***unless you get***...... some fresh air every day.

1. If you water your plant every day, it will live for years. **provided**

 Your plant will live for years ........................... it every day.

1. I’ll tell you if you promise not to tell anyone else. **long**

 I’ll tell you ........................... not to tell anyone else.

1. Take the keys because we might be out. **case**

 Take the keys........................... out.

1. If they don’t invite us, we can’t go. **unless**

 We can’t go ........................... us.

1. If you have the receipt, we’ll give you your money back. **providing**

 We’ll give you your money back ........................... the receipt.

**The second conditional**

* We use the second conditional to talk about imaginary or impossible situations in the present. To form second conditional sentences, we use *if+* past simple + *would/ could/might:* ***If*** *I* ***had*** *more money, I’****d be*** *happy.* (= I don’t have much money and I’m not happy**.**) ***If*** *it* ***was*** *warm, we* ***could eat*** *outside.* (= It isn’t warm and we can’t eat outside.)
* We also use the second conditional for unlikely future events or situations. Compare these sentences: *If I* ***get*** *the job, I’****ll move*** *to London.* (This is possible and likely.) *If I* ***got*** *the job, I’d move to London.* (This is not very likely.)
* We use the past simple (not *would)* in the *if* clause: *If I had a car, I’d drive to work.* (Not *~~If I~~* ***~~would have~~*** *~~a car, I’d drive to work.)~~*
* We can use *were* instead of *was* in the *if* clause: *If he* ***were*** *more powerful, he’d be able to do more.*
* We can use *if I were you* to give advice: ***If I were you,*** *I’d take the job.*

1. **Complete the conversation. Use the correct form of the verbs in brackets.**

A: If somebody (0)...... ***gave***......(give) you a lot of money, what (1) ........................... (you / do)?

B: I’d buy a motorbike and go travelling for a few months.

A: On your own?

B: No, with a friend. I (2) ........................... (get) lonely if I(3) ........................... (go) on my own. I’d ask Rob to come with me. He likes travelling.

A: He does, and he’s good with bikes. If your bikes (4) ........................... (break down), he (5) ........................... (be) able to fix them.

B: That’s true. And he’s very calm. He (6) ........................... (not panic) if we (7) ........................... (have) a problem.

A: Would you stay in hotels all the time?

B: I don’t know. If it (8) ........................... (not be) cold, it (9) ........................... (be) nicer to camp.

A: And cheaper. Your money (10) ........................... (last) longer if you camped.

1. **Complete the second sentence so that it means the same as the first. Use the verbs in brackets.**
2. We can’t have a party here because our flat’s too small. (could)

 If our flat......***was***...... bigger, we...... ***could have***...... a party here.

1. I’d like to invite her, but I haven’t got her phone number. (would)

 If I ........................... her phone number, I ........................... her.

1. They can’t stay with us because we don’t have a spare room. (could)

 If we ........................... a spare room, they ........................... with us.

1. He’d like to tell them his plans, but it’s possible that they’ll disagree with them. (might)

 If he ........................... them his plans, they........................... with them.

1. We have a lot of exams this year, so we feel stressed, (wouldn’t)

 If we ........................... a lot of exams this year, we ........................... stressed.

1. I’m afraid 1 don’t speak Italian, so I can’t join in the conversation. (could)

 If I ........................... Italian, I ........................... in the conversation.

1. I’ve thought of going to a festival, but it’s possible that I won’t like it. (might)

 If I ........................... to a festival, I ........................... it.

1. **Circle the correct answer.**
2. If I *am /were* you, I’d talk to somebody who’s doing that course.
3. If I *know / knew* somebody on that course, I’d ask them about it.
4. *I’ll* /’d help you with your application form if you bring it round next week.
5. Saturday’s not a good day. I won’t be here if there*’s / was* a football match.
6. I *’ll /’d* spend a lot of time on it if I were you.
7. You won’t get a place if you *apply / applied* late, so don’t think about it for too long.
8. If you *don’t / didn’t* like the course, you can change to another one.
9. If the college were nearer town, it *will / would* be a lot easier to get to.
10. My journey *’ll / would* take ages if Tom didn’t give me a lift, so I’m very lucky.

**The third conditional**

* We use the third conditional to talk about possible events in the past that didn’t happen. To form third conditional sentences, we use *if+*past perfect + *would have* ***+*** past participle: ***If*** *we’d* ***set*** *out earlier, we* ***would have arrived*** *on time.*(= We didn’t set out early and we didn’t arrive on time.) ***If*** *you’d* ***told*** *me about the party, I* ***would have come.*** (= You didn’t tell me about the party and I didn’t come.)
* We can also use *could have*or *might have****:*** *If I’d known you were in town, I* ***could have met*** *you. If she’d worked harder, she* ***might have passed*** *her exam.*
* We use the past perfect (not ***would*** *have*) in the //clause: *If* ***you’d invited*** *me, would have come.*(Not *~~If you~~* ***~~would have invited~~*** *~~me, I would have come.)~~*
1. **Complete the third conditional sentences. Use the correct form of the verbs in brackets.**
2. If we’d planned it carefully, we ......***wouldn’t have had*** ...... so many problems.(not have)
3. You it ........................... it if you’d come. (enjoy)
4. I ........................... you if you’d asked me. (tell)
5. If he hadn’t given us a map, we ........................... the hostel, (not find)
6. He would have come to the party if she ........................... him. (invite)
7. We wouldn’t have minded if you ........................... your friends, (bring)
8. If we ........................... our tickets yesterday, we wouldn’t have got any. (not buy)
9. **Complete the second sentence so that it means the same as the first. Use the verbs in brackets.**
10. I’m sure we didn’t play well because we hadn’t trained enough, (would)

 If we ...........***had trained***................ more, we ............***would have played***............... better.

1. I had a chance to score, but I didn’t because I missed the ball. (might)

 I ........................... if I........................... the ball.

1. Our best player didn’t play because he was ill. (could)

 If our best player ........................... ill, he ........................... .

1. I felt tired because I hadn’t slept well the night before. (wouldn’t)

 I ........................... tired if I ........................... better the night before.

1. I didn’t tell my friends about the match, so they didn’t come. (might)

 My friends ........................... if I........................... them about the match.

1. We didn’t beat them because they ran too fast. (could)

If they ........................... so fast, we ........................... them.

1. **Complete the blog entries. Use the correct form of the verbs in brackets.**

Jade 610: I had singing lessons from an early age and I sang with my family all the time. If my parents (0) ........***hadn’t encourage*** ........ (not encourage) me, I (1) ........................... (not become) a singer.

Amanda344: When I was fourteen, we moved from London to a small town where there weren’t many sports facilities. I had to give up judo and diving. If we (2) ........................... (stay) in London, I (3) ........................... (could / continue) these sports.

RachelB: I had a very good Physics teacher. I think that if I (4) ........................... (go) to a different school, I (5) ........................... (might / not decide) to do Physics at university.

**I wish**

* To express a wish, to talk about things we would tike to change in the present, we use *I wish* + past simple: ***I*** ***wish I had a car.*** (I don’t have a car.)
* We often use *I wish* + *could:* ***I wish I could play*** *the piano.*
* We can use ***were*** instead of *was****: I wish I was/were*** *rich!*
* To express a wish about the past, we use ***I wish*** + past perfect: ***I wish I’d known*** *about the party.* (I didn’t know about it and I’m sorry.)
* *If only* is more emphatic than *I wish:* ***If only*** *you* ***didn’t live*** *so far away.* ***If only*** *we* ***hadn’t wasted*** *so much time!*
* We don’t use *I wish* for the future. We use *I’d like* or *I hope:* ***I’d like*** *to work in Spain.* (Not ~~I~~ ***~~wish~~*** *~~I can work in Spain~~****) I hope*** *it won’t rain.* (Not ***~~I wish~~*** *~~it won’t rain~~****)***

1. **Complete the sentences. Use *wish* and the correct form of the verbs in the box.**

be (x2) can / buy  ~~can/come~~ can / move know not have (x2) can / understand

1. I ......*wish I could come* ...... with you, but I have to stay at home.
2. I hate big cities. I ........................... to a quiet little village.
3. I ........................... the answer to that question, but I don’t.
4. My brother ........................... red hair because he thinks it’s ugly.
5. Why do you ........................... taller? You’re taller than a lot of people!
6. I ........................... here. I really miss her.
7. I ........................... his lectures, but they’re too difficult for me.
8. I ........................... that dress, but I haven’t got enough money.
9. I’m really tired. I ........................... to go to college today.
10. **Complete the conversation. Use the correct form of the verbs in brackets.**

A: I don’t feet well. I wish I (0) ..........***didn’t have*** ................. (not have) to go out tonight. If only I (1) ........................... (not agree) to go!

B: Why don’t you phone and say you’re not well?

A: I haven’t got Scott’s phone number. I wish 1 (2) ........................... (ask) him for it on Monday. If only I (3) ........................... (think) of it then!

B: Where are you going?

A: To a restaurant. And I’ll have to walk. I wish 1 (4) ........................... (not leave) my bike at Jack’s last night! If only I (5) ........................... (have) a car! Anyway, are you going out tonight?

B: No. I’ve got to start an essay. I’ve got to hand it in on Wednesday. I wish I (6) (start) it earlier, but I hope I’ll finish it in time.

1. **Complete the conversations. Use the correct form of the verbs in brackets.**

 A: If I’d known you were ill, I (1) ........................... (phone) you at the weekend. Sorry.

B: That’s OK. I was too ill to talk to people!

A: Are you going to college tomorrow?

 B: I don’t know. I (2) ........................... (go) if I feel well enough.

 A: I always feel better if I (3) ........................... (do) some exercise. Don’t you?

B: Yes, but I’m hopeless at sport, so I don’t do enough. If I (4) ........................... (be) better at

sport, I’d do more, I’m sure!

A: I know what you mean. I can’t swim very well. I wish I (5) ........................... (have) swimming

lessons when I was younger.

1. **Circle the correct answer.**
2. If you *put /’d put / would have put* your glass on the table instead of the floor, I wouldn’t have knocked it over!
3. I’ll finish this tonight if I *work / ’ll work / worked* hard on it now.
4. I wish I know / ’11 know /knew what to do.
5. I’ll come with you as long *as / unless / in case* I don’t have to stay too long.
6. If you could change one thing about yourself, what will you *change / would you change / would you have changed*?
7. **Complete the second sentence so that it means the same as the first, using the word in bold. Use between two and five words.**
8. We should get there early because there might be a long queue. **case**

 We should get there early ........................... a long queue.

1. I didn’t watch the match yesterday afternoon because I went out. coul........................... d

 If I’d stayed in yesterday afternoon, I ........................... the match.

1. It would have been better if I’d brought my mobile phone, only

 If........................... my mobile phone!

1. Don’t apply for the course if you don’t want to do it. **unless**

 Don’t apply for the course ........................... to do it.

1. He’d like to go to the festival, but he doesn’t know how to get a ticket. **if**

 He’d go to the festival........................... how to get a ticket.

1. **Complete the note. Use the correct form of the verbs in brackets.**

I'm sorry I couldn’t meet you yesterday. I (16) ........................... (not go) swimming if I’d known you were coming into town. I hope you had a nice time with Becky. If you (17) ........................... (see) her tomorrow, say hello from me.

I'm busy learning lines for the play I'm in. I'm, so busy I wish I (18) ........................... (not agree) to be in it, but never mind.

We’ve done quite a lot of the first part, so I’m learning some of the second part in case we (19) ........................... (do) that at our next rehearsal. It’s not going to be easy. I’m sure it would be easier if I (20) ........................... (can/understand) my lines, but I don’t!

**Unit 8. «Furniture in Interior Decoration»**

**Reported speech**

**Reported statements: tense changes**

* We use reported speech to report what someone said earlier. After a past tense reporting verb (e.g. ***said, told),*** the original verb forms usually move one tense into the past, and the pronouns and possessive adjectives change: 7 ***like pizza,’ Tim said,*** (direct speech) – ***Tim said (that) he liked pizza,*** (reported speech)

***‘You look*** *great,’ I told Anna.* – *I told Anna (that)* ***she looked*** *great.*

|  |  |
| --- | --- |
| **Direct speech (actual worlds)** | **Reported speech**  |
| present simple | past simple |
| present continuous | past continuous |
| present perfect/past simple  | past perfect |
| past continuous / present perfect continuous | past perfect continuous |
| past perfect | past perfect |
| ***will*** | ***would*** |
| ***am/is/are going to*** | ***was/were going to*** |
| ***can*** | ***could*** |
| ***may*** | ***might*** |
| ***must*** | ***must/had to*** |

* *Could, would* and *might* don’t change in reported speech: *I* ***might*** *come with you, ’ she said.* - *She said (that) she* ***might*** *come with us.*
* ***Say*** and ***tell*** are the most common reporting verbs for statements. Notice how they are used:
* *He* ***said (to me) (that)*** *he was tired.* (Not *~~He~~* ***~~said me that~~*** *~~he was tir~~e~~d)~~*
* *He* ***told me (that)*** *he was tired.* (Not *~~He~~* ***~~told that~~*** *~~he was tired.)~~*

1. **Report the statements.**
2. ‘I’ve got an awful headache.’ Kim said ......***(that) she had an awful*** ***headache***...... .
3. ‘I haven’t been feeling well all day.’ She ........................... .
4. ‘I’ve found some great trainers.’ Tom ........................... .
5. ‘I wasn’t looking for them.’ He ........................... .
6. ‘I’m going to wear them to college.’ He ........................... .
7. ‘I didn’t see David.’ Lisa ........................... .
8. ‘I called him.’ She ........................... .
9. ‘I’m staying at home.’ Ben ........................... .
10. ‘I don’t feel like going out.’ He ........................... .
11. ‘I’m late.’ Amy........................... .
12. ‘I have to be there at eight.’ She ........................... .

1. **Report the conversation.**
2. ‘I’m going to the park with my brother,’ Paul said

 ***Paul said (that) he was going to the park with his brother.***

1. ‘We’re going to have a game of football,’ he said.

 .................................................................................

1. ‘I might come too, ’Stephen said.

 .................................................................................

1. ‘We’ll be in our usual place,’ Paul said.

 .................................................................................

1. ‘I can’t stay long because my friends are coming at six,’ Stephen said.

 .................................................................................

1. ‘They’re taking me to the skate park in Burnley,’ he said.

 .................................................................................

1. ‘I’ve never been there before,’ he said.

 .................................................................................

1. ‘I’d like to go to the skate park in Manchester,’ Paul said.

 .................................................................................

1. ‘We could go together,’ Stephen said.

 .................................................................................

1. **Read the conversation. Then complete the diary entry. Use one word in each gap.**

Emma: I’m really stressed! Someone at college is being horrible to me.

Becky: Someone did the same thing to me once. I spoke to her and she stopped criticising me.

Emma: Speaking to her will make things worse!

Becky: YOU must do something. You can’t ignore it.

*Emma (0) ......****told****...... me that (1) ........................... really stressed. She (2) ...........................* *that someone at college was being horrible to (3) ........................... . I said that someone (4) ........................... done the same thing to me once. I (5) ........................... her that I’d spoken to the girl and that she (6) ........................... stopped critivising me. Emma said that speaking to her (7) ........................... make things worse. I told (8) ........................... that she (9) ........................... to do something and that she (10) ........................... n’t ignore it.*

**Reported statements: other changes**

* Place and time references often change when we report what someone said in a different place or at an earlier time. Compare:

|  |  |
| --- | --- |
| Actual words | Words reported later |
| Spoken outside the cinema: ‘*I’ll meet you* ***here***’ *Kate**said.* | Spoken somewhere else: *Kate said she’d meet**us* ***there/at the cinema.*** |
| Spoken on Sunday: *I’m going to a party* ***tonight****,’ Matt said.* | Spoken the following Tuesday: *Matt said he was going to a party* ***on Sunday night*** |

• These words/phrases often change in reported speech:

|  |  |
| --- | --- |
| Direct speech | Reported speech |
| *This/that* (+noun) | *the* |
| *this morning* | *that morning, on Friday morning,* etc. |
| *now* | *then* |
| *today, tonight* | *that day/night, on Friday/Friday night,* etc. |
| *yesterday* | *the day before, the previous day, on Friday,* etc. |
| *tomorrow* | *the next/following day, on Friday,* etc. |
| *last week, last Friday* | *the week/Friday before, the previous week/Friday* |
| *next week, next Friday* | *the week/Friday after, the following week/Friday* |
| *an hour ago* | *an hour before* |

1. **Complete the reported statements. Use one word in each gap.**
2. ‘I can’t understand this film,’ she said.

 She said she couldn’t understand ......***the***...... film.

1. ‘I’m playing football this evening,’ I told Tom.

 I told Tom I was playing football ........................... evening.

1. She said, ‘There was an accident here last year.’

 She said there had been an accident ........................... the year ........................... .

1. ‘I ordered two books three weeks ago,’ I told the shop assistant.

 I told the shop assistant I’d ordered two books three weeks ........................... .

1. On Sunday, Adam told me, ‘I’ve got an exam tomorrow.’

 Adam told me he had an exam on ........................... .

1. ‘I’ll be in your group next term,’ she said.

 She said she’d be in my group the ........................... term.

1. ‘I’m leaving now,’ she told us

 She told us she was leaving ........................... .

1. ‘It’s really cold today,’ Lucy told me.

 Lucy told me it was really cold ........................... day .

1. ‘I finished my exams last week,’ he said.

 He said he had finished his exams the ........................... week.

1. **Complete the reported statements.**

Nikki and Jessica met in a cafe two weeks ago. Now Nikki is reporting their conversation to a friend.

1. ‘I love the food at this cafe,’ Jessica said.

 Jessica said that she loved the food ......***at the café***...... .

1. ‘I saw Helen this afternoon,’ she told me.

 She told me that she’d seen Helen ........................... .

1. ‘I saw her yesterday,’ I said.

 I said that I’d seen her ........................... .

1. ‘My brother called two hours ago. He’s going to meet me here,’ I told her.

I told her that my brother had called two hours ........................... and that he was going to meet me ........................... .

1. ‘We’re going bowling tonight,’ I said.

 I said that we were going bowling ........................... .

1. ‘I don’t have enough money for my coffee now. I’ll pay you back next week,’ she said.

 She said that she didn’t have enough money for her coffee ........................... and that she’d pay me back ........................... .

 She still hasn’t paid me!

**Reported statements with no tense change**

* If the reporting verb is in the present tense (e.g. soys), the tense does not change in reported speech: *‘I’****ll meet*** *you there.’* – *He* ***says he’ll meet*** *us there.*
* If the statement we are reporting is still true in the present, we don’t have to change the tense after a past tense reporting verb: *‘It****’s*** *a good restaurant.’* -– *Helen said it****’s*** *a good restaurant.* (This is still true now.) *‘I****’ve*** *got a brother. ’* – *He told me he****’s got*** *a brother.* (This is still true now.)
* But if the reporting verb is in the past tense, we can change the tense: *Helen said it* ***was*** *a good restaurant. He told me he* ***had*** *a brother.*
1. **Report the statements.**
2. ‘We’ve got football practice.’

 They say ......***they’ve got football practice***...... .

1. ‘I’m exhausted.’

 He says ........................... .

1. ‘I’ll be back at six.’

 Paul says ........................... .

1. ‘The film is wonderful!’

 Everybody says ........................... .

1. ‘I didn’t borrow Kate’s earrings.’

 Caroline says ........................... .

1. ‘We’ve never been to the theatre.’

 A lot of my friends say ........................... .

1. ‘We’re going to be away next month.’

Our neighbours say ........................... .

1. **Complete the e-mail. Use the correct form of the verbs in brackets. There may be more than one possible answer.**

New Message

I’ve been asking my friends about webcams for you. Marco says that you (0) .....***can get***......(can / get) them for about £20. He says he (1) ........................... (buy) his last year on the Internet. Another friend tells me that the more expensive ones (2) ........................... (have) a better picture and audio quality, and that you (need) to get a special program too. He says they (4) ........................... (be) very easy to install. I think they’re great!

I tried to persuade my sister in America to get one, but she said she (5) ........................... (not want) one. She said she (6) ........................... (not like) cameras. It’s a shame because I’d liketo see her and talk to her more often.

**Reporting verbs**

* We don’t always use *say* or *tell* to report someone’s words. We often use other reporting verbs to summarise what someone said: *‘I’m sorry I’m late,’ Lisa said.* – *Lisa* ***apologised*** *for being late.* ‘*I* *didn’t steal the money, ’ Joe said.* – *Joe den*........................... *ied stealing the money.*
* We use the following structures. The verbs marked \* can be followed by more than one structure:

|  |  |
| --- | --- |
| **verb + to-infinitive**agree\*, offer, promise\*, refuse | She **offered to give** us a lift.Mike **refused to help** me. |
| **verb + object + to-infinitive**advise, invite, persuade\*, remind\*, warn\* | **1 advised him not to leave.**He **reminded me to** phone Tim. |
| **verb (+ object)** + ***-ing*** **form**admit\*, accuse somebody of, apologise for, congratulate somebody on, deny\*, suggest\* | She **admitted lying** to me.He **accused me of stealing.**We **suggested getting** a taxi. |
| **verb** + ***that*** **clause**admit\*, agree\*, complain, deny\*, explain,promise\*, suggest\* | 1 **agreed that I’d made** a mistake.She **denied that she’d cheated.**1 **promised that i’d be** there. |
| **verb + object** + ***that*** **clause**inform, persuade\*, remind\*, warn\* | The waiter **informed us that** ourtable was ready. |

1. **Report the statements. Use the verbs in the box.**

accused advised ~~agr~~ee~~d~~ apologised denied

 invited offered refused warned

1. ‘Yes, OK. I’ll book the tennis court for Monday,’ Jack said.

 Jack ...... ***agreed to book***...... the tennis court for Mounday.

1. ‘No, I’m not going to pay for your ticket,’ he told me.

 He ........................... for my ticket.

1. ‘I didn’t start the fight!’ Scott said.

 Skott ........................... the fight.

1. ‘Don’t go near that dog,’ he told us.

 He ........................... near the dog.

1. ‘You took my money!’ he told Emma.

 He ........................... his money.

1. ‘I’m sorry I shouted at you,’ she said.

 She ........................... at me.

1. ‘Would you like to play volleyball with us?’ Kim’s sister asked me.

Kim’s sister ........................... volleyball with them.

1. ‘Shall I wrap the chocolates for you?’ the shop assistant asked me.
2. The shop assistant the chocolates for me.

 The shop assistant ........................... the chocolates for me.

1. ‘I think you should do engineering,’ his tutor said.

 His tutor ........................... engineering.

1. **Complete the second sentence so that it means the same as the first, using the word in bold. Use between two and five words.**
2. ‘You’ll get your exam results on 7th May,’ the principal told us. informed

 The principal...... ***informed us that we’d***......get our exam results on 7th May.

1. ‘My computer’s very slow,’ Becky said. **complained**

 Becky ........................... very slow.

1. ‘The bus is much cheaper than the train,’ Jamie said. **explained**

 Jamie ........................... much cheaper than the train.

1. ‘We’re meeting Adam tonight,’ I told Mark. **reminded**

 I ........................... meeting Adam that night.

1. ‘I don’t do enough exercise,’ he said. **admitted**

 He ........................... do enough exercise.

1. ‘I’ll call you tomorrow,’ he said. **promised**

 He ........................... me the next day.

1. ‘I didn’t give him the password,’ she said. **denied**

 She........................... him the password.

**Reported questions**

* Reported questions have the same tense and word changes as reported statements
* Common reporting verbs/phrases in questions are ask and want to know.

*They* ***asked*** *me what I was doing. She* ***wanted to know*** *where Jack was.*

* When we report a yes/no question, we use if,/whether after the reporting verb:

 *‘****Do you speak*** *French?' – She asked me* ***if I spoke*** *French.*

***Are you coming****? – He asked her* ***whether she was coming****.*

* When we report a *wh*- question, we use the question word: ‘***Where's the station?***’ – *She wanted to know* ***where the station was****.*
* The word order in reported questions is the same as in statements. We don’t use the auxiliary *do/does/did*: *‘Where* ***are you going****?’ – He asked me where* ***I was going****.* (Not *~~He asked me where~~* ***~~was I going~~****~~.~~) ‘****Do you like*** *swimming*?’ – *She asked me* ***if I liked*** *swimming*. (Not *~~She asked me~~****~~did I like~~*** *~~swimming~~*) ‘*What* ***do you want*** *to do?*’ – *They asked me what* ***I wanted*** *to do*. (Not *~~They asked me what~~* ***~~did I want~~*** *~~to do~~*).
* We don’t use a question mark (?) in reported questions.
1. **Report the questions.**

Yesterday Rob asked his friend Philip for advice about flats in London. Now he’s telling another friend about their conversation.

1. ‘Is your room very expensive?’

 I asked him ......***if his room was very expensive***............

1. ‘Are you looking for somewhere cheap?’

 He asked me ........................... .

1. ‘Is your flat near the city centre?’

 I asked him ........................... .

1. ‘Can you get there easily?’

 I wanted to know ........................... .

1. ‘Does your flat have a washing machine?’

 I asked him ........................... .

1. ‘Was it very hard to find your room?'

 I asked him ........................... .

1. ‘Did you look at a tot of flats?’

 I wanted to know ........................... .

1. ‘Have you looked on the Internet?’

 He asked me ........................... .

1. ‘Would you like to stay with me for a few days?’

 He asked me ........................... .

1. **Report the questions.**
2. ‘Where can I get some tissues?’ she asked.

 She asked ......***where she could tissues......*** .

1. ‘When are you going to visit us?’ he asked us.

 He asked ........................... .

1. ‘Why is everybody looking at me?’ I asked.

 I wanted ........................... .

1. ‘What sports do you do at college?’ Joe asked me.

 Joe asked ........................... .

1. ‘What has your brother decided to do?’ I asked her.

 I wanted ........................... .

1. ‘How did you get to the beach?’ I asked them.

 I asked ........................... .

1. ‘How long have you been here?’ they asked us.

 They asked ........................... .

1. ‘Who won’t be here next week?’ the tennis coach asked.

 The tennis coach wanted ........................... .

1. ‘How much did you pay for your ticket?’ she asked him.

 She asked ........................... .

1. ‘How often do your cousins stay with you?’ I asked her.

 I asked ........................... .

1. ‘Where’s Kate?’ I asked.

 I wanted ........................... .

1. **Read the questions from a survey. Then complete the e-mail.**
2. How old are you?
3. Do you live with your parents?
4. How do you spend your free time?
5. How often do you go out?
6. Do you go to the cinema?
7. How many films do you see a month?
8. What kind of films do you like?
9. Do you do any sport?
10. Do you have any hobbies?

New Message

Last week I had a call from somebody who was doing a survey. It was quite interesting.

She asked me...***how old I was****...* and (1) ........................... with my parents. She asked me(2) ........................... free time and (3) ........................... out. She also wanted to know (4) ........................... to the cinema and (5) ........................... a month. She was surprised when I said ten! Then she asked me (6) ........................... . I said I liked everything! She also asked me (7) ........................... any sport and (8) ........................... any hobbies. I had to say no to both of those!

**Reported commands and requests**

* We form reported commands and requests with verb + person + to-infinitive.
* We use ***ask*** to report requests: *‘Can you help me, please?’* – *I* ***asked him to help me****.*
* We use ***tell*** or ***order*** to report commands: *‘Sit down.’* – *She* ***told me to sit*** *down. ‘Open your suitcase!’* – *He* ***ordered me to open*** *my suitcase.*
* For negative requests and commands, we use ***not*** before the *to*-infinitive: *‘Please don’t make a noise.’* – *He* ***asked us not to make*** *a noise****.*** *‘Don’t touch the paintings!’* – *She* ***ordered me not to touch*** *the paintings****.***
* We don’t use ***that*** to report a command or request: *~~He asked me that I tell him the time~~.*
* We don’t use ***say*** to report a command or request: *~~I said you to clean your shoes.~~*
* Compare reported statements and commands: *Ann* ***told me that*** *she was leaving.*(reported statement) ***Ann told me to*** *leave.* (reported command)
* Compare reported questions and requests: *My boss asked me* ***if I’d stay*** *late.* (reported question) *My boss* ***asked me to stay*** *late.* (reported request)

1. **Report the commands and requests.**
2. ‘Could you get the tickets, please?’

 He asked me ..............***to get the tickets***.......................

1. ‘Can you save a seat for me, please?’

 Rachel asked me ...................................................... .

1. ‘Bring your essays on Monday.’

 The tutor told us ...................................................... .

1. ‘Stay at home for the rest of the week.’

 The doctor told me ...................................................... .

1. ‘Please don’t tell Sarah.’

 She asked me ...................................................... .

1. ‘Stop fighting!’

 The police officer ordered the men ...................................................... .

1. ‘Don’t be late.’

 I told them ...................................................... .

1. ‘Could you lend me some money, please?’

 Ryan asked his brother ...................................................... .

1. ‘Don’t be afraid of the other team.’

 The captain told us ...................................................... .

1. ‘You must pay a fine of £2,000.’

 The judge ordered Mr Taylor ...................................................... .

1. ‘Can you turn the computer off, please?’

 I asked Mark ...................................................... .

1. **Circle the correct answer.**

Jessica works at a theatre. Last week there was a small fire there. Now she’s telling a friend about it.

1. ‘Open the fire exits!’ the manager said.

 The manager *asked / ordered* some people *open /(to open)* the fire exits.

1. ‘Stay calm and don’t run,’ he said to the audience.

 He told the audience *stay / to stay* calm and *to not / not to* run.

1. ‘Help the audience leave,’ he said.

 He *told / said* some of us *to / that we* help the audience leave.

1. ‘Could you get my coat from the cloakroom, please?’ a woman in the audience said.

 A woman in the audience *asked / ordered* me *get / to get* her coat from the cloakroom!

1. ‘I’ll get it for you later, ’I said.

 I *told / said* her *to / that I’d* get it for her later.

1. ‘Move away from the building,’ the fire officers said to us.

 The fire officers *asked / said* us *move / to move* away from the building.

1. ‘Are you OK?’ the manager asked me.

 After the fire, the manager *told / asked* me *if / that* I was OK.

 ***I think that*..., *Do you know if*..., *I wonder why*...**

* After verbs which express thoughts and feelings *(e.g. believe, forget, hope, imagine, know, realise, remember, think, understand, wonder),* we can use a *that* clause*, a question* word or *if/whether.*
* We can use *that* to introduce a statement: *I can’t believe* ***that David’s thirty!***

*We hope* ***that you’ll come.***

* A question word introduces an indirect question: *I wonder* ***who that is.*** *Do you remember* ***where he lives?*** *I can’t imagine* ***why he did it!***
* If there is no question word, we use ***if/whether:*** *Do you know* ***if*** *they’ve left?*
* Other expressions we often use in indirect questions include: *I’m not sure..., I’ve no idea...:* ***I’m not sure when*** *they’re arriving.* ***I’ve no idea*** *who that is.*
* We often use indirect questions instead of direct questions to sound more polite, using expressions like *can/could you tell me..., do you know..., have you any idea...,* etc.: *Where’s the ticket office? –* ***Could you tell me*** *where the ticket office is, please? What time is it?* – ***Do you know*** *what time it is? Where’s Sophie?* – ***Have you any idea*** *where Sophie is?*
* In indirect questions, the word order is the same as in statements: *Where’****s the museum****?* – *Could you tell me where* ***the museum is,*** *please?*

• We only use a question mark if the first part of the sentence is a question. Compare: *Do you know where he is? I wonder where he is.*

* After a past tense verb, the next verb usually moves one tense back into the past: *I* ***couldn’t*** *believe (that) he* ***was*** *thirty! I* ***wondered*** *who the man* ***was****.*
1. **Re-write the sentences. Use the verbs in brackets and a that clause.**
2. He’s gone, (can’t believe) ......I can’t believe that he’s gone ......
3. He likes it there, (hope) ...................................................... .
4. He’s still looking for a flat, (know) ...................................................... .
5. He’s sold his car. (think) ...................................................... .
6. He’s made new friends, (imagine) ...................................................... .
7. His career’s important to him. (realise) ...................................................... .
8. He’s been very busy, (understand) ...................................................... .
9. **Re-write the direct questions as indirect questions.**
10. Is this their latest CD?

 Could you tell me ......***if this their latest C*** ......?

1. How much does it cost?

 Do you know...................................................... ?

1. Are they going to do a tour soon?

Have you any idea ...................................................... ?

1. Where are they going to play?

 Can you tell me...................................................... ?

1. Will they be at any of the festivals next summer?

 Do you know...................................................... ?

1. Why did their drummer leave?

 I wonder...................................................... ?

1. Have they found a new drummer yet?

 Do you know ...................................................... ?

1. Are they as good as they used to be?

 Do you think...................................................... ?

1. When is their next CD coming out?

 Have you any idea ...................................................... ?

1. **Circle the correct answer.**

I went to the British Museum today and had a great time. I had no idea that I (0) *will* / *would* enjoy it so much! I really liked the chessmen from Lewis in Scotland. I thought that they (1) *are / were* amazing. I can’t remember how old (2) *they are / are they*, but I think that they (3) *were / had been* made in Norway. Nobody knows who (4) *brought / had* brought to Lewis, but they say it was probably a merchant on his way to Ireland. I wondered (5) *what / that* had happened to him. May he died on the island.....

**Question words + to-infinitive**

We can use a wh- question word + to-infinitive after verbs which express thoughts and feelings, or after verbs of reporting and communicating:

|  |
| --- |
| ***Verbs of thinking / feeling***  |
| decide, find out, forget, know, learn, remember, see, think, understand, wonder | I don’t know **what to do.** I’ve forgotten **how to ride** a bike. |
| ***Verbs of reporting / communicating***  |
| ask, describe, discuss, explain, show, suggest, tell  | He explained **how to fill in** the form.She showed us **where to wait.** |

* *Ask, show* and *tell* need an object before the question word: *The shop assistant* ***told me*** *where to find the belts.*
* We can use whether + to-infinitive after *decide, know* and *wonder: I can’t decide* ***whether to buy*** *it (or not).* (= whether I should buy it)
1. **Re-write the questions. Use the to-infinitive.**
2. ‘What do I do?’ I didn’t understand ......***what to do***...... .
3. ‘How do I use a drill?’ I didn’t know ...................................................... .
4. ‘I’ll show you. Hold it like this.’ He showed me .................................................... .
5. ‘How do I cut it?’ I asked ...................................................... .
6. ‘Where do I put the glue?’ I didn’t know ...................................................... .
7. ‘What colour should I paint it? I couldn’t decide ...................................................... .
8. ‘How much paint should I buy?’ I asked ...................................................... .
9. **Complete the sentences. Use the words in the box on the left and the correct form of the verbs in the box on the right.**

bring camp get ~~get up~~ join make ~~practise~~ sign visit

how (x2) ~~how long~~ what what time

where whether (x2) which places

1. My piano teacher never told me .......***how long to practice***....... each day.
2. We don’t know ........................... or stay in hostels.
3. I can’t see ........................... my name on this form.
4. Have you decided ........................... a drama group or not?
5. They asked us ........................... to the barbecue - food or drink.
6. I can’t remember ........................... lemonade, but I think it’s quite easy.
7. We’ve been discussing ........................... tomorrow for our early train.
8. We couldn’t decide ........................... to the airport. I suggested getting a taxi.

8 Let’s get a guidebook. I want to find out ........................... in Paris.

1. **Report the sentences.**
2. ‘We want to go to Oakham next Sunday.’

 Sarah explained that........................... .

1. ‘Book your tickets in advance.’

 Sam told her ........................... .

1. ‘I’d like to book two tickets.’

 Sarah said ........................... .

1. ‘Can we take our bikes on the train?’

 She asked Sam ........................... .

1. ‘You can book your tickets by phone.’

 Emma says ........................... .

1. **Re-write the sentences. Use the words in brackets.**
2. ‘I used to be able to play the guitar, but I can’t now,’ Matt said. (how)

 Matt couldn’t remember........................... .

1. ‘When did you stop playing?’ Adam asked him. (had)

 Adam wanted to know........................... .

1. ‘Don’t buy a new guitar,’ Adam told him. (not)

 Adam told........................... .

1. ‘You can borrow my brother’s, I think,’ Adam said. (that)

 Adam said, ‘I think ........................... .

1. ‘I’ll ask him tonight,’ Adam said. (to)

 Adam promised ........................... .

1. **Circle the correct answer.**

New Message

How are you? I hope that you’re feeling better. My mum (11) *said / told* me that lots of people in her office have had flu. It sounds horrible!

I’m OK. I’ve been trying to decide what (12) to do/ I *do* next year. I’ve been reading about all the different courses. One of my brother’s friends says that (13) *to enjoy / he’s enjoying* his Biochemistry course at Keele, so I asked my tutor if (14) *it was / was it* good. He advised (1 5) me to / that I apply to King’s College, London.

I’m really looking forward to seeing you on Sunday. Do you know what time (16) *you’ll / will you* arrive? I think Nikhita will be able to come too. Becky spoke to her on Monday and she said she’d got back from her holiday the day (17) *previous / before.* She told Becky (18) *I’ve /she’d* had a great time. Anyway, I’ve asked them (19) *that / to* meet us at the restaurant at eight.

**LIST OF THE USED LITERATURE**

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Луцького національного технічного університету

43018, м. Луцьк, вул. Львівська, 75

Друк – ІВВ Луцького НТУ