

**MINTSYS E. Y., KLYUKA T. L.**

**ENGLISH GRAMMAR**

**THEORY AND PRACTISE**

**МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ  
ПРИКАРПАТСЬКИЙ НАЦІОНАЛЬНИЙ УНІВЕРСИТЕТ  
ІМЕНІ ВАСИЛЯ СТЕФАНИКА  
ФАКУЛЬТЕТ ІНОЗЕМНИХ МОВ  
КАФЕДРА АНГЛІЙСЬКОЇ ФІЛОЛОГІЇ**

**НАВЧАЛЬНО-МЕТОДИЧНИЙ ПОСІБНИК З ГРАМАТИКИ АНГЛІЙСЬКОЇ МОВИ  
ДЛЯ СТУДЕНТІВ І КУРСУ АНГЛІЙСЬКОГО ВІДДІЛЕННЯ**

**ІВАНО-ФРАНКІВСЬК**

**2011**

УДК 81'36:811.111  
ББК 81.2Англ.-я73  
М 62

#### РЕЦЕНЗЕНТИ:

**Бистров Я.В.**, завідувач кафедри англійської філології факультету іноземних мов Прикарпатського національного університету імені Василя Стефаника, кандидат філологічних наук

**Турчин М.М.**, доцент кафедри німецької філології факультету іноземних мов Прикарпатського національного університету імені Василя Стефаника, кандидат філологічних наук

---

*Рекомендовано до друку  
Вченою радою факультету іноземних мов  
Прикарпатського національного університету  
імені Василя Стефаника*

---

Навчально-методичний посібник з граматики англійської мови  
М 62 Для студентів I курсу англійського відділення / уклад. Мінцис Е.Є.,  
Клюка Т.Л. – Івано-Франківськ, 2011. – 80 с. – Англ. мовою.

---

Навчально-методичний посібник має на меті підвищення якості філологічної підготовки та розвиток граматичних навичок студентів англійського відділення факультету іноземних мов.

Посібник охоплює такі граматичні теми, як часові форми англійського дієслова, активний та пасивний стан, узгодження часів та пряма/непряма мова. Кожен розділ складається з теоретичної та практичної частини.

Матеріал посібника можна широко використовувати у вищих навчальних закладах України, на факультетах підвищення кваліфікації вчителів, а також на заняттях у середніх школах із поглибленим вивченням англійської мови.

## Contents

The Present Indefinite Tense.....	5
The Present Continuous Tense .....	15
The Present Perfect Tense .....	27
The Present Perfect Continuous Tense .....	37
Revision Exercises.....	43
The Past Indefinite Tense .....	47
The Past Continuous Tense.....	55
The Past Perfect Tense .....	62
The Past Prefect Continuous Tense .....	69
Revision Exercises.....	73
The Future Forms.....	79
The Future Continuous.....	92
Reported Speech.....	99
The Passive Voice.....	110
References.....	120

## The Present Indefinite Tense (The Present Simple)

The Present Indefinite Tense (The Present Simple) merely shows that the action takes place in the present. The form of the verb shows no indication as to its duration or completion.

### *1. The formation of the Present Indefinite.*

The Present Indefinite is formed from the infinitive without the particle *to*.

Infinitive: *to read*

Present Indefinite: *I read*

In the third person singular the ending –s is added.

Infinitive: *to write*

Present Indefinite: *he writes*

After a sibilant represented in spelling by *s, ss, ch, sh, ich, x, z* and after the vowel *o*, *-es* is added:

Infinitive: *to watch*

Present Indefinite: *he watches*

A final *y* is changed into *i* if it is preceded by a consonant and then *-es* is added:

Infinitive: *to study*

Present Indefinite: *he studies*

After a vowel *y* is kept unchanged:

Infinitive: *to play*

Present Indefinite: *he plays*

The interrogative form of the Present Indefinite is formed by means of the auxiliary verb *to do* in the Present Indefinite and the infinitive of the notional verb without the particle *to*.

(question word)+auxiliary verb+subject+predicate+object+adverbial modifier:

*So why do you have to learn all these silly languages, like English?*

The negative form of the Present Indefinite is formed by means of the auxiliary verb **to do** in the Present Indefinite, the negative particle **not** and the infinitive of the notional verb without the particle **to**.

subject + auxiliary verb+ negative particle not + predicate + object + adverbial modifier: *The first problem that occurs to me is that I do not own a scale.*

## **2. The Use of the Present Indefinite.**

The Present Indefinite is used to denote:

1. The universal truths, something which is eternally true:

*Water freezes at 0C.*

2. Repeated habitual actions, shown by adverbials such as **every day, often, usually, always, sometimes**:

*We have an ethics video we watch every year and a class we have to go through.*

3. An action permanently characterizing the subject in present:

*We know that he speaks and works against terrorism groups like Al Qaeda or the Taliban.*

4. Actions going on at the time of speaking:

- a) instead of the present continuous with verbs which can not be used in the continuous form, e.g. love, see, believe etc.:

*I believe that I know a great deal without knowing what I know.*

- b) when the speaker does not emphasize the progress of the action but merely states the fact:

*In quiet moments, O'Neill runs in Memorial Park, practices hot yoga, shops for shoes online and reads.*

5. A future action in the adverbial clause of time and condition.

*Unless you take the brake off the car won't move.*

6. A planned future action or series of actions, particularly when they refer to a journey (to come, to leave, to arrive):

*We leave London at 10.00 next Tuesday and arrive in Paris at 13.00.*

7. A future action concerning the arrival of transport, the beginning of film etc.

*The concert this evening starts at 7.30.*

8. With the verb **say**, when we are quoting from books, notices or very recently received letters:

*What does that notice say? — It says, “No parking”.*

9. The newspaper headlines:

MASS MURDERER ESCAPES

10. A dramatic narrative, this is particularly useful when describing the action of a play, opera etc., and is often used by radio commentators at sports events, public functions etc.:

*When the curtain rises, Juliet is writing at her desk. Suddenly the window opens and a masked man enters.*

### ***3. The pronunciation of the ending –s.***

The pronunciation of the ending -s (-es) depends on the preceding sound.

After the sibilants [s], [z], [t], [dz] the ending -s (-es) is pronounced as [ɪz]:

Infinitive: *to pass* [pas]

Present Indefinite: *he passes* ['pasɪz]

After voiced non-sibilants and vowels the ending -s (-es) is pronounced as [z]:

Infinitive: *to read*

Present Indefinite: *he reads* [ri:dz],

After voiceless non-sibilants the ending -s (-es) is pronounced as [s]:

Infinitive: *to work*

Present Indefinite: *he works* [wa:ks],

### ***Exercises***

***1. It's the Drama Club tonight, but not everyone has arrived yet. Complete the dialogue using present tense forms of be. Some forms are positive and some negative, some are full forms and some short forms.***

*Jane: ... we all here now?*

*Mark: Where ... Tom? He ... here.*

*Helen: Oh, he ... very well. He ... in bed.*

*Lynn:* Oh, dear. Poor Tom. And Sarah ... here.

*Sarah:* Oh, yes, I ....

*Jane:* Oh, there you ..., over in the corner. Sorry, Sarah.

*Mark:* Angela ... late. Or... she ill, too?

*Helen:* No, she ... ill.

*Lynn:* Peter and Sue ... here.

*Jane:* Yes, they .... They ... in the kitchen.

*Angela:* Hello, everybody. ... I late?

*Jane:* Yes, you ....

*Angela:* Oh, I ... sorry.

*Jane:* Tell Peter and Sue to come, Mark.

*Peter:* It... all right. Here we ....

*Jane:* Good. Now we ... ready to start.

**2. Mr. and Mrs. Johnson want to sell their house. Say things about the house using a form of be or have.**

*Example house – 200 years old. The house is 200 years old.*

*all rooms – central heating. All the rooms have central heating.*

- garden – lovely
- views to the north and east – beautiful
- house – six bedrooms
- rooms – large
- downstairs rooms – carpets
- sitting room – lovely old fireplace
- kitchen – plenty of cupboards
- garage – big enough for three cars

**3. This paragraph is from a book about British towns. It's about a town called Milchester. Complete the paragraph by putting in present tense forms of be and have and the simple present tense of bring, live and work.**

Milchester... a lovely old town on the River Swenley. The famous castle ... lots of tourists to the town. The old streets near the castle ... many interesting little shops, and there ... a very good museum. The town also ... a theatre and a cinema. 27,000 people ... in Milchester, and quite a few of them ... at the new computer factory. Other industries ... paper-making and chocolate.

**4. Give the form of the 3rd person singular of the Present Indefinite and transcribe the following verbs:**

*Example: to write — he writes [raits]*

To live, to miss, to play, to work, to wash, to cry, to fix, to watch, to tie, to say, to run, to try, to jump, to judge, to lie, to fry, to mix, to kiss, to offer, to stay, to go, to do, to study, to die, to refer, to furnish, to hit, to laugh.

**5. Ask: a) general questions; b) special questions to the words in bold type.**

1. Great Britain lies **in the eastern part of the Atlantic Ocean**. 2. **The sea** surrounds the British Isles. 3. **The presence of the sea** makes the climate warmer in winter and cooler in summer. 4. A branch of the Gulf Stream comes to the **west** coast of the British Isles. 5. The sea washes away **from the coasts** some of the soil. 6. The coast of England contains many **good** harbours. 7. The sea round about the shores of England abounds **in fish**. 8. Fishermen catch fish **by means of nets**. 9. **When the net is drawn in**, it generally contains **very much fish**. 10. A lighthouse guides **ships** and warns them **of danger**. 11. **The Severn** is **the longest** river in Great Britain. 12. All along from Worcester the Severn flows through **a most fertile** valley. 13. **For a few miles below Gloucester** the Severn is not suitable **for the passage of large ships**. 14. The Severn is noted **for its tides**. 15. **During the tide** the water in the Severn often upsets **small boats and barges**.

**6. Open the brackets and use the correct form of the verb.**

1. Kitty Kelley \_\_\_\_\_ to write a book either about the Bushes or the Royals and he turned it down (to want). 2. She \_\_\_\_\_ the brown crack in her plate (to study). 3. I \_\_\_\_\_ a net, which resembles a giant pair of pants (to watch). 4. The kettle \_\_\_\_\_ at 100C (to boil). 5. He always \_\_\_\_\_ to work on time (to come). 6. In Mrs. Dalloway

someone \_\_\_\_ that parties are held “to cover the silence” (to say). 7. As Sir Nathaniel \_\_\_\_ the letter, he realizes that it is not for Jack after all (to read). 8. Davis is an anthropologist. He \_\_\_\_\_ people and cultures (to study). 9. It’s the season of viewing from the aquarium’s outdoor perches. Visitors can \_\_\_\_ all sorts of wildlife, including sea otters and sea lions (to watch). 10. At first it is a black shape against the white sand, and she \_\_\_\_ it from a distance, measures it with her fingers up to her eye (to study).

**7. Match the function of the tense with the appropriate example.**

<b>function</b>	<b>sentence</b>
1. The universal truths, something which is eternally true.	A. He doesn’t know whether he loves or hates her.
2. Repeated habitual actions, shown by adverbials.	B. We leave London at 10.00 next Tuesday and arrive in Paris at 13.00. We spend two hours in Paris and leave again in 15.00. We arrive in Rome at 19.30.
3. An action permanently characterizing the subject in present.	C. Nurses look after patients in hospitals.
4. Actions going on at the time of speaking.	D. The book says whatever does not kill us makes us stronger.
5. A future action in the adverbial clause of time and condition.	E. We know that he speaks and works against terrorism.
6. A planned future action or series of actions, particularly when they refer to a journey.	F. If the sea gets warmer, the ice at the North and the South Poles will melt.
7. A future action concerning the arrival of transport, the beginning of film etc.	G. His father is a blunt-talking and successful businessman who speaks to his son every day.
8. With the verb say, when we are	H. The football match starts at 8

quoting from books, notices or very recently received letters	o'clock.
9. The newspaper headlines	I. The concert this evening starts at 7:30. All actors put on their theatrical costumes and conducting final preparations before performance.
10. A dramatic narrative, this is particularly useful when describing the action of a play, opera etc., and is often used by radio commentators at sports events, public functions etc	J. PEACE TALKS FAIL

### **8. State the function of the tense**

1. The King of Pops is at the corner of North Avenue and Highland every day with his handmade popsicles. 2. I'm excited about it. I love the topic, I love the challenge. 3. Instead, they need the illusions they see on the screen or the fantasies they read. 4. The gang sits around glumly, waiting for the spare part to arrive. 5. I talk to the Golf Channel once a day, and it's always on the same topics - how can we do better to help the fans. 6. Parents from different countries sometimes agree to have their children registered as citizens of both. 7. Cindy slides into her chair and spreads her napkin on her lap. 8. Her shadow looks like a jellyfish. 9. The chapter ends with the priest admonishing Penny to say many prayers to try to save her uncle. 10. And working with Andre is always a rich experience. He goes after what's behind the scenes. 11. The best way to get an agent's or an editor's attention is to write an intelligent and succinct letter. 12. Her mother turns from the stove. 13. Sharing food is important to his job. It helps him. 14. Sharifa Rhodes-Pitts writes: "A friend of mine describes certain cities".

### **9. Translate into English**

1. Твій друг це людина котра знає всі твої недоліки, але тим не менше поважає тебе. 2. Він любить лежати на дивані і дивитись телевізор. Він

лежебока. 3. Вже всі знають ці новини. 4. Хто знає яка зараз погода в Лондоні. 5. Мій сусід мисливець. Він полює на диких гусей і качок. 6. Вітряна погода зводить мене з розуму. 7. Все, що ти робиш залежить тільки від тебе. 8. Він дуже розумний: все бачить, все розуміє і все чує, проте не завжди дає хороші поради. 9. Джейн зазвичай встає в шостій ранку, оскільки вона затрачає півтора години щоб доїхати на роботу. 10. Я не люблю коли я далеко від дому. 11. Мері не вечеряє, вона на дієті. 12. Моя бабуся постійно дарує мені подарунки. 13. Ти завжди приходиш у невдалий момент. 14. Вона зведе мене з розуму. Вона постійно балакає по телефону. 15. Вони зустрічаються сьогодні ввечері. Наближаються екзамени.

### ***10. Translate into English.***

1. Мій тато державний службовець, а мама керує туристичним агентством. Кожного ранку тато підвозить маму. 2. Наша бабуся зазвичай ходить в магазин в ранці. Там вона купує всі необхідні продукти. 3. Київський поїзд відправляється щовечора о 18.10 год. 4. Зазвичай студенти обідають у столові, рідко їм випадає нагода пообідати в ресторані. 5. Навики приходять з практикою. 6. Вчені рекомендують щороку відпочивати на морі. 7. Кожної весни ми ходимо на прогулянку в ліс, інколи ми також збираємо підсніжники. 8. Взимку люди зазвичай лягають спати швидше ніж влітку. 9. Школярі влітку не ходять до школи, вони мають канікули. 10. Хто зазвичай готує обід у твоїй сім'ї. Мама моєї дружини. 11. Молоді мами зазвичай гуляють з дітьми в парку. 12. Наш університет знаходиться біля парку весною студенти, часто ходять туди гуляти. 13. Я не люблю прибирати квартиру, це зазвичай робить свекруха. 14. Деякі вазони люблять, коли на них падає сонячне проміння. 15. Щороку будівельники будують нових квартир.

***11. Read the story. Ask different kinds of questions using the Present Simple. Reproduce the story.***

### **A Barking Dog Doesn't Bite**

“Sam,” says the boy’s father, “put on your cap and coat and let us go for a walk.” Sam is happy. He likes to go out with his father. He puts on his cap and coat and says, “Father, I am ready.”

Sam and his father go out. Suddenly they see a big black dog. The dog begins to bark. Sam is afraid of the dog. He wants to run home. His father says, “Don’t be afraid, Sam. Don’t you know the proverb “A barking dog doesn’t bite”?”

“Oh, yes,” says Sam, “I know the proverb, you know the proverb, but does the dog know the proverb?”

***12. Read the dialogue and act it out, paying attention to the verbs in the Present Simple.***

### **A Model Son**

A young gentleman, who is very curious asks a lady:

- Have you any family, madam?
- Yes sir. One son.
- Does he smoke?
- No, he does not.
- Does he come home late in the evening?
- No, he does not. He usually goes to bed directly after dinner.
- He is a model son then. How old is he?
- Four months old.

***13. Read the story and discuss it with your partner:***

### **The Best Time for Apples**

The teacher says to the class:

“Today is your first English lesson in the fifth form. At our lesson we are going to speak about the seasons of the year. They are spring, summer, autumn and winter. In spring it is warm. You can see small leaves on the trees. In summer it is hot and there are a lot of flowers in the fields and gardens. The farmers work there all day. In autumn there is a lot of fruit and children like to eat it.”

Here the teacher stops and looks at one of the pupils.

“Don’t talk at the lesson, Alec!” he says. “Listen to me. Can you tell us when the best time for apples is?”

“Of course, I can,” says Alec. “It’s when the farmer is not at home and there is no dog in the garden.”

## **The Present Continuous Tense (The Present Progressive)**

The Present Continuous Tense (The Present Progressive) denotes an action in progress at the present moment.

### ***1. The formation of the Present Progressive.***

The Present Continuous is formed by means of the Present Indefinite of the auxiliary verb *to be* and Participle I of the notional verb.

In the interrogative form the auxiliary verb is placed before the subject.

In the negative form the negative particle *not* is placed *after* the auxiliary verb.

### ***2. The Use of the Present Progressive.***

The present continuous is used to denote:

1. An action which is happening now:

*I am playing computer games at the moment.*

2. An action happening about this time but not necessarily at the moment of speaking:

*I am reading a play by Shaw.* (This may mean “at the moment of speaking” but may also mean “now” in a more general sense.)

When two continuous tenses having the same subject are joined by “and”, the auxiliary may be dropped before the second verb.

*She was knitting and listening to the radio.*

3. A definite arrangement in the near future (the most usual way of expressing one’s immediate plans):

*I’m meeting Peter tonight. He is taking me to the theatre.*

*Are you doing anything tomorrow afternoon? – Yes, I’m playing tennis with Ann.*

Note that the time of the action must always be mentioned, as otherwise there might be confusion between present and future meanings.

4. An action in the near future with the verbs denoting motion (to go, to come, to start, to leave).

*Are you going anywhere? – Yes, I’m leaving this town.*

5. An action which begins before this point of time and probably continues after it:

*At six I am bathing the baby. (I start bathing him before six.)*

### **3. The spelling of the present participle.**

When a verb ends in a single e, this e is dropped before -ing:

Infinitive: *to write*

Participle I: *writing*

The words die, lie, tie are changed into:

Infinitive: *to tie*

Participle I: *tying*

When a verb of one syllable has one vowel and ends in a single consonant, this consonant is doubled before -ing:

Infinitive: *to hit*

Participle I: *hitting*

Verbs of two or more syllables whose last syllable contains only one vowel and ends in a single consonant, double this consonant if the stress falls on the last syllable:

Infinitive: *to admit*

Participle I: *admitting*

**But:** Infinitive: *to enter*

Participle I: *entering* (stress is not on the last syllable).

A final l after a single vowel is, however, always doubled in British English:

Infinitive: *to travel*

Participle I: *travelling*

In American English letter l is not doubled.

-ing can be added to a verb ending in y without affecting the spelling of the verb:

Infinitive: *to carry*

Participle I: *carrying*

If the verb ends in -ue and has more than one syllable the final -e is dropped

Infinitive: *to argue*

Participle I: *arguing*

### **4. Verbs not normally used in the continuous tenses.**

Verbs describing a permanent state (stative verbs) do not normally have the continuous form. They are:

Verbs of the senses: *feel, hear, see and smell* (we often use *can* or *could* with these verbs: *Can you see that tall boy over there?*)

The verbs *gaze, listen, look (at), observe (= watch), stare, watch* and *listen* express deliberate actions and can be used in continuous forms, e.g. *Be quiet please! I'm listening to the news.* But: *I can't hear you. Can you speak louder, please?*

The verbs *feel and hurt* can be used in either continuous or simple forms, though. *How are you feeling today?* or *How do you feel today?* *My leg is hurting,* or *My leg hurts.*

Verbs of emotions: *feel, forgive, hate, like, love, admire (=respect), adore, appreciate (=value), care for (=like), desire, detest, dislike, fear, loathe, mind (=care), respect, value, want, wish* etc.

**But** the continuous can be used with *admire* in the meaning of “*look at with admiration*”, *appreciate* in the meaning “*increase in value*”, *care for* in the meaning “*look after*”, *value* in the meaning “*estimate the financial worth of*”, *enjoy* and sometimes *like/love* in the meaning “*enjoy*”, and *hate* in the meaning the opposite, though it is safer to use the simple tenses with *like, love* and *hate*:

*He's enjoying his holiday in the Arctic. How are you liking/do you like your new job?*  
– *I'm hating it/I hate it. I just don't like work, you see.*

Verbs of mental activity: *agree, appreciate (= understand), assume, believe, doubt, expect (= think), feel (= think), feel sure/certain, forget, know, mean, perceive, realize, recall, recognize, recollect, remember, see (= understand), see through someone (= penetrate his attempt to deceive), suppose, think (= have an opinion), trust (= believe/have confidence in), understand.* But the continuous can be used with *appreciate* meaning “*to increase in value*”, *think, assume, expect.*

*I know that you are telling the truth, I believe you.*

Verbs of possession: *belong, owe, own, possess: How much do I owe you?*

Other verbs: *appear* (=seem), *be*, *belong*, *concern*, *consist*, *contain*, *hold* (=contain), *fit* (= be the right shape and size), *know*, *need*, *prefer*, *require*, *weigh*, etc. *He knows where Peter is.*

But *appear* in the meaning “to come before the public” can be used in the continuous.

### **5. Special difficulties with some words.**

1. **Feel** when followed by an adjective indicating the subject's emotions or physical or mental condition, e.g. angry/pleased, happy/sad, hot/cold, tense/relaxed, nervous/confident, is normally used in the simple tenses but can also be used in the continuous:

*How do you feel/are you feeling? - I feel/am feeling better.*

**feel** meaning “touch” (usually in order to learn something) can be used in the continuous: *The doctor was feeling her pulse.*

But feel is not used in the continuous

- when it means “sense”: *Don't you feel the house shaking?*
- when it means “think”: *I feel you are wrong.*
- when it is used as a link verb: *The water feels cold*

2. The continuous is not used with **look** used as a link verb, e.g. *That cake looks good*, or with look on (= consider), look up to (= respect) and look down on (=despise).

But look (at), look for/in/into/out and look on (= watch) are deliberate actions and can be used in the continuous tenses: *He is looking for his glasses. I'm looking out for a better job.*

3. The continuous is not used with **smell** meaning “perceive a scent/an odour”, e.g. *I smell gas*, or with smell used as a link verb, but can be used with smell meaning “sniff at”: *Why are you smelling the milk? Does it smell sour?*

4. Taste as a link verb is not used in the continuous:

*This coffee tastes bitter, (has a bitter taste).*

But taste meaning “to test the flavour of” can be used in the continuous:

*She was tasting the pudding to see if it was sweet enough.*

5. **See** can be used in the continuous when it means “meet by appointment” (usually for business), “interview”:

*The director is seeing the applicants this morning.*

*I am seeing my solicitor tomorrow.*

It can also be used in the continuous in the following combinations:

*see about* = make arrangements or enquiries:

*We are seeing about a work permit for you.* (trying to arrange this)

*see to* = arrange, put right, deal with:

*The plumber is here. He is seeing to the leak in our tank.*

*see somebody out* = escort him/her to the door,

*see somebody home* = escort him/her home,

*see somebody to + place* = escort him/her to + place:

*see someone off* = say goodbye to a departing traveller at the starting point of his journey (usually the station, airport etc.):

*We’re leaving tomorrow. Bill is seeing us off at the airport.*

6. **Hear** can be used in the continuous when it means “listen formally to” (complaints/evidence etc.): *The court is hearing evidence this afternoon.*

Hear meaning “receive news or letters” can also be used in the continuous form but only in the present perfect and future: *I’ve been hearing all about your accident.*

7. **Think** can be used in the continuous when no opinion is given or asked for:

*What are you thinking about? — I’m thinking about the play we saw last night.*

But: *What do you think of it?* (opinion asked for) - *I don’t think much of it.* (opinion)

8. **Assume** can be used in the continuous when it means “accept as a starting point”: *I’m assuming that you have time to do a lot of research.*

assume power/control of a country or organization can also be used in the continuous: *The new government is assuming power at once.*

9. **Expect** can be used in the continuous when it means “await”: *I’m expecting a letter.*

### *Exercises*

**1. Play the miming game. One student mimes an action and the others ask:**

*Are you sweeping the floor? Are you writing something?*

**2. Give the form of Participle 1 of the following verbs them.**

To ask, to try, to do, to forbid, to have, to limit, to make, to defeat, to stop, to cancel, to sleep, to compel, to stay, to see, to plough, to be, to shine, to live, to knock, to leave, to sleep, to tie, to slip, to expel, to die, to give, to spy, to commit, to travel, to cry, to hit, to lie.

**3. Match the functions of the tense with the correct examples:**

Function	Sentence
1. An action which is happening at the moment of speaking.	Everyone wants to know why I am reading it.
2. An action happening about this time but not necessarily at the moment of speaking	My husband and I are having a dinner party tonight.
3. A definite arrangement in the near future (the most usual way of expressing one’s immediate plans).	I think that's what they're trying to figure out at the moment.
4. An action in the near future with the verbs denoting motion (to go, to come, to start, to leave).	And like a gifted disc jockey, he is always playing with the right programming mix.
5. An action which begins before a definite point of time and probably continues after it.	The public is listening and insisting that changes be made.
6. A frequently repeated action, usually when the frequency annoys the speaker	If anyone thinks the American people are going to forget this vote, just watch.

or seems unreasonable to him	
------------------------------	--

**4. Open the brackets and use the Present Progressive.**

1. I have a surprise. Jacob (to stay)\_\_\_\_\_for dinner. 2. Economists who (to study) \_\_\_\_\_this phenomenon say there are a lot to be explained. 3. I (to search) \_\_\_\_\_ for a restaurant that can cater to a non-dairy vegetarian diet.4. She (to start) \_\_\_\_\_to nudge her way into the freelance directing world around Washington. 5. The justices (to prepare) \_\_\_\_\_to take up cases this spring that will test the very foundation of American government. 6. I (to write) \_\_\_\_\_a love story right now. 7. Some changes \_\_\_\_\_ (to come.) 8. People (to expect) \_\_\_\_\_ their entertainment to become more engaging, more interactive, more participatory. 9. The Navy (to require) \_\_\_\_\_ a plan to make the development successful enough. 10. It is clear they \_\_\_\_\_ (to hear) what we \_\_\_\_\_ (to say). 11. Islam \_\_\_\_\_(to move) into the vacuum, and dropping bombs on them won't do any good. 12. People \_\_\_\_\_(to drive) to entertainment centres these days.

**5. State the functions of the tense.**

1. I'm happy these movies are coming out so it gives an awareness of the craft and what we go through. 2. I listen to all styles of music; at the moment I am listening to the Rolling Stones as well as Radiohead. 3. She is hearing the case without a jury. 4. Many coalition forces are watching the US closely to gauge the extent of its commitment to the Afghanistan mission. 5. "Young Mako and Lanny Swartz are coming here tonight", said Isaac (Abrahams). 8. "Are you enjoying the show?" I asked Susan (Braine). 9. "I'm thinking about Maxim all the time", I said (Du Maurier). 10. "Go on, Frank", he said, "What are you waiting for?" (Du Maurier). 11. "Miss Dale is looking well", he said (Meredith). 12. Dear Gertrude Chiltern is always telling me that I should have some serious purpose in life (Wilde). 13. "What?" he said. "I'm getting very deaf. I suppose I don't hear people..." (Galsworthy). 14. "... She's an employer. She's training me to be a thing called a companion, and she pays me ninety pounds a year" (Du Maurier). 15. The Patient: "Oh! This is getting interesting" (Shaw).

**6. Do the following task.**

Charles Dearborn is the managing director of Ranplus Computers, an international company with its main offices in London. Mr. Dearborn has a busy life. Describe his schedule for next week. For the times of arrival and departure use the simple present form. To describe the other arrangements use the present continuous form of these verbs: *speak, visit, open, meet, have, go*.

*Example On Monday he leaves London at 9.30 and arrives in Madrid at 12.40. He is speaking at an international conference.*

**Monday,** London 9.30 Madrid 12.40; International conference

**Tuesday ,** Madrid 7.40 Athens 13.55; *Ramplus offices*

**Wednesday,** Athens 8.15 Milan 12.35; New Ramplus factory

**Thursday ,** Milan 10.10 Strasbourg 11.15; President of the Common Market

**Friday ,** Strasbourg 10.45 The Hague 11.40; Discussions with the Dutch Minister of Technology

**Saturday ,** The Hague 9.30 Stockholm 12.25; Computer show

**7. a) Complete this postcard using the correct form of the verbs (the Present Simple or the Present Progressive).**

Greetings from Wales! Ben and I ... (to do) something different this year. We're at the North Wales Activity Centre. People ... (to come) every summer to learn more about hobbies and interests. I ... (to do) photography and tennis this week and Ben ... (to learn) about computers. We ... (to get) up at half past eight every morning and ... (to do) lessons from ten to half past twelve. We ... (to have) lunch at one, and then there are more lessons. So, it's hard work. But I ... (to like) it here. We ... (to have) a supper time. It's half past seven in the evening now, and we ... (to sit) out on the grass in front of the Centre. The weather is good. See you soon.

**b) Write a postcard to an English Friend from the place where you last went on holiday. Say what you do every day and what you are doing at the moment.**

**8. Replace the infinitives in brackets by the Present Indefinite or the Present Continuous where necessary.**

1. Stop smoking! The room (to be) full of smoke which (to come) from your pipe. Usually nobody (to smoke) in here as mother can't stand it. 2. The woman who (to speak) with my sister in the yard (to be) our neighbour who (to live) across the street. 3. You (to ask) too much of me. I (to be) quite powerless to help you. 4. "You (to hear) the speaker well?" "Yes, I (to hear) him clearly. I (to listen) very attentively, but still I (not to understand) what he (to drive) at". 5. You (to go) in my direction? I can give you a lift. 6. It (to be) a very interesting scientific film. In it you can see how the grass (to grow) and the flowers (to unfold) their petals right before your eyes. 7. I (to look) at the barometer and (to see) that it (to fall). 8. Don't enter the study. Father (to work) there and he (not to like) to be disturbed. 9. You (to see) that woman in the corner? She (to have) her dessert now. As soon as she (to leave) we (to occupy) the table. 10. "Where you (to hurry)?" "I (to be) afraid to miss the 2.35. My friend (to come) with it".

**9. Open the brackets and use the Present Indefinite or the Present Continuous.**

1. My brother (say) that people who (owe) him money always (seem) to forget about it, but people he (owe) money to always (remember) exactly. 2. I (not think) your brother (enjoy) the party. He (keep) looking at his watch. – Oh, I'm sure he (enjoy) it. He always (enjoy) your parties. But I (know) he (want) to be home early tonight because he (expect) an important telephone call. 3. You (see) that man at the corner of the street? He is a private detective. He (watch) No 24. – How you (know) he (watch) No 24? – Because whenever anyone (come) out of, or (go) into, the house he (make) a note in his little book. 4. What all those people (do) in the middle of the street? And why they (wear) such extraordinary clothes? – They (make) a film. Most of the crowd are local people who (work) as extras. – It (sound) great fun. You (think) I could get a job as a film extra? – I (not know) but I (see) Ann over there; when they (finish) this scene I'll ask her if they still (take) on extras. Ann (act) in the film? – She has a small part. She (not act) very well. I (imagine) she got the part because she (know) the director. 5. My brother (live) next door and his two children (come) and (see) me every day. The boy (not bother) to knock at the door; he just

(climb) in through the window; but the girl always (knock). 6. If you (ask) a friend if she (like) your new dress she usually (say) “Yes”, so you (not know) whether she really (think) it (suit) you or whether she merely (be) polite. 7. I (hear) that you have bought a new house. – Yes, but I (not live) in it now. They still (work) on it, and the work (take) longer than I expected. – I (think) repair jobs always (take) longer than one (expect). What they (do) now? – They (put) in new electric points. They (seem) competent electricians but they (smoke) at their work and this (slow) them down. 8. Ann (stir) something in a saucepan and Mary (stand) beside her holding a cookery book. 9. The hall (be) painted at the moment, so it (not look) its best. – But where are the painters? They (stop) work at 3.00? – No, they are in the kitchen. They (have) a tea break. 10. What the word “Establishment” (mean)? My dictionary (not give) an explanation.

**10. Put questions to the underlined words.**

1. I think we are driving the agenda. 2. Most big papers are watching and waiting as they study the patterns of online readers. 3. A lot of people around here are hurting economically. 4. The board also is requiring an agreement with the medical community to provide funding and training. 5. This year we are expecting 2.5 to 3 million foreclosures. 6. The man who is gazing at her so adoringly is Brad Pitt. 7. No one is hearing about France as the way of the future. 8. People are leaving the profession because the job is so hard.

**11. Translate into English.**

1. Котра година у Лондоні? Зараз у них полудень. Жителі Лондону обговорюють важливі проблеми і п'ють каву. 2. Понюхай пахне смаленим. – О Боже, я знову залишила каструлю на плиті! 3. Як ти себе почуваєш? Я почуваюся не дуже погану, я хочу попросити тебе перевірити мій пульс. 4. Не турбуй його, він працює над доповіддю. 5. Я постійно думаю про тебе ти дівчина моєї мрії. 6. Поглянь дівчина на екрані рекламує твій новий шампунь. 7. Які у тебе духи? – У них дуже ніжний запах. 8. У нього чудовий характер, але сьогодні він мене нервує. 9. Що ти робиш в Женеві? – Я відвідную презентацію автомобілів. 10.

Мері куштує морозиво. Морозиво смакує солодко . 11. Вона пробує на дотик шовк. Він м'який. Вона щаслива. 12 Брюс насторожився, голос який лунав з сусідньої кімнати просив про допомогу. 13. Як називається журнал, який ми проглядаємо? 14. Чому ви стоїте в прихожі? Проходьте, ми саме п'ємо чай. Чи не бажаєте чашечку? 15. Що ти слухаєш? – Я слухаю концерт групи “Океан Ельзи”. Кожного року вони дають концерт в палаці Україна.

### ***12. Translate into English.***

1. Я не бачу Тома, де він? – Він приймає ванну. 2. Я поступово забуваю все те, що мене вчать в школі. 3. Кожного ранку Джон бігає навколо міського озера. Проте сьогодні він почувається погано і він вирішує залишитися вдома. 4. Сьогодні я ношу сонячні окуляри весь день, тому що дуже сильно світить сонце. 5. Мері вивчає англійську в Оксфордському університеті, але вона зараз на канікулах, вона працює в бібліотеці. 6. Я нюхаю троянди. Хіба вони не чудово пахнуть? 7. Лондон розташований на берегах Темзи. 8. Я стомився працювати в офісі. Я подумую змінити роботу. 9. Ти усвідомлюєш, що стоїш на моїй нозі. 10. Поїзд відправляється об 11.30 год. 11. Ти не знаєш де газета? – Її читає бабуся. Кожного вечора вона читає свіжу пресу. 12. Де Мері? – Вона в бібліотеці. Що вона там робить? – Вона готується до заліку з практичної граматики.

### ***13. Read the story and reproduce it paying attention to the verbs in the Present Simple and the Present Continuous:***

#### **When Eddy Can Have the Umbrella**

Little Eddy likes to play in the yard after breakfast. He likes to play with his father's umbrella. One day a man comes up to him and says:

“Little boy, why are you holding your umbrella over your head? It is neither raining nor snowing. The weather is not very bright, but it is fine.”

“When it rains, Daddy takes the umbrella,” says Eddy. “So I can only play with it when the weather is fine.”

***14. Read the story and make up questions using the Present Simple and the Present Continuous:***

**It Does Not Matter**

Bessie is a little girl. She is only five. She does not go to school, and, of course, she cannot read and write. But her sister Mary goes to school. She is ten.

One day Mary sees her little sister sitting at the table with a pen in her hand and a big piece of paper in front of her.

“What are you doing, Bessie?” she asks. “I am writing a letter to my friend Kitty,” says Bessie. “But how can you?” asks her sister. “You can’t write.”

“Well,” says Bessie, “it does not matter, because Kitty can’t read.”

***15. Read the story and open the brackets using the Present Simple or the Present Continuous where necessary:***

**The Best Art Critics**

I (to be) an art critic and I (to paint) a lot of pictures. Many people (to pretend) that they (to understand) modern art. They always (to tell) you what a picture (to be) “about”. Of course, many pictures (to be) not “about” anything. They (to be) just pretty patterns. We (to like) them in the same way that we (to like) pretty curtain material. I (to think) that young children often (to appreciate) modern pictures better than anyone else. They (to notice) more. My sister (to be) only seven, but she always (to tell) me whether my pictures (to be) good or not. She came into my room yesterday.

“What you (to do)?” she asked. “I (to hang) this picture on the wall,” I answered. “It (to be) a new one. You (to like) it?” She looked at it critically for a moment. “It (to be) all right,” she said, “but (not to be) it upside-down?”

I looked at it again. She was right! It was!

## ***The Present Perfect Tense***

The Perfect form denotes an action completed before the present moment (and we have the result of it) or is connected with the present moment.

### ***1. The Formation of the Present Perfect Tense***

The present perfect tense is formed with the present tense of the auxiliary verb to **have** + the past participle of the notional verb. The past participle of regular verbs has exactly the same form as the simple past:

Infinitive: *to love*

Past Participle: *loved.*

Irregular verbs take no inflexions and vary considerably in their past participle form.

The negative form is formed by adding the negative particle **not** to the auxiliary verb.

The interrogative form is formed by inverting the auxiliary and subject.

### ***2. The use of the Present Perfect***

The Present Perfect denotes:

1. A recently completed action (in this case just is often used): *He has just gone out.*

This is a special use of this tense, **just** must be placed between the auxiliary and the main verb. This combination is used chiefly in the affirmative, though the interrogative form is possible: *Has he just gone out?* It is not normally used in the negative.

2. Past actions whose time is not definite:

*I have read the instructions but I don't understand them.* Compare with: *I read the instructions last night.* (time given, so simple past)

Note possible answers to questions in the present perfect:

*Have you seen my stamps?* - *Yes, I have/No, I haven't* or *Yes, I saw them on your desk a minute ago.* (time implied)

3. To express an action which took place before the present moment when the speaker's aim is to emphasize the present result of this action:

*The lift has broken down. (We have to use the stairs.)*

Actions expressed by the present perfect + **yet** usually have results in the present:

*He hasn't come yet. (so we are still waiting for him)*

4. It can also be used for actions which occur further back in the past, provided the connection with the present is still maintained, that is that the action could be repeated in the present:

*I have seen wolves in that forest. (implies that it is still possible to see them)*

5. Actions occurring in an incomplete period which is indicated by *today* or *this morning/ afternoon/evening/week/month/year/century* etc.:

Note that the present perfect can be used with *this morning* only up to about one o'clock, because after that *this morning* becomes a completed period and actions occurring in it must be put into the simple past:

(at 11 a.m.) *Tom has rung up three times this morning already.*

(at 2 p.m.) *Tom rang up three times this morning.*

Similarly, *this afternoon* will end at about five o'clock:

(at 4 p.m.) *I haven't seen Tom this afternoon.*

(at 6 p.m.) *I didn't see Tom this afternoon.*

6. The present perfect used with an incomplete period of time implies that the action happened or didn't happen at some undefined time during this period:

*Have you seen him today? (at any time today) — Yes, I have/ Yes, I've seen him today. (at some time during the day)*

But if we know that an action usually happens at a certain time or in a certain part of our incomplete period we use the simple past tense. If my alarm clock normally goes off at six, I might say at breakfast: *My alarm clock didn't go off this morning.*

7. **Lately, recently** used with the present perfect also indicate an incomplete period of time.

*Has he been here lately/recently? (at any time during the last week/month )*

8. The present perfect can be used similarly with *ever, never, always, occasionally, often, several times* etc. and *since*.

*I haven't seen him since November. Has he written since he left home?*

9. The present perfect is often used in newspapers and broadcasts to introduce an action which will then be described in the simple past tense. The time of the action is very often given in the second sentence:

*Thirty thousand pounds' worth of jewellery has been stolen from Jonathan Wild and Company, the jewelers. The thieves broke into -the flat above some time during Sunday night and entered the shop by cutting a hole in the ceiling.*

But even if the time of the action is not given the past tense will normally be used in the second sentence:

*Two prisoners have escaped from Dartmoor. They used a ladder which had been left behind by some workmen, climbed a twenty-foot wall and got away in a stolen car.*

10. The present perfect is often used in letters:

*I am sorry I haven't written before but I've been very busy lately as Tom has been away.*

### **3. The Present Perfect used with *for* and *since***

***For*** is used with a period of time: *for six days, for a long time.*

***For*** used with the simple past tense denotes a terminated period of time:

We lived there for ten years, (but we don't live there now) *for* used with the present perfect denotes a period of time extending into the present:

We have lived in London for ten years, (and still live there)

***for*** (of time) is not used before expressions beginning with *all*:

They've worked all night.

***Since*** is used with a point in time and means "from that point to the time of speaking": *We've been friends since our schooldays.*

Note that there is a difference between ***last and the last***. Compare:

*I have been here since last week* (month, year etc.) and *I have been here for the last week.*

***last week*** means a point in time about seven days ago.

***the last week*** means the period of seven days just completed.

*it is* + period + *since* + past or present perfect tense

We can say: *It is three years since I (last) saw Bill.* or *It is three years since I have seen Bill.*

*I last saw Bill three years ago* **or** *I haven't seen Bill for three years.*

We can use the *it is . . . since* construction without the adverb *last*:

*It is two years since he left the country.*

This, however, is replaceable only by: *He left the country two years ago.*

### Exercises

**1. Say what progress you think you have made in English lately.**

Have you increased your vocabulary and learnt more grammar? Have you improved your pronunciation and your writing? Have you read any English books? Or have you got bored with English? Have you forgotten things?

**2. Complete the conversation by putting the verbs in brackets into the present perfect.**

As Mrs. Thorne is walking home, she comes to the scene of a road accident.

*Mrs. Thorne:* What (happen)?

*Mrs. Neal:* There (be) an accident. A lorry (crash) into a car.

*Mrs. Thorne:* Is anyone hurt?

*Mr. Neal:* Yes, the driver of the car (hurt) his head. He's unconscious. He (not open) his eyes.

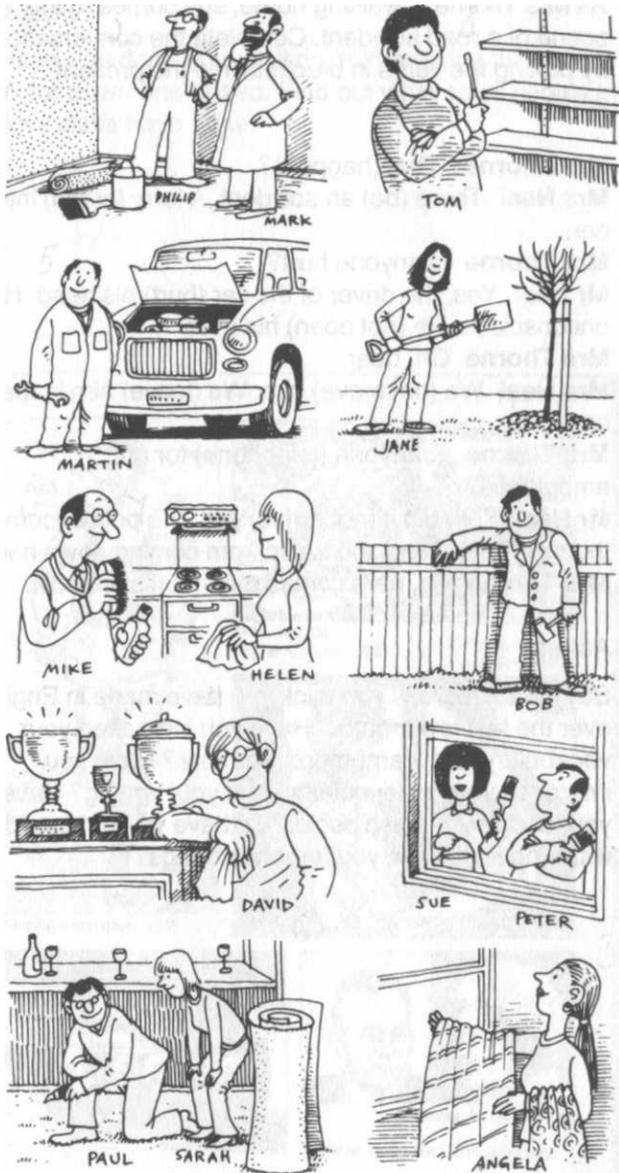
*Mrs. Thorne:* Oh, dear.

*Mrs. Neal:* We (not move) him. We (leave) him in the car.

*Mrs. Thorne:* ... anyone (telephone) for an ambulance?

*Mr. Neal:* Yes, but it (not arrive) yet. The police (come), though. They (stop) the traffic from coming down here.

*Mrs. Thorne:* Ah, here comes the ambulance now.



3. A month ago the members of the Parkway Sports and Social Club decided to clean and decorate their club. The club hasn't got much money, so the members have done the work in their spare time. They've just finished now. Say what they have done.

*Examples*

(The windows needed painting.)

*Sue and Peter have painted the windows.*

(The members decided to plant a tree.)

*Jane has planted a tree.*

1. The fence needed repairing. 2. The club room needed decorating. 3. They decided to buy some new curtains. 4. The cups needed polishing. 5. The minibus needed servicing. 6. They decided to lay a new carpet in the bar. 7. The kitchen needed

cleaning out. 8. They decided to put up some more shelves.

**4. Fill the spaces in the following sentences by using for or since.**

- We've been fishing ... two hours. 2. I've been working in this office ... a month. 3. They've been living in France ... 1970. 4. He has been in prison ... a year. 5. I've known that ... a long time. 6. That man has been standing there ... six o'clock. 7. She has driven the same car ... 1975. 8. Things have changed ... I was a girl. 9. The kettle has been boiling ... a quarter of an hour. 10. The central heating has been on ... October. 11. That trunk has been in the hall ... a year. 12. He has been very ill ... the

last month.13. I've been using this machine ... twelve years. 14. We've been waiting ... half an hour. 15. Mr. Pitt has been in hospital ... his accident.

**5. Complete the sentences with the present perfect form of the verbs in brackets.**

S.: How many party invitations ... you ... (write) so far Kathleen?

K.: Oh, I ..... (do) about five. And I ... (give) out a few to some neighbours downstairs.

J.: And I ... (speak) to the family with the three teenagers,

B.: Who ... (take) my pen? I ... (break) this pencil, so I need the pen to make out a shopping list.

D.: I ... (not see) it. Perhaps it ... (fall) on the floor.

J.: What are we going to buy for the party on Friday? We (eat) everything in the refrigerator, ... we? We'll have to buy a lot of things.

B.: I ... (fear) some ads out of the newspaper they're for special sales.

T.: ... you ... (choose) records for the party on Friday?

W.: No, I ... (be) too busy. But I ... (get) some decorations. And my sister ... (draw) us some funny pictures to hang up. Where ... she ... (go)?

T.: She took my brother to the store. They're going to buy home new tapes.

**6. Match the function of the tense with the appropriate example.**

Function	Sentence
1. A recently completed action	A. Some were so well informed that they seemed to have just come from a meeting in Tehran.
2. Past actions whose time is not definite	B. I am sorry I haven't written before but I have been very busy.
3. To express an action which took place before the present moment when the speaker's aim is to	C. I have read the instructions but I don't understand them.

emphasize the present result of this action.	
4. Actions which occur further back in the past, provided the connection with the present is still maintained.	D. The Rangers have just completely outplayed the Yankees.
5. Actions occurring in an incomplete period of time.	E. Have you attempted any progress on the mission yet?
6. The present perfect is often used in newspapers and broadcasts to introduce an action which will then be described in the simple past tense.	F. Tom has rung up three times this morning.
7. The present perfect is often used in letters.	G. Roemer Tanzanian President has died in London. He came to London two years ago...

**7. State the function of the tense.**

1. She has not taken a genetic test yet. 2. He has not written a single song since he left Black William. 3. Donahue says he has not written many letters in the last five years. He uses e-mail. 4. No one knows how far this process has gone already; some reports suggest that many towns have already become monoethnic. 5. They were much more exciting women than you have seen lately at the White House. 6. They have known him for 20 years. They had a clear sense of who he was. 7. Thomas has phoned the Kuwaiti Embassy several times for updates. 8. I think we should get a doctor's opinion. Xavier has phoned Dr. Rafael, a friend of our. 9. The way forward since 1964 has been difficult. 10. Have they ever deviated from the company's original mission? 11. But have they ever seen a rich and educated person impale himself upon a flagpole flying the Stars and Stripes? 12. You love the Red Sox, but have they ever loved you back? 13. She has not taken statements from people who ought to be

deposed a long time ago. 14. More than 45 years have passed since that June afternoon on the Howard campus.

**8. Put questions to the underlined words.**

1. Since David died, she has not taken any interest in her appearance. 2. He has lost his soul, but somewhere along the line he got off his moral course. 3. I have already appealed to Wesley. 4. She has read at the Mercury Cafe and now has a bookmark with a poem on it. 5. Things have been so quiet that he has read five books. 6. I have read yet another story about death and abuse at state schools in the news-paper. 7. I have never been in that situation. 8. They have never had a serious accident. 10. I have already enrolled in open elementary education, and I am taking related courses.

**9. Replace the infinitives in brackets by the Present Indefinite or the Present Perfect.**

1. As a rule I (to have) ham and eggs for breakfast, but this time I (to order) an omelette. 2. This is the house where I (to live). I (to live) here since childhood. 3. Once in a week I (to write) letters home, but I (not to write) one this week, so my next letter must be particularly long. 4. No wonder he (to look) tired after the strain under which he (to be) lately. 5. She just (to ask) a porter to carry her bags as they (to be) too heavy for her. 6. “Where (to be) your monitor?” – “She (to go) to the library”. 7. I regularly (to see) him every morning at the tram stop, but I (not to see) him these two or three days. 8. “Why you (not to shave) this morning” – “I (to shave) every other day”.

**10. Answer the following questions.**

1. Have you ever pretended to be ill to get off work or school? 2. Have you ever cheated in an exam? 3. Have you ever ridden a camel or an elephant? 4. Have you ever read your brother's, sister's or friend's letter which was lying around the house? 5. Have you ever hidden any of your earnings from the tax inspector? 6. Have you ever taken anything home with you from the hotel? 7. Have you ever travelled without a ticket on public transport? 8. Have you ever told lies and invented stories

about yourself to impress other people? 9. Have you ever met any people who could speak Swahili? 10. Have you answered all the questions honestly?

### ***11. Translate into English.***

Де Мері? – Вона щойно вийшла. 2. Студенти уже написали твір і здали роботи. 3. Цього семестру студенти добре вчилися. 4. Що Джон робить в гаражі? – Він помпує шини. Він уже наpomпував 2 шини, але він ще не наpomпував третю. 5. Поспіши. Дощ ще не закінчився. 6. Ти вже нарешті поснідав? – Ми запізнюємось до школи. 7. У чому справа? – Я загубив свій ключ і намагаюсь розбудити дружину, кидаючи каміння у її вікно. 8. Що ти робиш? – Я збираю яблука. Скільки яблук ти зібрав? – Я вже зібрав 10 яблук. 9. Вчителька навчала сотні студентів, але вона ще ніколи не працювала з такими безнадійними учнями. 10. Ти коли-небудь був у Празі? – Так, я був там чотири рази. 11. З дитинства вона мріяла відвідати Америку. 12. Ти чув новини? – Том і Анна заручилися. Це вже не новина, я знаю це вже давно.

### ***12. Read the following stories, pay attention to the verbs in the Present Perfect. Reproduce the stories.***

#### **Never Mind About That**

The sergeant was taking the personal details of the newly-joined recruit and asked, “Have you any special qualifications?” The recruit modestly answered, “I’m a M.A. of Oxford.”

“Never mind about that,” said the sergeant, “have you taken your school certificate?”

#### **Had It Himself**

A man suffering from bronchitis called in a doctor. “I can cure you in a week,” said he. “Have you had great experience of the disease then?” asked the sufferer. “Well,” said the doctor proudly, “I’ve had it myself for fifteen years!”

### ***13. Read the following dialogues and act them out using the Present Perfect where necessary.***

#### **Interesting**

Poet: I hope you have received the little volume of poems I ventured to send you?

Hostess: Oh yes, I have – it is charming. I wonder where I have put it?

Young dreadful: Under the leg of the table, mamma, to make it steady.

### **Puzzling**

Lady: Do you know that ugly gentleman sitting opposite to us?

Gentleman: That is my brother, madam.

Lady (in confusion): Ah, I beg your pardon, I haven't noticed the resemblance.

### **I Haven't Met One Yet Worth Meeting**

Percy: How do you do, Miss Vera? You are the first person I've met this morning at all that is worth meeting.

Vera: Then you have been more fortunate than I! I haven't met one yet!

**14. Open the brackets using the appropriate tense form.**

### **He Has Eaten It!**

Tommy was very talkative, and his father ordered him to remain silent at meal-time. Once at dinner Tommy wanted to speak very much, and his father noticing it at last asked kindly:

“Well, my boy, what is it?”

“Caterpillars (to be) good to eat?” asked Tommy.

“No,” said father. “What (to make) you ask that?”

“You had one on your salad, but you (to eat) it now,” replied Tommy.

### **All Out**

A man once called at a house and asked for the master. “He (to go) out,” replied the servant. “Oh, well, then,” said the visitor, “I will speak to your mistress.” “But she (to go) out, too,” replied the servant.

“Well, as it (to be) a cold day,” said the visitor then, “I will just come in and sit by the fire for a while.” “Ah, sir, but the fire (to go) out too,” answered the servant.

The unfortunate visitor decided that he, too, had better go out, and walked away.

## The Present Perfect Continuous Tense

### 1. The Formation of the Present Perfect Continuous Tense.

The Present Perfect Continuous Tense is formed by means of the Present Perfect of the auxiliary verb to be and the present participle of the notional verb.

Infinitive: *to read*

Present Perfect Continuous: *I have been reading*

The negative form is formed by adding negative particle **not**, which is placed after the first auxiliary verb

The interrogative form the negative particle **not** is placed before the subject:

### 2. The Use of the Present Perfect Continuous Tense.

1. This tense is used for an action which began in the past and is still continuing or has only just finished:

*I've been waiting for an hour and he still hasn't turned up.*

*I'm so sorry I'm late. Have you been waiting long?*

This is not of course possible with verbs which are not used in the continuous forms; the present perfect continuous can be replaced by the simple present perfect in such cases.

Note that the present perfect continuous expresses an action which is apparently uninterrupted; we do not use it when we mention the number of times a thing has been done or the number of things that have been done.

2. It is common to use since or for with this use of the present perfect continuous:

*I've been looking into the possibility of early retirement since the reorganization.* The simple form of the present perfect often focuses on the fact that an action is completed, while the continuous focuses on the fact that it is still ongoing:

*I've learnt how to play chess.* (= I can play chess now.)

*I've been learning how to play chess.* (= I'm still learning.)

3. With the adverbs lately or recently, to talk about new developments which may be temporary:

*Helen has been spending a lot of time at the club lately. (= She didn't use to.)*

4. To specify that an activity which started in the past and is still continuing:

*I have been learning how to play chess for three years now.*

5. To explain a present result, situation, appearance. The focus is on the activity rather than the result. In this case, we don't usually use a time adverb:

*This test result is much better. It's clearly you've been revising.*

### ***Exercises***

***1. Twelve students live in a big old house. Today they're all helping to clean it and tidy it up. Read the conversation and say how long they've been doing their jobs.***

***Use a phrase with for.***

*Example: Gary has been throwing away rubbish for an hour and a half.*

*Adam: What are you doing, Gary?*

*Gary: Throwing away rubbish. I started at half past ten, and it's twelve o'clock now, look.*

*Melanie: I'm washing up. I've been doing it since half past eleven.*

*Adam: Sadie and I are tidying up. We started at half past ten.*

*Lisa: Has anyone seen a bucket? I've been looking for one since ten to twelve.*

*Gary: I think Alison and Jason had a bucket. They're working in the garden. They've been there since nine o'clock.*

*Lisa: What's Don doing?*

*Adam: He's cleaning the stairs. He's been doing that since Melanie started washing up.*

*Emma: And I'm repairing this toaster. I started at eleven o'clock, but it still won't work.*

*Adam: Trevor's mending the door bell. He began the job at about twenty to twelve.*

*Melanie: Daniel and Rebecca are brushing carpets. They started at ten.*

*Gary: Let's all go out and have some lunch soon.*

*Adam: Good idea.*

**2. Fill in the blanks with the Present Perfect Progressive form of each verb in brackets. Complete the tag questions and the short answers.**

*Sally:* So what ... you ... (to do) with yourself, Ann? You ... (not to spend) much time in the library, ... ?

*Ann:* No, ... . I ... (to go out) a lot this semester.

*S.:* Really? Who ... you ... (to go) out with all this time? I know you ... (date) the teaching assistant in our chemistry class, ... ?

*A.:* Well, I.....

*Dean:* Where ... you ... (to go)? ... he ... (to take) you to a lot of movies?

*Carlos:* He ... (to invite) you out to dinner a lot, ... ? Where ...you ... (to eat)?

*Ann:* Well, we ... .

*Janet:* You ... (not to stay) home much, ... ? I know because ... I ... (to try) to call you.

*Sally:* Your life sounds so romantic. Married life it completely different. We ... (not to go) out at all, ... , Carlos?

*Carlos:* Of course, ... why, just three months ago we went out for a pizza!

**3. Open the brackets and use verbs in the right form.**

1. "We (to learn) \_\_\_\_\_ about the kumari since childhood," says Neha Surung.
2. Human rights organizations (to gather) \_\_\_\_\_ data on such violations in Iraq for more than 10 years.
3. Mr. Meyer (to prepare) \_\_\_\_\_ for this debate his entire career.
4. The Nuggets (to search) \_\_\_\_\_ for a general manager to oversee basketball operations since April.
5. However, many analysts recently (to revise) \_\_\_\_\_ their earnings estimates downward.
6. So I think the book (to write) \_\_\_\_\_ itself for a long time.
7. Anthony (to play) \_\_\_\_\_ the best basketball of his young pro career for the past two months.
9. All winter, the ice (to catch) \_\_\_\_\_ polluted snow and rain.

**4. Match the functions of the tense with the sentences.**

Function	Sentence
----------	----------

1. This tense is used for an action which began in the past and is still continuing or has only just finished.	A. It's a good show and has been getting better and better since they got a new producer a few weeks ago.
2. To specify that an activity which started in the past and is still continuing:	B. For many, many years I have been learning how to paint; now I want to express.
3. To explain a present result, situation, appearance. The focus is on the activity rather than the result.	C. This is a moment every one here has been waiting for.

**5. State the functions of the Present Perfect Continuous.**

1. David and I have been listening with great interest. 2. This guy has been waiting for this moment his whole life. 3. Kevin Lewis, who has been waiting for three hours, declares, - "The iPod Mini is the newest greatest thing" 4. Peter Donaldson has been reading the news at the BBC for 30 years. 5. It suggests that humans have been gathering to offer praise in story, art, and song for a very long time. 6. The Obama campaign has been playing the race card over and over again. 7. For weeks the Senate committee has been expecting to receive a new national intelligence estimate on Iraq. 8. Somebody has been coming into that Web site. 9. The killer has been listening to the message.

**6. Put questions to the underlined words.**

1. For thirty years my sister Nina has been seeing psychiatrists and feeling better about herself. 2. All of us have been expecting for some time there would be the multidrug resistance. 3. She has been working for the house as a volunteer ever since. 4. The museum has been collecting samples of artists' papers from all over the world for nearly twenty years. 5. I have been painting for 70 years and I still like to paint gourds. 6. Humans have been eating chocolate for almost 2,000 years. 7. She has been talking for hours, in the aquarium cafeteria. 8. She has been talking to people at the Holocaust Museum there about a job. 9. My kids have been eating this food all their lives. 10. Prices have been falling in virtually every year since 1997,

pulling wages and consumption down with them. 11. Klug has been riding since he was 10, he is one of the pioneers of this sport. 12. Police, volunteers and search dogs have been looking for Lindsey.

**7. Replace the infinitives by the Present Perfect or the Present Perfect Continuous.**

1. This short-sighted man (to lose) his spectacles. We (to look) for them everywhere but we can't find them. 2. "You ever (to act) as interpreter?" – "Yes, that is what I (to do) for the last live months". 3. A skilful photographer (to help) me with the development of films for two weeks, but we (to develop) only half my summer films. 4. "They (to make) up quarrel?" – "I don't know. I only know that they (not to be) on speaking terms since September". 5. I (to try) to get into contact with them for a long time, but now I (to give) it up as hopeless. 6. Our pilot (to ask) for permission to take off for ten minutes already, but he (to get) no answer yet. 7. The workers (to work) very hard these two weeks, they (to be busy) with the interior decoration of the house. 8. Now that the picture (to appear) everybody can see what thorough work the producer and the cameraman (to do). 9. You (to be) of great help to us since you (to be) with us.

**8. Translate into Ukrainian.**

1. Я працюю над статтею уже три місяці, але я ще не закінчила її. 2. Як багато квітів ти посадила! Ти мабуть працювала увесь день! 3. Поглянь, що ти зробив! Ти зіпсував мою картину, яку я малювала 2 тижні. 4. Ми вже цілу годину обговорюємо весільну подорож Мері і Тома, але ми ще не розповіли про їхню пригоду на кораблі. 5. Я не бачила Джека цілий місяць. Ти не знаєш що трапилося з ним? 6. Уже місяць немає дощу. 7. Будівлю нової школи будують уже 5 років, але ще не побудували. 8. Ми не бачили нашого класного керівника з випускного балу. 9. Скільки часу ти вивчаєш англійську? – Я вивчаю англійську уже десять років. 10. Я весь день намагаюсь пояснити директору причину мого запізнення. 11. Скільки часу твій друг грає на гітарі? – Він грає на гітарі з дитинства. 12. Він бігає увесь ранок. 13. Скільки часу ти читаєш цю книжку? – Я читаю її три дні.

**9. Read the following stories, pay attention to the verbs in the Present Perfect Continuous. Reproduce the stories.**

### **A Thing of the Past**

Bobby was usually a quiet and peaceful boy. One day to his mother's surprise, he came from school with a black eye and a torn collar.

"Gracious," she exclaimed. "What have you been doing, Bobby?" "It's that new boy next door," sobbed Bobby. "Have you been fighting with him?" asked the mother. Bobby nodded. "I'm very much ashamed of you," she said, "and disappointed in that little boy next door. I thought he had such a nice face." "Yes, he did have," put in Bobby earnestly, "but he hasn't now."

### **Peculiar Taste**

The prim old lady was given the first glass of beer she ever had. After sipping it for a moment she looked up with a puzzled air.

"How odd!" she murmured. "It tastes just like the medicine my husband has been taking for the last twenty years."

### **A Fine Sportswoman**

A young lady entered a crowded car with a pair of skates slung over her arm. An elderly gentleman arose to give her his seat.

"Thank you very much, sir," she said, "but I've been skating all afternoon and I'm tired of sitting down."

**10. Read the following dialogues and act them out using the Present Perfect Continuous where necessary.**

### **A Clever Way Out**

Employee: "I have been doing three men's work for one man's pay for ten years already."

Employer: "I can't give you a rise. But if you tell me who the other two men are, I'll discharge them."

### **A Fellow Traveller**

A lady seated herself in a train containing a solitary travelling salesman. And after a while the traveler said politely, “Excuse me, miss, but – ”

“If you speak or annoy me, I’ll pull the train cord,” snapped the girl.

Whenever he attempted to speak, the girl threatened to give the alarm. At last the train slowed up at a station and the traveler rose to his feet.

“I don’t care whether you like it or not,” he said, “but I want that torn bag with strawberries you’ve been sitting on for the last six miles.”

### ***Revision Exercises***

#### ***1. Insert the Present Indefinite, the Present Continuous, the Present Perfect or the Present Perfect Continuous.***

1. “I know, I know, Doctor”, Owen interrupted Andrew quickly. “I \_\_\_\_\_ to get in touch with you all afternoon. Do not say any more on the telephone... I \_\_\_\_\_ to see you now” (to try, to come down) (Cronin).

It was Abbey who helped him. “Doctor Manson’s point is very just. For four years he \_\_\_\_\_ patiently at his own subject and now... we \_\_\_\_\_ sending him out to count bandages” (to work, to propose) (Cronin).

At that instant Miss Murdstone who \_\_\_\_\_ in wait for nothing else all along, says in a deep warning voice: “Clara!” (to lie) (Dickens).

I \_\_\_\_\_ the engine in that laundry for the last two weeks (to fire) (O. Henry).

Mr. Murdstone makes a movement of impatience, which I \_\_\_\_\_ for a long time (to expect) (Dickens).

#### ***2. Replace the infinitives by the Present Indefinite, the Present Continuous, the Present Perfect, or the Present Perfect Continuous.***

1. He (to solve) the cross-word puzzle for half an hour and he (to say) he (to be) about to finish it as he (to think) over the last word. 2. The actors (to rehearse) since early morning; now they (to go over) the first scene as they (not to be) satisfied with their acting. 3. Here you (to be) at last! I (to wait) for you for twenty minutes. You (not to be) ashamed? 4. She (to speak) over the telephone long enough, it (to be) time

for her to stop talking. 5. Since you (to keep) late hours this week you (to look) tired and worn out. 6. It (to snow) steadily the whole week and it still (to snow). If it (to go) on like this nobody will be able to reach the camp. 7. At last you (to open) the door! I (to ring) for an hour at least, it (to seem) to me. 8. My watch (to keep) good time ever since the first repair. 9. They (to discuss) this questions ever since I (to be) here and they (not to come) to any definite conclusion yet. 10. The typist (to miss) several words, as she (to talk) all the time. 11. The lecturer (to mention) this name several times but I cannot remember it. I (to write) it down as soon as he (to mention) it again. 12. He (to work) at the language all the time and (to make) great progress. His phonetics (to be) perfect, only a slight accent (to remain).

### **3. Complete the following dialogues using the correct present tense**

1. Mary (see) Peter standing at the bus stop.

*Mary:* Hello, Peter. What bus you (wait) for?

*Peter:* Hello, Mary. I (wait) for a 9 or a 14.

*Mary:* You usually (go) to work by car, don't you?

*Peter:* Yes, but the car (belong) to my mother and she sometimes (want) it. She (use) it today to take Tom to the dentist.

*Mary:* I usually (go) by car too. Jack (take) me because he (pass) my office on his way to the factory. But this week he (work) in a factory in the opposite direction: so I (queue) like you.

*Peter:* Here's a 9 now. You (come) on it or you (wait) for a 14?

*Mary:* I (think) I'll take the 9. If I (wait) for a 14 I may be late, and if you (be) late at my office everyone (look) at you.

2. Mary and Ann (wait) outside a telephone box. Inside the box a boy (dial) a number.

*Mary:* You (know) that boy?

*Ann:* Yes, he's a friend of my brother's He (phone) his girl friend every day from this box.

*Mary:* Where he (come) from?

*Ann:* He (come) from Japan. He's a very clever boy; he (speak) four languages.

*Mary:* I (wonder) what he (speak) now.

*Ann:* Well, his girlfriend (come) from Japan too; so I (suppose) he (speak) Japanese.

3. It is 8.30 Tom and Ann (have) breakfast. They both (open) their letters.

*Tom:* No one ever (write) to me. All I (get) is bills! You (have) anything interesting?

*Ann:* I've got a letter from Hugh. He (say) he (come) to London next week and (want) us to meet him for lunch.

4. *Peter:* You (have) traffic wardens in your country?

*Pedro:* No, I (not think) so. You (not see) them in my town anyway. What exactly a traffic warden (do)?

*Peter:* He (walk) up and down the street and if a car (stay) too long at a parking place or (park) in a no-parking area he (stick) a parking ticket to the windscreen.

It is Friday evening and the Brown family are at home. Mrs. Brown (listen) to a concert on the radio; Mr. Brown (read) a paper, George Brown (do) his homework and Ann Brown (write) a letter. Mr. Brown always (read) his newspapers in the evenings. Mrs. Brown sometimes (knit) but she (not knit) tonight. Mr. Brown often (go) to the theatre but his wife (not go) very often. He (like) all sorts of plays. She (prefer) comedies. Tonight they (watch) a very modern comedy. They (enjoy) it, but they (not understand) some of the jokes.

**4. Replace the infinitives by the Present Perfect, or the Present Perfect Continuous.**

1. What you (to do)? –We (to pick) apples. How many you (to pick)? –We (to pick) ten basketfuls. 2. I (sleep) on every bed in this house and I don't like any of them. 3. He (to sleep) since ten o'clock. It's time he woke up. 4. He (to ride); that's why he is wearing breeches. I (to ride) all the horses in this stable. 5. What a lovely smell! – Mary (to make) jam. 6. The students (to work) very well this term. 7. I only (to hear) from him twice since he went away. 8. I (polish) this table all the morning and she isn't satisfied with it yet. 9. I (work) for him for ten years and he never once

(say) “Good morning” to me. 10. He (teach) in this school for five years. 11. I (teach) hundreds of students but I never (meet) such a hopeless class as this.

### ***5. Translate into English:***

1. Що ти робиш? – Я перекладаю статтю. Яку статтю ти перекладаєш? – Я перекладаю статтю про клімат Великої Британії. Я перекладаю її уже два місяці, стаття дуже велика і я ще не переклав її. 2. Де Мері? – Вона в їдальні. Що вона там робить? – Вона снідає, але як правило вона снідає вдома. 3. З того часу, як вчителька вийшла, учні не зробили жодного завдання. 4. На жаль, я ще не прибрала будинок, хоча я прибираю його уже дві години. 5. Вираз твого обличчя дуже сумний. Про що ти думаєш? 6. Поглянь на Мері. Вона зблідла. Запитай її як вона почувається. 7. Мері спокійна і трішки сором’язлива дівчина, але сьогодні музика з її квартири звучить дуже голосно. 8. Тобі подобаються ці квіти? Як на мене, вони пахнуть мигдалем. 9. Де твій чоловік? – Він у гаражі. Що він там робить? – Він ремонтує машину. Він її ремонтує цілий день, але ще її не відремонтував. 10. Скільки часу ти фарбуєш цей паркан? – Я маю його три години. І я вже стомився від цієї роботи. 11. Скільки часу ти знаєш свого найкращого друга? – Я знаю його з дитинства. 12. Кожного року ми їдемо до бабусі на канікули, але цього літа поїхали на тиждень у Крим. 13. Ти знаєш ту жінку, яка переходить дорогу? – Я знаю, що вона моя сусідка, але я ще не познайомилася з нею. 14. Поглянь як красиво навкруги. Я люблю спостерігати за змінами в природі. 15. Нарешті я виконала це завдання і можу іти на прогулянку.

## The Past Indefinite Tense

The Past Indefinite denotes an action performed within a period of time which is already over.

### ***1. The Formation of the Past Indefinite Tense.***

The Past Indefinite Tense is formed by adding *-ed* to the infinitive without particle *to* of the regular verb. The past indefinite form of each irregular verb must be learnt.

The interrogative form of the Past Indefinite is formed by means of the auxiliary verb *to do* in the Past Indefinite and the infinitive of the main verb without the particle *to*.

The negative form of the Past Indefinite is formed by means of the auxiliary verb *to do* in the Past Indefinite, the negative particle *not* and the infinitive of the main verb without the particle *to*.

In the negative-interrogative form the auxiliary verb is placed before the subject and the particle *not* after the subject; but the shortened form *didn't* is mostly used here, and it is placed before the subject.

*Why did you not answer my telephone call?*

*Why didn't you answer me?*

The auxiliary verb *to do* can also be used in the affirmative form of the Past Indefinite to make the meaning of the verb more emphatic. In this case the form *did* which is strongly stressed is placed between the subject and the infinitive of the main verb.

*I did want to get a dictionary.*

### ***2. The Use of the Past Indefinite Tense.***

The Past Indefinite is used to denote:

1. An action performed in the past (the time of the action is usually given):

*This question arose in the Strauss case in 1958 (Nutshells, 1990)*

2. When the time is asked about:

*When did you meet him?*

3. The action which clearly took place at a definite time even though **the** time is not mentioned:

*The train was ten minutes late. How did you get your present job? I bought this car in Montreal.*

3. An action whose time is not given but which occupied a period of time now terminated, or occurred in the moment in a period of time now terminated:

He worked in that bank for four year. (but he does not work there now).

*She lived in Rome for a long time. (but she is not living there now).*

4. A past habit:

*He always carried an umbrella.*

*They never drank wine.*

5. To describe states in the past:

*We lived just outside Oxford in the nineties but we didn't have a car.*

### **3. Spelling Rules.**

Verbs ending in *-e* add *-d*:

Infinitive: *to arrive*

Past Indefinite: *arrived.*

When a verb of one syllable has one vowel and ends in a single consonant, this consonant is doubled before *-ed*:

Infinitive: *to stop*

Past Indefinite: *stopped.*

Verbs of two or more syllables whose last syllable contains only one vowel and ends in a single consonant double this consonant if the stress falls on the last syllable:

Infinitive: *to prefer*

Past Indefinite: *preferred.*

A final *-l* after a single vowel is always *doubled in BE*:

Infinitive: *to signal*

Past Indefinite: *signalled.*

Verbs ending in *-y* following a consonant change the *-y* into *-i* before *-ed*:

Infinitive: *to cry*

Past Indefinite: *cried.*

Verbs ending in -y following a vowel do not change anything and just add the ending -ed:

Infinitive: *to play*

Past Indefinite: *played.*

### ***Exercises***

#### ***1. Do the following task.***

The members of the Lewis family gave each other presents at Christmas. The presents were a badminton racket, some books, a new calculator, a new camera, some cassettes, a road atlas and a sweater. Read the information about the Lewis family and then say which person had which present.

*Example: Sarah wants to take better photos. She had a new camera.*

1. Dad likes new clothes. 2. Kate is good at sport. 3. Grandma loves reading. 4. Mike likes maths. 5. Grandad loves music. 6. Mum drives the car a lot.

#### ***2. Complete the dialogue.***

a) A number of people saw a monster in the sea on the south coast of England. One of them was Henry. He's talking to reporters about it. Put in *was*, *wasn't*, *were*, *weren't*, *had* or *didn't have*.

*Reporter:* What happened? Where ... you? And where ... the monster?

*Henry:* I ... here on the beach. I saw the monster in the water. Then it swam out to sea. It... a great shock. It... very nice, I can tell you.

*Reporter:* What... the monster like?

*Henry:* Big. It... a very large animal. It... a large body, but it... a small head. Its eyes ... blue and round. It... teeth, but they ... very big. It... any ears.

*Reporter:* Did you take a photo of it?

*Henry:* I ... my camera with me, I'm afraid. And it... very quick. It all happened in a moment.

b) Imagine that you were out in the country one evening and you saw a spaceship land and two Martians get out. Your partner is a reporter interviewing you about it.

**3. Give the form of the Past Indefinite of the following verbs and transcribe them.**

To work, to turn, to hope, to live, to cry, to try, to play, to stay, to slip, to stoop, to permit, to add, to offer, to prefer, to travel, to conceal, to compel, to employ, to convey, to dry, to occur, to agree, to suffer, to lie, to burry, to fry, to tie, to stop, to like, to limit, to beg, to pant, to knick, to laugh, to last.

**4. Ask: a) general questions, b) special questions to which the words in bold type are the answers.**

1. Chaucer exerted a great influence **on English literature**. 2. Daniel Defoe published **his famous book "Robinson Crusoe"** when **an elderly man**. 3. **Richardson** wrote his novels **in the form of a series of letters**. 4. **Robert Burns'** father worked hard **to make both ends meet**. 5. Walter Scott revived the **old national and popular element** of Scotch poetry. 6. Shelley and Byron met **in Switzerland in 1816**. 7. **Charles Dickens** died quite suddenly **in 1870**. 8. Thackeray used the novel **as an instrument of satire**. 9. George Meredith was born **in 1828** and died **in 1909**. 10. **When a boy**, Rudyard Kipling **lived in India**. 11. **Oscar Wilde** dazzled London **with ironical social comedies full of wit, epigram and paradox**.

*c) Say what you know about the famous people mentioned in the exercise and tell about a few facts from their lives.*

**5. Open the brackets.**

1. He \_\_\_\_\_ to give up drinking sake (to decide). 2. I \_\_\_\_\_ a long discussion with another actress in town about this (to have). 3. He \_\_\_\_\_ his hair and came into my room (to powder). 4. And so, we \_\_\_\_\_ at 2011's full-blown crisis (to arrive). 5. Dan Burton \_\_\_\_\_ donating after a \$257 gift in 2009. (to stop) 6. A 22-year-old snowboarder \_\_\_\_\_ into a mother and her 5-year-old daughter. (to crash) 7. We \_\_\_\_\_ everything we could think of to stop it. (to try) 8. He \_\_\_\_\_ at that last truth reluctantly but bitterly. (to arrive) 9. I \_\_\_\_\_ my husband and \_\_\_\_\_ him. (to grab, to

hug) 10. He \_\_\_\_\_ again, \_\_\_\_\_ his arms wide and \_\_\_\_\_ it as music. (to smile, to spread, to sing) 11. I \_\_\_\_\_ a few lines in Paul Revere's Ride. (to write)

**6. Match the function of the tense with the correct example.**

1. An action performed in the past	A. The Sri Lankan government controlled the entire island.
2. When the time is asked about	B. I bought this car in Montreal.
3. The action which clearly took place at a definite time even though <b>the</b> time is not mentioned	C. In the early 19th century, the neighborhood grew quickly as waves of German immigrants arrived in Ohio.
4. An action whose time is not given but which occupied a period of time now terminated, or occurred at a moment in a period of time now terminated	D. I nearly cried. I felt the same as if it were a racist comment, truly.
5. A past habit	E. He finally stopped locking those doors.
6. The simple past is used in conditional sentences	F. When did you see him?

**7. State the function of the tense.**

1. Then I saw another face, the passenger: woman. 2. Their backs straightened, their cigarettes fell to the ground. 3. It was very, very dark. 4. When did you last nosh a tasty breakfast amid the branches and the sparrows? 5. Why didn't you help us when you had a chance? 6. Things he accomplished, the problems he solved, and the people with whom he worked, particularly the Vietnamese, whom he greatly admired. 7. Simple farming villages slowly became substantial settlements, with solidly built houses, finely worked pottery, and trade networks that linked settlements together. 8. On Holy Saturday she carried four ham hocks. 9. Hershel sang into the microphone, but he didn't get a bite. 10. She filled the bulbous container nearly to the brim. 11. Mr. Muhammad often seemed uneasy, when he saw news reports about the wars in

Iraq and Afghanistan. 12. When did you know your band was for real? 13. So when did you get the result of the biopsy? 14. He forced his chair away from the table and jumped to his feet. 15. I jumped when Mrs. Allison called my name.

**8. Complete this true story about a bank robbery in the USA. Put each verb in brackets into the simple past.**

In 1983 in Reno, Nevada a man (decide) to rob a bank. He (write) a message on the back of an envelope. The message (say) "Put the money in a bag and hand it over". The man (go) into a bank, (wait) in line and then (hand) the envelope to the cashier. The woman (not want) to argue. She (take) the money out of a drawer, (put) it in a bag and (give) it to the man. He (walk) out of the bank and (make) his escape. The robber (feel) pleased. "It (be) easy,' he (think)". He (not know) how much money he (have) in the bag, but he (hope) it (be) a lot. But when he (arrive) home, he (get) a shock. He (find) the police there. Unfortunately for the robber, his name and address (be) on the other side of the envelope.

b) write a similar true story about a bank robbery. Here are some verbs to help you decide, want, think over, plan, do, stop, run, threaten, take, escape, get and leave.

**9. Translate into Ukrainian.**

1. Це трапилось багато століть тому назад. 2. Я бачила його вчора. Він розповів мені про нову виставу. 3. Минулого року ми відпочивали в Криму і бачили багато пам'яток архітектури там. 4. Де і коли ви вперше зустрілись? Ми зустрілись минулого року на вечірці з нагоди Денисового дня народження. 5. Минулого літа часто падав дощ, чи не так? Так, минуле літо було дощове. 6. Хто ходив вчора за покупками? Мама ходила, але вона забула купити хліба і я ходила ще раз сьогодні зранку. 7. Петро Могила заснував Києво - Могилянський колегіум у 17 ст. 8. Коли був запущений перший супутник Землі? 9.Що ви робили вчора: перекладали статтю чи писали твір? Ми переклали наукову статтю. 10. Сподіваюсь, що ти приймав ліки коли хворів. Особисто я не приймала лікарські засоби, коли хворіла. 11. Вчора ми мало не спізнались на потяг, але на щастя на розі вулиці ми спіймали таксі і приїхали на

вокзал вчасно. 12. Я бачила цей фільм, коли була підлітком. 13. Вони зустрілись багато років тому назад. Це була їх єдина зустріч. 14. Хто розповів тобі ці новини? Ніхто, я прочитав це в Інтернеті. 15. Тобі хтось допомагав переставляти меблі? Мої сини зробили все самі ще вчора.

**10. Read the stories, open the brackets using the Past Indefinite. Reproduce the stories.**

### **Before His Time**

Little Erick (return) from the garden with very dirty hands. Before he (have) a chance to wash them, they (be) noticed by his mother.

“You naughty boy,” she (cry). “You never (see) my hands as dirty as yours.”

The boy (nod) agreement. “I know, mother,” he (reply), “but my grandmother (do).”

### **Hospitality**

The good wife (apologize) to the unexpected guest for serving the apple pie without cheese. The little boy of the family (leave) quietly the room for a moment, and (return) with a piece of cheese, which he (lay) on the guest’s plate.

The visitor (smile), (put) the cheese into his mouth, and then (remark): “You must have better eyes than your mother, sonny. Where you (find) it?” The boy (reply): “In the rat-trap.”

**11. Read the dialogues and act them out. Spot the verbs in the Past Indefinite.**

### **Had He but Known**

Mother entered the kitchen and saw her small son in the process of putting bandage round his finger.

“My poor boy,” she said lovingly, “how did you hurt your finger?”

“I hit it just now with a hammer,” said the boy.

Mother looked surprised. “But I didn’t hear you crying,” she said tendency.

“No,” replied the boy, “I thought you were out.”

### **Mistake**

One morning I left my husband in our hotel room and went shopping. When I returned, I got out of the elevator at the wrong floor. Stopping at the door of what I assumed to be our room, I knocked and said softly, “Honey! Oh, honey!”

There was no response, so I knocked again. “Honey,” I called. “Honey, it’s me. Let me in, honey.” At this, an exasperated male voice said, “Madam, this is a bathroom – not a beehive!”

***12. Read the story. Ask different kinds of questions using the Past Simple. Reproduce the story.***

### **An Englishman in Spain**

An Englishman was in Spain. He went to a little café for breakfast. He only spoke English and the waiter did not know any English at all. The man wanted some milk. He said to the waiter: “Please, bring me a glass of milk.” But the waiter did not understand him. Then the Englishman took out a piece of paper and wrote on it ‘milk’. The waiter did not understand this either. Then the man drew a cow on the piece of paper. The waiter looked at the picture and went away. After some time he came back, but he did not bring any milk. He brought a ticket for a bull-fight.

***13. Describe a funny/embarrassing/pleasant/unpleasant thing that happened to you in the past.***

***14. Tell about an English class that you liked a lot, explain why. Use the Past Indefinite.***

## ***The Past Continuous Tense***

### ***1. The Formation of the Past Continuous Tense.***

The past continuous is chiefly used for past actions which continued for some time but whose exact limits are not known and are not important.

The past continuous tense is formed by the past tense of the verb *to be* + *the present participle* of the notional verb.

In the interrogative form the auxiliary verb is placed before the subject.

In the negative form the negative particle not is placed after the auxiliary verb.

### ***2. The Use of the Past Continuous.***

1. To express an action going on at a definite moment in the past.

*During my training I was earning a lot less than my wife.*

Used without a time expression it can indicate gradual development of the action: *It was getting darker. The wind was rising.*

2. To express an action which began before a certain time and probably continued after it. *At eight he was having breakfast* implies that he was in the middle of breakfast at eight, that he had started it before eight. *He had breakfast at eight* would imply that he started it at eight.

3. We use the continuous tense in descriptions. Note the combination of description (past continuous) with narrative (simple past):

*A wood fire was burning on the hearth, and a cat was sleeping in front of it. A girl was playing the piano and (was) singing softly to herself. Suddenly there was a knock on the door. The girl stopped playing. The cat woke up.*

4. We use the past continuous to contrast an ongoing action with a single event which interrupts it.

*Seventy cars were crossing the bridge when the pier collapsed into the river.*

Note: if the background action finishes just before the event which interrupts it we prefer to use the past perfect continuous.

## ***Exercises***

**1. Mr. Pratt has a lot of dreams. He's telling a psychiatrist about them. How does Mr. Pratt describe his dreams? Look at the pictures and the psychiatrist's notes.**



**Examples**



*I was driving a car when a wheel came off.*      *The Queen walked in when we were eating breakfast.*



- drives a car – wheel comes off
- queen walks in – eat breakfast
- walks across bridge – meets a tiger
- roof falls in – watch TV
- climbs stairs – sees ghost
- looks into mirror – it breaks
- wind blows him over cliff – walks along the path
- lie on beach – elephant comes out of sea

digs garden – finds dead body

*b) Have you had any interesting or amusing dreams? Can you describe them?*

**2. Replace the infinitives in brackets by the Past Indefinite or the Past Continuous.**

1. Andrew (to write) the label when the surgery bell (to ring) and presently a short man (to enter). A dog (to follow) him. There (to be) silence while the man (to look) Andrew up and down. “I (to see) a light in your window as I (to pass)”, he (to say). 2. During dinner while Andrew (to chew) his piece of old meat, Mrs. Page (to help) herself to wine and a hot beefsteak. After dinner while Andrew (to try) hard to swallow the last piece of meet, she (to sit) studying him, and by the look in her eyes Andrew (to see) that she (to reflect) on something concerning him. 3. Jim’s way (to lie) along the quays. He (to walk) slowly. The multitude of ships of all sizes and nations (to delight) him. In one ship sailors (to sing) at their work; in another sailors (to hang) to threads that (to seem) no thicker than a spider's; along the quay men (to walk) their clumsy swaggering sea-walk. Jim half (to dream) still when he (to come) to the place of his destination and (to meet) Square Trelawney, who (to come) out of the door of a large inn.

**3. Comment on the use of the Past Continuous.**

1. Phuong was drinking a glass of orange juice and I was having a beer and we sat in silence, content to be together (Greene). 2. While he was speaking, I was looking at him. My mother was sitting by the fire that bright, windy March afternoon, very timid and sad (Dickens). 3. She was weeping now...; her whole body was trembling (Bennett). 4. The weeks were passing, his money was going, and there was no money coming in (London). 5. All the time she was talking she was patting my arm reassuringly (Walsh). 6. Some were working short hours, some were turning off hands, and for weeks Barton was out of work, living on credit (Gaskell). 7. Through the open door came the low voice of his father. The old man was singing (Abrahams).

**4. Match the function of the tense with the correct example.**

<i>Function</i>	Example
-----------------	---------

1. To express an action going on at a definite moment in the past.	A. Nothing was reasonable until about 1957, when we were building the first large radio telescopes in this country .
2. To indicate gradual development of the action.	B. It was twelve and he was still sitting and waiting for her.
3. To express an action which began before a certain time and probably continued after it.	C. When I returned she was sweeping the floor.
4. To contrast an ongoing action with a single event which interrupts it.	D. She was constantly complaining of being lonely.

**5. Put questions to the underlined words:**

1. She was crying and screaming into the receiver. 2. I was playing with a couple of friends because school wasn't out yet. 3. We were building an institution that was going to be a very important player for a long time. 4. Our decision to explore gay PDA was triggered by what we were reading and seeing on TV. 5. While the three men were laughing, Matt was drawing his pistol. 6. And so there was a loud pop as we were singing the song. 7. When we finally got back to the apartment, Anne's eyes were dancing. 8. I was walking by your dressing room and they were singing. 9. In fact, the only book any of the residents were reading was the Bay Meadows racing form. 10. Despite the early hour, two young women in native costumes were dancing on a raised platform. 11. My parents liked that I was helping our neighbor and saving the money I was making.

**6. Insert the Past Continuous or the Past Indefinite.**

As I — on this discovery, a little girl, followed by her attendant, — up the lawn. (to meditate, to come running) (Bronte). 2. Maggie — Tom — at her; she — on her branch, lost to almost every thing but a sense of jam and idleness. (not to know, to look, to swing) (Eliot). 3. And I — softly into the room. She — by the fire, suckling an infant. (to go, to sit) (Dickens). 4. As he — the box to his waistcoat pocket, a loud bell — for the servants' dinner. (to return, to ring) (Bronte). 5. She — to herself

conscious that tears — down her mother's face, and that her father —. (to come, to steal, to stand up) (Galsworthy). 6. Sophia — towards the door... But Mrs. Baines — already — the door. (to leap, to open) (Bennett). 7. While Dinny — , her aunt — to her room, (to dress, to come). (Galsworthy).

**7. Complete Julia's story of how she met her husband, Mark. Put the verbs in brackets in the Past Simple or Past Continuous.**

I first \_\_\_\_ (meet) Mark nine years ago, at a party at my friend Harry's house, and we \_\_\_\_ (go) out on our first date three weeks later. Mark \_\_\_\_ (stay) with Harry while he \_\_\_\_ (visit) from Boston, and one Sunday Harry \_\_\_\_ (invite) me to this barbecue in his garden. Mark \_\_\_\_ (help) him to get it ready, supposedly, but when I \_\_\_\_ (arrive) it was complete chaos! They \_\_\_\_ (still tidy) the house, and there was no food ready at all, so I \_\_\_\_ (offer) to help them. Mark and I \_\_\_\_ (start) chatting while we \_\_\_\_ (prepare) the salads, but I remember thinking he \_\_\_\_ (be) a bit strange because he \_\_\_\_ (ask) me if I had a boyfriend. I think that Americans are much more direct than the British. Anyway, he \_\_\_\_ (seem) a nice guy, and I \_\_\_\_ (like) him a lot... except for this awful Hawaiian shirt that he \_\_\_\_ (wear) – it was just unbelievable!

**8. Match the beginnings of the sentences with the endings using when, while or because. Use the appropriate tense form.**

My dad (give) me a lift	we (have) dinner,
My relatives (arrive)	she (ski) in Austria
The police (stop) him	I (meet) my husband,
It (snow)	Marco (drive) past me.
I (do) a summer job in a hotel	it (rain) so hard
Anna (break) her leg	I (open) my bedroom curtains this morning
I (wait) for the bus this morning	he (drive) too fast.
You (fall) off your bike	you (not pay) attention to the road

**9. Use either the Past Indefinite tense or the Past Continuous where necessary and explain your choice.**

1. Jane ... (eat) dinner when his friend called. 2. While Marie was cleaning the apartment, her husband ... (sleep). 3. At three o'clock this morning, Eleanor ... (study). 4. When Marie arrived, the Johnsons ... (have) dinner, but they stopped in order to talk to her. 5. John ... (go) to France last year. 6. When the teacher ... (enter) the room, the students ... (to talk). 7. While Joan ... (to write) the report, Henry ... (look) for more information. 8. We ... (see) this movie last night. 9. At one time, Mr. Roberts ... (own) this building. 10. John ... (write) a letter to his family when his pencil ... (break). 11. When we ... (to open) the window, it ... (to rain). 12. It ... (to get) dark when we ... (to reach) home. 13. You ... (to find) these examples in the book at the previous lesson. 14. I ... (not to forget) to lock the door this morning. 15. The pupils ... (to work) in the field. 16. We ... (to arrive) ten minutes later. 17. We ... (to see) the men in the boat which ... (to near) the harbour. 18. Ann still ... (to look) out of the window when I ... (to enter). She ... (to lie) in bed. She ... (to say) she ... (not to feel) well. 19. The train ... (to pass) a big town in the night and so we ... (not to see) it. 20. You ... (to write) all day yesterday.

**10. Translate into English.**

1. Вибачте, що я не змогла приєднатися до Вас, адже улюблений фільм транслювався по телебаченню і я його не могла пропустити. 2. Весь дім ще спав, тільки Настя на кухні пекла духмяні булочки на сніданок. 3. Вона замріяно йшла парком, аж раптом якась собака загавкала на неї. 4. У нього алібі, інспектор. Минулої суботи о 8 вечора він був в кафе “Десятка”, пив пиво і розмовляв з друзями. 5. Всі були дуже зайняті – готувалися до від’їзду. 6. Вчора цілий день він пролежав на дивані: читав, спав, дивився телевізор та просто байдикував. 7. Ми бачили як він намагався допомогти бабусі перейти через дорогу. 8. Вчора падав сильний дощ і ми вирішили провести вечір вдома. 9 Вона виглянула з вікна і побачила як її чоловік спішно повертався додому та ніс великий букет білих троянд. 10. Нова ідея спала на думку Джеку, коли він

курив сигару. 11. Коли ми вперше зустрілися, він купував краватку, і я допомагала йому з вибором. 12. Коли бос повернувся в офіс офіс-менеджер відправляла факс. 13. Дитячі очі заблищали, коли ми почали розгортати подарунки. 14. Точно у цей час вчора ми дізнались цю новину. 15. Ми дуже поспішали, оскільки боялись запізнитись на поїзд.

**11. Read the following stories. Spot the verbs used in the Past Continuous and explain its use. Reproduce the stories.**

### **Religious**

Little girl (after music examination): Mummy, the examiner must be a very religious man. While I was playing, he kept putting his hands up the sides of his face saying, “My god!”

### **A Mistake**

A man on a train was groaning so frightfully that the passengers took pity on him, and one of them gave him a drink out of a whiskey bottle.

“Do you feel better?” asked the giver. “I do,” said he who had groaned. “What ached you, anyway?” “Ached me?” “Yes, what made you groan so?” “Groan! Good Gracious! I was singing!”

### **A Polite Boy**

One morning a boy was going by a London bus to school. He had a bad cold and was sniffing all the time and so loudly that the people began to look at him and shake their heads. An old gentleman was sitting next to the boy. He suffered the boy’s sniffing for some time but at last lost his patience and said, “Haven’t you got a handkerchief, my boy?” “Yes, I’ve got a clean handkerchief in my pocket,” said the boy, “but I can’t let you have it. Mother says it is not polite to ask anybody for a handkerchief. You must use your own.”

## *The Past Perfect Tense*

### *1. The formation of the Past Perfect Tense.*

The Past Perfect Tense is formed with the help of the auxiliary verb **had** and a past participle of the notional verb:

*By the end of the fourth day we had exhausted most of our rations.*

Regular verbs have a past participle form which is the same as the past tense form (i.e. we add **-ed** to the base form). Irregular verbs, e.g. *see*, often have a past participle form, e.g. *seen*, which is different from the past tense form, e.g. **saw**. We often use the contracted form of had ('d) in spoken English:

*We were exhausted; we'd been up all night with the baby.*

In the interrogative form the auxiliary verb is placed before the subject.

In the negative form the negative particle *not* is placed after the auxiliary verb.

### *2. The Use of the Past Perfect.*

1. To describe an action which is completed before a time in the past. We can include a specific time reference such as *by*, *after*, *before*, *as soon as*, *then*:

*By the time the UN task force arrived, the rebel forces had taken the province.*

2. To describe a state which existed before a past event:

*At the time of her trial last year Hinkley had been in prison for eight months.*

3. To make a sequence of events clear. We use the past perfect for the earlier action and the past simple for the later.

*When we got back the babysitter had gone home.*

We can use **just** or **already** with the past perfect to show that the earlier action was recent or earlier than expected:

*When we got back, we found that the babysitter had already gone home.*

We don't usually use the past perfect if the sequence is obvious:

*I opened the door and let him in.*

4. To describe the cause of a past event:

*David didn't join the band as he'd signed up with a rival label.*

5. To describe past intentions which were unfulfilled:

*They had hoped to get to the summit but Trovers fell ill at base camp.*

We use the past perfect with verbs such as hope, expect, want, plan, think about.

### ***Exercises***

***1. Decide the order in which these things happened. Then write two sentences using after and the past perfect.***

*Example The prisoner ran across the yard. He jumped out of the window. He climbed over the wall. - After the prisoner had jumped out of the window, he ran across the yard. After he had run across the yard, he climbed over the wall.*

1. The bank clerk gave it to me. She looked at my cheque. She counted out the money.

2. The tourists got out of the coach. They got back in the coach. They took photos.

3. The reporter wrote a report on the accident. She interviewed the people there. She went to the scene of the accident.

4. The mechanic put a new tyre on. He put the wheel back on. He took the wheel off the car.

***Activity*** Write a paragraph describing how you carried out a job such as wrapping a parcel and posting it. (You can use these words: parcel, paper, wrap, stick, tape, tie, string, post office, assistant, weigh, pay, stamp). Try to think of a job that you did recently.

***2. Which of the following things have you done by your sixteenth birthday? Use the Past Perfect tense to answer.***

*Model: By my sixteenth birthday, I had smoked cigarettes and decided that I was never going to smoke again.*

smoke a cigarette, learn to drive, go on my first date, get drunk, study calculus, study physics, fall in love, have my first kiss, learn how to support myself, live apart from my parents, learn everything there is to know about life, be on an airplane, learn to speak another language well, decide what I wanted to do for a living.

***B. Now ask a classmate the same questions.***

*Model: By your sixteenth birthday, had you smoked cigarettes?*

### ***3. Comment on the use of the Past Perfect.***

1. Osborne fully believed that Dobbin had come to announce his son's surrender (Thackeray). 2. I had been apt enough to learn, and willing enough, when my mother and I had lived alone together (Dickens). 3. The other children who had grown up with him were still the same (Abrahams). 4. Hardly had she sat down when a very stout gentleman .... flopped into the chair opposite hers (Mansfield). 5. Very coolly she reviewed the scene she had been through (Galsworthy). 6. It had long been her pet plan that her uncles should benefit themselves and Bosinney by building country-houses. (Galsworthy) 7. The Infanta had never before seen this wonderful ceremony (Wilde). 8. George made no answer, and we found, on going over, that he had been asleep for some time (Jerome). 9. Ben was sorry then that he had brought his son (Aldridge). 10. When they had waved good-bight, Michael stopped on the steps and called to them (Carter).

### ***4. Comment on the use of the Past Perfect in the following sentences.***

1. The programmer had done the work by four o'clock. 2. The policeman asked if there had been any witnesses. 3. By the time we got to the shopping centre it had closed. 4. The students had written the test and were now checking them up. 5. Mike phoned Rosie, but she hadn't returned home yet. 6. We had discussed the news and were now thinking about it. 7. She complained that she was penniless as she had spent all her money. 8. When I came back home, my family had already had dinner and were now watching the film. 9. It turned out that Dick was ill and he had been ill for a fortnight. 10. We learnt that they had been close friends for many years. 11. Hardly had I turned on the television, when I heard shocking news. 12. No sooner had he opened the door than the children rushed to meet him. 13. Scarcely had the inspector opened the envelope when he understood everything. 14. By next morning, the snow that had begun in the night had turned into a blizzard so thick that the last class of the term was cancelled. 15. She had a stock of excuses, as usual, when in fact she had overslept as usual.

**5. Read and translate the sentences. Pay special attention to the use of the Past Perfect in the subordinate clauses of time.**

1. After they had shaken hands, Steve said, “Thank you” 2. Champagne was poured, and after they had all clinked glasses, Bill asked, “So are you here on business?” 3. Once she had applied a little make-up and sprayed on perfume, she ran downstairs to prepare lunch for David. 4. On Sunday morning, after she had drunk a quick cup of coffee, Vanessa dialed the Commodore Hotel. 5. After they had entered the church, they stood quietly for a moment, adjusting their eyes to the dim light. 6. After she had given the note to the front desk, her son led her outside. 7. Later that afternoon when Winston had left, she moved in the direction of the office. 8. When she had finished her cup, my mother put it down and started talking. 9. As soon as the last course had been served, the servants left the dining room. 10. After I had had my cup of tea, I went back to the library.

**6. Match the function of the tense with the correct example.**

1. To describe an action which is completed before a time in the past.	A. He had suspected something was going on between Hank and me long before he actually caught us.
2. To describe a state which existed before a past event.	B. The delegates didn't take a decision because it hadn't been discussed before.
3. To make a sequence of events clear.	C. She gave him not only all the fish he had caught, but also kissed his cheek.
4. To describe the cause of a past event.	D. She gave him not only all the fish he had caught, but also kissed his cheek.
5. To describe past intentions which were unfulfilled.	E. He was born in 1970, two years after his father had returned from Vietnam.

**7. Put questions to the underlined words:**

1. He couldn't find any evidence that Bill Finney had influenced the investigation .2. They shared how their philosophy of life had influenced their decision to donate. 3.

Defense attorney Karl Numinen argued that the state had provided no evidence of a murder at Pictured Rocks. 4. Andreas had spent days struggling with Enigma's influence. 5. Thirty seconds before, I had thought my statement was precisely what this stodgy establishment needed. 6. For five years, the president's widow had been the most admired woman in the country. 7. My assurances and plans had brought her some relief, and even hope. 8. She had built a nest somewhere in the woods, and filled it with eggs. 9. A week of riding the boxcars had made him wary and observant. 10. I sighed and looked around my office, it had become disheveled in the last few months.

**8. Insert the Past Perfect or the Past Indefinite.**

1. Without grasping the details, she — what — between them (to understand, to come) (Carter). 2. He — to the washing-stand, which I — to be like Mrs. Gummidge, and — me with his head to obey him directly (to point, to make out, to motion) (Dickens). 3. They — in silence. The sun — and the night — (to walk, to go, to come) (Abrahams). 4. I never, at that time,— such a metallic lady altogether as Miss Murdstone — (to see, to be) (Dickens). 5. Their growing estrangement — and — him... Christine and he— ideally happy in their married life (to depress, to irritate, to be) (Cronin). 6. After the lecture Schmidt — him outside and — to know why Johnny — absent (to meet, to want, to be) (Abrahams). 7. Hardly — she — one gentleman into the little pantry... and— him off with his overcoat, when the wheezy hall-door bell — again... (to bring, to help, to cling) (Joyce). 8. It was Mrs. Athelney's native village, and she — from her childhood to pick in the hop-field... (to be accustomed) (Maugham)

**9. Supply the Past Perfect or the Past Simple in the following sentences.**

1. The policeman read the suspect his rights after he ... (arrest) him. 2. After John ... (wash) his clothes, he began to study. 3. George ... (wait) for one hour before the bus came. 4. Maria ... (enter) the university after she ... (graduate) from the community college. 5. Jeanette ... (wash) its pipettes after she ... (complete) the experiment. 6. Jane sent a letter to her university after she ... (receive) her scholarship check. 7.

After the stewardess had served lunch to the passengers, they ... (sit) down. 8. The car ... (flip) ten times before it landed on its roof. 9. We corrected our paper after we ... (take) the quiz. 10. John ... (live) in Miami for one year when his parents came to visit.

### **10. Translate into English.**

1. Батьки прийшли до школи після того як збори розпочалися. 2. Їй ніхто не говорив яка вона тяжко хвора поки вона не видужала. 3. Вона дала мені лист лише після того, як я представився. 4. Його не пропускали на екзамен поки він не показав студентський квиток. 5. Моя вимова покращилась після занять з практичної фонетики. 6. Коли він прочитав лист, він підніс його до свічі і дивився як він горів. 7. Сонце ще не піднялось над обрієм, коли ми вирушили в похід. 8. Вирішення проблеми виявилось значно простішим ніж ми думали. 9. Все вже було готовим до від'їзду, але таксі ще не приїхало. 10. До того часу, як я прийшов, стіл уже був накритий, і наша родина обідала. 11. Не встигла я перекласти статтю, як мені подзвонила Джейн і сказала, що потрібно ще написати твір. 12. За столом навпроти мене сидів чоловік, який в минулому був відомий мандрівник. 13. Вона пожалілася, що увесь час відколи вона знала свого чоловіка він був трудоголіком. 14. Було ясно, що мама не мала ні хвилини спокою відколи ми взяли двох цуценят і кішку. 15. Він визнав, що пройшло багато років відколи він востаннє був у відпустці.

**11. Read the stories. Spot the sentences with the Past Perfect and comment on its use.**

### **Nothing to Make Fuss Over**

Mr. Black had been scolded by an old lady to whom he had recommended a volume of Shakespeare's plays.

"I can't understand why you all make such a fuss over that man," she told him after she had looked over the book. "All he has done is string together a whole lot of very old, well-known quotations."

### **Foresight**

The employer had lost a pound and an office boy brought it back to him. “You’re an honest lad,” said the employer, “but the pound I lost was a note and not silver.”

“Yes, I know, sir,” replied the boy. “But the last time I found a pound note the owner didn’t have any change.”

### **Those Englishmen!**

A Frenchman who had never been to England before one day started from a large London station on a railway journey. The station was under repairs at the time and the brick-layers had erected some scaffolding. As the train was steaming slowly out of the station and neared the scaffolding, a porter warningly shouted in a loud voice: “Look out!”

The Frenchman at once popped out his head, which came violently into contact with the structure.

When he had sufficiently recovered from the effects of the blow to speak, he exclaimed: “Oh, those Englishmen are great fools. They say “look out” when they mean “look in”. I do not like their language.”

## ***The Past Perfect Continuous Tense***

### ***1. The formation of the Past Perfect Continuous Tense.***

We form the past perfect continuous tense with *had been* and the present participle:

*The lake was near bursting point as it had been raining heavily for weeks.*

There are some verbs which are rarely used in the continuous tenses, including the past perfect continuous.

### ***2. The Use of the Past Perfect Continuous Tense.***

1. To describe an ongoing situation or action which continued up to, or stopped just before, a time in the past:

*He had been working for over an hour before the auditors turned up.*

2. To explain a past result, e.g. a situation or an appearance:

*The few survivors looked painfully thin. They had been living on meagre rations since the accident. (They looked thin because they had been living on meager rations).*

3. To focus on the duration of the action:

*Kubrick had been trying to get the film made for more than twenty years.*

4. We don't usually use the past perfect continuous for completed actions, or actions and background situations still continuing at the same time as the past simple narrative:

*She found her desk was empty; security had removed everything. (completed action = past perfect simple)*

*We were living in New York when John was made redundant. (an ongoing situation which forms the background = past continuous)*

### ***Exercises***

#### ***1. Comment on the use of the Past Perfect Continuous. Translate into Ukrainian.***

1. Over tea Lanny told her about Cape Town and what he had been doing (Abrahams). 2. One night when Miss Murdstone had been developing certain household plans to her brother, ... my mother suddenly began to cry (Dickens). 3. The children who had been playing in front of the little church... stopped and drew near to

watch the spectacle (Abrahams). 4. Peggotty and I were sitting one night by the parlour fire, alone, I had been reading to Peggotty about crocodiles (Dickens). 5. He was laughing heartily in a high key at a story which he had been telling Gabriel on the stairs... (Joyce).

***2. Comment on the use of the Past Continuous and the Past Perfect Continuous. Translate the sentences into Ukrainian.***

1. She was mending one of Madame's camisoles, and the work required all her attention (Huxley). 2. I took the sculls. I had not been pulling for more than a minute or so, when George noticed something black floating on the water (Jerome). 3. He was hitting at my door, but I lay possum... (Greene). 4. He hadn't published one thing that Erik had seen, but Erik decided not to ask what he had been doing (Wilson). 5. He liked music, but the piece she was playing had no melody for him... (Joyce). 6. They had been quarrelling now for nearly three quarters of an hour... the voices floated down the corridor, from the other end of the flat (Huxley). 7. Michael rose and clutched his hat. Wilfrid had said exactly what he himself had really been thinking ever since he came (Galsworthy).

***3. Ask: a) general questions to which the following sentences are the answers; b) special questions to which the words in bold type are the answers.***

1. **The scientist** had been working **at the experiment** for about a year before the problem was solved. 2. We had been packing up **our things** for two hours when it was time to go to the railway station. 3. They had been sailing **for about a month** when they saw a small island. 4. The young man had been working **at the laboratory** for two years before he decided to enter the University. 5. The members of the expedition **of the Academy of Sciences** had been making preparations for some months before they started for the North. 6. It had been snowing **all day** when I left home. 7. I had been waiting **for my friend** about an hour when she came home at last. 8. We had been living **in Leningrad** for more than thirty years when the war broke out.

**4. Read and translate the sentences. Comment on the use of the Past Perfect Progressive.**

1. Later that afternoon, Derek put down the script he had been reading. 2. That evening Diana called me from London, and I told her what I'd been doing all day. 3. Emma, who had been listening attentively, knew with absolute certainty that he was speaking the truth. 4. Ketti looked at Sue and knew that she had been weeping. 5. Catherine, who had been looking at her mother intently, now spoke in a concerned voice. 6. It just happened so that she knew what her son had been doing. He had been courting her personal clients in an effort to take them over himself. But it wouldn't work as long as she was head of the company. 7. Andrew, who is English, had been living in New York for seven years when we met. We had been seeing each other for only two months when he asked me to marry him. 8. I had been hearing and reading about the Vatican for so long that I was genuinely keen to see it.

**5. Replace the infinitives by the Past Perfect, the Past Perfect Continuous or the Past Indefinite.**

1. They (to drive) in the car for many hours before they (to come) to the crossroads. 2. The scientists (to carry) out dozens of experiments before they (to achieve) satisfactory results. 3. The violinist (to practise) the passage hour after hour until he (to master) it at last. 4. At last the postman (to bring) the letter which I (to expect) several weeks. 5. He told me he (not to see) much of her since he (to move) to another place. 6. When I (to arrive) he (to stay) at the same hotel where we first (to meet). He (to tell) me he (to wait) for me for some time already. 7. He (to consult) his watch nervously several times before he (to see) her at the end of the platform. 8. He (to write) and (to tear) up more than one letter when at last he (to find) the necessary form of address. 9. My watch (to keep) good time before I (to drop) it. 10. At the end of the week the fishermen (to think) they (to sail) long enough to reach the shore, and as there (to be) no land in sight, they (to understand) that they (to lose) their course and (to follow) the wrong route. 11. It (not to rain) for more than two months, and the fruits (to fall) before they (to become) ripe, when one August night the people (to be

roused) by the sound of heavy drops beating against the roofs and window-panes. With the rain there (to come) hope.

**6. Translate into Ukrainian.**

1. Художник уважно розглядав картину, яку малював уже декілька днів. 2. Всі поважали президента фірми, який керував нею уже декілька років. 3. Хоча їй нанесли макіяж, глядачі помітили, що вона плакала. 4. За запахом в кімнаті мама здогадалася, що син курил. 5. Коли я зайшов у кімнату, всі замовкли, я здогадався, що вони говорили про мене. 6. Коли помічник керівника зайшла в офіс, вона плакала. Собака пошматувала доповідь яку вона готувала всі вихідні. 7. Том піднявся зі сходів, на яких він сидів, і зайшов у дім. 8. Аня шукала парасолу 20 хвилин, коли вона згадала, що залишила її на роботі. 9. Коли ми вийшли з дому, дощ йшов уже дві години. 10. Коли вчителька увійшла до класу, учні уже двадцять хвилин чекали на неї. 11. Її батьки вирішили продати квартиру у якій прожили двадцять років. 12. Коли Джейн поїхала у відпустку, її чоловік відпочивав на морі уже тиждень. 13. Вчора вона отримала листа, на який чекала уже тиждень. 14. Нарешті він зміг втілити в життя ідею яку обдумував уже місяць. 15. Коли я приїхав у Лондон, музей Мадам Тюссо уже місяць був на реконструкції.

## *Past Tenses Additional Material*

### *1. Present Perfect versus Past Simple*

<i>Present Perfect</i>	<i>Past Simple</i>
<i>Unfinished state/action</i> Spain <b>has governed</b> the enclave of Ceuta since 1580	<i>Finished state/action</i> Spain <b>governed</b> the state of Western Sahara from 1958 to 1976.
<i>Unfinished time</i> <b>I haven't seen</b> Keith this morning yet. (It's still morning.)	<i>Finished time</i> <b>I didn't see</b> Keith at all this morning. (It's now afternoon/evening.)
<i>Present relevance</i> The Indian Government <b>has imposed</b> a ban on tiger hunting to prevent the extinction of tigers.	<i>No present relevance</i> The Indian Government <b>imposed</b> a ban <b>or</b> tiger hunting a few years ago
<i>Indefinite time</i> <b>I've been</b> to Eurodisney twice.	<i>Definite time</i> <b>I went</b> to Eurodisney in 1999.

**2. Do the following tasks:** a) read the text below without doing the exercise. In what ways have the twins had an amazing life?

b) choose the correct verb form.

c) answer the question after the text

### **The World's Most Successful Twins**

Mary Kate and Ashley Olsen are the most successful twins in the world, and they are still teenagers. Read the fact file below.

- The twins *were / have been* born in Oakwood, California on 13th June 1986.
- They *were / have been* TV stars all their lives. They *appeared / have appeared* in their first TV show, the popular American sitcom **Full House** at the age of just nine months!

- At the age of six, they *started / have started* their own production company, becoming the youngest Hollywood producers in history.
- They *appeared / have appeared* in ***Full House*** for eight years. The show finally *ended / has finally ended* in 1995.
- Since 1995, the twins *become / have become* famous worldwide and have fan websites in dozens of languages.
- They *published / have published* their first book about twelve years ago: so far, their books *sold / have sold* more than thirty million copies, and made / have made more than \$130 million.
- The twins also *produced / have also produced* their own clothing, jewellery, make-up and perfume ranges.
- So far, the twins *built up / have built up* a fortune of at least \$150 million dollars each, and in 2003 they *were / have been* the world's highest paid TV stars.

***3. Complete this conversation by putting the verbs in brackets into the Present Perfect or the Past Simple.***

*Rachel:* Hello, Bob.

*Bob:* Hello. I (not see) you for a long time.

*R.:* I (see) you in town two or three weeks ago, but you (not see) me. I (be) on a bus.

*B.:* Well, how are things? Are you still living over the shop?

*R.:* No, I (move) now. I (find) a super flat just before I went on holiday. I (be) there three months.

*B.:* ... you (pass) your driving test yet?

*R.:* Yes, I have. I (pass) in October. I (not buy) a car yet, though. But what about you, Bob? ... anything exciting (happen) to you lately?

*B.:* No, not really. My mother (not be) very well for a few months now.

*R.:* Oh, dear. I'm sorry to hear that.

*B.:* And my brother's out of work.

*R.:* ... he (leave) school in the summer, then?

B.: Yes. He (not do) very well in his exams and he (not find) a job yet.

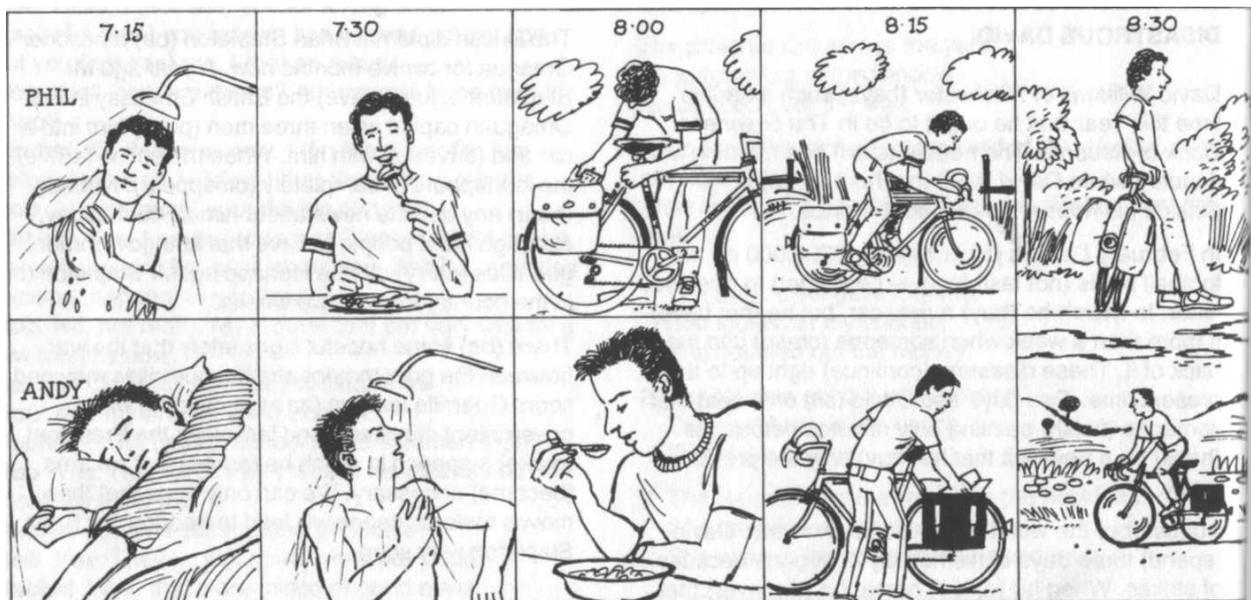
R.: Are you still working at Scott's?

B.: Yes. They ... just (give) me a pay rise.

R.: Well, that's one piece of good news.

**Activity** Imagine that you are meeting an old friend who you haven't seen for about a year. Write down three or four items of news about yourself that you can tell your friend.

**3. Phil and Andy are keen cyclists. Last Sunday they agreed to meet at 8.30 am and then go for a long ride. Andy got up late and kept Phil waiting. Complete the sentences.**



1. At 7.15 Phil was having a shower. Andy hadn't... up.

2. At 7.30 Phil had already had a shower and ... eating his .... Andy was still....

3. At 8.00 Phil... already ... his breakfast and ... packing his bags. Andy ... finished

4. At 8.15 Phil... home and ... cycling to meet Andy. Andy ... finished packing ....

5. At 8.30 Phil... at their meeting place and ... for Andy. Andy... yet.

Are you a punctual person, or do you usually arrive late? Give examples of times when you were late for a train, a meeting, a theatre performance and so on.

**4. Put the verbs in brackets into the correct tense: the Present Perfect or the Past Simple.**

1. I (buy) a new house last year, but I (not sell) my old house yet, so at the moment I have two houses. 2. When Ann (be) on her way to the station it (begin) to rain. Ann (run) back to her flat for her umbrella, but this (make) her late for her train. 3. She (catch) the next train but it (not get) in till 9.00, so she (arrive) at her office ten minutes late. 4. Her boss (look) up as she (come) in. "You (be) late every morning this week," he (growl). 5. At 7 a.m. Charles (ring) Peter and (say), "I'm going fishing, Peter. Would you like to come?" – "But it's so early," (say) Peter. "I (not have) breakfast yet. Why you (not tell) me last night?". 6. Tom (meet) Paul at lunch time and (say), "I (not see) you at the bus stop this morning. You (miss) the bus?" – "I (not miss) it," (reply) Paul. "I (not miss) a bus for years. But this morning George (give) me a lift". 7. Ann (go) to Canada six months ago. She (work) in Canada for a while and then (go) to the United States. 8. Mary (be) in Japan for two years. She is working there and likes it very much. – How she (go)? – She (go) by air. 9. When I (buy) my new house I (ask) for a telephone. The Post Office (tell) me to wait, but I (wait) a year now and my phone still (not come). 10. Bill usually has breakfast at 8.00. Yesterday at 8.30. Peter (meet) Bill and (offer) him an apple. "No, thanks," (say) Bill. "I just (have) breakfast". 11. Just as Ann (arrive) at the airfield a plane (land) and a girl (climb) out. To her surprise Ann (recognize) her cousin, Lucy. "Hello, Lucy," she (exclaim). "I (not know) that you (know) how to fly a plane". – "I only just (learn)," (say) Lucy. 12. Peter (try) to come in quietly but his mother (hear) him and (call) out, "Where you (be)? Your supper (be) in the oven for an hour". 13. You (be) to the theatre lately? – Yes, I (go) to the theater last week. – You (like) it? – Yes, but I (not see) very well. I (be) right at the back. 14. You (be) to Cambridge? – Yes, I (be) there last month. – How you (get) there? – My brother (take) me in his car.

**5. Complete the sentences with the Present Perfect Progressive or the Past Perfect Progressive of the verbs in the list:**

*ask, expect, fly, give, learn, listen, look, operate, point out, say, see, wait, work.*

1. At last you're here! I ... for you for over twenty minutes. 2. He knows quite a lot of English. He ... it for six years. 3. She finally said "Yes". He ... her to marry him for years. 4. I think I need a break. I ... solidly for the last three hours. 5. You ... to a word I have you? 6. For some time now, world leaders ... the necessity for agreement on arms reduction. 7. The police, who ... trouble during the civil rights demonstration, were surprised by the eventual absence of violence. 8. The manager went down with pneumonia. He ... unwell for several days. 9. The chairman said that the Board of Directors ... serious thought to the possibility of entering the American market. 10. At the inquiry into the plane crash, the pilot said in evidence that he ... this type of aircraft for ten years. 11. I know why you're having nightmares. You ... too many horror films recently. 12. The new one-way scheme ... for just over twelve months, and traffic has improved considerably as a result.

**6. Comment on the use of the Past Indefinite, the Past Continuous and the Past Perfect. Translate into Ukrainian.**

1. And soon she was laughing when he told her about some of the funny things he had seen in Cape Town (Abrahams). 2. By this time, quite a small crowd had collected, and people were asking each other what was the matter (Jerome). 3. The two airline pilots who had discovered this bay had called it Shark Bay, not for its shape but for its population. It was always well filled with good-sized Red Sea sharks who came into it after the big shoals of herring and mullet which sought protection in here from time to time (Aldridge). 4. When she had ascertained that I was really subsiding, she loosened her hold of me (Bronte). 5. The sea-air and the sun had browned already the faces of Athelny's children. Mrs. Athelny was frying bacon and at the same time keeping an eye on the younger children... (Maugham)

**7. Translate into English.**

1. Коли я зайшов в кафе, мої друзі уже там були. Вони сиділи за столиком біля вікна і обговорювали план поїздки. Вони обговорювали план уже пів години, але вирішили не приймати остаточного рішення без моєї думки. 2. Вчора Енн була в кінотеатрі, вона дві години чекала на Пітера, але він так і не прийшов. 3. Що ти робив минулого літа? – Минулого літа усі три місяці я працював на курсах іноземних мов і тому не мав можливості повноцінно відпочити. 4. Увесь минулий тиждень ми гостювали у нашої тітки у селі, і тільки вчора повернулися у місто. 5. Музей спілки художників України ремонтували уже місяць коли я про це дізналась. 6. Що ти робила вчора, Аню, коли я тобі дзвонила? Вчора весь день я готувалась до випускних екзаменів і тому виключила телефон ще зранку, а включила його на декілька хвилин увечері. 7. Вона сиділа біля вікна і дивилася як падає дощ. Дощ ішов уже другу годину, а звуки грому стали чутні лишень 10 хвилин тому назад. 8 Вчора я загубив свої ключі. Я шукав їх по квартирі 15 хвилин, коли зателефонував мій друг і сказав, що він їх знайшов у своєму автомобілі. 9 Оскільки вона хворіла цілий тиждень, то не могла написати контрольну роботу. 10. Вона пропрацювала кілька років санітаркою у лікарні, поки не вступила до медичного університету. 11. Довгі роки він наполегливо працював перш ніж до нього прийшов успіх. 12. Вони подорожували Італією вже другий тиждень, коли у нього страшенно розболілось горло і він захворів. 13. Цілий день ми шукали бабусині окуляри, а знайшли їх тільки ввечері. 14. Вона почувала себе впевнено на співбесіді тому, що продумала всі можливі питання і відповіді. 15. Було просто неможливо їхати ґрунтовою дорогою, тому, що весь тиждень йшли дощі. 16. Мисливці замовкли, олень поступово наближався. 17. Оператор комп'ютерного набору друкувала документ, коли зайшла помічник керівника і принесла ще якісь папери. 18. Поки директор вів ділові переговори з представниками іноземних фірм офіс – менеджер робила каву. 19. Поїзд саме набирав швидкість, але йому вдалося вскочити в останній вагон. 20. Готуючи обід Мері згадала, що вона не купила м'яса, тому, що півгодини вибирала свіжі овочі.

## Future forms

There are several ways of expressing the future in English:

- the simple present;
- will + infinitive, used for intention;
- the present continuous;
- the be going to form;
- the future simple;
- the future continuous;
- the future perfect;
- the future perfect continuous.

### ***The simple present used for the future***

This tense can be used with a time expression for a definite future arrangement:

*The boys start school on Monday.*

In this case both present continuous and simple may be used, but the simple present sounds more formal than the continuous.

We also use present simple to talk about timetabled events:

*The tour departs on October 11th for 15 days and costs 495hrn.*

### ***will + infinitive used to express intention at the moment of decision***

*The phone is ringing. - I'll answer it.*

*I'd better order a taxi for tonight. – Don't bother. I'll drive you.*

For unpremeditated actions, as above, we must use *will* (normally contracted to 'll). But note that if after his decision the speaker mentions the action again, he will not use *will*, but *be going to* or the present continuous.

### ***The present continuous as a future form***

Note that the time must be mentioned, or has been mentioned, as otherwise there may be confusion between present and future.

1. The present continuous can express a definite arrangement in the near future:

*I'm taking exam in October.* - implies that I have entered for it.

If there has merely been an expression of intention, we use the *be going to* form.

But with verbs of movement from one place to another, e.g. *arrive, come, drive, fly, go, leave, start, travel*, verbs indicating position *stay, remain*, and the verbs *do* and *have* (food or drink), the present continuous can be used more widely. It can express a decision or plan without any definite arrangement.

*What are you going next Saturday? (either Where are you going or What are you going to do)* (This is the usual way of asking people about their plans.) Possible answer: *I am going to the seaside.*

This method of expressing the future cannot be used with verbs which are not normally used in the continuous tenses. These verbs should be put into the future simple (**will/shall**).

### ***The be going to form***

The present continuous tense of the verb to go + the full infinitive:

*I am going to buy a bicycle.*

The *be going to* form expresses the subject's intention to perform a certain future action. This intention is always premeditated and there is usually also the idea that some preparation for the action has already been made. Actions expressed by the *be going to* form are therefore usually considered very likely to be performed, though there is not the same idea of definite future arrangement that we get from the present continuous.

The following points may be noted:

1. *be going to* can be used for the near future with a time expression as an alternative to the present continuous:

*I am meeting Tom at the station at six.*

*I am going to meet Tom at the station at six.* But note that *I'm meeting Tom* implies an arrangement with Tom. *I'm going to meet Tom* does not: Tom may get a surprise!

2. *be going to* can be used with time clauses when we wish to emphasize the subject's intention:

*He is going to be a dentist when he grows up.*

Normally, however, the future simple (shall/will) is used with time clauses.

3. *be going to* can be used without a time expression:

*I'm going to play you a Bach fugue.*

It then usually refers to the immediate or near future.

***Comparison of the use of be going to and will + infinitive to express intention.***

1. The *be going to* form always implies a premeditated intention, and often an intention + plan, *will + infinitive* implies intention alone, and this intention is usually, though not necessarily, unpremeditated.

If, therefore, preparations for the action have been made, we must use *be going to*:

*I have bought some bricks and I'm going to build a garage.*

If the intention is clearly unpremeditated, we must use *will*:

*There is somebody at the hall door. – I'll go and open it.*

When the intention is neither clearly premeditated nor clearly unpremeditated, either *be going to* or *will* may be used:

*I will/am going to climb that mountain one day.*

2. *will + infinitive* in the affirmative is used almost entirely for the first person.

Second and third person intentions are therefore normally expressed by *be going to*:

*He is going to resign.*

*Are you going to leave without paying?*

But in the negative *won't* can be used for all persons. So we can say:

*He isn't going to resign* or *He won't resign*. But note that *won't* used for a negative intention normally means “refuse”:

*He won't resign = He refuses to resign. He isn't going to resign* normally means ‘He doesn't intend to resign.

Some comparisons of ***be going to*** and ***will***: in answer to Tom's remark: *There aren't any matches in the house*. Ann might reply either *I'm going to get some today* (premeditated decision) *I'll get some today* (unpremeditated decision). The first would imply that some time before this conversation she realized that there were no matches and decided to buy some. The second would imply that she had not

previously decided to buy matches but took the decision immediately after Tom's remark.

### ***The be going to form used for prediction***

The **be going to** form can express the speaker's feeling of certainty, the time is usually not mentioned, but the action is expected to happen in the near or immediate future:

*Look at those clouds! It's going to rain.*

It can be used in this way after such verbs as *be sure/afraid, believe, think*; *will* is a common way of expressing what the speaker thinks, believes, hopes, assumes, fears etc.:

*It will probably be cold/I expect it will be cold.*

*be going to* implies that there are signs that something will happen, *will* implies that the speaker thinks/believes that it will happen.

*be going to* is normally used about the immediate/fairly immediate future; *will* doesn't imply any particular time and could refer to the remote future.

### ***The Future Simple***

1. Is used to express the speaker's opinions, assumptions, speculations about the future. These may be introduced by verbs such as *assume, be afraid, be/feel sure, believe, doubt, expect, hope, know suppose, think, wonder* or accompanied by adverbs such as *perhaps, possibly, probably, surely*, but can be used without them:

*(I'm sure) he'll come back.*

2. Is used similarly for future habitual actions which we assume will take place:  
*Spring will come again.*

3. Is used in sentences containing clauses of condition, time and sometimes purpose:

*If I drop this glass, it will break.*

4. Is used, chiefly in newspapers and news broadcasts, formal announcements of future plans and for weather forecasts. In conversations such statements would

normally be expressed by the present continuous or be going to form or, for plans only, by the present continuous:

*Newspaper:* The President will open the new heliport tomorrow...

*Reader:* The President is going to open/is opening . . .

### *Exercises*

**1. *Bymore's is a big department store. It's quite an old store now. The management of Bymore's have decided to modernize the store. The manager of the store is explaining what they are going to do and what the result will be. Look at the manager's notes and write down what he says.***

#### *Notes*

computer to tell us what people are buying  
new escalators to move people around more quickly  
more assistants to help our customers  
cameras to stop people stealing things  
music to produce the right atmosphere  
televisions to inform customers about things in store  
children's room for parents to leave their children

#### *Example*

*We're going to have a computer. It'll tell us what people are buying.*

1. We are going to put in..... They'll
2. .... employ.....
3. ....put in.....
4. ....play.....
5. ....have.....
6. ....have..... be able

**Activity** *Imagine that you are in charge of your school or college. Discuss with the rest of the class what changes you would like to make in the building. You must make definite decisions, and you have plenty of money to spend. Write down your decisions and say what the results will be.*

**2. A sports reporter is speaking from Omagua, where the next Olympic Games will take place soon. Put in 'll, will, won't, shall, is going, are going etc.**

Believe it or not, this is the stadium where the Olympic Games ... to take place in a month's time. This stadium ...be ready until two days before the opening of the Games. The Omaguan government has promised that it ... be ready. But that promise ... to be an easy one to keep. For the next month, hundreds of building workers ... be at work here, and the floodlights ... be on all night every night. But there is an optimistic feeling here that everything ... to be all right on the big day.

These Games ... be the biggest ever. Thousands of athletes from almost every country in the world ... start arriving here soon. There ... to be a huge security operation, and thousands of police and soldiers ... be here to make sure nothing goes wrong. Spectators ... be allowed into the stadium without an identity card, even if they have a ticket. The Omaguans ... to risk a terrorist attack on the Olympics.

I'm sure we ... to see some excellent athletics. Our cameras ... be here to bring you all the action, and I ... be here too to tell you all about it. We ... make sure you don't miss anything.

**3. Sue and Kate are discussing their holiday plans. Complete their conversation using will, 'll, won't, shall or be going to with the verbs in brackets, or use a present tense form of the verb. (Usually there is more than one correct answer.)**

*Sue:* Where ... you and Ben (go) for your holidays, Kate?

*Kate:* Morocco. We (spend) ten days in Agadir.

*Sue:* Oh, that (be) nice. When ... you (go)?

*Kate:* On Friday night. Our plane (leave) at seven, and we (arrive) at four in the morning.

*Sue:* You (need) a holiday after that.

*Kate:* Oh, I don't mind night flights. Anyway, we (enjoy) the sunshine this time next week.

*Sue:* ... you (stay) in a hotel?

*Kate:* Yes, a big hotel not far from the beach.

*Sue:* Our holiday (not be) until next month. Jerry and I (tour) Scotland in the car, we've decided. We (do) some walking, too. The weather (not be) like Agadir, of course.

*Kate:* How long ... you (go) for?

*Sue:* Two weeks. We haven't been to Scotland before, so it (be) something different.

*Kate:* ... you (take) your caravan?

*Sue:* No, we don't want to take the caravan. We (have to) find hotels to stay in as we go.

*Kate:* Well, we (be) back from Morocco before you go.

*Sue:* Have a nice time, Kate.

Activity: discuss your holiday plans with other people in your class.

***4. The pupils in Class 6F at Parkside School are all seventeen or eighteen years old. Most of them are going to leave school soon. Read the information about them and then say what they're going to do. Choose the correct phrase from the box below.***

become a taxi driver, do electronics, hitch-hike round the world, look for an outdoor job, stay at school another year, study engineering, take a course in banking, train to be a social worker, work for the family business

*Example*

*Andrew is interested in machines. - Andrew is going to study engineering.*

1. Neil wants to be out in the fresh air.
2. Michelle and Kevin are interested in computers.
3. Sharon has already learnt to drive.
4. Simon is good with numbers.
5. Nick and Julie need to take their exams again.
6. Adrian's parents have their own company.
7. Tina would like to work with people.

***5. Graham and his family are going to move from London to Alaska. Janet is asking Graham about the move. Put in 'll, will, won't, shall, shan't or a form of be going to. (Sometimes there is more than one correct answer.)***

*Janet:* Someone told me you and the family ... go and live in Alaska. Is it true?

*Graham:* Yes, it is. I ... work for a building company.

*Janet:* That... be interesting.

*Graham:* I hope so. It... be something different. It... certainly be a lot colder than London.

*Janet:* When ... you ... leave?

*Graham:* On the tenth of next month. We ... be there. In three weeks.

*Janet:* Oh, so it... be long now. Jerry and I ... be sad to see you go.

*Graham:* Oh, we ... be back some time. We ... be there for ever. And you can always come to Alaska and see us.

*Janet:* Well, that isn't a bad idea. We ... visit my sister in Vancouver next summer.

*Graham:* Oh, that's great. We ... see you next summer then.

**6. Ask: a) general questions; b) special questions to which the underlined words are the answers.**

1. They will be glad to see you. 2. I shall meet them again in two days. 3. We shall see your friend to-morrow. 4. My brother will be on leave in May. 5. She will keep in mind my request. 6. She will not allow her children to play on the road. 7. I shall give her a valuable present. 8. He will go to the post-office to wire to his mother. 9. I shall be a second year student next year. 10. Tomorrow they will be far from here. 11. It will rain hard in the afternoon. 12. In Teberda you will see high mountains, glaciers, beautiful streams and mountain lakes.

**7. Translate into Ukrainian, noting that the Future Indefinite in different contexts may be translated by different aspect forms.**

1. Wait a minute. I shall read the letter I have just received and then we shall have a talk. I am free at last. I shall read the whole day tomorrow. 2. I shall be very busy to-night, so I shall translate only the beginning of the article. At the examination we shall translate short extracts from an original text. 3. After dinner he will smoke a cigarette or two. Now he will never smoke again. 4. When will you write that wretched letter? On my day off I shall write letters and listen in. 5. I hope

you will correct your mistakes yourself. I'll be busy in the evening, I shall correct my pupils' compositions.

**8. Complete the following, using the Present Indefinite or the Future Indefinite.**

1. If you put this slip under the microscope ... . 2. I shall accompany you with pleasure as soon as ... . 3. The performance will be a great success if ... . 4. As soon as the operation starts ... . 5. If this time is convenient for you ... . 6. We shall not complete the work this week in case ... . 7. When the tourists descend into the valley.... 8. If she keeps her promise .... 9. You will be in my way if ... . 10. When you turn into that blind alley ... . 11. As soon as it begins to freeze ... . 12. Unless you look at this picture at some distance... . 13. I shall remind you of your promise *in case*... . 14. The dentist will pull out the tooth if ... .

**9. Replace the infinitives in brackets by the Future Indefinite or the Present Indefinite.**

1. The delegation (to start) for London as soon as they (to receive) their visas. 2. At the travel bureau they (to tell) you exactly when the train (to leave). 3. Ask the smith if it (to take) him long to make a double of this key. 4. I (not to think) I (to be able) to call on them and (to say) good-bye before I (to go) abroad. 5. If you (not to want) to climb the tree, you can shake it and the apples (to fall) down to the ground. 6. If I (to go) to Leningrad, I usually (to stay) at my friends'. 7. Ask him when he (to finish) packing. 8. Ask her if she (to come) to the party alone or if her sister (to come) too. 9. If she (to come) to the party alone and there (to be) nobody she (to know), she (to feel) lonely. 10. The milk (to be) fresh a long time after I (to put) it in the refrigerator. 11. Ask the flower-girl how much money I (to have) to pay if I (to take) all the flowers. 12. Tell the hotel boy to brush your shoes when you (to come) from the outing. 13. Ask the dean if we (to study) according to the old time-table, or a new one (to be) ready when we (to begin) to study.

***The Present Progressive and be going to***

**10. Put the verbs in brackets into one of the above forms.**

1. Where you (go) for your holidays? - I (go) to Norway. - What you (do) there? - I (fish). 2. Where you (go) this evening? - I (not go) anywhere. I (stay) at home. I (write) some letters. 3. Take an umbrella; it (rain). 4. How long you (stay) in this country? (have you decided to stay?) - Another month. I (go) home at the end of the month. - What you (do) then? - I (try) to get a job. 5. I (dye) these curtains. - You (do) it yourself, or (have) it done? - I (have) it done. Who should I take them to? 6. I've seen the film, now I (read) the book. I've just got a copy from the library. (I haven't started the book yet.) 7. You (do) anything next weekend? - Yes, my nephews (come) and I (show) them round London. - You (take) them to the theatre? (Have you booked seats?) - No, they're too young for that. I (take) them to the zoo. 8. We (start) early tomorrow. We (go) to Ben Nevis. - You (climb) Ben Nevis? - Not me. Tom (climb) it. I (sit) at the bottom and (do) some sketching. 9. Uncle: I hear you (go) to the regatta tomorrow. You (sail) in it? Niece: No, but we (take) our cameras. We (try) to photograph the winning yachts. 10. You (not ask) your boss to give you a fire in your office? - It isn't worth while. I (leave) at the end of the week. - Really? And what you (do) then? You (have) a holiday? - No, I (start) another job the following Monday. 11. I hear you've bought a caravan. You (use) it for your holidays? - No, I (live) in it. I (start) moving my things next week. - What you (do) with your house? - I (sell) it to the man who sold me the caravan. He (get) married next month. 12. Mrs. Jones (go) to hospital. She (have) her appendix out. - Who (look) after the children? - Her sister (come) down from Scotland. 13. He isn't happy at his boarding school. I (send) him to a day school. - Have you decided on the other school? - No, but I (see) (have an appointment with) the headmaster of the Park School this afternoon. I'll probably send him there.

**11. Put the verbs in brackets into the Present Progressive or the Future Simple.**

(The *be going to* form could be used here instead of the present progressive, but for the sake of simplicity students are advised to use only the two tenses first mentioned.)

1. I am sure that I (recognize) him. 2. I (see) her tomorrow. 3. He (play) in a tennis match on Friday. 4. She (come) back on Monday. 5. I (go) again next year. 6. We

(know) tonight. 7. You pay and I (owe) you the money. 8. I (believe) it when I see it. 9. I (have) my car repainted next week. 10. I hope that you (have) a good time tomorrow. 11. His speech (be) broadcast tonight. 12. The window-cleaner (come) at eight tomorrow. 13. Tom (catch) the 7.40 train. 14. Where you (meet) them? - I (meet) them at midnight in the middle of the wood. 15. What horse you (ride) tomorrow? 16. Look! I've broken the teapot. What Mrs. Pitt (say)? 17. He (leave) in a few days. 18. I (remember) it.

**12. Put the verbs in brackets into the correct tense (the Present Progressive or the Future Simple).**

1. Tom: Where you (go) for your next holiday? (Where have you arranged to go?)  
Ann: I don't know yet but we probably (go) to Spain. 2. We (have) a drink with Peter tonight. (He has invited us) It's his last night; he (leave) tomorrow. 3. Ann: Do you think we (see) Bill tomorrow? Mary: I hope so. He probably (look) in on his way to the airport. 4. I (see) my bank manager tomorrow. (I have arranged this.) I'm going to ask him for a loan but I expect he (refuse). 5. I (know) the result tomorrow. As soon as I hear, I (tell) you. 6. Jack's mother: Jack (be) ready in a moment. He is just finishing breakfast. Jack's father: If I wait for him any longer, I (miss) my train. I think I (walk) on; he probably (catch) me up. 7. I probably (come) to London some time next month. I (give) you a ring nearer the time and tell you when I (come). (when I have decided/arranged to come) 8. Hotel Porter: You (get) a parking ticket if you leave your car there, sir. If you (stay) the night (have arranged to stay) you (have to) put it in the hotel garage. Tourist: All right. I (move) it as soon as I've arranged about a room. 9. Ann: I've scorched Bill's shirt. Whatever he (say)? Mary: Oh, he (not mind). He just (buy) another shirt. He has plenty of money. 10. Peter: We'd better leave a message for Jack. Otherwise he (not know) where we've gone. George: All right. I (leave) a note on his table.

**13. Use the right form of the verbs in brackets.**

1. If the car (be) out of order again, you (have to) call the service station, but I doubt if they (be able to) serve it very quickly. 2. Nobody (know) what (happen) in ten or

twenty years if life (get) tougher and tougher. 3. I wonder if they (turn) to us if any need (arise). 4. My little son (want) to know if there (be) some cartoons on TV on Saturday. If there (be) some, he certainly (watch) them. 5. Everybody (be interested) if the weather (change) for the better next week. 6. I (leave) a message at the office in case the customer (phone). But it's difficult to say if he (do) it today. 7. He (wonder) if Caroline (change) her mind about going to the party. If that (happen), he'll be really glad. 8. Nobody can definitely tell us when he (come) back from London. But as soon as he (return), we (get in touch) with him. 9. If Linda (want) to learn Italian, she (have to) attend a special course. I wonder if it (cost) her a lot. 10. We (have) the meeting this week, provided no one (object). 11. I (be) always by your side as long as you (promise) to listen to me. 12. Not (speak) to her unless she (speak) to you first.

#### ***14. Translate into English.***

1. Вона цікавиться чи будуть ці квіти цвісти, якщо їх тримати в тіні. 2. Ніхто не може сказати мені напевне чи буде сьогодні працювати лікар. Але якщо і буде, то мені прийдеться вистояти довгу чергу. 3. Якщо Борис відмовиться від шкідливих звичок, то це піде йому на користь. Мені цікаво чи зможе він це зробити. 4. Він не отримає цю високооплачувану роботу, якщо у нього не буде хороших рекомендаційних листів. 5. Якщо я зроблю перший крок, то я не впевнена, чи він буде правильний. 6. Вона буде в гніві, коли дізнається правду, але я сумніваюсь, що Девід буде спроможний їй це сказати. 7. Перш ніж сідати за стіл дозвольте нам показати вам дім. 8. Вони зв'яжуться з нами після того, як отримають останні дані. 9. Де ти зустрічаєшся з Томом? Ми запланували зустріч о восьмій вечора завтра у центрі міста. 10. Які екзамени ти будеш вибирати для здачі в кінці семестру? Я ще остаточно не вирішив, я збираюся здавати англійську та історію. 11. Що вони збираються робити на канікулах? Вони збираються в кемпінг. А які плани вони мають стосовно собаки? Я не впевнений чи вони вирішать брати його з собою. 12. Мама все зрозуміє з виразу твого лица, перш ніж ти почнеш щось пояснювати. 13. Ми спробуємо накрити стіл перед тим, як прийдуть гості. 14. Коли ти побачиш Сашу, передай

йому, будь ласка, що він все ще винен мені гроші. Скажи йому також, що я цікавлюсь, коли ж він мені їх поверне. 15. Якщо який-небудь вірус потрапить у наші комп'ютери, то він заблокує всю інформацію.

**15. Read the following dialogues and reproduce them using the Future Indefinite.**

#### **Next Time I'll Make It Last All Day**

Patient: What, five pounds for removing my tooth? Why, it only took you a few seconds!

Dentist: O.K. Next time I'll make it last all day.

#### **Division of Labour**

Aunt Mary: Well, Tommy, shall I carry your bat and balls?

Tommy: No, aunty, thanks! I'll carry the bat and balls. You carry me.

#### **A Considerate Child**

Little Ralph entreats his father to buy him a big drum.

Papa: Then you will deafen me all day long with the noise.

Ralph: No, papa. I will only drum when you are asleep.

#### **You Will Come Not Empty-Handed, I Hope**

A man invited an acquaintance to his wedding anniversary.

"My house is the third on the right in Crilley Alley," he explained. "Push the bell with your elbow, and when the door opens, put your foot against it and come in."

"Why will I have to use my elbow and foot?" the acquaintance asked.

"Isn't it clear?" said the man in a threatening tone. "You will come not empty-handed, I hope!"

## ***The Future Continuous Tense***

### ***1. The formation of the Future Continuous Tense.***

This tense is made up of the future simple of **to be** + the present participle. In the first person, **will** is more usual than **shall**, except *in* the interrogative.

Infinitive: *to read*

Future Continuous Tense: *will be reading*

In the interrogative form the auxiliary verb is placed before the subject.

In the negative form the negative particle *not* is placed after the auxiliary verb.

### ***2. The use of the Future Continuous Tense.***

1. The Future Continuous is used to denote an action which will be going on at a definite moment in the future.

*I wonder whether we shall ever arrive at a decision. I am sure the next time you call we will still be wavering.*

The definite moment is indicated either by another future action expressed by a verb in the Present Indefinite or by an adverbial phrase.

*I shall already be working when you return. At 12 o'clock I shall still be working.*

The definite moment is often not expressed, but is understood from the situation.

*I am sure you won't be able to speak to him, he will be working.*

## ***The Future Perfect Form***

### ***1. The formation of the Future Perfect Form.***

The Future Perfect is formed by means of the Future Indefinite of the auxiliary verb *to have* and Participle II of the notional verb.

Infinitive: *to decorate*

Future Perfect Tense: *will have decorated*

In the interrogative form the auxiliary verb is placed before the subject.

In the negative form the negative particle *not* is placed after the auxiliary verb.

### ***2. The use of the Future Perfect Tense.***

It is normally used with a time expression such as *by then, by that time, by the 24th.*

*By the end of next month he will have been here for ten years.*

1. The Future Perfect denotes an action completed before a definite moment in the future.

*I shall be back by six, and I hope you will have had a good sleep by that time.*

2. The Future Perfect can denote an action which will begin before a definite moment in the future, will continue up to that moment and will be going on at that moment.

*I will have been a teacher for 20 years by next May.*

*I will have worked as a teacher for 20 years by next May.*

### ***The Future Perfect Continuous Form***

#### ***1. The formation of the Future Perfect Continuous Form.***

The Future Perfect Continuous is formed by means of the Future Perfect of the auxiliary verb *to be* and Participle I of the notional verb.

Infinitive: *to translate*

Future Continuous Tense: *will have been translating*

In the interrogative form the auxiliary verb is placed before the subject.

In the negative form the negative particle *not* is placed after the auxiliary verb.

#### ***2. The use of the Future Perfect Continuous Tense.***

Like the Future Perfect, it is normally used with a time expression beginning with *by*:

*By the end of this year he'll have been acting for thirty years.*

1. When the action is continuous:

*By the end of the month he will have been living/working/studying here for ten years.*

2. When the action is expressed as a continuous action:

*By the end of the month he will have been training horses/climbing mountains for twenty years.*

But if we mention the number of horses or mountains, or divide this action in any way, we must use the future perfect:

*By the end of the month he will have trained 600 horses/climbed all the mountain peaks in this area.*

## *Exercises*

### ***1. Open the brackets using Future Simple, Future Continuous or Future Perfect.***

1. I (to do) my homework tomorrow. 2. I (to do) my homework at six o'clock tomorrow. 3. I (to do) my homework by six o'clock tomorrow. 4. Tomorrow I (to begin) doing my homework as soon as I come from school. I (to do) my homework from three till six. My father (to come) home at seven o'clock tomorrow. I (to do) all my homework by the time he comes, and we (to go) for a walk together. 5. When I come home tomorrow, my family (to have) supper. 6. When you come to my place tomorrow, I (to read) your book. I (to do) my homework by the time you come. 7. Don't come to my place tomorrow. I (to write) a composition the whole evening. 8. I (not to go) to the cinema tomorrow. I (to watch) TV the whole evening. 9. What you (to do) tomorrow? 10. What you (to do) at eight o'clock tomorrow? 11. You (to play) volleyball tomorrow? 12. You (to do) this work by next Sunday? 13. When you (to go) to see your friend next time? 14. How many pages you (to read) by five o'clock tomorrow?

### ***2. Ask: a) general questions; b) special questions to the underlined words.***

1. We shall be working hard this time to-morrow. 2. He will have passed his examinations before you return from London. 3. They will have been learning English and German for ten months by the first of July. 4. The expedition will have left for the North by April. 5. She will be taking a music lesson at this time tomorrow. 6. By 6 she will have taken her lesson. 7. She will take two lessons this week. 8. At 5.30. she will have been taking her lesson for forty minutes. 9. They will build a new club in our street. 10. They will be building it when you are in the country in summer.

### ***3. Comment on the use of the Future Continuous, the Future Perfect, the Future Perfect Continuous. Translate the sentences into Ukrainian.***

1. I shan't be seeing him again, but you'll be going, Dinny ... (Galsworthy). 2. "...You wait, the sun will be shining for you when we come to Manderley" (Du Maurier). 3. "I shall have started out on my round by the time you go..." (Maugham). 4. Sarie's eyes passed over Lanny's face. "I'll be waiting," she said. "Good-bye" (Abrahams).

5. "... all the things of Maggie's knitting will be gone and you will not have bought one..." (Eliot). 6. "Another month will make seven weeks," she said bitterly.— "Seven weeks for what?" — "Seven weeks that I shan't have seen you" ... (Wilson). 7. I wish we could go to Paris, the trees will be leafing in Luxembourg (Aldington). 8. "Fair cousin," said young Tasburgh, "I shall be thinking of you day and night..." (Galsworthy). 9. Next June I shall have been living in this house for six weeks (H. Palmer). 10. Now it's twelve o'clock. I started writing at nine o'clock and I shall continue until three o'clock or later. Now I have been writing for three hours, and at three o'clock I shall have been writing for six hours (H. Palmer).

**4. Put the verbs in brackets into the future progressive tense.**

1. This time next month I (sit) on a beach. 2. When you arrive, I probably (pick) fruit. 3. When we reach England it very likely (rain). 4. In a few days' time we (fly) over the Pyrenees. 5. I'll call for her at eight. - No, don't; she still (have) breakfast then. 6. I (wait) for you when you come out. 7. When you next see me I (wear) my new dress. 8. My son will be in the sixth form next year. - That means that old Dr Adder (teach) him mathematics. 9. I'll give Jack your message. I can do it easily because I (see) him tomorrow. We go to work on the same train. 10. You (do) geometry next term. 11. I'll look out for you at the parade. - Do, but I (wear) uniform so you may find it hard to recognize me. 12. We have to do night duty here. I (do) mine next week. 13. In a hundred years' time people (go) to Mars for their holidays. 14. He (use) the car this afternoon. 15. It's a serious injury but he (walk) again in six weeks.

**5. Put the verbs in brackets into the future perfect tense.**

1. I hope they (repair) this road by the time we come back next summer. 2. By the end of next week my wife (do) her spring cleaning and we'll all be able to relax again. 3. Yes, I make jam every week. I (make) about 200 kilos by the end of the summer. 4. In two months' time he (finish) his preliminary training and will be starting work. 5. He spends all his spare time planting trees. He says that by the end

of next year he (plant) 2,000. 6. I'll be back again at the end of next month. - I hope I (pass) my driving test by then. If I have, I'll meet your train. 7. Come back in an hour. I (do) my packing by then and we'll be able to have a talk. 8. When he reaches Land's End, he (walk) 1,500 miles. 9. He's only 35 but he's started losing his hair already. He (lose) it all by the time he's 50. 10. His father left him £400,000, but he lives so extravagantly that he (spend) it all before he's 30. 11. By the end of next year I (work) for him for 45 years. 12. Everywhere you go in central London you see blocks of flats being pulled down and huge hotels being erected. In ten years' time all the private residents (be driven) out and there'll be nothing but one vast hotel after another. 13. Our committee is trying to raise money to buy a new lifeboat. By the end of the year we (send) out 5,000 letters asking for contributions. 14. By the end of my tour I (give) exactly the same lecture 53 times. 15. A hundred people have died of starvation already. By the end of the week two hundred (die). When are you going to send help?

**6. Read and translate the sentences. Comment on the use of the Future Perfect.**

1. By the time my parents get back home I will have cleaned the house from top to bottom. 2. The tourists hope that the tornado will have finished before they arrive in California. 3. Next month I will have known Rick for twenty years. 4. By the time you start writing your test I will have finished mine. 5. When you drop in at my place, I will have painted the door. 6. Will you have arranged everything by tomorrow?

**7. Read and translate the sentences. Comment on the use of the Future Perfect Progressive.**

1. Next year I will have been living in London for thirty years. 2. Next month we shall have owned this house for ten years. 3. When he is forty, he will have been learning English for twenty five years. 4. By the time the manager turns up, the customers will have been waiting for him for several hours. 5. He complains that by May he will have been reading "War and Peace" for five months. 6. I shall have been staying here just a year this July.

**8. Read the sentences and comment on the ways future actions can be expressed.**

1. Their plane arrives at two o'clock in the morning. I'm away on holiday next week.  
3. The sun rises at 5.30 tomorrow. 4. She's making a speech at the conference next week. 5. I'm going to town next week. 6. I think it's going to rain. 7. Alison is going to enter the university this year. 8. This Saturday Nora will be celebrating her birthday. 9. We are to meet after lunch. 10. He is to be in court tomorrow morning. 11. Who is going to be the next to take the floor? 12. The new tax is to be introduced next week.

**9. Underline the correct verb form in the sentences below. Explain your choice.**

1. The weather *will change /will have changed/ is going to change* by Monday. 2. She *will watch/ will be watching/ will have watched* TV when he *will come/ will have come/ comes*. 3. According to the available information, the reform *will be finished/ will have been finished/ is going to finish* next year. 4. There's no need to worry, nobody *will notice/ will have noticed/ is going to notice* it. 5. The plane *will arrive/ will have arrived/ is going to arrive* by then. 6. She may say it, but it *won't do/ won't have done/ isn't going to do* any good. 7. Next September he *will work/will have worked/will have been working* at university for ten years. 8. Peter *will soon translate/ will soon have translated/ will soon have been translating* his tenth book. 9. Could she call him as soon as she *will have/ will have had/ has* the results? 10. Everything *will be/ will have been/ is going to be* all right provided she *will get/will have got/ has got/ got* the required information.

**10. Translate into English.**

1. Я сподіваюсь, що напишу дипломну роботу до кінця навчального року. 2. У мене коротка стрижка, але до кінця літа волосся виросте. 3. Не переживай, кравчиня пошиє плаття до випускного балу. 4. До того часу, як ти приїдеш додому мама приготує піцу. 5. До того часу коли ти прокинешся ми будемо уже три години летіти над Європою. 6. До того часу коли приїде поліція детектив ще годину буде вивчати місце злочину. 7. Наступного місяця буде рік відколи я знаю Пітера. 8. До того часу поки прийдуть батьки я вже дві години

прибиратиму будинок і можливо навіть завершу прибирання повністю. 9. Садівник обіцяє підстригти дерева та кущі та зібрати опале листя до зими. 10. До першого вересня цього року буде вже три роки, як я працюю в університеті. 11. Цікаво, чим буде займатися мій брат поки я буду у відпустці. Я думаю він цілий день пролежить на дивані дивлячись бойовики. 12. Ірина не зможе приєднатися до нас сьогодні ввечері, з сьомої до десятої вона буде доглядати сусідських дітей. 13. Що ти будеш робити завтра ввечері? - Я цілий вечір планую провести з друзями. 14. До кінця року ціни на бензин знову виростуть. 15. Я раджу тобі вирішити всі проблеми до наступної зустрічі.

## ***Reported Speech***

There are two ways of relating what a person has said: ***direct and indirect***. In direct speech we repeat the original speaker's exact words: *He said, "I have lost my umbrella."* Remarks thus repeated are placed between inverted commas, and a comma or colon is placed immediately before the remark. Direct speech is found in conversations in books, in plays, and in quotations.

In indirect speech we give the exact meaning of a remark or a speech, without necessarily using the speaker's exact words: *He said (that) he had lost his umbrella.* There is no comma after *say* in indirect speech, *that* can usually be omitted after *say* and *tell + object*. But it should be kept after other verbs: *complain, explain, object, point out, protest* etc.

When we are reporting more than one sentence, it is not necessary to repeat the reporting verb to introduce every new sentence:

*Tom insisted that he hadn't been there. He had worked late, and had then gone ...*

We can report our thoughts using reporting verbs such as *think, decide* or *imagine*: *She never imagined that it would be so difficult to run for the Senate.*

When we report another person's words in indirect speech, we often have to change the pronouns used in the direct speech:

*James added, "I really don't understand the problem".*

*James added that he really didn't understand the problem.*

When another person reports James's words, then the pronoun *I* changes to *he*. Similarly, if the place or time of reporting is significantly different from that in the original speech, we often need to make changes to adverbs of place and time (e.g. *now - then; here - there; today - that day; tomorrow - the next day; yesterday - the day before; last Monday - the last/previous Monday*):

*Alex said, "I'll meet you here again tomorrow at 3.30".*

*Alex said **she** would meet **us there** again **the next day** at 3.30.*

But if the speech is made and reported on the same day, these time changes are not necessary.

When we use indirect speech after a past tense reporting verb, we usually change the tense in the sentences we are reporting. We use a tense one step further in the past (“backshift”), so present forms become past forms (e.g. present simple - past simple, present continuous - past continuous):

*“I’m leaving in ten minutes”*. - *She decided she **was leaving** in ten minutes.*

Past forms become past perfect forms (e.g. past simple - past perfect simple):  
*“It rained really heavily today”*. – *Sarah mentioned that it **had rained** really heavily that day.*

The past perfect simple and continuous do not change:

*“They’d arrived an hour early”*. - *I said they’d **arrived** an hour early.*

We do not change the tense of the original words in reported speech when:

- the reporting verb is in a present tense:

*He says that intelligent life in the universe **does not exist**.*

- the reporting sentence is the universal truth

*He said that London is the capital of Great Britain*

### **Reported Questions**

Direct question: *He said, “Where is she going?”*

Indirect question: *He asked where she was going.*

When we turn direct questions into indirect speech, the following changes are necessary: tenses, pronouns and possessive adjectives, and adverbs of time and place change as in statements.

The interrogative form of the verb changes to the affirmative form. The question mark (?) is therefore omitted in indirect questions:

*He said, “Where does she live?” = He asked where she lived.*

If the introductory verb is **say**, it must be changed to a verb of inquiry, e.g. ask, inquire, wonder, want to know etc.:

*He said, “Where is the station?” = He asked where the station was.*

Ask can be followed by the person addressed (indirect object):

*He asked, "What have you got in your bag?" = He asked (me) what I had got in my bag.*

But *inquire, wonder, want to know* cannot take an indirect *object* so if we wish to report a question where the person addressed **is** mentioned, we must use *ask*:

*He said, "Mary, when is the next train?" = He asked Mary when the next train was.*

If the direct question begins with a question word (when, when, who, how, why etc.) the question word is repeated in the indirect question:

*He said, "Why didn't you put on the brake?" = He asked (her) why she hadn't put on the brake.*

*She said, "What do you want?" = She asked (them) what they wanted.*

If there is no question word, *if* or *whether* must be used:

*"Is anyone there?" he asked = He asked if/whether anyone was there.*

We report negative questions which express surprise or criticism with a functional verb like *complain*:

*"Isn't that stupid?" - We complained that it was stupid.*

### ***Indirect commands and requests***

Verbs used to report commands are *tell, order, command and forbid*.

*When the vet had finished the surgery, he told them to let the animal sleep.*

*He forbade us to pass on any of the information to the authorities.*

We use **ask** for reporting requests, and **beg** or **urge** with urgent requests.

*His secretary asked me to come back later.*

In indirect commands we use a reporting verb and (not) *to* + infinitive.

***Several members of the Royal Family urged Edward VIII not to abdicate.***

We can use *ask for* + *passive infinitive* if we don't mention the person to whom the command was given:

*The cinema manager asked for the culprit to be brought to his office.*

### ***Exercises***

***1. Find out what the horoscope below says about the people in the list.***

*Example: Helen (18th November) - It says she is having a difficult time, but there will be some surprises for her.*

Bob (13th February), Kate (14th September), David (22nd April), Janet (30th November) and Jerry (10th December), Sarah (3rd October), Tom (12th April), Diane (18th March), Jane (29th May), Mr. Johnson (8th January), 10 Sue (4th August) and Peter (20th August).

*Aries* (21st March - 20th April). You are worrying a lot, but your problems aren't very great.

*Taurus* (21st April - 21st May). You will meet someone interesting, and your life may change suddenly.

*Gemini* (22nd May - 21st June). Your boss or teacher will not be pleased with you, but it won't be your fault.

*Cancer* (22nd June - 23rd July). You will have money problems, so it isn't the time to plan your holiday.

*Leo* (24th July - 23rd August). Everything is going well for you, but you must think before you make any decisions.

*Virgo* (24th August - 23rd September). You will have problems at work and you should ask your friends for help.

*Libra* (24th September - 23rd October). Your life is getting more exciting, but you must control your feelings.

*Scorpio* (24th October - 22nd November). You are having a difficult time, but there will be some surprises for you.

*Sagittarius* (23rd November - 21st December). You are feeling rather unhappy, but you will hear some interesting news.

*Capricorn* (22nd December - 20th January). You should spend more time with your friends because you are working too hard.

*Aquarius* (21st January - 19th February). You will have lots of energy, and you may have a picnic.

*Pisces* (20th February - 20th March). Your life feels empty, but you will find romance.

**Activity** Find your horoscope in a newspaper or magazine and tell the other people in your class what it says. If possible, find different horoscopes and compare them.

**2. Change the sentences into reported speech according to the model.**

Model: *Miranda says, "I work for a small publishing house."* — *Miranda says (that) she works for a small publishing house.*

1. I'm going to work in England next year. 2. I'm their marketing manager. 3. The company has opened an office in London. 4. Up till now I've been very successful in my career. 5. I've been chosen to run the new office in London. 6. I'm studying English in the evenings. 7. I don't have much time to enjoy myself. 8. I haven't had lunch with a friend for ages. 9. I hope my friends will come and visit me in London. 10. I went there last week with my secretary. 11. We didn't have much time for sightseeing. 12. I have to get back to work now.

**B.** Tell your friend what Miranda said.

**3. Stanley Arnold, the multi-millionaire businessman and head of Arnold Motors, has just died. He wasn't a very popular man. Below are some examples of what the press said about him during his lifetime. Write down what they said.**

*Example "Arnold is not a very nice person." - Today Magazine. Today Magazine said that Arnold was not a very nice person.*

"Arnold Motors has never paid any tax." - News Extra

"Arnold spends the company's money at a Las Vegas casino." - Newsday Magazine

"When he dies, he will probably leave more than \$500 million." - International News

"Stanley Arnold never speaks to his children." - Modern World

"He is planning to leave his money to a dogs' home." - The Daily Free Press

"Arnold has friends in the Mafia." - World Magazine

"The police ought to ask Stanley Arnold some questions." - The Saturday Reporter

"No one will be sorry when he's gone" - The Daily Talk

**4. The Anglian bus company** wants to stop its service between Manchester and Little Wittering village. An Anglian manager, Mr. Budge, is at a meeting in the village. Report what is said.

Examples *“The service is losing money.” - Mr. Budge explained that the service was losing money.*

1. “Lots of people use the buses.” Mr. Crane said that...
2. “How can we get to town?” Mrs. Manston asked ...
3. “Most people in the village have got a car.” Mr. Budge replied that...
4. “You must keep quiet and listen, everyone!” The chairman told everyone ...
5. “What’s going to happen to the school bus?” Mrs. Davis asked ...
6. “It will continue to run.” Mr. Budge answered that...
7. “The village needs a bus service.” Mr. Rice said that...
8. “Can you start your own service?” Mr. Budge wondered ...
9. “Can everyone please protest to the government?” Mr. Hepplestone asked everyone ....

**6. Report these subject-questions, change the tense if necessary.**

1. “Who’s next, please?” - She wanted to know...
2. “What makes a noise like that?” - He wondered.....
3. “Which of you is waiting to see me next?” - The doctor asked .....
4. “Whose composition haven’t we heard yet?” - The teacher asked us to tell her.....
5. “Who left this bag here?” - Tell me .....
6. “What caused accident?” - Can you explain .....
7. “Which newspaper carried the article?” - I’d like to know .....
8. “Whose painting will win the competition?” - I haven’t any idea .....
9. “Which firms have won prizes for exports?” This article doesn’t say .....
10. “Which number can be divided by three?” The teacher asked .....

**7. Report these special questions, change the tense if necessary.**

Example: *“What’s the weather like?” She asked me what the weather was like.*

1. “What does Frank do for a living?” I wanted to know.....

2. "Why is Maria crying?" She wondered .....
3. "What kind of holiday has Marco had?" You wanted to know.....
4. "How long have you both been living here?" They inquired.....
5. "Where did they go last week?" She wanted to know.....
6. "Who are you looking for?" He asked me.....
7. "When will lunch be ready?" You didn't tell me.....
8. "How can I solve the problem?" I wanted to know.....

**8. Answer the questions in indirect speech; begin your answers with the words** *He asked me ...*

1. "Where do you write compositions?" 2. "How many of you received good marks?"
3. "What did you do yesterday?" 4. "When will your holidays begin?" 5. "Why is Tom always late?" 6. "Who must you help?" 7. "What colour are those flowers?" 8. "Where are the big orchards?" 9. "When can you play ball?" 10. "What was the result?" 11. "Who is this man?" 12. "When was the work done?" 13. "Why don't you want to go for a walk?" 14. "What kind work do you do?" 15. "How well can you speak English?" 16. "When did you ring them up?" 17. "How long have you lived in this town?" 18. "Where were you last Sunday?"

**9. Change the following requests and orders into indirect speech.**

1. The teacher: "Don't be late, Ann". 2. Alice: "Don't talk when I am listening to music, Tom." 3. Mother: "Don't eat many sweets, children." 4. The teacher: "Don't forget to correct your mistakes, Jack." 5. Charles: "Don't leave the door open, Mary."
6. The man: "Don't play on the grass, children." 7. Mother: "Don't take bread with a fork, Jim." 8. Father: "Don't come home late, Nick." 9. The gardener: "Don't pick flowers in the park, children." 10. Father: "Don't make noise while Granny is sleeping, boys".

**10. Put the following into indirect speech.**

1. "I have something to show you," I said to her. 2. "Nothing grows in my garden. It never gets any sun," she said. 3. "I'm going away tomorrow, mother," he said. 4. "I've been in London for a month but so far I haven't had time to visit the Tower,"

said Rupert. 5. "It isn't so foggy today as it was yesterday," I remarked. 6. "The new underpass is being officially opened the day after tomorrow," said the BBC announcer. 7. "We have moved into our new flat. We don't like it nearly so much as our last one," said my aunt. 8. "We have a lift but very often it doesn't work," they said. 9. "From one of the windows of my flat I can see the Eiffel Tower," he said. 10. "I've no idea what the time is but I'll dial 8081 and find out," said his daughter. 11. He said, "My wife has just been made a judge." 12. "I'll come with you as soon as I am ready," she replied. 13. "I have a German lesson this afternoon and I haven't done my homework yet," said the small boy. 14. "If you let the iron get too hot, you will scorch your clothes," I warned her. 15. "You haven't given me quite enough. The bill is for £14 and you've paid me only £13," he pointed out.

**11. Put the following into indirect speech, being careful to avoid ambiguity.**

1. "I couldn't get into the house because I had lost my key, so I had to break a window," he said. 2. "The mirror is there so that you can see yourself when you are dancing," the instructress told him. 3. "I wrote to him the day before yesterday. I wonder why he hasn't rung up," she said. 4. "If the ground is dry on the day of the race, my horse might win," said the owner. 5. "You'd better slow down. There's a speed limit here," she said to me. (Use advise.) 6. "They should put traffic lights here, otherwise there'll be more accidents," she said. 7. "It's time we began training for our next match," the coach said to them. 8. "If it rains this afternoon it will be too wet to play the match tomorrow," the captain said. 9. "We like working on Sundays because we get double pay," explained the builders. 10. He said, "I'm quite a good cook and I do all my own washing and mending too."

**12. Change the following direct commands into indirect commands using the verbs tell, order, ask, beg, advise, remind, warn, etc.**

1. "Switch off the TV," he said to her. 2. "Shut the door, Tom," she said. 3. "Lend me your pen for a moment," I said to Mary. 4. "Don't watch late-night horror movies," I warned them. 5. "Don't believe everything you hear," he warned me. 6. "Please, fill up this form," the secretary said. 7. "Don't hurry," I said. 8. "Don't touch that switch,

Mary,” I said. 9. “Open the safe!” the raiders ordered the bank clerk. 10. “Please, do as I say,” he begged me. 11. “Help your mother, Peter,” Mr. Pitt said. 12. “Don’t make too much noise, children,” he said. 13. “Do whatever you like,” she said to us. 14. “Don’t miss your train,” she warned them. 15. “Read it before you sign it,” he said to his client. 16. “Do sing it again,” he said. 17. “Don’t put your hands near the bars,” the zoo keeper warned us. 18. “Buy a new car,” I advised him. 19. “Don’t drive too fast,” she begged him. 20. “Don’t lean your bicycles against my windows, boys,” said the shopkeeper.

**13. Put the following questions into indirect speech.**

1. “Who has been using my typewriter?” said my mother. 2. “Do you want to see the cathedral?” said the guide. 3. “Do you mind working on the night shifts?” he asked. 4. “Would you like to come with us?” they said. 5. “Who did you give the money to?” asked Ann. 6. “How long does it take to get to Edinburgh by coach?” asked the tourist. 7. “How much do you think it will cost?” he said. 8. “What did you miss most when you were in prison?” Mary asked the ex-convict. 9. Another passenger came in and said, “Is this seat taken?” 10. “How do you get on with your mother-in-law?” said Paul. 11. “How did you get into the house?” they asked him. 12. “Did you sleep well?” asked my hostess. 13. “Have you been here long?” the other students asked him. 14. “Can you tell me why Paul left the university without taking his degree?” Paul’s sister asked. 15. “How many people know the combination of the safe?” said the detective. 16. “Are there any letters for me?” said Mary.

**14. Report the dialogue.**

A.: Have you heard that Jane cancelled her party next Friday?

B.: Yes, but I didn’t hear why. What happened?

A.: She’s going to New York. She has to see about something for her boss.

B.: Why did Jane plan the party? She knew all along about New York, didn’t she?

A.: Yes, but she really isn’t to blame. She thought the trip would be next week. Yesterday she was told to go this week.

B.: Too bad about the party, to say the least. The trip will do Jane good, though.

A.: And she can have the party when she returns.

B.: Frankly, I'm glad about the party. I'm up to my ears in work right now.

### ***15. Translate into English.***

1. Дивлячись на його розпатлане волосся, я запитав чи розчісується він хоча б інколи. 2. Медсестра увійшла до палати і запитала чи хворі добре себе почувають. 3. Мама поцікавилась чи я насправду не голодний. 4. Протягом польоту стюардеса постійно запитувала пасажирів чи не бажають вони чогось. 5. Джон запитав Мері чи згідна вона з ним одружитись. 6. Мама запитала мене, чому я повернулася так пізно, якщо уроки закінчились раніше ніж звичайно. 7. Журналістка поцікавилась в археологів, як довго вони ведуть розкопки цієї могили. 8. Мене запитали відколи я стала такою нервовою. 9. Уранці сусіди запитували один одного, чий собака гавкав всю ніч під вікнами. 10. Вона довго розповідала в усіх деталях яку аварію вона бачила на перехресті. 11. Я запитав, чому вона така бліда. 12. Сусідка сказала щоб ми не галасували під вікном. 13. Детектив наказав помічникам всюди стежити за підозрюваними. 14. Ми запитали його, як він провів вчорашній день. 15. Тітка запитала, як ми доїхали.

### ***16. Translate into English.***

1. Усі присутні казали їй, яка у неї гарна сукня, і вона відчувала себе втішеною. 2. Діти розповіли, що довго стояли біля клітки з мавпами і спостерігали за їхніми трюками. 3. Журі оголосило, що результати будуть повідомленні відразу після закінчення конкурсного концерту. 4. Капітан сказав, що як тільки він отримав сигнал біди, він одразу вирушив на місце катастрофи. 5. Він сказав, що не поїде за місто оскільки прогноз погоди був невтішний. 6. Він пробурмотів, що вона завжди втручається в його справи і дає нікому не потрібні поради. 7. Жінка сказала, що грабіжник погрожував їй ножем. 8. Вона зізналася, що не завжди була щира зі мною. 9. Він пообіцяв, що буде трусити дерево, поки всі яблука не впадуть. 10. Автомеханік сказав, що відремонтує нашу машину до сутінків. 11. Він сказав, що був дуже вдячний всім, хто

прийшов привітати його з ювілеєм. 12. Я зізналась, що ця пропозиція була для мене зовсім неочікуваною. 13. Вона сказала, що скоро засне, якщо не вип'є кави. 14. Студенти сказали, що професор часто буває зарозумілим і тому вони люблять жартувати над ним. 15. Мама сказала, що прала блузку поки пляма не зникла.

**17. Read the following dialogues and reproduce them in the indirect speech.**

### **A Friend in Need is a Friend Indeed**

“I’m short of money,” said Mr. Campbell, “I’ve written a book and I may get some next month. Could you lend me a hundred dollars?”

Mr. McDonald answered: “As soon as I’m back from London, you will get it!”

“So you’re going to London?!”

“No, I’m not.”

### **You Should Have But You Didn’t**

A Scottish boy came up to his father and said proudly: “Look here, Dad! Today I managed to save six shillings!”

“Good boy,” answered the Scotsman, “now tell me how you did it.”

“It was very simple, I hung on to a bus and I didn’t pay my fare!”

“How silly of you!” cried the father, “You should have hung on to a taxi. You would have saved seven shillings!”

## *Passive Voice*

The passive form of an active tense is formed by putting the verb to be into the same tense as the active verb and adding the past participle of the active verb. The subject of the active verb becomes the “agent” of the *passive* verb. The agent is very often not mentioned. When it is mentioned it is preceded by *and* and placed at the end of the clause:

*This tree was planted by my grandfather.*

<i>Tense Form</i>	<i>Active Voice</i>	<i>Passive Voice</i>
Simple Present	keeps	is kept
Present Continuous	is / am / are keeping	is / am / are being kept
Simple Past	kept	was / were kept
Past Continuous	was / were keeping	was / were being kept
Present Perfect	has kept	has been kept
Past Perfect	had kept	had been kept
Future	will keep	will be kept
Future Perfect	will have kept	will have been kept

***There are some rules to be remembered:***

1. Future Continuous, Present Perfect Continuous, Past Perfect Continuous, Future Perfect Continuous are not found in the Passive.

2. In colloquial speech *got* is sometimes used instead of *be*:

*The eggs got (= were) broken.*

3. In theory a sentence containing a direct and an indirect object, such as *Someone gave her a bulldog*, could have two passive forms:

*She was given a bulldog.    A bulldog was given to her.*

The first of these is much more usual, the indirect object usually becomes the subject of the passive verb.

4. Interrogative verbs in active questions about the object become affirmative verbs in passive questions:

*Active* What did they steal? (interrogative)

*Passive* What was stolen? (affirmative)

Conversely, affirmative verbs in active questions become interrogative verbs in passive questions:

*Active* Who painted it? (affirmative)

*Passive* Who was it painted by? (interrogative)

Other types of question require interrogative verbs in both active and passive:

*Active* When I / Where I / Why did he paint it?

*Passive* When / Why was it painted?

5. When we are reporting speech (e.g. *The press said he was innocent*) and we don't want to mention the person whose words are being reported, or we want to describe an impersonal or general feeling, we can use a passive form of the reporting verb.

There are two patterns:

- *subject + passive verb + to + infinitive:*

*He was said to be innocent. He was asked to leave.*

- *it + passive verb + that clause:*

*It was said that he was innocent.*

We use the same pattern with *it* when reporting decisions and general feelings:

*It was decided/agreed/felt that it would be too costly to take the case to trial.*

*Let* in passive is used without *to*:

*Active* They let us go.

*Passive* We were let go.

Certain verbs describing states, such as *have* (= own), *be*, *belong*, *lack*, *resemble*, *seem*, cannot be made passive:

*A Ferrari is had by John. John has a Ferrari, (state)*

Verbs followed by *to* + infinitive usually cannot be made passive:

*Your questions are refused to answer. I refuse to answer your questions.*

Verbs of wanting and liking, e.g. *want*, *love*, *hate* + object + infinitive cannot be made passive:

*He was wanted to leave. She wanted him to leave.*

## **2. The Use of the Passive Voice**

The passive is used:

1. When it is not necessary to mention the doer of the action as it is obvious who he is/was/will be:

*The rubbish hasn't been collected. The streets are swept every day.*

2. When we don't know, or have forgotten who did the action:

*The minister was murdered. My car has been moved!*

3. When the subject of the active verb would be "people":

*He is suspected of receiving stolen goods.* (People suspect him of ...)

4. When the subject of the active sentence would be the indefinite pronoun *one*:

*One sees this sort of advertisement everywhere.* would usually be expressed:

*This sort of advertisement is seen everywhere.*

5. When we are more interested in the action than the person who does it.

*The house next door has been bought (by a Mr. Jones).*

If, however, we know Mr. Jones, we would use the active:

*Your father's friend, Mr. Jones, has bought the house next door.*

6. The passive is sometimes preferred for psychological reasons.

Tom, who suspects Bill of opening his letters, may say tactfully:

*This letter has been opened!* instead of *You've opened this letter!*

## **3. Prepositions with passive verbs**

As already noted, the agent, when mentioned, is preceded by *by*:

Active *Duffy painted this picture.*

Passive *This picture was painted by Duffy.*

Active *What makes these holes?*

Passive *What are these holes made by?*

When a verb + preposition + object combination is put into the passive, the preposition will remain immediately after the verb:

Active *We must write to him.*

Passive *He must be written to.*

Verb + preposition/adverb combinations:

Active *They threw away the old newspapers.*

Passive *The old newspapers were thrown away.*

Active *He looked after the children well.*

Passive *The children were well looked after.*

### ***Exercises***

#### ***1. Answer the quiz questions using the passive and by + agent.***

Example *Who invented radio? Bell, Edison or Marconi? It was invented by Marconi.*

1. Who won the World Cup at football in 1982? (Brazil, Italy or West Germany) 2. Who wrote stories about a French detective called Maigret? (Agatha Christie, Ellery Queen or Georges Simenon) 3. Who killed Martin Luther King? (John Wilkes Booth, Lee Harvey Oswald or James Earl Ray) 4. Who invented television? John Logie Baird, Alexander Graham Bell or Thomas Edison? 5. Who built the pyramids? (The Egyptians, the Greeks or the Romans) 6. Who directed the film Gandhi? (Attenborough, Fassbinder or Hitchcock) 7. Who spoke the words "To be or not to be"? (Alexander, Hamlet or Julius Caesar) 8. Who played James Bond in the first Bond film? (Sean Connery, George Lazenby or Roger Moore)

#### ***2. Rewrite the sentences in the passive omitting the words in brackets.***

1. (Everyone) knows this fact very well. 2. (They) opened the theatre only last month. 3. (People) will soon forget it. 4. (You) must write the answers in ink. 5. (Someone) has taken most of my books. 6. (We) have already filled the vacancy. 7. What should (one) do in such case? 8. Did (they) say anything interesting? 9. Did (no one) ever make the situation clear to you? 10. (One) should keep milk in a refrigerator. 11. (I) don't think anyone can do it. 12. (They) would undoubtedly have killed him. 13. (They) are now manufacturing this type of computer in many countries. 14. Has (someone) made all the necessary arrangements? 15. Fortunately (no one) had said anything about it.

**3. Complete the sentences with the passive constructions using the verbs given and the forms suggested.**

1. He (save) from bankruptcy by the kindness of a friend. (Past Simple) 2. A great deal of research (do) into the possible causes of cancer. (Present Progressive) 3. The worker claimed that he (victimize) by his employers. (Past Progressive) 4. It (think) that the Government would do something to help. (Past Perfect) 5. Three hundred new houses (build) by the end of next year (Future Perfect) 6. Customers (ask) to ensure that they (give) the correct change before leaving the shop. (Present Simple, Present Perfect) 7. Much of London (destroy) by fire in the 17th century. (Past Simple) 8. The men who (bite) a snake (give) a serum. (Past Perfect, Past Simple) 9. Many slums (demolish) to make way for new buildings. (Present Progressive) 10. The police (instruct) to take firm actions against hooligans. (Present Perfect)

**4. Change the following sentences from active to passive voice.**

1. Somebody calls the president every day. 2. John is calling the other members. 3. Martha was delivering the documents to the department. 4. The delegates had received the information before the recess. 5. The teacher should buy the supplies for this class. 6. The fire has caused considerable damage. 7. The company was developing a new procedure before the bankruptcy hearings began. 8. John will have received the paper by tomorrow. 9. Somebody will call Mr. Watson tonight.

**5. Ask: a) general questions; b) special questions to which the italicized words are the answers.**

1. The course of the sputniks round the globe is watched *by many people* in different countries of the world. 2. *The novel "Boryslav Is Laughing"* by I. Franko has been translated into many languages. 3. "The Globe", the famous Shakespearean theatre, had already been opened to the public *by the autumn of 1599*. 4. *A new play by Shakespeare* was being produced when "The Glob" caught fire. 5. Many beautiful gardens and parks will be laid out *in and around our cities and towns*. 6. A great number of new houses *for the residents* of our city will have been erected by the new year. 7. *Our reading English books in the original* is always insisted upon. 8. *His*

*plan* has been much spoken of. 9. *The secretary* will be sent for. 10. In the fairy-tale *the step-daughter* was always found fault with, and *the daughter's* behavior was always approved of. 11. The young musician had been taken notice of *long before he entered the conservatoire*. 12. This idea can be put in practice only *by an experienced specialist*. 13. I have been informed *that he is leaving soon*. 14. This old *country-house* has not been lived in these ten years.

**6. Put the verbs into the passive voice, do not mention the agent, unless it seems necessary.**

1. They haven't stamped the letter. 2. They didn't pay me for the work. 3. He escaped when they were moving him from one prison to another. 4. She didn't introduce me to her mother. 5. They threw away the rubbish. 6. A Japanese firm makes these television sets. 7. An earthquake destroyed the town. 8. A machine could do this much more easily. 9. Visitors must leave umbrellas and sticks in the cloakroom. 10. We have to pick the fruit very early in the morning. 11. The police shouldn't allow people to park there. 12. They are watching my house. 13. The examiner will read the passage three times. 14. They searched his house and found a number of stolen articles. 15. Nobody has used this room for ages. 16. They took him for a Frenchman, his French was so good. 17. They brought the children up in Italy. 18. They have taken down the *For Sale* notice, so I suppose they have sold the house. 19. Someone broke into his house and stole a lot of his things. 20. We have warned you about the danger. 21. A lorry knocked him down. 22. They returned my keys to me; someone had picked them up in the street. 23. They handed round coffee and biscuits.

**7. Rewrite these sentences in the passive, pay attention to the verb + preposition/adverb combinations.**

1. The government has called out troops. 2. We called in the police. 3. They didn't look after the children properly. 4. Everyone looked up to him. (agent required) 5. All the ministers will see him off at the airport. (agent required) 6. He hasn't slept in his bed since the fire. 7. They threw the toy out as it was broken. 8. They will adopt a

different attitude. 9. Her story didn't take them in. (agent required) 10. Burglars broke into the house. 11. They took down the notice. 12. They frown on smoking here. 13. The crowd shouted him down. 14. People often take him for his brother. 15. No one has taken out the cork.

**8. Supply suitable active and passive forms in these sentences using the verbs in brackets.**

1. It isn't clear how far the ozone layer (damage) ... by aerosol sprays. It may be possible to tell whether the hole over the Antarctic (widen) ... after the area (investigate) ... high-flying planes.

2. These days, even the most remote places on earth (visit) ... by tourists. Package tours (can/arrange) ... for almost anywhere, from the Himalayas to the Amazonian jungle.

3. We (constantly remind) ... of the way the world (become) ... smaller when events taking place in different parts of the globe (flash) ... on our television screens. 4. If you (involve) ... in a car accident and someone (hurt) ... , you (have to) ... report the matter to the police. If only the vehicles (damage) ... drivers should exchange names and addresses.

4. Today minerals (form) almost half of Australia's exports. 5. Australia also (export) lots of wood, meat, butter, fruit and wine. 6. Many of these products (export) to the Pacific countries, especially Japan and the West of the USA. 7. Australia (discover) as a market for American products at the end of the 18th century. 8. The first products from the USA (arrive) in Australia in 1792. 9. Today Australia mainly (import) machines and computer equipment from the USA.

**9. Turn the following sentences into the active voice. Where no agent is mentioned one must be supplied.**

*Example: School notice: This door must be kept shut. - Students must keep this door shut.*

1. It is now 6 a.m. and at most of the hospitals in the country patients are being wakened with cups of tea. 2. Byron is said to have lived on vinegar and potatoes. 3.

This notice has been altered. 4. Last year a profit of two million pounds was made in the first six months. 5. Evening dresses will be worn. 6. The ship was put into quarantine and passengers and crew were forbidden to land. 7. This scientific theory has now been proved to be false. 8. The house where the dead man was found is being guarded by the police. 9. Why wasn't the car either locked or put into the garage. 10. For a long time the earth was believed to be flat. 11. This copy hasn't been read. The pages haven't been cut. 12. The stones were thrown by a student, who was afterwards led away by the police. 13. Carrier pigeons are said to have been used by early Egyptian and Greek sailors. 14. The referee was being escorted from the football field by a strong police guard.

**10. Insert the missing part of the analytical form of the verb (Passive or Active).**

1. An interesting article ... published in the next issue of the magazine. It ... published by the 1st of May. It ... not ... published yet. It ... written now. The author of the article ... working at it for two months. When ... his preceding article published? It ... not yet ... published by June. It ... discussed when I came to the sitting of the chair. They ... discussing it for more than an hour before a certain resolution ... arrived at.

2. My room ... not ... papered since the new furniture ... bought. I think it must ... papered this spring. My neighbor's room ... papered now. The paper-hanger ... working for two days. He says the work ... finished soon. It ... finished by the next month. I shall ask my friend not to come to my place when my room ... papered.

3. Who ... this cushion ... embroidered by? It... embroidered by my sister last year. She ... embroidering it for more than two months before the work was finished. ... any other cushions ... embroidered in the same way? I don't think so, my sister is too busy now.

**11. Translate into English.**

1. Кожний буде насолоджуватись цими квітами. 2. Його виступ побачать сотні людей. 3. Про це шоу будуть писати у всіх газетах. 4. Ваше питання буде розглянуте до наступного засідання. 5. Власниками цього заводу тепер будуть американці. 6. На квіти для прикрашення зали з нагоди нашого весілля буде

витрачено багато грошей. 7. Біля виходу на нього чекають журналісти. 8. Не турбуйся, посуд вже миють. 9. Саме зараз на зборах обговорюється питання фінансування цього проекту. 10. На стадіоні вручають призи кращим гравцям. 11. У кімнаті поруч репетирують нову п'єсу. 12. Не потрібно їй телефонувати. Телеграму вже відправлено. 13. Поки сукню приміряли ми купалися. 14. Підлога фарбувалася всю минулу п'ятницю. 15. Коли вчитель увійшов, учням пояснювали правила.

### ***12. Translate into English.***

1. Її вже дві години шукають. 2. Чому зараз про нього всюди говорять? 3. Що це вам тут показують? 4. Про цю людину швидко забули. 5. Під час подорожі кожному туристу видавали карту. 6. Над його жартом довго сміялись. 7. Кого попросили принести крейди? 8. Як буде використовуватись цей спортзал? 9. Останнім часом у цьому будинку не живуть. 10. Я бачу, що в цьому ліжку сьогодні не спали. 11. Коштовності підібрані зі смаком. 12. Перш ніж приїхало таксі, речі спакували. 13. Вони прийшли коли вечерю вже з'їли. 14. Дівчинку пригостили смачним обідом. 15. За що йому дякують? 16. Йому вже доповіли, що він виступає першим. 17. Шлюби укладаються на небесах. 18. Вас зацікавила ця ідея? 19. Не хвилюйся, за дітьми доглянуть. 20. Будинок перефарбували перш ніж він повернувся. 21. Кажуть, що він повернувся. 22. Її роздратували. 23. Навіщо дитину залишили саму? 24. Ким було написано цей лист? 25. Йому подобається коли до нього звертаються "сер".

### ***13. Read the following stories and comment on the use of passive forms. Reproduce the stories.***

#### **The Only Reason**

Smedley was filling out an application form. He came to the question "Have you ever been arrested?"

His answer was "No".

The next question, intended only for those who answered "Yes", was "Why?"

Smedley answered: "Never got caught."

### **Fine Crop**

An enthusiastic gardener was proud of his crop of very large currants. Several of his friends after admiring the fruit, advised him to send some of them to the local agricultural show. He sent a fine plate of currants, but was disappointed when they won only the third place.

He found out afterwards that a mistake had been made. They had been placed in the tomato class.

### **Money Back**

In taking his wife and baby into the cinema, a man was warned that if the child caused any disturbance they would be asked to leave the place and their money would be returned.

Half-way through the performance the man nudged his wife.

“What do you think of it?” he whispered.

“Not much,” she replied.

“Neither do I,” said he. “Pinch the child, please.”

### **Two Rules**

As the train pulled up at the wayside station, the guard noticed smoke pouring out of a compartment labeled “No Smoking”. Opening the door, he eyed the six guilty-looking passengers seated inside.

“Gentlemen,” he remarked, “there are two rules on this line which are repeatedly broken. First, that smoking is forbidden in carriages not set aside for that purpose. Second, that the company’s servants may not accept bribes. You have already broken one of these rules.”

## *References*

1. Каушанская В. Л. Грамматика английского языка : пособие для студентов педагогических университетов 7-е издание / В. Л. Каушанская. – Москва : Старт, 2000. – 318 с.
2. Cunningham S., Moor P. New Cutting Edge Intermediate / S. Cunningham, P. Moor. – Longman, 2005. – 174 p.
3. Eastwood J. A. Basic English Grammar : Exercises / J. A. Eastwood. – Oxford University Press, 2000. – 176 p.
4. Foley M., Hall D. Advanced Learners' Grammar / M. Foley, D. Hall. – Longman, 2003. – 384 p.
5. Krunikov Y. A., Kuzmina I. S., Rabinovich Kh. V. Exercises in Modern English Grammar / Y. A. Krunikov, I. S. Kuzmina, Kh. V. Rabinovich. – Moscow : Higher School Publishing House, 1964 – 268 p.
6. Saakyan A. S. Exercises in Modern English Grammar / A. S. Saakyan. – Moscow : Rolf, 2001. – 448 p.
7. Thomson A. J., Martinet A. V. A Practical English Grammar [Text]: fourth edition / A. J. Thomson, A.V. Martinet. – Oxford University Press, 2009. – 383 p.
8. Corpus of Contemporary American English (The Washington, Post The New York Times, The Chicago News, USA Today, American Scholar, Foreign Affairs, Newsweek, CNN News)