

ENGLISH

English for Businessmen

ФИЛОМАТИС

**Английский язык
для делового общения**

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**G.A. Dudkina, M.V. Pavlova,
Z.G. Rei, A.T. Khvalnova**

English for businessmen

IN 2 VOLUMES

VOLUME 1

(PARTS 1, 2, 3)

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АНГЛИЙСКИЙ ЯЗЫК ДЛЯ ДЕЛОВОГО ОБЩЕНИЯ

В 2 ТОМАХ

ТОМ 1

(ЧАСТИ 1, 2, 3)

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Целью учебника “English for Businessmen” является оказание практической помощи изучающим английский язык для применения его в сфере бизнеса и менеджмента.

Тексты учебника включают как деловую, так и общебытовую тематику, а система грамматических и лексических упражнений дает возможность усвоить содержащийся в них языковой материал.

Многие годы учебник пользуется популярностью и неизменным спросом на всей территории Российской Федерации. Настоящее издание было существенно переработано с целью отражения новых реальностей и тенденций в плане ведения бизнеса и в окружающей нас действительности.

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Х у д о ж н и к И.Н. Сибикеев

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ОТ АВТОРОВ

Учебник “English for Businessmen” предназначен для лиц, изучающих английский язык с целью применения его в области бизнеса и менеджмента.

Материал учебника включает большое количество текстов по деловой тематике, позволяющих изучить терминологию, необходимую для ведения деловых бесед и переговоров при заключении контрактов купли-продажи с иностранными партнерами. В уроки учебника включены оригинальные коммерческие письма, которые содержат наиболее употребительные в деловой корреспонденции письменные клише.

Общеразговорная тематика находит отражение в уроках, тексты которых связаны с пребыванием за рубежом, и языковой материал которых дает возможность усвоить лексику, необходимую для общения с иностранцами в наиболее типичных ситуациях.

Каждый урок учебника содержит, помимо текстового материала, большое количество как устных, так и письменных грамматических и лексических упражнений и словарную статью.

Общий англо-русский словарь, данный в конце учебника, содержит около 1 500 лексических единиц и позволяет ориентироваться в изучаемом языковом материале в целом.

Учебник “English for Businessmen” выдержал десятки изданий и пользуется популярностью на протяжении многих лет.

Настоящее издание значительно переработано и дополнено большим количеством новых материалов, отражающих реалии стремительно меняющегося мира 21 столетия.

**Авторы желают Вам успеха в работе с
“English for Businessmen”!**

Условные сокращения

adj = adjective — имя прилагательное

adv = adverb — наречие

conj = conjunction — союз

n = noun — имя существительное

prep = preposition — предлог

pron = pronoun — местоимение

v = verb — глагол

sing = singular — единственное число

pl = plural — множественное число

prov = proverb — пословица

e.g. — (на)пример

syn — синоним

Part I



АНГЛИЙСКИЙ АЛФАВИТ

Печатные буквы	Транскрипция	Рукописные буквы	Печатные буквы	Транскрипция	Рукописные буквы
A a	[eɪ]	<i>A a</i>	N n	[en]	<i>N n</i>
B b	[bi:]	<i>B b</i>	O o	[ou]	<i>O o</i>
C c	[si:]	<i>C c</i>	P p	[pi:]	<i>P p</i>
D d	[di:]	<i>D d</i>	Q q	[kju:]	<i>Q q</i>
E e	[i:]	<i>E e</i>	R r	[a:]	<i>R r</i>
F f	[ef]	<i>F f</i>	S s	[es]	<i>S s</i>
G g	[dʒi:]	<i>G g</i>	T t	[ti:]	<i>T t</i>
H h	[eitʃ]	<i>H h</i>	U u	[ju:]	<i>U u</i>
I i	[aɪ]	<i>I i</i>	V v	[vi:]	<i>V v</i>
J j	[dʒeɪ]	<i>J j</i>	W w	[ˈdʌblju:]	<i>W w</i>
K k	[keɪ]	<i>K k</i>	X x	[eks]	<i>X x</i>
L l	[el]	<i>L l</i>	Y y	[waɪ]	<i>Y y</i>
M m	[em]	<i>M m</i>	Z z	[zed]	<i>Z z</i>

ВВОДНО-ФОНЕТИЧЕСКИЙ КУРС

ОСНОВНЫЕ ПРАВИЛА ЧТЕНИЯ

I. АНГЛИЙСКИЕ ГЛАСНЫЕ И ИХ СОЧЕТАНИЯ

Буквы	Ударные слоги			Неударные слоги
	открытый*	закрытый**	гласная + r + гласная / согласная	
A	[eɪ] take plate	[æ] glad man	ar + согласная = [a:] ar + гласная = [ɛə] park, care	ar — [ə] similar
E	[i:] be	[e] let bed	er + согласная = [ə:] er + гласная = [ɪə] herb, here	er — [ə] letter under
I	[aɪ] like nine	[ɪ] it ship	ir + согласная = [ə:] ir + гласная = [aɪə] girl, tired	
O	[ou] no smoke	[ɒ] not lot	or + согласная > [ɔ:] or + гласная port, more	or — [ə] doctor
U	[ju:] tune	[ʌ] sun but	ur + согласная = [ə:] ur + гласная = [juə] burn, pure	ur — [ə] Saturday
Y	[aɪ] my	[ɪ] gym	yr + гласная = [aɪə] tyre	y — [ɪ] very

O → [ʌ] — в открытом слоге перед **m, n, th**: come, money, nothing
→ [ou] — в закрытом слоге перед **ld, mb, nl**: cold, comb, only

I → [ɪ] — в открытом слоге — исключения: live, give
→ [aɪ] — в закрытом слоге перед **ld, nd, mb, gh, ght**: child, kind, climb, high, light, night

Y + гласная = [j] — yes, yell, you, year

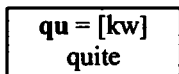
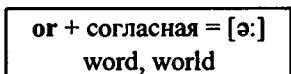
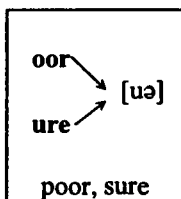
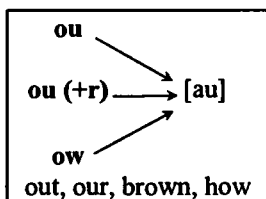
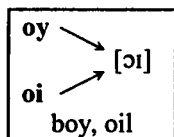
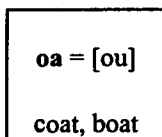
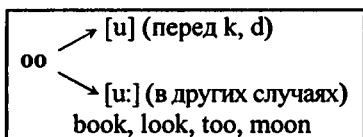
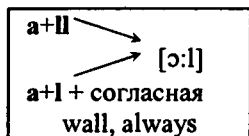
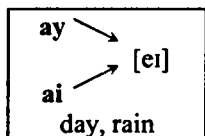
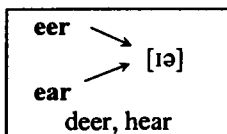
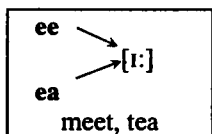
* Открытым слогом называется слог, оканчивающийся на гласную букву.

** Закрытым слогом называется слог, оканчивающийся на согласную букву.

II. АНГЛИЙСКИЕ СОГЛАСНЫЕ И ИХ СОЧЕТАНИЯ

- C** → [s] перед e, i, y: cent, pencil, cycle
 [k] в остальных случаях: cat, clear, cold
- G** → [dʒ] перед e, i, y: gentle, gin, gym
 [g] в остальных случаях: garden, gate
- J** → [dʒ] в начале слов: John, judge, Japan
- S** → [s] в начале и в конце слова, перед и после глухой согласной: send, bus, desk, blocks
 [z] после гласной и звонкой согласной, между гласными: pens, please
 [ʒ] после гласной перед **-ion**, **-ure**: revision, pleasure
- ck** → [k] black, clock
- ch** → [tʃ] chair, match
- tch** → [tʃ]
- kn** → [n] knife, know
- ng** → [ŋ] в конце слов: sing, king, working
 [ŋg] в середине слов: angry, English
- sh** → [ʃ] she, short, wash
- th** → [θ] в начале и конце знаменательных слов: thick, thin, both
 [ð] в начале служебных слов, указательных местоимений, наречий и т.д., между гласными в знаменательных словах: the, this, than, thus, clothes, bathe, together
- wh** → [w] what, where, when
 [h] перед o: who, whose, whole

III. СОЧЕТАНИЯ ГЛАСНЫХ И СОГЛАСНЫХ



УРОК 1

Фонетика:	Звуки [t], [d], [l], [n], [e], [k], [s], [z], [i], [p], [b], [m], [et], [ai], [ɔ], [f], [ou], [g], [u], [j], [ə].
Грамматика:	Неопределенный артикль. Предложения с глаголом to be (утвердительная, отрицательная и вопросительная формы).
Текст:	An Office.

ФОНЕТИКА

1. Произнесите следующие звуки, а затем слова:

[t, d, l, n, e]	[k, s, z, i]	[p, b, m, et]	[ai]	[ɔ, f]
et	it	mei	bai	nɔt
let	iz	pei	mai	lɔt
tel	its	peil	kaind	fɔks
ten	it'iz	teibl	nain	'ɔfis
den	it'iznt	leibl	pail	ɔks
det	kid	eim	taim	
	siks	eit		
[ou]	[g]	[u]	[j]	[ə]
sou	get	kuk	jen	ə'pen
lou	got	buk	jel	ə'desk
nou	gud	put	jes	ə'teibl
nout	gou	tuk	jet	ə'pensl
ould	gaid	luk	jouk	ə'letə
oupn	big			ən'ɔfə
'ounli				

2. Прочитайте слова согласно правилам чтения**:

end, came, tin, fine, lot, box, nice, no, close, yes, dinner, pen, date, plane, ice, cable, cost, stop, yet, elder, letter, file, table, good, go, book, cook, put.

* to be — неопределенная форма (инфинитив) глагола *быть, находиться*.

** Признаком инфинитива является наличие частицы **to** перед глаголом.

При выполнении данного упражнения в этом и последующих уроках обращайтесь к таблицам на с. 10, 11, 12.

ГРАММАТИКА

НЕОПРЕДЕЛЕННЫЙ АРТИКЛЬ.
ПРОСТОЕ ПРЕДЛОЖЕНИЕ С ГЛАГОЛОМ *TO BE*

It is a \ pen. = It's a \ pen.

It is a \ good pen. = It's \ a good pen.
--

Неопределенный артикль *A/An* имеет значение 'один, один из' и употребляется перед исчисляемыми существительными в единственном числе (или перед сочетанием прилагательное + исч. существительное в ед.ч.), когда:

- предмет / лицо называется как представитель определенного класса предметов / лиц;
- предмет / лицо упоминается впервые или неизвестен собеседнику.

Перед словами, начинающимися с гласной буквы, неопределенный артикль имеет форму *an* (*an offer*).

It is It's	a desk.	It's a good	desk.
	a table.		table.
	a pencil.		offer.
	a letter.		office.
	a file.		
	an office.		

It is \ my pen. = It's \ my pen.



My — притяжательное местоимение *мой, моя, мое, мои*. При наличии притяжательного местоимения артикль перед существительными не употребляется.

It is It's	my	desk.
		table.
		pencil.
		letter.
		file.
		office.

It is \ not a pen. = It's \ not a pen.

It is \ not a good pen. = It's \ not a good pen.

It is \ not my pen. = It's \ not my pen.



В отрицательных предложениях после глагола **to be** стоит частица **not**.

It is not	a desk. a table. a pencil. a letter. a file. an office.	It's not	a good	pencil. desk. table. office. offer.	It's not	my	desk. file. table. pencil. letter. office.
It's not							

\ Yes, it \ is.

'Is it a / pen?

\ No, it is \ not. = \ No, it \ isn't.



В вопросительных предложениях глагол **to be** ставится перед подлежащим.

Is it	a desk? a file? a table? a letter? a pencil? an office?	Yes, it is. (No, it isn't.)	Is it a good	pencil? offer? table? desk? office?	Yes, it is. (No, it isn't.)
	Is it my			desk? file? table? letter? pencil? office?	Yes, it is. (No, it isn't.)

TEXT

AN \ OFFICE

It's an \ office.

It's a \ good office. It's \ my office.

It's \ not a table. It's a \ desk.

It's \ not a pencil. It's a \ pen.

It's a \ file. And it's a \ letter.

It's a \ business letter.



Bell: 'Is it a / file, Betsy?

Betsy: \ Yes, it \ is.

Bell: 'Is it / my file?

Betsy: Oh \ no, it \ isn't. It's \ my file.

Bell: 'Is it / my letter?

Betsy: \ Yes, it \ is. It's an \ offer, Mr* Bell.

* Mr ['mɪstə] — сокращенная форма от Mister — господин, мистер (употребляется перед фамилией).

Запомните слова:

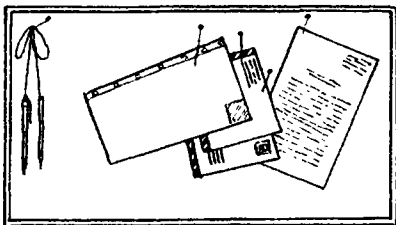
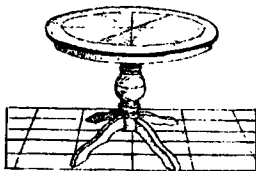
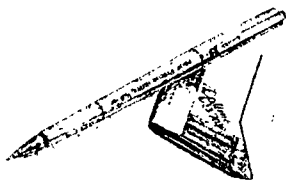
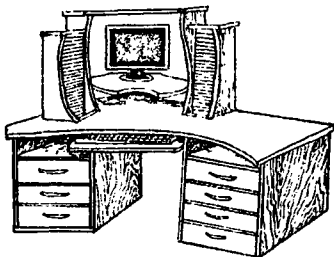
- | | |
|----------------------|--|
| 1. it [ɪt] | — это (указательное местоимение) |
| 2. to be [bi:] | — быть, находиться |
| is [ɪz] | — есть (личная форма глагола to be в 3-м лице ед. ч. настоящего времени) |
| 3. an office ['ɒfɪs] | — офис, контора |

- | | |
|-----------------------------|--|
| 4. my [maɪ] | — мой, моя, мое, мои |
| 5. a table [teɪbl] | — (обеденный) стол |
| 6. a desk [desk] | — письменный / рабочий стол |
| 7. a pencil [pensl] | — карандаш |
| 8. a pen [pen] | — ручка |
| 9. a file [faɪl] | — папка (с документами), подшивка документов |
| 10. and [ænd, ənd] | — и |
| 11. a letter ['letə] | — письмо |
| a business ['bɪznɪs] letter | — деловое письмо |
| 12. an offer [ɔ'fə] | — предложение (часто деловое) |
| 13. good [gʊd] | — хороший |
| 14. yes [jes] | — да |
| 15. no [nəʊ] | — нет |

ГОВОРИТЕ ПО-АНГЛИЙСКИ

Упр. 1. а) Назовите каждый предмет, охарактеризуйте его и скажите, что он принадлежит вам.

It's a \ desk. It's a \ good desk.
It's \ my desk.



- б) Спросите, так ли называется интересующий вас предмет. Собеседник дает утвердительный ответ.**

— 'Is it a / desk?
— \ Yes, it \ is.

- Упр. 2. Говорящий неправильно называет предмет. Поправьте его.**

— 'Is it a / pen?
— \ No, it's \ not a pen. It's a \ pencil.

a letter / a file; a table / a desk; a file / an offer.

ПИШИТЕ ПО-АНГЛИЙСКИ

- Упр. 3. а) Напишите (см. модели на стр. 14—15):**

- утвердительные предложения со словами: an office, a pen, an offer, a letter, a desk.
- утвердительные предложения со словами: my file (office, table, pencil, letter).
- отрицательные предложения со словами: a desk, a file, an offer, a letter, a pen.
- отрицательные предложения со словами: a good desk (file, office, pencil, offer).
- вопросительные предложения со словами: my pen (desk, file, pencil, letter, office).

- б) Дайте краткие ответы на вопросы.**

- Упр. 4. Напишите вопросы, на которые можно дать следующие ответы:**

1. No, it is not a pen.
2. Yes, it is a good office.
3. No, it is not a good desk.
4. Yes, it is a file.
5. No, it is not an offer.
6. No, it isn't. It is my letter.
7. Yes, it is a business letter.

Упр. 5. Переведите на английский язык.

1. Это — папка.
Это — моя папка.
2. Это — деловое предложение.
3. — Это мой карандаш?
— Нет. Это — мой карандаш.
4. — Это письмо?
— Да. Это — деловое письмо.
5. Это — хороший офис.

УРОК 2

Фонетика: Звуки [i:], [ʌ], [a:], [æ], [u:], [ɛə], [h], [dʒ], [ʃ], [r], [w], [ð].

Грамматика: 1. Определенный артикль. Предложения с глаголом **to be** (продолжение).

2. Специальные вопросы с глаголом **to be**.

Текст: **In the Office.**

ФОНЕТИКА

1. а) Произнесите следующие звуки, а затем слова:

[i:]	[ɪ — i:]	[ʌ]	[a:]	[ʌ — a:]
i:t	ɪt — i:t	ʌs	a:t	kʌt — ka:t
si:m	fɪl — fi:l	bʌt	fɑ:	lʌk — la:k
mi:n	pɪt — pi:t	mʌst	pɑ:k	dʌk — da:k
fi:l		'lʌndən	stɑ:t	
pi:s		'kʌmpəni	'ka:pɪt	
[æ]	[e — æ]	[u:]	[ɛə]	[h]
æn	men — mæn	tu:	beə	hi:
mæn	pen — pæn	ku:l	peə	hi:z
lænd	ten — tæn	pu:l	fɛə	help
stænd		blu:	keə	hʊp
fæks		kəm'pju:tə:	kəm'peə	hu:z
plæn				
'fæmɪli				
[dʒ]	[ʃ]	[r]	[w]	[ð]
dʒei	ʃi:	red	wen	ðɪs
peɪdʒ	ʃou	rɪ:d	wʌn	ðæt
la:dʒ	'fɪnɪʃ	raɪt	wət	ðɪ:z
'kɔtɪdʒ	mə'ʃi:n	rum	wɛə	ðouz
'mæni:dʒə		'kɒntrækt	'wʊmən	wɪð
			wɪð	ði'ɔfɪs

б) Произнесите следующие звукосочетания:

a)	[ɪzðə]	b)	[ɪnðə, ɔnðə, ətðə]
	'ɪzðəl teɪbl		ɪnðəldesk
	'ɪzðəl kɒntrækt		ɪnðɪlɔfɪs
	'ɪzðɪl ɔfə		ɔnðəlteɪbl
	'ɪzðɪl ɔfɪs		ətðəldesk

- c) the letter is [ðə'letəɪz]
the offer is [ðɪ'ɒfəɪz]

В словах, оканчивающихся на -г или -re, буква г читается только в тех случаях, когда последующее слово начинается с гласной.

2. Прочитайте слова согласно правилам чтения:

meet, speak, pump, card, start, fair, large, actor, bad, can, fact, food, book, soon, good, garden, shelf, sheep, ship, just, jam, hot, dry, well, wet, way, with, bathe, pair, read.

ГРАММАТИКА

1. ОПРЕДЕЛЕННЫЙ АРТИКЛЬ. ПРОСТОЕ ПРЕДЛОЖЕНИЕ С ГЛАГОЛОМ *TO BE* (продолжение)

It's a \ pen. The 'pen is \ good.

Определенный артикль **the** имеет значение 'этот, тот' и употребляется перед существительным как в единственном, так и во множественном числе, когда речь идет о предмете / лице, упоминавшемся ранее или известном собеседнику.

It's	a pencil.	The	pencil	is good.
	a table.		table	
	a desk.		desk	
	an office.		office	
	an offer.		offer	

— 'Is the 'pen / good? — \ Yes, it \ is.
(\ No, it \ isn't.)

Is the	pencil	good?	Yes, it is. (No, it isn't.)
	offer		
	desk		
	office		
	table		

— 'Is Mr 'Bell (Besty) in ↗ London? — ↘ Yes, he (she) ↘ is.
 (↘ No, he (she) ↘ isn't.)

Is	Tom	in London?	Yes,	he	is.
	Ann	in the office?	No,	she	
	Kate	at the desk?		he	isn't.
	Jane			she	

Is the	file	on the desk?	Yes, it is. (No, it isn't.)
	pencil	in the office?	
	offer		
	desk		
	table		

2. СПЕЦИАЛЬНЫЕ ВОПРОСЫ С ГЛАГОЛОМ *TO BE*

— ↘ What's it? — It's a ↘ pen.

What's it?	It's	a computer.
		a letter.
		a file.
		an offer.
		a telephone.
		a fax.

— ↘ Where is the pen? — It's on the ↘ desk.



В вопросах, начинающихся с **where**, существительные как в единственном, так и во множественном числе употребляются только с определенным артиклем.

Where is	the pencil?	It's in / on the desk.
	the computer?	
	the file?	
	the offer?	
	the telephone?	
	the fax?	

— ↘ Whose pen is it? — It's ↘ my pen.

Whose	file	is it?	It's	my his	file.
	computer				computer.
	table				table.
	office				office.
	telephone				telephone.

TEXT

IN THE \ OFFICE

It is Mr \ Bell. He is a 'company \ manager. It is his 'office in \ London. The 'office is \ not large. Mr 'Bell is in the \ office. He is at the \ desk. It is his \ telephone.

It is \ white. The 'telephone is on the \ desk. The 'computer is on the 'desk \ too. It's a 'file \ cabinet. It's \ green.

It is \ Betsy. 'Betsy is a \ secretary. She is a 'good \ secretary and a 'nice \ woman.

- Bell:* \ What's it, Betsy?
Betsy: It's an \ offer, Mr Bell.
Bell: \ Whose offer is it?
Betsy: It's an 'offer from Ross \ export.
Bell: And 'where is the 'contract with G&M Ltd*?
Betsy: It's on my \ desk.



* G&M Ltd (limited) — название компании.

Запомните слова:

- | | |
|-------------------------|------------------------------------|
| 1. a company ['kʌmpəni] | — компания, фирма |
| 2. a manager ['mænidʒə] | — управляющий, менеджер |
| 3. his [hɪz] | — его (притяжательное местоимение) |

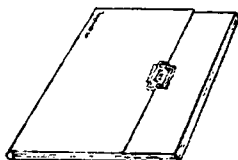
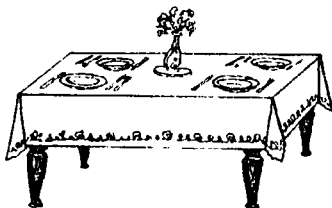
4. **in** [in] — в (предлог, обозначающий местонахождение)
- in** | the office
London
5. **London** ['lʌndən] — Лондон
6. **large** [la:dʒ] — большой
7. **he** [hi:] — он (личное местоимение мужского рода для одушевл. сущ.)
8. **at** [æt, ət] — в, за, у (предлог, обозначающий местонахождение)
- at** | the desk
(in) the office
9. **a telephone** ['telɪfəʊn] — телефон
10. **white** [waɪt] — белый
11. **on** [ɒn] — на (предлог, обозначающий нахождение на поверхности чего-либо)
12. **a computer** [kəm'pjʊ:tə:] — компьютер
13. **too** [tu:] — тоже, также (ставится в конце предложения)
14. **a cabinet** ['kæbɪnet] — эд. шкаф
a file cabinet — шкаф для документов
15. **green** [grɪ:n] — зеленый
16. **a secretary** ['sekɹətɹɪ] — секретарь
17. **she** [ʃi:] — она (личное местоимение женского рода для одуш. сущ.)
18. **nice** [naɪs] — приятный, чудесный
19. **a woman** ['wʊmən] — женщина
20. **what** [wɒt] — что (вопросительное слово)
21. **whose** [hu:z] — чей, чья, чье, чьи (вопросительное слово)
Whose offer is it?
22. **from** [frɒm, frəm] — от
an offer from GML
23. **where** [wɛə] — где (вопросительное слово)
24. **a contract** ['kɒntrækt] — контракт
25. **with** [wɪð] — с
a contract with Rossimport
26. **it** [ɪt] — он, она, оно (личное местоимение для неодуш. сущ.)
27. **a fax** [fæks] — факс

ГОВОРИТЕ ПО-АНГЛИЙСКИ

Упр. 1. а) Спросите о названии и качестве каждого предмета. Собеседник дает утвердительный ответ.

— Is it a desk? — Yes, it is.

— Is the desk good (large, nice)? — Yes, it is.



б) Не согласитесь с мнением говорящего относительно качества предмета.

— It's a good desk.

— No, the desk is not good.

Упр. 2. Побеседуйте друг с другом, используя диалог-модели.

а)

— Is it a pen?

— No, it's not a pen.

— What is it?

— It's a pencil.

a desk / a table; a contract / an offer; a file cabinet / a desk; a contract / a business letter.

- b)
- 'Is the 'pen on the ↑ table?
 - \ No, it \ isn't.
 - \ Where is the pen?
 - It's on (in) the \ desk.

a business letter, a contract, an offer, a telephone, a file, a fax, a file cabinet.

- c)
- 'Is 'Betsy in ↑ London?
 - \ No, she \ isn't in London.
 - \ Where is she?
 - She is in Ma\drid.

Mr. Stanley	Oslo
Kate	Helsinki
Tom	Tokyo
Ann	Kiev
The manager	Rome

- d)
- It's a \ pen.
 - \ Whose pen is it?
 - It's \ my pen.

a telephone, a table, an office, a computer, a letter, a file.

Упр. 3. а) Заполните пропуски артиклями.

It is Oleg Stepanov. He is... company manager. He is in ... office. It is ... desk. ... desk is large. It is ... telephone. ... telephone is on ... desk. ... computer is on ... desk too. It is ... offer from Green&Co*. It is ... contract with G&L Ltd. It is ... file. ... file is on ... desk. And it is ... business letter.

* Green&Co — название фирмы. Co — сокращенная форма от Company; всегда читается полностью.

6) Задайте вопросы по картинке. Опишите ее.



ПИШИТЕ ПО-АНГЛИЙСКИ

Упр. 4. Напишите вопросы к предложениям, используя модели:

- It's \ not my pen.
— \ Whose pen is it?

It's not my telephone.
It's not my office.
It's not his computer.
It's not my letter.
It's not my secretary.
It's not his desk.

- The 'offer is \ not on the desk.
— \ Where is the offer?

The secretary is not in the office.
Mr Bell is not in London.
The letter is not on the table.
The contract is not on the desk.
The telephone is not on the desk.
Nancy is not in the office.

Упр. 5. Переведите на английский язык.

- а) — Это контракт?
— Нет.
— Что это?
— Это — предложение.
— Чье это предложение?
— Это — предложение от «Грин энд Ко».

- б) — Письмо на столе?
— Нет.
— Где оно?
— Оно — в столе.
- в) Это — офис. Это — шкаф для документации. Это — компьютер.
Он на столе. Это — Алиса Смит. Она — секретарь. Она в офисе.
Алиса — хороший секретарь и приятная женщина.
- г) — Мистер Белл, где контракт с Россэкспортом (Rossexport)?
Его нет на моем столе.
— Он на моем столе, Бетси.

УРОК 3

Фонетика: Звуки [ɔ:], [ɪə], [aʊ], [aʊə], [v], [tʃ], [θ], [ŋ].

- Грамматика: 1. Простое настоящее время глагола to be.
2. Множественное число существительных.
3. Местоимения this, that / these, those.
4. Притяжательные местоимения.

Текст: Mr Lavrov and Mr Bell.

ФОНЕТИКА

1. а) Произнесите следующие звуки, а затем слова:

[ɔ:]	[ɔ — ɔ:]	[ɪə]	[aʊ]	[aʊə]	[v]
ɔ:l	pɒt — pɔ:t	dɪə	aut	aʊə	'veri
'ɔ:də	stɒp — stɔ:	hɪə	hau	paʊə	'vɪzɪt
'kɔ:nə	dɒt — 'dɔ:tə	klɪə	braʊn	tauə	'vɪlɪdʒ
'dɔ:tə		endʒɪ'nɪə	wɪ'dəʊt	flaʊə	sevn
wɔ:l					lɪv
					faɪv
[tʃ]	[θ]	[s — θ]	[ŋ]	[n — ŋ]	
tʃi:z	θɪk	sɪn — θɪn	lɒŋ	sɪn — sɪŋ	
tʃaɪld	θɪn	sɪ:m — θɪ:m	jʌŋ	kɪn — kɪŋ	
tʃɛə	nɔ:θ	mɪs — mɪθ	bɪŋ	tʌn — tʌŋ	
mætʃ	tɪ:θ		θæŋk	'mɔ:nɪŋ	
wɒtʃ	bɑ:θ		'ɪŋɡlɪʃ		

б) Произнесите следующие фразы:

'ðɪs ɪz ə ɪ pen.	'ɪz ðɪs ə ɪ pen?
'ðɪs ɪz ən ɪ ɔfə.	'ɪz ðɪs ən ɪ ɔfə?
'ðɪs ɪz ə ɪ kɒntrækt.	'ɪz ðɪs ə ɪ kɒntrækt?

2. Прочитайте слова согласно правилам чтения:

wall, dear, town, cheese, bench, bring, tower, corner, our, chair, thank, match, all, very, think, five, north, deer, thin, near, now, long.

ГРАММАТИКА

1. ПРОСТОЕ НАСТОЯЩЕЕ ВРЕМЯ ГЛАГОЛА *TO BE*

УТВЕРДИТЕЛЬНАЯ ФОРМА

I am = I'm [aɪm]. You are = You're [juə]. He is = He's [hɪz]. She is = She's [ʃɪz]. It is = It's [ɪts].	We are = We're [wɪə]. You are = You're [juə]. They are = They're [ðeɪə].
---	--

I The company manager The secretary Mr Bell and Betsy The file cabinet	am is are	in the office.
--	-----------------	----------------

ОТРИЦАТЕЛЬНАЯ ФОРМА

I am not = I'm not [aɪm nɒt]. You are not = You aren't [a:nɪt]. He is not = He isn't [ɪznt]. She is not = She isn't. It is not = It isn't.	We are not = We aren't. You are not = You aren't. They are not = They aren't.
--	---

I The company manager The secretary Mr Bell and Betsy The file cabinet	am not isn't aren't	in the office.
--	---------------------------	----------------

ВОПРОСИТЕЛЬНАЯ ФОРМА

Am	↑	I?		I	∨ am (am ∨ not).
Are	↑	you?		you	∨ are (∨ aren't).
Is	↑	he?		he	∨ is (∨ isn't).
Is	↑	she?	∨ Yes,	she	∨ is (∨ isn't).
Is	↑	it?	∨ (No),	it	∨ is (∨ isn't).
Are	↑	we?		we	∨ are (∨ aren't).
Are	↑	you?		you	∨ are (∨ aren't).
Are	↑	they?		they	∨ are (∨ aren't).

Are	you		
Is	the company manager	in the office?	Yes, ...
	the secretary		No, ...
	the file cabinet		
	Mr Bell and Betsy		

2. МНОЖЕСТВЕННОЕ ЧИСЛО СУЩЕСТВИТЕЛЬНЫХ

Множественное число существительных образуется путем прибавления окончания **-s**: pens, desks.

Окончания множественного числа произносятся:

[z] — после гласных и звонких согласных звуков (offers, pens);

[s] — после глухих согласных звуков (desks, contracts);

[ɪz] — после звука [s] (offices, houses).

Существительные во множественном числе имеют ряд **особенностей написания**:

Существительные в единственном числе с окончаниями:

o, x, ss, ch, sh прибавляют окончание **-es**

tomato	tomatoes
fax	faxes
watch	watches

fe / f меняют **-f** на **-v + es**

wife	wives
leaf	leaves

согласная + y меняют **-y** на **-i + es**

company	companies
country	countries

Но: **гласная + y** → days, boys

Исключения: a child — children [tʃaɪld — ˈtʃɪldrən]

a man — men [mæn — men]

a woman — women [ˈwʊmən — ˈwɪmɪn]

Тренируйте употребление существительных во множественном числе.

The 'files are on the \ desk.

The	offers		on the desk.
	computers	are	in the file cabinet.
	letters		
	faxes		
	contracts		

— \ Where are the pencils?
— They are on the \ desk.

Where	are	the faxes?	They are on the desk (in the office).
		the contracts?	
		the letters?	
		the secretaries?	

3. МЕСТОИМЕНИЯ *THIS, THAT / THESE, THOSE*

'This (that) is \ a desk.	'This (that) 'desk is \ good.
'These (those) are \ desks.	'These (those) 'desks are \ good.

This / that (these / those) употребляются при указании на определенный предмет(ы) / лицо(а) — <i>это / то (эти / те)</i> .	This / that (these / those) употребляются как определения к существительным — <i>этот, эта, это / тот, та, то (эти / те)</i> .
--	--

Тренируйте употребление *this, that / these, those*

This That	is	an office.	This That	office	is good (nice).
		a company.		company	
		a manager.		manager	
		a secretary.		secretary	
		a child.		child	
These Those	are	offices.	These Those	offices	are good (nice).
		managers.		managers	
		secretaries.		secretaries	
		children.		children	
		women.		women	

— 'What are \ these (those)?
— 'These (those) are \ pencils.

What are these (those)?	These Those	are	desks.
			offers.
			contracts.
			letters.
			files.

— \ Whose pencils are these (those)?
 — 'These (those) are \ my pencils.

Whose	faxes	are	these?	These	are	his	faxes. letters. children. files.
	letters		those?	Those		my	
	children						
	files						

4. ПРИТЯЖАТЕЛЬНЫЕ МЕСТОИМЕННИЯ

	Личные местоимения	Притяжательные местоимения
Ед. ч.	I you he she it	my your his her its
Мн. ч.	we you they	our your their

Тренируйте употребление притяжательных местоимений:

Whose family is this?	This is	my	family.
		his	
		her	
		our	
		your	
		their	

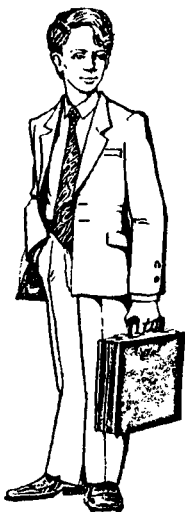
Whose letters are these?	These are	my	letters.
		his	
		her	
		our	
		your	
		their	

РЕЧЕВЫЕ МОДЕЛИ

- | | | |
|---|---------------------|--|
| 1. 'What is your (his) \ job? | I am
He is | a \ businessman.
a \ manager.
a \ secretary. |
| 2. 'Where are you \ from?
'Where is he / she \ from? | I am
He / She is | from \ Moscow.
 \ London.
New \ York. |
| 3. 'How \ are you?
'How \ is he / she? | I am
He / She is | 'very \ well.
\ not very well. |

TEXT

MR LAVROV AND MR \ BELL



This is Mr Lavrov. He is a 'young \ man. Lavrov is from \ Moscow. He is a a 'manager of a 'Russian \ company. 'Now he is on 'business in \ London.

Bell: 'Good \ morning, Mr Lavrov. 'How \ are you?

Lavrov: I am 'very \ well, \ thank you. And 'how are \ you, Mr Bell?

Bell: 'Very 'well \ too. I'm 'glad you are in \ London. 'Is your 'wife in 'London \ too?

Lavrov: \ No, she is in 'Moscow with our \ children. And 'is 'this a 'picture of \ your family, Mr Bell?

Bell: \ Yes. 'This 'woman is my \ wife. She is a \ doctor. And 'these are my 'sons and my \ daughter.

Lavrov: Your 'children are \ nice and your 'wife is 'very 'nice \ too.

Bell: \ Thank you. 'Come and 'meet my \ family, Mr Lavrov.

* Come and meet my family. (утвердительная форма повелительного наклонения) — Приходите и познакомьтесь с моей семьей.

Запомните слова:

- | | |
|---|--|
| 1. this [ðɪs] | — эта, это, этот |
| 2. that [ðæt] | — та, то, тот |
| 3. these [ði:z] | — эти |
| 4. those [ðəʊz] | — те |
| 5. young [jʌŋ] | — молодой |
| 6. a man [mæn], мн. ч. men [men] | — человек, мужчина |
| 7. of [ɒv, əv] | — предлог (связывает два существительных, второе из которых соответствует родительному падежу в русском языке) |
| a manager of a company | — менеджер компании |
| a picture of a family | — фотография семьи |
| 8. to be in London on business | — находиться в командировке, быть в Лондоне по делам |
| 9. now [naʊ] | — сейчас, теперь |
| 10. a morning ['mɔ:niŋ]
Good morning! | — утро
— Доброе утро! |
| 11. how [haʊ] | — как (вопросительное слово) |
| 12. very ['veri] | — очень |
| 13. well [wel] | — хорошо |
| 14. thank you ['θæŋkju:] | — спасибо |
| 15. glad [glæd]
I am glad. | — радостный, довольный
— Я рад (доволен). |
| 16. a wife [waɪf] | — жена |
| 17. Moscow ['mɒskəʊ] | — Москва |
| 18. our [aʊə] | — наш, наша, наше, наши |
| 19. a child [tʃaɪld]
мн. ч. children ['tʃɪldrən] | — ребенок |
| 20. a picture ['pɪktʃə] | — 1. фотография; 2. картина |
| 21. your [jɔ:] | — ваш, ваша, ваше, ваши; твой, твоя, твое, твои (притяжательное местоимение) |
| 22. a family ['fæmɪli] | — семья |
| 23. a doctor ['dɒktə] | — врач |
| 24. a son [sʌn] | — сын |
| 25. a daughter ['dɔ:tə] | — дочь |
| 26. to come [kʌm] | — приходить |
| 27. to meet [mi:t] | — зд. познакомиться |
| 28. a husband ['hʌzbənd] | — муж |
| 29. her [hə:] | — ее (притяжательное местоимение, относящееся к одушевленным существительным женского рода ед.ч.) |

30. **their** [ðeə] — их (притяжательное местоимение, относящееся к существительным мн.ч.)
31. **its** [Its] — ее, его (притяжательное местоимение, относящееся к неодушевленным существительным ед.ч.)

Запомните выражения:

- | | |
|-----------------------------------|-------------------------------|
| 1. — How are you? | — Как вы поживаете? |
| — Very well, thank you. | — Очень хорошо, спасибо. |
| 2. — What is your job? | — Чем вы занимаетесь? |
| — I am a manager. | — Я — менеджер. |
| 3. — Where are you from? | — Откуда Вы? |
| — I am from London. | — Я из Лондона. |
| 4. — I am glad you are in London. | — Я рад, что Вы в Лондоне. |
| — I am glad to meet you. | — Я рад познакомиться с вами. |

Запомните названия стран и соответствующие им прилагательные:

- | | |
|---------------------|--------------------------|
| Russia ['rʌʃə] | — Russian ['rʌʃn] |
| England ['ɪŋɡlənd] | — English ['ɪŋɡlɪʃ] |
| America [ə'merɪkə] | — American [ə'merɪkən] |
| Germany ['dʒə:məni] | — German ['dʒə:mən] |
| France ['frɑ:ns] | — French ['frentʃ] |
| Italy ['ɪtəlɪ] | — Italian [ɪ'tæljən] |
| India ['ɪndiə] | — Indian ['ɪndjən] |
| China ['tʃaɪnə] | — Chinese ['tʃaɪ'nɪ:z] |
| Japan [dʒə'pæn] | — Japanese [dʒə'pæ'nɪ:z] |
| Spain [speɪn] | — Spanish ['spæɪnɪʃ] |
| Turkey ['tʌ:kɪ] | — Turkish ['tʌ:kɪʃ] |

Запомните слова, обозначающие названия профессий / род занятий:

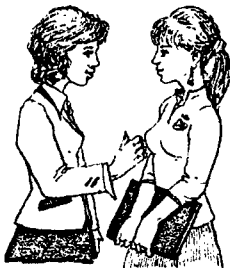
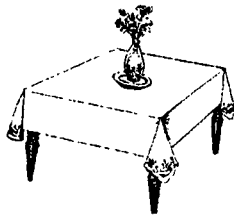
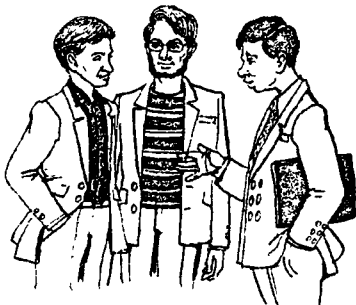
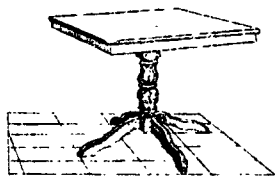
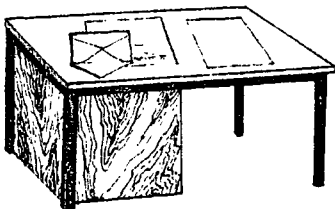
- | | |
|-----------------------------------|-----------------|
| a businessman ['bɪznɪsmən] | — бизнесмен |
| a designer [dɪ'zaɪnə] | — дизайнер |
| an economist [ɪ'kɒnəmɪst] | — экономист |
| an engineer [ˌendʒɪ'nɪə] | — инженер |
| a housewife ['haʊswaɪf] | — домохозяйка |
| a student ['stju:dənt] | — студент |
| a teacher ['ti:tʃə] | — преподаватель |

Выучите количественные числительные:

1 —	one [wʌn]	7 —	seven [sevn]
2 —	two [tu:]	8 —	eight [eit]
3 —	three [θri:]	9 —	nine [nain]
4 —	four [fɔ:]	10 —	ten [ten]
5 —	five [faiv]	11 —	eleven [i'levn]
6 —	six [siks]	12 —	twelve [twelv]

ГОВОРИТЕ ПО-АНГЛИЙСКИ

Упр. 1. Назовите предметы и людей, которые изображены на картинках.



Упр. 2. Побеседуйте друг с другом, используя мини-диалоги:

- | | |
|--|--|
| <p>a) — 'What are \ these, Ann?
 — 'These are 'business \ letters.
 — \ Whose letters are these?
 — 'These are \ my letters, Mike.</p> <p>b) — 'Where are the \ faxes, Betsy?
 They \ aren't on my desk.
 — The \ faxes? They are on \ my desk, Mr Bell. 'Here you \ are.</p> <p>c) — 'Are 'these 'offers from a \ Russian company?
 — \ No, they are \ not from a \ Russian company, they are from a \ Chinese company.
 — 'Are 'these our 'contracts with G&M \ Ltd?
 — \ Yes, \ they are.</p> <p>d) — 'This is a 'picture of Mr \ Blake.
 — 'Where is he \ from?
 — He's from \ America.
 — 'What's his \ job?
 — He's a \ manager, a \ bank manager.</p> | <p>offers
contracts
faxes
pictures</p> <p>French
German
Italian
American
Spanish</p> <p>France, Germany...</p> <p>a businessman,
an economist...</p> |
|--|--|

Упр. 3. Хорошо ли вы знаете глагол to be?**а) Заполните пропуски соответствующей формой глагола.**

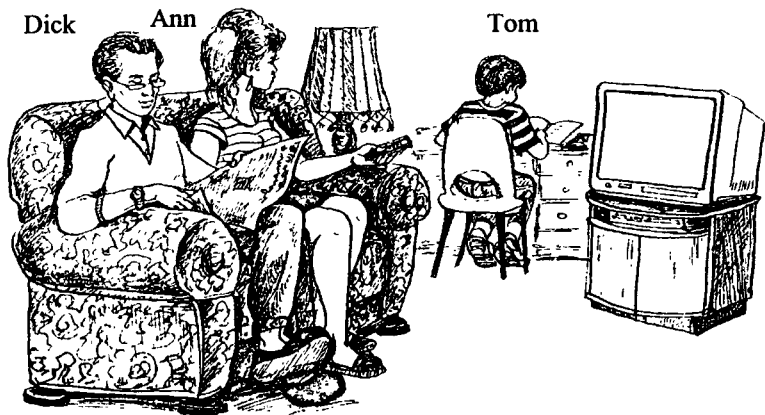
This ___ a picture of an English family. The family ___ not very large. This ___ Mr Sloane. He ___ from London. Mr Sloane ___ a businessman of a large company. And this ___ his wife. She ___ a young woman. Mrs* Sloane ___ a housewife.

— ___ these their children?

— Yes, this ___ their son and that ___ their daughter. She ___ a student. They ___ nice children.

б) Перескажите текст.

* Mrs ['mɪsɪz] — госпожа (употребляется перед фамилией замужней женщины).

Упр. 4. Задайте вопросы по картинке.**Упр. 5. Ответьте на вопросы.**

1. Is your husband a young man?
2. What is his job?
3. Is he a good engineer (businessman...)?
4. Where is he now?
5. How is he?

* * *

1. What is your job?
2. Is your family large?
3. Is your wife a young woman? What is her job?
4. Where is she now?
5. How is she?

* * *

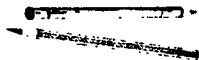
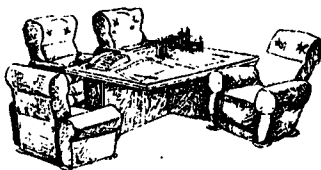
1. Where is your manager from?
2. Is he a good manager? Is he a young man?
3. Is his office large?
4. Is his family large?
5. Where is the manager now?
6. How is he?

Упр. 6. Двое молодых людей знакомятся на вечеринке. Прочитайте диалог, воспроизведите его, варьируя названия стран и профессий.

- Hello, I'm Linda Brown.
- Hello, I'm Ann Turner.
- I am glad to meet you, Ann. Where are you from?
- I'm from France. And you?
- I'm from England. What's your job?
- I'm a secretary in a bank. What's your job, Linda?
- I'm a doctor.

ПИШИТЕ ПО-АНГЛИЙСКИ

Упр. 7. Напишите, что (кого) вы видите на картинках.



Упр. 8. Замените выделенные слова личными местоимениями. Предложения запишите.

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

Упр. 9. Напишите вопросы, на которые можно дать следующие ответы:

1. I am well, thank you.
2. No, my husband is not in London now.
3. She is a housewife.
4. Yes, those are my children.
5. The offers are on the desk.
6. Yes, that is a picture of my family.
7. He is from France.

Упр. 10. Переведите на английский язык.

1. Это — офис. Он очень большой. Бизнесмены сейчас в офисе. Они за своими рабочими столами. Письма и факсы на столах. А это — секретарь. Она молодая, приятная женщина.
2. — Где контракт с фирмой «Грин энд К°», Анна?
— Он на вашем столе.
— А чьи это письма?
— Это — ваши письма, Мистер Грин.
3. — Это фотография вашей жены?
— Да, это — моя жена.
— Чем она занимается?
— Она — врач. Сейчас она в Италии с нашими детьми.
4. Привет. Я — Том Браун. Я из Америки. Я — менеджер большой Американской компании. Мой офис находится в Чикаго (Chicago). Сейчас я нахожусь в Лондоне в командировке.

УРОК 4

Фонетика:	Звуки [ə:], [ɔɪ].
Грамматика:	1. Притяжательный падеж существительных. 2. Глагольная форма have got (= have) . 3. Альтернативный вопрос.
Текст:	Mr Bell's House.

ФОНЕТИКА

1. а) Произнесите следующие звуки, а затем слова:

[ə:]	[ə: — ɔ:]	[wə:]	[wə: — wɔ:]	[ɔɪ]
'ə:lɪ	bə:d — bɔ:d	wə:d	wə:d — wɔ:k	ɔɪl
gə:l	tə:n — tɔ:n	wə:k	wə:m — wɔ:m	bɔɪ
'θə:zɪ	fə: — fɔ:	'wə:kə	wə:ld — wɔ:l	tɔɪ
'θə:'tɪ:n		wə:s		kɔɪn
'sə:tənɪ		wə:ld		sɔɪl
[tʃ — dʒ]			[v — w]	
tʃes — dʒæz		vet — wet	'veri 'wel	
kætʃ — keɪdʒ		veil — weil	'veri 'waɪd	
rɪtʃ — brɪdʒ		vi:l — wi:l	'veri 'wɔ:m	

б) Произнесите следующие звукосочетания:

a:r_ət ðə \ desk a:r_ɔn ðə \ teɪbl a:r_in ðɪ \ ɔfis

2. Прочитайте слова согласно правилам чтения:

girl, bird, burden, third, work, worse, wall, wet, chess, rich, page, bridge, vet, cage, catch, elder, kitchen, large, nice, name, meeting, green, her.

ГРАММАТИКА

1. ПРИТЯЖАТЕЛЬНЫЙ ПАДЕЖ СУЩЕСТВИТЕЛЬНЫХ

Прочитайте:

A. — \ Whose office is this?
— 'This is Mr \ Bell's office.

B. — \ Whose desks are these?

— 'These are the \ secretaries' desks. / 'These are the \ children's desks.

C. — 'Is this your \ room?'

— No, this is 'Ann and \ Kate's room.'



Притяжательный падеж существительных образуется путем прибавления: окончания -'s к существительным в единственном числе и к существительным во множественном числе, не оканчивающимся на -s, и только апострофа -' к существительным во множественном числе, оканчивающимся на -s.

Окончание притяжательного падежа читается так же, как и окончание -s множественного числа существительных.

В отличие от русского языка, английское существительное в притяжательном падеже стоит **перед другим существительным** (объектом принадлежности), являясь определением к нему.

Сравните: офис М-ра Белла

Mr Bell's office

Составьте предложения и прочитайте их:

Whose	computer son letter	is this?	This is	our secretary's my daughter's the manager's Mr and Mrs Bell's	computer. son. letter.
Whose	files desks letters	are these?	These are	the secretaries' the economists' the children's the businessmen's	files. desks. letters.

3. ГЛАГОЛЬНАЯ ФОРМА HAVE GOT (= HAVE)

Прочитайте предложения:

1. I have 'got a 'small \ family.
2. The 'house has 'got a 'large \ kitchen.
3. My 'friend has 'not got \ a son. He has 'got \ a daughter.
4. — 'Have your 'children 'got a 'large \ room?
— \ Yes, they \ have.

Глагольная форма **have got** соответствует русскому глаголу *иметь* и употребляется только в простом настоящем времени.

Тренируйте глагол *have got*.

УТВЕРДИТЕЛЬНАЯ ФОРМА

I have got. = I've \ got.	We have got. = We've \ got.
You have got. = You've \ got.	You have got. = You've \ got.
He has got. = He's \ got.	They have got. = They've \ got.
She has got. = She's \ got.	
It has got. = It's \ got.	

I	have got	a nice sitting room.
You		a good office.
They		two offers from Green&Co.
Our manager		a small family.
The house		two bedrooms.

ОТРИЦАТЕЛЬНАЯ ФОРМА

I have not got. = I \ haven't got.	We have not got. = We \ haven't got.
You have not got. = You \ haven't got.	You have not got. = You \ haven't got.
He has not got. = He \ hasn't got.	got.
She has not got. = She \ hasn't got.	They have not got. = They \ haven't got.
It has not got. = It \ hasn't got.	got.

We	haven't got	a large kitchen.
They		a carpet in the sitting room.
Our manager		offers from French companies.
The secretary		a large family.
The office		a file cabinet.

ВОПРОСИТЕЛЬНАЯ ФОРМА

Have	I	got...?	\ Yes (\ No),	you	\ have (haven't). \ has (hasn't).
Have	you	got...?		I	
Has	he	got...?		he	
Has	she	got...?		she	
Has	it	got...?		it	
Have	we	got...?		we	
Have	you	got...?		they	
Have	they	got...?			

Have Has	you	got	a nice kitchen?	Yes, ... No, ...
	they		two sons?	
Has	your children	got	a good office?	Yes, ... No, ...
	the secretary		a large sitting room?	
	the flat		a children's room?	

3. АЛЬТЕРНАТИВНЫЙ ВОПРОС

— 'Is your 'friend an engi'neer or an e\conomist?
— He is an e\conomist.

Is	Betsy	a secretary or an engineer?	He She	is	...
	Mr Bell	a company manager or a banker?			
	Mr Lavrov	in London or in Moscow now?			
	Mrs Bell	a doctor or a housewife?			

— 'Is your 'bedroom \large or \small?
— It's \large.

Is	your sitting room	large or small?	It is	large. small.
	your kitchen			
	your friend's office			
	the secretary's desk			
	Mr Bell's house			

РЕЧЕВЫЕ МОДЕЛИ

1. What \ colour

is are	the desk?	It is \ white / brown. They are \ brown / red.
	the telephone?	
	the pencil?	
	the tables?	
2. 'What is

\ name?	My	'name is \...
	His	
	Her	
3. 'How 'old

are \ you? is your \ son?	I am \...
	He is \...

TEXT

MR 'BELL'S \ HOUSE

Mr 'Bell's 'family has 'got a \ house. They 'also have 'got a 'garage for 'two \ cars. Their 'house is in a 'nice 'place 'near \ London. It is 'large and \ comfortable. It has 'got a \ sitting room, a \ children's room and 'three 'bedrooms with \ bathrooms.



In the \ sitting room the 'family has 'got a \ sofa, \ armchairs, and a \ TV set. The 'sofa is \ red and the 'armchairs are 'red \ too. The 'carpet is \ brown.

Mr 'Bell is at \ home now. 'He and his 'sons are in

the \ sitting room. The 'sons' 'names are \ Tom and \ Jim. The 'elder 'boy 'Tom is \ 13 and 'Jim is \ 10. They are 'good \ friends.

Mrs 'Bell is 'not in the \ sitting room. She is in the \ kitchen.

Their 'daughter's 'name is \ Susan. She is a 'small \ girl.

She is 'only \ five. 'Susan is \ not well now. She is in the \ bedroom.

* * *

'Now Mrs 'Bell and Mr Lav'rov are in the \ sitting room.

Mr Lavrov: It's 'nice to \ meet you, Mrs Bell. You've 'got a 'very 'good \ house.

Mrs Bell: \ Thank you. And 'what a 'bout \ you, Mr Lavrov? 'Have you 'got a \ house or a \ flat?

Mr Lavrov: We've 'got a 'new 'three-'room 'flat in the 'centre of \ Moscow. We 'also have 'got a 'small 'house with a 'garden \ near Moscow.

Mrs Bell: 'Is 'Moscow a \ beautiful city?

Mr Lavrov: \ Yes, \ certainly.

Запомните слова:

- | | |
|---|---|
| 1. a house ['haus] | — дом |
| 2. also ['ɔ:lsoʊ] | также, тоже, к тому же (как правило, стоит перед глаголом) |
| Tom has got a flat.
Ann also has got a flat. | |
| 3. a garage ['gærɑ:ʒ] | — гараж |
| 4. for [fɔ:, fə] | — <i>зд.</i> для (выражает назначение предмета) |
| 5. a car [kɑ:] | — (легковой) автомобиль |
| 6. a place [pleɪs] | — место |
| 7. near [niə] | — вблизи, возле, около, у (предлог, указывает на нахождение вблизи чего-либо) |
| near London | |
| 8. comfortable ['kɒmfətəbl] | — комфортабельный, удобный, уютный |
| 9. a room [ru(:)m] | — комната |
| 10. a sitting room ['sɪtɪŋru(:)m] | — гостиная |
| 11. a bedroom ['bedru(:)m] | — спальня |
| 12. a bathroom ['bɑ:θru(:)m] | — ванная |
| 13. a sofa ['soʊfə] | — диван |
| 14. an armchair ['ɑ:mtʃeə] | — кресло |
| 15. a TV set = a television
['telɪ, vɪz(ə)n] | — телевизор |
| 16. red [red] | — красный |
| 17. a carpet ['kɑ:pɪt] | — ковер |
| 18. brown [braʊn] | — коричневый |
| 19. home [hoʊm] | — дом, жилище |
| at home | — дома |
| to be at home | — быть, находиться дома |
| 20. a name [neɪm] | — имя |
| 21. elder ['eldə] | — старший из двух (по возрасту) |
| the elder son | |
| 22. a boy [bɔɪ] | — мальчик |
| 23. a friend [frend] | — друг |
| 24. a kitchen ['kɪtʃɪn] | — кухня |
| 25. small [smɔ:l] | — маленький |
| 26. a girl [gɜ:l] | — девочка |
| 27. a flat [flæt] | — квартира |

- | | |
|------------------------------|---|
| 28. new [nju:] | — новый |
| 29. a centre ['sentə] | — центр |
| the centre of London | |
| 30. a garden [gɑ:dn] | — сад |
| 31. beautiful ['bju:təf(u)l] | — прекрасный, красивый |
| 32. a city ['sɪti] | — город (большой) |
| 33. certainly ['sɜ:nlɪ] | — конечно, несомненно |
| 34. colour ['kʌlə] | — цвет |
| 35. what [wɒt] | — какой, какая, какое, какие (вопросительное слово) |
| 36. old [əʊld] | — старый |
| 37. age [eɪdʒ] | — возраст |
| 38. who [hu:] | — кто (вопросительное слово) |

Запомните выражения:

- | | |
|---------------------------------|--------------------------------|
| 1. What about you? | — А (как) вы (<i>разг.</i>)? |
| 2. What's your name? | — Как вас зовут? |
| 2. How old are you? | — Сколько вам лет? |
| 4. What colour is (the carpet)? | — Какого цвета (ковер)? |
| 5. — What room is it (this)? | — Какая это комната? |
| — It is a bedroom. | |

Запомните слова, выражающие родственные отношения:

- | | |
|--------------------------------------|------------------|
| 1. a mother ['mʌðə] | — мать |
| 2. a grandmother
['græn(d),mʌðə] | — бабушка |
| 3. a father ['fa:ðə] | — отец |
| 4. a grandfather
['græn(d),fa:ðə] | — дедушка |
| 5. a grandson ['græn(d) sʌn] | — внук |
| 6. a granddaughter
['græn, dɔ:tə] | — внучка |
| 7. a brother ['brʌðə] | — брат |
| 8. a sister ['sɪstə] | — сестра |
| 9. a parent ['peərə(ə)nt] | — родитель(ница) |
| 10. an aunt [a:nt] | — тетья |
| 11. an uncle ['ʌŋkl] | — дядя |

Выучите количественные числительные:

13 — thirteen ['θə:'tɪ:n]	40 — forty ['fɔ:tɪ]
14 — fourteen ['fɔ:'tɪ:n]	50 — fifty ['fɪftɪ]
15 — fifteen ['fɪftɪ:n]	60 — sixty ['sɪksti]
16 — sixteen ['sɪks'tɪ:n]	70 — seventy ['sevntɪ]
17 — seventeen ['sev'n'tɪ:n]	80 — eighty ['eɪtɪ]
18 — eighteen ['eɪ'tɪ:n]	90 — ninety ['naɪntɪ]
19 — nineteen ['naɪn'tɪ:n]	100 — one hundred ['hʌndrəd]
20 — twenty ['twentɪ]	125 — one hundred and twenty-five
30 — thirty ['θɜ:tɪ]	

ГОВОРИТЕ ПО-АНГЛИЙСКИ**Упр. 1. Побеседуйте, используя в качестве образца мини-диалоги:****а) об офисе**

- | | |
|--|---|
| — It's a \ nice (good) office. 'Is it Mr
/ Bell's? | the secretary's
 the manager's
 the President's |
| — \ Yes, it's \ his office. It is 'large and
\ comfortable. | |

б) о предметах мебели

- | | |
|----------------------------------|---|
| — I've 'got a new \ carpet. | a sofa
 armchairs
 a TV set
 a coffee table |
| — 'Is it / beautiful? | |
| — \ Yes, \ very. | |
| — What \ colour is it? | |
| — It's \ green, | |
| — 'Is it in your / sitting room? | |
| — \ No, it's in the \ bedroom. | |

в) о квартире (доме)

- We've 'got a 'new \ flat.
 — 'Is it / large?
 — 'Not \ very. It has 'got \ two rooms.
 — 'What a 'bout the \ kitchen? 'Is it / large?
 — \ Yes, and it is very \ comfortable.

— 'What 'have you 'got in the \ flat?

— Oh, we've got...

d) о городах, в которых вы бывали:

— Is 'London 7 large?

— \ Yes, 'London is a 'large \ city.

— 'What a 'bout the \ centre of London?

— The 'centre of the 'city is \ old, with 'beautiful 'houses and \ gardens.

Paris
Oslo
Kiev...

Упр. 2. Хорошо ли вы знаете форму глагола have got?

а) Подчеркните нужную форму глагола.

б) Задайте друг другу вопросы о квартире Лаврова.

в) Расскажите о его квартире.

Lavrov and his wife (have got, has got) two children — a son and a daughter.

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

Their daughter (have got, has got) a nice brown desk. It is in the children's room.

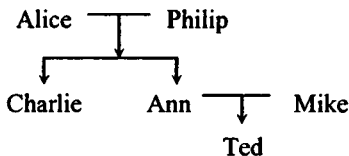
Their son (haven't got, hasn't got) a desk. He is a small boy.

Упр. 3. Прочитайте текст и обсудите его.

This is a picture of Martin, his wife and his children. His wife's name is Jenny. She's a dentist. His daughter's name is Alison. She's twenty-three and she's a secretary. His son's name is Andy. He's nineteen and he's a student. Alison's boyfriend is an engineer. His name is John.

Упр. 4. Who is who in the family?

а) Побеседуйте о родственных отношениях в этой семье:



Who is/are..... father / mother?
 wife / husband?
 sister / brother?
 children / parents?
 grandmother / grandfather?
 grandson?

б) Нарисуйте Ваше «семейное дерево» и расскажите о Вашей семье.

с) Прочитайте стихотворение и ответьте на вопрос в конце.

Well, my father has a sister,
 And her name's Patrichi Grand.
 And her brother is my father,
 And his sister is my aunt.
 And my aunt has got a brother,
 And her brother's name is Chris.
 And his wife, well, that's my mother.
 Do you know who Chris is?

Упр. 5. Расскажите об этих людях, используя анкетные данные.



a) Name: Pauline Jones
 From: England
 Age: 35
 Job: a French teacher
 Family: two sons
 Home: an old house in Kent



b) Name: Mr and Mrs Prinston
 From: the USA, Chicago
 Age: 42 and 46
 Job: doctors
 Family: two daughters and a son
 Home: a large flat in the centre of Chicago



c) Name: George Tornton
 From: The USA, Boston
 Age: 37
 Job: a businessman
 Family: a wife, no children
 Home: a small house near Boston

Упр. 6. Мистер Харрис хочет получить кредит в банке.

- a) Прочитайте его интервью с менеджером банка.
 б) Обсудите интервью.
 с) Воспроизведите интервью.

Bank manager: Good morning, Mr Harris.
Mr Harris: Good morning.
Bank manager: Please, sit down.
Mr Harris: Thank you.
Bank manager: How old are you, Mr Harris?
Mr Harris: Thirty-two.
Bank manager: And you're Canadian.
Mr Harris: Yes, that's right.
Bank manager: What is your wife's name?
Mr Harris: Monica.
Bank manager: And your wife's age, Mr Harris?
Mr Harris: Pardon?¹
Bank manager: How old is Mrs Harris?
Mr Harris: Oh, she's thirty.
Bank manager: Thirty. I see². And is she Canadian too?
Mr Harris: No, she's British.
Bank manager: British, yes. Have you got children?
Mr Harris: Yes, three. Two boys and a girl.
Bank manager: And what are their names?
Mr Harris: Alan, Jane and Max.
Bank manager: And their ages?
Mr Harris: Twelve, ten and six.
Bank manager: I see. Now, Mr Harris. What is your job?
Mr Harris: I'm a university [ju:nivə:siti] teacher.

(from "The Cambridge English Course")

¹ **Pardon?** — Простите? (употребляется для переспроса в случае не понимания сказанного ранее)

² **I see.** — Понятно.

d) Представьте: Вы хотите получить работу в торговой компании и пришли на собеседование с менеджером этой компании. Какой между вами происходит разговор?

Упр. 7. Задайте друг другу вопросы:

1. Have you got a family?
2. Is it large?
3. What is your wife's (husband's) name?
4. How old is she (he)?
5. What is her (his) job?
6. And what about your children? What are their names?
7. How old are they?
8. Have you got parents?
9. Where are they from?

* * *

1. What flat have you got?
2. Is the flat comfortable or not?
3. What rooms has the flat got?
4. Have you got a sofa and armchairs?
5. What colour are they?
6. What TV set have you got?
7. Where is it?

* * *

1. Have you got a house near Moscow?
2. Is it in a nice place?
3. Is the house large or small?
4. Have you got a garage in the garden?
5. What rooms have you got in your house?

Упр. 8. Расскажите о ком-либо из Ваших друзей, о его (ее) семье, квартире, загородном доме.

Упр. 9. Вы — участники игры "Mystery Picture". У ведущего есть фотография известного человека. Вам надо задать ему вопросы и угадать, кто это.

* «Mystery Picture» — загадочное фото.

Упр. 10. Вы встречаетесь с представителем иностранной фирмы. Расспросите о его семье и квартире (доме). Начать разговор можно так:

- Oh, Mr Brown, it's nice to meet you. I'm glad you are in Moscow. How are you?
- Very well, thank you. And what about you?
- I'm well too, thank you.

ПИШИТЕ ПО-АНГЛИЙСКИ

Упр. 11. Составьте письменно диалоги, используя примеры.

—Whose office is it? — It's Mr Bell's office.
--

a house / my friend; a picture / my daughter; a car / our manager; a room / the children; a garage / Mr Bell; a garden / Mr and Mrs Bell.

—Have you got a house? —No, I haven't got a house. I've got a flat.
--

a son / a daughter; a two-room flat / a one-room flat; a large family / a small family; a brown carpet / a white carpet; a Russian car / a German car; a TV set in the kitchen / a TV set in the sitting room.

Упр. 12. Напишите вопросы, на которые можно дать следующие ответы:

1. Yes, I've got a family.
2. My family is not large. It's small.
3. My husband is an economist.
4. Yes, I've got two children.
5. My children's names are Kate and Max.
6. Kate is three and Max is seven.
7. No, we haven't got a house.
8. Yes, we've got a flat in Moscow.
9. Yes, we've got a comfortable sitting room.
10. The armchairs are green.

Упр. 13. Переведите на английский язык.

1. — У Вас двух- или трехкомнатная квартира?
— У нас трехкомнатная квартира в центре Москвы. Она большая и удобная.

2. У моего друга двое детей — сын и дочь. Его сыну — 10 лет, а дочери — 15. Сейчас они дома, в своей комнате.
3. — Чей это офис?
— Это — офис нашего менеджера. Шкафа для документов в этом офисе нет.
4. Диван в моей гостиной — зеленый, кресла — тоже зеленые, а ковер — коричневый.
5. — Вашингтон (Washington) — красивый город?
— Да, конечно.
— А где находится Белый Дом?
— Белый Дом расположен в центре Вашингтона. Дом — не очень большой. Офис американского президента и комнаты его семьи находятся в Белом Доме.

Упр. 14. Напишите небольшой рассказ о вашей семье и квартире или о семье и квартире вашего друга.

УРОК 5

Фонетика:	Звуки [ʒ], [uə].
Грамматика:	1. Простое настоящее время (The Simple Present Tense). 2. Наречия неопределенного времени.
Текст:	Daily Routine.

ФОНЕТИКА

1. Произнесите следующие звуки, а затем слова:

[ʒ]	[uə]	[f — θ]	[d — ð]	[w — ð]
'meʒə	ʒuə	fri: — θri:	den — ðen	wen — ðen
'pleʒə	tuə	fɔ:t — θɔ:t	dei — ðei	wei — ðei
'treʒə	'dʒuəriŋ	def — deθ	dʒə — ðə	wə — ðə
'tel'viʒn	'ju:ʒuəlɪ			wɪð — ðɪs
[w — d — ð]	[ɪ — e — æ]	[ɔ — ɔ: — ou]		
wen — den — ðen	bin — ben — bæŋ	kɔt — kɔ:t — kout		
wei — dei — ðei	dɪd — ded — dæd	rɔt — rɔ:t — rout		
wə — də — ðə	tɪn — ten — tæŋ	tʃɔk — tʃɔ:k — tʃouk		

2. Прочитайте слова согласно правилам чтения:

turn, street, work, joke, back, berry, top, ship, poor, dress, heat, sport, start, see, little, mix, then, chat, sun, walk, pleasure, sure, tour.

ГРАММАТИКА

1. ПРОСТОЕ НАСТОЯЩЕЕ ВРЕМЯ (THE SIMPLE PRESENT TENSE)

Прочитайте предложения:

1. I 'read 'letters in my 'office 'every \ day.
2. My 'friend 'comes to the 'office at \ 9.
3. The 'manager does 'not 'meet 'customers in the \ morning.
4. — 'Does the 'manager 'come to the 'office at \ 8?
— \ No, he does \ not.



The Simple Present Tense употребляется для выражения регулярно совершаемого действия в настоящем времени.

УТВЕРДИТЕЛЬНАЯ ФОРМА

I \ read	We \ read
You \ read	You \ read
He \ reads	They \ read
She \ reads	

В 3-м лице единственного числа глаголы в Simple Present имеют окончание **-s(-es)**, которое читается:

[z] — после звонких согласных и гласных: come — comes, go — goes;

[s] — после глухих согласных: meet — meets;

[ɪz] — после шипящих и свистящих согласных: finish — finishes.

ОСОБЕННОСТИ НАПИСАНИЯ ОКОНЧАНИЯ -s

1. Если глагол оканчивается на **-o, -ss, -sh, -ch, -x**, то в 3-м лице единственного числа к нему прибавляется окончание **-es**: to go — goes, to finish — finishes, to discuss — discusses, to watch — watches.
2. Если глагол оканчивается на **-y** с предшествующей согласной, то в 3-м лице единственного числа к нему прибавляется окончание **-es**, а буква **y** меняется на **i**: to study — studies. Но: to stay — stays.

I			
He			
We			
The secretary	read		
My friend	reads	faxes	in the morning.

ОТРИЦАТЕЛЬНАЯ ФОРМА

I	do \ not	(don't)	read
You	do \ not	(don't)	read
He	does \ not	(doesn't)	read
She	does \ not	(doesn't)	read
We	do \ not	(don't)	read
You	do \ not	(don't)	read
They	do \ not	(don't)	read

Отрицательная форма глаголов в Simple Present образуется при помощи вспомогательного глагола **do** [du:] (в 3-м лице единственного числа **does** [dʌz]) и частицы **not**. Сокращенные формы: **don't** [daʊnt], **doesn't** [dʌznt].

I	don't doesn't	write letters in the morning.
We		
The manager		
Mr Bell		
The businessmen		

ВОПРОСИТЕЛЬНАЯ ФОРМА

Do	I	ʔ read?	\ Yes, (\ No),	you	\ do	(\ don't).
Do	you	ʔ read?		I	\ do	(\ don't).
Does	he	ʔ read?		he	\ does	(\ doesn't).
Does	she	ʔ read?		she	\ does	(\ doesn't).
Do	we	ʔ read?		you	\ do	(\ don't).
Do	you	ʔ read?		we	\ do	(\ don't).
Do	they	ʔ read?		they	\ do	(\ don't).



Вопросительная форма глаголов в Simple Present образуется с помощью вспомогательного глагола **do** (**does**), который ставится перед подлежащим. Краткий ответ состоит из подлежащего, выраженного соответствующим местоимением, и вспомогательного глагола **do** (**does**) (при отрицательном ответе **don't** / **doesn't**).

Do	he they the manager Betsy Mr Bell	read letters in the morning?	Yes, ... No, ...
Does			

When	do does	you	come to the office?	At 9 in the morning.
		your friend		
		the secretary		
		the manager		
		Mr Lavrov		

What	do	you your friend the manager Mr Bell's secretary	do	in the office in the morning?	(I) read faxes.
------	----	--	----	----------------------------------	--------------------

2. НАРЕЧИЯ НЕОПРЕДЕЛЕННОГО ВРЕМЕНИ

The 'manager 'often 'writes 'letters in the morning.



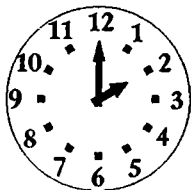
The Simple Present Tense употребляется с наречиями неопределенного времени: **often** часто, **usually** обычно, **seldom** редко, **sometimes** иногда, **always** всегда, **never** никогда, которые стоят перед смысловым глаголом, но после глагола to be.

The manager The secretary Mr Bell	always seldom often sometimes usually never	writes letters in the morning.
---	--	--------------------------------

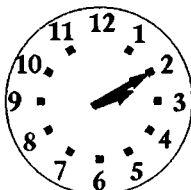
I My friend The businessmen The secretary	am is are	always seldom often sometimes usually never	in the office at 9.
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РЕЧЕВЫЕ МОДЕЛИ: ВЫРАЖЕНИЕ ВРЕМЕНИ

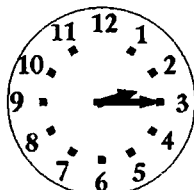
What's the time?
What time is it?



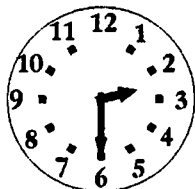
It's two o'clock.



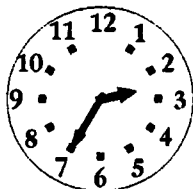
It's ten minutes past two.



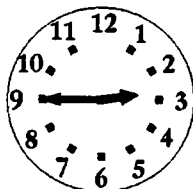
It's a quarter past two.



It's half past two.



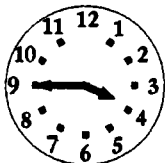
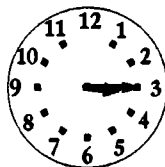
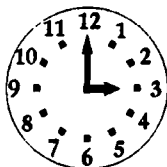
It's twenty-five minutes to three.



It's a quarter to three.

Упр. 1. Скажите который час.

a)



b) 8.00; 18.20; 12.45; 10.15; 20.55; 19.30; 6.25; 3.50; 11.10.

Упр. 2. Прочитайте диалоги и воспроизведите их.

- What's the time, please?
- Sorry, I don't know. I haven't got a watch.
- It's OK.

- What's the time, please?
- It's 10 minutes past five. Oh, no. My watch is 10 minutes fast. It's five o'clock now.

- It's 10 minutes past nine, Helen, and you are not at the computer.
- Is it 10 minutes past nine? Oh, I'm sorry. My watch is 10 minutes slow.
- That's OK.

в) Посмотрите на часы и скажите, который час. Ваш собеседник не согласится с Вами и скажет, что Ваши часы спешат или отстают.

Запомните слова и выражения, которые мы употребим, говоря о времени:

- | | |
|-------------------------------|--------------------------------------|
| 1. time [taɪm] | — время |
| What is the time? | — Какой час? |
| What time is it? | — Сколько времени? |
| At what time? | — В каком часу? |
| 2. a clock | — часы (настольные, настенные) |
| o'clock | — для обозначения времени |
| It is 9 o'clock. | — Сейчас 9 часов. |
| 3. half [ha:f] | — половина |
| 4. past [pa:st] | — после (для указания времени) |
| It is half past 9. | — Сейчас половина десятого. |
| 5. a quarter ['kwɔ:tə] | — четверть часа, 15 минут |
| It is a quarter past 9. | — Сейчас четверть десятого. |
| 6. minute ['mɪnɪt] | — минута |
| It is 5 minutes past 9. | — Сейчас 5 минут десятого. |
| 7. to | — без (для указания времени) |
| It is 10 minutes to 9. | — Сейчас без 10 минут девять. |
| It is a quarter to 9. | — Сейчас без четверти 9. |
| 8. a watch [wɒtʃ] | — часы (наручные) |
| 9. fast [fa:st] | — быстрый; зд. спешащий (о часах) |
| to be fast | — спешить (о часах) |
| My watch is 5 minutes fast. | — Мои часы спешат на пять минут. |
| 10. slow [sləʊ] | — медленный; зд. отстающий (о часах) |
| to be slow | — отставать (о часах) |
| My watch is 5 minutes slow. | — Мои часы отстают на 5 минут. |

ТЕКСТ

DAILY ROUTINE*

After ↑ lunch Mr Lav'rov and Mr 'Bell 'go to the ↓ sitting room.

Lavrov: I 'know your 'company is 'very ↓ large, Mr Bell.

Bell: ↓ Yes, we've 'got 'branches in 'different ↓ cities.

Lavrov: Oh, ↑ really? 'When 'do you 'usually 'come to the ↓ office?

Bell: At '9 in the ↓ morning.



Lavrov: 'Do you 'stay in the 'office 'all \nearrow day?

Bell: I 'often \searrow do. I 'read 'e-mail \nearrow messages and 'write \searrow replies, 'work on the \nearrow computer, 'meet our 'customers and 'business \searrow partners.

Lavrov: I 'do 'that in my 'office in 'Moscow \searrow too.

Bell: 'Are you 'always 'very \nearrow busy?

Lavrov: \searrow Yes, 'very 'busy till '6 o'clock.

Bell: I 'finish my 'work at '6 \nearrow too and 'come 'home at \searrow 7.

Lavrov: And 'what 'do you 'do in the \nearrow evenings?

Bell: As a \nearrow rule we 'stay at 'home and 'watch tele \searrow vision. But 'sometimes we 'go \searrow out. We 'drive to the 'sports 'centre with the \nearrow children and 'play \nearrow tennis or 'visit \searrow friends.

Lavrov: And \nearrow weekends? 'What a 'bout \searrow weekends?

Bell: Oh, at 'weekends we 'get 'up \searrow late. 'After \nearrow breakfast we 'clean the \nearrow house and 'then 'go \searrow shopping. In the \nearrow evening we 'sometimes 'eat \nearrow out or 'have 'barbecue with 'friends in the \searrow garden.

Lavrov: That 'sounds \searrow nice².

¹ Daily Routine [ru:'ti:n] — Повседневные дела.

² That sounds nice. — (Звучит) прекрасно.

Запомните слова и словосочетания:

- | | |
|--------------------------|-----------|
| 1. often ['ɒfən] | — часто |
| 2. usually ['ju:ʒuəlɪ] | — обычно |
| 3. seldom ['seldəm] | — редко |
| 4. sometimes ['sʌmtaɪmz] | — иногда |
| 5. always ['ɔ:lwəz] | — всегда |
| 6. never ['nevə] | — никогда |
| 7. after ['a:ftə] | — после |

8. **lunch** [lʌntʃ] — ланч, второй завтрак (еда во второй половине дня)
- to have lunch**
9. **to go** [ɡəʊ] — идти, ходить; ехать, поехать
- to go** | **to the office**
| **home**
10. **to** [tu; tə] — в, на, к (предлог, выражающий направление движения)
- to go to London** — поехать в Лондон
11. **to know** [nəʊ] — знать
12. **a branch** [brɑ:ntʃ] — филиал, отделение
13. **different** [ˈdɪfrənt] — разный, различный
14. **to come** [kʌm] — приходить, приезжать
- to come** | **to the office**
| **home**
15. **when** [wen] — когда (вопросительное слово)
16. **morning** [ˈmɔ:niŋ] — утро
- in the morning** — утром
17. **to stay** [steɪ] — находиться, оставаться
- to stay in the office / at home**
18. **all** [ɔ:l] — весь, вся, все; целый
19. **a day** [deɪ] — день
- all day** — весь (целый) день
20. **to read** [ri:d] — читать
21. **a message** [ˈmesɪdʒ] — письмо, сообщение, послание
- an e-mail (email) message**
22. **to write** [raɪt] — писать
23. **a reply** [rɪˈplaɪ] — ответ
- a reply to a letter** — ответ на письмо
24. **to work** [wɜ:k] — работать
- to work** | **at home**
| **in the office**
| **for a company**
- work** — работа
25. **to meet** [mi:t] — 1. встречаться, видаться
2. знакомиться
- I often meet my friends.
Meet Mr Bell.
26. **a customer** [ˈkʌstəmə] — заказчик, клиент, покупатель

27. **a partner** ['pɑ:tənə] — партнер
a business partner
28. **to do** [du:] — делать
 What do you usually do in the office?
29. **busy** ['bɪzi] — занятой
to be busy — быть занятым
 I am busy now.
 The telephone is busy.
30. **until** [ʌn'tɪl] — до (предлог, указывает на момент, вплоть до которого совершается действие)
until (= till) morning
31. **to finish** ['fɪnɪʃ] — заканчивать, завершать
to finish | work
 | lunch
32. **an evening** [ˈiːvniŋ] — вечер
in the evening — вечером
33. **to watch** ['wɒtʃ] — смотреть, наблюдать
to watch television/TV — смотреть телевизор
34. **but** [bʌt] — но
35. **to go out** ['gəʊ 'aʊt] — уходить (из дома, из помещения), проводить время вне дома
36. **to drive** [draɪv] — ехать, ездить (на машине)
to drive | to the office
 | to London
 | home
37. **to visit** [vɪzɪt] — посещать
to visit | friends
 | London
38. **to play** [pleɪ] — играть
to play | tennis
 | football
to play on the computer
39. **a weekend** ['wi:kənd] — конец недели (суббота и воскресенье)
40. **to get up** ['get 'ʌp] — вставать (с постели)
to get up at 7 o'clock in the morning
41. **late** [leɪt] — поздно
late in the morning

to come		late	
to get up			
to work			
to stay			
42. breakfast ['brekfəst]			— завтрак
to have breakfast			— завтракать
43. to clean [kli:n]			— чистить, убирать
to clean		a flat a house	
44. then [ðen]			— потом, затем, после этого
45. to go shopping ['ʃɒpɪŋ]			— ходить / ездить по магазинам за покупками
46. to eat [i:t]			— есть, кушать, питаться
to eat out			— есть вне дома
47. barbecue ['ba:bɪkjʊ:]			— 1. пикник — прием гостей на открытом воздухе, когда гостей угощают мясом, жареным на вертеле (шашлыком) 2. мясо, зажаренное на вертеле (шашлык)

ГОВОРИТЕ ПО-АНГЛИЙСКИ

Упр. 1. Побеседуйте, используя в качестве образца мини-диалоги:

- a) — I start work at 9.30 in the morning.
 — Do you? And when do you finish?
 — As a rule, I finish work at 6, but sometimes I stay in the office till 6.30 or 7.
 — Do you go out for lunch?
 — Very seldom. I usually have lunch in the office.
- b) — Is your director usually busy at work?
 — Certainly. He is very busy all the time.
 — What does he do?
 — Well, he meets our customers and business partners, works on the computer. And he often goes on business to different cities.
- c) — When do you come home after work?
 — At 7 or 7.30.
 — What do you do in the evenings?
 — We seldom go out. My wife does housework, the children play on the computer and I watch television.

President
secretary

- d) — What do you do at weekends?
 — We get up late — at 10 or 10.30, have breakfast and clean the flat.
 — Do you stay at home all day?
 — Oh no. After lunch we drive to the shopping centre and in the evening we often visit friends.

Упр. 2. Правильно ли вы употребляете артикли?

- а) Вставьте артикли, где необходимо.
 б) Задайте друг другу вопросы о рабочем дне господина Петрова.
 в) Расскажите о его рабочем дне.



Mr Lavrov has got ... friend. His name is Mr Petrov. He is ... businessman of Rossexport. They are ... large company. They've got ... customers in different cities. At 9 o'clock Mr Petrov comes to ... office. He stays in ... office all day. In ... morning he reads ...

e-mail messages, and after lunch he writes ... letters to different companies. Mr Petrov usually finishes work at 6 in ... evening, but sometimes he stays in ... office until 7 o'clock. At home he plays with ... children or reads ... books.

Упр. 3. Хорошо ли вы помните предлоги?

- а) Вставьте предлоги, где необходимо.
 б) Задайте вопросы о работе и отдыхе миссис Белл.
 в) Расскажите, как миссис Белл работает и отдыхает.

Mrs Bell is a doctor. She works ... a clinic ... the centre ... London. She usually drives ... work. She comes ... the clinic ... 8.30 ... the

morning. She is always very busy and as a rule has no time ... lunch. She has a sandwich ... 12 o'clock. She works ... the clinic ... 4.30. ... work she often goes shopping. ... home she plays...the children and watches films ... television. ... weekends the family goes ... the sports centre and visits ... friends.

Упр. 4. Прочитайте интервью. Том Бенсон задает вопросы о том, что его собеседник делает по вечерам.

Tom: Good morning, sir.

Mr Bull: Good morning.

Tom: I'm Tom Benson, a reporter.

Mr Bull: Yes?

Tom: Now, when do you come home after work?

Mr Bull: I usually come home at 6.

Tom: When do you have dinner?

Mr Bull: At 7, but sometimes I eat at 8 or 9.

Tom: What do you usually do after dinner?

Mr Bull: Well, I sometimes go out, but I usually stay at home. I read books or watch television when it is good.

Tom: How often do you go out?

Mr Bull: Very seldom.

Tom: Do you visit your friends?

Mr Bull: Yes, yes, I do.

Tom: Do you sometimes go to the sports centre?

Mr Bull: No, never.

Tom: Well, thank you.

Mr Bull: And what do you do in the evenings, Mr Benson?

Tom: I ask questions, Mr Bull, I never answer them.

Запомните слова и выражения:

- | | |
|------------------------------|-------------------------------|
| 1. dinner ['dɪnə] | — обед |
| to have dinner | — обедать |
| 2. to ask [a: sk] | — спрашивать |
| to ask a question | — задавать вопрос |
| 3. to answer ['a: nsə] | — отвечать |
| to answer questions/ letters | — отвечать на вопросы/ письма |
| 4. a question ['kwɛstʃ(ə)n] | — вопрос |

Упр. 5. а) Прочитайте еще одно интервью. Том Бенсон задает вопросы о рабочем дне и отдыхе своей собеседницы.

- I am Tom Benson.
- I am Nicky Fulman.
- Well, Nicky, what's your job?
- I am a designer.
- What do you usually do in the mornings?
- Well, I get up at 8 and have breakfast with my daughter Alice and my son Tim. And then I drive to my office.
- What do you do in the office?
- I work on designs till 1. Sometimes we have meetings and plan our work.
- Do you go out for lunch?
- No, I have lunch in the office, usually a sandwich. After lunch I often have meetings with my customers and work on the computer.
- When do you finish your work?
- Very late. At 7 or 7.30.
- What do you do in the evenings?
- I have supper and read. I never watch TV. And I go to bed at 10.
- What do you do at weekends?
- I always play tennis at weekends.
- Thank you, Nicky.

Запомните слово: supper ['sʌpə] — ужин
to have supper — ужинать.

Поняли ли Вы значение фраз:

- I work on designs.
- We have meetings.
- We plan our work.
- I have a sandwich.
- I go to bed.

б) Обсудите интервью.

с) Представьте себя в роли человека, у которого берут аналогичное интервью. Воспроизведите такое интервью.

Упр. 6. А теперь немного юмора. Прочитайте диалог. Расскажите о человеке, которого знает Бетси.

Ann has got a friend. Her friend's name is Betsy. Betsy knows a lazy man.

Ann: Does he always come to the office at 9?

Betsy: No, he never comes to the office at 9.

Ann: Does he often stay in the office after 6?

Betsy: No, he never stays in the office after 6.

Ann: Does he always help in the house?

Betsy: No, he never helps in the house.

Ann: Does he often go out in the evenings?

Betsy: No, he never goes out in the evenings.

Ann: Does he usually watch television in the evenings?

Betsy: He always does.

Ann: Who is this man?

Betsy: He's my husband.

Запомните слова:

1. lazy ['leɪzi] — ленивый

2. to help [help] — помогать

Упр. 7. Поговорите о работе и отдыхе. Задайте друг другу вопросы.

1. When do you come to the office?
2. What do you do in the office in the morning?
3. Do you go out for lunch?
4. What do you do after lunch?
5. Are you very busy all day?
6. Do you often meet customers? go on business?
7. When do you finish work?
8. What do you do in the evenings?
9. Do you often or seldom go out?

* * *

1. When do you get up at weekends?
2. When do you have breakfast?
3. What do you do after breakfast?
4. Where do you usually go shopping?
5. How often do you meet friends?
6. How often do you eat out?
7. How often do you go to a sports centre?
8. What do you watch on television?

Упр. 8. а) Расскажите о работе Вашего Президента/директора/ секретаря.

б) Расскажите, как семья Вашего друга проводит выходные дни.

ПИШИТЕ ПО-АНГЛИЙСКИ

Упр. 1. Напишите короткие диалоги, используя образцы:

а)

- | |
|---|
| <ul style="list-style-type: none">— I come to the office at 8. And you?— I don't come to the office at 8. I come at 9. |
|---|

- have lunch at 12;
- stay in the office till 4.30;
- meet customers at 9.30;
- read e-mail messages after lunch;
- come home at 6 o'clock.

б)

- | |
|---|
| <ul style="list-style-type: none">— Does the secretary come to the office at 10?— No, she doesn't. She comes at 9. |
|---|

- work on the computer after 6 o'clock;
- go out for lunch;
- go on business;
- come home very late;
- watch TV in the office.

Упр. 2. Употребите в предложениях наречия: always, usually, seldom, never, often, sometimes.

1. We come to the office at 8.30.
2. The President goes on business to different cities.
3. The businessmen are very busy all day.
4. My family goes out in the evenings.
5. Alice goes shopping at weekends.
6. I am glad to meet friends at weekends.
7. The secretary reads e-mail messages in the morning.

Упр. 3. Напишите вопросы к предложениям.

1. My children watch TV in the evenings. (What?)
2. I have breakfast with my family. (When?)
3. The President often goes on business. (Where?)

4. I write replies to e-mail messages. (When?)
5. My friend plays tennis at weekends. (Where?)
6. We visit friends at weekends. (often or seldom?)
7. My wife cleans the flat. (When?)
8. It is 12 o'clock now. (What?)

Упр. 4. Переведите предложения:

1. Наша секретарша приходит на работу в 9 часов. Обычно она очень занята. Весь день она работает на компьютере, читает электронную почту. Когда наши партнеры приходят к нам в офис, она всегда встречает их в холле (hall).
2. — Что Ваша семья обычно делает по вечерам?
— Как правило, мы ужинаем в 7 или в 7.30. После ужина дети читают или играют на компьютере, а мы с женой смотрим телевизор.
3. В выходные дни мои родители ходят за покупками, убирают квартиру и навещают своих друзей.
4. — Вы часто ездите в командировки?
— Да, часто. Я езжу в Лондон и в другие города и встречаюсь с нашими деловыми партнерами.
5. Том — очень ленивый. Он никогда не помогает своей жене; он не ходит за покупками, не убирает квартиру. По вечерам он сидит дома и смотрит телевизор.

Упр. 5. Напишите короткий текст о распорядке рабочего дня (или о выходном дне) своего коллеги/директора/друга.

УРОК 6

Фонетика:	Звук [aɪə].
Грамматика:	1. Вопросы к подлежащему в простом настоящем времени. 2. Many, much, a lot (of). 3. Расчлененные вопросы.
Текст:	Is it Difficult for You to Learn English?

ФОНЕТИКА

1. Произнесите следующие звуки, звукосочетания, а затем слова:

[aɪə]	[tw]	[tr]	[fr]	[pl]
faɪə	twelv	traɪ	fraɪ	plett
taɪəd	'twenti	tri:	fri:	plein
kwaɪət	twais	tri:t	fri:z	pla:nt
ri'kwaɪə	twi:d	træm	frend	pli:z
in'kwaɪəri		treɪn		'plezə
[ɪ: — ɪ — e]	[æ — ʌ — ə]	[ʌ — ə — ɔ:]		
fi: — fil — fel	kæt — kʌt — kət	kʌt — kət — kɔ:t		
ri:d — rɪd — red	læk — ʌk — ɒk	ʃʌt — ʃət — ʃɔ:t		
si:t — sit — set	sæŋ — sʌŋ — sɔŋ	tʃʌk — tʃək — tʃɔ:k		

2. Прочитайте слова согласно правилам чтения:

talk, worse, summer, port, chose, hard, lamp, fire, much, match, pay, tractor, rain, tyre, shirt, play, coin, teacher, film.


ГРАММАТИКА

1. ВОПРОСЫ К ПОДЛЕЖАЩЕМУ В ПРОСТОМ НАСТОЯЩЕМ ВРЕМЕНИ

Прочитайте диалоги:

- 'Who is the 'President of your \ company?
— Mr \ Brown is.
- 'Who has 'got a 'large \ family?
— My \ friend has.

3. — 'Who 'comes to the 'office at \ 9?
 — The \ secretary does.

 В вопросе к подлежащему в простом настоящем времени вспомогательный глагол отсутствует, а смысловой глагол стоит в третьем лице единственного числа. Если вопрос к подлежащему содержит глагол to be или to have (got), то краткий ответ на него состоит из подлежащего и соответствующей формы этих глаголов (см. примеры 1, 2). В ответах на вопросы с другими глаголами употребляется do/does (см. пример 3).

Тренируйте вопросы к подлежащему.

- a) — 'Who is the 'manager of 'Bell&\Co?
 — Mr \ Kline is.

Who is | the secretary of your office?
 | your office manager?
 | Mr Bell's secretary?
 | the President of your company?
 | the President of the USA?

- b) — 'Who has 'got an 'offer from the 'Russian \ company?
 — Mr \ Bell has.

Who has got | e-mail messages from Russia?
 | offers from English companies?
 | a large house near London?
 | a garage for two cars?
 | a 3-room flat in the centre of Moscow?
 | two children?

- c) — 'Who 'meets 'customers in your \ office?
 — The \ manager does.

Who | writes replies to letters?
 | goes shopping in the evenings?
 | sometimes stays in the office until 8?
 | often goes on business?
 | plays tennis at weekends?
 | works on the computer all day?

2. MANY, MUCH, A LOT (OF)

(? " _ ")

Many (много) + исчисляемое существитель- ное во множественном числе	Much (много) + неисчисляемое существительное
We have got many customers. I haven't got many books. Do you write many letters?	— Do you drink much coffee? — No, I don't usually drink much coffee.
A lot (of) (много) + исчисляемое или неисчисляемое существительное I read a lot of letters. I drink a lot of tea. Have you got a lot of friends?	



Many и a lot (of) употребляются во всех типах предложений. Much обычно употребляется в вопросительных и отрицательных предложениях.

Тренируйте употребление many, much, a lot (of).

a) Our 'manager 'writes a 'lot of 'letters every \ day.

My friend	reads writes drinks	a lot of	letters messages coffee milk	every day.
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b) — 'How 'many 'children have you \ got?
— I've 'got \ two children.

How many	rooms armchairs customers friends business partners	have you got?
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c) I 'don't 'drink 'much 'coffee in the \ morning.

Mr Bell I The children	don't doesn't	drink	much	coffee tea milk	every day.
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3. РАСЧЛЕНЕННЫЕ ВОПРОСЫ

Прочитайте вопросы и ответы на них.

1. — Mr 'Bell is a 'company \ manager, / isn't he?
— \ Yes, he \ is.
2. — You've 'got a 'nice 'flat in \ Moscow, / haven't you?
— \ Yes, I \ have.
3. — Mr Lav'rov 'finishes his 'work at \ 6, / doesn't he?
— \ Yes, he \ does.
4. — You 'don't 'study \ French, 'do / you?
— \ No, I \ don't.



Расчлененные вопросы употребляются, когда говорящий ожидает от собеседника подтверждения высказанной мысли. В русском языке им соответствуют обороты *не так ли?*, *не правда ли?*

Тренируйте расчлененные вопросы.

- a) — 'Nancy is a \ good secretary, / isn't she?
— \ Yes, she \ is.

Mr Lavrov	is	a young man	...?
You		very busy all day,	
The President	are	in London now,	...?
The students		at the lesson now,	

- b) — Mr Lav'rov 'sometimes 'goes to \ London, / doesn't he?
— \ Yes, he \ does.


Mr Bell
comes to the office at 9, ...?
meets customers in the morning, ...?
stays in the office until 6, ...?
watches television in the evening, ...?
goes to the sports centre, ...?

- c) — 'Betsy 'doesn't 'drive to the \ office, 'does / she?
— \ No, she \ doesn't.

The manager The children	work on the computer at home, ...?
	play on the computer, ...?
	go shopping in the evening, ...?
	play football, ...?
	speak Chinese, ...?
	have a house near London, ...?
	go out for lunch.

Тренируйте речевые модели.

- to have talks — вести переговоры
 to have lessons — заниматься
 to have dinner — обедать
 to have tea/coffee — пить чай/кофе
 to have sandwiches — есть бутерброды


 В данных выражениях значение глагола **to have** зависит от последующего существительного, а само выражение означает процесс. В вопросительных и отрицательных предложениях такие выражения употребляются с **do/does**, например:

— I always **have lunch** at 12.
 — **Do you?** I **don't have lunch** at 12. I **have lunch** at 1 or at 1.30.

Ответьте на вопросы:

- Does the secretary have lunch at 11?
- Does the manager have talks at 9 in the morning?
- Do you have English lessons at 7 o'clock in the evening?
- Do you have coffee in the evening?
- Does the secretary usually have sandwiches for lunch?

2. **It's difficult (for me) to write** a lot of business letters every day.
It's a pleasure to stay at home in the evenings.

 В данных предложениях **it** употребляется в качестве подлежащего.

Составьте предложения.

It is (not) difficult
It is (not) a pleasure

to stay in the office until 8.
to meet many customers.
to finish work late.
to come to the office at 8.
to meet friends at weekends.
to come home after work.
to go out in the evenings.
to read English books.
to work on the computer.
to go shopping after work.

3. — 'Is it 'difficult to 'learn / English?
— \ (Yes), I \ think so / \ (No), I \ don't think so.

Отвeтьте согласием или несогласием.

- Is Lavrov's wife a young woman?
- Does Mr Bell's family drive to the sports centre every evening?
- Is London a beautiful city?
- Do English people like sport?
- Do Russian people drink much coffee?
- Is it difficult to discuss business problems in English?
- Is the President very busy all day?
- Has Mr Bell's company branches only in England?
- Is England a big country?

TEXT

'IS IT 'DIFFICULT FOR 'YOU TO 'LEARN / ENGLISH?

Mrs 'Bell 'comes into the \ sitting room.

Mrs Bell: 'Tea or / coffee, Mr Lavrov?

Lavrov: \ Tea, please. I \ know that the 'English 'people 'drink a \ lot of tea, / don't they?

Mrs Bell: That's \ true. 'Do you 'want / milk in your tea?

Lavrov: \ Yes, please, but 'not 'very \ much.

Mrs Bell: 'Here you \ are.



- Lavrov:* \ Thank you.
Mrs Bell: 'Are you 'tired to 'speak ↑ English, Mr Lavrov?
Lavrov: ↑ Who? ↑ Me? 'Oh, \ no. It's 'always a \ pleasure to speak English.
Mrs Bell: You ↑ know, your 'English is 'very \ good.

- Lavrov:* \ Thank you, Mrs Bell. I 'work for a 'foreign 'trade ↑ company and 'learn 'English in my \ office.
Mrs Bell: 'How 'often do you 'have \ lessons?
Lavrov: We 'have 'three 'lessons 'every \ week.
Mrs Bell: 'Are the 'lessons ↑ interesting?
Lavrov: \ Yes, at the ↑ lessons we ↑ speak, ↑ read and trans\late.
Mrs Bell: 'Is it 'difficult for 'you to 'learn ↑ English?
Lavrov: I \ don't think so.
Mrs Bell: Your 'work \ 'helps you, ↑ doesn't it?
Lavrov: \ Yes, \ certainly. I 'often 'speak 'English at the ↑ talks and dis'cuss a 'lot of 'problems with our \ customers. ↑ Besides, I 'often 'go on 'business to 'English-speaking \ countries. And 'how 'many 'foreign 'languages do \ you speak, Mrs Bell?
Mrs Bell: 'Only \ one — \ French, and 'not 'very \ well.

Запомните слова и словосочетания:

- | | | |
|-----------------------|--------------------------|---|
| 1. a lot (of) | — много | |
| a lot of | books
 milk
 tea | |
| 2. into ['Intə] | | — в (предлог, выражающий направление движения внутрь) |
| to come into the room | | — войти в комнату |
| 3. tea [tr:] | — чай | |
| 4. coffee ['kɒfi] | — кофе | |

5. **people** — люди; народ; жители
the English people — англичане
the people of London — жители Лондона
young people — молодежь
old people — старики
These people are very nice.
6. **to drink** [drɪŋk] — пить
7. **to want** [wɒnt] — хотеть, желать
He wants to visit friends at the weekend.
8. **milk** [mɪlk] — молоко
9. **much** [mʌtʃ] — много (с неисчисляемыми существительными)
how much...? — сколько...?
10. **tired** ['taɪəd] — усталый, уставший
to be tired — устать
11. **to speak** [spi:k] — говорить, разговаривать
to speak with (to)... — говорить, разговаривать с ...
to speak English — говорить по-английски
12. **pleasure** ['pleɪzə] — удовольствие
It's a pleasure to watch TV. — Приятно (это удовольствие) смотреть телевизор.
with pleasure — с удовольствием
13. **foreign** [fɔ:ɪn] — иностранный
a foreign language — иностранный язык
14. **trade** [treɪd] — торговля
a foreign trade company — внешнеторговая фирма
15. **to learn** [lə:n] — учить, изучать
to learn English
16. **a lesson** [lesn] — урок, занятие; задание
an English lesson — урок английского языка
to have lessons — заниматься, иметь занятия
17. **a week** [wi:k] — неделя
18. **interesting** ['ɪntrɪstɪŋ] — интересный
an interesting | **book**
| **letter**
interesting work
19. **to translate** [trɑ:n'sleɪt] — переводить
to translate | **a book**
| **a letter**

- to translate from French into English — переводить с французского на английский
20. difficult ['dɪfɪkəlɪt] — трудный
- a difficult | day lesson
- difficult | work talks
21. to think [θɪŋk] — думать; полагать, считать
22. talks [tɔ:kz] — переговоры
- to have talks — вести переговоры
- at the talks — на переговорах
23. to discuss [dɪs'kʌs] — обсуждать
- to discuss problems
24. besides [bɪ'saɪdz] — кроме того
- He speaks French very well.
Besides he knows Spanish and German.
25. a country ['kʌntri] — страна
26. many ['meni] — много (с исчисляемыми существительными)
- how many...? — сколько...?
27. a language ['læŋgwɪdʒ] — язык
- the English language
28. only ['ounli] — только
- I speak only Russian.

Запомните выражения:

1. Here you are. — Вот, пожалуйста! (когда Вы что-то передаете собеседнику)
2. I am tired (to speak English). — Я устал (говорить по-английски).
3. It's a pleasure (to speak English). — Приятно (говорить по-английски).
4. With pleasure. — С удовольствием.
5. It's difficult (for me to learn English). — (Мне) трудно (учить английский).
6. I don't think so. — Я так не думаю; думаю — нет.
I think so. — Думаю — да.
7. That's true. — Это верно / Правильно.

ГОВОРИТЕ ПО-АНГЛИЙСКИ

Упр. 1. Задайте друг другу вопросы к пропущенным членам предложения и ответьте на них.

- ... always comes to the office at 9.
- ... meets friends at weekends.
- ... cleans the house at weekends.
- ... is in London now.
- ... often meets business partners.
- ... has got a small house near Moscow.
- ... reads e-mail messages in the morning.
- ... is Mr Bell's secretary.
- ... plays on the computer.
- ... designs beautiful houses.

Упр. 2. Задайте друг другу вопросы, начинающиеся с How much? How many? и ответьте на них. Используйте данные выражения:

- to meet customers
- to write business letters
- to drink coffee
- to have English lessons
- to speak foreign languages
- to drink tea / coffee with milk
- to have (got) children
- to read e-mail messages.

Упр. 3. Составьте мини-диалоги. Закончите вопрос. После краткого ответа дайте развернутое высказывание.

1. Mr Bell has a barbecue with friends at weekends, ...?
2. Betsy is very busy all day, ...?
3. Mrs Bell does housework in the evenings, ...?
4. Mr Bell's family never stays at home in the evening, ...?
5. Lavrov's work helps him to learn English, ...?
6. Mr Bell doesn't live in London, ...?
7. The English lessons at Rossexport are interesting, ...?
8. Mrs Bell speaks 2 or 3 foreign languages, ...?
9. In the evenings Mr Bell's family sometimes drives to the sports club, ...?
10. Mr Bell's company is very large, ...?

Упр. 4. Прочитайте интервью по поводу получения работы. Заполните пропуски в вопросах и ответах. Воспроизведите интервью.

Mr Smith: Good morning, Miss Soars, please, sit down. Now, you are from Canada,...?

Miss Soars: Yes. I..., but I live in London now.

Mr Smith: You haven't got a family, ...?

Miss Soars: No, I...

Mr Smith: You speak French and Italian,...?

Miss Soars: That's right. I speak these languages well.

Mr Smith: But you don't speak German,...?

Miss Soars: No, I..., but it's not difficult for me to learn a foreign language..

Mr Smith: Really? Well, Miss Soars, you know the computer,...?

Miss Soars: Yes, I

Mr Smith: But you don't drive a car,...?

Miss Soars: But I do. I drive a car.

Mr Smith: That's good.

Упр. 5. Правильно ли Вы употребляете предлоги?

а) Заполните пропуски предлогами, где необходимо.

б) Перескажите текст.

Alex is a businessman. He works ... a foreign trade company. He speaks English ... the talks and often goes ... business ... English-speaking countries. Now he learns German ... his office. It is not difficult ... him to learn German. ... the lessons he and his friends read texts, answer ... the teacher's questions, and discuss different problems ... German. ... home they translate ... Russian ... German.

Упр. 6. Побеседуйте друг с другом. Используйте диалог-образцы. Варьируйте содержание.

— Do you sometimes go on business?

— Yes, I often do.

— Where do you go?

— Well, I go on business to Russian cities and to foreign countries.

— Do you often go to Great Britain?

— Yes, we have got a lot of partners in this country. It's always a pleasure to visit Great Britain and to speak English.

* * *

- Do the people of your office drink much coffee?
- I think so. We drink coffee and tea — English tea.
- In the morning?
- In the morning, after lunch, at 5 o'clock.
- Oh, it's "5 o'clock tea", isn't it?
- Yes, it's the English routine.

* * *

- I think you often have business talks, don't you?
- Yes, I do.
- Do you speak English with your foreign customers?
- Sometimes I do, but not always. It is difficult for me to discuss business problems in English.
- And who speaks English at the talks?
- Our President does. His English is very good.

Упр. 7. а) Прочитайте текст и обсудите его.

Andy is from Russia. He is in Oxford now. Every morning at 9.30 he comes to his English school and studies English until 1 o'clock.

The students in his English class are very nice. Nicole, for example, is a young French girl. She is from Paris, France. Nicole works for a large company. The company has got a lot of partners in different countries. Nicole is a secretary. She answers the telephone and meets foreign customers who come to their office. She wants to speak English well, that's why she is in Oxford now.

Hans is from Bonn, Germany. He is a reporter. He visits a lot of countries and meets a lot of people. He speaks French, Spanish and German, of course. And he wants to speak English too. He is 40, but it's not difficult for him to learn foreign languages.

The lessons at school are very interesting. The students discuss a lot of problems, read texts, play games and watch English films. It's a pleasure to learn English in England, isn't it?

Запомните новые слова и выражения:

1. a school [sku:l] — школа
2. to study ['stʌdi] = to learn
to study foreign languages
3. an example [ɪg'zɑ:mpəl] — пример
for example — например

4. why [waɪ] — почему (вопросительное слово)
that's why — вот почему
5. of course [kɔ:s] — конечно

б) Согласитесь или не согласитесь с утверждениями. Используйте «I think so», «I don't think so». Скажите почему Вы считаете так, а не иначе.

1. The students in Oxford have lessons from 8.30 until lunch time.
2. People from different countries study English in Oxford.
3. Nicole is a designer. She wants to speak English to her English customers.
4. Hans wants to learn English for his work as a businessman.
5. Hans is not a young man and it's difficult for him to learn English.
6. The English lessons in Oxford are interesting.

с) В Оксфордской школе — вечеринка. Студенты знакомятся друг с другом. Прочитайте диалоги и воспроизведите их.

1. — Hello, my name's Hans. I'm from Germany.
— Glad to meet you, Hans. I'm Andy from Russia.
— Are you from Moscow?
— Oh no, I'm from Novgorod.
— Novgorod? Where is that?
— It's in the centre of Russia. It's a very beautiful old city.
— What do you do, Andy?
— I'm a student. I study business.
2. — Hello, I'm Dimitry, from Greece. I'm a new student.
— Glad to meet you. I'm Nicole.
— Are you from France?
— Yes, from Paris.
— Your English is very good, Nicole.
— Thank you. It's a pleasure for me to speak English.
— Pardon? What does "it's a pleasure to speak English" mean?
— It means "It's nice to speak English".
— Oh, I see.

Запомните новые слова и выражения:

1. to mean [mi:n] — значить
What does it mean? — Что это значит?
It means... — Это значит...
2. I see — понимаю, понятно, ясно.

Упр. 8. Итак, Вы познакомились с господином Беллом и Лавровым. Что Вы можете рассказать:

- about Mr Lavrov, his work, his family, his English lessons;
- about Mr Bell, his company, his work, his family, his house;
- about what Mr Bell's family does at weekends.

Упр. 9. После переговоров представитель иностранной фирмы расспрашивает Вас о том, где и как Вы изучаете английский язык. Ответьте на его вопросы.

Упр. 10. а) Вам нужно позвонить в английскую фирму. Выучите этот диалог.

Betsy: Bell&Co. Good morning.

Pavlov: Good morning. This is Pavlov from Rossexport. Is Mr Bell in the office?

Betsy: How do you spell your name, please?

Pavlov: P-A-V-L-O-V.

Betsy: Mr Pavlov, Mr Bell isn't in the office now.

Pavlov: What about Mr Blake?

Betsy: I'm sorry, Mr Blake is busy. He is at the talks now.

Pavlov: Thank you.

Betsy: You are welcome. Good- bye.

Запомните слова и выражения:

1. How do you spell your name? — Как пишется (произносится) Ваше имя? / Назовите по буквам ваше имя.
2. You are welcome ['welkəm] — Не стоит (в ответ на благодарность).

б) Выполните следующее задание:

Позвоните на фирму «Грин энд К^о» и попросите к телефону г-на Джонса (Johns). Узнав, что его нет, спросите, на месте ли г-н Рассел (Russel).

ПИШИТЕ ПО-АНГЛИЙСКИ

Упр. 11. Напишите предложения и вопросы по данному образцу.

- | |
|--|
| <p>— Nick drinks coffee. Susan drinks milk.
— Who drinks coffee and who drinks milk?</p> |
|--|

1. Mr Lavrov learns English. Mr Pavlov learns French.
2. Nancy writes letters. Mr Jackson translates faxes.
3. Mr Lavrov has got a flat in Moscow. Mr Bell has got a house near London.
4. Mr Bell is a company manager. Mr Stepanov is an office manager.
5. Mr Lavrov speaks English. Mr Bell speaks French.

Упр. 12. Напишите вопросы, на которые можно дать следующие ответы:

- I come to the office at 9.
- I read e-mail messages and write letters in the morning.
- Yes, I sometimes meet customers from different countries.
- I have lunch at 1 o'clock.
- I finish my work at 6 o'clock.
- Yes, our businessmen learn foreign languages.
- Mrs Bell speaks only one foreign language — French.
- The English lessons in Oxford are very interesting.
- Lavrov goes on business to English-speaking countries.
- It is not difficult for Lavrov to learn English.

Упр. 13. Напишите расчлененные вопросы и ответы на них, используя подсказки:

- to work at Rossexport (Mr Lavrov);
- to translate letters from Russian into English (You);
- to discuss a lot of problems at the talks (the businessmen);
- to speak English to customers (the President);
- to have got a nice flat in London (Betsy);
- to have a lot of branches (the company);
- to be not difficult to learn English (Lavrov);
- not to drink coffee (Lavrov);
- to go shopping at weekends (Mrs Bell);
- to go out for lunch (the manager).

Упр. 14. Переведите предложения, используя глаголы to have или to have got.

- У г-на Степанова очень хорошая квартира.
- Наши дети обычно обедают в два часа.
- Наша фирма имеет много предложений от иностранных фирм.
- Вы часто ведете переговоры, не правда ли?

- В какое время у вас обед?
- Где вы обычно занимаетесь?
- Мы не проводим переговоры по вечерам.
- У г-на Петрова есть дети? Нет, у него нет детей.
- Секретарь ест бутерброды в 12 часов.
- Бетси встает в 7.30. Она не завтракает по утрам.

Упр. 15. Переведите на английский язык.

- а) Я знаю этого человека. Его зовут г-н Белл. Ему 40 лет. Он — управляющий большой фирмы в Лондоне. Фирма имеет филиалы в различных городах. Г-н Белл часто встречается со своими заказчиками. Он очень занят целый день. Он приходит на работу в 9 и находится в офисе до 6 вечера.
- б) А это — г-н Лавров. Он — бизнесмен «Россимпорта». Г-н Лавров хорошо говорит по-английски. Он изучает язык на работе. Уроки очень интересные. На уроках он читает, переводит с английского на русский и обсуждает многие проблемы. Он часто ездит в командировки и говорит по-английски со своими партнерами.

Упр. 16. Напишите короткий рассказ о занятиях английским языком.

ОСНОВНОЙ КУРС

LESSON 1

- Grammar: 1. The Present Continuous Tense (настоящее продолженное время).
2. Adjectives (прилагательные) (a) little, (a) few.
3. Personal Pronouns in the Objective Case (личные местоимения в объектном падеже).

Text: **A Businessman's Working Day.
Making an Appointment.**

UNIT I

GRAMMAR

SECTION I

THE PRESENT CONTINUOUS TENSE

STEP 1. LOOK AT THE PICTURES AND READ THE SENTENCES.

Every morning Mr Blake drinks coffee.



At 8 o'clock in the morning Mr Blake goes to his office.



In the morning Mr Blake and his secretary discuss plans for the day.



He is drinking coffee now.

He is going to his office now.

They are discussing their plans for the day now.



Present Continuous употребляется для выражения действия, совершающегося в момент речи или в настоящий период времени. Глаголы, выражающие чувства, восприятия, и умственную деятельность (*to see видеть, to hear слышать, to know знать, to like нравиться, to want хотеть* и др.), а также глагол *to have* в значении *иметь, владеть* в Present Continuous не употребляются.

STEP 2. THE AFFIRMATIVE FORM (УТВЕРДИТЕЛЬНАЯ ФОРМА). STUDY AND PRACTISE.

I He She (It)	am is	reading a book now.	We You They	are	reading a book now.
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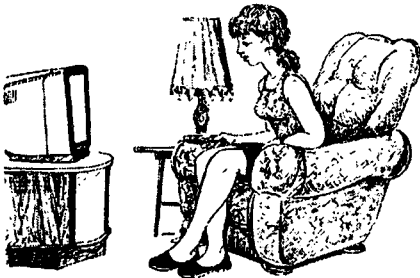


1. Present Continuous образуется с помощью вспомогательного глагола to be в соответствующей форме Simple Present и Participle I (причастия настоящего времени) смыслового глагола.
2. Participle I образуется путем прибавления окончания -ing к основной форме глагола: speak + ing = speaking.
3. Особенности написания Participle I:
 - a) если глагол оканчивается на -e, то при прибавлении -ing e опускается: come + ing = coming.
 - b) если глагол оканчивается на согласную, перед которой стоит краткая гласная, то конечная согласная удваивается: sit + ing = sitting.

Ex. 1. Make up sentences in the Present Continuous.

The President	--- to have talks;
We	--- to have an English lesson;
Mr Bell's children	--- to play football;
The secretary	--- to work on the computer;
The businessmen	--- to meet customers;
I	--- to speak English.

Ex. 2. Look at the pictures and say what the people are doing.



Mrs Bell



Mrs Lavrova



Mr Bell



Mr Lavrov and Mr Bell

**STEP 3. THE NEGATIVE FORM (ОТРИЦАТЕЛЬНАЯ ФОРМА).
STUDY AND PRACTISE.**

I	am		reading	We			reading
He	is	not	a book now.	You	are	not	a book now.
She (It)				They			



Отрицательная форма Present Continuous образуется с помощью отрицания **not**, которое ставится после вспомогательного глагола **to be**.

Ex. 3. a) Say what the people in the pictures (ex. 2) are not doing. Use the expressions:

- to clean the flat;
- to visit friends;
- to drive home;
- to go to the sports centre;
- to play tennis;
- to go on business;
- to have a cup of tea.

b) Say what you (your friend) are (is) not doing at the moment.

Ex. 4. Say what your business partner is doing or is not doing now. Begin with "I think"...

- to read the new catalogue;
- to discuss business problems;

- to speak about sports news;
- to watch a film about business;
- to have a business lunch;
- to stay at home;
- to go shopping.

STEP 4. THE INTERROGATIVE FORM (ВОПРОСИТЕЛЬНАЯ ФОРМА). STUDY AND PRACTISE.

Am	I	reading a book now?		you	are.
	he			he (she, it)	is.
Is	she (it)		Yes,	we	are.
				you they	
Are	we		No,	you	aren't.
	you			he (she, it)	isn't.
	they			we	aren't.
				you they	



В вопросительной форме Present Continuous вспомогательный глагол **to be** ставится перед подлежащим. В специальных вопросах вопросительное слово стоит перед глаголом **to be**.

Ex. 5. Speak about Mr Bell.

Example: — **Is Mr Bell reading an offer from Rossexport?**
— **No, he isn't. He is reading a catalogue.**

- to meet customers;
- to speak with the President;
- to have lunch;
- to play tennis;
- to have business talks;
- to read a book about Moscow;
- to work on the computer.

Ex. 6. Make up mini-dialogues.

Example: — **The children are watching TV.**
— **What are they watching?**
— **They are watching a film.**

1. The businessmen / to discuss problems.
2. Mr Green / to play tennis.
3. Betsy / to learn French.
4. The British sportsmen / to stay in Moscow.
5. Our secretary / to have dinner.
6. My friend / to read an interesting book.
7. Paul / to drive a car.
8. The manager / to have talks.
9. I / to study a new English tense.

STEP 5. COMPARE THE USE OF THE PRESENT CONTINUOUS AND THE SIMPLE PRESENT TENSES.



The Present Continuous Tense употребляется, если действие происходит в данный момент или в данный период.

The Simple Present Tense употребляется, если действие происходит регулярно.

Ex. 7. Speak about different people.

Example: *Nina is a secretary. She works for a big company. But she is not working now. She is reading a book.*

1. Paul is a driver / to play football;
2. Ann is a housewife / to visit a friend;
3. Ted is an actor / to clean his flat;
4. Sam is a teacher / to watch TV at home;
5. Lena is a designer / to visit her parents;
6. Tom is a businessman / to work in the garden;
7. Susan is a tennis player / to read a book about England.

Ex. 8. It's an office. Six people work in the office. The boss is Mr Klein. It is 11 o'clock but Mr Klein is not in the office. Say what the people usually do at this time and what they are doing now.

1. Gloria — to work on the computer;
to speak on the phone with her boyfriend.
2. Alex — to look through the mail;
to look through a sports journal.
3. Pete — to discuss business problems on the phone;
to read a detective novel.
4. Kate — to study new catalogues;
to drink coffee.

5. Tom — to make appointments;
to play on the computer.
6. Julia — to check orders;
to eat fruits.

SECTION II

ADJECTIVES (A) FEW, (A) LITTLE

STEP 1. READ THE SENTENCES:

- a) My friend has got **few** English books. c) My friend drinks **little** coffee.
- b) I've got **a few** English books. d) I drink **a little** coffee every morning.



Русскому слову “мало” соответствуют два английских прилагательных:

few употребляется с **исчисляемыми** существительными во множественном числе (см. пример “а”).

little — с **неисчисляемыми** существительными (см. пример “с”).

При наличии артикля перед этими словами они означают “немного” (см. примеры “b” и “d”).

STEP 2. PRACTISE THE USE OF (A) FEW AND (A) LITTLE.

Ex. 9. Use few / a few; little / a little.

1. It's 8.50. The work begins at 9. We've got ____ time.
It's 8.30. The work begins at 9. We've got ____ time.
2. I don't like coffee. I drink ____ coffee.
Every morning I eat a sandwich and drink ____ coffee.
3. This man is very lazy. He does ____ work.
My grandma is old, but every morning she does ____ work in the garden.
4. Ann knows ____ English words. Her English is very bad.
5. Our President speaks ____ foreign languages.
6. The business is bad at the moment. We've got ____ orders.
The business is not bad. We've got ____ new partners.
7. — Do you want milk in your coffee?
— Yes, ____, please.
8. I want to ask you ____ questions about your business.

Ex. 10. Say:

if you've got many / (a) few	good friends, American films on CD, contracts with foreign companies, business partners, pictures of London, customers, telephones / computers in the office;
if you read many / (a) few	newspapers, magazines about film stars, business journals, e-mail messages, catalogues, books about foreign countries;
if you drink much / (a) little	coffee, tea, milk.

SECTION III

PERSONAL PRONOUNS IN THE OBJECTIVE CASE

STEP 1. STUDY THE TABLE.

Personal Pronouns	Personal Pronouns in the Objective Case
I	me
you	you
he	him
she	her
it	it
we	us
you	you
they	them



Английским местоимениям в объектном падеже соответствуют в русском языке местоимения в косвенном падеже (**me** — *меня, мне* и т.д.).

STEP 2. PRACTISE THE USE OF THE PRONOUNS.

Ex. 11. Choose the correct pronouns.

1. Lavrov comes to (his, him) office at 9 o'clock in the morning.
2. Where is (your, you) pen? — It's on (my, me) table.
3. (Our, us) businessmen learn English. They want to speak (its, it) well.
4. (Our, us) office manager often meets foreign businessmen and discusses prices for different goods with (their, them).
5. Come and meet (my, me) family at the weekend.
6. We're going to the sports centre. Would you like to go with (our, us)?
7. I want to meet (his, him), but he doesn't want to meet (my, me).
8. — Do you know this man?
— Yes, I work with (his, him).

Ex. 12. Use the correct pronouns.

1. I read a lot of English **books**. I read... in the evening.
2. Lavrov is speaking to **Mr Bell**. He is speaking to ... about the contract.
3. **Kate** is my friend. I meet ... in the office every day.
4. My daughter is reading a book about London now. She is reading ... with pleasure.
5. I often meet **my friends**. I usually meet ... at weekends.
6. **We** learn English. Our work helps ... to speak English well.
7. Where are **the new catalogues**? I want to look through ...
8. I'd like to meet **Mr Tompson**. I am going to make an appointment with ... today.

UNIT II

SPEECH PATTERNS

Pattern 1.	I am (not) going	to read ...
		to speak ...
		to meet ...



Форма to be (not) going + инфинитив выражает намерение совершить (не совершать) действие в ближайшем будущем.

Ex. 13. Complete the situations. Use "to be (not) going" + one of the infinitives: to visit, to be, to watch, to meet, to translate, to work, to do, to offer.

1. I am tired. I _____.
2. At the weekend John _____ friends.
3. It's a difficult text but we _____ it.
4. What _____ you _____ after work?
5. The children _____ an interesting film on TV in the evening.
6. The President _____ the production plant of ABS.
7. It's an old model. We _____ it to our partners.
8. This girl _____ a designer.

Ex. 14. Mr Flinn, a British businessman, is going to visit Moscow. Ask and answer questions about his visit.

- When / to arrive in Moscow?
- Where / to stay?
- Whom / to meet?
- What goods / to offer to the Russian company?
- What problems / to discuss?
- What places / to visit?
- What / to do in the evenings?
- When / to leave Moscow?

Pattern 2.

<p>I'd like = I would like</p> <p>— Would you like</p> <p>— Yes, I would. (No, I wouldn't).</p>	<p>to go...</p> <p>to meet ...</p> <p>to have ...</p> <p>.....?</p>
--	---

Ex. 15. Complete the situations.

**Example: I study English.
I'd like to speak English well.**

1. I am not busy in the evening.
2. I have a new magazine about gardening.
3. It is 10 o'clock in the evening. I am very tired.
4. Our business partners from Finland are in Moscow now.
5. Tom's computer is very old.

6. Betsy's flat is very small.
7. I think England is a very interesting country.
8. Mr Blake has got an enquiry from a Russian company.

Ex. 16. Your friend is going to visit St. Petersburg. Speak with him about his visit. Ask questions with "would you like...?".

- How many days / to stay?
- Where / to stay?
- What / to see?
- What places / to visit outside the city?
- Where / to have dinner?
- Where / to go shopping?
- Whom / to meet?

Pattern 3.

We study English to speak with foreign partners.

Ex. 17. Complete the sentences. Say "why?"

- We
- read newspapers ...
 - have business talks ...
 - go to a production plant ...
 - read English texts ...
 - watch television ...
 - look through catalogues ...
 - phone the business partners ...
 - go to a cafe ...

UNIT III

WORKING ON THE TEXT

Read the text and the dialogue.

A BUSINESSMAN'S WORKING DAY

A

This is Mr Blake. He is a sales manager for ABS. The company produces and sells equipment for communications to different countries.



Mr Blake is usually very busy. He arrives at the office at 8.15 and has a few minutes to look through newspapers and journals. He is interested in the latest political and business events.

The office hours begin at 8.30. First, Mr Blake checks his e-mail and answers urgent messages. Then he speaks on the phone with the suppliers and customers of ABS. He also checks orders and prepares sales reports.

Mr Blake often has talks at which he discusses prices for the goods and terms of payment, shipment and delivery.

Sometimes he goes to the production plant of his company outside London. He leaves the office at 5.30 in the afternoon.

B

It is 9 o'clock in the morning. Mr Blake is looking through his mail.

He usually receives a lot of mail, but today he has got few messages. He is reading one of them. It is an enquiry for telephone equipment from a Russian company.

ABS are selling¹ a new model of this equipment and Mr Blake is going to offer it to their Russian partners.



MAKING AN APPOINTMENT

Voronin, a businessman of the Russian trading company, is in London now. He is phoning Mr Blake to make an appointment with him.

Secretary: ABS. Good morning!

Voronin: Good morning! This is Voronin from Russia. I'd like to speak to Mr Blake.

Secretary: Just a moment², please. You are through³.

Blake: Blake speaking⁴.

Voronin: Good morning, Mr Blake.

Blake: Good morning, Mr Voronin. I've got your enquiry and I want to offer our new model to you.

Voronin: Good. I'd like to have your latest catalogue and price-list. Could we meet on Tuesday⁵?

Blake: Sorry, I'm very busy on Tuesday. How about Wednesday morning at ten o'clock?

Voronin: Good. See you on Wednesday⁶. Good-bye!



¹ **ABS are selling...** — с названиями фирм типа ABS, Brown&Sons глагол употребляется как в единственном, так и во множественном числе.

² **Just a moment.** — (разг.) Одну минуту.

³ **You are through.** — Говорите. (Я Вас соединила.)

⁴ **Blake speaking.** — Говорит Блейк. (фраза, употребляемая в разговоре по телефону)

⁵ **Could we meet on Tuesday?** — Не могли бы мы встретиться во вторник?

⁶ **See you on Wednesday.** — До среды; увидимся в среду.

NOTE THE PRONOUNCIATION:

a model ['mɒdəl] *n*

a moment ['məʊmənt] *n*

a catalogue ['kætəlɒg] *n*

a price-list ['praɪs list] *n*

Ex. 18. Agree or disagree with the statements (begin with "Yes, I think so" or "No, I don't think so"). Give your reasons.

1. In the morning Mr Blake has no time to look through newspapers and journals.
2. Mr Blake always checks the e-mail when he begins his work.
3. At the talks Mr Blake discusses business problems.
4. Mr Blake often goes to the production plant of his company in London.

* * *

1. Today Mr Blake has got a lot of messages.
2. He is reading an offer for telephone equipment.

3. ABS are going to offer an old model of the equipment to their Russian partners.
4. Mr Blake and Voronin are going to meet on Tuesday.

Ex. 19. Say what you remember from the text about:

1. Mr Blake's working day.
2. An enquiry from a Russian company.
3. Mr Blake and Voronin's telephone talk.

UNIT IV

WORKING ON WORDS AND EXPRESSIONS

to be interested	in smth in doing smth
------------------	--------------------------

Ex. 20. Make up short dialogues.

Example: — Have you got a hobby?
— Oh yes, I'm interested in sports / playing tennis.

- to read books about different countries / business / old Russia;
- to play games on the computer;
- to design flats / houses;
- to work in the garden;
- to watch sports on TV;
- to watch films on DVD;
- cars;
- to study foreign languages.

to make an appointment with smb** for some day

Ex. 21. a) Read the dialogue:

- Could you help me?
— Yes, certainly!
— I'd like to make an appointment with Mr Dennis for Tuesday.
— No problem.

* smth = something ['sʌmθɪŋ] — что-либо

** smb = somebody ['sʌmbədi] — кто-либо

b) Now say with whom and for what day you'd like to make an appointment.

c) Say what appointments Mr Blake is going to make.

Mr Andrews	(the USA)	⇒	Tuesday	12.30
Mrs Tonako	(Japan)	⇒	Wednesday	14.00
Mr Golby	(Australia)	⇒	Thursday	11.00
Mr Richter	(Germany)	⇒	Friday	14.30

UNIT V

KEY STRUCTURES AND SPECIAL POINTS

ARTICLES

Ex. 22. Supply articles or possessive pronouns where necessary.

1. It's ... enquiry from ... English company. ... company is interested in ... books about Russia.
2. In ... morning ... manager looks through ... Russian and English newspapers and journals.
3. ... equipment of Blake&Co. is very good. They sell it to ... Russian companies.
4. It's ... plant of ... telephone equipment. ... plant is outside London. It's ... very large plant. ... manager of ABS is going to visit ... plant with ... Russian businessmen on Friday.
5. Are you interested in ... latest models of cars?
6. Every morning John checks ... mail. Then he speaks on ... phone with ... customers of ... company.
7. — Do you often discuss ... prices at ... talks?
— Yes, we discuss ... prices and ... terms of payment and delivery.
8. I'd like to make ... appointment with Mr Green for Monday.

TENSES

Ex. 23. a) Supply the correct tenses.

AN EVENING AT HOME

It is 5.45 in the afternoon. Voronin (to finish) his work. He usually (to arrive) home at 7 o'clock. He (to like) to stay at home in the evening together with his family. They usually (to watch) TV or (to look through) newspapers.

Now you (to see) Voronin and his family in their comfortable sitting room. Voronin (to sit*) in the armchair and (to read) a newspaper. He (to be interested) in the latest political events. His wife (to sit) on the sofa. She (not to read). She (to watch TV). She never (to watch TV) in the daytime. She (to have got) a lot of work to do at home.



Voronin's son seldom (to watch TV). In the evenings he usually (to do) his homework. You (to see) him at the desk. He (to read) an English book. He (to read) English books every day. He (to like) the English language and (to want) to speak it well.

* to sit — сидеть

b) Speak about evening hours in Voronin's family.

c) Say what the people in the picture are doing.

PREPOSITIONS

Ex. 24. a) Supply the correct prepositions.

Mr Stepanov is the director ... the firm. He works ... Rossexport. The company is very large. They sell different goods ... French and British companies. Many customers arrive ... Moscow to discuss business problems ... the businessmen ... Rossexport.



... the talks they usually discuss prices, terms ... payment, shipment and delivery. Now you see Mr Stepanov ... his office. He is sitting ... the desk and speaking ... the phone. The company manager ...

Brown&Sons is phoning him. They are making an appointment ... Friday. Brown&Sons are interested ... the new model ... planes*. The manager would like to have the latest catalogue and price-list ... Rossexport.

* a plane — самолет

b) Speak about Mr Stepanov and his company.

c) Look at the picture and say what Mr Stepanov is doing.

THE WORDS YOU MIX UP

Ex. 25. Choose and use.

a) interesting or interested?

1. This book is very ...
2. We are ... telephone equipment.
3. What companies are ... your goods?
4. Moscow is an ... city.
5. Is your company ... kitchen equipment?
6. I'm always ... political events.
7. It's ... to learn English.
8. A lot of people ... sports. It is ... to play sport games and it is ... to watch sports.

b) good or well?

1. The new model of equipment is very ... and we'd like to send an enquiry for it.
2. The businessmen of our firm know the prices for telephone equipment very ...
3. Does your friend speak French ... ? — Yes, his French is very ...
4. I know this man very He is a ... economist.
5. Nancy is a ... secretary. She does her work ...
6. — Do you know this woman?
— Yes, I know her very She is our English teacher.

UNIT VI

SPEECH EXERCISES

Ex. 26. a) Read the dialogue.

Nick is a student. He is from Russia. Now he is learning English in Oxford. Nick is staying with the Grants, an English family.

- Nick:* Mrs Grant, help me, please. I'm doing my homework and I don't know this word. What does it mean?
- Mrs Grant:* Oh, Nick, it's difficult. I'm watching television now.
- Nick:* Really? What are you watching?
- Mrs Grant:* I'm watching a very interesting film.
- Nick:* Could Mr Grant help me?
- Mrs Grant:* Oh no. He's reading.
- Nick:* What's he reading?
- Mrs Grant:* He's reading a journal.
- Nick:* What journal is he reading?
- Mrs Grant:* He's reading a business journal.
- Nick:* What about Joan? Could she help me?
- Mrs Grant:* No, Nick. She's speaking on the phone.
- Nick:* Who's she speaking with?
- Mrs Grant:* She's speaking with her boyfriend. You are asking a lot of questions, Nick.
- Nick:* Yes, you are right. I'm practising English.
- Mrs Grant:* You are a very good student, Nick.
- Nick:* Am I? Thank you, Mrs Grant. I'd like to speak English well.

b) Ask questions on the dialogue.

c) Act out the dialogue.

Ex. 27. Read and act out the dialogue "Making an appointment". Make changes in it.

- | | |
|---|--|
| <p>— ABS. Lawson speaking. Good morning.</p> <p>— Good morning. This is Andrew Smith. I'd like to make an appointment with you for Tuesday at 4.30.</p> <p>— Oh, I'm very busy that afternoon. Could we meet on Wednesday morning?</p> <p>— On Wednesday morning I'm going to the production plant. How about Wednesday afternoon at 4?</p> <p>— Good. Wednesday, at 4 in the afternoon. Thank you.</p> | <ul style="list-style-type: none">• to have talks;• to meet the partners from Germany at the airport;• to visit the presentation of the new model. |
|---|--|

Ex. 28. a) Read the text.

Philip Blake is Mr Blake's elder son. He is a manager of a big company. Philip lives in Bishopton, a small place near London, but he works in London. He goes to London every morning on working days.

He arrives at the office at 8.25 and begins his work. He looks through the mail, speaks on the phone, meets his customers and has business talks.

He often goes on business to different cities to discuss problems with the partners of the company.

Floy Robinson is a secretary to Philip Blake. When she comes to the office in the morning she makes a cup of tea for her boss. Then she looks through the messages, answers the phone and makes appointments for Mr Blake.

Floy usually has lunch in the office, but sometimes she goes out for lunch with her boyfriend Tom. She stays in the office until 5.30 in the afternoon. In the evening Floy has French lessons. She wants to know French well to speak with the customers from France.

b) Agree or disagree.

1. Philip Blake lives and works in London.
2. He is very busy in his office.
3. He seldom goes on business.
4. Floy doesn't make appointments.
5. She always goes out for lunch.
6. Floy studies French and she'd like to speak French well.

PEOPLE IN BUSINESS ARE SPEAKING

Ex. 29. a) Read the dialogue.

MR OLOFSON

Mr Olofson is speaking to a reporter at a conference in London.

Reporter: I'd like to ask you a few questions, Mr Olofson.

Olofson: That's all right.

Reporter: You work for a branch of Sony, don't you?

Olofson: Yes, the name is Sony Electronic Publishing.

Reporter: Sony ... Electronic ... Publishing. And you are the President of the company, a very young President.

Olofson: Well, it's a very young company.

Reporter: And where do you live and work?

Olofson: In the United States.

Reporter: What does your company do? Do you produce TVs?

Olofson: No, we produce video games.

Reporter: Video games? Do you play them at home?

Olofson: No, when I'm at home, I write books. It's my hobby.

Reporter: Oh, have you got time for that?

Olofson: Very little. But I often go on business and I write in the evenings, in my hotel room. And at weekends, too.

(Based on the text from "Business Basics")

b) Speak about Mr Olofson, his work and his hobby.

Ex. 30. a) Read the text.

LINDA DAWSON

Linda is speaking about her working day.

I work for Marks&Spencer, a big British shop. I work with the suppliers of the goods which Marks&Spencer sells.

I usually get up at 6 and plan my day. I leave the house at 7 and go to London. I arrive at work at 8.30 and look through my mail. From 9.30 to 12.00 I speak on the phone with our suppliers. I have lunch at 1.30 or at 2.00. We have a meeting from 3.00 to 5.00 and discuss our problems. I leave the office at 5.30 and arrive home at 7.00.

It's a difficult day, but I like my work. One day I'd like to have my business or to be a supplier for Marks&Spencer.

(Based on the text from "Business Basics")

b) Say what Linda is doing if now it is:

- 7.45 in the morning
- 8.45 in the morning
- 10.00 in the morning
- 1.45 in the afternoon
- 4.00 in the afternoon
- 6.30 in the evening

c) Now speak about Linda's usual working day.

Ex. 31. Read the dialogue, supply Linda's words and act out the dialogue.

John Patrick is making an appointment with Linda Dawson.

John: Good morning. This is John Patrick. Is that Linda Dawson?

Linda: ...

John: I'd like to make an appointment to see you this week.

Linda: ...

John: How about Wednesday?

Linda: ...

John: No, I'm busy on Thursday.

Linda: ...

John: Yes, that's good. Is it morning or afternoon?

Linda: ...

John: At 2.30 or at 3.00?

Linda: ...

John: Ok. See you on Friday at 3.00.

- Linda's worlds:**
- 3.00 is very good.
 - Yes, that's me. Good morning, John.
 - Oh no. I'm going to a sales conference. How about Thursday?
 - We could meet after lunch.
 - Well, how about Friday?
 - Good. When could we meet?

Ex. 32. Answer the questions.

1. Where do you work?
2. Your company is large, isn't it?
3. When do your office hours begin?
4. Have you got much work to do every day?
5. What do you usually do in your office in the morning?
6. What problems do you usually discuss at the talks?
7. When do you have lunch?
8. Do you have lunch in the office or do you go out for lunch?
9. What do you do after lunch?
10. When do you leave the office?

* * *

1. Does your firm receive much or little mail?
2. From what companies do you receive mail?
3. When do you usually look through the mail?
4. Do you receive many or few offers?

5. For what goods do you receive offers?
6. What companies are interested in selling goods to you?
7. To what countries / cities do you go on business?

Ex. 33. Speak on the topics.

1. My work in the office.
2. The secretary of our firm and her work.

Ex. 34. Act out business dialogues. Use the situations:

1. Phone Blake&Co. Make an appointment with Mr Blake.
2. Phone Bell&Co. Speak to Mr Bell. Say you would like to meet him to discuss their offer for office equipment.

UNIT VII

WRITTEN PRACTICE

Ex. 35. Write -ing- forms of the verbs:

to write, to do, to read, to translate, to go, to come, to speak, to stay, to drink, to work, to discuss, to meet, to have, to sit, to begin, to study.

Ex. 36. Write questions to the pictures on pages 89—90 (ex. 2).

Ex. 37. Translate the sentences.

1. — Где г-н Лавров? — Он занят. У него сейчас переговоры.
2. Я обычно просматриваю почту по утрам.
3. — Какой вопрос вы сейчас обсуждаете? — Мы обсуждаем условия платежа.
4. Наш директор сейчас принимает бизнесменов английской фирмы.
5. Мы часто обсуждаем деловые вопросы по телефону.
6. Мы не назначаем встреч с иностранными партнерами на субботу. В субботу мы не работаем.
7. Г-н Петров в офисе. Он просматривает предложение английской фирмы на телефонное оборудование.
8. Каждый день мы получаем много почты.

Ex. 38. Write questions to the words in bold type.

1. The President arrives at the office at 10 o'clock.
2. Great Britain sells many goods to **Russia**.
3. We receive foreign businessmen every day. Today after 2 o'clock we are going to meet Mr Clark, **the manager of GML**.
4. Anna is interested in **sports**. She **plays tennis** very well.
5. After lunch I usually **look through catalogues** or **meet customers**.
6. Our secretary is making an appointment with **Mr Bell** now.

Ex. 39. Translate into English.

A. Моего друга зовут Макс. Он — бизнесмен, работает в большой компании. Компания продает товары в различные страны.

Рабочий день Макса начинается в 9 часов. Он просматривает электронную почту, говорит по телефону с заказчиками, работает на компьютере, ведет переговоры. На переговорах он обсуждает цены на товары, условия поставки и платежа.

После обеда он иногда ездит на завод, чтобы встретиться с поставщиками, но часто он остается в офисе и готовит отчеты или обсуждает деловые вопросы с менеджерами фирмы.

Макс уезжает из офиса в 6 часов вечера и приезжает домой в 7 часов. Вечерами он смотрит телевизор, просматривает газеты, говорит по телефону с друзьями.

B. — Здравствуйте. Говорит Алиса Смит. Я бы хотела договориться с Вами о встрече. Когда мы могли бы встретиться и обсудить несколько вопросов?

— Как насчет среды, в 11 часов утра?

— Прекрасно. Увидимся в среду.

UNIT VIII

VOCABULARY

- | | |
|----------------------------|--|
| 1. sale [seɪl] <i>n</i> | — 1. продажа, сбыт |
| to be on sale | — продаваться |
| e.g. The house is on sale. | |
| a sales manager | — управляющий по сбыту |
| | 2. (часто во мн.ч.) распродажа
(по сниженным ценам) |

Lesson 1

2. **to produce** [prə'dju:s] *v* — производить, выпускать
to produce cars
3. **to sell** [sel] *v* — продавать
to sell smth to | **Russia**
| **France**
4. **communication** — 1. средство связи
[kə,mju(:)ni'keɪʃ(ə)n] *n* — 2. (мн.ч.) коммуникации, коммуни-
кационные линии
5. **equipment** [i'kwɪpmənt] *n* — оборудование
much | **equipment**
little |
6. **to arrive** [ə'raɪv] *v* — прибывать, приезжать
to arrive | **in a city**
| **in a country**
| **at an office**
| **home**
7. **few** [fju:] *adj* — (используется с исчисляемыми существительными)
— мало (отрицательный смысл)
e.g. I've got few books. — У меня мало книг.
a few — немного (положительный смысл)
e.g. I've got a few books. — У меня есть немного / несколько книг.
8. **to look through** ['lʊk'θru:] *v* — просматривать
to look | **a book**
through | **a letter**
9. **a newspaper** ['nju:s,peɪpə] *n* — газета
10. **a journal** ['dʒə:nəl] *n* — журнал (специализированный)
11. **to be interested** [ɪ'ɪntrestɪd] — быть заинтересованным, интересоваться
to be interested in | **smth**
| **doing smth**
e.g. We are interested in the offer of Otten&Co.
We are interested in selling our goods to France.
12. **latest** ['leɪtɪst] *adj* — самый последний, новейший
e.g. We'd like to have the latest catalogue of your company.
13. **political** [pə'lɪtɪkl] *adj* — политический
14. **business** ['bɪznɪs] *n* — 1. бизнес, коммерческая деятельность; 2. торговля

- much (little) business to do business** — заниматься бизнесом, коммерцией; вести торговлю
- to discuss business** — обсуждать деловые вопросы
- business** *adj* — деловой
- a business** | letter
| visit
15. **an event** [ɪ'vent] *n* — событие
16. **an hour** [aʊə] *n* — час (60 минут)
- office hours** — рабочий день, часы работы
- Сравните:**
- ▶ I come to the office at 9 o'clock.
I work seven hours every day.
17. **to begin** [bɪ'gɪn] *v* — начинать, начинаться
- e.g.* We begin our lesson at 8.
The lesson begins at 8.
- to begin** | to do smth
| doing smth
- e.g.* I begin looking through the mail at 9.30.
18. **first** [fɜːst] *adv* — сначала, сперва, прежде всего
19. **to check** [tʃek] *v* — проверять
20. **little** [lɪtl] *adj* — (употребляется с неисчисляемыми существительными) мало (отрицательный смысл)
- little** | coffee
| tea
| mail
- e.g.* I drink little coffee in the morning.
- a little** — немного (положительный смысл)
- e.g.* I drink a little coffee in the morning.
21. **mail** [meɪl] *n* — почта
- much little** | mail
- e.g.* — Where is the mail?
— It's on the desk.
22. **urgent** [ˈɜːdʒ(ə)nt] *adj* — срочный
23. **a phone** [fəʊn] *n* — телефон
(сокр. от **telephone**)

- on the phone** — по телефону
to speak on the (tele)phone — говорить по телефону
e.g. I often speak on the phone with my friend.
- to phone v** — звонить по телефону
to (tele)phone smb
24. **a supplier** [sə'plaiə] *n* — поставщик
 25. **an order** ['ɔ:də] *n* — заказ
an order for (computers) — заказ на (компьютеры)
 26. **to prepare** [prɪ'peə] *v* — готовить, подготавливать
 27. **a report** [rɪ'pɔ:t] *n* — отчет, сообщение
 28. **a price** [praɪs] *n* — цена
the price for | **books**
 | **carpets**
 | **newspapers**
at the price of 20 dollars — по цене 20 долларов
 29. **goods** [gu:dz] *n* — товар, товары
- ▶ Слово **goods** всегда употребляется во множественном числе.
30. **terms** [tə:mz] *n* — условия (обычно во мн.ч.)
the terms of | **the contract**
 | **payment**
 | **delivery**
31. **payment** ['peɪmənt] *n* — платеж
 32. **shipment** ['ʃɪpmənt] *n* — отгрузка
 33. **delivery** [dɪ'lɪvəri] *n* — поставка
 34. **a plant** [plɑ:nt] *n* — завод
at the plant — на заводе
a production plant — завод-производитель
 35. **outside** ['aʊtsaɪd] *prep* — вне, за пределами
e.g. Many large plants are outside Moscow.
36. **to leave** [li:v] *v* — 1. уходить, уезжать (из)
to leave Moscow — уезжать из Москвы
to leave for ... — 2. направляться, уезжать в ...
to leave for Moscow — уезжать в Москву
to leave Moscow for London — уезжать из Москвы в Лондон
37. **an afternoon** ['ɑ:ftə'nu:n] *n* — время после полудня
in the afternoon — после полудня, днем
on Sunday afternoon — в воскресенье днем
38. **to receive** [rɪ'si:v] *v* — 1. получать

- | | | |
|---------------------------------------|--|---|
| | letters
offers
mail | |
| | to receive | |
| | <i>e.g. We receive much mail every day.</i> | — 2. принимать |
| | businessmen
customers | |
| | to receive | |
| | <i>e.g. We receive foreign businessmen every day.</i> | |
| 39. | today [tə'deɪ] <i>adv</i> | — сегодня |
| 40. | an enquiry [ɪn'kwɪəri] <i>n</i> | — запрос |
| | an enquiry for coffee
 books | |
| | <i>e.g. It's an enquiry for books from Smith&Co.</i> | |
| 41. | to offer ['ɒfə] <i>v</i> | — предлагать |
| | to offer smth to smb | |
| | to offer to do smth | |
| 42. | to make [meɪk] <i>v</i> | — делать |
| | to make an offer | — делать предложение |
| | to make a contract | — заключать контракт |
| 43. | an appointment [ə'pɔɪntmənt] <i>n</i> | — встреча (часто деловая) |
| | to make / have an appointment with smb | — назначать / иметь встречу с кем-либо |
| | to make an appointment for some day at ... o'clock | — назначать встречу на какой-либо день, на такой-то час |
| | <i>e.g. We want to make an appointment with Mr Blake for Friday at 10 o'clock.</i> | |
| 44. | How about ...? = What about ...? | — А как насчет ...? |
| 45. | to see [si:] <i>v</i> | — видеть |
| 46. | to like [laɪk] <i>v</i> | — нравиться, любить |
| | <i>e.g. I like sports.</i> | |
| | <i>I like playing tennis.</i> | |
| 47. | from ... to | — от / с ... до |
| | from 10 o'clock to 12 | |
| | from Moscow to London | — из Москвы в Лондон |
| Remember the days of the week: | | |
| 48. | Sunday ['sʌndɪ] <i>n</i> | — воскресенье |
| | Monday ['mʌndɪ] <i>n</i> | — понедельник |
| | Tuesday ['tju:zdi] <i>n</i> | — вторник |
| | Wednesday ['wenzdi] <i>n</i> | — среда |

Lesson 1

Thursday ['θɜ:zdi] <i>n</i>	— четверг
Friday ['fraɪdi] <i>n</i>	— пятница
Saturday ['sætədi] <i>n</i>	— суббота

► **On Sunday** — в воскресенье.

SPEECH PATTERNS

1. **I'd like to speak to Mr Blake.** — Мне хотелось бы поговорить с г-ном Блейком.
2. **Today I'm going to discuss the prices with Mr Bell.** — Сегодня я собираюсь обсудить цены с г-ном Беллом.
3. **I read many English books to know English well.** — Я читаю много английских книг, чтобы хорошо знать английский язык.

LESSON 2

Grammar:	1. Pronouns (местоимения) some, any . 2. Construction (конструкция) there is/are . 3. Ordinal Numerals (порядковые числительные).
Text:	There is no Place like Home.

UNIT I

GRAMMAR

SECTION I

PRONOUNS **SOME, ANY**

STEP 1. READ AND STUDY.

Some

Употребляется:

1. В утвердительных предложениях перед исчисляемыми существительными во множественном числе со значением "несколько, некоторые"; перед неисчисляемыми существительными со значением "некоторое / небольшое количество":

I've got **some English books**.

I'd like **some coffee**.

2. В вопросах, выражающих предложение чего-либо или просьбу:

— Would you like **some tea**?

— Yes, please.

(на русский язык может не переводиться)

Any

Употребляется:

1. В отрицательных предложениях перед исчисляемыми и неисчисляемыми существительными со значением "никакие, нисколько":

I haven't got **any French books**.

I haven't got **any milk** at home.

2. В вопросительных предложениях перед исчисляемыми и неисчисляемыми существительными со значением "какие-нибудь, сколько-нибудь":

— Have you got **any books** about business / **any milk** at home?

— No, I haven't got any.

3. В утвердительных предложениях:


— I haven't got a pen.

— Take **any pen** you like.

(переводится как "любой")

STEP 2. PRACTISE THE USE OF SOME AND ANY.

Ex. 1. Speak about what you have / haven't got.

Use  **I have got some...**
I haven't got any...

Prompts: 1. friends in St. Petersburg; 2. Brazilian coffee; 3. green tea;
4. armchairs in the flat; 5. pictures in the kitchen; 6. good CDs;
7. sports equipment at home; 8. books about Japan (India);
9. milk in the fridge; 10. urgent messages on my desk in the office.

Ex. 2. Speak about your plans for today.

Today  **I'm going to check some reports.**
I'm not going to check any reports.

Yes or no?

to look through English newspapers;
to make appointments;
to discuss business problems;
to answer messages;
to meet suppliers;
to visit production plants;
to offer goods to the (Italian) company;
to watch (American) films on TV;
to speak with customers on the phone;
to write letters in English.

Ex. 3. Ask and answer.

Example: — **Have you got any offers from British companies?**
— **Yes, we've got some / No, we haven't got any.**

Prompts: 1. French books at home; 2. English journals; 3. pictures of London; 4. chairs in the sitting room; 5. computers in the office;
6. contracts with China; 7. suppliers in Germany.

Ex. 4. Use some or any. Combine the 2 parts of sentences.

Example: In the afternoon I'm going to meet some French customers.

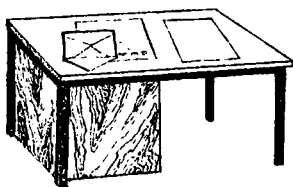
1. In the evening I'd like to play ...
2. Do you speak ...?
3. At the weekend I'm going to meet ...
4. — Would you like ... ?
— No, thank you.
5. I am tired. I don't want to watch ...
6. I am not interested in ...
7. Have you got ...?
8. I know ... outside Moscow.

plants in the flat;
foreign languages;
friends;
coffee;
films on TV;
nice places;
sports;
computer games

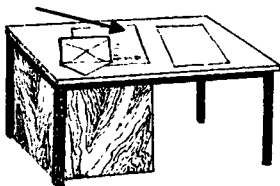
SECTION II

CONSTRUCTION THERE IS / ARE

STEP 1. LOOK AT THE PICTURES, READ THE SENTENCES AND STUDY THE CONSTRUCTION.



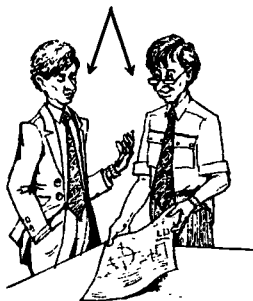
a) The letter is on the desk.
Письмо — на столе.



b) There is a letter on the desk.
На столе — письмо.



c) The businessmen are in the office.
Бизнесмены — в офисе.



d) There are (some) businessmen in the office.
В офисе — бизнесмены.



Говоря о предмете / лице и его местонахождении, можно употребить две разные конструкции:

• Когда нас интересует **где?** находится известный нам предмет / лицо, предложение начинается с существительного, обозначающего этот предмет / это лицо. Это существительное употребляется с определенным артиклем (см. примеры "а" и "с").

• Когда нас интересует **что? / кто?** находится в определенном месте, предложение начинается с оборота **there is / are** (см. примеры "b" и "d").

В конструкции **there is / are** исчисляемое существительное в ед.ч. употребляется с неопределенным артиклем, а неисчисляемое существительное и существительное во мн.ч. — без артикля (см. примеры "b" и "d").

Positive:

There > is a book
are a lot of books | on the desk.

Negative:

There > isn't a desk
aren't desks | in the office.

**Questions
and short an-
swers:**

Is > there < a chair
Are > there < chairs | in the room?

Yes, there is / there are.

No, there isn't / there aren't.

STEP 2. PRACTISE THERE IS / ARE.

Ex. 5. Complete the sentences. Use there is / are; there isn't / aren't.

- _____ a lot of parks in Moscow.
- _____ a garden near my house.
- _____ your daughter's picture in the newspaper.
- _____ any banks in this place.
- _____ much kitchen equipment in my flat.
- _____ 3 people in our family.
- _____ many old houses in this city.
- _____ 7 days in a week.

9. _____ a computer on my desk in the office.
 10. _____ a sports centre near my friend's house.

Ex. 6. Speak about the rooms in the pictures.

- a) Say what there is / there are in the sitting room / in the kitchen.
 b) Say what there isn't / there aren't in the sitting room / in the kitchen.

Example: There is a picture.
 There isn't a computer.



Ex. 7. Speak about Moscow. Use "there are some / a lot of / a few"

people
 companies
 banks
 parks
 sport centres
 shops

supermarkets
 old houses
 car parks
 garages
 pubs
 newspaper kiosks

Ex. 8. Ask and answer.

Example: — How many days are there in April?
 — There are 30 days in April.

Prompts: people in your family; computers in your office; armchairs in your sitting room; rooms in your flat; secretaries in your office; chairs in your kitchen; e-mail messages on your desk.

Ex. 9. Ask questions about your friend's office.

Begin with: Is there ... ?
 Are there ... ?
 How many / much ... are / is there?

Ex. 10. Make up mini-dialogues.

- Example:** — **There's a new carpet in my flat.**
 — **Where is the carpet?**
 — **It's in the bedroom.**

Prompts: new bookshelves; a large sofa; two brown armchairs; the latest model of the DVD-player; a lot of pictures of Moscow; some interesting books.

SECTION III**ORDINAL NUMERALS****Study the Ordinal Numerals**

the 1st — first	the 11th — eleventh	the 20 — twentieth
the 2nd — second	the 12th — twelfth	the 30 — thirtieth
the 3rd — third	the 13th — thirteenth	the 40 — fortieth
the 4th — fourth	the 14th — fourteenth	the 50 — fiftieth
the 5th — fifth	the 15th — fifteenth	the 60 — sixtieth
the 6th — sixth	the 16th — sixteenth	the 70 — seventieth
the 7th — seventh	the 17th — seventeenth	the 80 — eightieth
the 8th — eighth	the 18th — eighteenth	the 90 — ninetieth
the 9th — ninth	the 19th — nineteenth	the 100 — hundredth
the 10th — tenth		
the 21st — twenty-first	the 85th — eighty-fifth	
the 43rd — forty-third	the 99th — ninety-ninth	
the 52nd — fifty-second	the 357th — three hundred and	
the 67th — sixty-seventh	fifty-seventh	



Порядковые числительные, за исключением первых трех, образуются от количественных числительных с помощью суффикса **-th**. Обратите внимание на изменение правописания следующих порядковых числительных:

five — the fifth nine — the ninth
 twelve — the twelfth twenty — the twentieth
 eight — the eighth

Существительное, перед которым стоит порядковое числительное, употребляется с определенным артиклем. Например: **the sixth lesson** (сравните: Lesson Six).

UNIT II

SPEECH PATTERN

Beautiful plants make the room cosy.

Ex. 11. Say what makes any flat / room cosy / comfortable / light.

- a nice carpet on the floor,
- pictures on the walls,
- armchairs,
- beautiful lamps,
- large windows,
- a fireplace,
- built-in furniture

UNIT III

WORKING ON THE TEXT

Read the text and the dialogue.

THERE IS NO PLACE LIKE HOME

A

A lot of English families have got their own houses, but some people live in flats. There are two floors in the traditional English house: the ground floor and the first floor. People in England like their homes and always show them to their visitors.

* * *

On Saturday Mr Blake invites Mr Voronin to his place to spend an evening with his family.

The Blakes¹ live in a house with a garden not far from London. There is a sitting room and a study downstairs. The kitchen is downstairs too. The sitting room is large and sunny. There is a sofa, two armchairs and a coffee table there. There is a standard lamp and a TV set there too. Above the sofa there is a nice wall lamp.

Beautiful plants make the room cosy.

In the kitchen there is an electric cooker, a refrigerator-freezer and a washing machine, but there isn't a dishwasher. There are also some cupboards with plates, cups, glasses, knives, forks and spoons.

The study is a small room with **bookshelves** on the walls. **Upstairs** there are 3 bedrooms and a bathroom.

The Blakes love their house and think: "There is no place like home"².

B

Now Mr Blake and Mr Voronin are sitting near the fireplace in Mr Blake's study.

Voronin: This is a lovely room, Mr Blake.

Blake: I'm glad you like it. It's always a pleasure to sit here and read newspapers and magazines after a long day in the office. And where do you live in Moscow, Mr Voronin?

Voronin: We live in a three-room flat in a new district of Moscow.

Blake: Is your flat comfortable?

Voronin: Yes, very. There's much built-in furniture in our hall and in the kitchen. The windows are large and the rooms are light.

Blake: In which room do you like to spend evening hours?

Voronin: In the sitting room. We usually watch television, see films on the DVD-player or listen to music on compact disks.

Blake: Yes, it's always nice to spend a quiet evening with the family.

Voronin: I think so too.

¹ The Blakes — семья Блейков (Блейки)

² There is no place like home (*prov.*) — В гостях хорошо, а дома лучше (Rus.).

NOTE THE PRONOUNCIATION:

a DVD-player ['di:vi:di: 'plætə]

a compact [kəm'pækt] disk n

Ex. 12. Agree or disagree. Give your reasons.

1. English people don't like to show their homes to visitors.
2. Mr Blake's family lives in a traditional English house.
3. The Blakes' house is small.
4. There are four rooms downstairs in the Blakes' house.

* * *

1. Mr Blake likes to spend evening hours in the sitting room.
2. Mr Voronin has got a three-room flat in Moscow.
3. There is no built-in furniture in the Voronins' flat.
4. Voronin spends evening hours in his study.

5. The windows in Mr Voronin's flat are small and the rooms are not light.

Ex. 13. Say what you remember from the text about:

1. the traditional English house;
2. the Blakes' house;
3. Mr Voronin's flat;
4. the evenings in the Blakes' and in the Voronins' families.

UNIT IV

WORKING ON WORDS

to invite smb to ...

Ex. 14. a) Read the example.

I'd like to invite you to our place to spend an evening with us.

b) Say where and why you would like to invite your friend / the business partners.

furniture

Ex. 15. a) Read the mini-dialogue.

- Is there much furniture in your flat?
— No, we've got little furniture. (Yes, we've got a lot of furniture).
Our furniture is nice and comfortable.

b) Speak about the furniture in your kitchen (bedroom, sitting room, children's room).

to listen to ...

Ex. 16. Answer the questions.

1. Who likes to listen to music in your family?
2. It's a pleasure to listen to good music, isn't it?
3. Do you often or seldom listen to music?
4. When do you usually listen to music?

5. Which music do you usually listen to?
6. Do you listen to music on compact disks or on the radio?
7. What music do young people listen to?

UNIT V

KEY STRUCTURES AND SPECIAL POINTS

ARTICLES

Ex. 17. a) Supply articles where necessary.

1. There is ... large bedroom in our flat. ... bedroom is light and sunny. It is ... very comfortable room.
2. Mr Bell's family lives in ... small house with ... garden. ... house and ... garden are very nice.
3. There are two armchairs and ... TV set in our sitting room. ... armchairs and ... TV set are near ... sofa.
4. There is ... fireplace in Mr Blake's study. ... Blakes like to sit near ... fireplace in ... evenings.
5. There is ... built-in furniture in our kitchen. ... furniture makes ... kitchen comfortable.
6. There are ... bookshelves in Lavrov's study. ... bookshelves are on ... wall. They are ... nice bookshelves.
7. Is there ... study in your flat? — Yes, there is. ... study is not large, but very cosy.

* * *

Mr Blake has got ... friend. His name is John Dunn. He is 35. John lives in ... very nice house. There is ... small garden near it. There are two floors in ... house: ... ground floor and ... first floor. Downstairs there is ... sitting room and ... kitchen. ... sitting room is large. There is ... nice carpet on ... floor. There are two comfortable armchairs, ... TV set and ... **wall unit** there. On ... small table near ... window there are ... newspapers and journals. There is ... fireplace in ... room. It makes ... sitting room cosy. ... kitchen is not large. There is ... electric cooker, ... fridge and ... cupboards there.

Upstairs there is ... bedroom and ... bathroom.

In ... evenings John likes to sit near ... fireplace and read ... newspapers and magazines. He likes his house and thinks: "There is no place like home".

* a wall unit — стенка (вид мебели)

b) Say what you remember from the text about:

1. John Dunn and his house;
2. John Dunn's sitting room.

TENSES

Ex. 18. Supply the correct tenses.

1. — Where (to be) John Dunn now?
— He (to spend) the weekend in Brighton. He often (to spend) weekends there.
2. — What the children (to do) now?
— They (to listen) to a BBC English lesson. They always (to listen) to BBC English lessons at 3 in the afternoon.
3. — (to be) Mrs Bell in the garden?
— Yes, she (to show) it to her friend. Her garden (to be) very nice and she always (to show) it to her friends.
4. Today I (to be going) to look through the latest catalogues and our director (to be going) to visit the production plant.

PREPOSITIONS

Ex. 19. a) Supply the correct prepositions.

The name ... Mr Blake's elder sister is Rosy. Rosy and her husband Richard Green live ... a small house not far ... London. There is a garden ... it. ... the ground floor there is a sitting room, a kitchen and a study. ... the first floor there is a bedroom and a bathroom. When you come ... the sitting room you see that the room is cosy and sunny. It is a large room but there is not much furniture ... it. There are two comfortable armchairs, a coffee table, a sofa and a standard lamp. ... the coffee table there is a nice wall lamp. ... the floor there is a white carpet. Richard's study isn't large. There are bookshelves ... the wall ... a lot of books ... them. There is a fireplace ... the study. Rosy and Richard often invite friends ... their place to speak ... the latest events and to listen ... music.

b) Say what you remember from the text about:

1. The Greens' house;
2. The Greens' sitting room;
3. Richard's study.

THE WORDS YOU MIX UP

Ex. 20. Choose and use.

to go, to come

1. At weekends Londoners often ... to Brighton. They spend two days there. They ... to Brighton on Friday evening and ... to London on Sunday.
2. Where ... Mr Blake ...? Oh, he ... to see his friend's new house.
3. Mr Dunn ... to his office at 9. He has got much work to do every day. He finishes work at six and ... home at 7. Sometimes after work he ... to the sports centre.
4. I ... to the office at 8 and ... there at 9.
5. On Saturdays and Sundays many people ... to different places near Moscow to spend their weekends there.
6. Our manager often ... to London to discuss business problems with British businessmen.

UNIT VI

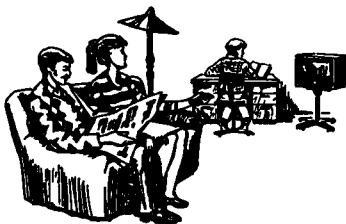
SPEECH EXERCISES

Ex. 21. a) Read the text.

Mr Voronin has got a friend. His name is Nick. Nick and his family live in a new district of Moscow. The district is large and green. There are some parks in it. The houses are nice and comfortable. They are of different colours: green, white, red and blue.

Nick and his family have got a three-room flat. Their flat is on the seventh floor of a large block of flats.

The sitting room is large and sunny. There are two windows in it.



You see a red carpet on the floor and a nice standard lamp in the corner. There are a lot of beautiful plants. Nick and his family spend evenings in their sitting room. They usually read books, newspapers and magazines, watch television or listen to music.

Now you see Nick's family in their sitting room. They are spending an evening at home. Nick is very tired after a long day in the office. He is sitting on a comfortable sofa and looking through a newspaper. Nick's wife, Helen, is watching TV. Oleg, their son, is sitting at the desk and doing his homework. And where is their daughter Kate? She isn't in the sitting room. Kate has got some new compact disks. She is listening to them in the children's room.

b) Are the statements right or wrong? Say why.

	Yes?	No?
The district where Nick lives is not green.	<input type="checkbox"/>	<input type="checkbox"/>
His flat is on the first floor.	<input type="checkbox"/>	<input type="checkbox"/>
The sitting room is sunny.	<input type="checkbox"/>	<input type="checkbox"/>
In the evenings the family usually goes out.	<input type="checkbox"/>	<input type="checkbox"/>
Now Oleg is doing his homework.	<input type="checkbox"/>	<input type="checkbox"/>
Kate is staying in her room now.	<input type="checkbox"/>	<input type="checkbox"/>

c) Say what you remember from the text about:

1. the district where Nick and his family live;
2. Nick's flat;
3. Nick's sitting room;
4. the family's evenings.

d) Say what you see in the picture.

Ex. 22. a) Read the text.

Portland is a place not far from Bristol, England. 25 000 people live there. There are shopping centres, banks, a sports centre, a cinema and some good pubs there.

Sutton is also a place near Bristol. 19 000 people live in Sutton. There are a few shops, a bank and a post office there. But there isn't a cinema or a sports centre. There are no parks or pubs in Sutton. What do people do in the evenings or at weekends? Oh, they stay at home and watch TV.

(from "Building Strategies")

b) Say in which of the two places you would like to live and why.

Ex. 23. a) Read the dialogue.

AT THE HOUSE AGENT'S OFFICE

Mr and Mrs Marsh live in a small house near London. It has only two bedrooms and they want to buy a house with four bedrooms. One Saturday morning they go to a house agent's office.

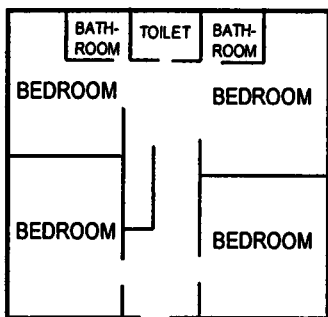
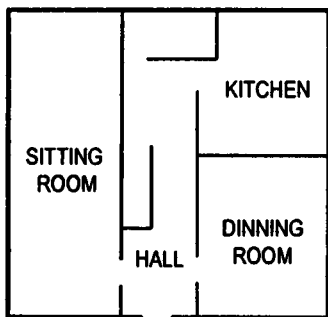
House agent: You want a house with four bedrooms, don't you? Well, I've got some plans of houses. What about this one? It's a nice house. Four bedrooms. A large kitchen with a dishwasher and a fridge. A lovely sitting room. And a small garden. Here is a picture of it.

Mr Marsh: Oh, sorry! We don't like it. We want a house with large rooms and a large garden.

House agent: There aren't many houses for sale now. But just a moment. I've got a plan of a very good house.



(He shows the plan and the picture of the house to his visitors.)



Mr Marsh: Well, my dear, what do you think of the house? -

- Mrs Marsh:* Oh, Harry, I like it very much. The kitchen is nice and big. I like the bedrooms too. And there are many flowers in the garden.
- Mr Marsh:* I'm glad you like it. Could we go and see the house?
- House agent:* Yes, certainly. Any time you like.

b) Speak about the Marshes' visit to the house agent's office.

Ex. 24. Jenny, Paul and their 2 children want to rent a cottage.

a) Read the information in a newspaper, then complete Jenny and Paul's talk.

April Cottage, Devon

This lovely cottage is 500 years old. It is near Park Cross, where there is a Post Office and a small shop. There are also some very good pubs.

The cottage has a big garden with flowers. There are two bedrooms, a bathroom and a toilet in the cottage. The living room has traditional furniture and a fireplace.

Phone 09846552

• Colour TV • garage • electric cooker

Jenny: Oh, that's a nice cottage!

Paul: Where is it?

Jenny: It's in Devon.

Paul: Is it big? _____ are there?

Jenny: _____ two. It's good for the four of us.

Paul: The living room is nice, with furniture in it. But where do we eat? _____ a dining room?

Jenny: I don't know. But _____ a TV and a cooker in the kitchen. And _____ near the house.

Paul: What about shops? _____ near this place?

Jenny: Yes, there is _____ in Park Cross. Oh, it's lovely! Why don't we rent it?

(from "Headway Elementary", Workbook)

b) Speak about the cottage. Is it really good for the family?

Ex. 25. Answer the questions.

1. In what district is your flat?
2. Have you got a flat in a new or in an old block of flats?
3. How many lifts are there in the house?
4. On which floor is your flat?
5. How many rooms are there in the flat?
6. Is your flat comfortable and cosy?

* * *

1. Is your sitting room large or small? Is it cosy?
2. How many windows are there?
3. What furniture is there?
4. Are there any plants in the room?
5. What model of TV have you got?

* * *

1. Is your kitchen comfortable? What makes it comfortable?
2. What equipment is there?
3. Have you got a gas or an electric cooker?
4. Would you like to have any new things in the kitchen?

Ex. 26. Speak about:

1. Your district and your flat.
2. The house (the cottage) you've got near Moscow.

Ex. 27. Act out a business dialogue. Use the situation:

You are phoning Robbie&Co. Mr Robbie isn't in the office. Speak to the secretary. Say that you would like to make an appointment with Mr Robbie for Tuesday at 11. You would like to have the company's latest catalogue and price-list.

UNIT VII

WRITTEN PRACTICE

Ex. 28. Use some or any. Write the sentences.

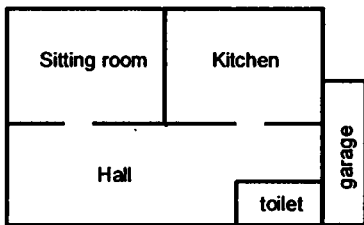
1. I've got ... English journals at home.
2. We haven't got ... offers from British companies.

3. Lavrov has got ... good pictures of London.
4. ... child in our city knows this beautiful park.
5. Have you got ... new catalogues to look through today?
6. Nancy hasn't got ... books about Moscow.
7. Mrs Blake has got ... beautiful flowers in the garden.
8. I'm not going to buy ... glasses. I've got...
9. I'd like ... tea with milk.
10. Do you know ... good parks in London?
11. Would you like ... tea?

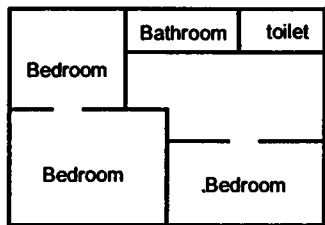
Ex. 29. Translate into English.

1. — У меня есть несколько английских журналов, но французских журналов у меня нет. Я не знаю французского языка.
2. — У Вас есть какие-либо предложения на офисное оборудование?
— Да. У нас есть несколько предложений от немецких фирм.
3. — У нас нет контрактов с фирмой «Браун энд К°».
4. — Не хотите ли кофе?
— Спасибо, с удовольствием.
5. — Не мог бы я встретиться с Вами в четверг в 2 часа дня?
— Разумеется. Я рад видеть Вас в любой день и в любое время.

Ex. 30. Write about this house. Use "there is / are".



downstairs



upstairs

Ex. 31. Translate into English.

A

1. В квартире моего друга много встроенной мебели.
2. У меня в гостиной есть два кресла и диван.
3. У меня в квартире нет телефона.
4. В комнате моих детей есть письменный стол. Стол находится около окна.

5. — В кабинете г-на Блейка есть камин?
— Да, есть.
6. — Сколько этажей в традиционном английском доме?
— Я знаю, что в английском доме два этажа.
7. На столе есть ложки и вилки, но нет ножей.
8. У нас большая кухня. В ней — стол, стулья, холодильник с морозильной камерой и электроплита.
9. В новых районах Москвы много красивых жилых домов.
10. В моей спальне не много мебели.

В

Моего друга зовут Олег. Он живет в новом районе Москвы. У него удобная двухкомнатная квартира в большом доме. В квартире — гостиная и спальня. В гостиной не много мебели, но мебель новая и удобная. Комната светлая благодаря большому окну. В комнате есть диван зеленого цвета. Около дивана — телевизор, два кресла и торшер. Вечерами после работы Олег любит сидеть в кресле, просматривать газеты и журналы и пить чай или кофе. Он не очень часто смотрит телевизор. В субботу или в воскресенье к Олегу приходят друзья, чтобы провести с ним вечер. Друзья говорят о своих делах, слушают музыку, обсуждают последние события.

Ex. 32. Write a short text about your office.

UNIT VIII

VOCABULARY

- | | |
|---------------------------------|--|
| 1. own [oun] <i>adj</i> | — свой (собственный) |
| 2. some [sam] [səm] <i>pron</i> | — несколько, некоторые, некоторое количество (в утверд. предложениях) |
| 3. any ['eni] <i>pron</i> | — 1. какой-нибудь, сколько-нибудь (в вопр. предл.); 2. никакой (в отр. предл.); 3. любой, всякий (в утв. предл.) |
| 4. to live [liv] <i>v</i> | — жить |
| 5. a floor ['flo:] <i>n</i> | — 1. этаж |

- | | | |
|---|---------------------------------------|------------|
| on the ground [graund]
floor | на первом этаже | (в Англии) |
| on the first floor | на втором этаже | |
| on the floor | — на полу | |
| 6. traditional [trə'dɪʃənəl] <i>adj</i> | — традиционный | |
| 7. to show [ʃəʊ] <i>v</i> | — показывать | |
| to show smth to smb
<i>e.g.</i> I'd like to show Moscow
to the French business-
men. | | |
| 8. a visitor ['vɪzɪtə] <i>n</i> | — посетитель, гость | |
| 9. to invite [ɪn'vaɪt] <i>v</i> | — приглашать, звать (в гости) | |
| to invite smb to ...
<i>e.g.</i> I'd like to invite you to
Brighton for the week-
end. | | |
| 10. a place [pleɪs] <i>n</i> | — (<i>разг.</i>) дом, жилище | |
| <i>e.g.</i> Could you come to my
place in the evening? | | |
| 11. to spend [spend] <i>v</i> | — проводить (время) | |
| to spend a day | | |
| to spend a weekend | | |
| to spend time | | |
| <i>e.g.</i> We'd like to spend the
weekend outside Mos-
cow. | | |
| 12. far [fɑ:] <i>adv</i> | — далеко, на большом расстоянии | |
| How far ...? | — Как далеко ...? | |
| far from ... | — далеко от ... | |
| <i>e.g.</i> I live far from the centre
of Moscow. | | |
| 13. a study ['stʌdi] <i>n</i> | — (рабочий) кабинет | |
| 14. downstairs ['daʊnstəʊz] <i>adv</i> | — 1. вниз | |
| <i>e.g.</i> There is a kitchen down-
stairs. | | |
| | 2. вниз | |
| to go downstairs | | |
| to come | | |
| 15. sunny ['sʌni] <i>adj</i> | — солнечный | |
| 16. a coffee table <i>n</i> | — столик для кофе / журнальный столик | |
| 17. there [ðeə] <i>adv</i> | — 1. там; 2. туда | |
| to go there | — пойти туда | |
| 18. a standard ['stændəd] lamp <i>n</i> | — торшер | |

Lesson 2

19. **above** [ə'baʊ] *prep* — над, выше (местоположение)
20. **a wall** ['wɔ:l] *n* — стена
on the wall
a wall lamp — бра, настенный светильник
a wall unit — стенка (вид мебели)
21. **a plant** *n* — растение
22. **cosy** ['kɒzɪ] *adj* — уютный
23. **a cooker** ['kʊkə] *n* — плита, печь
an electric [ɪ'lektrɪk] **cooker**
a gas cooker
24. **a refrigerator** — холодильник
[ɪ'frɪdʒəreɪtə] *n*
(сокр. a fridge)
25. **a freezer** ['fri:zə] *n* — морозильник, морозильная камера
26. **to wash** [wɒʃ] *v* — 1. мыть, мыться; 2. стирать
a washing machine — стиральная машина
[mə'ʃi:n]
27. **a dishwasher** ['dɪʃwɔʃə] *n* — посудомоечная машина
28. **a (kitchen) cupboard** — (кухонный) шкаф для посуды, про-
['kʌbəd] *n* — дуктов
29. **a plate** [pleɪt] *n* — тарелка
30. **a cup** [kʌp] *n* — чашка
31. **a glass** [glɑ:s] *n* — стакан
32. **a knife** ['naɪf] *n* — нож
33. **a fork** ['fɔ:k] *n* — вилка
34. **a spoon** ['spu:n] *n* — ложка
35. **a bookshelf** ['bʊkʃɛlf] *n* — книжная полка
pl. bookshelves
on the bookshelf — на книжной полке
36. **upstairs** ['ʌpstɛəz] *adv* — 1. наверху
e.g. There are three rooms upstairs in Mr Blake's house.
2. вверх
- to go | upstairs
to come |
37. **to love** [lʌv] *v* — любить
to love one's | country
| children
| friends
to love doing smth
e.g. Liz loves playing with the children.
38. **a fireplace** ['faɪəpleɪs] *n* — камин, очаг

39. lovely [ˈlʌvli] *adj* — 1. красивый, привлекательный;
2. чудесный, приятный
40. here [hɪə] *adv* — 1. здесь, тут
e.g. John works here.
2. сюда
Come here! — Идите сюда!
Here is your book. — Вот твоя книга.
41. a magazine [ˌmæɡəˈziːn] *n* — журнал (популярный)
42. long [lɒŋ] *adj* — 1. долгий, длительный (по времени)
a long

day
visit

2. длинный (о расстоянии)
How long is ...? — Какова длина ...?
adv — долго
— **How long are you going to stay in London?** — Сколько времени (как долго) вы собираетесь пробыть в Лондоне?
— **We are not going to stay long.** — Мы не собираемся пробыть долго.
43. a district [ˈdɪstrɪkt] *n* — район (административный), округ
e.g. We live in a new district of Moscow.
44. built-in [ˈbɪltˈɪn] *adj* — встроенный
built-in cupboards
45. furniture [ˈfɜːnɪtʃə] *n* — мебель, обстановка
much

little
old
new
built-in

 furniture
e.g. We've got little furniture in the flat.
46. a hall [hɔːl] *n.* — холл, зал, прихожая, вестибюль
47. a window [ˈwɪndəʊ] *n* — окно
48. light [laɪt] *adj* — 1. светлый
a light

room
day

2. часть сложных слов "светло-"
light-brown — светло-коричневый
light-green — светло-зеленый
49. which [wɪtʃ] — какой? который?

▶ **Вопросительное слово *какой* переводится как **which**, если имеется в виду выбор. Например: **I've got four newspapers. Which newspaper / which of the newspapers would you like to read?****

Lesson 2

50. **to listen** [lɪsn] *v* — слушать
to listen to smth, smb
e.g. Listen to me when I am speaking to you.
51. **music** [ˈmju:zɪk] *n* — музыка
old |
good | **music**
beautiful |
52. **quiet** [ˈkwaɪət] *adj* — спокойный, тихий
a quiet | **child**
| **evening**
| **place**
53. **blue** [blu:] *adj* — синий (цвет), голубой (цвет)
54. **a block** [blɒk] *of flats n* — многоквартирный дом
55. **a corner** [ˈkɔ:nə] *n* — угол
in the corner
56. **a flower** [flaʊə] *n* — цветок, цветущее растение
57. **big** *adj* = large
58. **a sitting room** = **a living room**

NOTE THE PRONUNCIATION:

- a park** [pɑ:k] *n*
a bank [bæŋk] *n*
a pub [pʌb] *n*
a cinema [ˈsɪnɪmə] *n*
a post office [ˈpəʊst ɔfɪs] *n*
an agent [ˈeɪdʒ(ə)nt] *n*
a dining room [ˈdaɪnɪŋru(:)m]
a toilet [ˈtɔɪlɪt] *n*

SPEECH PATTERN

Beautiful plants make the room — Красивые растения делают комнату уютной / придают комнате уют.
cosy.

LESSON 3

Grammar:	1. The Simple Past Tense (простое прошедшее время). 2. Adverbs (наречия) much / a lot, little.
Text:	Speaking about Films.

UNIT I

GRAMMAR

SECTION I

THE SIMPLE PAST TENSE

STEP 1. READ THE SITUATIONS.

- a) — Yesterday in the afternoon I was in the office. And where were you?
— I was at home. I wasn't well.
- b) Some years ago Pete **played** tennis.
- c) — **Did you have** a nice weekend?
— No, I **didn't**. I **stayed** at home all the time.
- d) — When **did you go** to London?
— I went there last year.



Simple Past употребляется для выражения действий, которые совершились в прошлом. Simple Past может употребляться:

когда указано время действия (см. пример "a");

когда время не указано, но ясно из контекста или ситуации (см. пример "c");

когда задается вопрос о времени действия (см. пример "d");

когда речь идет о повторявшихся в прошлом действиях (см. пример "b").

Simple Past употребляется со следующими обстоятельствами времени:

yesterday — вчера;

the day before yesterday — позавчера;

yesterday morning (afternoon, evening) — вчера утром (днем, вечером);

last — в последний (прошлый) раз;

last week (month, year, Sunday) — на прошлой неделе (в прошлом месяце, году, в прошлое воскресенье);

last night — вчера вечером / ночью;

a week (month, year) ago — неделю (месяц, год) тому назад;

the other day — на днях;

in 1990 — в 1990 году.

**STEP 2. THE VERB "TO BE" IN THE SIMPLE PAST TENSE.
STUDY AND PRACTISE.**

The Affirmative Form		The Negative Form	
I was You were He (she, it) was We were You were They were	in London last year.	I was not (wasn't) You were not (weren't) He (she, it) was not We were not You were not They were not	in London last year.
The Interrogative Form		Short Answers	
Was I Were you Was he (she, it) Were we Were you Were they	in London last year?	Yes (No),	you were (weren't). I was (wasn't). he (she, it) was (wasn't). we were (weren't). you were (weren't). they were (weren't).



Глагол **to be** в прошедшем времени имеет форму **was** для лиц единственного числа и **were** для лиц множественного числа. Отрицательная и вопросительная формы образуются без вспомогательного глагола.

Ex. 1. a) Say as in the example.

— Was the manager in the office yesterday morning?

— No, he wasn't. He was at the plant.

Prompts: Mr Blake / at the talks; the Blakes' children / at home; you / on business in France; Voronin / at Mr Blake's place; the secretary of the company / at the English lesson; your friends / in the sports centre; the Production Manager / at the plant;

b) Say where you (the businessmen of the company, the director, your friend, your wife, your children) were yesterday / last weekend / two days ago.

STEP 3. THE VERBS IN THE SIMPLE PAST TENSE.**а) Правильные глаголы.**

<u>The Infinitive</u>	<u>The Simple Past Tense</u>	<u>Participle II</u> (причастие прошедшего времени)
to finish	finished	finished
to listen	listened	listened
to learn	learned	learned
to translate	translated	translated



The Simple Past Tense (как и Participle II) правильных глаголов образуется путем прибавления окончания **-ed, -d** к инфинитиву глагола.

Окончание читается:

1. [d] — после гласных и звонких согласных звуков (кроме [d]): to stay — stayed, to listen — listened
2. [t] — после глухих согласных звуков (кроме [t]): to work — worked, to discuss — discussed
3. [ɪd] — после звуков [t], [d]: to translate — translated, to recommend — recommended

Правила правописания:

1. Если инфинитив глагола оканчивается на букву **-e**, то прибавляется только **-d**: to translate + d = translated
2. Буква **y** после согласной меняется на **i**. После гласных **y** сохраняется: to study + ed = studied. Но: stay + ed = stayed
3. После краткого гласного звука конечная согласная удваивается: to stop + ed = stopped.

б) Неправильные глаголы.

Каждый неправильный глагол имеет свою форму простого прошедшего времени и причастия II.

<u>The Infinitive</u>	<u>The Simple Past Tense</u>	<u>Participle II</u>
to be	was [wɒz, wɜːz] were [wɜː]	been [bi:n]
to begin	began [bɪ'gæn]	begun [bɪ'gʌn]
to come	came [keɪm]	come [kʌm]
to do	did [dɪd]	done [dʌn]

Lesson 3

to drink	drank [drænk]	drunk [drʌnk]
to drive	drove [drouv]	driven [drɪv(ə)n]
to give	gave [geɪv]	given [gɪvn]
to go	went [went]	gone [gɔn]
to have	had [hæd]	had
to know	knew [nju:]	known [noun]
to leave	left [left]	left
to make	made [meɪd]	made
to meet	met [met]	met
to read	read [red]	read [red]
to see	saw [sɔ:]	seen [si:n]
to sell	sold [sould]	sold
to show	showed [ʃouð]	shown [ʃoun]
to sit	sat [sæt]	sat
to speak	spoke [spouk]	spoken [spoukn]
to spend	spent [spent]	spent
to think	thought [θɔ:t]	thought
to write	wrote [rouʔ]	written [rɪtn]

STEP 4. THE AFFIRMATIVE FORM. STUDY AND PRACTISE.

I He (She, it) We You They	lived in Kursk came to Moscow	5 years ago. in 2001.
--	--------------------------------------	------------------------------



Глаголы в утвердительной форме в Simple Past не изменяются по лицам и числам.

Ex. 2. Say what you did yesterday.

Example: Yesterday I got up at 7 o'clock.

1. to have breakfast,
2. to go to the office,
3. to arrive at the office,
4. to look through the e-mail,
5. to work on the computer,

6. to speak on the phone,
7. to have lunch,
8. to write letters,
9. to leave the office,
10. to go to bed.

Ex. 3. Say when you did smth.

Example: I went on business 2 months ago.

1. to meet customers,
2. to have business talks,
3. to discuss prices,
4. to make a contract,
5. to receive an offer / an enquiry,
6. to go to the sports centre,
7. to meet friends,
8. to go shopping,
9. to clean the flat,
10. to listen to music,
11. to read an interesting book.

**STEP 5. THE NEGATIVE FORM AND QUESTIONS IN THE PAST.
STUDY AND PRACTISE.**

I He (She, It) We You They	did not (didn't)	work	yesterday.
--	------------------	------	------------

Did	I he (she, it) we you they	work	yesterday?	Yes,	you he (she, it) we	did.
	(No),			you they	(didn't).	



Отрицательная форма глаголов в Simple Past образуется при помощи вспомогательного глагола **did** и отрицательной частицы **not**.

В вопросительных предложениях вспомогательный глагол **did** ставится перед подлежащим.

Ex. 4. Complete the sentences. Use the negative form of the verb.

Example: We had talks on Tuesday but we didn't discuss the terms of payment.

1. I looked through some newspapers but I ...
2. I went to the bank but I ...
3. We met our suppliers but we ...
4. The businessmen discussed the prices but they ...
5. The manager received some catalogues but he ...
6. Mr Blake was busy on Thursday but he ...
7. I spoke on the phone with my (sister) but I ...
8. The director went on business to New York but he ...
9. The children watched TV in the afternoon but they ...

Ex. 5. Speak as in the mini-dialogue.

— Ann went to St Petersburg last month.

— Why did she go there?

— She visited some friends.

- Peter / to study French (Where?).
- The manager / to look through some newspapers (When?).
- Mr Blake / to invite Voronin to his place (Why?).
- Ann / to go to the sports centre (When?).
- The director / to go to the production plant (Why?).
- Mr Blake / to speak on the phone with the Russian customer (When?).
- I / to go to bed at 10 o'clock in the evening (Why?).
- The businessmen / to go to (the USA) on business (When?).
- We / to go out on Saturday evening (Where?).

Ex. 6. Say that the sentences are not right. Give the correct information.

Example: — Henry Ford was a doctor.

— No, he wasn't a doctor. He was a businessman.

1. Agatha Christie wrote love stories.
2. Pushkin lived in France.
3. You spent the last weekend in Florida.
4. The secretary made 20 appointments yesterday.
5. The children had only tea for breakfast yesterday.
6. We had our last English lesson on Sunday.
7. Lucy went to bed at 3 in the morning yesterday.

8. You watched a Brazilian carnival on TV last night.
9. We received some e-mail from Jamaica a few days ago.
10. When John was a child he was interested in the latest political events.

Ex. 7. Complete the sentences. Indicate the time.

1. Our company made some contracts ...
2. I left the office ...
3. We invited some friends to dinner...
4. Mr Blake visited Moscow...
5. We stayed at home and watched TV...
6. There were some terrorist acts in Russia ...
7. My friend played football (tennis, voleyball) when ...
8. I went out for lunch ...

Ex. 8. Ask and answer questions.

Example: — I watched TV last night.
 — What did you watch? — I watched a film.
 — Was it interesting? — Not very.

1. We discussed the terms of the contract at the last talks.
2. Our director visited China 2 weeks ago.
3. I looked through some magazines yesterday.
4. I received a lot of messages yesterday morning.
5. The manager went on business last month.
6. Mr Blake made an appointment with Voronin on the phone.
7. Voronin's family spent the last weekend near Moscow.

Ex. 9. Speak about the life of the people in the past.

Example: — Did the people receive e-mail?
 — No, they didn't.

- to live in flats,
- to watch TV,
- to work on computers,
- to do sports,
- to drive cars,
- to listen to pop music,
- to do business,
- to go to the cinema,
- to read newspapers,
- to drink coffee,
- to study foreign languages... (continue)



(1821—1901)

SECTION II

ADVERBS MUCH / A LOT, LITTLE

STEP 1. READ THE SENTENCES.

- a) People in England love their homes **very much**.
- b) At our lessons we speak English **a lot**.
- c) I know **very little** about Australia.



В качестве наречий слова **much / a lot** *много* и **little** *мало* стоят после глаголов и глагольных сочетаний.

В утвердительных предложениях **much / little** употребляются с *very* (см. прим. "а", "с").

STEP 2. PRACTISE MUCH / A LOT AND LITTLE.

Ex. 10. Ask and answer.

Example: (to read)

— **Do you read much or little?**

— **I read very much / a lot / very little.**

- 1. to work on the computer,
- 2. to know about London,
- 3. to speak on the phone,
- 4. to speak English at the talks,
- 5. to translate from Russian into English,
- 6. to listen to music,
- 7. to study English at home.

Ex. 11. Speak about different people. Use much / a lot or little.

Example: **Olga likes English.**

She works at English very much.

- 1. Jack is a good football player (to play football).
- 2. Mrs Blake loves flowers (to work in the garden).
- 3. Kate's English is not very good (to work at English).
- 4. Young people love music (to listen to music).
- 5. Old people don't often go out (to speak on the phone with friends).
- 6. Mr Dunn is interested in business (to read about business).
- 7. Ted is not interested in films (to go to the cinema).

UNIT II

SPEECH PATTERNS

as ... as
not as / so ... as

- a) Mr Bell's office is as large as Mr Blake's office.
- b) English isn't as / so difficult as German.
- c) People stay in the cinema as long as they like.
- d) Nick plays football as much as Jack (does).

Ex. 12. Speak about yourself and your friend (or a member of your family). Use: as much as, as often as.

Example: I listen to music as much as my friend (does).

1. to work on the computer,
2. to go out,
3. to study English at home,
4. to read about business,
5. to spend weekends outside Moscow,
6. to watch football on TV,
7. to drink coffee / tea,
8. to speak with friends on the phone.

Ex. 13. Say as in the example.

Dick is 35. Tina is 25.

(old) Tina isn't as old as Dick.

1. Nick has a 3-room flat. Jack has a 2-room flat. (big)
2. Helen arrives home at 8 in the evening. Ann arrives home at 6.30. (late)
3. Mr Blake plays tennis on Mondays and on Saturdays. Mr Dunn plays tennis only on Saturdays. (often)
4. ABC made 5 contracts last year. GML made only 2 contracts. (many)
5. Nina works from 9 to 6 every day. Jane works from 10 to 5. (to be busy)
6. Pete has got 1000 dollars. Frank has got 500 dollars. (many)
7. The President speaks English, Spanish and French. The manager speaks only English. (many)

UNIT III

WORKING ON THE TEXT

SPEAKING ABOUT FILMS

Read the text and the dialogue.

When you go to the cinema in England you usually see in the programme a feature film, some advertisements and a "trailer" about the film for the next week. There are no intervals between programmes in some cinemas and people stay there as long as they like.

Some years ago people went to the cinema very often, but now they like to stay at home in the evenings and watch films on television or on a DVD-player.

Today before the talks Mr Voronin and Mr Blake are speaking about films.

Voronin: Did you watch the news programme on television yesterday, Mr Blake?

Blake: No, my wife and I went to the cinema last night.

Voronin: What was on?

Blake: We saw a new comedy at the Odeon*. It started at 7 and lasted till 10, as it is a two-part film.

Voronin: What's it about?

Blake: It's about the life of a family in a small town. In my opinion, the comedy is really amusing.

Voronin: Was the cinema full?

Blake: Oh, yes. It's a very popular film. I recommend you to see it.

Voronin: Thank you, but I don't like comedies very much.

Blake: What kind of films do you like?

Voronin: Well, I like good love stories, musicals and action films. I never watch horror films or old Westerns. Actually, my favourite films are historical films. I also like detectives and thrillers. And I watch cartoons with my children.

Blake: How about film versions of novels? Do you like them?

Voronin: Yes, if they are close to the original and if popular actors star in them.

* the Odeon — Название кинотеатра в Лондоне.

NOTE THE PRONUNCIATION:a comedy ['kɒmədi] *n*a musical ['mjuzɪkəl] *n*a western ['westən] *n*detective [dɪ'tektɪv] *adj, n*historical [hɪs'tɔrɪkəl] *adj***Ex. 14. Agree or disagree. Give your reasons.**

1. Programmes in the cinema in England are not long.
2. There are no intervals between programmes in some cinemas in England.
3. English people often go out in the evenings.
4. Mr Blake and his wife liked the comedy which they saw at the Odeon.
5. Mr Voronin wanted to see the comedy he spoke with Mr Blake about.
6. Mr Voronin never watches film versions of novels.

Ex. 15. What does the text say about:

1. a usual programme in the cinema in England;
2. the film the Blakes saw at the Odeon;
3. the films Voronin likes.

UNIT IV**WORKING ON WORDS AND EXPRESSIONS**

a cinema
to go to the cinema

Ex. 16. a) Look at the picture and answer the questions.

1. What cinema is this?
2. Is it a large or a small cinema?
3. Has the cinema got old or modern equipment?
4. Is the cinema in a new or in an old district of Moscow?
5. Do you often or seldom go to the Pushkinsky Cinema?

b) Speak about the Pushkinsky Cinema.

to be on

Ex. 17. a) Speak as in the mini-dialogue:

- I saw a new French musical yesterday.
- At what cinema is it on?
- This film is on at the Rex.

Prompts: 1. a new detective film; 2. a new historical film; 3. an old American Western; 4. an amusing comedy; 5. a film version of Akunin's novel; 6. a horror film.

b) Say what film you saw last and where it was on.

what kind of

Ex. 18. a) Read the example.

- What kind of goods do you sell?
- We sell hotel equipment.

b) Ask your friend what kind of goods his company sells/buys; what kind of films (books, music) he / she likes.

UNIT V

KEY STRUCTURES AND SPECIAL POINTS

ARTICLES

Ex. 19. a) Supply articles where necessary.

1. I don't like going to ... cinema.
2. There is ... very good cinema near my house. ... cinema is large and it has ... modern equipment.

3. In England people stay in ... cinema as long as they like.
4. We often go to see ... new films at ... Kinomir Cinema.

* * *

It's 4 o'clock in ... afternoon.

Sue is speaking on ... phone with ... manager of ... Rex Cinema.

Manager: ... Rex Cinema. Good afternoon.

Sue: Good afternoon. What's on tonight, please?

Manager: We are showing "Titanic".

Sue: When does ... film start?

Manager: It starts at 8 o'clock.

Sue: How long does it last?

Manager: It lasts three and ... half hours.

Sue: It's ... long film, isn't it?

Manager: Well, there is ... interval at 9.30.

It's ... very popular film and ... cinema is full every night.

I recommend you to see ... film.

Sue: I certainly want to see it. Thank you very much. Good-bye.

b) Say what you remember from the dialogue about the film Sue wants to see.

TENSES

Ex. 20. a) Supply the correct tenses.

George: Hello, Ken.

Ken: Hello, George.

George: Where you (to go)?

Ken: I (to go) to the cinema.

George: What (to be) on?

Ken: "Paris in April".

George: Oh, I (to see) it on a television programme last year. It (to be) an old film, but it (to be) very good.

Ken: Paris (to be) a lovely city.

George: I'd like to visit it.

Ken: I (to be) there last April.

George: Paris in April?

Ken: It (to be) April, but it (to be) very wet* all the time.

George: Just like dear old London!**

* wet — сырой

** Just like dear old London. — Как в милом, старом Лондоне.

- b) Say what you remember from the dialogue about the film Ken is going to see.**

PREPOSITIONS

- Ex. 21. a) Supply the correct prepositions where necessary.**

Mr and Mrs Stive like the cinema. Sometimes before they go ... the cinema to see a film they read ... it ... newspapers.

Last week a new feature film was on ... the Odeon. The Stives knew that it was an amusing comedy and many popular actors starred ... it. They went to see the film ... Saturday.

The programme began ... 8 o'clock ... the evening and lasted ... 10.30. ... the cinema the Stives met their friends and ... the film they went ... a bar ... them. They stayed out ... half ... 12 and were tired when they came back ... home.

- b) Say what you remember about the Stives' evening out.**

THE WORDS YOU MIX UP

- Ex. 22. Choose and use.**

last, the last

1. At ... lesson we spoke about London.
2. ... year my friends went to Jalta.
3. A new thriller was on at the Rolan cinema ... week.
4. Did you discuss prices at the talks ... Friday?
5. On ... day of the talks we invited the English businessmen to Suzdal.
6. I was in London two years ago ...
7. ... weekend the family spent in their cottage near Moscow.
8. ... contract the company made was for kitchen wall units.

UNIT VI

SPEECH EXERCISES

- Ex. 23. a) Read the text.**

All people know the name of Charlie Chaplin, a popular American actor.

He was born in 1889 in London. His father and mother were actors. He had an elder brother whose name was Sidney. Charlie Chaplin spent his early years* in England.

He was an actor at the age of 8. In 1910 he came to America and started working for the cinema. He received his first million dollars in 1917 and an Oscar — in 1972.

In all his films Chaplin played the part of “a man of the people”. The last 25 years Chaplin lived in Switzerland [ˈswitzələnd]. He had a large family: his wife, five sons and five daughters. He died on the 25th of December in 1977 when he was 88 years old.

* early years — ранние годы

b) Speak about Chaplin's life. Use the dates.

- 1889 ...
- 1897 ...
- 1910 ...
- 1917 ...
- 1953 ...
- 1972 ...
- 1977, December 25 ...

Ex. 24. a) Read the text.

Walt Disney was born in 1901 in Chicago [tʃiˈkɑːɡou]. His father was Irish[ˈaɪrɪʃ]-Canadian and his mother was German-American. He went to High school* and left it at 17 to become a driver in the First World War. In 1923 he went to Hollywood and started working on cartoon films, documentaries and feature films for children. In 1955 Disneyland, an amusement children's park, was opened in California and in 1971 — Disney World was opened in Florida. Disney died in 1966 when he was 65. His films are still on in many cinemas and are very popular with people of all ages.

* High school — средняя школа (США)

b) Speak about Disney's life. Use the dates.

- 1901 ...
- 1918 ...
- 1923 ...

- 1955 ...
- 1971 ...
- 1966 ...

Ex. 25. Speak about Steven Jobs, an American businessman, and his business.

1956 — to be born in California.

1972 — to begin to study in college.

1974 — to leave college,
to begin to design video games.

1976 — to design the computer “Apple”,
to open “the Apple Computer Company” in his father’s garage.

1977 — to sell “Apple II” computers,
to receive 2,7 million dollars.

1982 — to sell “Apple III” computers,
to receive 200 000 000 dollars.

1983 — to design new models — Liza and Machintosh.

1985 — to leave the company...

Do you know about the work of the company and Steven Jobs’s life after 1985?

Ex. 26. a) Read the dialogue.

Bob is an American.

John is an Englishman.

John: Bob, why do Americans watch television so much?

Bob: I think it’s because we are lazy.

John: Lazy?

Bob: Sure. You stay in your own home and watch films and the latest news, and you sit in your comfortable armchair all the time.

John: I think television is very boring.

Bob: Oh, no, in my opinion it’s interesting.

John: What do you like to watch on TV?

Bob: Well, all kinds of feature films. Do you often watch TV, John?

John: No, not often. I sometimes watch news programmes.

Bob: I really like musicals. What do you think of them?

John: I don’t like musicals.

Bob: Why?

- John:* Because they are all about love.
Bob: But you don't think much when you watch films about love, do you?
John: Oh yes, you Americans are really lazy!

b) Agree or disagree; say why you think so.

1. Bob likes to watch TV.
2. John doesn't like TV very much.
3. Bob isn't lazy, but John is.

Ex. 27. Read and retell the joke.

A young Englishman came to America. He stayed in New York with his friends and saw very many interesting places in and outside the city. On the last day he **bought*** a large TV set for his family in London.

"Why do you like American TV sets? I think you've got very good TV sets in England, haven't you?" his friend asked him.

"Our TV sets are good, but TV programmes in England are not as good as American programmes," the young man answered.

* to buy (bought) — покупать

Ex. 28. Answer the questions.

1. What film did you see last?
2. At what cinema was it on?
3. Did you see a trailer before the feature film?
4. How long did the film last?
5. What popular actors starred in the film?
6. What do you think of the film?

* * *

1. Do you like film versions of novels?
2. What film version did you see last?
3. Was it close to the original?
4. What actors were there in the film?
5. Was the film as good as the novel?

* * *

1. Who is your favourite Russian film actor?
2. In what film did you see the actor last?
3. What is the film about?
4. What part did the actor play?
5. Did he play the part well?
6. Does he star in many films?

Ex. 29. Speak about:

1. The kind of films you like; one of your favourite films.
2. Your last visit to the cinema.

Ex. 30. Act out business dialogues. Use the situations:

1. Speak with Mr Drake on the phone. You are interested in their furniture. Make an appointment with him.
2. Make an appointment with Mr Taltan who is interested in Russian books on art.

UNIT VII

WRITTEN PRACTICE

Ex. 31. Write the sentences. Use was / wasn't; were / weren't.

1. Nina ... at work last week, but Bill ... He ... on business in Oslo.
2. Mrs Stanley ... 40 last Wednesday. Many friends visited her place.
It ... a very good day.
3. Where are the children? They ... in the garden some minutes ago.
4. — Where. ... you last weekend?
— I ... in the cinema.
5. — ... it difficult for you to begin to learn English?
— No, it ... a pleasure.

Ex. 32. Write what you did or didn't do when you were a child.

Example: I studied (didn't study) English.

1. to watch TV,
2. to play football / tennis,
3. to listen to music,

4. to visit friends,
5. to play on the computer,
6. to go to the cinema,
7. to read magazines / books,
8. to drive a car,
9. to go to bed at 10 / 12 in the evening,
10. to drink coffee for breakfast,
11. to go shopping with parents,
12. to be lazy,
13. to be interested in business / sports,
14. to speak on the phone with friends a lot.

Ex. 33. Translate into English.

1. В прошлом месяце мой друг получил квартиру в новом районе.
2. На днях мы получили запрос на офисное оборудование.
3. Три месяца тому назад м-р Уолтон посетил Москву и встретился с бизнесменами нескольких фирм.
4. Вчера я очень устал, так как у меня было много работы.
5. На прошлой неделе наши инженеры поехали на завод, чтобы посмотреть новое оборудование.

* * *

Мне очень нравятся уроки английского языка. На уроках мы читаем новые тексты и обсуждаем много интересных проблем. Мы очень много говорим по-английски на занятиях, но мало пишем. Мы много занимаемся дома, чтобы хорошо знать английский.

* * *

1. На прошлой неделе я был в кино. Шел новый детективный фильм. Я не очень люблю детективы, но этот фильм мне понравился. Он очень интересный, и в нем играют многие популярные актеры. Я рекомендовал моим друзьям посмотреть этот фильм.
2. — В выходные дни по телевизору я смотрел английский фильм — экранизацию одного из романов Агаты Кристи (Agatha Christie).
— О чем он?

— Фильм — о преступлении (crime) в небольшом английском городке. В нем играют многие популярные актеры. По-моему, это очень хороший фильм. Я бы хотел посмотреть его на английском языке.

Ex. 34. You want to know about the film your friend saw last. Write questions you'd like to ask him.

UNIT VIII

VOCABULARY

- | | | | |
|----|------------------------------------|---|-----------------------------------|
| 1. | yesterday ['jestəd(e)ɪ] <i>adv</i> | — | вчера |
| | the day before yesterday | — | позавчера |
| | yesterday morning | — | вчера утром |
| | yesterday evening | — | вчера вечером |
| 2. | a month [mʌnθ] <i>n</i> | — | месяц |
| 3. | a year [jɜ:] <i>n</i> | — | год |
| | this year | — | в этом году |
| | in the year 2000 | — | в двухтысячном году |
| 4. | last <i>adj</i> | — | 1. прошлый |
| | last year | — | прошлый год, в прошлом году |
| | last month | — | прошлый месяц, в прошлом месяце |
| | last week | — | прошлая неделя, на прошлой неделе |
| | last Sunday | — | (в) прошлое воскресенье |
| | the last day of the year | — | 2. последний (по времени) |
| | <i>adv</i> | — | в последний раз |
| | e.g. When did you meet him last? | | |
| | to last <i>v</i> | — | длиться, продолжаться |
| | e.g. How long did the film last? | | |
| 5. | a night [naɪt] <i>n</i> | — | 1. ночь; 2. вечер |
| | tonight | — | сегодня вечером |
| | Saturday night | — | субботний вечер |
| | at night | — | ночью/вечером |
| | last night | — | вчера ночью / вечером |
| 6. | ago [ə'gəʊ] <i>adv</i> | — | тому назад |

} в зависимости от контекста

many years ago

long ago

not long ago

— давно; давным-давно

— недавно

7. a cinema ['sɪnəmə] *n*

— 1. кинотеатр

e.g. There is a cinema near
my house.

We can see old films in
the cinema.

to go to the cinema

▶ Перед названиями кинотеатров употребляется определенный артикль, *напр.* the Rex Cinema.

e.g. Are you interested in the
cinema?

2. кино (как вид искусства)

3. в функции прилагательного

a cinema hall

— кинозал

a cinema manager

— директор кинотеатра

8. a programme ['prɒgræm] *n*

— программа

a television programme

9. a film [fɪlm] *n*

— кинофильм, кинокартина

a new

an interesting | film

to see

to watch | a film

a colour film

a film in colour } — цветной фильм

a black-and-white film

a film in black and white } — черно-белый фильм

a feature ['fi:tʃə] film

— художественный фильм

10. an advertisement (*сокр.* ad)

— реклама; рекламный фильм, ролик

[əd'vɜ:tɪsmənt] *n*

an adver- | in a newspaper

tisement | on TV

to advertise ['ædvɜ:təɪz] *v*

— рекламировать

11. a trailer ['treɪlə] *n*

— анонс (кинофильма)

12. about [ə'baʊt] *prep*

— 1. о, относительно, насчет (указывает на предмет разговора, тему книги, фильма и т.д.)

to speak

to read

to think

| about...

- e.g.* What do you know about this man?
 What's the book about? — О чем эта книга?
 How about ...? = What about...? — А как насчет...?
13. **an interval** [ˈɪntəvəl] *n* — промежуток (времени); интервал, пауза; перерыв, антракт, перемена
 a week's interval } — перерыв в неделю, недельный перерыв
 an interval of a week }
 in the interval — во время перерыва
14. **between** [biˈtwi:n] *prep* — между:
 between Moscow and St Petersburg — двумя пунктами
 between 1990 and 1999 } — двумя временными промежутками
 between 2 and 3 o'clock }
 the trade between Russia and Great Britain — двумя фирмами, странами
15. **as ... as** *conj* — при сравнении:
 e.g. He speaks English as well as he speaks French. 1. (as + adv + as) так (же) ... как
 The sitting room is as big as the bedroom. 2. (as + adj + as) такой (же) ... как
- as long as**
 e.g. The boy watches TV as long as he wants. — Мальчик смотрит телевизор так долго как хочет (сколько хочет).
- not as (so) ... as**
 e.g. I don't go to the cinema as (so) often as you do. — 1. (not as/so + adv + as) не так ... как
 e.g. The offer of Brown&Co is not so (as) good as the offer of GML. — 2. (not as/so + adj + as) не такой ... как
16. **next** [nekst] *adj* — следующий (по времени), будущий
 next | year — в следующем году
 | week — на следующей неделе
17. **before** [biˈfɔ:] *prep* — до, раньше, перед (предшествование по времени)
 before | dinner — до обеда, перед обедом
 | the talks — перед переговорами
 | 5 o'clock — до 5 часов
18. **news** [nju:z] *n* — 1. новость, новости

► Слово **news** всегда согласуется с глаголом в единственном числе.

e.g. What is the news?

The news is very interesting.

No news is good news.
(*prov.*)

Отсутствие новостей — хорошая новость.

2. сообщения (печати, радио)

the latest news

— последние известия

foreign news

— сообщения из-за рубежа

home news

— сообщения о событиях внутри страны

19. **to be on v**

— идти (о кинофильме, телепередаче)

e.g. What's on at the Sofia cinema?

20. **to start v**

— 1. начинать

to start work

— начать работу

to start | **working**
| **reading**
| **learning**

— начать | **работать**
| **читать**
| **учить**

2. начинаться

e.g. How did the talks start?

21. **a part n**

— 1. часть, (зд.) серия

a two-part film

— двухсерийный фильм

2. роль

to play the part of Hamlet

22. **life n**

— жизнь

long | **life**
difficult |

23. **a town [taʊn] n**

— город, городок

24. **amusing [ə'mju:zɪŋ] adj**

— забавный, смешной, занятный

an amusing | **man**
| **event**
| **film**

25. **opinion [ə'pɪnjən] n**

— мнение, взгляд, убеждение

in my opinion

— на мой взгляд, по-моему (мнению)

26. **really ['ri:əlɪ] adv**

— 1. действительно, на самом деле, по-настоящему

e.g. It is a really good model of a TV set.

2. (в разговоре) Разве? Правда? (выражает интерес, удивление)

e.g. — I'm going to Mexico on business.

— Oh, really?

27. **full [fʊl] adj**

— полный, заполненный, переполненный

to be full of people (things, books, etc.)

e.g. The room is full of furniture.

28. **popular** [ˈpɒpjulə] *adj* — популярный
- | | | |
|------------------|---|--|
| a popular | film star
place
TV programme | |
| popular | goods
music | |
29. **to recommend** [ˌrekəˈmend] *v* — рекомендовать, советовать
- e.g.* My friend recommended me to go to a nice place near Moscow next Saturday.
- e.g.* The manager recommended me a good book about business in the USA.
30. **kind** [kaɪnd] *n* — сорт, разновидность, вид
- What kind of book is this?** — Что это за книга? / Какая это книга?
- | | | |
|---------------------|---|---------------------|
| What kind of | films
novels
TV programmes | do you like? |
|---------------------|---|---------------------|
31. **a story** [ˈsto:ri] *n* — рассказ
- a love story** — история любви, (зд.) фильм о любви
32. **action** [ˈækj(ə)n] *n* — действие, развертывание событий (зд. в романе, пьесе...)
- an action film** — боевик
33. **horror** [ˈhɒrə] *n* — ужас
- a horror film** — фильм ужасов
34. **actually** [ˈæktʃuəli] *adv* — фактически, на самом деле, по правде говоря
35. **favourite** [ˈfeɪvərɪt] *adj* — любимый, предпочитаемый всем другим
- | | | |
|--------------------|--|--|
| a favourite | actor
place
film
TV programme | |
|--------------------|--|--|
36. **a thriller** [ˈθrɪiə] *n* — триллер (остросюжетная захватывающая книга; кинофильм с интригами; приключениями)
37. **a cartoon** [ka:ˈtu:n] *n* — мультфильм
38. **a version** [ˈvɜ:ʃn] *n* — вариант, версия

- a film version** — экранизация
39. **a novel** ['nɒvəl] *n* — роман, новелла
40. **close** [klaʊs] *adj* — близкий
to be close to ... — быть близко к (от) ...
e.g. Archangelskoye is very close to Moscow.
41. **if** *conj* — если
42. **the original** [ə'ɪdʒɪnəl] *n* — оригинал, подлинник
to be close to the original — быть близким (соответствовать) оригиналу
in the original — в оригинале, в подлиннике

► Слово **original** всегда употребляется с **определённым артиклем**.

43. **to star** [sta:] *v* — играть главную роль
e.g. Di Caprio stars in "Titanic".
44. **an actor** ['æktə] *n* — артист
45. **to be born** *v* — родиться
46. **to die** [daɪ] *v* — умереть
47. **boring** ['bɔ:ɪŋ] *adj* — скучный
- | | | |
|-----------------------|---------------------------------------|--|
| <p>a bor-
ing</p> | <p>film
TV programme
book</p> | |
|-----------------------|---------------------------------------|--|
48. **a war** [wɔ:] *n* — война
the First World War
World War 1 } — 1-ая Мировая Война

NOTE THE PRONUNCIATION:

- modern** ['mɒdən] *adj*
- documentary** [ˌdɒkjʊ'ment(ə)rɪ] *adj*
- million** ['mɪljən] *n*

SPEECH PATTERNS

1. **The film is as interesting as the book.** — Фильм такой же интересный, как книга.
2. **People stay in the cinema as long as they like.** — Люди находятся в кинотеатре столько (так долго), сколько (как) хотят.
2. **Washington is not as / so big as New York.** — Вашингтон не такой большой как Нью-Йорк.

LESSON 4

Grammar: The Present Perfect Tense (настоящее совершенное время).

Text: Meeting a Businessman.

UNIT I

GRAMMAR

THE PRESENT PERFECT TENSE

STEP 1. READ THE DIALOGUES.

- a) — Please, translate this letter, Betsy.
I have translated it, Mr Blake. The letter is on your desk.
- b) — Have you written a letter to Mr White, Jack?
No, I haven't. It has been a busy day.
- c) — Where is today's newspaper?
— I don't know. I haven't seen it.



The Present Perfect Tense употребляется для выражения действия, которое совершилось в прошлом (без указания точного времени действия), но результат которого очевиден или имеет значение в настоящем.

STEP 2. STUDY AND PRACTISE THE TENSE-FORMS.

AFFIRMATIVE

I	have	(I've)	translated	the letter from ABC.
You	have	(You've)		
He	has	(He's)		
She	has	(She's)	written	a letter to ABC.
We	have	(We've)		
You	have	(You've)		
They	have	(They've)		



Present Perfect образуется при помощи вспомогательного глагола **to have / has** и **Participle II** (причастия прошедшего времени) смыслового глагола (см. урок 3).

NEGATIVE

I	have not	(haven't)	read the letter from ABC.
You	have not	(haven't)	
He	has not	(hasn't)	
She	has not	(hasn't)	
We	have not	(haven't)	
You	have not	(haven't)	
They	have not	(haven't)	



Отрицательная форма Present Perfect образуется при помощи частицы **not**, которая ставится после вспомогательного глагола **have / has**.

QUESTIONS AND SHORT ANSWERS

Have	I	discussed the price?	Yes, (No),	you	} have (haven't).	
Have	you			I		
Has	he			he		} has (hasn't).
Has	she			she		
Have	we			we		} have (haven't).
Have	you			you		
Have	they	they				



В вопросительном предложении вспомогательный глагол **have / has** ставится перед подлежащим.

Ex. 1. Say what you or your friend have / has done.

Example: I have read some books by Tolstoy.

- to see some films with Alen Delon,
- to meet some (American) businessmen,
- to write many business letters,
- to visit some old Russian towns,
- to go shopping to some Moscow supermarkets,
- to watch some amusing shows on TV,
- to see a lot of advertisements on TV,
- to make some appointments on the phone,
- to spend some weekends outside Moscow,
- to watch Disney cartoons.

Ex. 2. Say what you haven't (your friend hasn't) done.

Example: We haven't received inquiries from Canadian companies.

- to play in feature films,
- to meet the American President,
- to read English books in the original,
- to drive a "Lincoln",
- to go on business to Japan,
- to work in a post office,
- to have English lessons on Sundays,
- to speak with the British Prime Minister,
- to translate books from English into Russian,
- to make contracts with African companies.

Ex. 3. Speak as in the mini-dialogue.

- **(Sam) has gone to Hawaii.**
- **Has he really gone there?**
- **Yes, he has / no, he hasn't.**

- to learn 3 foreign languages,
- to spend the weekend in Cannes,
- to drive the latest model of Jaguar,
- to read books by Dickens in the original,
- to work as a house agent,
- to discuss computer problems with Bill Gates,
- to write a book about some popular American actors,
- to be to all African countries,
- to receive 100 e-mail messages,
- to see all films with Charlie Chaplin.

STEP 3. PRACTISE THE USE OF THE PRESENT PERFECT TENSE WITH THE ADVERBS.

just	только что	I have just read this book.
already	уже (в утвердительных предложениях)	I have already read this book.
yet	еще (в отрицательных предложениях)	I haven't read the book yet .
	уже (в вопросительных предложениях)	Have you read the book yet ?

ever	когда-нибудь (в во-просительных пред-ложениях)	Have you ever read this book?
never	никогда (когда речь идет о действиях в прошлом)	I have never read this book.
lately	в последнее время, недавно	Have you read any interesting books lately?
recently		I have read this book recently.

Ex. 4. Answer the questions.

Example: — Would you like to meet Mrs Blake?
 — But I've already met her.
 (Yes, certainly. I haven't met her yet.)

- to have lunch,
- to listen to the latest news,
- to look through the mail,
- to answer the urgent messages,
- see the new action film,
- to go shopping,
- to read the new magazine,
- to invite friends to your place.

Ex. 5. Speak about the countries (cities) you have (or haven't) been to.

Example: I have been to the USA.
 I have never been to the USA.

London; Germany; India; Japan; Sochi; China; Paris; Monte Carlo; Switzeland; Oslo.

Ex. 6. Ask and answer questions about what (Stephen) has (hasn't) done.

Example: — Has (Stephen) ever worked for IKEA?
 — No, he has never worked there.

	Yes	No
• to meet popular actors	+	—
• to play tennis at Wimbledon	—	+
• to see (some) shows on Broadway	+	—
• to read historical books	+	—

- | | | |
|--|---|---|
| • to spend a weekend in Los Angeles (LA) | — | + |
| • to be to a safari in Africa | — | + |
| • to visit the Moscow Kremlin | + | — |
| • to stay in a 5-star hotel | + | — |
| • to learn the Chinese language | — | + |
| • to do business with Russian companies | + | — |

STEP 6. PRACTISE THE PRESENT PERFECT TENSE WITH THE FOLLOWING WORDS:

today	—	сегодня
this week	—	на этой неделе
this month	—	в этом месяце
this year	—	в этом году



Present Perfect употребляется со словами, выражающими незаконченный период времени.

Ex. 7. Say what you have done / haven't done this week (month, year).

- to study the Present Perfect Tense,
- to have business talks with the customers,
- to speak with friends on the phone,
- to watch some interesting programmes on TV,
- to read some messages in English,
- to visit some production plants outside Moscow,
- to make some good contracts,
- to go on business to some Russian cities,
- to work on the computer very much,
- to discuss a lot of business problems with the director
- to see an amusing comedy,
- to go to the sports centre.

Ex. 8. Speak with each other.

Example: — I've watched some good TV programmes this month.
 — What programmes have you watched?
 — I've watched some interesting documentary films.

- to make some appointments,
- to make a good contract,
- to go to the cinema,
- to write a lot of business letters,
- to meet some businessmen,
- to go shopping,

- to go on business,
- to have business talks,
- to go to some places outside Moscow,
- to read some interesting magazines,
- to receive some new price-lists.

UNIT II

SPEECH PATTERNS

Pattern 1. It's the twelfth of October, 2007.



In British English we say: the twelfth of October, two thousand and seven; we write: 12(th) October, 2007.

In American English we say: October the twelfth, two thousand and seven; we write: October 12, 2007.

Ex. 9. Ask and answer as in the examples:

- a) — **What date is it?**
— **It's the twelfth of October, 2007.**

Prompts: 8.03.1964; 2.07.1972; 3.02.2001; 14.01.1944; 17.09.2000;
2.05.1978; 20.04.1905; 8.03.2005.

- b) — **When were you born?**
— **I was born on (the 25th of April, 1985).**

Say when your friend (husband, wife, sister, brother, son, daughter, etc.) was born.

Pattern 2. It's light now.

Ex. 10. Speak about the weather.

Example: — **What's the weather like today?***
— **I think, it's nice today.**

Prompts: warm; cold; wet; sunny; lovely; hot.

Say what the weather is like in Sochi (St. Petersburg, London, California, etc.) now.

Pattern 3. Let's meet next Tuesday.

* What's the weather like today? — Какая сегодня погода?

Ex. 11. Make up sentences, read and translate them.

Let	me him her us (let's) them my brother Voronin	read this book.
-----	---	-----------------

Ex. 12. Say as in the example. Match A and B columns.

Example: — The weather is hot.
 — Let's go out.

A	B
1. A new comedy is on at the Progress Cinema.	to go to the plant;
2. Pete hasn't got any money.	to stay at home;
3. It is cold today.	to work in the garden;
4. Jane hasn't got any coffee at home.	to go shopping;
5. Mr Brown hasn't seen a new model yet.	to go to the bank;
6. Mr Blake has never been to the Kremlin.	to go to the cinema;
7. We've received some new price-lists.	to discuss the new prices;
8. I'd like a cup of tea and a sandwich.	to invite Mr Blake to the centre of Moscow;
9. It's very nice outside.	to go to a cafe.

UNIT III

WORKING ON THE TEXT

Read the dialogue.

MEETING A BUSINESSMAN

On the 21st of October at 9.50 in the morning Voronin arrived at Mr Blake's office.

Voronin: Good morning! My name's Voronin. I've got an appointment with Mr Blake at 10 o'clock.

Receptionist: Good morning, Mr Voronin. Mr Blake is expecting you. Will you take a seat, please¹?

Voronin: Thank you. I'm a bit early, actually.

Receptionist: That's all right².

(In a few minutes Mr Blake comes down to meet Voronin)

Blake: Oh, Mr Voronin, it's nice to see you. How are you?

Voronin: **Fine, thanks!**³ And you?

Blake: Very well too, thank you. This way, please⁴.

(They come into the conference room and take their seats at the table.)

Blake: Would you like a cup of coffee?

Voronin: Yes, please. It's **cold** and **wet** outside today.

Blake: Yes, **the weather** hasn't been very good **lately**. But it's usually **warm** here in October. Now, Mr Voronin, how about our price-list and catalogue? Have you looked through them?

Voronin: Sure⁵. We've studied them **closely**. Your new model is certainly good.

Blake: Yes, it's of **high quality**. The company **has just launched the product** and we have **already** received a lot of orders from our customers in **Europe** and **Asia**.

Voronin: Do you sell in the USA?

Blake: Yes, the USA is also our **big market**, but there is a lot of **competition**.

Voronin: Well, your equipment **meets our requirements** and we are interested in **buying** it. Have you seen our **contract form**?

Blake: Not yet.

Voronin: Would you like to look through it?

Blake: Yes, certainly.

Voronin: Here you are, Mr Blake. Study our terms, please, and **let's meet again** next Monday.

Blake: Fine. So that's Monday, the 26th, at 10 o'clock.

Voronin: See you then⁶. Good-bye.

¹ **Will you take a seat, please?** — Садитесь, пожалуйста (вежливая форма).

² **That's all right.** — Ничего страшного. Все в порядке.

³ **thanks** = thank you

⁴ **This way, please.** — Сюда, пожалуйста (при указании пути, дороги).

⁵ **sure** = certainly

⁶ **See you then.** — Тогда и увидимся / Увидимся в этот день.

NOTE THE PRONOUNCIATION:

Europe ['juərəp] *n*

European [juərə'pi(:)ən] *adj, n*

Asia ['eɪʒə] *n*

Asian ['eɪʒən] *adj*

Ex. 13. Which of the statements are correct and which are not? Say why.

- | | Yes? | No? |
|---|--------------------------|--------------------------|
| 1. Mr Voronin arrived at Mr Blake's office at 10.15. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. On the day of the talks the weather in London was lovely. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. ABS launched their latest model two years ago. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. The company sells their equipment in Europe, Asia and the USA. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Voronin's company is interested in buying the new model. | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. The two businessmen made an appointment for the next day. | <input type="checkbox"/> | <input type="checkbox"/> |

Ex. 14. Say what you remember from the text about:

- The new model of telephone equipment of ABS.
- Voronin's opinion of the model.

UNIT IV

WORKING ON WORDS

to be of high quality

Ex. 15. Say what model of a home cinema, a TV set, a car, a DVD-player, a computer, a refrigerator, a cooker you'd like to buy (or have already bought) and why.

Example: I'd like to buy a new model of photocopier.
It's of high quality.

to meet the requirements of smb
to meet smb's requirements

Ex. 16. a) Say whose requirements your goods meet; the goods of which suppliers meet the requirements of your company.

- Examples:** 1. The equipment of Blake&Co meets the requirements of many customers in Europe.
2. The equipment of Blake&Co meets the customers' requirements.

b) Answer:

- The office furniture of which companies meets the requirements of Russian customers?
- Which mobile telephones meet the requirements of young people?
- Which Moscow hotels meet the requirements of foreign visitors?
- Which cosmetics meets the requirements of Russian women?
- Which printers (faxes, scanners) meet the requirements of Russian businessmen?

to buy smth from...

Ex. 17. Answer the questions.

Example: A lot of countries buy gas from Russia.

- | | |
|---|---|
| <p>a) From what country (countries) does Russia buy</p> | <p>computers?
furniture?
cars?
green plants and flowers?
goods for children?
English textbooks and cassettes?
action films?
cosmetics?
cameras?</p> |
| <p>b) What goods do European and Asian countries buy from Russia?</p> | |

UNIT V

KEY STRUCTURES AND SPECIAL POINTS

ARTICLES

Ex. 18. a) Supply articles where necessary.

1. ... quality of Rossexport's goods meets ... requirements of their customers.
2. We are interested in buying ... machines from ... British companies.

3. ... equipment of ABS is of ... high quality.
4. We've received ... enquiry for three machines lately.
5. What's ... weather like today? ... weather is very cold.
6. I don't like to go out in ... wet weather.
7. — What date is it today? — It is ... first of October.
8. There is ... big competition between ... German and French companies on ... car market.
9. Which countries are ... Brazilian coffee markets?
10. We've launched our new product to ... European market.

* * *

Rossimport has just received ... latest catalogues from GML. ... businessmen of Rossimport have studied ... catalogues closely. ... machines are of high quality and meet ... requirements of ... Russian customers.

Rossimport is interested in buying ... machines. They would like to receive ... offer with ... prices, ... terms of payment and ... delivery from ... company.

b) Speak about the business Rossimport is going to do with GML.

TENSES

Ex. 19. a) Supply the correct tenses.

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

Steal: Steal (to speak).

Borisov: Good morning, Mr Steal. This is Borisov of Rossimport speaking. I'd like to discuss some business problems with you.

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

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

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

Borisov: Model BC 5 (to meet) our requirements.

Steal: Yes, this model (to be) of high quality. We just (to launch) it to the market and we already (to receive) a lot of orders for the machines of this model. How many machines would you like to buy?

- Borisov:* I (to think) 15 or 20, and we'd like to have them in November-December.
- Steal:* Fine. Could you fax your contract form to me?
- Borisov:* Sure.

b) Dramatize the dialogue.

PREPOSITIONS

Ex. 20. a) Supply the correct prepositions.

Some time ago SPZ Ltd, a British company, launched two new models ... kitchen wall units ... Europe.

They are ... high quality and look very nice. A lot ... companies ... different European countries are interested ... buying the furniture ... Great Britain and have already placed orders ... it.

The managers ... the Russian company who does business ... this kind ... goods read SPZ's advertisement ... a business journal.

They wanted to have the latest catalogue and price-list ... the company and received them ... e-mail. ... that they faxed an enquiry ... 100 units ... kitchen furniture.

b) Say what goods the Russian company wanted to buy from Great Britain (GB) and why.

THE WORDS YOU MIX UP

Ex. 21. Choose and use.

- a)

It's ... There is ...

... Mr Lloyd's office. ... a large and light room. ... a file cabinet, a desk and four chairs in the room. ... a computer and a telephone on the desk, but ... not a fax-machine. ... a carpet in the office. ... a beautiful carpet. Near the wall ... a TV set. ... a big TV set of the latest model. ... not much furniture in Mr Lloyd's office. Mr Lloyd thinks ... a cosy and comfortable room.

Speak about your (your director's) office.

b) few, a few

1. The businessmen have discussed (несколько) business problems.
2. I've got (мало) English books.
3. There are (мало) plants in Tula.
4. The manager has written (несколько) letters to GML recently.
5. The secretary has made (несколько) appointments this week.
6. We have received (мало) offers this month.
7. I watched (несколько) interesting TV programmes last weekend.
8. The businessmen looked through (несколько) magazines yesterday.
9. We are going to discuss the terms of the contract in (несколько) days.
10. When I was a child I read (мало) books but now I read a lot.

UNIT VI

SPEECH EXERCISES

Ex. 22. a) Read the dialogue.

Smirnov: Good morning. I'm Smirnov of Rossimport. Here is my business card.

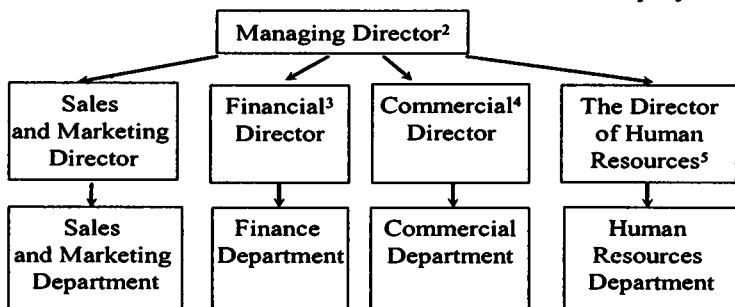
Baker: Good morning, Mr Smirnov. I'm Baker, Managing Director of Baker and Sons. Will you take a seat, please?

Smirnov: Thank you.

Baker: Did you have a good trip?

Smirnov: It was all right, thank you.

Baker: Glad to hear that¹. Well, let me **introduce** our **employees** to you. This is my secretary Kate Moore. And this is John Smith, our Sales Manager. Now I'd like to say a few **words** about Baker and Sons. Here is **the structure** of our company.



- Smirnov:* How many people does the company employ?
Baker: We employ about 800 people. Here at Baker and Sons we produce high-quality printing machines. We've got customers in many countries. There's a lot of competition, of course⁶, but our machines sell very well. We launch a new model every year. We've just started selling model A-26 and we've already received a few big orders.
- Smirnov:* Yes, we know that. We've studied your latest catalogues and we are going to buy a few machines of the new model.
- Smith:* Glad to hear that. The new model is certainly good. It's of very high quality.
- Smirnov:* Well, Mr Smith, I'd like to look through your contract form.
- Smith:* Here you are.
- Smirnov:* Thank you. Let's meet again on Wednesday and discuss the terms of the contract.
- Smith:* All right.

¹ Glad to hear that (I'm glad to hear that). — Рад слышать это.

² Managing Director — Генеральный/Распорядительный Директор

³ Financial [faɪ'nænsjəl] Director — Финансовый директор

⁴ Commercial [kə'mɜ:ʃəl] Director — Коммерческий директор

⁵ Human resources ['hju:mən ri'sɔ:sɪz] — (зд.) Отдел кадров

⁶ of course — конечно, само собой разумеется

b) Prove that the statements are correct:

1. It is Mr Smirnov's first visit to Baker&Sons' office.
2. Baker&Sons is a big company.
3. The company does good business with different countries.
4. The Russian company is going to buy a few printing machines from Baker&Sons.

c) Speak about Baker&Sons and their business.

d) Speak about the structure of your company.

Ex. 23. a) Act out the dialogue.

In Mr Smirnov's office in Moscow.

Baker: Good morning, Mr Smirnov!
Smirnov: Good morning, Mr Baker.
 How are you?
Baker: Fine, thank you. And you?
Smirnov: Very well too, thanks. Well,
 let me introduce **my secretary** to you. This is Miss
Baker: Nice to meet you, Miss
The secretary: I'm glad to meet you too.

the manager of the Finance Department; the advertising manager; the manager of the Commercial Department; the manager of the Sales and Marketing Department.

b) Change the dialogue. Use the prompts.

Ex. 24. a) Read the dialogue.

Secretary: Good morning! Rossexport.
Hunt: Good morning! This is Robert Hunt of Stanley&Co. Could I speak to Mr Privalov, please?
Secretary: I'm putting you through¹, Mr Hunt.
Privalov: Privalov speaking.
Hunt: Good morning, Mr Privalov. Hunt speaking. I'm glad I've got you on the phone². I hope you are well.
Privalov: Yes, thank you. How is business, Mr Hunt?
Hunt: Very good at the moment. The fact is, Mr Privalov, I've received your contract form by fax. I'd like to meet you on Tuesday at 10 and discuss some problems.
Privalov: Let me look into my diary³. I'm sorry, I've got an appointment for that day.
Hunt: Let's meet on Wednesday at 10.
Privalov: See you on Wednesday then. Good-bye!

¹ I'm putting you through. — Соединяю.

² I'm glad I've got you on the phone. — Рад, что я дозвонился до Вас.

³ Let me look into my diary. — Разрешите я загляну в свой ежедневник.

b) Dramatize the dialogue.

c) Make up a new dialogue. Phone Johnson&Co. You received their contract form the other day and want to discuss it. Make an appointment with Mr Brown, the Sales Manager.

Ex. 25. a) Read the text.

Sam Walton was a very rich person. He had 13.3 billion dollars. He owned American supermarkets Wal-Mart.

He was born in 1918 in a family which was not rich. He studied economy and wanted to have his own business. So, in 1962 he took a risk and opened shops which sold cheap products in small American towns.

Walton was rich, but he lived in a small town, drove an old car and worked very much.

He seldom had a holiday. When he had a holiday, he went to different countries and studied the systems of trade there.

Now his son Sam Robson Walton owns more than 4 000 Wal-Mart supermarkets in the USA and in other countries. He has got about 67 billion dollars.

b) Answer the questions:

1. What kind of business did Sam Walton have?
2. What family was he born in and when?
3. Why did he study economy?
4. How did he start his business?
5. Why did he work very much?
6. How did he usually spend his holiday?
7. Who owns Wal-Mart supermarkets now?
8. How has the business grown since Sam Walton died?

c) Say what you remember about Sam Walton's life and his business.**Ex. 26. a) Read the text.**

THE HISTORY OF MCDONALD'S

In 1955 Ray Kroc opened his first restaurant ['restrɔŋ] in Illinois, the USA. He bought the name of the restaurant from 2 brothers, whose name was McDonald. He started advertising on TV in 1963.

In 1967 Kroc opened his first restaurants outside the USA — in Canada and Puerto Rico. In 1968 the company launched a very popular product — the Big Mac.

Ray Kroc died in 1984 at the age of 82. In 1991 McDonald's opened a restaurant in Moscow and in 1999 they opened their 25 000 th restaurant in Chicago.

Actually, a new McDonald's opens every 5 hours. They serve a customer in 70 seconds. That's great, isn't it?

b) Speak about the history of McDonald's. Use the dates.

1955	1984
1963	1991
1967	1999
1968	

Ex. 27. a) Read the text.

Nokia, a Finnish company with the Head Office in Helsinki, produces and sells mobile telephones.

They employ about 55 000 people. They have offices in very many countries and factories in about 10 countries. Their big markets are China, the USA and Europe.

The competitors of Nokia are Motorola and Ericsson. The company advertises their products on TV and in magazines. They also sponsor sports events.

(from "Business Basics")

b) Sum up what you have read about Nokia.

c) Speak about mobile telephones:

- The telephone of which company have you got?
- Is it of high quality?
- Does the company often launch new models?
- How do they advertise their products?

Ex. 28. Answer the questions:

1. What company are you from?
2. Do you sell or buy goods?
3. What goods do you sell to (buy from) foreign companies?
4. Are the goods of high quality?
5. Do your (their) goods always meet the requirements of the customers?
6. How does your company (the foreign company) advertise their goods?
7. Who are the competitors of your company (of the foreign company)?

* * *

1. What goods does Sony sell?
2. What are the markets of Sony's products?

3. Who are their competitors?
4. How often do they launch new products?
5. How do they advertise their goods?
6. Have you ever bought the products of the company?
7. What do you think of the quality of their goods?

* * *

1. Have you had any business talks recently?
2. With what company have you had the talks?
3. What problems have you discussed?
4. With whom have you discussed these problems?
5. Are you going to make a contract with the company?

Ex. 29. Speak about:

1. The business your company does.
2. The goods which Panasonic (Indesit, Sharp ...) sells on the markets of different countries.

Ex. 30. Act out business dialogues. Use the situations:

1. Meet Mr Brown of Brown&Co. in his office. Speak about the weather in London. Say you've studied their latest catalogue and you are interested in the office equipment of the company. You would like to have their contract form.
2. Mr Ferrow from GML is in Moscow now. Make an appointment with him on the phone. You'd like to discuss some business problems with him.

UNIT VII

WRITTEN PRACTICE

Ex. 31. Write 2 forms of the verbs:

to meet — met — met

to come, to translate, to love, to know, to want, to read, to discuss, to speak, to receive, to look, to drink, to show, to write, to watch, to do, to have, to learn, to think, to finish, to spend, to sell, to see, to make, to be, to do, to leave.

Ex. 32. Make up questions:

a) with "yet"

Example: Have you seen the film "Titanic" yet?

1. to speak with the Managing Director of GML;
2. to study the latest price-list of GML;
3. to go shopping;
4. to hear the latest news;
5. to look through the TV programme for this week;
6. to invite your friends to visit you at the weekend;
7. to answer the urgent messages.

b) with "ever"

Example: Have you ever met the British Prime Minister?

1. to visit Egypt;
2. to buy goods from Canada;
3. to meet popular film stars;
4. to read books by Akunin;
5. to make a contract with a Finnish company;
6. to advertise the products on TV;
7. to have lunch in a bistro.

Ex. 33. Translate the sentences.

1. Мы только что изучили ваши последние каталоги и полагаем, что модель С отвечает нашим требованиям.
2. Вы уже обсудили цену на оборудование?
3. Мы никогда не вели торговлю с фирмой «Белл энд К°».
4. — Вы когда-нибудь были в Лондоне?
— Да, был.
5. В этом месяце мы заключили контракт на офисное оборудование с фирмой «Браун энд К°».
6. Мы еще не договорились о встрече с немецкими бизнесменами.
7. В последнее время эта фирма представила на рынок несколько новых моделей.
8. — Вы когда-нибудь были в кинотеатре Rolan?
— Нет, я там никогда не был.
9. В этом году фирма рекламировала свои товары в газетах и журналах.

Ex. 34. Write sentences as in the example, combine A and B:

Example: It's warm today. Let's go to Abramtsevo.

A	B
1. cold	to go to the Moskwa river near Archangelskoe
2. warm	to stay at home and listen to music
3. wet	to buy shoes for wet weather
4. lovely	to go out
5. sunny	to open the windows
6. hot	to go to some beautiful place outside Moscow

Ex. 35. Translate the sentences:

1. Пусть секретарь просмотрит почту.
2. Пусть бизнесмены изучат эти каталоги сегодня.
3. Наш менеджер хорошо знает английский язык. Пусть он переведет эти письма.
4. Давайте поедем в Суздаль. Погода сегодня теплая.
5. Секретарь сейчас не занята. Пусть она договорится о встрече с г-ном Беллом.
6. Я вижу, что Вы очень устали. Давайте я помогу Вам написать отчет.
7. Давайте пригласим мистера Блейка в Санкт-Петербург.

* * *

1. — Здравствуйте! Моя фамилия Грин. Я — из фирмы «Смит энд К^о». У меня назначена встреча на 10.30 с г-ном Вороновым.
— Садитесь, пожалуйста. Г-н Воронов ожидает Вас, но сейчас он разговаривает по телефону. Не хотите ли посмотреть этот журнал?
— С удовольствием.
— Вот, пожалуйста.
— Спасибо.
2. Г-н Алан Хантер (Alan Hunter) работает на фирме Stanley&Co. Это фирма продает инструменты (tools) во многие страны. Товар фирмы Stanley&Co. высокого качества и отвечает требованиям заказчиков. Заводы этой фирмы начали выпускать новую модель 2 месяца назад, и в этом месяце фирма получила несколько заказов. На прошлой неделе Stanley&Co получили запрос от Российской фирмы "Technika". Заказчики заинтересованы в покупке 200 инструментов. Ильин, управляющий директор, хотел бы встретиться с г-ном Хантером, чтобы обсудить с ним некоторые вопросы и получить типовой контракт фирмы.

UNIT VII

VOCABULARY

- | | |
|--|---|
| 1. just [dʒʌst] <i>adv</i> | — только что |
| 2. already [ɔ:'redɪ] <i>adv</i> | — уже (в утвердительных предложениях) |
| 3. yet [jet] <i>adv</i> | — уже (в вопросительных предложениях)
еще (в отрицательных предложениях) |
| 4. ever ['evə] <i>adv</i> | — когда-нибудь, когда-либо |
| 5. never ['nevə] <i>adv</i> | — никогда |
| 6. lately ['leɪtli] <i>adv</i> | — в последнее время, недавно |
| <i>syn. recently</i> ['ri:sentli] | |
| 7. The names of the months: | |
| January ['dʒænjuəri] | — январь |
| February ['februəri] | — февраль |
| March [mɑ:tʃ] | — март |
| April ['eɪprɪl] | — апрель |
| May [meɪ] | — май |
| June [dʒu:n] | — июнь |
| July [dʒu'lai] | — июль |
| August ['ɔ:gəst] | — август |
| September [sep'tembə] | — сентябрь |
| October [ɒk'təʊbə] | — октябрь |
| November [nəʊ(u)'vembə] | — ноябрь |
| December [di'sembə] | — декабрь |
| 8. receptionist [ri'sepʃənɪst] <i>n</i> | — администратор, регистратор; секретарь, ведущий прием посетителей |
| 9. to expect [ɪks'pekt] <i>v</i> | — ожидать, ждать (что что-л случится, что кто-то что-л сделает) |
| <i>e.g. We are expecting an e-mail message from GML.</i> | |
| <i>We expected you yesterday.</i> | |
| 10. a bit [ə'bit] <i>n</i> | — небольшое количество, немного, чуть-чуть |
| <i>e.g. I'm a bit tired.</i> | |
| — Are you tired? | |
| — Not a bit. | |
| 11. early ['ɜ:li] <i>adj</i> | — Нисколько / ничуть.
— ранний |

- an early morning** — раннее утро
adv — рано
early in the morning — рано утром
to be / to come | **early**
to get up
12. **in** *prep* — через (какой-л. промежуток времени)
- in** | **a week**
| **a month**
| **two days**
13. **fine** [faɪn] *adj* — 1. ясный, хороший (о погоде)
— 2. прекрасный, превосходный
14. **a conference** [ˈkɒnfərəns] *n* — конференция, совещание
a conference room — переговорная, комната для совещаний
15. **cold** [kəʊld] *adj* — холодный
a cold | **day**
| **room**
e.g. It's cold. — Холодно.
16. **wet** *adj* — мокрый, сырой
e.g. It's wet. — Сыро.
17. **weather** [ˈweðə] *n* — погода
fine | **weather**
nice |
e.g. It's fine weather.
The weather is fine.
What's the weather like today? — Какая сегодня погода?
- **Remember!** Слово **weather** не употребляется с неопределенным артиклем.
В сочетании "определение + weather" артикль отсутствует:
I like **wet weather**.
Ho: I like **the weather** in St Petersburg.
18. **warm** [wɔ:m] *adj* — теплый
a warm | **day**
| **country**
e.g. It's warm. — Тепло.
19. **closely** [ˈkloʊslɪ] *adv* — внимательно, подробно
to study smth closely
20. **high** [haɪ] *adj* — высокий
a high price — высокая / дорогая цена
21. **quality** [ˈkwɒləti] *n* — качество
e.g. The quality of these machines is high.

- to be of high quality** — быть высокого качества
e.g. Our machines are of high quality.
22. **to launch** [lɔ:ntʃ] *v* — начать продавать, выбрасывать (на рынок)
to launch a new model of furniture
to launch goods on the market
23. **a product** *n* — продукт, изделие
a high-quality product — высококачественный продукт
24. **an order** ['ɔ:də] *n* — заказ
an order for ...
25. **a market** ['mɑ:kət] *n* — рынок
a home market — внутренний рынок
a foreign market — внешний рынок
the furniture market / the market of the furniture — рынок мебели
to study a market on the market — изучать рынок / на рынке
26. **competition** [ˌkɒmpɪ'tɪʃ(ə)n] *n* — соревнование, конкуренция
the competition between countries — конкуренция между странами
to meet the competition — выдерживать конкуренцию
e.g. There is big (a lot of) competition on the furniture market.
27. **a competitor** *n* — конкурент
a requirement [rɪ'kwaɪəmənt] *n* — требование, необходимое условие
e.g. What are your requirements?
quality requirements — требования в отношении качества / к качеству
to meet (answer) smb's requirements = to meet (answer) the requirements of smb — отвечать чьим-либо требованиям
28. **to buy** [baɪ] — покупать
(bought, bought) v
to buy smth from smb

- e.g.* We've bought some machines from French companies.
29. **a contract form** — типовой контракт
30. **to let** [let] *v* — позволять, разрешать
e.g. Let me do it. — Позвольте мне это сделать.
 Let's go to Kiev. — Давайте поедем в Киев.
 Let Mr Voronin go to London. — Пусть г-н Воронин поедет в Лондон.
- Live and let live.** (*prov*) — Живи и не мешай / дай жить другим.
31. **again** [ə'geɪn] *adv* — снова
32. **a trip** *n* — поездка, путешествие
a business trip — деловая поездка
a trip to Paris — поездка в Париж
33. **to introduce** [ɪntrə'dju:s] *v* — представлять, знакомить
to introduce smb to ...
e.g. Let me introduce my friend to you. — Разрешите мне представить Вам моего друга.
34. **an employee** [em'plɔɪ:] *n* — служащий
to employ [ɪm'plɔɪ] *v* — предоставлять работу, держать на службе
e.g. The company employs 500 people. = 500 people work for the company.
35. **a word** [wɜ:d] *n* — слово
in a few words — в нескольких словах, вкратце
36. **about** *adv* — (указывает на приблизительность) около, приблизительно, почти
e.g. It's about 3 o'clock. — Сейчас около 3-х часов.
 There were about 20 people in the room. — В комнате находилось примерно 20 человек.
37. **a machine** [mə'ʃi:n] *n* — машина; станок
a printing-machine — печатный станок
- ▶ В сочетаниях "machine A-3, machine model A-3" артикль не употребляется.
38. **to open** *v* — 1. открывать

Lesson 4

to open | a restaurant
 | a book
 | a window

e.g. The bank (shop, cinema
 ...) opens at 9 o'clock.

2. открываться, начинать работать

39. to serve [sə:v] *v* — обслуживать

to serve customers

service *n* — обслуживание, сервис

good (bad) service

NOTE THE PRONUNCIATION:

structure ['strʌktʃə] *n*

department [di:'pɑ:tmənt] *n*

to sponsor ['spɒnsə] *v*

mobile ['mɔʊbaɪl] *adj*

a factory ['fæktəri] *n*

SPEECH PATTERNS

1. — What date is it today? — Какое сегодня число?
 What's the date today?
 — It's the 12th of October, — Сегодня 12-е октября 2001 г.
 2001.
2. It's warm (wet, cold). — Тепло (сыро, холодно).
3. Let's go there. — Давай(те) поедem туда.

LESSON 5

Grammar:	1. The Present Perfect Tense (<i>continued</i>). 2. The Present Perfect and the Simple Past Tenses (compared). 3. Adjective other .
Text:	Talking about Holidays.

UNIT I

GRAMMAR

SECTION I

THE PRESENT PERFECT TENSE (CONTINUED)

STEP 1. READ THE DIALOGUES.

- a) — How long have you known Mr Blake?
— I've known him for three years.
- b) — I haven't seen Mr Voronin recently.
— He is in Great Britain now.
He has been there since last week.
- c) — Where is Mr Voronin? I haven't seen him since he went to London.
— I think, he is still there.



Present Perfect употребляется для выражения действий, которые начались в прошлом и продолжаются вплоть до настоящего момента или включая настоящий момент. В этих случаях обстоятельства времени выражаются с помощью предлогов *for* / *в течение* (см. пример "a") и *since* / *с какого-либо времени* (см. пример "b") или придаточным предложением времени, вводимым союзом *since* / *с тех пор, как*. Сказуемое в придаточном предложении стоит в Simple Past (см. пример "c").

Вопросы к таким предложениям начинаются соответственно с *How long?* и *Since when?*

STEP 2. PRACTISE THE USE OF THE PRESENT PERFECT TENSE.

Ex. 1. Complete the situations as in the example.

Example: I'd like to go to the cinema. I haven't been to the cinema for a few months (since last month).

1. I'd like to meet my friends at the weekend.
2. I'd like to go to the sports centre on Saturday.
3. I'd like to see a good TV programme.
4. I'd like to have dinner at a good restaurant.
5. I'd like to go to my house near Moscow next weekend.
6. We'd like to do business with Blake&Co.
7. We'd like to have lessons in the morning.

Ex. 2. a) Ask questions with How long...? And answer them.

Example: — Linda and Kate are friends.
— How long have they been friends?
— For about 10 years, I think.

1. The businessmen are at the talks.
2. Voronin has got a 3-room flat.
3. Mr Blake has got a house near London.
4. The director is on a business trip now.
5. An American action film is on at the Cinerama.
6. Pamela is a secretary in a big bank.
7. Lavrov knows Mr Bell very well.
8. A few people of GML are in Moscow now.
9. Tina lives in New York now.
10. Fred has got the latest model of BMW.
11. The children are at McDonald's now.

b) Use "for or since". Ask questions with Since when ...? or How long ...? And answer them.

1. Mr Thomson has had his own business ... 10 years (Since when...?).
2. Mr Danilov has been Managing Director of a big trade company ... 2003 (How long...?).
3. Mr Blake has lived outside London ... 1999.
4. A new historical film has been on at the Odeon ... 3 days.
5. Our businessmen have been in Japan ... last week.
6. Jake is Betsy's friend. She has known him ... they were children.
7. The children are tired. They have been at the lessons ... early morning.
8. I'd like to have a new computer. I have had this one ... a long time.
9. The weather has been cold ... November.

SECTION II

**THE PRESENT PERFECT
AND THE SIMPLE PAST TENSES (compared)**

STEP 1. COMPARE THE USE OF THE TENSES:

Present Perfect	Simple Past
I have seen a new action film.	I saw a new action film 2 days ago.
Have you looked through the mail?	Did you look through the mail yesterday?
The secretary has gone home.	When / What time did she go home?

STEP 2. PRACTISE THE USE OF THE PRESENT PERFECT AND THE SIMPLE PAST TENSES.**Ex. 3. Answer the questions.**

1. Has Frank arrived in London?	last week	Yes, he arrived in London last week.
2. Have you listened to the news programme?	at 7 o'clock	
3. Have you had lunch?	half an hour ago	
4. Have you bought a new catalogue of flowers?	on Saturday	
5. Has the company launched a new model of car?	in March	
6. Has Betsy ever visited Spain?	last summer	
7. Has the manager spoken on the phone with the suppliers?	yesterday	
8. Where is Tony? Has he gone out?	a few minutes ago	
9. Have you ever been to the Kremlin?	last year	
10. Have the businessmen seen the new models of printing machines?	when they were in London	

Ex. 4. Ask questions with When...? Answer them.

1. We have bought some machines of the new model recently.
2. The company has launched a new model of kitchen furniture on the market.
3. Voronin has already made an appointment with Mr Blake.
4. The director has introduced the new secretary to his colleagues.
5. A new McDonald's restaurant has opened in Saratov.
6. The manager has looked through some new catalogues.
7. I have invited some friends to my house near Moscow.
8. The businessmen have prepared a few sales reports.
9. Mr Harrison has left for Moscow.
10. I have answered the urgent e-mail messages.

Ex. 5. Use the correct tenses.

Pierre Carden was born in Italy in 1922. He ... to live in France with his parents when he was a child.
He ... his company 50 years ago.

He ... a designer for about 50 years.
He ... for the Carden theatre for about 30 years.
He ... the restaurants "Maxim" for about 25 years.
His company ... a lot of business with Russia.

came / has come

organized / has organized

was / has been

worked / has worked

had / has had

did / has done

SECTION III

ADJECTIVE OTHER

STEP 1. READ THE SENTENCES.

1. There are two books on the table. One (book) is English and **the other book** (= **the other one**) is French.
2. There are six chairs in my flat. Four chairs are in the kitchen and **the other chairs** (= **the other ones**) are in the bedroom.
3. There are English, French and **other** catalogues on the shelves.
4. I don't like this book. Give me **another** book, please.
5. Give me **another** cup of tea, please.



Прилагательное **other** употребляется перед существительными как в единственном, так и во множественном числе и означает: **другой (ая, ое)** (один из двух или трех) (см. пример 1);

другие: (известные, определенные) (см. пример 2);
 (неизвестно какие, неопределенные) (см. пример 3).
 Прилагательное **another** (an + other) означает:
 другой (какой-нибудь другой, отличный от другого) (см. пример 4);
 еще один (см. пример 5).
 Во избежание повторения ранее упомянутого существительного (или существительных) после **other** / **another** могут употребляться слова **one** или **ones** (см. примеры 1, 2).

STEP 2. PRACTISE THE USE OF OTHER / ANOTHER.

Ex. 6. Read the examples.

A. We sell computers, television equipment and other goods.

Now answer the questions:

What

goods do you buy?
 films do you like?
 business matters do you discuss at the talks?
 books do you read?
 music do you listen to?
 countries (cities) do you go on business to?
 places outside Moscow do you visit at weekends?
 TV programmes do you watch?
 magazines do you read?
 English tenses have you studied yet?
 models of cars do you like?
 supermarkets do you go shopping to?

B. I don't like my computer. (It's old). I'd like to buy another one.

Now complete the sentences.

I don't like

the carpet in my bedroom...
 the picture in my hall...
 my DVD-player...
 my kitchen wall unit...
 the model of my mobile telephone...
 the standard lamp in my living room...
 my refrigerator...

C. Nick has received 2 offers from the British company. One offer is for machines Model-A20 and the other one is for Model A22.

Now complete the situations:

1. Kate has just bought 2 magazines.
2. The managers have looked through 2 catalogues today.
3. The secretary made 2 appointments yesterday.
4. Mr Blake introduced 2 employees to Mr Voronin.
5. Nokia has got 2 competitors.
6. There are 2 TV sets in my flat.
7. 2 films are on in the Kolizey now.
8. The manager is expecting 2 customers today.
9. This year Steve has gone on business to 2 countries.
10. The German company launched 2 products on the market a month ago.

UNIT II

SPEECH PATTERNS

The girl, who is speaking on the phone, is our secretary.
The people, who work in this company, do business in oil products.

Who — **который/ые** is for people.

The book which I read last week was very interesting.
The goods which the company sells are of high quality.

Which (= that) — **который/ые** is for things.

Ex. 7. Speak about people of different professions:

Example: A businessman is a person who does business.

a designer, a driver, a teacher, a writer, an actor, a buyer, a seller, a housewife, a student.

Ex. 8. Make up mini-dialogues.

Example: — Whose offer is this?
— Are you speaking about the offer which is on my desk?
— Yes.
— It's from GML.

Prompts: 1. e-mail message; 2. letter; 3. fax; 4. catalogues; 5. enquiry; 6. order.

Ex. 9. Combine the 2 sentences. Use "who or which".

Example: I know a businessman. He speaks 8 foreign languages.
 I know a businessman who speaks 8 foreign languages.

1. I know an actor. He played in 30 films.
2. Jane lives in a house near Cardiff. She bought it 2 years ago.
3. This is an advertisement. It advertises a new model of furniture.
4. Mr Grant is a house agent. He sold houses to some pop stars.
5. I have just seen a new comedy. It is very amusing.
6. Nina has got a boyfriend. He works in the Department of Human Resources.
7. This is a new product of ABS. It is of high quality.
8. I'd like to see an American film. It's on TV today.
9. Blake&Co has launched a new model of equipment. It meets the requirements of many customers.

UNIT III**WORKING ON THE TEXT**

Read the text and the dialogue.

SPEAKING ABOUT HOLIDAYS**A**

Holidays mean different things to different people. Some people like a quiet rest, while other people, especially young, enjoy active open-air holidays.

There are a lot of beautiful places in Great Britain. A lot of Londoners go to Brighton for a holiday or a weekend as it is close to London and it's easy to get there by train.

The British seaside with its beautiful villages has always been very popular with holidaymakers. There are a lot of small hotels, youth hostels and bed and breakfast places¹ there (the English call them "B&B").

But the accommodation at the seaside has become very expensive, that is why people who have got their own cars stay at caravan and camp sites.²

Many young people, especially teenagers, go on walking (or hiking) and cycling tours. There is another way of holiday-making, which is very popular not only in Great Britain, but in all countries: it's package tours of foreign countries.

B

Mr Voronin and Mr Blake are speaking about their holidays.

Voronin: Oh, Mr Blake, I haven't seen you since last month. Have you been on holiday?

Blake: Yes, my wife and me were on a two-week tour of Spain. We **rented** a car and saw a lot of beautiful places there.

Voronin: What was the weather like **during** your holiday?

Blake: It was **hot, sunny and dry** all the time. We went to the **beach** early in the morning and **swam** a lot. We also **sunbathed** and got a **good suntan**. Have you had a holiday this year?

Voronin: Yes. In February I spent two weeks **in the Caucasus** where I **skied in the mountains**.

Blake: **Do you enjoy skiing?**

Voronin: Yes, very much. But I enjoy **summer** holidays too. In a week I'm **planning** to go to Yalta.

Blake: It's **in the South**, isn't it?

Voronin: **Yes, it's a wonderful resort in the Crimea on the coast of the Black Sea.**

You know the Crimea is popular with Russian holiday-makers **because the climate** there is very warm and dry. Our **travel agencies** offer different kinds of holidays in this place. My wife and I are going to stay in a five-star hotel which has a **private beach**.

Blake: Great!³

¹ **Bed and breakfast places (B&B)** — частные дома, предоставляющие ночлег и завтрак (пансион).

² **Caravan** ['kærəvən] and **camp sites** — кемпинги для туристов, путешествующих на автомобилях с жилым прицепом.

³ **Great!** — Здорово! / Прекрасно!

NOTE THE PRONUNCIATION:

a teenager ['ti:neɪdʒə] *n*

climate ['klaɪmɪt] *n*

Ex. 10. Agree or disagree. Give your reasons.

- A.
- Holidays mean different things to different people.
 - The English seaside is very popular with holidaymakers.
 - At the seaside the English people usually rent rooms.
 - Camping holidays and package tours are very popular in Great Britain.
 - Teenagers stay at expensive hotels during their holidays.
- B.
- Mr Blake didn't enjoy his holiday in Spain.
 - Mr Voronin spent his winter holiday in the Caucasus.
 - Mr Voronin thinks that the Crimea is not a very good place for a summer holiday.

Ex. 11. Say what you remember about:

- different ways of holiday-making in Great Britain;
- Mr Blake's holiday in Spain;
- Mr Voronin's plans for the summer holiday.

Ex. 12. Think and answer:

- Why are package tours very popular in all countries?
- Why did the Blakes spend their last holiday in Spain?
- Why would Voronin like to go to the Crimea for his summer holiday?

UNIT IV**WORKING ON WORDS**

a holiday	to have a holiday to be on holiday to go on holiday
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Ex. 13. a) Read the sentences.

I had a holiday last July.
I went on holiday to Italy.

b) Say when and where you spent your last holiday.**Ex. 14. Answer the questions.**

- Do you have a holiday every year?
- When do you usually have a holiday?

3. Where do you usually go on holiday?
4. With whom do you usually spend your holiday?

* * *

1. When would you like to have your next holiday?
2. Where would you like to go on your next holiday?
3. Have you ever gone on holiday to a foreign country?
4. Have you ever had a holiday in winter? Where and when did you spend it?

to enjoy doing smth

Ex. 15. Say what you enjoy doing and what you don't:

- listening to music;
- reading books (magazines, newspapers);
- gardening;
- going to the cinema;
- walking, hiking;
- meeting friends;
- going to a disco;
- cleaning the flat;
- watching a good programme on TV;
- playing football (tennis ...);
- skiing (in the mountains);
- swimming;
- staying at home in the evenings;
- speaking on the phone with friends;
- going on business to foreign countries;
- playing computer games ...

to go by train (car)

Ex. 16. Say to what places near (not far from) Moscow people usually go by car or by train.

Example: Klin is not far from Moscow and it's easy to get (to go) there by car.

to be popular with smb

Ex. 17. Answer the questions.**Example:** Football is popular with people of all ages.

What	TV programmes models of cars places outside Moscow supermarkets professions cartoons music sports tours	are / is popular with	(young) people? children? teenagers? holidaymakers?
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much little > accommodation

Ex. 18. Read the example.**Example:** There is much accommodation at the British seaside, but it's very expensive.**Say:**

if there is much or little accommodation	at Moscow hotels; at the hotels in the Crimea in summer / winter; at the hotels in Petersburg during the tourist season; in popular ski resorts in winter; in popular seaside foreign resorts.
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UNIT V**KEY STRUCTURES AND SPECIAL POINTS****ARTICLES****Ex. 19. a) Supply the correct articles or possessive pronouns where necessary.**

A

1. Last summer I went on ... holiday to ... Crimea.
2. — Where is your friend? I haven't seen him for ... long time.
— He is on ... holiday now.

3. I enjoyed ... holiday which I spent on ... Black Sea.
4. — When would you like to have ... holiday this year?
— In August.
5. Last month our manager went to St. Petersburg by ... train. He went there by ... express train. ... train had no stops.
6. There is a lot of accommodation at ... seaside in Great Britain, but ... accommodation is very expensive.
7. My friend went on ... package tour of Spain. He enjoyed ... tour very much.
8. ... weather in ... Crimea is usually hot and dry. I like swimming and sunbathing in ... hot weather.
9. ... travel agencies offer ... package tours of Spain, Italy and ... other countries.

B

AT ... TRAVEL AGENCY

Julia is speaking to ... travel agent.

Julia: Good afternoon.

Travel agent: Good afternoon, madam.

Julia: I'd like to go on ... holiday to France. I've never been there before.

Travel agent: Certainly, madam. We offer ... good package holidays at ... seaside, close to Cannes [kæən]. It's easy to get there by ... **plane**. Our people meet ... holidaymakers at ... **airport** and take them to ... hotel. It's ... new five-star hotel with ... modern open-air **swimming pool**, ... private beach and ... discotheque. ... accommodation is comfortable and not very expensive. There is ... good restaurant there too.

Julia: You've recommended me ... very good place. Thank you.

b) Say what package tour the travel agent offered to Julia.

TENSES

Ex. 20. Supply the correct tenses.

A

Two people are speaking on a train going from Cardiff to London.

A — You (to be) not English, (to be) you?

B — No, I (to be) Italian.

A — How long ... you (to be) in England?

- B — I (to be) here for 6 months.
 A — ... you (to be) to London before?
 B — I (to be) there during the Christmas ['krɪsməs] holiday.
 A — ... you (to like) England?
 B — Yes, but the weather (to be) very cold. I (not, to have) a warm day since I (to leave) Italy.
 A — Your English (to be) good. How long ... you (to study) English?
 B — For 4 years, since I (to be) 15.

B

Jack Smith (to be) on holiday now. He (to stay) at home, but he (to do) a lot of interesting things. A few minutes ago he (to meet) John Stanton who (to be) on holiday too and now they (to speak) about their holidays.

John: How ... you (to enjoy) your holiday, Jack?

Jack: I (to have a good time). I (to have got) a car and it (to be) a pleasure to go to different places in the country.

John: Where ... you (to go) yesterday?

Jack: I (to meet) Helen Black and we (to go) to Marlow. It (to be) a nice place on the river Thames [temz]. ... you ever (to be) there?

John: Oh, yes. I (to spend) my holiday there last year. I (to know) the place very well. ... you (to have lunch) at the old hotel?

Jack: No, we (to have lunch) in the open air near the river.

John: What time ... you (to get) home?

Jack: We (not to come) back till 11 o'clock in the evening.

John: You (to be) tired, ... you?

Jack: Yes, a little bit.

b) Say how Jack is spending his holiday; what he did yesterday.

PREPOSITIONS

Ex. 21. a) Supply the correct prepositions where necessary.

A LETTER ... A FRIEND ... RUSSIA

Dear Ann,

We have just come back ... our holiday ... the country. We stayed ... a B&B place. The weather was beautiful and we spent a lot ... time ...

the open air. ... the morning we went ... the beach. We sunbathed and swam ... the river. ... one o'clock we had lunch ... our room. ... lunch we relaxed ... some time and then went for a walk ... 6 or 7 o'clock.

We came back... home ... car yesterday. We are tired ... our trip, but we enjoyed it.

I'm expecting your letter ... how you spent your holiday ... the coast ... the Black Sea.

Your friend Linda.

b) Say what you remember about Linda's holiday.

c) Make up a story about Ann's holiday at the seaside.

THE WORDS YOU MIX UP

Ex. 22. Choose and use.

a) because, that's why

1. I didn't go to the cinema the day before yesterday ... I was very busy.
2. Last night I watched a very interesting detective film on television ... I didn't speak on the phone with my friend.
3. The talks were very difficult ... I'm a bit tired now.
4. I often spend my holiday on the coast of the Black Sea ... the weather is hot and dry there in summer.
5. I like the actor who plays the part of Hamlet ... I'd like to see the film again.
6. I don't recommend you to see this film ... it's not so interesting as the novel.
7. The Russian company bought a lot of kitchen equipment from Germany ... it's of high quality.
8. Dick enjoys skiing ... he usually has a holiday in winter.
9. The Italian furniture meets the requirements of many customers, ... the companies receive a lot of orders from different countries.
10. In the morning Mr Blake looks through some newspapers ... he is interested in the latest political and business events.

b) for, during

we use “for” when we ask “how long?”
we use “during” when we ask “when?”

1. We have had the TV set “Sharp” ... 3 years.
2. ... my visit to Petersburg I bought some good pictures.
3. The children got a wonderful suntan ... their holiday in Artek on the coast of the Black Sea.
4. We have known our Sales manager ... a long time.
5. We spoke about holidays ... the last lesson.
6. ... the talks the businessmen discussed prices.
7. The businessmen have already been at the talks ... 3 hours.
8. I usually work on the computer ... my office hours.

UNIT VI

SPEECH EXERCISES

Ex. 23. a) Read the text.

Moscow is beautiful in all seasons: in **spring**, **summer**, **autumn** and in **winter**.

In late spring and in summer the city is very green because there are many parks and gardens in Moscow. The weather is usually hot and a lot of people go on holiday.

During the holiday some of them stay in their dachas near Moscow while other people go to the Crimea or to the Caucasus or buy package tours of foreign countries.

In autumn Moscow is also very beautiful, especially when “Indian summer”^{*} comes. The colours of the trees are wonderful: red, yellow and brown.

But the weather gets wet and then winter comes — a long cold season. There is a lot of snow in Moscow streets. People go skiing and ice-skating at weekends. They watch their favourite sport on TV, which is hockey, of course.

In winter people begin to think of summer with its long sunny days and warm evenings.

^{*} “Indian summer” — бабье лето

b) Say what you remember about four seasons of the year in Moscow.

Ex. 24. a) Read the dialogue.

DISCUSSING THE PLANS FOR THE HOLIDAYS

Harry is speaking to his friend Maggy about her plans for the coming holiday.

- Harry:* What are your plans for the summer, Maggy?
Maggy: I am planning to go on a package tour of Italy in June. The climate is very good there. It's always sunny and warm and there are a lot of historical places in Italy which I'd like to see.
Harry: I don't think it's a good idea.
Maggy: Why?
Harry: It's very hot in Italy at this time. There are a lot of holidaymakers and the beaches are full of people. Why don't you go there in September?
Maggy: Because the travel agencies have sold all tours for September and October. **Besides** I like hot weather and I enjoy swimming.
Harry: I don't recommend you to swim in the sea, it's **polluted**.
Maggy: What if I stay on the beach, relax and get a good suntan?
Harry: The hot sun is very bad for people.
Maggy: OK. Then I'm going to stay at home and **water** the flowers.
Harry: **Beautiful!** You know, I'm going to India in June.
Maggy: India? That's not a good idea.
Harry: Why?
Maggy: ...

b) Say:

1. What Maggy's plans for the summer holidays are.
2. Why Harry doesn't recommend her to go to Italy in June.

c) Complete the dialogue. What does Maggy think about a holiday in India in June?

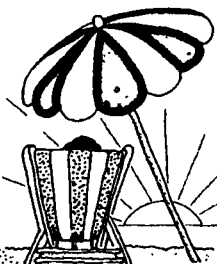
Ex. 25. a) Read the text.

Marion read an advertisement of a very good package tour:

Come to Sunny MANDANGA

Ten good reasons for a visit to the Hotel Superb:

1. The place is wonderful.
2. The weather is sunny.
3. People get a good suntan.
4. The food is great.
5. We meet our visitors at the airport.
6. At the hotel the people are friendly.
7. The hotel has got three bars and a restaurant.
8. Every room has got a bathroom.
9. The beach is very near the hotel.
10. There are excursions every day.



She went to see a tourist agent.

Marion: I'm interested in the holiday in Mandanga.

Agent: It's an excellent package holiday. If you come to Mandanga you are going to enjoy fine weather. Our people are going to drive you from the airport to the hotel. You are going to stay at a modern comfortable hotel which has got a restaurant, 3 bars, a disco and a swimming pool.

There is a bathroom in every room. The beach is very near the hotel. Actually, it's a 2-minutes' walk to the sea. There are excursions every day.

Marion bought the package tour and spent her holiday in Mandanga. When she came back home she visited the travel agency.

Agent: Oh, Miss Ward! Have you had a good holiday?

Marion: No, I haven't.

Agent: I'm sorry to hear that. Have there been any problems?

Marion: When I arrived, your people didn't meet me at the airport. I went to the hotel by taxi.

Agent: You had a bad start. But the hotel was nice, wasn't it?

Marion: No, it wasn't. There wasn't a bathroom in my room. There was a swimming pool but there was no water in it. And the restaurant served fish every night.

Agent: Oh, really?

Marion: And it was half an hour's walk to the beach.

Agent: I am very sorry. I think next year ...

Marion: Next year? Next year I am staying in England!

(Based on "Streamline English")

b) Answer:

1. What kind of holiday did the advertisement offer?
2. Why didn't Marion like the holiday she spent in Sunny Mandanga?

Ex. 26. a) Read the text and the dialogue.

A HOLIDAY FOR TWO?

Helen and George are going to have a holiday from February the 10th to the 24th. They have a problem: Helen enjoys skiing in the mountains and George likes sunbathing on the beach.

They are speaking to the travel agent now. She recommends them to buy 2 different package tours: one in the ski resort in Colorado for Helen and the other one in Acapulco, Mexico [meksikou] on the coast of the **Pacific Ocean** for George. But then she has a different idea.

Travel agent: Why don't you buy a package holiday to Hawaii [hə'waɪi]? It means 10 days of swimming in the ocean and sunbathing on the sunny beach and 4 days of skiing in the mountain.

George: But is it expensive?

Travel agent: Well, not as expensive as 2 different tours.

Helen: Is the hotel on the beach?

Thavel: Certainly. There's swimming and water skiing. They have **diving** lessons too.

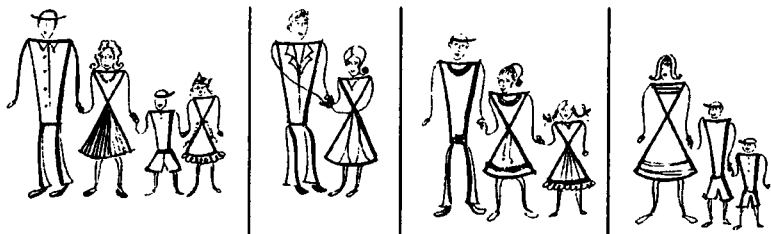
Helen: Oh, it sounds great! We'd like to buy this tour. Thank you very much.

Travel agent: My pleasure. I think you are going to have a wonderful time.

b) Think and answer:

1. Why does the travel agent recommend Helen and George two separate package tours?
2. Why does she offer them a package holiday to Hawaii?
3. Are Helen and George going to have a wonderful time in Hawaii? Why?

Ex. 27. What kind of holiday can you recommend to different groups of people?



Ex. 28. Answer the questions.

1. What kind of holidays do you enjoy?
2. Where did you last go on holiday?
3. How long did you stay there?
4. What did you do there?
5. What was the weather like?

* * *

1. Are holidays on the coast of the Black Sea popular with the Russian people? Why?
2. How do people usually get to the seaside?
3. Where do they stay? Is the accommodation at the seaside expensive?
4. What do people enjoy doing during their holidays at the seaside?

* * *

1. Are package tours of foreign countries popular in Russia?
2. Which foreign seaside resorts are especially popular?
3. What services do travel agencies offer when they sell a package tour?
4. Is a holiday in a foreign resort as expensive as a holiday in a Russian resort?

* * *

1. Are winter holidays becoming very popular in Russia?
2. Where do people usually go on holiday in winter?
3. What do they enjoy doing during winter holidays?
4. What is the weather like in the mountains in winter?
5. Have you ever stayed at a hotel in the mountains?

Ex. 29. Speak on the topics:

1. The holiday which I spent in Russia.
2. The holiday which I spent in a foreign country.

Ex. 30. a) Read the dialogues.

A

- Secretary:* Good morning. This is Mr White's office.
Belov: Good morning. Belov of Rossimport is here. I'd like to speak to Mr White about their **home electrical goods**.
Secretary: Mr White is out this morning. Could you phone him in 2 or 3 hours?
Belov: Yes. Thank you.

B

- Belov:* Good afternoon, Mr White. How are you?
White: I'm fine, and how are you?
Belov: Very well too, thank you. Mr White, I'd like to say that the electric cookers which we bought from you two years ago were of high quality and met our customers' requirements.
White: Glad to hear that.
Belov: This year we'd like to buy 50 cookers of the new model from you. I'd like to meet you and discuss some business problems. Could we meet on Friday at 10.30?
White: Yes, I think so. See you on Friday then. Good-bye.
Belov: Good-bye.

b) Say why Mr Belov wants to meet Mr White on Friday.

c) Reproduce the 2 dialogues.

Ex. 31. Act out a business dialogue. Use the situation.

Visit Mr Thomson's office. You have just been on holiday in Sochi on the Black Sea. Speak with him about your visit to this place. Say that you have received their latest catalogues and the quality of Model B 20 meets the requirements of your company. You'd like to buy 10 machines of the model.

UNIT VII

WRITTEN PRACTICE

Ex. 32. Translate the sentences.

1. — Сколько времени в нашем кинотеатре идет этот фильм?
— Он идет с прошлой недели.
2. — С какого времени Борис находится в Нью-Йорке?
— Он там уже три недели.
3. — Сколько времени вы знаете директора этой фирмы?
— Я знаю его с тех пор, как он начал там работать.
4. — Сколько времени вы живете в Москве?
— Я родился в Москве и живу здесь уже 27 лет.

* * *

1. Я только что приехал из Санкт-Петербурга, я пробыл там 10 дней.
2. — Вы видели новую комедию?
— Да, я видел ее на днях.
3. — Когда вы заключили контракт с фирмой «Бэлл энд К^о»?
— Мы заключили с ними контракт в этом месяце.
4. — Когда вы последний раз были в отпуске?
— Я не был в отпуске 2 года.

Ex. 33. Translate the words in brackets; write down the sentences.

1. I'd like to read (другую) book.
2. We are interested in buying coffee, tea and (другие) goods.
3. I've got two children. The elder child is 8 and (другой) one is 6.
4. I like detective, historical and (другие) films.
5. There are 10 engineers in our office. Two engineers know French and (остальные) ones know English.
6. There are two TV sets in my flat. One TV set is in the sitting room and (другой) one is in the bedroom.
7. I don't like this dishwasher. Could you show me (другую) one?

Ex. 34. Translate the sentences.

1. В этом офисе работают 5 человек. Два бизнесмена сейчас встречаются с г-ном Блейком, а другие бизнесмены просматривают почту.

2. Я только что написал два письма. Одно письмо здесь, а где другое?
3. В прошлом месяце г-н Смирнов вместе с другими бизнесменами своей фирмы ездил в Англию обсуждать деловые вопросы.
4. Наше фирма покупает машины, телефонное оборудование и другие товары в различных странах.
5. — Давай посмотрим новый детектив.
— Я уже видел его. Мне бы хотелось посмотреть какой-нибудь другой фильм.
6. Я получил 5 сообщений по электронной почте. Я только что ответил на 2, но у меня нет времени ответить на другие.

Ex. 35. Supply *who* or *which* and write down the sentences.

1. Last week we bought a new sofa ... is in our sitting room now.
2. The fireplace ... is in Mr Bell's study makes the room warm and comfortable.
3. Yesterday we received some British businessmen ... are interested in our goods.
4. The businessman ... is looking through this magazine is Lavrov's good friend.
5. The woman ... is speaking on the phone is our new secretary.
6. The package tour ... I bought last week is very expensive.
7. The man ... has just come into the conference room is our Sales Manager.

Ex. 36. Write down questions on the basis of the sentences:

1. Last summer my friend went to the coast of the Black Sea to spend his holiday there.
2. The manager of our company usually has a two-weeks' holiday in winter.

Ex. 37. Translate the sentences.

1. На Черноморском побережье много прекрасных курортов. Сочи — мое любимое место отдыха. В прошлом году я со своей семьей ездил на машине в Адлер. Мы провели отпуск в 4-х звездочном отеле на побережье Черного моря. Погода была жаркая и сухая. Каждый день мы ходили купаться в море,

загорали на пляже, а вечером ходили в кино. Мы получили огромное удовольствие от нашей поездки. Но в следующем году мы бы хотели поехать в отпуск на какой-нибудь курорт в Италии.

2. — Вы были в отпуске в этом году?
 — Да, у меня был отпуск в августе.
 — Куда вы ездили отдыхать?
 — Я провел свой отпуск в Болгарии (Bulgaria).
 — Какая погода была там в августе?
 — Было жарко. Каждый день мы ходили к морю и проводили много времени на пляже, купались, загорали, играли в волейбол. Мы прекрасно провели время.

UNIT VIII

VOCABULARY

1. **for** [fɔ:] *prep* — как предлог времени указывает на:
 1. длительность действия — в течение
e.g. The manager is at the talks now. He has been there for 2 hours.
 2. срок, на который рассчитано действие — на
e.g. I'm going to Petersburg for a few days.
2. **since** [sɪns] *prep* — указывает на начало действия: с, со
since 5 o'clock — с 5-ти часов
since yesterday — со вчерашнего дня
conj — с тех пор, как
e.g. The children have watched 4 cartoons since they came home.
3. **who** *conj* — который (с одушевленными существительными)
4. **which** [wɪtʃ] *conj* — который (с неодушевленными существительными)
5. **a holiday** ['hɒlɪdɪ] *n* — отпуск

- to have a
to be on
to go on
a 2-weeks' holiday
a holidaymaker — отдыхающий, отпускник
holiday-making — проведение отпуска
e.g. There are different ways of holiday-making.
6. a holiday home — дом отдыха
a thing [θɪŋ] *n* — 1. вещь; 2. *pl* дела
e.g. It means two things. — Это означает две вещи.
e.g. How are things with you? — Как у Вас дела?
7. rest *n* — отдых
to have a

quiet	rest
good	
8. while [waɪl] *conj* — в то время, как; тогда как
9. other [ʼʌθə] *adj* — другой (один из двух); другие, остальные
e.g. I've seen two films this week. One is a detective film, the other one is a comedy.
another (an + other) — 1. (какой-то) другой; 2. еще один
10. especially [ɪs'peʃəlɪ] *adv* — особенно
e.g. Moscow is very beautiful, especially in spring.
11. to enjoy [ɪn'dʒɔɪ] *v* — получать удовольствие (от чего-л.); наслаждаться (чем-л.); нравиться
e.g. Did you enjoy the film?
to enjoy doing smth
e.g. I enjoy reading detective books.
12. active ['æktɪv] *adj* — активный
13. air [eə] *n* — воздух
in the open air — на открытом воздухе
to spend a holiday in the open air
an open-air swimming pool — открытый бассейн
14. easy [i:zi] *adj* — легкий
e.g. It's an easy job.

- It's easy.** — Это — легко.
e.g. It's not easy to learn English. — Нелегко учить английский язык.
15. **to get (got, got) v** — 1. получать
to get a message
to get a good tan — хорошо загореть
to get to (a place) — 2. добираться до (к-л места), попасть (в к-л место)
e.g. It's easy to get to Klin from Moscow.
- | | | | |
|---------------|--|--------------|--|
| to get | | here | |
| | | there | |
| | | home | |
- e.g. He got home late yesterday.*
- to get old** — 3. (как глагол-связка) становиться стареть
to get cold — холодать
to get wet — промокнуть
to get tired — устать
16. **a train [treɪn] n** — поезд
to go by train — ехать поездом
but: to go by an express train — ехать скорым поездом / экспрессом
17. **by [baɪ] prep** — указывает на способ передвижения, пересылки и т.д. — по, на

to go by		car	
		air	

by mail / post — ехать на машине, машиной
by airmail — на самолете, самолетом, по воздуху
— по почте
— авиапочтой
18. **seaside ['si:saɪd] n** — побережье
to be at the seaside
to come | **to the seaside**
to go |
- a seaside town** — прибрежный городок
19. **a village ['vɪlɪdʒ] n** — деревня
20. **a hotel [hou'tel] n** — гостиница, отель
to stay at a hotel — жить в гостинице
a five-star hotel — пятизвездочная гостиница
- ▶ С названиями гостиниц употребляется определенный артикль:
the Hilton hotel
21. **youth [ju:θ] n** — 1. молодежь, юношество; 2. молодость, юность

Lesson 5

22. **a hostel** ['hɒstəl] *n* — 1. общежитие (особ. студенческое)
2. туристический лагерь
a youth hostel — молодежный туристический лагерь
23. **to call** *v* — называть, звать
e.g. His name is Richard but his friends call him Dick.
24. **accommodation** [ækəmə'deɪʃn] *n* — помещение; жильё, комната(ы) в доме, отеле и т.д.
much accommodation
little accommodation
e.g. It's not easy to get accommodation at the sea-side in summer.
25. **to become** [bɪ'kʌm] — (как глагол-связка выражает переход в к-л состояние) — стать
(became, become) *v*
to become red — покраснеть
to become interested — заинтересоваться
syn. to get
26. **expensive** [ɪks'pensɪv] *adj* — дорогой (о цене), дорогостоящий
an expensive

house
book
room
27. **that is why** — вот почему, поэтому
28. **to walk** [wɔ:k] *v* — 1. ходить, идти пешком; 2. гулять, прогуливаться
a walk *n* — 1. ходьба
e.g. The town is an hour's walk from us. — От нас до города час ходьбы.
2. прогулка пешком
- to go for a walk** — выйти на прогулку, пойти погулять
29. **to hike** *v* — путешествовать / ходить пешком
to go hiking
30. **to cycle** [saɪkl] *v* — ездить на велосипеде
to go cycling
31. **a tour** [tuə] *n* — путешествие, поездка, турне
to be on a tour (of) — находиться в поездке (по)
to go on a tour (of some country) — отправиться (поехать) в поездку (по какой-либо стране)
e.g. Last year we went on a tour of France.
a walking / hiking tour — туристический поход

- a cycling tour — путешествие на велосипеде
a package ['pækɪdʒ] tour — организованная туристическая поездка (с предоставлением всех услуг)
32. to rent *v* — снимать, брать напрокат
to rent | a room
| a house
| a flat
| a car
33. during ['dʒuəriŋ] *prep* — в течение, во время
during | the year
| the lesson
| the interval
| the holiday
34. hot *adj* — жаркий
hot weather
a hot day
e.g. It's hot today. — Сегодня — жарко.
35. dry [draɪ] *adj* — сухой
e.g. The weather is dry.
It's dry today. — Сегодня — сухо.
36. a beach [bi:tʃ] *n* — пляж, взморье
to be on the beach
to go to the beach
37. to swim (swam, swum) — плавать, плыть
[swɪm, swæm, swʌm] *v*
to go swimming — плавать, заниматься плаванием
a swimming pool [pu:l] — бассейн
38. to sunbathe ['sʌnbeɪð] *v* — загорать
suntan ['sʌn^(t)tæn] — загар
to get a suntan — загореть
39. to ski [ski:] *v* — ходить на лыжах, кататься на лыжах
to go skiing — кататься на лыжах
to go in for skiing — заниматься лыжным спортом
e.g. He usually goes skiing during the New Year holidays.
40. a mountain ['maʊntɪn] *n* — 1. гора
in the mountains — в горах
2. как прилагательное
mountain | plants — горные растения
| air — горный воздух
| climate — горный климат

41. **the Caucasus** ['kɔ:kæsis] — Кавказ
in the Caucasus — на Кавказе
to go to the Caucasus
42. **the Crimea** [kraɪ'miə] — Крым
in the Crimea — в Крыму
- ▶ С названием гряды гор употребляется определенный артикль.
Напр. the Caucasus, the Crimea, the Alps.
43. **a season** ['si:zən] *n* — сезон, время года
The four seasons are:
summer ['sʌmə] *n* — лето
autumn ['ɔ:təm] *n* — осень
winter ['wɪntə] *n* — зима
spring [sprɪŋ] *n* — весна
in summer (autumn, winter, spring)
summer | **days** — как прилагательное
winter | **holidays**
44. **the South** [sauθ] *n* — юг
the South of London
South America
in the South — на юге
45. **wonderful** ['wʌndəfʊl] *adj* — изумительный, замечательный, чудесный
wonderful weather
46. **a resort** [rɪ'zɔ:t] *n* — курорт
a popular |
a seaside | **resort**
a summer |
47. **a coast** ['kəʊst] *n* — побережье (в основном употребляется с географическими названиями)
e.g. I always spend my holiday on the coast of the Baltic Sea.
The village is on the South coast.
but: I always spend my holiday at the seaside.
48. **a sea** [si:] *n* — море
to swim in the sea
the Black Sea

▶ С названием морей употребляется определенный артикль.
Напр. the Red Sea.

49. **because** [br'kɔz] *conj* — потому что, так как
e.g. We stayed at home because the weather was very cold.
50. **to travel** ['trævəl] *v* — путешествовать, ездить
a travel *n* — путешествие
51. **an agency** ['eidʒənsi] *n* — агентство
a travel agency — туристическое агентство
52. **private** ['praɪvɪt] *adj* — 1. частный
a private bank — 2. личный, собственный
- a private** | **flat**
| **letter**

ADDITIONAL WORDS AND EXPRESSIONS

1. **a plane** *n* — самолет
to go by plane
2. **in the country** — за городом
3. **a river** ['rɪvə] *n* — река
- ▶ С названием рек употребляется определенный артикль.
Напр. the Istra river
4. **to relax** [rɪ'læks] *v* — отдыхать, расслабляться
5. **snow** *n* — снег
6. **to skate (ice-skate)** *v* — кататься на коньках
to go (ice-)skating
7. **besides** [br'saɪdɪz] *prep* — кроме (того), помимо (этого)
e.g. I have visited Italy this summer. Besides, I've been to the Crimea.
8. **polluted** [pə'lu:tɪd] *adj* — загрязненный
polluted | **air**
| **water**
9. **to water** ['wɔ:tə] *v* — поливать
to water | **plants**
| **flowers**
water *n* — вода
10. **an ocean** ['ouʃən] *n* — океан

▶ С названием океанов употребляется определенный артикль.
Напр. the Pacific [pə'sɪfɪk] Ocean — Тихий океан

Lesson 5

11. **to dive** *v* — нырять, прыгать в воду
a diving lesson

NOTE THE PRONOUNCIATION:

an airport ['eəpɔ:t] *n*

an excursion [ɪks'kɜ:ʃən] *n*

SPEECH PATTERNS

1. **People who read very much know a lot.** — Люди, которые много читают, много знают.
2. **The English book which I read last week is very interesting.** — Английская книга, которую я прочитал на прошлой неделе, очень интересная.

LESSON 6

Grammar: Modal Verbs (модальные глаголы) **can, must, may.**
Text: **Discussing Contract Terms.**

UNIT I

GRAMMAR

SECTION I

MODAL VERBS CAN, MUST, MAY

STEP 1. READ THE DIALOGUES AND STUDY THE USE OF THE MODAL VERBS.

- 1) — How many foreign languages **can** you speak?
— I **can** speak English and French, but I **cannot** speak German.
- 2) — I **can't** speak to you now. I **must** go home.
— **Must** you go now?
— Yes, I **must**.
- 3) — **May** I go to the cinema, Mother?
— No, you **mustn't**. The film is not for children. You **can** watch TV at home.

Модальные глаголы показывают отношение к действию, выраженному инфинитивом.

Модальные глаголы не имеют окончания **-s** в 3-м лице единственного числа настоящего времени; следующие за ними глаголы в инфинитиве употребляются без частицы **to**.

Модальные глаголы не имеют формы инфинитива.

	Past	Negative	Questions and short answers
can (см. пример 1) <i>могу, умею.</i> Выражает возможность / способность совершить действие.	could	cannot (can't) could not (couldn't)	— Can you? — Yes, I can / No, I can't. — Could you? — Yes, I could / No, I couldn't.

	Past	Negative	Questions and short answers
must (см. пример 2) <i>должен</i> . Выражает обязательство или необходимость совершить действие.	—	must not (mustn't)	— Must you? — Yes, I must / No, I mustn't (не должен) / No, I needn't (не нужно).
may (см. пример 3) <i>можно</i> . Выражает разрешение совершить действие; часто заменяется <i>can</i> .	might (не употребляется в значении "разрешить сделать", имеет др. значения).	may not	— May he? — Yes, he may / No, he mustn't .

STEP 2. PRACTISE THE USE OF THE MODAL VERBS.

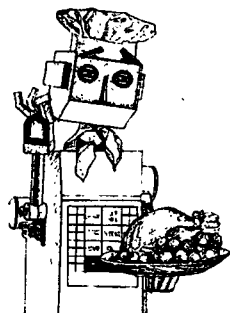
Ex. 1. Imagine you've got a robot. Say what your robot can or can't do.

at home:

to clean the flat;
to make a cup of good coffee;
to go shopping;
to play games with the children;
to drive a car;
to water the plants;
to speak English;
to wash the windows;
to go for a walk with the children (with your dog);
to help you do your English homework.

in the office:

to make appointments;
to discuss business problems;
to translate messages into Russian;
to clean the desk;
to answer the e-mail;
to make copies of documents;
to serve lunch;
to answer the phone;
to say "Hello, will you take a seat?" to visitors;
to fax documents.



* На вопрос с глаголом **must** отрицательный ответ с **mustn't** означает "не должен, нельзя", с **needn't** — "не нужно, нет необходимости".

Ex. 2. Say what you can (can't) do now and what you could (couldn't) do when you were a child:

- to work on the computer;
- to speak English / German;
- to ski / water-ski;
- to ice-skate;
- to swim;
- to drive a car;
- to make computer programmes;
- to play computer games;
- to dive;
- to play (table) tennis / football / volleyball;
- to play the guitar [gɪ'ta:].

Ex. 3. Ask your friend when:

- | | |
|----------------|---|
| he / she must: | <ul style="list-style-type: none"> • go on business; • have business talks; • look through the new catalogues; • answer the messages; • meet the customers / the suppliers; • study some contract forms; • start / finish the working day. |
|----------------|---|

Ex. 4. Say what you must or needn't do during the working day.

- | | |
|----------|---|
| Must you | <ul style="list-style-type: none"> • get up early in the morning? • look through the e-mail in the morning? • make coffee for the other people in the office? • meet foreign businessmen at the airport? • speak English (German, Spanish) with the partners? • clean your office? • make computer programmes? • sometimes work in the evenings / on Saturdays? • invite your customers to a restaurant? • prepare sales reports? |
|----------|---|

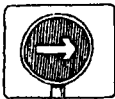
Ex. 5. Say what the signs mean.

Example: No smoking — You mustn't smoke.



1. No skateboarding — ...
2. No camping — ...
3. No swimming — ...
4. No standing — ...
5. No fishing — ...
6. No parking — ...

Example: Turn left — You must turn left.



Ex. 6. Combine the sentences:

The conference finishes at 5 o'clock. It's 3 o'clock now.

- | | |
|---|----------------------------------|
| 1. We can leave the conference now. | We must stay until 5 o'clock. |
| 2. We must leave the conference now. | We can stay until 5 o'clock. |
| 3. We mustn't leave the conference now. | We can't stay until 5 o'clock. |
| 4. We needn't leave the conference now. | We needn't stay until 5 o'clock. |

Ex. 7. Complete the sentences:

1. — ... I answer the letter now? — No, you ...
You ... do it after lunch.
2. Jack ... go to the bank today. He has spent all his money.
3. Paul ... read when he was 4, but he ... write.
4. If you go to Turkey, you ... get a visa. But if you go to Great Britain, you ... get it.
5. The children ... go for a walk. It's cold outside.
6. Mr Brown is speaking very quietly. We ... hear him.
7. My friend got a good job because he ... speak 2 foreign languages.
8. — ... I have another cup of tea?
— Yes, certainly.
9. You ... see films in foreign languages if you go to this cinema.

can / can't,
could / couldn't,
must / mustn't,
needn't,
may

UNIT II

SPEECH PATTERN

I am afraid that's impossible.

Ex. 8. a) Read the example:

I'm afraid I can't answer the mail now. I'm going to meet the suppliers from Tomsk.

b) What will you say if:

1. the British partner wants to make an appointment with you for Friday;
2. your friend invites you to his country house for the weekend;
3. the director asks you to look through the latest catalogues of the German company;
4. your friends ask you to recommend them a good holiday place in Greece;
5. the director asks you to have talks with the English businessmen in English;
6. the secretary asks you to answer the telephone. She must go out for an hour.

UNIT III

WORKING ON THE TEXT

Read the dialogue.

DISCUSSING CONTRACT TERMS

Mr Blake studied the Buyer's contract form and on Monday he met Mr Voronin to discuss it with him.

Blake: Good morning, Mr Voronin.

Voronin: Good morning, Mr Blake. Sorry to keep you waiting¹. I'm a bit late today.

Blake: Never mind². How are things?

Voronin: Not too bad, thanks.

Blake: Would you like a cigarette?

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

- Blake:* Can I offer you a cup of coffee?
- Voronin:* Yes, thank you.
- Blake:* Well, Mr Voronin, I think we can discuss business now. I'd like to **clarify some details** with you. How many **units** would you like to buy?
- Voronin:* We can buy 50 units.
- Blake:* And when do you **require** the goods?
- Voronin:* **As soon as possible, say, in December**³.
- Blake:* In December? Let me see. I'm afraid, that's **impossible**. Our equipment is selling very well, and we are **heavy with orders**. We can **deliver** only 25 units in December.
- Voronin:* And what about the other 25 units?
- Blake:* We can deliver them only in 4 months.
- Voronin:* All right. I **hope** our delivery terms suit you.
- Blake:* Yes, we **agree** to sell the goods FOB English port⁴ and we can **accept** payment by a **Letter of Credit** too.
- Voronin:* Fine. Now comes the **question** of price. I must say that your price is not **attractive** to us. Can you **give** us a **7% discount**?
- Blake:* That's a bit difficult. **The fact** is the new model of our equipment is **in great demand** at this price. **However** we can offer you a discount of 5% as we've been good partners for some years.
- Voronin:* I think we can agree to a 5% discount. Could we meet **tomorrow** at 10 to **sign** the contract, Mr Blake?
- Blake:* Yes, certainly. Mr Voronin, would you like to have **dinner** with me tonight?
- Voronin:* With pleasure.
- Blake:* I can **pick you up** at the hotel at 6.30 if that's **convenient** to you.
- Voronin:* Yes, thank you.
-

¹ Sorry to keep you waiting. — Извините, что заставил Вас ждать.

² Never mind. — Ничего; ничего страшного (ответ на извинение).

³ Say, in December. — Скажем, в декабре.

⁴ FOB (free on board) — FOB (условия поставки, по которым продавец доставляет товар на судно за свой счет).

CIF (cost, insurance, freight) — СИФ (условия поставки, по которым продавец фрахтует судно, страхует товар и доставляет его в порт назначения а свой счет).

Ex. 9. Check how well you understood the text.

	Yes?	No?	Your reasons.
1. Mr Voronin smokes, but he doesn't drink coffee.	<input type="checkbox"/>	<input type="checkbox"/>	
2. The Russian company would like to have 50 units in December, but Blake&Co couldn't deliver so many units at that time.	<input type="checkbox"/>	<input type="checkbox"/>	
3. The Buyer's terms of payment and delivery didn't suit Mr Blake.	<input type="checkbox"/>	<input type="checkbox"/>	
4. Mr Voronin couldn't agree to the company's price.	<input type="checkbox"/>	<input type="checkbox"/>	
5. Mr Blake offered his Russian partners a 5% discount, because their order was very big.	<input type="checkbox"/>	<input type="checkbox"/>	
6. The two businessmen didn't make an appointment.	<input type="checkbox"/>	<input type="checkbox"/>	
7. Mr Blake and Voronin were not going to meet that evening.	<input type="checkbox"/>	<input type="checkbox"/>	

Ex. 10. Sum up what you remember from the text about:

1. the terms and the time of delivery and the terms of payment on which the two businessmen agreed to sign the contract.
2. the discount which Mr Blake agreed to give to the Russian Buyers.

Ex. 11. Think and answer.

1. Why was the equipment of ABS selling very well?
2. Why did Mr Blake invite Voronin to a restaurant?

UNIT IV

WORKING ON WORDS

to be (10 minutes) late for...

Ex. 12. Say:

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. if you are sometimes late for 2. if you have ever been late for | your work, the talks, the English lesson
 the business lunch, the beginning of the film |
|---|---|

3. how much time you were late for the appointment with a business partner / a doctor ... and what you did in the situation.

a discount of 5%
a 5% discount
a discount on (off, from) the price

Ex. 13. Answer the questions:

- a) about the Buyers:
- Do they always want to have a discount from the price?
 - What do they usually say when they ask the Sellers to give them a discount?
 - What is the minimum discount the Buyers can agree to?
 - What do they usually do if the Sellers don't agree to a discount off the price?
- b) about the Sellers:
- Do they often or seldom agree to give a discount to the Buyers?
 - When do they agree to give a discount?
 - When don't they agree to give a discount?
 - What discount do they usually give off their price?
 - Do you know any company which has "a no-discount policy"? Why do they have this policy?

to suit smb

Ex. 14. Answer the questions:

1. What

delivery terms	suit	the Buyers?	
payment terms			the Sellers?
discounts			
2. The goods of which companies

suit	your customers?
don't suit	
3. Your company has a lot of office equipment: computers, photocopiers, fax-machines, telephones. The quality of which equipment suits / doesn't suit the employees and why?

to agree to smth
to agree with smb

Ex. 15. Read the examples:

- a. We can't agree with the Sellers that their price is attractive.**

Do not agree with the Sellers when they say that:

1. the terms of the contract are very attractive;
2. the quality of all their models is very high;
3. their prices are not high.

- b. We can't agree to a 7% discount.**

What can you say if:

1. the Sellers offer you a very high price;
2. the Sellers offer you a very small discount;
3. the terms of delivery / the terms of payment are not attractive to you;
4. the time of delivery doesn't suit you.

to be in (great, big) demand
not to be in demand

Ex. 16. Read the example:

The goods of Chinese companies are in demand on the markets of many countries.

What can you say about the demand for:

- new flats;
- home electronic equipment;
- mobile phones;
- foreign cars;
- beautiful home plants;
- package tours of foreign countries / of Russia;
- good teachers of foreign languages;
- kitchen equipment;
- the services of designers;
- compact disks of Russian films.

UNIT V

KEY STRUCTURES AND SPECIAL POINTS

ARTICLES

Ex. 17. Supply the correct articles where necessary.

1. The Seller offered us ... 3% discount, but ... discount did not suit us.
2. We usually give ... discount to the Buyers if we have known them for ... long time.
3. The Seller didn't agree to give ... discount off ... price as their goods were in ... demand on ... market.
4. — Can you give us ... discount of 6%?
— No, we don't give ... discount on ... price for ... model A10.
5. ... telephones of ... new model are in ... great demand now as they are of ... high quality.

* * *

Rossimport was interested in ... office equipment of Green&Co. and sent ... enquiry to them.

When they received ... price-list and ... contract form from ... company they studied them closely. ... terms of delivery and ... payment by ... Letter of Credit suited ... Buyers, but ... price was too high.

During ... talks ... Sellers offered ... Russian trade company ... 5% discount on ... price. ... Buyers agreed to ... discount and ... companies signed ... contract.

TENSES

Ex. 18. a) Supply the correct tenses.

Mr Vlasov, a Russian businessman, (to phone) Mr Hunt of Robinson&Co.

Vlasov: Good morning, Mr Hunt. This (to speak) Mr Vlasov.

Hunt: Good morning, Mr Vlasov. What I (can, to do) for you?

Vlasov: The fact (to be) I (to send) you our offer last week. In my letter I (to ask) you to study it and to give us your answer but we not (to receive) it yet.

Hunt: You see*, Mr Vlasov, we (to receive) your offer 3 days ago, but I (cannot, to study) it as I (to be) outside London and just (to come back).

Vlasov: When you (can, to look through) it?

Hunt: I (to think) I (can, to do) it today. Let's meet tomorrow at 10 if that (to be) convenient to you.

Vlasov: That (to suit) me all right. Thank you, Mr Hunt. Good-bye.

* You see — Видите ли.

b) Say why:

1. Mr Vlasov has phoned Mr Hunt;
2. Mr Hunt hasn't studied the Seller's offer.

PREPOSITIONS

Ex. 19. a) Supply the correct prepositions.

Three months ago Rossimport received an enquiry ... **compressors** [kəm'presəz]... their customers. Stepanov, a businessman Rossimport, went ... Great Britain to have talks ... Brown&Co. who sell compressors ... high quality.

When he came ... London he made an appointment ... Mr Morris ... Brown&Co. ... Wednesday ... 10. The Seller offered the goods ... CIF terms. Stepanov agreed ... the delivery terms and ... payment ... a L/C.

Brown&Co. could deliver the goods only ... 4 months as they were heavy ... orders. The price was not attractive ... Mr Stepanov and he asked the company to give them a discount ... the price. Mr Morris could offer him only a 2% discount as their goods were ... great demand and sold very well ... that price.

When the businessmen discussed all the problems they signed the contract.

b) Say what problems Mr Stepanov and Mr Morris discussed during the talks.

THE WORDS YOU MIX UP

Ex. 20. a) Choose and use.

comfortable, convenient

When Mr Stepanov and Mr Morris signed the contract Mr Morris invited Mr Stepanov and his friends to spend the weekend in Brighton.

It's very ... to go to Brighton by car as the place is not far from London and it's easy to get there.

Mr Morris had a very ... car. He wanted to pick the Russian businessmen up at 5 o'clock on Friday. But it was not ... to Mr Stepanov as he had an appointment at 4 on that day.

Mr Morris picked them up at 9 o'clock on Saturday morning.

They stayed at a ... hotel near the beach.

Mr Stepanov and his friends enjoyed the weekend very much.

b) Answer the questions.

1. What kind of car did Mr Morris have? What was there in the car?
2. What kind of hotel did the businessmen stay at? What was there in the hotel?

UNIT VI

SPEECH EXERCISES

Ex. 21. a) Read the text and the dialogue.

The management of the Russian trade company have heard that ET, a British company, produce electronic equipment of high quality.

They are interested in buying the latest model of the equipment.

The demand for this equipment is very big in Russia and the businessmen are going to place a big order with ET if the prices are attractive to them.

They asked the company to send them their catalogue and the details of their prices and terms of payment.

* * *

Today Mr Danley of ET is meeting Sokolov, a Russian manager.

Danley: Good morning, Mr Sokolov. Glad to meet you.

Sokolov: Good morning, Mr Danley. We've studied your price-list and contract form. I must say, that the prices are not attractive to us. They are too high. Can you give us a discount for a large order?

Danley: That's a problem. You see, we've just launched a new model. The quality of the model is high and it's in demand on the market. It is selling very well and we are heavy with orders. But ... it's our first contract. I think we can give you a small discount.

- Sokolov:* We'd like to have a discount of 7%.
- Danley:* I'm afraid that is impossible. We can offer you a 3% discount. Can you accept it?
- Sokolov:* I think so. But **in that case** we ask you to agree to FOB terms.
- Dankey:* No problem. We can deliver the goods FOB London if that suits you.
- Sokolov:* Thank you.

b) Sum up and speak about:

- the Russian company's interest in the electronic equipment of ET;
- the new model of the company;
- the discount Mr Danley agreed to give to the Buyers.

c) Why do you think:

- the Russian company wanted to place a big order with ET;
- Mr Danley didn't agree to give a 7% discount.

d) Act out the dialogue.

Ex. 22. a) Read the text.

PERRIER VITTEL

Perrier Vittel is a branch of the Nestle Group. They produce and sell bottled water. The product has millions of customers **all over the world**. The water is of high quality and not very expensive. It is in demand and sells very well.

The company often launches new **brands**. The brand they have launched recently is Nestle Pure Life. Perrier Vittel is really number one on the bottled water market.

b) Speak about what you have read and what you know about the Nestle water and the other products of the Nestle group.

Ex. 23. a) Read the dialogue.

MAKING AN APPOINTMENT ON THE PHONE

Mr Brown is phoning Orlov's office.

- Brown:* This is Brown of Bell&Co. Can I speak to Mr Orlov?
- Secretary:* I'm sorry, he is **on the other line**¹. Can you **hold on**?²
- Brown:* Certainly.

(In a few minutes)

Orlov: Orlov speaking.

Brown: Hello, Boris. We'd like to place a new order for some **petrochemicals**³ [petrou'kemɪklz]. I'm coming to Moscow next week and I'd like to meet you to clarify some details. Could we meet next Tuesday?

Orlov: I'm afraid, that's impossible. I must go on business for two days and I can see you only on Thursday. Is 2 o'clock convenient to you?

Brown: Let it be so. Thank you. Good-bye for now.

Orlov: Good-bye, Jack. See you on Thursday.

¹ to be (to speak) on the other line — говорить по другому телефону

² Can you hold on? — Вы можете не вешать трубку (подождать)?

³ petrochemicals — химические продукты из нефтяного сырья

b) Act out the dialogue.

Ex. 24. Answer the questions.

1. What foreign companies do you do business with?
2. How long have you done business with them?
3. Are the goods of the companies in demand in Russia?
4. Who is interested in buying their goods?
5. Do you usually place big or small orders with these companies?
6. Do you have business talks in Russia or do you go to foreign countries to discuss the terms of contracts?

* * *

1. When did you have talks last?
2. What goods were you interested in?
3. Was the price attractive to you or was it too high?
4. What discount did the Seller offer you?
5. Did you agree to the discount or not? Why?
6. What terms of payment did the Seller offer? Did they suit you or not?

* * *

1. Some foreign businessmen have just come to Moscow, haven't they?
2. On what day is it convenient for you to have talks with them?

3. What details must you clarify during the talks?
4. When can you sign a contract with the company?
5. When would you like to invite the businessmen to a restaurant?
6. When can you pick them up at the hotel?

Ex. 25. Speak on the topics:

1. The business talks you had with foreign businessmen. The problems you discussed.
2. The foreign company you do business with. The goods which they sell and the terms on which they sell them.

Ex. 26. Act out dialogues. Use the situations.

1. You are interested in the goods of Brown&Co. Phone Mr Brown and ask him to send you catalogues and a price-list for their latest model. Tell him how many machines you want to buy and when you require them.
2. Meet Mr Black in your office and discuss with him the terms and the time of the delivery of the goods. You want to make payment by a L/C.
3. Meet Mr Eden in his London office. Tell him that their prices are not attractive to your company. Ask him to give you a discount of 6%. He agrees to give a discount of 2%.

Ex. 27. a) Read the text.

DO YOU LIKE YOUR JOB?

Roger is saying what he likes and dislikes about his work in business.

“When I was a student I was planning to get a job of a teacher. Actually, a lot of my friends became teachers but I went into business.

What I like about working in business is making good money. I don't like the long office hours but you must work a lot to make that money, mustn't you?

I really enjoy meeting a lot of new people and visiting interesting places. There are problems, of course — there is too much boring paperwork. Besides, I hate short business trips — you arrive in a city, see a hotel and a conference room and then leave.

But I have got a company car! And I can get a credit on very attractive terms if I want to buy a house which I am going to do soon!"

(based on "Business Circles" by M. Carrier)

b) Answer:

1. What does Roger like about working in business? What does he dislike about his job?
2. What about you? What do you like and dislike (or hate?) doing during your office hours?

Ex. 28. a) Read and retell the jokes.

I. James Rand worked for a company in Boston which sold office equipment. He visited Mr Benson, who wanted to open some new offices in New York, and offered him the equipment of his company. Benson asked him about the quality of the equipment, the prices and the demand for the goods. After that he said: "All right. Here is a letter to my New York manager, you can go to him for an order."

Rand took the letter and went to New York by train. He had talks with the manager and got a very large order on attractive terms. When he came back home he remembered about Mr Benson's letter. He opened the letter and read it. Mr Benson wrote to his manager: "Get all the information from this man but don't buy his goods."

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

He went on holiday to France, to a small village outside Paris. But Owen went to Italy and stayed in a five-star hotel at the seaside. Williams bought a small cottage near London with two bedrooms. And Owen bought a house with five bedrooms and a beautiful garden.

Then Williams bought a new Rover and Owen bought the latest model of Rolls-Royce.

One day Williams bought a telephone for his car. He wanted to let Owen know about it and he phoned him from the car:

— Can I speak to Mr Hill, please?

— Hill is here.

— Hello, Owen. I'm speaking from my car to make an appointment with you.

— Hello, Williams. I'm speaking from my car too. Can you hold on a moment? I'm speaking on the other line.

* to outdo — перешеголять

UNIT VII

WRITTEN PRACTICE

Ex. 29. a) Write 5 sentences on each point about:

1. What you can do today.
2. What you must do today.

b) Write 5 sentences on each point about:

1. What you can't do tomorrow.
2. What your needn't do tomorrow.

c) Write 3 questions with modal verbs can and must.

Ex. 30. Translate into English:

1. Г-н Савин умеет говорить по-английски, но он не умеет говорить по-французски. Он думает, что должен изучить французский язык, чтобы вести переговоры на этом языке.
2. — Мы только что получили письмо от английской фирмы. Мне нужно перевести его? — Нет, не нужно. Я уже перевел его.
3. — Можно мне посмотреть эти каталоги? — Нет. Я должен показать их нашему директору. Вы можете взять их только после обеда.
4. — Можно мне открыть окно? — Нет, сегодня холодно и сыро.
5. Когда мне было 8 лет, я умел кататься на лыжах, но не умел кататься на коньках. Сейчас я умею кататься на коньках очень хорошо.
6. Детям нельзя смотреть телевизор после 10 часов вечера. Они должны спать в это время.
7. Нам не нужно обсуждать условия поставки и платежа на переговорах. Эти условия нас устраивают.

* * *

1. — Вы уже обсудили условия поставки с г-ном Брауном?
— Да.
— А когда вы их обсуждали?
— Мы обсуждали их на прошлой неделе.
2. — Мы хотели бы получить скидку с цены.

- Вас устроит 5% скидка?
 — Да, мы можем согласиться с вашим предложением.
3. Мы не можем поставить машины заказчику в августе, т. к. наш товар пользуется большим спросом, и сейчас у нас много заказов от различных фирм.
4. Мы согласны на платеж по аккредитиву, но нам хотелось бы уточнить условия поставки.
5. — Мы хотели бы подписать контракт завтра.
 — Боюсь, что это невозможно. Я очень занят завтра, но мы можем подписать контракт в пятницу в 3 часа дня. А вечером я хотел бы пригласить вас в ресторан пообедать.

Ex. 31. Write a short text about: some production company, its position on the market, its competitors, the quality of their products, the demand for the products ...

UNIT VIII

VOCABULARY

- | | | |
|----|--|---|
| 1. | a Buyer <i>n</i> | — покупатель |
| 2. | a Seller <i>n</i> | — продавец |
| 3. | to be sorry <i>v</i> | — сожалеть, жалеть |
| | to be sorry for | smth
 smb |
| | <i>e.g.</i> I am sorry for what I have done. | |
| | (I am) Sorry. | — Простите / Извините. |
| 4. | late <i>adj</i> | — поздний |
| | late autumn | |
| | to be late for ... | — опаздывать на ... |
| | <i>e.g.</i> I was five minutes late for the talks. | |
| 5. | too [tu:] <i>adv</i> | — слишком |
| | too | high
 expensive
 late
 early
 difficult |
| 6. | bad <i>adj</i> | — плохой |
| | bad weather | |

a bad	actor film place	
7. to smoke ['smouk] <i>v</i> No smoking!		— курить — Курить не разрешается!
8. may <i>v</i>		— можно (модальный глагол, выражающий разрешение)
9. can (could) <i>v</i>		— мочь, уметь, быть в состоянии (модальный глагол, выражающий возможность/способность совершить действие)
10. must [mʌst] <i>v</i>		— должен, нужно (модальный глагол, выражающий долженствование)
11. to clarify ['klærɪfaɪ] <i>v</i> <i>e.g.</i> Let's clarify the time of delivery.		— уточнять, разъяснять, вносить ясность
12. a detail [dɪ'teɪl] <i>n</i> in detail <i>e.g.</i> We must discuss the price problem in detail.		— деталь, подробность — подробно
13. a unit ['ju:nɪt] <i>n</i>		— 1. единица (товара); 2. элемент, блок; 3. комплект
14. to require [rɪ'kwaɪə] <i>v</i> to require goods accommodation <i>e.g.</i> When do you require the goods?		— требовать(ся), нуждаться (в чем-либо) — Когда вам требуется товар?
15. soon <i>adv</i> to come soon		— скоро, вскоре
16. possible ['pɒsɪbl] <i>adj</i> as soon as possible if it is possible (if possible) <i>e.g.</i> We'd like to receive the goods in May if it's possible.		— возможный — как можно скорее (раньше) — если возможно
17. impossible [ɪm'pɒsɪbl] <i>adj</i> <i>e.g.</i> It is impossible to deliver the goods in June.		— невозможный
18. to say (said, said) <i>v</i> He said that ... He said to me that ...		— говорить, сказать
19. to be afraid [ə'fraɪd] <i>v</i>		— бояться

- e.g.* I'm afraid I can't do that.
20. **heavy** ['hevi] *adj* — 1. тяжелый; 2. большой, обременительный
e.g. There's a heavy demand for these goods. — Существует большой спрос на эти товары.
to be heavy with orders — иметь много заказов
21. **to deliver** [di'livə] *v* — поставлять
to deliver the goods to customers
to deliver the goods on FOB terms
22. **to hope** [houp] *v* — надеяться
23. **to suit** [sju:t] *v* — устраивать, подходить, годиться
e.g. That suits us.
 The time of delivery suits our customers.
24. **to agree** [ə'gri:] *v* — соглашаться, давать согласие (на что-либо)
e.g. We agreed to deliver the goods in July.
 We can't agree that our prices are high.
to agree to smth — согласиться на что-либо
to agree with smb — согласиться с кем-либо
e.g. We can't agree to your price.
 I can't agree with you that our prices are too high.
25. **to accept** [ək'sept] *v* — принимать
to accept | the terms
 | the prices
 | the offer
26. **a Letter of Credit (L/C) payment by a L/C** — аккредитив (форма платежа)
27. **attractive** [ə'træktiv] *adj* — 1. привлекательный
an attractive | woman
 | price
 | offer — 2. приемлемый, подходящий
e.g. I'm afraid the price isn't attractive to us.
28. **a discount** ['diskaunt] *n* — скидка

to give	a discount			
to get				
to discuss				
to accept				
a discount on (off, from)		— скидка с цены		
the price				
a 10% discount		— десятипроцентная скидка		
a discount of 10%				
29. to give (gave, given) <i>v</i>		— давать, предоставлять		
30. a fact <i>n</i>		— факт		
the fact is...		— дело в том, что ...		
in fact		— фактически		
31. great [grett] <i>adj</i>		— великий, огромный		
32. a demand [dɪ'ma:nd] <i>n</i>		— спрос		
a	heavy	demand	спрос	
	great			огромный
	small			большой
a demand for goods		— спрос на товары		
to be in demand		— пользоваться спросом		
33. however [haʊ'evə] <i>adv</i>		— однако		
34. tomorrow [tə'mɔ:rəʊ] <i>adv</i>		— завтра		
tomorrow	morning		утром	
	afternoon			завтра
35. to sign [saɪn] <i>v</i>		— подписывать		
to sign a contract				
36. to pick up [pɪk'ʌp] <i>v</i>		— заезжать (за кем-либо) на машине		
e.g. I can pick you up at 5 o'clock.				
37. convenient [kən'vi:njənt] <i>adj</i>		— удобный (день, время), подходящий		
convenient time				
a convenient place				
e.g. What time is convenient to you?				

ADDITIONAL WORDS AND EXPRESSIONS

- | | |
|--|--------------------------|
| 1. to send (sent, sent) <i>v</i> | — посылать |
| 2. to ask <i>v</i> | — просить |
| e.g. We ask you to give us a 12% discount. | |
| 3. a case <i>n</i> | — случай, обстоятельство |
| in that case | — в этом случае |
| 4. world [wɜ:ld] <i>n</i> | — мир |

Lesson 6

all the world — весь мир
all over the world — во всем мире, по всему миру
in the world — в мире

5. **to hate** *v* — ненавидеть

e.g. I hate getting up early in the morning.

6. **to dislike** *v* — не любить

e.g. I dislike working extra hours.

► После глаголов **to like**, **to dislike**, **to hate** употребляется форма глагола + **ing (Participle I)**, а также **инфинитив с to**.

7. **short** *adj* — короткий, недолгий (по времени)

a short | **trip**
| **meeting**
| **programme**

SPEECH PATTERN

I'm afraid, that's impossible. — Боюсь (к сожалению), это невозможно.

LESSON 7

Grammar:	1. The Simple Future Tense (простое будущее время). 2. Употребление Present Continuous и Simple Present для выражения действий в будущем.
Text:	At the Airport.

UNIT I

GRAMMAR

SECTION I

THE SIMPLE FUTURE TENSE

STEP 1. READ THE DIALOGUES.

- a) — Is Mrs Dane at home?
— No, she **will be** at home in an hour.
- b) — Let's go to the cinema, Jane.
— I'd like to, but I think there'll be very many people there.
— Oh, no, there **won't**. Not on Monday.
- c) — **Will you study** the catalogues today?
— I'm afraid, I'll **have no time** today, but I'll do it tomorrow.

! Simple Future употребляется для выражения действий, которые произойдут в будущем. Simple Future употребляется со следующими обстоятельствами времени: **tomorrow, tomorrow morning (afternoon, evening, night), the day after tomorrow послезавтра, in a week (a month, a year) через неделю, next week (Sunday, month), soon, one of these days (на днях)**. Время совершения действия может быть указано (см. примеры "а", "с") или может подразумеваться (см. пример "b").

STEP 2. STUDY THE TENSE-FORMS AND PRACTISE THEM.

Affirmative		Negative		
I shall / will	= I'll	I shall / will not	= shan't / won't	
You will	= You'll	You will not	= won't	
He / She / It will	= He'll / She'll	He / She / It will not	= won't	
We shall / will	= We'll	We shall / will not	= shan't / won't	
You will	= You'll	You will not	= won't	
They will	= They'll	They will not	= won't	

Questions			Short answers		
Shall	I you he / she / it	work to- morrow?	Yes, No,	I you he / she / it we you they	shall / shan't. will / won't.
Will	we you they				



Simple Future образуется при помощи вспомогательных глаголов **shall** и **will** и инфинитива смыслового глагола (без частицы **to**). **Shall** употребляется для 1-го лица единственного и множественного числа, **will** — для остальных лиц. Однако в современном английском языке в большинстве случаев для всех лиц единственного и множественного числа употребляется **will**.

Ex. 1. Ann is a business woman. It's 9.15 now. Ann is in the office. She is looking through her plan for the day.

a) What will Ann do during the office hours?

- 10.00 — to answer the mail
- 12.00 — talks with GML (prices for the furniture)
- 14.00 — business lunch with the people of GML
- 15.00 — to write a report for the Managing Director
- 16.00 — to make appointments with the customers
- 17.00 — to look through the advertisements of foreign producers of furniture in Internet
- 18.00 — the end!!!

b) What won't Ann do during the office hours?

- to look through the latest catalogues;
- to send enquiries;
- to make a contract;
- to discuss the terms of delivery;
- to have a meeting;
- to translate e-mail messages;
- to study English

c) What do you think Ann will do / won't do after work?

- to go shopping;
- to drive a car;

- to go to the sports centre;
- to clean the flat;
- to make supper;
- to play on the computer;
- to listen to music;
- to speak on the phone;
- to watch the news / a film on TV;
- to meet friends;
- to drink coffee;
- to be tired.

Ex. 2. Ask your friend about his / her plans for the next holiday.

Example: Will you have a holiday in winter or in summer?

Some ideas about a winter holiday:

- to go to the Caucasus / to the Alps;
- to go skiing / skating;
- to go on holiday with friends;
- to stay at a hotel;
- to eat out in a cafe / a restaurant;
- to go to a disco in the evenings;
- to be cold and sunny (about the weather);
- to have a good time.

Some ideas about a summer holiday:

- to stay in the country;
- to buy a tour of Egypt / Turkey;
- to spend much time on the beach;
- to go swimming;
- to sunbathe;
- to have a good suntan;
- to take diving lessons;
- to go on excursions;
- to enjoy beautiful weather.

Ex. 3. Complete the situations in the negative.

**Example: I must go on business to Germany.
I won't be in the office for a week.**

- | | |
|--|------------------------------------|
| 1. There aren't any interesting films on TV tonight. | to watch TV |
| 2. It's hot in Italy in July. | to buy a tour of Italy for July |
| 3. Model A-31 is not in demand on the market. | to advertise Model A-31 next month |
| 4. The prices of the company are very high. | to agree to the prices |
| 5. The children are not well. | to go for a walk |

- | | |
|--|--|
| <p>6. The goods of Brown&Co don't meet the requirements of our customers.</p> <p>7. The weather is too cold for this time of the year.</p> | <p>to place an order with Brown&Co</p> <p>to go to the country for the weekend</p> |
|--|--|

Ex. 4. What do you think about future life? Agree or disagree with the statements.

1. All people will live in cities.
2. Every home will have a video phone.
3. TV will give information on prices at supermarkets.
4. Machines will control gardening.
5. Robots will do much work in the office.
6. There will be 30 working hours in a week.
7. People will have a 6 or 8 week's holiday.
8. Winter holidays will be very popular.
9. People will stop working at 45.
10. Non-stop flights will not be expensive (for example, from Britain to Australia or New Zealand).
11. People will eat synthetic food.
12. America will have a black President.
13. Britain will have a woman Prime Minister.

I agree that ...
 I disagree that ...
 I think it's possible that ...
 I think it's impossible that ...

(Based on "Building Strategies" by Brian Abbs)

SECTION II

**УПОТРЕБЛЕНИЕ PRESENT CONTINUOUS
 И SIMPLE PRESENT
 ДЛЯ ВЫРАЖЕНИЯ ДЕЙСТВИЙ В БУДУЩЕМ**

STEP 1. READ THE DIALOGUES.

- a) — Where are you going at the weekend?
 — To the seaside. Are you coming with us?
 — Yes, with pleasure.
- b) — When are you meeting Mr Bell?
 — At 9.30.
 — Why so early?
 — Because at 11 I am having talks with the French businessmen.
- c) — When does the film start?
 — It starts at 6.30.



Present Continuous употребляется для выражения запланированных действий в ближайшем будущем.

Однако, в этом значении Present Continuous употребляется только тогда, когда речь идет о личных планах (см. примеры "а", "б"). Когда речь идет о расписании (напр. транспорта), программе (кинотеатра) и т.д., для выражения действий в ближайшем будущем употребляется Simple Present (см. пример "с").

STEP 2. PRACTISE THE USE OF THE PRESENT CONTINUOUS AND SIMPLE PRESENT FOR THE FUTURE.

Ex. 5. a) What are these people doing next Friday?

Kate — to meet Jack;

Sam — to watch a football match on TV;

Jane — to go to the sports centre;

Tom and Sue — to have dinner at the restaurant;

Mr and Mrs Smith — to stay at home;

Susan — to drive to her country house.

b) What are you doing next weekend?

Ex. 6. Use the correct tenses in the situations. Say when...


**Example: The secretary is going on holiday next month.
The holiday starts on the 1st of July.**

1. We / to have a party at John's house ...
The party / to start ...
2. Jane / to meet her parents at the airport ...
The plane / to arrive ...
3. The businessmen / to go to the conference ...
The conference / to open ...
4. Susan / to go to Brighton...
The train / to leave ...
5. We / to have business talks ...
The talks / to begin ...
6. Mrs Sloan / to go to the cinema ...
The programme / to start ...

UNIT II

SPEECH PATTERNS

Pattern 1. Will you put your luggage on the scales?

 Форма Will you..? употребляется, когда мы обращаемся к кому-либо с просьбой.


Ex. 7. a) Read the example.

Will you open the window, please?

b) Ask your friend:

1. to show you some latest furniture catalogues;
2. to pick you up at the airport;
3. to buy some good cartoons for your child;
4. to reserve 2 tickets for a plane to St. Petersburg;
5. to recommend you a good place for summer holidays;
6. to translate the e-mail letter to the British company;
7. to answer some urgent messages.

Pattern 2. It's a nice day. Shall we go to the country?

 Форма Shall I / we ... употребляется, когда мы обращаемся к кому-либо с предложением сделать что-либо.

Ex. 8. Complete the situations.

Example: I'm not busy today. Shall we go out?

1. It's hot in the room / to open the window;
2. The terms of the contract are attractive / to accept the terms;
3. The model is of high quality / to place an order with the company;
4. The message is urgent / to answer the message now;
5. The businessmen of ITT are coming to Moscow tomorrow / to meet them at Sheremetyevo airport;
6. It's 1 o'clock / to go out for lunch;
7. The Crimea is a wonderful place / to spend a holiday there.

UNIT III

WORKING ON THE TEXT

Read the text and the dialogues.

AT THE AIRPORT

A

Heathrow Airport¹ in London is a very large and busy place. Hundreds of planes land and take off and thousands of passengers get on and off planes at Heathrow every day. They fly to and from almost all countries of the world. People usually make reservations for flights in advance, especially in summer time.

* * *

Voronin has been to London for two weeks and today he is going to fly back to Moscow. He has just arrived at Heathrow. He is speaking to a clerk² at the check-in desk.

Voronin: Can I check in for the flight to Moscow here?

Clerk: Yes, sir³. Can I see your ticket and passport, please?

Voronin: Certainly. Here you are.

Clerk: Will you put your luggage on the scales? Oh, it's too heavy. You must pay an extra charge for overweight, I'm afraid.

Voronin: I'll take out a couple of catalogues then. ... Shall I put the suit-case on the scales again?

Clerk: Do, please. It's all right now. You can take your ticket and passport and here is your boarding pass. Have a nice flight⁴!

Voronin: Thank you.

B

Now Mr Voronin has come up to the information desk and is speaking to the clerk.

Voronin: Is the plane for Moscow leaving on time?

Clerk: There'll be a delay, but it probably won't be over 30 minutes. Will you go to the departure lounge and wait for the announcement?

Voronin: Thank you.

Clerk: You are welcome.

C

Mr Voronin went to one of the airport's **duty-free shops** to buy some **souvenirs** and a copy of the magazine "Time".

Soon he **heard** the announcement: "Passengers for flight 231⁵ for Moscow please **collect** your hand luggage and go to **gate 3**. The **departure** time is 14.30."

Voronin flew by an Aeroflot plane.

He enjoyed the flight. Three and a half hours **later** the plane landed at Domodedovo Airport in Moscow. Mr Voronin was home again.

¹ **Heathrow** ['hi:θrou] **Airport** — Хитроу — название аэропорта в Лондоне

² **a clerk** [kla:k] *n* — служащий

³ **sir** — сэр, господин (обращение, после которого фамилия не ставится)

⁴ **Have a nice flight!** — Желаю хорошего полета!

⁵ **flight 231** — номер рейса читается: two, three, one

NOTE THE PRONOUNCIATION:

a passport ['pa:spɔ:t]

a souvenir ['su:vəniə]

Ex. 9. Check how well you remember the text.

	True?	False?	Your reasons.
1. At Heathrow you can always buy tickets before the flight.	<input type="checkbox"/>	<input type="checkbox"/>	
2. First Voronin came up to the information desk.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Voronin's luggage was too heavy and he took out a couple of catalogues.	<input type="checkbox"/>	<input type="checkbox"/>	
4. There was a delay of Voronin's flight, but it was not long.	<input type="checkbox"/>	<input type="checkbox"/>	
5. In the departure lounge he had a cup of coffee.	<input type="checkbox"/>	<input type="checkbox"/>	
6. In the duty-free shop he bought some books and a bottle of wine.	<input type="checkbox"/>	<input type="checkbox"/>	
7. The plane's departure time was 14.00.	<input type="checkbox"/>	<input type="checkbox"/>	
8. The plane landed at Domodedovo at 17.00.	<input type="checkbox"/>	<input type="checkbox"/>	

Ex. 10. Say what you remember about:

1. Heathrow Airport;
2. Voronin's check-in for the flight;
3. the delay of flight 231;
4. the departure of the plane.

Ex. 11. Think and answer.

1. Why do people make reservations for flights to and from London in advance?
2. Why did Mr Voronin take some catalogues to Moscow?
3. Why didn't the plane for Moscow leave on time?

UNIT IV**WORKING ON WORDS**

to make a reservation for	}	a plane a train a tour accommodation ...
---------------------------	---	---

Ex. 12. What will you recommend your friend to do if:

1. He'd like to go to the Crimea by plane in July.
2. He'd like to go to Petersburg by train for the New Year holiday.
3. He'd like to stay at a good hotel during his trip to Washington.
4. He'd like to see some American films at the Moscow Film Festival.
5. He is planning to visit some old Russian cities during the May holidays.
6. His English partners would like to stay at the Radisson Hotel during their business trip.
7. His family would like to go to Spain and stay at the seaside for 2 weeks.
8. He'd like to see a new musical.
9. He'd like to invite his girlfriend to the Praga Restaurant.

(a week) in advance

Ex. 13. Answer the questions.

How much time in advance must you

- come to the airport?
- prepare for the business talks?
- buy presents for the New Year?
- invite friends to the party at the weekend?
- make a reservation for a plane to London (for a summer tour of France)?
- come to your English lesson?

information on / about smth

Ex. 14. Say what information you / your company have / has received recently.

Example: The recently we have received information on / about the latest models of TV sets.

- the prices of some American companies for cars;
- the goods GML launched on the market;
- our competitors' business;
- the situation on the market (of electronic equipment);
- the contract terms of our British partners;
- the discounts the Sellers can give on large orders;
- the quality of the new models of photocopiers;
- the design of modern offices;
- the weather in Moscow for next week.

flight 100 for (New York)

Ex. 15. Speak about the departure time of different flights.

Example: The departure time of flight 231 for Moscow is 14.30.

Flight Number	Destination*	Departure Time
265	Los Angeles	15.45
182	Singapore	16.10
111	London	17.30
609	Dubai	18.45
703	Madrid	19.05
210	Oslo	19.50

* destination — место (пункт) назначения

to wait for smb (smth)
to wait for (the talks) to begin

Ex. 16. Read the examples:

a) I'm waiting for the director. I'd like to speak with him.

Say why you are waiting for:

- the announcement about the flight;
- the French businessmen (in the conference room);
- bus 5 (at the bus stop);
- the Production manager (at the plant);
- a taxi (near the office)

b) I'm waiting for the clerk to give me a boarding pass.

Say what you are waiting for if ...

you are	<u>on</u> the plane	to land
	<u>at</u> the conference	to start
	<u>at</u> the cinema	to begin
	<u>at</u> the airport	to arrive
	near the bank	to open
	<u>in</u> the office	to finish

UNIT V

KEY STRUCTURES AND SPECIAL POINTS

ARTICLES

Ex. 17. a) Supply articles where necessary.

- Can I make ~~a~~ reservation for ... flight 10 to London?
— Yes, I have got tickets for ^{the} flight.
- What gate does ~~the~~ plane to New York leave from?
— It leaves from ... gate 12; ^{the} 3rd gate from here.
- There are five airports in Moscow. ... Sheremetyevo is one of them. It's ... large airport. Planes from different countries land and take off from ... Sheremetyevo every day.
- Is Mr Blake in ~~the~~ office?
— No, he isn't. He has just left for ... airport to meet ... French trade delegation.

TENSES

Ex. 18. a) Supply the correct tenses.

Douglas ['dʌgləs] (to arrive) at Kennedy Airport and (to come) up to the check-in desk. He (to put) his luggage on the scales, but the man at the desk (not to look) at his things.

- You (to go) for a holiday? — he (to ask).
- Yes, — Douglas (to answer).
- You ever (to be) to Switzerland?
- No, I never (to be) out of the United States.
- You (to going) to ski?
- Certainly.
- Why you (not have got) skis with you?
- I (to buy) them there.
- Hope the weather (to be) good.

Douglas (to show) the clerk his ticket and passport and the man (to give) him a boarding pass. He (to be) early and he (to have) time to drink a cup of coffee and read the evening newspaper.

Half an hour later he (to get on) the plane together with the other passengers:

(After "Nightwork" by Irwin Shaw)

b) Say:

1. what Douglas did when he arrived at the airport;
2. what he did after he spoke with the man at the check-in desk.

PREPOSITIONS**Ex. 19. a) Supply the correct prepositions where necessary.**

1. — Will the train arrive ... time or will there be a delay?
— The train will arrive ... a delay ... 40 minutes.
2. The charge ... a room ... this hotel is not very high.
3. — What are you doing here?
— I'm waiting ... the director. I'd like to speak ... him ... the offer of Blake&Co.
4. ... Kennedy airport you can see thousands ... people ... almost all countries ... the world.
5. If you want to go ... a restaurant ... Sidney you must make a reservation ... a table five days ... advance.
6. The plane ... Rome is leaving ... Moscow ... time.

* * *

Mr Cane is speaking ... the clerk ... the Travel Agency ... the phone.

Clerk: Travel Agency. Good morning.

Cane: Good morning. My name is Henry Cane. I'd like to make a reservation ... a flight ... Dublin ... the 6th ... April.

- Clerk:* Just a moment, please. Now, there's a non-stop flight ... Dublin ... the 6th. It leaves ... Dublin ... 10 o'clock ... the morning.
- Cane:* What time does it arrive ... Dublin?
- Clerk:* ... 1.20 ... the afternoon. Will that be convenient ... you?
- Cane:* That sounds good. Will you make a reservation ... me ... that flight?
- Clerk:* All right. Mr Cane, please come and collect your ticket a couple ... days ... advance.
- Cane:* I'll do that. Thank you.
- Clerk:* You are welcome.

b) Say what you remember about:

1. the reservation Mr Cane wanted to make;
2. the flight for which the clerk made a reservation for him.

THE WORDS YOU MIX UP

Ex. 20. Choose and use.

a) **to hear, to listen (to)**

1. — When did you ... the news programme yesterday?
— In the morning.
— I ... this programme in the morning too.
2. I'd like to visit Paris. I ... so much about it.
3. Do you sometimes ... English lessons on the BBC?
4. The man is very old. He can't ... very well.
5. — Have you ... the latest news? We've made a good contract with GML.
— Oh, really? I haven't ... about it.
6. I like ... music.
7. I ... the announcement about my flight and went to gate 2.
8. — Why aren't you ... me?
— You are not right. I've ... what you said.

b) **the other day, one of these days**

1. — I'm flying to the Caucasus ...
— Have you made a reservation for the flight?
— Yes, I did it ...

2. ... the British businessmen are arriving in Moscow to have talks with the businessmen of Rossimport.
3. A new comedy is on at the Odeon Cinema. I'm going to see it ...
4. ... we signed a contract with Green&Co. for the latest model of kitchen equipment.
5. ... Mr Voronin went to the plant to see the new equipment of Blake&Co.
6. ... my family will go to the country to have a quiet rest on the Moskva River. .

c)

in, later

1. (a few days) I'm going to London.
2. The plane took off at 12 o'clock and it landed at Heathrow Airport (four hours).
3. My friend arrived in New York on Friday and (two days) he phoned Mr Brown.
4. I'm going on holiday (a month).
5. The Seller and the Buyer discussed the terms of the contract on Monday and (a week) they signed a contract.
6. We shall deliver the goods to the Buyers (month).

UNIT VI

SPEECH EXERCISES

Ex. 21. a) Read the text.

FLYING BY PLANE

When you arrive at an airport, you go to the check-in desk where a clerk checks your ticket and luggage. Your suitcase goes to the plane, but you take your hand luggage with you. If you are on an international flight you go to the passport control where they check your passport and x-ray all your things by cameras.

Then you wait in the departure lounge till they call* your flight and say which gate number to go to. After that you get on the plane and the flight attendant shows you your seat.

* to call — объявлять (зд. рейс)

b) Say what people usually do when they arrive at an airport.

Ex. 22. a) Read the dialogues.

CHECKING-IN FOR THE FLIGHT

- Can I have your ticket, please?
- Yes, of course. Here you are.
- Have you got only one suitcase?
- Yes. This bag is my hand luggage.
- That's fine. Would you like a smoking or a non-smoking seat?
- Non-smoking, please. And can I have a window seat?
- Yes, that's OK. Here's your boarding pass. Have a nice flight!

MAKING A RESERVATION FOR THE PLANE

- World Travel. Can I help you?
- Yes, please. This is Ann Tapton speaking. I am going to fly to Tokyo next month. What's the price of a flight at the moment?
- **It depends.** Do you want to fly business or economy class? When will you go? How long will you stay in Japan?
- I'm going on a short holiday, may be for 10 days or so. I don't want a package tour. Just the flight, economy class.
- And when would you like to leave?
- On Friday, the 15th of May.
- I can offer you a flight on Japanese Airlines. The time is very convenient, because the plane leaves at ten in the morning and lands at about two thirty in the afternoon. The price is \$...
- I'll think about that. And what about the return flight? Could you tell me..?

b) Say what flight the travel agent offered to Ann Tapton.

c) Continue the dialogue and give Ann the information about the return flight.

d) Act out the dialogues.

Ex. 23. a) Read the text.

HEATHROW AIRPORT. THE PAST AND THE PRESENT

During the Second World War Heathrow was a small village in the country, with a lot of **fields**, only 15 miles from the centre of London.

The fields were good for planes to take off and land. In this place Heathrow Airport opened on the 1st of January 1946. At first there weren't any **buildings**, just tents for the passengers. Plane tickets were very expensive and only **rich** people could travel by air.

By 1950 Heathrow became a busy European airport. There were new planes which were **fast**, safe and comfortable and plane tickets were not so expensive.

Now Heathrow is a very large and modern place. It has got many hotels, banks, shops, a hospital, two underground stations, a bus station, post offices, cafes and an **animal centre**. Sixty thousand people work there. At the airport's duty-free shops the passengers can buy spirits, cigarettes and perfume. At Heathrow planes can't take off or land between 11.00 p.m. and 7.00 a.m., but the airport stays open. It's a city that never sleeps.

(Based on "Headway Video")

b) Speak about the history of Heathrow.

c) Say what kind of place Heathrow is at present.

Ex. 24. a) Read the text.

Mrs Foster lives with her husband in New York City, but her daughter lives in France. Today Mrs Foster is going to fly to Paris.

"The plane leaves at 11," she said to her husband. "But I must be at the airport an hour in advance to check in for the flight. Has the car come?"

"Yes, it's waiting. The driver is going to put the luggage in," Mr Foster said.

A few minutes later Mr and Mrs Foster went out and got into the car. At the airport Mrs Foster went to the information desk.

"Is the plane to Paris leaving on time?"

"No," the clerk said. "There is a delay as it's **foggy** and **windy**. But please don't leave the airport. The weather can **clear up*** any moment."

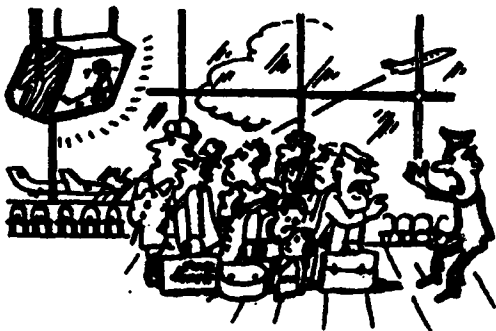
When Mrs Foster heard the news she went to the departure lounge. Only at 6 in the evening she heard the announcement: "Flight 205 to Paris will leave at 11 a.m. tomorrow." Mrs Foster was very tired, but she didn't want to leave the airport and go home.

(After "The Way up to Heaven" by R. Dahl)

* to clear up — проясниться (о погоде)

b) Speak about:

Mrs Foster's family; the arrival at the airport; the information about the departure of the plane to Paris; the weather in New York on that day.

Ex. 25. Look at the picture.

"I'm telling you again. The plane is taking off."

a) Answer the questions.

1. These people are in the departure lounge, aren't they?
2. Have they heard the announcement about their flight?
3. Why aren't they getting on the plane?
4. What is the pilot telling the passengers?
5. Why aren't they listening to him?
6. Will they be late for the flight?

b) Describe the picture.**c) Say what you think the people will do in a few minutes.****Ex. 26. Answer the questions.**

1. Where and when did you go by plane last?
2. From what airport did you go?
3. Is this airport a comfortable place?
4. Did you have much or little luggage?
5. Did you pay an extra charge for overweight?
6. When did you go to the departure lounge?
7. Did you buy any goods at the duty-free shops?
8. Did the plane leave on time or was there a delay?

9. Did you enjoy the flight?

* * *

1. To what Russian or foreign city are you flying soon?
2. Have you made a reservation for the plane?
3. By what plane will you fly?
4. When will you leave Moscow?
5. When will you arrive in that city?

Ex. 27. Give extensive answers.

1. Why do people make reservations for flights in advance?
2. Why do people usually arrive at the airport well in advance of the take-off time?
3. What do passengers usually do when they check in for a flight at the airport?
4. Are clerks at check-in desks usually very busy? Why?
5. What kind of place is a departure lounge?
6. Do planes always leave on time? Why can there be a delay?

Ex. 28. Speak on the topics.

1. Moscow airports.
2. The flight you have made lately.

Ex. 29. a) Read the dialogue.

The people of the British company are discussing the future of video telephones.

Patrick: As you know, we are planning to produce and sell video telephones. What do you think about this?

Pete: I'm very optimistic. I think the video telephone will be a good product for our company in the future.

Patrick: Why do you think so?

Pete: I'm sure people will be glad to see the person they are speaking with.

Patrick: Maria, do you agree with Pete?

Maria: Yes, I do. I think almost all homes will have a video phone in, say, ten years.

Patrick: What do you think, Robert?

Robert: I'm not sure. I'm afraid they'll be too expensive. In any case, it won't be possible for many families to have a video phone — even in ten years.

(from "Business Venture 2" by R. Barnard)

b) What does Pete / Maria / Robert think about the future of video telephones? With whom do you agree? What's your opinion about this product? Will it be popular in the future?

Ex. 30. Act out business dialogues. Use the situations.

1. You are in Mr Brown's office. Speak about your flight to London. Say that you are interested in buying their video cameras. Discuss the delivery time with Mr Brown.
2. Mr Jeffry has just come to Moscow. Ask him about his flight. Mr Jeffry is interested in books about old Russian cities. Discuss the prices with him. Give him a 5% discount.

UNIT VII

WRITTEN PRACTICE

Ex. 31. Complete the situations. Use the Future tense.

Example: I know it's a boring film.
We won't go to see it.

1. The weather is very bad today.
2. The terms of the contract don't suit us.
3. The tour of Spain is very expensive.
4. The company gives us a very small discount.
5. This model doesn't meet our requirements.
6. It's very windy on the beach.

Ex. 32. Translate into English.

1. Мой друг уезжает в отпуск на следующей неделе. Он собирается поехать в Италию.
2. В следующем месяце мы подпишем контракт на мебель для офиса с фирмой «Блейк энд К^о». Фирма начнет поставлять мебель через 2 месяца.

3. Через три дня в нашем кинотеатре будет идти новый фильм. Мы собираемся посмотреть эту комедию.
4. Наш директор уезжает в Лондон послезавтра. Он будет вести переговоры с несколькими фирмами. Он пробудет в Лондоне месяц.
5. Через 2 дня наш менеджер будет вести переговоры с Американской фирмой. Они будут обсуждать условия будущего контракта.
6. Завтра секретарь зарезервирует билеты на самолет в Пекин для наших бизнесменов.
7. В следующем месяце мы будем рекламировать новые модели стиральных машин в журналах и на телевидении.

Ex. 33. Write questions on the situation: "Our director is going to Prague next week. He'll go there by plane."

Ex. 34. Translate into English.

- Могу я заказать билет на самолет в Париж? *Can I make a reservation for a plane to P?*
- Да.
- Когда вылетает самолет? *(take off) leave*
- Самолет вылетает в 10.30 утра и прилетает в Париж в 13.00.
- Это меня устраивает. Когда мне приехать за билетом?
- Завтра или послезавтра.

* * *

Домодедово — крупный современный аэропорт. Каждый день сюда прибывает много самолетов из разных городов нашей страны и из других стран. Пассажиры обычно резервируют билеты на рейсы заранее. *for flights*

in advance

* * *

- Самолет в Токио вылетает вовремя? *on time*
- Нет, возможно, он *it probably will delay* задержится на час или полтора. Пройдите, пожалуйста, в зал ожидания и подождите там сообщение о рейсе.
- Спасибо.

Ex. 35. Write about your last or future flight to some country / city.

- almost | always
never
12. a reservation [ˌrezə'veɪʃn] *n* — почти всегда
— почти никогда
— предварительный заказ (номера в гостинице, билета на самолет и др.), резервирование, бронирование
- to make a reservation for | a train
a hotel
a plane
13. a flight [flaɪt] *n* — 1. полет, перелет
to make a flight — совершать полет
a non-stop flight — беспосадочный перелет
2. рейс
- e.g. Flight 231 from London landed on time.
14. in advance [əd'vɑːns] — заранее, заблаговременно
to arrive at the airport two hours in advance — приехать в аэропорт на два часа раньше
15. back *adv* — обратно, назад
to be | back
to come |
to fly back — вернуться
e.g. When will he be back? — прилететь назад
16. to check in [ˈtʃek 'ɪn] *v* — регистрироваться
to check in at an airport
to check in for a flight
a check-in desk — место регистрации
17. a ticket [ˈtɪkɪt] *n* — билет
an excursion ticket
a ticket for | a plane
a train
the cinema
18. to put (put, put) [pʊt] *v* — положить, поставить, класть
19. luggage ['lʌɡɪdʒ] *n* — багаж (неисчисляемое существительное)
— ручной багаж
- hand luggage
heavy |
much | luggage
little |
a lot of |
20. scales [skeɪlz] *n* — весы
21. to pay (paid, paid) [peɪ, peɪd] *v* — платить
to pay for smth

e.g. You must pay for the goods in 10 days.

22. **extra** ['ekstrə] *adj* — дополнительный (сверх нормы)
 extra | **hours** — сверхурочные часы
 extra | **work** — сверхурочная работа
 extra | **payment** — дополнительный платеж
an extra ticket — лишний билет
23. **a charge** [tʃɑ:dʒ] *n* — цена, плата (часто за услуги)
 e.g. What are the charges at this hotel?
an extra charge — дополнительная плата
24. **weight** [weɪt] *n* — вес
overweight ['ouvə'weɪt] *n* — излишек веса, избыточный вес
to pay for overweight
overweight *adj* — весящий больше нормы
overweight luggage
25. **a suit-case** ['sju:tkɛs] *n* — чемодан
26. **to take (took, taken)** — брать, взять
 [teɪk, tu:k, teɪkɪn] *v*
 e.g. Don't take this book.
to take out — вынимать
27. **a couple** [kʌpl] *n* — пара
a couple of | **magazines**
 | **catalogues**
28. **a boarding pass** — посадочный талон
 ['bɔ:diŋ 'pɑ:s] *n*
29. **information** [ɪnfə'meɪʃn] *n* — информация, сведения
to have | **some** | **information**
to receive | **little**
to require | **much**
to send
- The information is** | **interesting**
 | **new**
- the information on (about) smth** — информация о чем-либо
- e.g. Have you received any information on the latest equipment of Brown&Co?
an information desk — справочное бюро

► Слово **information** не употребляется с неопределенным артиклем. Глагол с этим словом всегда употребляется в единственном числе.

30. **on time** — во-время (в точно назначенное время)
syn.: in time — во-время (как раз к началу чего-л.)
e.g. Mr Voronin arrived in time for the talks.
 The train arrived on time.
31. **a delay** [dɪ'leɪ] *n* — задержка, опоздание
a delay of two hours
to come |
to leave | with a delay
to arrive |
32. **probably** ['prɒbəbli] *adv* — вероятно
33. **over** ['oʊvə] *prep* — больше чем, свыше (указывает на большее количество)
e.g. Over five hundred people work for this company.
34. **departure** [dɪ'pɑ:tʃə] *n* — отправление (поезда), вылет (самолета); отъезд
a departure lounge ['laundʒ] — зал для отъезжающих пассажиров
35. **to wait** [weɪt] *v* — ждать, дожидаться
to wait for | **a plane**
 | **a train**
 | **a friend**
 | **news**
syn. **to expect**
36. **an announcement** — объявление, сообщение
 [ə'naʊnsmənt] *n*
e.g. At 10 o'clock we heard the announcement about our flight.
37. **a duty-free shop (at an airport)** — магазин беспошлинной торговли
38. **to hear (heard, heard)** — слышать
 [hɪə, hɜ:d] *v*
- ▶ **to hear** — слышать (физическая возможность)
to listen — слушать
- e.g.* I can't hear you very well. You can listen to English lessons on the radio.
39. **to collect** [kə'lekt] *v* — забирать, взять

to collect	tickets things luggage
------------	------------------------------

40. a gate [geɪt] *n* — эд. выход к самолету
41. later — позже, позднее (сравнительная степень от наречия late)
- three hours later — тремя часами позднее (через 3 часа)
- in 3 hours — относится к будущему
- ▶ 3 hours later — употребляется только в ситуациях, относящихся к прошлому

ADDITIONAL WORDS AND EXPRESSIONS

1. to look *v* — 1. смотреть
syn. to see
- ▶ to see — видеть (физическая возможность)
- ▶ to look — смотреть
- e.g.* We looked, but we didn't see any houses.
2. посмотреть (на)
- Look at this picture! Do you like it?
2. together [tə'geðə] *adv* — вместе, совместно
e.g. I went to the country together with my friends.
3. to x-ray ['eks'reɪ] *v* — просвечивать рентгеновскими лучами
4. a flight attendant [ə'tendənt] — стюардесса, стюард
5. to depend (on) *v* — зависеть (от)
e.g. The prices on the market depend on demand.
- It depends. — Это зависит (от многих причин).
6. to return [rɪ'tə:n] *v* — возвращаться
- to return home
- return *n* — возвращение
- в функции определения:
- a return flight — обратный рейс
- a return address — обратный адрес
- a return visit — ответный визит
7. a field [fi:ld] *n* — 1. поле; 2. площадка, участок
- a flying field — летное поле
8. a building ['bɪldɪŋ] *n* — здание, строение
9. rich *adj* — богатый

Lesson 7

a rich | man
house

10. **fast** *adj* — скорый, быстрый
a fast train
11. **foggy** *adj* — туманный
e.g. It's foggy today. — Туманно.
12. **windy** *adj* — ветренный
e.g. It's windy outside. — Ветрено.
13. **an animal** [æniməl] *n* — животное
an animal centre — центр содержания животных
14. **even** [ˈi:v(ə)n] *adv* — даже
15. **a.m. (ante meridiem)** (*лат.*) — до полудня (с 12 часов ночи до 12 часов дня)
p.m. (post meridiem) (*лат.*) — после полудня (с 12 часов дня до 12 часов ночи)

NOTE THE PRONUNCIATION:

a pilot [ˈpaɪlət]

perfume [ˈpɜːfju:m]

SPEECH PATTERNS

1. **Will you put your luggage on the scales?** — Положите багаж на весы, пожалуйста.
2. **Shall we go to the country?** — Не поехать ли нам за город? / Может быть, поедем за город?

PART II

LESSON 1

Grammar:	1. Tenses and Modal Verbs (Revision). 2. Reported or Indirect Speech (косвенная речь).
Text:	Arriving in London.

UNIT I

GRAMMAR

SECTION I

TENSES AND MODAL VERBS (REVISION)

CHECK HOW WELL YOU REMEMBER TENSES AND MODAL VERBS.

Ex. 1. a) Use the correct tense-forms.

1. Planes for London (to leave) from Sheremetyevo Airport.
2. — When the plane (to leave)?
— The plane (to take off) in ten minutes.
3. Last year we (to spend) our holiday in Sochi. The weather (to be) fine. We (to swim) and (to sunbathe) a lot.
4. — How long you (not to see) Mr Bell?
— I (not to see) him since last year.
5. The plant (to be going) to produce a new model of equipment. We hope the model (to be) in great demand.
6. I just (to look through) the morning mail and I (to be going) to send some faxes now.
7. — Where is Mr Brown?
— He (to clarify) some business problems with the customers.
8. The accommodation at the English seaside (to become) very expensive recently.
9. The manager (to answer) the mail now. He always (to work) with the mail in the morning.
10. — You often (to spend) your holiday at the seaside?
— No, I I (not to be) to the seaside for some years.

b) Choose the correct modal verbs.

1. We ... deliver the goods only next March.
2. — ... I smoke here? — Yes, you ...
3. Passengers ... come to the airport an hour before the take-off time.
4. The goods of this company are in great demand. They ... advertise them.
5. — ... you speak on the phone with your business partners every day?
— Of course, I ...
6. Our business people ... work on the computer and they ... speak foreign languages.
7. — ... you fax the contract now?
— No, I The fax machine isn't working.
8. — ... read when you were two years old?
— Of course, I ...
9. — Why ... you make a reservation for Mr Triple at the Metropol Hotel?
— The hotel was full.

can / could
can't / couldn't
must / mustn't
needn't
may

SECTION II

REPORTED (INDIRECT) SPEECH

STEP 1. STATEMENTS.

Ex. 2. Read the sentences.

1. Mr Blake: "We usually sell goods on CIF terms."
2. Mr Smith: "Our plane will take off on time."
3. Mr Bell: "I flew to Moscow by an Aeroflot plane last month."

* * *

- | | | |
|--|--|--|
| <ol style="list-style-type: none"> 1. Mr Blake says (that) they usually sell goods on CIF terms. 2. Mr Smith says (that) their plane will take off on time. 3. Mr Bell says (that) he flew to Moscow by an Aeroflot plane last month. | <table border="1"> <tr> <td> <p>Mr Blake said (that) they usually sold goods on CIF terms.</p> <p>Mr Smith said (that) their plane would take off on time.</p> <p>Mr Bell said (that) he had flown to Moscow by an Aeroflot plane the previous month.</p> </td> </tr> </table> | <p>Mr Blake said (that) they usually sold goods on CIF terms.</p> <p>Mr Smith said (that) their plane would take off on time.</p> <p>Mr Bell said (that) he had flown to Moscow by an Aeroflot plane the previous month.</p> |
| <p>Mr Blake said (that) they usually sold goods on CIF terms.</p> <p>Mr Smith said (that) their plane would take off on time.</p> <p>Mr Bell said (that) he had flown to Moscow by an Aeroflot plane the previous month.</p> | | |

Если прямая речь вводится глаголом в прошедшем времени, то при переводе прямой речи в косвенную соблюдается правило согласования времен:

Simple Present	→	Simple Past (см. пример 1)
Simple Past / Present Perfect	→	Past Perfect (см. пример 3)
Simple Future	→	Future in the Past (см. пример 2)

Повествовательные предложения при переводе из прямой речи в косвенную вводятся союзом **that**, который может опускаться. Личные и притяжательные местоимения в прямой речи заменяются в косвенной речи по смыслу.

Следующим образом также заменяются:

1) указательные местоимения:

this	на	that
these		those

2) обстоятельства места и времени:

here	на	there
now		then
today		that day
yesterday		the day before
ago		before
last year		the previous year ['pri:vɪəs] (предыдущий)
in		later
tomorrow		the next day / the following ['fɒləʊɪŋ] day
the day after tomorrow		two days later
next year		the following year

Ex. 3. Change as in the example.

Mrs Bell: "Jim came home very late last night."

Mrs Bell said (that) Jim had come home very late the previous night.

1. Mr Blake: "The weather is cold in Moscow in February."
2. Mr Bell: "Your prices are very high. We can't accept them."
3. Betsy: "You were 10 minutes late for the lesson yesterday."
4. Mr Voronin: "We require the compressors in July."
5. The passenger: "I haven't collected my luggage yet."
6. Mr Lavrov: "I am leaving Moscow for London next week."

7. Jack: "We'll agree to the discount of 4%."
8. Nina: "I bought a tour of France last week."
9. Susan: "This product will be very popular on the market next year."
10. Mr Owen: "We launched this model in Europe last year."

STEP 2. SPECIAL QUESTIONS.

Ex. 4. Read the sentences.

1. Mr Bell: "What discount can you give us, Mr Lavrov?"
2. The office manager: "Why did you send the enquiry to Blake&Co. so late?"
3. John: "When will Mr Lavrov fly to London?"
4. I: "How long have you known Mr Bond, Betsy?"

* * *

- | | |
|--|--|
| 1. Mr Bell asks Mr Lavrov what discount he can give them. | Mr Bell asked Mr Lavrov what discount he could give them. |
| 2. The office manager asks why we sent the enquiry to Blake&Co. so late. | The office manager asked why we had sent the enquiry to Blake&Co. so late. |
| 3. John would like to know when Mr Lavrov will fly to London. | John wanted to know when Mr Lavrov would fly to London. |
| 4. I wonder* how long Betsy has known Mr Bond. | I wondered how long Betsy had known Mr Bond. |



Порядок слов в косвенном вопросе такой же, как в повествовательном предложении, т.е. сказуемое ставится после подлежащего.

Ex. 5. Say as in the example:

Mr Blake: "How many machines are you going to buy, Mr Voronin?"

Mr Blake asked (wondered, wanted to know) how many machines Mr Voronin was going to buy.

1. Mr Bell: "How long has Mr Lavrov been to London?"
2. Mr Blake: "How many airports are there in Moscow?"
3. Mrs Bell: "What was the weather like in Moscow last autumn?"

* I wonder — (Мне) интересно.

4. Mrs Blake: "What time do your children usually go to bed, Ann?"
5. Mr Lavrov: "Where did your family spend the holiday last summer, Mr Bell?"
6. Mr Voronin: "When will the plane land in London?"
7. Mr Bell: "When can you fax the contract, Nancy?"
8. The Sales Manager: "Why didn't you offer the Buyer a 6% discount?"
9. Ann: "Where will you go for your winter holiday, Jane?"
10. Mr Orlov: "When did you receive the company's price-list, Nick?"

STEP 3. GENERAL QUESTIONS.

Ex. 6. Read the sentences.

1. Mr Bell: "Are you busy all day, Mr Lavrov?"
2. Lavrov: "Do you give a discount for big orders?"
3. Tom: "Have you seen any good comedy lately, Nancy?"
4. The passenger: "Will Flight 203 leave with a delay?"

* * *

- | | | |
|---|---|--|
| <ol style="list-style-type: none"> 1. Mr Bell asks Mr Lavrov if (whether) he is busy all day. 2. Lavrov asks if the company gives a discount for big orders. 3. Tom asks Nancy if (whether) she has seen any good comedy lately. 4. The passenger asks if (whether) Flight 203 will leave with a delay. | <table border="1" style="border-collapse: collapse;"> <tr> <td style="padding: 5px;"> <ol style="list-style-type: none"> Mr Bell asked Mr Lavrov if (whether) he was busy all day. Lavrov asked if the company gave a discount for big orders. Tom asked Nancy if (whether) she had seen any good comedy lately. The passenger asked if (whether) Flight 203 would leave with a delay. </td> </tr> </table> | <ol style="list-style-type: none"> Mr Bell asked Mr Lavrov if (whether) he was busy all day. Lavrov asked if the company gave a discount for big orders. Tom asked Nancy if (whether) she had seen any good comedy lately. The passenger asked if (whether) Flight 203 would leave with a delay. |
| <ol style="list-style-type: none"> Mr Bell asked Mr Lavrov if (whether) he was busy all day. Lavrov asked if the company gave a discount for big orders. Tom asked Nancy if (whether) she had seen any good comedy lately. The passenger asked if (whether) Flight 203 would leave with a delay. | | |



Общие вопросы при переводе в косвенную речь вводятся с помощью союзов **if** или **whether** ['weðə], соответствующих в русском языке частице *ли*.

Ex. 7. Say as in the example:

Mary: "Will you go on business next week, Jack?"
Mary asked Jack if he would go on business the following week.

1. The office manager: "Have you translated the letter, Nancy?"
2. Mr Blake: "Do our goods meet your requirements, Mr Voronin?"
3. Mr Voronin: "Are you heavy with orders now, Mr Blake?"
4. Susan: "Did you enjoy the film, Kate?"
5. Jim: "Will you pick me up at 3?"
6. Lavrov: "Can I get to Brighton by car?"
7. The director: "Have you made an appointment with the businessmen of CT, Jane?"
8. Pete: "Will you go skiing in the mountains in February, Andy?"
9. Mrs Thomson: "Have you seen any films with Madonna, Sherlie?"
10. Mr Black: "Have you discussed the payment terms with the Russian businessmen, Jack?"

Ex. 8. a) At the talks Lavrov asked Mr Smith some questions:

- What discount will you give us for 60 units of your equipment?
- Can you deliver 30 units next month?
- When will you deliver the other 30 units?
- Will you deliver the goods on FOB terms?
- What terms of payment can you offer?
- When can we sign the contract?

b) Say what questions Lavrov asked and what Mr Smith answered. Begin with:

He asked Mr Smith ...

Mr Smith answered / said (that) ...

Ex. 9. Ann spoke with her friend Katie about the holiday she has just had. What questions did she ask her?

- to spend the holiday at the seaside;
- to be hot and dry;
- to go swimming;
- to sunbathe;
- to go for long walks in the evenings;
- not to watch TV;
- not to read newspapers;
- to go to the seaside again next summer.

UNIT II

SPEECH PATTERNS

— How long	does did will	it take	you him Tom	to look through the mail?
— It		takes took will take	me him Tom	an hour to do it.

Ex. 10. Make up short dialogues.**Example:** — I went shopping to Ashan yesterday.

— How long did it take you?

— It took me two hours to do shopping there.

- Voronin flew to London last week.
- Voronin will fly from London to New York.
- Ann learned to drive last year.
- Ann drives to her office every day.
- My friend translated an English book into Russian.
- The businessmen discussed the price at the talks yesterday.
- Many people of London go to Brighton by train at weekends.
- The secretary made some appointments for the President before lunch.
- Tomorrow the manager will prepare two reports.
- I'll look through the advertisements of GML in Internet.

Ex. 11. Ask and answer questions with "How long ... it take?"

- to check in for the flight at Domodedovo Airport;
- to collect your luggage after the flight;
- to write a business letter in English;
- to go from Moscow to Paris by plane;
- to have lunch (yesterday);
- to discuss the terms of the contract with foreign businessmen (tomorrow);
- to get to St. Petersburg by an express train;
- to learn to ski (to skate, to swim, to dive, to play tennis, to work on the computer ...)

UNIT III

WORKING ON THE TEXT

Read the texts and the dialogues.

A

ARRIVING IN LONDON

Mr Borisov, a Russian businessman, was going on a business trip to London.

He arrived at Domodedovo Airport at 9 o'clock in the morning by a shuttle bus. It didn't take him long to go through all formalities and at 10.30 he got on the plane.

Half an hour later the passengers saw two electric signs: "Fasten your seat belts"¹ and "No Smoking".

The flight attendant came into the saloon and greeted the passengers. She said that the speed of the plane was 600 miles an hour and that the weather in London was fine: the temperature in the daytime was 24 degrees above zero. She wished the passengers a nice flight and thanked them for their attention².

B

GOING THROUGH PASSPORT CONTROL

Now Borisov is at Heathrow Airport in London. He is going through passport control.

Immigration officer: Could I see your passport, please?

Borisov: Here you are.

Immigration officer: What's the purpose of your visit to London, sir?

Borisov: I am here on business.

Immigration officer: How long will you stay in London?

Borisov: For 3 weeks.

Immigration officer: Your passport is in order. Please go through the Customs over there³.

Borisov: Thank you.

C

GOING THROUGH THE CUSTOMS

- Customs officer:* How much luggage have you got?
Borisov: Just this suitcase.
Customs officer: Have you got any things to declare? I mean works of art, drugs, weapons⁴?
Borisov: I've got some spirits.
Customs officer: You can have them **duty-free**.
Borisov: Shall I open the suitcase? I've got only my **personal** things in it.
Customs officer: No, that is not **necessary**, I'll just **mark** it. Have a nice stay in Great Britain, sir.

D

AT THE HOTEL

Mr Stanley, a British businessman, met Borisov at the airport and took him to the Hilton Hotel in the centre of London.

On the way to the hotel some things **impressed** Borisov: a lot of **bright** advertisements, red London buses (double-deckers)⁵, **left-hand traffic** and terraced houses⁶. It took the two businessmen an hour to get to the Hilton Hotel.

It's a comfortable 5-star hotel with all modern **facilities**. There are two restaurants, a bar and a coffee shop downstairs. There is an **indoor** swimming pool and a fitness centre. The hotel also has a business centre with Internet and e-mail service and some conference rooms. In the business centre the **guests** can have **cocktail receptions**, **business meetings**, lunches and dinners.

In the hotel there are 350 rooms. Each room has a refrigerator and a mini-bar, a satellite TV, an IDD (International Direct Dial) telephone⁷, an electronic safe and a bathroom.

(At the reception)

- Mr Stanley:* Good afternoon. I'm from Bond&Co. We have **reserved** accommodation for Mr Borisov at your hotel.
Receptionist: Wait a minute, please. I'll check it. Yes, that's right. A **single** room with a bath from today. The room is on the third floor, No. 301.
Borisov: I hope the room is not **noisy**.
Receptionist It's very quiet. It doesn't face the street. Now, sir, will you **fill in the form**, please?

['sætə'laɪd] - cymyrukos. TV 275

(Borisov fills in the form)

Receptionist: Thank you. Here is the key to your room. I'll call the porter and he'll take your luggage up to your room in the lift. I hope, you'll enjoy your stay at our hotel, Mr Borisov.

¹ **Fasten** [fa:sn] your seat belts. — Пристегните ремни.

² ... she thanked them for their attention — она поблагодарила их за внимание

³ over there — вон там

⁴ **drugs, weapons** ['wepənz], **works of art** — наркотики, оружие, произведения искусства

⁵ a **double-decker** ['dekə] — двухэтажный автобус (букв.: "двухпалубник" — название, которое англичане дали Лондонским автобусам)

⁶ **terraced houses** — ряд стандартных домов, расположенных вдоль улицы и примыкающих друг к другу с обеих сторон

⁷ an **International Direct Dial** [di'rekt daɪəl] **telephone** — телефон прямой международной связи

NOTE THE PRONUNCIATION:

a **formality** [fɔ:'mæli:tɪ] *n*

a **saloon** [sə'lʊ:n] *n*

a **temperature** ['temprɪtʃə] *n*

a **passport** ['pɑ:spɔ:t] *n*

control [kən'trɒl] *n*

personal ['pɜ:sənəl] *adj*

cocktail ['kɒkteɪl] *n*

satellite ['sætələɪt] *n*

a **porter** ['pɔ:tə] *n*

air-conditioner
→ 1/32 →

Ex. 12. Check how well you remember the text and the dialogues:

- | | True? | False? | Give reasons. |
|---|--------------------------|--------------------------|---------------|
| 1. Mr Borisov got to Domodedovo Airport by taxi. | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2. It took him 2 hours to go through all formalities. | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3. The flight attendant said that the weather in London was fine. | <input type="checkbox"/> | <input type="checkbox"/> | |

4. Borisov said that he would stay in London for a week.
5. He didn't have any things to declare.
6. The London double-deckers didn't impress Borisov.
7. The Hilton Hotel has a lot of facilities, but there aren't any sport facilities.
8. Mr Stanley reserved a single room for Borisov in advance.
9. Mr Borisov could fill in the form in English.
10. Borisov took his suitcase and went up to the 3rd floor in the lift.

Ex. 13. What do you remember about:

1. Borisov's departure to London.
2. The formalities Borisov went through at Heathrow Airport.
3. The facilities the Hilton Hotel offers to the guests.
4. The room the British company reserved for Mr Borisov.

Ex. 14. Think and answer:

1. Do you agree that the Hilton Hotel is modern and comfortable?
2. Why did London terraced houses and left-hand traffic impress Borisov?

UNIT IV

WORKING ON WORDS

speed
at a speed of 60 kilometres an hour

Ex. 15. Choose the correct answer:

- | | | | | | | |
|---|--|-----------------------|----|----|-----|---------------|
| <ol style="list-style-type: none"> 1. At what speed must / mustn't people drive • in Moscow? • outside Moscow? • in Germany? • in Japan? | <table style="border-collapse: collapse;"> <tr><td style="border-right: 1px solid black; padding-right: 5px;">70 kilometres an hour</td></tr> <tr><td style="border-right: 1px solid black; padding-right: 5px;">80</td></tr> <tr><td style="border-right: 1px solid black; padding-right: 5px;">90</td></tr> <tr><td style="border-right: 1px solid black; padding-right: 5px;">100</td></tr> <tr><td style="border-right: 1px solid black; padding-right: 5px;">120, 200, 250</td></tr> </table> | 70 kilometres an hour | 80 | 90 | 100 | 120, 200, 250 |
| 70 kilometres an hour | | | | | | |
| 80 | | | | | | |
| 90 | | | | | | |
| 100 | | | | | | |
| 120, 200, 250 | | | | | | |

Lesson 1

2. At what speed do modern planes fly?	1000 kilometres an hour 2000 2500
3. What is the speed of a passenger (fast / express) train from Moscow to St. Petersburg?	90 kilometres an hour 110 150
4. At what speed can / can't you walk?	3 kilometres an hour 5 10 12

<p>The temperature is $-15^{\circ} = 15$ degrees below zero. $+15^{\circ} = 15$ degrees above zero.</p>
--

Ex. 16. Say:

1. It's the 20 th of October. What are the night / day temperatures in different cities?

	day	night
Oslo	-1°	-5°
Moscow	$+5^{\circ}$	-1°
London	$+10^{\circ}$	$+3^{\circ}$
Madrid	$+22^{\circ}$	$+12^{\circ}$

- | | |
|---|---|
| 2. What is the temperature in Moscow | in January?
in May?
in July?
in September? |
| 3. What was the temperature in Moscow | last January?
last August?
last November? |
| 4. What is (was, will be) the temperature | today?
yesterday?
tomorrow? |

to impress smb

Ex. 17. Say as in the example:

Suzdal impressed me very much (greatly)

1. What places / things impress (or don't impress) foreign visitors in Moscow:

- the Kremlin?
 - the Bolshoi theatre?
 - the Moscow metro?
 - the Tretyakov Gallery?
 - Moscow shops?
 - Sheremetyevo Airport?
 - Moscow Hotels?
 - old (new) districts?
 - the service in the restaurants?
 - Moscow parks and gardens?
2. What foreign cities / resorts have you visited? What impressed you there?
 3. Which books that you have read recently impressed you?
 4. Which films / TV programmes you have seen / watched recently impressed you?

(sports, hotel, transport ...) facilities

Ex 18. Make up sentences. Begin with: "I think ..."

There are	a lot of few (very) good not very good	sports facilities service facilities transport facilities business facilities medical facilities	in Moscow. in small Russian cities. in Moscow hotels. in the Hilton Hotel. in Moscow restaurants. in Moscow hospitals. at Sheremetyevo Airport.
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UNIT V

KEY STRUCTURES AND SPECIAL POINTS

ARTICLES

Ex. 19. Supply articles where necessary.

1. If you want to get ... room at ... hotel in Sochi in summer you must reserve ... accommodation in advance. ... Sochi hotels are full during summer time.
2. When I arrived at ... hotel it was already late.

3. ... Metropol Hotel is in ... centre of ... city. It is ... beautiful and comfortable hotel.
4. In ... centre and in ... other districts of Moscow ... traffic is very heavy.
5. There is ... right-hand traffic in Russia, but in Great Britain ... traffic is left-hand.
6. ... Customs officer asked ... passenger if he had only one suitcase.
7. Last summer ... temperature in St. Petersburg was not very high.
8. — What's ... purpose of your visit?
— It's ... business trip.
9. Can you drive at ... speed of 160 kilometres ... hour?
10. There was ... outdoor swimming pool at ... hotel where Nick stayed.

TENSES

Ex. 20. Supply the correct tenses.

The other day Mr Blake (to arrive) in Moscow to have talks with Rossexport. Mr Lavrov (to meet) him at Sheremetyevo Airport.

Lavrov: Good morning, Mr Blake. Nice to see you in Moscow.

Mr Blake: Good morning, Mr Lavrov. I (to be) glad to see you too. I (not to see) you since we (to meet) in London.

Lavrov: Right. You (to have) a nice flight?

Mr Blake: Thank you. It (to be) all right.

Lavrov: I (to think) it (to be) your first visit to Moscow, ... it?

Mr Blake: Yes, I never (to be) here before.

Lavrov: Moscow (to be) a beautiful city. You (to like) it here.

Mr Blake: I hope, I We (to go) to the hotel now?

Lavrov: Yes, I (to reserve) a room for you at the Metropol Hotel.

Mr Blake: It (to be) in the centre of the city?

Lavrov: Yes. It (not, to take) us long to get there at this time of the day.

PREPOSITIONS

Ex. 21. a) Supply the correct prepositions or adverbs.

Mr and Mrs Blake and their children **decided** to spend the weekend ... the seaside ... Brighton. As the hotels are usually full ... weekends Mr Blake phoned the Hove Hotel ... Tuesday and reserved rooms ... advance. ... Friday evening they arrived ... the hotel ... car.

- Blake:* Good evening! My name's Blake and this is my family. We'd like to check in. I have reserved two rooms ... your hotel ... the weekend.
- Receptionist:* That's right. We've reserved a single and a double room ... you ... two nights ... the fourth floor.
- Blake:* What's the price ... the rooms?
- Receptionist:* £ ... a single room and £ ... a double room.
- Blake:* Fine.
- Receptionist:* Will you fill ... the forms, please? (The Blakes are filling ... the forms.)
- Receptionist:* Thank you. The porter will take your luggage up ... your rooms ... the lift. Here are the keys ... your rooms.
- Blake:* What time is breakfast?
- Receptionist:* Any time ... 7 ... 9.

b) Say what you remember about:

- the accommodation the Blakes reserved for the weekend at the Hove Hotel;
- their arrival at the hotel.

THE WORDS YOU MIX UP

Ex. 22. a) Choose and use.

a) for, during

1. Last month Mr Voronin went to London on business ... 10 days. ... his visit to London he signed a large contract with ABS. for telephone equipment.
2. My friend has just gone to Turkey. He will stay there ... three weeks. ... his holiday he will sunbathe and go swimming.
3. ... the talks the businessmen discussed the terms of the contract with the British partners. The talks were difficult and they lasted ... many hours.
4. Last summer we went on a short trip to St. Petersburg. We stayed at the Neva Hotel ... a week. ... our stay we saw a lot of beautiful places in and outside St. Petersburg.

b) to visit (a city)
a visit to (the city)

b) Say:

1. What Russian / foreign city you visited last year (last month, some years ago);

2. What you did during your visit to this city;
3. If you enjoyed your visit to this city;
4. What country (city, place) you are going to visit soon.

UNIT VI

SPEECH EXERCISES

Ex. 23. Irene Owen wants to go on holiday to Spain with her family. She is sending a fax to the receptionist of the Royal Hotel to see if they have the accommodation she requires.

a) Read the fax:

I'd like to reserve rooms at your hotel. We are arriving in Spain on July 28. We hope to stay for 10 nights. My husband and I would like to have a double room with a balcony. Our two teenage daughters require a twin room¹. Is it possible to have rooms with a seaview²? Would you let me know the price of each room?

Yours faithfully³,
Irene Owen

¹ a twin room — номер с двумя односпальными кроватями

² a room with a seaview — комната с видом на море

³ Yours faithfully — С уважением (заключительные слова письма)

b) Answer the questions.

1. What rooms does Irene's family require?
2. In what case do you think she will make a reservation?

Ex. 24. a) Read the dialogue.

MAKING A RESERVATION ON THE PHONE

- A. The Royal Hotel. Good afternoon.
B. Good afternoon. Could I reserve a room for 4 nights from Tuesday the 20 th of February?
- A. A single or a double room?
B. Single, please.

- A. Let me check. Yes, we have a room. Could I have your name, please?
 B. It's Tarden. T-A-R-D-E-N.
 A. OK. I've got that. Can you confirm your reservation in writing, please?
 B. I'm afraid I won't be in my office today. Can I fax you tomorrow?
 A. Yes, of course.

b) Answer the questions.

1. What kind of reservation is Mr Tarden making?
2. What does the receptionist ask him to do?

e) Act out the dialogue.

FAX

Dear Sirs,

This fax is to confirm my reservation at your hotel from the 20 th of February to the 24 th. I would like a single room with a bath. I expect to be at your hotel at about 9 p.m.

Yours faithfully,

John Tarden

d) Answer the questions.

1. Why did Mr Tarden send the fax to the hotel?
2. When will Mr Tarden arrive at the hotel?

Ex. 25. Read the dialogue.

Mr and Mrs Taylor, their daughter and two sons have just arrived in New York for a few days. The Taylors have never been there before. They decided to visit New York to see the life of this big city, its parks, houses and historical places.

Now they are at the reception desk at the Hilton Hotel.

Receptionist:

Good evening.

Taylor:

Good evening. My name is Taylor.

Receptionist:

Yes, sir. I've got your letter. We have three rooms for you. Two double rooms and a single room with baths. You are staying with us for a week, aren't you?

- Taylor:* Yes, we'll be here till next Thursday.
- Receptionist:* Fill in the forms, please.
- Taylor:* Sure. Which floor are the rooms on?
- Receptionist:* On the second floor. I hope you'll like them. They are very comfortable. Here are the keys to your rooms. The lift is **on the left**. The porter will take your luggage upstairs.
- Taylor:* Where is the restaurant?
- Receptionist:* On the first floor.
- Taylor:* I see. Oh, could we have an early breakfast in our room tomorrow morning?
- Receptionist:* Very well. **The maid** will bring it to your room.
- Taylor:* Thank you.

b) Say what you remember about:

1. the purpose of the Taylors' visit to New York;
2. the rooms which the family reserved at the hotel.

Ex. 26. a) Read the dialogue.

Steve and Mike are discussing the new hotel project.

- Steve:* Have you heard about our new project? We are planning to **build** a new hotel in Australia. We are going to open it in 2 years. It'll be a beautiful modern hotel outside Sydney.
- Mike:* How are the people going to get there?
- Steve:* The hotel will offer a shuttle bus and taxi services from and to the airport. There will be two swimming pools, one for children, and three tennis courts. The hotel will have 5 restaurants with national **cuisines** of different countries.
- Mike:* What about business facilities?
- Steve:* There will be a lot of them: conference and meeting rooms, fax services, personal computers ...
- Mike:* Sounds really great. It's going to be **the top hotel** in Australia, isn't it?

b) Think and answer:

- What facilities of the future hotel hasn't Steve spoken about?
- Why does Mike think that it'll be the top hotel in Australia? Do you agree or disagree with him?

Ex. 27. a) Read the story.

THE HOTEL STEFANI

Paul came out of the hotel and got into the car.

"No, this hotel hasn't got any rooms."

"Oh," said Patricia, "this is the eighteenth, isn't it? Let's go to a cafe and have a cup of coffee. We can phone some other hotels from there."

"That's a good idea," Paul said. "Let's have some coffee and then I'll start telephoning."

Patricia and Paul came to St. [saint] Moritz, a popular holiday place, for a short rest. It was August, the hotels were full and it was impossible to find any accommodation.

... Paul stopped the car near a nice building and they came into the cafe. There were a lot of people there. A pleasant-looking man with grey hair* came up to them and showed Paul and Patricia to the table. They drank coffee and then Paul began to telephone. He telephoned five hotels but the answer was: "No, we haven't got any rooms tonight."

It was the ninth hotel when Paul heard:

"You'd like to have a double room, wouldn't you?"

"Yes. Is there any hope?"

"We've got a room. The people who reserved it haven't arrived yet. And it's half past eleven. I think you can have the room."

"Oh, thanks! I've telephoned so many hotels. You are the Hotel Stefani, aren't you?"

"That's right. The Hotel Stefani."

"Where is your hotel?"

"In the centre of St. Moritz. Where are you speaking from?"

"I really don't know. But I'll ask the way. And what's your name, please?" — "My name is Markie."

Paul came back to the table and called the waiter.

"Do you know where the Hotel Stefani is? It's in the centre, isn't it?"

"Yes, it is. And you are in the café of the Hotel Stefani."

"What did you say?"

"I say this is the Hotel Stefani."

"Is it really? I'd like to speak to Mr Markie. Where is he?"

"One moment, sir. Oh, yes, he is over there."

Paul looked and saw the pleasant-looking man with grey hair not far from their table.

(After J. M. Ward)

* a pleasant-looking man with grey hair — мужчина приятной наружности с седыми волосами

b) Speak about:

1. the problem Paul and Patricia had when they wanted to get accommodation at a hotel;
2. how they found a room.

Ex. 28. Read the two texts about unusual hotels. Would you like to stay in any of them?

A

The people in Sweden call this hotel the Ice Hotel, because the walls, the reception desk, even the beds are made of ice¹. The temperature inside the hotel is between -9° and -3° .

The guests can visit some of the hotel's facilities: the sauna ['sɔ:nə], the cinema and the art gallery. The people build the Ice Hotel every year in December. Why? Because it melts² in summer!

¹ the beds are made of ice — кровати сделаны из льда

² to melt — таять (зд. о снеге)

B

The Undersea Hotel is not near the sea, it is under the sea. It is the world's first underwater hotel. It is in Florida, the USA. The hotel offers diving facilities. Divers needn't have heavy diving equipment, just long pipes. Visitors can also watch fantastic sea life out of the window.

(from "All Stars")

Ex. 29. Answer the questions:

1. Is it always necessary to go through the Customs when you go to a foreign country? Why?
2. What does a Customs officer usually ask passengers to do when they come up to his desk?
3. What questions does an Immigration officer ask passengers?

* * *

1. Do you always stay at a hotel when you go on business?
2. When and where did you last stay at a hotel?
3. How did you get to the hotel?
4. What did you write in a form when you arrived at the hotel?
5. What hotel facilities were there?
6. What kind of accommodation did you have?
7. Did you enjoy your stay at the hotel? Why?

Ex. 30. Speak about:

1. The hotel in a foreign country where you stayed.
2. Moscow hotels. Which of them are popular and why?

Ex. 31. Act out business dialogues. Use the situations.

1. You are going to visit a plant in Manchester. Phone the manager of the plant and ask him to make a reservation for you at a hotel.
3. Phone Mr Camp. Tell him that you have studied their catalogues and price-list. The quality of their television equipment meets your requirements and you would like to meet him to discuss prices, terms of payment and delivery. Make an appointment with Mr Camp.

UNIT VII**WRITTEN PRACTICE****Ex. 32. Change the sentences into reported speech.**

1. Mr Blake: "The Hilton Hotel is in the centre of London."
2. Mr Voronin: "How long will it take us to get to the hotel, Mr Blake?"
3. The Immigration officer: "What's the purpose of your visit?"
4. The secretary: "I have made a reservation for Mr Orlov at the Marriott Hotel."
5. Pete: "Can I pick you up at the office at 5.30, Mary?"
6. The manager: "We will discuss the terms of the contract next week."
7. Frank: "I spent my winter holiday in the Alps last year."
8. Mr Bell: "Does our price suit you, Mr Lavrov?"
9. Mr Brown: "We launched this model in Asia half a year ago."
10. Linda: "Did you go to the swimming pool at the weekend, Mary?"

Ex. 33. Write what the Customs officer asked one of the passengers at Kennedy Airport in New York in reported speech.

The Customs officer asked the passenger if he had got any things to declare. Then he asked him what the purpose of his visit to New York was. He wanted to know if he had any works of art. He won-

dered how long the man would stay in New York. He also wanted to know at which hotel the man was going to stay. Then he said that it was not necessary to open the suit-case and wished him to have a nice stay in the USA.

Ex. 34. Write questions on the situations:

1. Our director went on business to a foreign country last month.
2. I stayed at a hotel during my trip to New York.

Ex. 35. Translate into English.

Недавно я был в командировке в Англии. Я поехал туда, чтобы обсудить предложение фирмы «Блейк энд К^о» с г-ном Брауном, Президентом этой фирмы. Я долетел до Лондона за три с половиной часа. Мне понадобилось немного времени, чтобы пройти таможенный досмотр.

В аэропорту меня встретил мой друг. Он работает сейчас в Торгпредстве (at the Trade Delegation) и находится в Лондоне уже год. Я был рад снова увидеть его.

Мы сели в машину и поехали в гостиницу. Это был небольшой отель со всеми современными удобствами.

В гостинице администратор попросил меня заполнить бланк и дал мне ключ от моей комнаты. Пришел портъе, взял мой багаж, и мы поднялись в лифте на третий этаж в мой номер. Это был одноместный номер с ванной. В комнате был телефон, мини-бар и телевизор.

Мы с другом выпили по чашечке кофе и поехали в офис фирмы «Блейк энд К^о».

Ex. 36. Write about the hotel you stayed at during your last holiday (business trip).

UNIT VIII

VOCABULARY

- | | |
|-------------------|-------------------|
| 1. a bus <i>n</i> | — автобус |
| to go by bus | |
| to get on the bus | — сесть в автобус |

- to get off the bus** — сойти с автобуса
a shuttle bus — автобус, курсирующий на небольшое расстояние между двумя пунктами
2. **to go through** [θru:] — пройти через ...
to go through formalities — пройти через (зд. выполнить) формальности
3. **a sign** [sain] *n* — вывеска, объявление, указатель
a traffic sign — дорожный знак
4. **to greet** *v* — приветствовать, здороваться
to greet | visitors
| passengers
| guests
5. **a speed** *n* — скорость
at a speed of 100 kilometres an hour — со скоростью 100 км в час
at top speed — на предельной скорости
a speed limit — ограничитель скорости (предельно допустимая скорость)
6. **a mile** *n* — миля (линейная мера)
7. **a degree** [di'grɪ:] *n* — градус
10 degrees of cold — 10° мороза
at -10 degrees — при минус 10°
8. **above** [ə'baʊ] *prep* — больше, свыше
above 100 people — свыше 100 человек
above zero — выше нуля
9. **below** [bi'lou] *prep* — ниже
below zero — ниже нуля
10. **to wish** *v* — пожелать, желать (что-либо кому-либо)
to wish smb good morning (a nice trip) — пожелать кому-либо доброго утра (приятной поездки)
11. **an officer** ['ɔfisə] — служащий, сотрудник, чиновник
an Immigration officer — сотрудник Иммиграционной Службы
12. **a purpose** ['pə:pəs] *n* — цель, намерение
the purpose of | the visit
| the trip
| the talks
13. **a visit** ['vɪzɪt] *n* — визит, посещение
a visit to Moscow — визит в Москву
14. **order** ['ɔ:də] *n* — порядок, исправность
in order — в порядке, в исправности

- out of order** — не в порядке, неисправный
15. **the Customs (House) *n*** — таможня
to go through the Customs — пройти таможенный досмотр
a Customs officer — таможенник, сотрудник таможни
16. **to declare** [dɪ'kleɪ] *v* — декларировать, предъявлять вещи, облагаемые налогом (на таможне)
e.g. Have you got any things to declare?
17. **to be duty-free** — не подлежать обложению налогом
e.g. These things are duty-free.
18. **necessary** ['nesəs(ə)rɪ] *adj* — необходимый, нужный
e.g. It is necessary to see this film. — Необходимо (нужно) посмотреть этот фильм.
It is not necessary (= unnecessary) to discuss this problem. — Не нужно (нет необходимости) обсуждать эту проблему.
19. **a stay *n*** — пребывание
a long | **stay in London** — длительное | пребывание в Лон-
a week's | **done** — недельное | доне
e.g. Have a nice stay in Paris. — Желаю приятного пребывания в Париже.
20. **to take smb to some place** — отвезти (отводить) кого-либо куда-либо
to take the children to the cinema
to take the businessmen to the hotel
21. **a way** [weɪ] *n* — путь, дорога
on the way | **to the office** — по пути | в офис,
| **to the airport** | в аэропорт
| **home** | | домой
| **back** — на обратном пути
e.g. On the way home I met my friend.
22. **to impress** [ɪm'pres] *v* — впечатлять, производить впечатление
The film |
The book | **impressed me.**
The hotel |
23. **bright** [braɪt] *adj* — яркий
a bright | **advertisement**
| **sign**
24. **traffic** ['træfɪk] *n* — уличное движение, транспорт
much / heavy | **traffic** — большое движение (количество транспорта)

- little** — маленькое движение (количество транспорта)
- ▶ Слово **traffic** является неисчисляемым сущ. и не употребляется с неопр. артиклем и глаголом во мн.ч.
25. **left-hand adj** — левосторонний
left-hand traffic — левостороннее движение
e.g. There is left-hand traffic in England.
26. **right-hand adj** — правосторонний
right-hand traffic — правостороннее движение
27. **facilities** [fə'silitiz] *n (pl.)* — виды услуг, удобства, условия, средства
hotel — виды услуг, предоставляемые гостиницей
sports facilities — условия для занятий спортом
travel facilities — услуги, предоставляемые для путешествий
28. **indoor** ['ɪndɔ:] *adj* — находящийся в помещении
an indoor swimming pool
29. **outdoor** ['aʊtɔ:] *adj* — находящийся вне помещения, на открытом воздухе
an outdoor tennis court
outdoor games
30. **a guest** [gest] *n* — гость, постоялец (в гостинице)
31. **a reception** [rɪ'sepʃn] *n* — прием (гостей, официальных представителей)
a cocktail reception
32. **a meeting** *n* — 1. собрание, совещание, заседание
a business meeting — 2. встреча
the meeting between Mr Smith and the employees — встреча мистера Смита с сотрудниками
33. **each** [i:tʃ] *adj* — каждый
e.g. Each businessman must speak 1 or 2 foreign languages.
each *pron* — каждый, любой
e.g. In our office each has got a computer.
- We all know each other.** — Мы все знаем друг друга.
34. **to reserve** [rɪ'zə:v] *n* — заказывать, резервировать

to reserve | a table
a room
a seat

e.g. In the summer season it's necessary to reserve accommodation at a hotel in advance.

35. **single** ['sɪŋɡl] *adj* — одиночный, рассчитанный на одного
a single room — номер на одного человека
36. **double** [dʌbl] *adj* — двойной
a double room — номер на двоих
37. **noisy** ['nɔɪzi] *adj* — шумный
a noisy street
a noisy room
38. **to face** [feɪs] *v* — быть обращенным в сторону чего-либо, выходить на (в)
to face a garden
to face a sea
to face a street
e.g. The hotel faces the sea.
39. **to fill in** [fɪl] *v* — заполнять
to fill in a form — заполнять бланк
40. **a key** [ki:] *n* — ключ
a key to a room — ключ от комнаты
41. **to call** *v* — позвать, вызвать

ADDITIONAL WORDS AND EXPRESSIONS

1. **to decide** ['dɪ'saɪd] *v* — решать, принимать решение
e.g. We decided to spend the weekend in the country.
2. **to confirm** [kən'fɜ:m] *v* — подтверждать
to confirm the telephone message
to confirm the appointment
to confirm the reservation
3. **a maid** *n* — горничная
4. **to build** [bɪld] (**built, built**) *v* — строить
to build a house
to build a hotel
to build a plant
5. **cuisine** [kwɪ:'zɪn] *n* — кухня (пища, национальные блюда)

French

Japanese

Chinese

cuisine

6. a waiter *n*

— официант

7. a pipe *n*

— 1. труба; 2. трубопровод

SPEECH PATTERN

It takes (me) an hour to get to Sheremetyevo Airport. — (Мне) нужен час, чтобы добраться до аэропорта Шереметьево.

LESSON 2

- Grammar:
1. Degrees of Comparison of Adjectives (степени сравнения прилагательных).
 2. Reported Requests and Commands (просьбы и приказания в косвенной речи).
 3. Absolute Forms of Possessive Pronouns (абсолютные формы притяжательных местоимений).

Text: **Walking about London.**

UNIT I

GRAMMAR

SECTION I

DEGREES OF COMPARISON OF ADJECTIVES

**STEP 1. THE COMPARATIVE DEGREE (СРАВНИТЕЛЬНАЯ СТЕПЕНЬ).
READ, STUDY AND PRACTISE.**



This is a big house.



This is a bigger house. /
This house is bigger.



This is a beautiful house.



This is a more beautiful house /
This house is more beautiful.



1. Сравнительная степень

а) односложных и двусложных (с окончанием -у) прилагательных образуется:

adj + er big — bigger (согласный после краткой гласной удваивается)

 busy — busier (конечный у переходит в i)

б) большинства двусложных и многосложных прилагательных образуется:

more + adj modern — more modern

 beautiful — more beautiful

e.g. Volvo is **bigger than** Lada.

 Volvo is **more comfortable than** Lada.

2. При сравнении двух предметов / лиц обязательно употребление союза **than** (чем).

Ex. 1. Compare and speak.

a) Example: — **Which town is older — Voronezh or Novgorod?**
 — **I think Novgorod is older than Voronezh.**

- Sheremetyevo Airport / Vnukovo Airport / busy;
- Sokolniki Park / Gorky Park / quiet;
- the weather in St. Petersburg / in Jalta / wet, hot;
- London / New York / young;
- Samara / Moscow / noisy, large;
- Moscow University / Oxford University / old;
- the American people / the African people / rich;
- the Black sea / the Baltic sea / cold.

b) Example: — **Which is more beautiful — the centre or the new districts of Moscow?**
 — **Of course, the centre of Moscow is more beautiful than the new districts.**

- BMW / Lada / expensive;
- the Radisson Hotel / the Metropol Hotel / modern;
- a 5-star hotel / a 3-star hotel / comfortable;
- the Chinese language / the English language / difficult;
- the historical buildings in St. Petersburg / the modern buildings / beautiful;
- football / volleyball / popular;
- a book / a screen version of the book / interesting;
- the weather in July / the weather in December / wonderful.

Ex. 2. a) Read the dialogue. Compare travelling by train and by plane.

- A. I have a meeting in Paris tomorrow. How long does it take to get there from London?
B. It takes about 3 hours.
A. Which is faster — the train or the plane?
B. The plane is faster, but it takes time to check in, to go through the Customs and so on¹.
A. What about the price?
B. The train is a little cheaper², and it's certainly more comfortable and more relaxing.
A. In that case I think I'll go by train.
B. It'll take you three hours twenty minutes through the tunnel³ and there won't be any delays.

¹ so on — и так далее

² cheap — дешевый

³ the tunnel [ˈtʌnəl] — туннель (зд. через Ла-Манш)

b) Discuss the dialogue. What are "for" and "against" trains and planes?

c) Compare travelling by car and by train.

Ex. 3. Compare the life in a big city and in the country. Use the words:

fast, comfortable, safe, cheap, noisy, interesting, expensive, quiet, boring.

STEP 2. THE SUPERLATIVE DEGREE (ПРЕВОСХОДНАЯ СТЕПЕНЬ).

READ, STUDY AND PRACTISE.



This is a big house.



This is a bigger house.
This house is bigger.



This is the biggest house.



This is a beautiful house.



This is a more beautiful house.
This house is more beautiful.



This is the most beautiful house.



1. Превосходная степень

а) односложных и двусложных (с окончанием -у) прилагательных образуется:

adj + est

the biggest; the busiest

б) большинства двусложных и многосложных прилагательных образуется:

the most + adj

the most modern

the most beautiful

e.g. Paris is one of the most beautiful cities in Europe.

Paris is the most beautiful city I have (ever) seen.

с) ряд прилагательных образуют степени сравнения от других корней:

good	— better	— the best
bad	— worse	— the worst [wɜːst]
little	— less	— the least [liːst]
many / much	— more	— the most [məʊst]

2. Перед существительным с прилагательным в превосходной степени всегда стоит определенный артикль (в отличие от существительного с прилагательным в сравнительной степени).

Ex. 4. Give the superlative degree of the adjectives.

1. The (cold) place in the world is the Pole of Cold, Antarctica (-72°).
2. The (hot) place is Dallol, Ethiopia ($+94^{\circ}$).
3. The (wet) place is Kanai, Hawaii.
4. The world's (large) sea is the South China Sea.
5. The (heavy) bell in the world is the Tzar Kolokol in Moscow.
6. The world's (great) coffee drinkers are the people of Sweden.
7. The (old) writer in the world is Mrs Alice Pollock, England, who wrote her book when she was 102 years 8 months old.

(from the "Guinness Book of World Records")

Ex. 5. Do the superlatives test.

1. Which is the richest country in the world?
Russia? the USA? the UK?
2. What is the longest river in the world?
the Thames? the Amazon? the Nile?
3. Where is the fastest train in the world?
France? Japan? Italy?
4. Which country has the largest population?
India? China? the USA?
5. What is largest company in the world?
IBM? General Motors? Gasprom?
6. Who was the youngest President of the USA?
Kennedy? Roosevelt? Clinton?
7. What is the fastest passenger plane in the world?
Boeng? Concorde?
8. What is the world's biggest office?
the White House in Washington? the White House in Moscow? the Pen-
tagon?
9. Which country produces the best watches?
Japan? Russia? Switzerland?
10. Which was the most popular film in the history of the cinema?
"The Titanic"? "The Godfather"? "Gone with the Wind"?
11. Who are the richest people in the world?
Arab sheiks? Russian oligarchs? Bill Gates and the people of his
company?

**Ex. 6. a) Look at the list of hotels in a small English town.
Compare the hotels.**

Hotel Information						
Name	Rooms	Bar	Baths / showers	Double	Single	How to get there
Victoria	235	✓	baths	\$150.00	\$100.00	by taxi
Mirabelle	145	—	showers	\$90.00	\$80.00	by bus
Central	79	—	baths	\$70.00	\$65.00	by bus
Dover	34	✓	showers	\$60.00	\$50.00	by taxi

b) Answer:

- Which hotel is the biggest?
the smallest?
the most comfortable?

- the least comfortable?
- the cheapest?
- the most expensive?

Which transport is the fastest (the most convenient) to get to the hotel?

Ex. 7. Answer the questions and explain “why” you think so.

- What is the best film you have seen?
- the best book you have read?
- the best city you have visited?
- the best hotel you have stayed at?
- the worst holiday you have had?
- the worst TV show you have watched?
- the best airport you have been to?

Ex. 8. Agree or disagree. Give your reasons.

1. Travelling by train is less tiring than by car.
2. To rent a flat is cheaper than to buy a flat.
3. It is difficult to learn English but it's easier than to learn Japanese.
4. Life is more stressful now than it was 50 years ago.
5. The biggest problem in the world today is pollution.
6. Lego is the most popular game with children.
7. The most important thing in life is money.

Ex. 9. a) Read the text.

LIFE IN THE 21st CENTURY

Life in the 21st century will become better.

Robots will do most of the work, and our daily life will be easier. It doesn't mean we'll be lazier, no, but we'll do more creative jobs. People will live much longer — till they are 130 or 150 year old. Our cities will be cleaner, greener and safer. We'll drive electric cars and live in houses with a lot of plants and air-cleaning equipment. There will be no more wars, criminals and terrorists.

We'll have more free time and longer holidays. We'll travel in space and — who knows? — one day we'll possibly spend our holidays on Mars. We can make our planet a better place to live on, can't we?

b) Answer:

1. Do you agree with this opinion about the future?
2. With what facts don't you agree?

SECTION II

REPORTED REQUESTS AND COMMANDS

Study and practise.

- a) — Will you look through this price-list, please.
— Pardon?
— I asked you to look through this price-list.
- b) — Stay in bed for 3 days.
— How long did you say?
— I told you to stay in bed for 3 days.
- c) — Don't open the door, Ted.
— Sorry, could you repeat that?
— I asked you not to open the door.



При передаче просьбы или приказа в косвенной речи употребляется глагол **to ask** (*просить*), а для передачи приказа — **to tell** (*сказать, велеть, приказать*).

После этих слов необходимо употребить существительное или местоимение (адресанта просьбы или приказа) и инфинитив глагола.

Ex. 10. a) At the check-in desk the Customs officer says to passengers:

- Will you show your ticket and passport?
- Will you put the luggage on the scales?
- Will you open your suitcase?
- Take a boarding pass, please.
- Take your hand luggage and go to gate 5.

Now say what the Customs officer asks passengers to do.

b) A director often says to his secretary:

- Make some appointments for me, please.
- Send some faxes to our customers, please.
- Will you meet our partners and make coffee for them?
- Will you receive telephone messages during the lunch time?
- Please, don't speak on the phone about your private problems.
- Can you do some extra work after 6 today?

- Don't be late for work.
- Could you make a reservation for a plane to Moscow tomorrow.

Now say what else a director often asks / tells his secretary to do during the office hours.

SECTION III

ABSOLUTE FORMS OF POSSESSIVE PRONOUNS

STUDY AND PRACTISE.

	my her his book. our your their	mine. hers. It's his. ours. yours. theirs.
Whose book is this?	It's	It's



Притяжательные местоимения служат определением к существительному.

Абсолютная форма притяжательных местоимений употребляется самостоятельно и заменяет сочетание "притяжательное местоимение + существительное".

Ex. 11. Ask and answer as in the examples:

- a) — **Whose book is this?**
 — **This is mine (hers ...).**
- b) — **This is my mobile telephone. And where is yours (...)?**
 — **Mine is on the desk.**

Prompts: a report, a ticket, a desk, a computer, a car, a suitcase, a luggage, a CD.

UNIT II

SPEECH PATTERN

Pattern:

Most of the streets in London (= Most streets in London) are not very wide.



В значении "большинство, большая часть" слово **most** употребляется без артикля.

Ex. 12. Ask and answer.

Example: — What do you think of German cars?

— In my opinion, most of them (the cars) are of very high quality.

What do you think of

- Moscow hotels?
- blocks of flats in the new districts of Moscow?
- the resorts in the Crimea?
- Agatha Christie's detectives?
- Moscow airports?
- Japanese home electronic equipment?
- TV serials?
- Russian glamour magazines?
- the ski resorts in the Alps?
- the office equipment of big European companies?

UNIT III

WORKING ON THE TEXT

Read the text and the dialogue.

WALKING ABOUT LONDON

What is London?

We can say that it is one of the largest cities and ports in the world, that it is one of the most **important** world's business, **industrial** and **cultural** centres and that it is the **capital** of Great Britain.

But these answers don't give a full **idea** of London.

London is the oldest city in the country. It is two thousand and five hundred years old. The London **underground** (or the "tube")¹ is the longest in Europe. The **population** of London is **over** 7 million people.

As London is a very old city most of its **streets** are not very **wide** and most of the buildings are not **tall**, but **multi-storey** buildings have also **appeared** in London and almost all of them are hotels and offices. One of the tallest buildings in London is the Post Office Tower² which is a Telecommunication Centre **as well**.

Although London is a noisy and **crowded** city you can **find** green squares, gardens and parks there. The largest and the most popular park is Hyde park — a favourite place for many people on hot summer days.

The City³ of London is one of the most important **commercial** centres of the world. The City has its own **government** and its own **police**. There are banks, the Stock Exchange⁴, the Lloyd's building⁵ (which houses the famous **insurance** company) and many offices of international companies. There are **places of interest** in the City too among which is the London Tower⁶ and the beautiful Tower **Bridge**.

The most **pleasant part** of London is the West End⁷, **entertainment** and shopping centre. It is **famous** for its shops, expensive hotels, restaurants, **museums**, **cathedrals** and **monuments**. Only rich people live there. Westminster, the political centre of Great Britain, is in the West End too.

For many **centuries** the East End⁸, the industrial part of London, with its port, docks and factories was the least pleasant part of London. The houses there were **poor**, the streets were **narrow** and **dirty**, it was a home of **working-class** people. Now the East End **has changed**. The old docks closed between the 1960s and the 1980s. In 1991 Canada Tower, London's tallest building, appeared in the East End. A big shopping complex, offices, restaurants and hotels opened in and around Canada Tower. The East End has an airport, entertainment places, some galleries of modern art and a lot of sports facilities.

Like many big cities London has problems with traffic and **pollution**. The traffic problem is still there but the air is **cleaner** now and there are no smogs⁹ that London was famous for in the past.

London is a very English city, but it is the least **typical** of Britain, as it is very **cosmopolitan**. In the capital there are goods, **food**, entertainment and people from many countries of the world.

There is so much to see in London that even Londoners can always find new **sights**. They like to say: "When a man is tired of London, he is tired of life".

ASKING THE WAY

On the first day of his stay in London Borisov went **sightseeing**. After a bus tour of the city he decided to visit the British Museum. He asked a **passer-by** to show him the way to the Museum from Piccadilly.

Borisov: **Excuse me.** Can you tell me the way to the British Museum?

Passer-by: Oh yes. It's a 30 minutes' walk from here, but if you want to get there **quickly** you can go by bus.

Borisov: How do I get to the bus **stop**?

Lesson 2

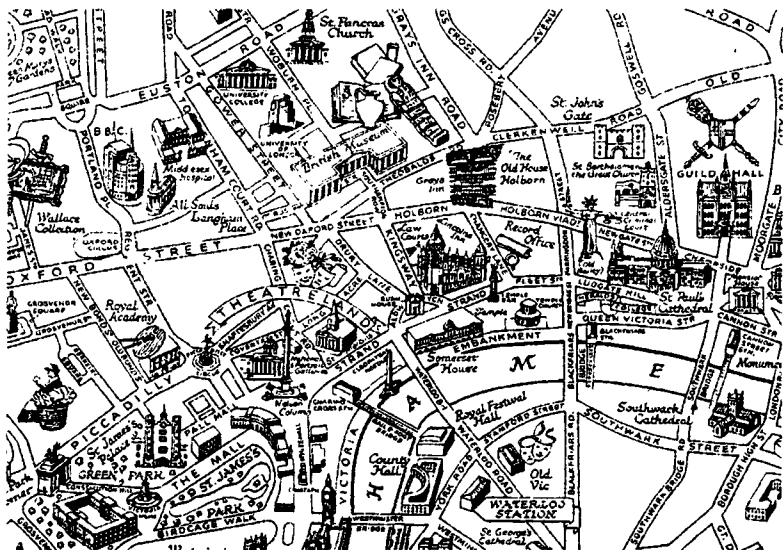
Passer-by: Go along Piccadilly, turn left into Regent Street, go straight on, cross Oxford Street at the traffic lights, and you will see the bus stop.

Borisov: What bus do I take?

Passer-by: Take bus 73 and go as far as New Oxford Street. It will take you 10 minutes. When you get off you'll see the Museum. You can't miss it.

Borisov: Thank you.

Passer-by: Not at all¹⁰.



¹ the "tube" — подземка (разговорное название лондонского метро)

² the Post Office Tower — башня Управления почт и телеграфа, а также телецентр

³ the City — Сити (старейшая часть Лондона; один из крупнейших деловых центров мира)

⁴ the Stock Exchange — Биржа

⁵ Lloyd's of London — англ. страховая компания, основана в конце XVII в.

⁶ the Tower — Тауэр. С конца XI в. — замок-крепость, одна из королевских резиденций (до XVII в.), гос. тюрьма (до 1820 г.), сейчас — музей.

⁷ the West End — Уэст-Энд (западная фешенебельная часть Лондона)

⁸ the East End — Ист-Энд (большой промышленный и портовый рабочий район в восточной части Лондона)

⁹ smog (от smoke + fog) — смог (туман, смешанный с дымом и копотью)

¹⁰ Not at all. — Не стоит (ответ на выражение благодарности).

NOTE THE PRONOUNCIATION:**complex** ['kɒmpleks] *n***gallery** ['gæləri] *n***cosmopolitan** [ˌkɒzmə'pɒlɪtən] *adj***international** [ˌɪntə'næʃənəl] *adj***Ex. 13. Check how well you remember the text.**

- | | | | |
|--|--|---|---|
| 1. How old is London? | <input type="checkbox"/> 2500 years old | <input type="checkbox"/> 1500 years old | <input type="checkbox"/> 2000 years old |
| 2. How big is the population of London? | <input type="checkbox"/> over 7 mln people | <input type="checkbox"/> about 7 mln people | <input type="checkbox"/> about 8 mln people |
| 3. What is the largest London park? | <input type="checkbox"/> Regents' Park | <input type="checkbox"/> Hyde Park | <input type="checkbox"/> Green Park |
| 4. Where is the Stock Exchange? | <input type="checkbox"/> in Oxford Street | <input type="checkbox"/> in the country | <input type="checkbox"/> in the City |
| 5. In what part of London can people visit famous museums? | <input type="checkbox"/> in Westminster | <input type="checkbox"/> in the East End | <input type="checkbox"/> in the West End |
| 6. In what part of London do working people live? | <input type="checkbox"/> in the centre of London | <input type="checkbox"/> in the East End | <input type="checkbox"/> outside London |
| 7. What is smog? | <input type="checkbox"/> it's heavy traffic | <input type="checkbox"/> it's rainy weather | <input type="checkbox"/> it's fog and smoke |
| 8. Why is London the least typical city of Britain? | Because: <input type="checkbox"/> it's a very large city <input type="checkbox"/> it's a cosmopolitan city <input type="checkbox"/> it's a modern city | | |

Ex. 14. What do you remember from the text about:

1. The general information about London.
2. London as a green city.
3. The City of London.
4. The West End of London.
5. The East End of London, it's past and present.
6. London as a cosmopolitan city.

Ex. 15. a) Answer the questions.

1. What places do you think Borisov saw during his bus tour of London?
2. Why did he decide to visit the British Museum?

b) What do you remember from the dialogue about:

1. The instructions the passer-by gave to Mr Borisov how to get to the British Museum by bus.
2. The time it will take Borisov to walk or to go to the Museum by bus from Piccadilly.

UNIT IV

WORKING ON WORDS

to be famous for ...

Ex. 16. a) Speak about different countries.

Example: London is famous for its beautiful cathedrals.

- Egypt / pyramids
- China / the Great Wall
- France / cuisine
- Russia / cold climate
- Cuba / wonderful beaches
- Japan / high-tech industries

b) Speak in the same way about:

the cities: Moscow, St. Petersburg, Paris, New York, Rome, Dresden, any other city you have visited.

the people: Pablo Picasso, Henry Ford, Bill Gates, Agatha Christie, Sergei Esenin, Charlie Chaplin, the Beatles.

to go sightseeing
to see the sights

Ex. 17. Speak about some interesting city you have visited. Why did you decide to visit it? How often did you go sightseeing?

- Examples:**
1. Last year I visited Vienna. Every morning I went sightseeing.
 2. I went to Vienna to see the sights of this beautiful city.

a thirty minutes' walk

Ex. 18. Ask and answer.

Example: — I'd like to walk from the Bolshoi Theatre to Red Square.
Is it far?

— It's a fifteen minutes' walk.

You are in Arbat street.

You want to get to

- the nearest Underground Station;
- the nearest Macdonald's Restaurant;
- the Book Shop in New Arbat;
- Pushkin Square;
- Tverskaya Street;
- Glazunov's Art Gallery;
- the Kremlin;
- the Pushkinsky Cinema.

UNIT V**ARTICLES****Ex. 19. a) Supply articles where necessary.**

A

1. I met Ann in ... street yesterday.
2. ... Oxford street is in ... centre of London.
3. My friends live in ... quiet street in Pskov.
4. — Is there ... square near your hotel?
— Yes, ... square is very beautiful. It's ... Madison Square.
5. ... Moscow Underground is ... most beautiful underground in the world.
6. Is there ... underground in Samara?
7. ... Arbat street is ... long way from here. You must go there by ... underground.
8. — Which underground station do I take to get to ... Tverskaya Street?
— Take ... underground at Kitai-Gorod.
9. — I like that building. What is it?
— It's ... museum.
— What museum is it?
— It's ... British Museum.

— Have you been to ... museum?

— Yes, I was there last year.

10. ... industrial cities have ... problems ... of air pollution.

11. We did not go swimming in ... river last summer because of ... water pollution.

B

MOSCOW

When I come to Moscow I always reserve ... accommodation at ... Metropol Hotel. I think it is better than ... other Moscow hotels.

... Metropol Hotel is only ... few minutes' walk from ... Red Square. I like ... square very much. In earlier days "red" meant "beautiful". It is really beautiful, and I do not know if ... Red Square is more beautiful in summer or in winter.

If you want to go to some place by ... underground you can take ... underground at ... Revolution Square station which is near ... hotel.

... Moscow Underground is ... most famous in ... world, ... stations are beautiful and bright.

There are about 60 museums in Moscow and it is difficult to see all of them during ... month.

But I saw many places of interest in Moscow: ... Pushkin Museum, ... Kremlin and ... Tretjakov Gallery.

There are ... lot of parks in Moscow and many squares are as beautiful as parks.

Every evening I walked through ... Alexandrovsky Park near ... Kremlin. On Saturdays I liked to go to ... Gorky Park, my favourite of all ... Moscow parks.

(After "Holidays among the Russians" by D. Cusack)

b) Sum up what D. Cusack thinks of Moscow hotels, underground stations, places of interest and parks.

TENSES

Ex. 20. a) Supply the correct tense-forms.

A

1. Edinburgh ['edɪnbərə] (to be) the capital of Scotland since 1437.

2. England always (to play) the most important role in the history of Great Britain.

3. Even if you never (to be) to Britain, films, books and television (to give) you some ideas about this country.
4. English (to become) an international language. It (to be) the language of business, advertising, tourism and home computers.
5. The number of people who own their houses (to go up) in Britain, though it (to be) very expensive to buy a house there.
6. Over the last 50 years rock and pop music (to be) very popular in Britain and (to become) an important part of Britain's "pop" culture.
7. A lot of English people (to be interested) in going to the theatre and to concerts, but this kind of entertainment (to get) more and more expensive.

B

AT THE BUS STOP

Linda (to decide) to go to Hyde Park by bus. She (not to know) what bus to take and (to ask) a woman who (to be) at the bus stop.

Linda: What bus I (to take) to Hyde Park, please?

Woman: Take bus 16A.

Linda: It (to stop) here?

Woman: Yes, one just (to leave).

Linda: How long it (to take) me to get there?

Woman: It (to take) you about half an hour to get there at this time of the day. There (to be) a lot of traffic now. Look, bus 16A (to come).

Linda: Thank you.

b) Say what you remember about the woman's instructions how to get to Hyde Park.

PREPOSITIONS

Ex. 21. Supply the correct prepositions where necessary.

Oleg Gromov, a Russian businessman, has come ... London to make a contract ... English cars.

Mr Lewis, his business partner, is phoning ... him to invite him ... a business lunch.

Lewis: Well, Oleg, could you have lunch ... me today ... 12.30?

Gromov: Thank you, John.

- Lewis:* I know a good restaurant which is famous ... its Chinese cuisine. It's only a few minutes' walk ... your hotel.
- Gromov:* How do I get there?
- Lewis:* When you leave ... the hotel turn ... the left and go straight ... the street. The restaurant will be ... your right. It's a beautiful building. You can't miss it.
- Gromov:* Good. See you ... 12.30 then.

THE WORDS YOU MIX UP

Ex. 22. a) Choose and use.

sorry, excuse me

1. — ..., can you tell me the way to Highgate tube station?
— ..., I don't know.
2. — ..., I'm a bit late.
3. — ..., are you getting off at the next stop?
4. — ..., what bus do I take to get to the British Museum?
5. — ..., Mr Brown wants you on the phone.
6. — Can I speak to Mr White?
— ..., he is not in the office now.

b) What will you say if:

1. you cannot come to the lesson;
2. you want to ask the way to the nearest underground station;
3. you want to get information about the plane's take-off time;
4. you don't know the way to the nearest bus stop;
5. you would like to know where to check in for the flight;
6. you can't answer the teacher's question;
7. you can't hear your friend on the phone.

UNIT VI

SPEECH EXERCISES

Ex. 23. a) Read the text.

WASHINGTON D. C.

The capital of the USA is Washington D.C. (District of Columbia). The city is more than 100 years old, so it is not very old. Washington is one of the most important cities in the country, though it is not the largest.

The population is about 1 000 000 people. The city is not noisy and crowded. Most of the streets are wide, straight and green. There are a lot of beautiful and quiet parks and squares in Washington.

You can find many places of interest in the city: museums, memorials [mɪ'mɔ:riəlz] and monuments. The most famous buildings in Washington are the Capitol ['kæpɪtl] and the White House, the residence of the American President.

Washington has no problems with traffic and pollution, because it is a one-industry town. The industry is government.

b) Speak about Washington. Do you know more facts about the capital of the USA?

Ex. 24. a) Read the text.

NEW YORK

Although New York is not the capital of the United States, it is the biggest and the most important city in the country. Of all things it offers the best, the biggest, the brightest!

When people say "New York City" they usually mean Manhattan. The United Nations building, Rockefeller Centre, the Empire ['empərə] State building, Broadway, Chinatown, heavy traffic, advertisements, the most famous streets — you'll find all these in Manhattan.

Wall Street in Manhattan is the financial centre of the USA and the most important banking centre of the world.

Broadway is the symbol of American theatre, as Hollywood is the symbol of American cinema. Madison Avenue ['ævənju:] is the centre of advertising industry. Fifth Avenue is the most famous shopping centre.

Central Park is a beautiful green park in the centre of New York. It is a very popular place, but it's not safe to go there at night.

New York is also the cultural capital of the USA. There are more than 800 museums there. One of the best and the largest of them is the Metropolitan Museum of Art.

New York is the world's tallest city, the city of skyscrapers.

The Empire State Building is no longer the tallest, but the best-loved skyscraper with observatories on the 102nd floor. Not far from it is Rockefeller Centre — a city **within** a city. There are all kinds of offices, banks, theatres, music halls, restaurants and shops in this complex.

You can cross continents within New York, because it's a home of people of more than 80 nationalities.

This wonderful city has always been a door to the USA. But it's more than just a door. It's also a window, through which people can watch the life of the country.

(based on "Speak out")

b) Answer the questions:

- What kind of place is
| Manhattan?
| Broadway?
| Wall Street?
| Central Park?
| Rockefeller Centre?
- Why do people call New York "the city of skyscrapers"?
- Do you know more facts about New York?

Ex. 25. a) Read the dialogue.

ASKING THE WAY

On Friday Rod drove to Portland on business. He had very little money for the weekend and he decided to find a bank.

He parked his car near the bus station and spoke to the passer-by.

Rod: Excuse me. Is there a bank near here?

Passer-by: Yes, the nearest one is in Oak Street.

Rod: I'm afraid, I don't know where it is. How do I get to Oak Street?

Passer-by: Walk along Birch Street as far as the traffic lights. Then turn right and the bank is **at the end** of Oak Street on the right. You can't miss it. It's the Midland Bank.

Rod: Fine. Thank you.

Passer-by: You are welcome.

(from "Building Strategies")

b) Answer:

1. Why does Rod want to go to a bank?
2. How can he get to the Midland bank from the bus station?

Ex. 26. a) Read the text.

LONDON'S TRANSPORT SYSTEM

London's public transport system is one of the largest in Europe. The busiest times to travel are the two **rush hours** — between 8 a.m. and 9 a.m. and from 4.30 p.m. and 6.30 p.m.

The Underground (the "tube"), is usually the quickest way of travelling around London. It has 12 lines (each with its own colour code) and 274 stations (each with the Underground logo). Trains run every day, except Christmas Day, from 5.30 a.m. until just after midnight.



You can see the Underground maps at every station and in the trains. The maps show how to change lines from where you are to any station. There are 6 London transport zones and the cost of your travel depends on the zones you travel through.

You can buy single or return tickets from ticket offices and automatic ticket machines.

Bus travel is usually slow and can take a long time, especially during the morning and evening rush hours. One of London's most famous symbols — the red double-decker is a less usual sight now than it once was. The need to modernize the buses has resulted in the production of new modern buses which offer more comfortable seats. These buses have no conductor and you can buy tickets from ticket machines at central bus stops or from newsagents.

Night-time buses run on many popular routes from 11 p.m. until 6 a.m. If you are out late you can travel by one them.

b) Discuss the London public transport system. Is it different from the Moscow system?

Ex. 27. Answer the questions about Moscow:

1. What is the population of Moscow?
2. What is Moscow famous for?
3. Which is the oldest part of Moscow?
4. How has the city changed since the last century?
5. Is Moscow a busy and crowded city? Why do you think so?
6. What are the largest and most popular parks in Moscow?

7. What places of interest of Moscow can you recommend foreign businessmen to visit?
8. Monuments to what famous people can we see in Moscow?
9. Has Moscow like other big cities the problems of pollution and traffic?
10. Is the Moscow Underground really the most beautiful in the world?
11. Is it better to live in a new or in an old district of Moscow? Why?
12. Is Moscow like London a cosmopolitan city?

b) Sum up the information about Moscow. Add more facts about the capital of Russia.

c) Compare Moscow with St. Petersburg or some foreign city.

Ex. 28. Have a round-table discussion: "What are the most popular tourist centres of the world?" Speak about those of them you've visited or you'd like to visit.

Ex. 29. Act out dialogues:

1. Mr Glen is in Moscow. Tell him how to walk from the Metropol Hotel to:
Red Square;
Tverskaja Street;
Puskinskaja Square.
Tell him how to get to the Pushkin Museum / Arbat street by public transport.
2. Speak with him about his impressions of Moscow.

UNIT VII

WRITTEN PRACTICE

Ex. 30. Use the correct form of the pronouns. Write the sentences.

1. — (My, mine) TV set is of the latest model.
— (My, mine) is of the latest model too.
2. (Their, theirs) garden is as big as (our, ours).

3. (Her, hers) children go to school. (My, mine) are students.
4. — Is it (your, yours) file?
— No, I think it is (your, yours).
5. Yesterday we met Tom and Kate. We gave them (our, ours) address and they gave us (their, theirs).
6. — Excuse me! You have taken (my, mine) book.
— I'm sorry, I thought it was (my, mine).
7. Madlen has bought a new flat. It is very comfortable, but smaller than (our, ours).

Ex. 31. Change the dialogues into indirect speech and write them.

1. *Jane:* Can you tell me the way to the nearest book shop?
Passer-by: Go straight on, cross the street, turn left at the traffic lights. You will see the shop in a few minutes.
2. *Lucy:* What places of interest do you recommend me to see in London?
Tom: Go and see the National Gallery, visit the British Museum, walk about Hyde Park and take the 6 o'clock train back home. Oh, and don't go shopping in Oxford Street. The shops there are very expensive.

Ex. 32. Use the correct form of the adjectives. Write down the sentences.

1. My flat is (large) than my friend's flat.
2. My son has (many) lessons today than yesterday.
3. Moscow is (large) city of our country.
4. Moscow buses are (comfortable) than double-deckers.
5. This is (beautiful) park I have ever seen.
6. This is (good) book I have ever read.
7. The weather today is (bad) than it was yesterday.

Ex. 33. Translate into English.

A

1. В Лондоне более напряженное транспортное движение, чем в других английских городах.
2. В Лондоне находится самый большой в мире магазин игрушек (toyshop). Это — самый любимый магазин английских детей.
3. Хитроу — один из самых крупных аэропортов мира.

4. Я думаю, что футбол более популярен, чем другие виды спорта.
5. Питер — самый интересный человек, которого я когда-либо встречал.
6. Магазины в Лондоне более дорогие, чем в других городах страны.
7. Это самый плохой фильм, который я видел.
8. По-моему, японские машины самые лучшие, самые быстрые и самые удобные.

В

1. Кто самый популярный актер этого года?
2. Гостиница «Метрополь» более комфортабельная и красивая, чем гостиница «Украина», но она более дорогая.
3. В Лондоне больше парков, чем в любом другом городе Англии.
4. Г-н Петров знает больше иностранных языков, чем другие бизнесмены нашей фирмы.
5. Это самый лучший самолет, на котором я когда-либо летал.
6. Не останавливайтесь в этой гостинице, она самая плохая в городе.
7. Завтра погода будет хуже, чем сегодня.
8. Праздник Нового года гораздо менее популярен в Европе, чем Рождество (Christmas).
9. Рождество — самый любимый и самый важный праздник в большинстве стран.

С

1. Осака — второй самый большой город Японии. В одной части города находятся небоскребы, крупные отели, магазины и современные здания.
В другой части города находятся театры, рестораны, кафе, игровые залы. Вечерами здесь можно увидеть все население города: бизнесменов, студентов, сотрудников офисов, подростков. Они приходят сюда пообедать, сделать покупки, послушать музыку.
Конечно, Осака менее знаменит, чем Токио, но это — красивый, большой город, улицы которого всегда полны людей и который живет интересной жизнью.
2. Греция (Greece) — замечательная туристическая страна. Там очень много достопримечательностей и прекрасных пляжей

для тех, кто хочет не только посещать музеи, но и отдохнуть на побережье. Греция — спокойное, безопасное место, преступность там очень низкая.

В Афинах (Athens) — столице страны есть проблемы транспорта и загрязнения воздуха, но в других городах этих проблем нет, так как там нет промышленности.

3. Прага (Prague) не является самым большим городом Европы, но это один из самых красивых городов мира.

В городе можно увидеть много прекрасных зданий и памятников, театров, ресторанов. Там также множество концертных залов. Прага знаменита своим музыкальным фестивалем (music festival) “Пражская весна”.

UNIT VIII

VOCABULARY

1. **important** [ɪm'pɔ:tənt] *adj* — важный
an important event
important information
e.g. This contract is very important to us. It's important for us to discuss the price today.
2. **industrial** [ɪn'dʌstriəl] *adj* — промышленный, индустриальный
an industrial

city
centre

industry ['ɪndʌstri] *n* — промышленность, индустрия
heavy industry — тяжелая промышленность
3. **cultural** ['kʌltʃ(ə)r(ə)l] *adj* — культурный
a cultural centre
culture ['kʌltʃə] *n* — культура
4. **a capital** ['kæpɪtəl] *n* — столица
(a capital city)
5. **an idea** [aɪ'diə] *n* — идея, мысль
That's a good idea. — Хорошая мысль.
to have an idea of smth — иметь представление о чем-либо
to have no idea

of smth
(that) ...

e.g. I had no idea he could do that. — Я не представлял, что он может так поступить.

6. **(the) underground** — метро
 [ʌndə'graʊnd] *n*
in the underground — в метро
to take the underground — садиться в метро
to go by underground — ехать на метро

an underground | station
 | train

e.g. Take the underground at Oxford Circus.

Обратите внимание на артикль:

▶ the | Moscow | London | underground | no: Oxford Circus | Kitai-Gorod | underground station

7. **population** [pɒpjʊ'leɪʃən] *n* — население
e.g. The population of Moscow is about 12 million people.

8. **over** ['oʊvə] *prep* — (указывает на большее количество) выше, сверх, больше
over 5 million — больше пяти миллионов

9. **as** *conj* — (вводит придаточное предложение причины) так как, поскольку
e.g. As you are busy, I'll translate the letter. — Так как вы заняты, письмо переведу я.

10. **a street** [stri:t] *n* — улица
in the street — на улице
e.g. I met him in Pushkin street yesterday.

▶ Перед названием улиц артикль не употребляется.
Напр. Oxford Street.

11. **wide** [waɪd] *adj* — широкий
a wide street
12. **tall** [tɔ:l] *adj* — высокий

a tall | block of flats
 | man
 | building

13. **multi-storey** ['mʌlti'stɔ:ri] *adj* — многоэтажный
a multi-storey | hotel
 | building

e.g. My friend lives in a multi-storey house.

14. **to appear** [ə'piə] *v* — появляться
 e.g. A lot of multi-storey buildings have appeared in our district lately.
15. **as well** — к тому же, также
16. **although** [ɔ:l'dəu] *conj* — хотя
 e.g. Although the price was very high, we decided to buy the car.
17. **crowded** ['kraudɪd] *adj* — переполненный, густонаселенный, битком набитый

to be crowded with visitors
 cars
 holidaymakers
 people

e.g. In summer popular resorts are crowded with holidaymakers.

18. **to find (found, found)** [faɪnd, faʊnd] *v* — находить, отыскать
 e.g. I can't find my English textbook. Have you seen it?

19. **a square** [skweə] *n* — площадь
a quiet square in Red Square

Перед названием площадей артикль не употребляется.

► *Напр. Madison Square.*

20. **commercial** [kə'mɜ:(ə)l] *adj* — торговый, коммерческий
a commercial centre
commerce ['kɔ:mə(:)s] — торговля, коммерция
21. **a government** ['gʌvnmənt] *n* — правительство
the Labour government — Лейбористское правительство
the government of Russia — правительство России
22. **police** [pə'li:s] *n* — полиция
23. **insurance** [ɪn'sʊərəns] *n* — страхование
an insurance company
24. **a place of interest** — достопримечательность

► **A place of interest** — то, что принято считать интересным для показа, например: музеи, картинные галереи и т. д.

to visit
to see
to show

places of interest

e.g. What places of interest of
Moscow have you seen?

25. a bridge [brɪdʒ] *n* — мост

Перед названием мостов артикль не употребляется.

Напр. Waterloo Bridge

26. pleasant ['plezənt] *adj* — приятный

a pleasant | park
| woman

e.g. It's pleasant to sit in a
quiet park on a hot day.

27. a part *n* — часть

a part of the | country
| city

e.g. In what part of Moscow
do you live?

28. a shop [ʃɒp] *n* — магазин

to buy smth in / at a shop

a shopping centre — торговый центр

29. entertainment [entə'teɪnmənt] *n* — развлечение, зрелищное
мероприятие, представление
an entertainment centre — развлекательный центр / центр раз-
влечений

e.g. Piccadilly Circus is the
centre of entertainment in
the West End.

30. famous ['feɪməs] *adj* — известный, знаменитый

a famous | book
| actor
| city

to be famous for smth

e.g. Brighton is famous for its
beaches.

31. a museum [mju:'ziəm] *n* — музей

e.g. There are a lot of famous
pictures at / in the Push-
kin museum.

Перед названием музеев употребляется определенный артикль.

Напр. the British Museum.

32. **a cathedral** [kə'θi:drəl] *n* — собор
St. Paul's Cathedral — Собор Св. Павла
33. **a monument** ['mɒnjumənt] *n* — памятник
a monument to smb, smth
the monument to Peter the 1st
34. **a century** ['sentʃuri] *n* — столетие, век
the 21st century
35. **poor** [puə] *adj* — бедный; плохой; низкосортный
poor | **people**
| **districts**
| **houses**
to be of poor quality — быть низкого качества
e.g. The goods of this company are of poor quality.
36. **narrow** ['nærou] *adj* — узкий
a narrow | **beach**
| **street**
37. **dirty** ['dɜ:ti] *adj* — грязный
38. **working class** *n* — рабочий класс
working-class people — рабочие
39. **to change** ['tʃeɪndʒ] *v* — 1. менять; 2. меняться
to change | **a job**
| **a place of living.**
e.g. I hope the weather will change for the better soon. — Надеюсь, что скоро погода изменится к лучшему.
40. **like** (в знач. предлога) — подобно, как и ...
e.g. Like other big cities Moscow has many problems.
41. **pollution** [pə'lu:ʃn] *n* — загрязнение окружающей среды
42. **clean** [kli:n] *adj* — чистый
clean | **air**
| **windows**
43. **typical** ['tɪpɪkəl] *adj* — типичный
a typical Englishman
to be typical of ... — типично для ... быть типичным для ...
e.g. This town is typical of old Russia.

44. **food** [fud] *n* — 1. пища, еда; 2. продовольствие, продукты питания
45. **sights** [saɪts] *n (pl.)* — достопримечательности
- ▶ **Sights** — более широкое понятие, чем **places of interest**. Включает и просто красивые дома, сады и т.д.
- to go sightseeing** [ˈsaɪtsi:ŋ] — осматривать достопримечательности
syn. to see the sights
e.g. When I visit a city for the first time I always go sightseeing.
46. **a passer-by** [ˈpa:səbaɪ] *n* — прохожий
47. **to excuse** [ɪksˈkju:z] *v* — извинять, прощать
Excuse me. — Извините.
(syn. I am sorry / Sorry)
- ▶ **Excuse me** употребляется при обращении к кому-либо, когда нужно привлечь чье-либо внимание.
Sorry употребляется для выражения сожаления по поводу сделанного или сказанного.
48. **quickly** [ˈkwɪkli] *adv* — быстро
to walk | **quickly**
to answer |
quick *adj* — быстрый
49. **to stop** *v* — 1. останавливать
 2. останавливаться
e.g. We stopped a passer-by to ask him the way to Oxford Street.
- a stop** [stɒp] *n* — остановка
a bus stop — автобусная остановка
e.g. At what stop are you getting off?
50. **along** [əˈlɒŋ] *prep* — (указывает на движение вдоль чего-либо) вдоль (по), по ...
to go | **along (Oxford street)**
to walk |
51. **to turn** [tɜ:n] *v* — повернуть
to turn | **(to the) right**
 | **(to the) left**

52. **straight** [stret] *adj* — прямой
adv — прямо
to go straight on — идти прямо (направление движения)
- e.g.* Go straight on along this street.
53. **to cross** *v* — пересекать, переходить
- | | | | |
|-----------------|--|-----------------|---|
| to cross | | a street | — |
| | | a square | |
| | | a park | |
- a crossing** *n* — пешеходный переход
- e.g.* We must cross the street at the crossing.
54. **traffic-lights** *n* — светофор
at the traffic-lights — у светофора
55. **as far as** — до (к-л места)
e.g. We went as far as the bus stop. — Мы дошли до автобусной остановки.
56. **to miss** *v* — пропустить, не заметить, пройти мимо
You can't miss the museum. — Вы не можете не заметить (не пройдете мимо) музея.

ADDITIONAL WORDS AND EXPRESSIONS

1. **financial** [faɪ'nænʃ(ə)l] *adj* — финансовый
finance *n* — финансы
the Ministry of Finance
to finance *v* — финансировать
2. **a skyscraper** ['skaɪ,skreɪpə] *n* — небоскреб, высотный дом
3. **within** [wɪ'dɪn] *prep* — (указывает на нахождение внутри какого-либо пространства) в, внутри, в пределах
4. **an end** *n* — конец, окончание
at the end (of the street, film, book) — в конце (улицы, фильма, книги)
5. **free** *adj* — свободный
free time
e.g. Are you free tomorrow?
6. **space** *n* — космос, космическое пространство
to travel in space
8. **a rush hour** — час пик
9. **a route** [ru:t] — маршрут

SPEECH PATTERN

Most of the streets (Most — Большинство улиц в Лондоне не streets) in London are not очень широкие.
very wide.

LESSON 3

Grammar:	1. Adverbs (наречия). Formation. Degrees of Comparison. 2. Compounds (производные) of some, any, no, every . 3. Adverbial Clauses of Time and Condition (придаточные предложения времени и условия, относящиеся к будущему).
Text:	Discussing the Delivery Terms and Time.

UNIT I

GRAMMAR

SECTION I

ADVERBS. FORMATION. DEGREES OF COMPARISON

STEP 1. FORMATION. READ AND STUDY.

- The secretary did the work very quickly and very well.
- Bad news travels fast.
- Jane arrived at the office early.



Большинство наречий образуются от прилагательных прибавлением суффикса **-ly**:

bad	—	badly
heavy	—	heavily
beautiful	—	beautifully

Ряд наречий совпадают по форме с прилагательными: **early, fast, late, little, much**.

Ex. 1. Form adverbs from the adjectives:

active; comfortable; full; possible; necessary; traditional; beautiful; cheap; easy; quiet; urgent; wonderful.

STEP 2. DEGREES OF COMPARISON. READ, STUDY AND PRACTISE.



Степени сравнения наречий образуются:

- для односложных наречий и наречия **early** путем прибавления окончаний **-er, -est**:

high	—	higher	—	highest
early	—	earlier	—	earliest

- 2) для наречий, состоящих из двух и более слогов при помощи **more, most**:

quickly — **more quickly** — **most quickly**

- 3) **Исключения:**

well — better — best

badly — worse — worst

little — less — least

much — more — most

В предложениях с наречиями в сравнительной степени употребляется союз **than**:

He works **more than** I do.

В предложениях с наречиями в превосходной степени может употребляться конструкция наречие + **of all**:

She speaks **best of all**.

He runs **fastest of all**.

Ex. 2. Form the degrees of comparison from the adverbs:

quietly, late, often, comfortably, badly, quickly, much, heavily, little, beautifully, fully, actively, early, closely.

Ex. 3. Supply the correct forms of the adverbs.

1. The traffic hasn't been heavy today and I could get to the office (quickly) than yesterday.
2. Mike speaks English (well) than the other students, because he studies very much.
3. On Monday I come home (late) than on the other days because it's the busiest day.
4. Peter swims (well) of all.
5. The director will stay in London for a week or a bit (long).
6. (Often) I spend my summer holidays on the coast of the Black Sea.
7. Jane usually arrives at the office (early) than the other people of the company.
8. Sam bought some furniture for his flat (cheaply) than he planned.
9. You can get to any place by Underground (quickly) than by bus.
10. Irene plays tennis (badly) than her friends.

Ex. 4. Answer the questions.

1. What places of interest in Moscow do you like best of all?
2. What places in Moscow do foreign visitors go to see most often?

3. Who speaks English best of all in your office?
Why does he know English better than the other people in the office?
4. Why do you sometimes stay in the office later than usual?
5. Where do you most often go at weekends?
6. By what transport can you get to Sheremetyevo Airport more quickly — by a shuttle bus or by taxi?
7. In what parts of Russia does it snow most heavily in winter?
Where does it rain most heavily in summer?
8. Where can you buy food more cheaply — in a small shop or in a supermarket?
9. Which place of interest in London (Paris, Rome) would you like to visit most of all?
Why would you like to visit this place more than the other places?
10. Which TV programme do you like least of all?

SECTION II

COMPOUNDS OF SOME, ANY, NO, EVERY

STEP 1. READ AND REMEMBER:

	+ thing (for things)	+ body = + one (for people)	+ where (for places)
some + (утверд. предлож.)	something ['sʌmθɪŋ] что-то, что-нибудь	somebody = someone ['sʌmbədi] ['sʌmwʌn] кто-то, кто-нибудь	somewhere ['sʌmwɛə] где-то, где- нибудь, куда- нибудь
any + (отриц. и вопр. предлож.)	anything ['eniθɪŋ] что-то, что-нибудь	anybody = anyone ['enibədi] ['eniwʌn] кто-то, кто-нибудь, любой	anywhere ['eniwɛə] где-нибудь, куда-нибудь
no + (отриц. предлож.)	nothing ['nʌθɪŋ] ничто, ничего	nobody = no one ['nəʊbədi] ['nəʊwʌn] никто, никого	nowhere ['nəʊwɛə] нигде, никуда
every + (утверд. предлож.)	everything ['evriθɪŋ] всё	everybody = everyone ['evribədi] ['evriwʌn] все, каждый	everywhere ['evriwɛə] везде, повсюду, всюду



Производные местоимения с **-body**, **-one** и **-thing** в роли подлежащего согласуются с глаголом в единственном числе и употребляются в предложении по тем же правилам, что и неопределенные местоимения **some**, **any**.

Ex. 5. Read and translate the dialogues:

- a) — Have you heard **anything** about the new model of computers?
— No, I've heard **nothing** about it.
- b) — Can you tell me **anything** about the places of interest of London?
— Yes, I can tell you **something**, but not very much.
- c) — Has **anyone** phoned me?
— No, **nobody** has.
— If **somebody** phones, tell him that I'll come back soon.
- d) — Will you go **anywhere** in July?
— I'd like to go **somewhere**, if I have a holiday.

STEP 2. PRACTISE THE USE OF THE COMPOUNDS OF SOME, ANY, NO AND EVERY.

Ex. 6. Ask and answer.

Example: — **Do you know anything about Brighton?**
— **Yes, it a popular resort near London.**

Do you know anything about	Heathrow Airport? the London Hilton Hotel? the West End of London? Rockefeller Centre in New York? the White House in Washington? Hyde Park in London? the Metropol Hotel in the centre of Moscow? the weather in London in winter?
----------------------------	--

Ex. 7. Act out similar dialogues:

Example: — **Let's go somewhere tonight (at the weekend ...).**
— **I don't want to go anywhere (I'd like to watch TV ...).**

Ex. 8. The manager is speaking to the people in the office.

She / He asks: Can anybody ...

- перевести этот факс?
- заехать в отель за мистером Брауном?
- просмотреть новый каталог легковых машин?
- договориться о встрече с миссис Фаунтон?
- сделать несколько копий нашего типового контракта?
- отправить срочный факс в Лондон?
- найти информацию о ценах на немецкие холодильники?
- подготовить сообщение о ситуации на рынке встроенной кухонной мебели?

Answer her / him.

Ex. 9. Supply the correct compounds.

1. ... likes skiing.
2. There is ... interesting for you to read in this journal. I recommend you to take it.
3. ... reads a lot in Russia.
4. Ask Mr Voronin to tell us ... about his visit to Great Britain.
5. Let's go to the beach. ... has already gone there.
6. There is ... in the park. It's cold.
7. ... phoned you half an hour ago. I asked him to phone back at two o'clock.
8. Have you read ... interesting lately?
9. I'm sorry I haven't heard ... about the new film.
10. There was ... interesting on TV yesterday, that's why I didn't watch it.
11. Have you ever met ... famous?
12. Mr Smith lives ... near London.
13. There are a lot of sports, cultural and entertainment facilities in Portland. We can say that there is ... for ...
14. — Have you been ... outside London?
— No, I haven't been ... yet, but I'm planning to go to Windsor.
15. ... knows that the British Prime Minister lives at No 10 Downing Street in London.

SECTION III

ADVERBIAL CLAUSES OF TIME AND CONDITION

STEP 1. READ, STUDY AND PRACTISE.

- a) I'll speak to Mary $\begin{matrix} \nearrow \\ \searrow \end{matrix}$ when she arrives home.
 after she finishes her work.
- b) I'll stay at home \longrightarrow till (until) the children come back.
- c) You will get to the office
 more quickly \longrightarrow if you go by bus.
- d) We will make the contract \rightarrow if the company gives a discount.



В придаточных предложениях условия и времени, относящихся к будущему, после союзов *if если, when когда, before прежде чем, as soon as как только, after после того как, till (until) до тех пор пока не* вместо будущего времени употребляется настоящее.

После союзов *till (until)* сказуемое всегда стоит в утвердительной форме (см. пример "b").

Ex. 10. Continue the sentences:

- If I have free time tonight ...
- If I go to London ...
- If the weather is good at the weekend ...
- If your company is interested in (German) goods ...
- When I come to the office tomorrow ...
- After I finish work tonight ...
- After I arrive at Sheremetyevo Airport ...
- As soon as we receive the Sellers' offer ...
- Before I go on holiday ...
- When I speak English very well ...

* * *

- I won't go to the country till ...
- We won't sign the contract till ...
- I won't go and have lunch until ...
- We won't discuss the terms of the contract until ...
- I won't go to Yalta for a holiday until ...
- I won't invite my friends to see the new flat until ...
- Dan won't buy a new car till ...

Ex. 11. Your friend is going on a business trip. Ask him:

1. What he will do before he goes on business to a foreign country.
2. What business matters he will discuss at the talks before he signs a contract.
3. What he will do if the price for the Seller's goods doesn't suit him.
4. Whether the foreign company will give a discount in case the Russian company places a big order.
5. What he will do in the evenings if he has free time.
6. Where he will go if he wants to buy some souvenirs.
7. What he will do before he flies back to Russia.

STEP 2. READ AND COMPARE.

Придаточные дополнительные предложения	Придаточные предложения времени и условия
1. Ask the secretary when the businessmen will finish the talks.	1. When the businessmen finish the talks they will invite Mr Brown to a restaurant.
2. Mr Bond asks the secretary if Mr Blake will be busy at 11 tomorrow.	2. Mr Bond says that if Mr Blake is busy at 11, he will come to see him after lunch.



В отличие от условных и временных придаточных предложений, в дополнительных придаточных предложениях, которые относятся к будущему и вводятся союзами **if** и **when**, глагол стоит не в настоящем, а в будущем времени.

Ex. 12. Choose the correct forms of the verbs.

1. I don't know if the company (give, will give) us a 10% discount.
2. The director asks the secretary when she (fax, will fax) the contract.
3. We'll speak about the terms of delivery after we (discuss, will discuss) the price for the goods.
4. I'll stay at this hotel if they (offer, will offer) me a single room with a private bathroom.
5. I don't know if my friends (go, will go) on a package tour of France next month.
6. I am not sure if the new model of pump (is, will be) in demand on the market.

7. Eliza would like to know if Mr Gromov (go, will go) sightseeng in London.
8. The secretary will meet the Chinese businessmen when they (arrive, will arrive) at the office.
9. I'll go to see the new detective film if you (recommend, will recommend) me to see it.
10. The French sportsmen will go to see the new sports centre outside Moscow if you (tell, will tell) them how to get there.

UNIT II

SPEECH PATTERN

- | |
|--|
| <ul style="list-style-type: none">— What's the weather like in Moscow in winter / in autumn?— It often snows in winter. (It often rains in autumn.) |
|--|



Русским безличным предложениям “Идет дождь / снег” соответствуют английские предложения “It rains / snows”, где “it” является подлежащим, а to rain / to snow в различных временных формах употребляются как обычные глаголы:
It doesn't rain / snow.
It rained / snowed.
Did it rain / snow? и т.д.

Ex. 13. Answer the questions.

1. In what parts of our country does it rain / snow heavily?
2. What was the weather like in Moscow last winter?
3. What was the weather like in Moscow last summer?
4. What is the weather like in London in different seasons? Is London famous for rainy weather?
5. Does it sometimes rain in the Crimea in summer?
6. Does it often or seldom snow in the mountains in the Caucasus?
7. What do people like doing when it's raining / snowing?
8. What was the weather like when you left the office yesterday?
9. Does it sometimes snow in Africa? What's the weather like there in different seasons?
10. Does it rain more often or more seldom in St. Petersburg than in Moscow?

UNIT III

WORKING ON THE TEXT

Read the text and the dialogue.

DISCUSSING THE DELIVERY TERMS AND TIME

A

Rossimport is interested in buying pumps for a shop of a large plant in Siberia [saɪ'biəriə]. The shop is under construction and the customers require the pumps urgently as they must complete the work by the end of the year.

Mr Borisov works in the Purchasing Department of Rossimport and deals in this kind of equipment. He arrived in London to make a contract with Bond&Co, a leading manufacturer of pumps in Great Britain.

The Sales Manager of Bond&Co Mr Stanley invited Borisov for the talks to his office in the centre of London.

B

- Stanley:* Glad to meet you, Mr Borisov. Will you take a seat, please.
- Borisov:* Thank you.
- Stanley:* Have you seen any places of interest in London?
- Borisov:* Yes, but not many. It has rained all the time since I arrived.
- Stanley:* Oh, I hope the weather will change for the better¹. It'll stop raining and you'll enjoy sightseeing in London. Well, let's discuss business now. What can I do for you?
- Borisov:* We know you've started producing a new model of pumps. The quality of the model meets our requirements and we'd like to place an order with you. Can you make us an offer for 150 pumps?
- Stanley:* Sure! When would you like to have them?
- Borisov:* The sooner — the better². Actually, we require the pumps for immediate delivery.
- Stanley:* Well, you see³, Mr Borisov, the demand for this equipment is great and we are heavy with orders at the moment. I am afraid, we can offer you only 50 pumps for immediate delivery.
- Borisov:* What about the balance of 100 pumps?
- Stanley:* I think we can deliver the balance in 4 lots of 25 pumps each at regular intervals within 4 months.

- Borisov:* Do you mean to say we'll get the last lot in April?
Stanley: **Exactly.**
Borisov: That's too late. We **need** the pumps in March **at the latest.**
Stanley: Let's leave **the matter** open until tomorrow. I'll **contact** the plant people and **talk it over** with them. **Perhaps** we'll **manage** to complete the deliveries in March.
Borisov: That will suit us.
Stanley: Is there **anything** else you'd like to discuss, Mr Borisov?
Borisov: Yes, there's another **point** I want to clarify. It's the delivery terms.
Stanley: As we can **provide shipping facilities** we usually sell our goods on CIF terms.
Borisov: I think, we can accept your delivery terms. When shall we meet to discuss the price and terms of payment?
Stanley: I've got a crowded programme tomorrow and the day after. Let's meet in two days' time. Is that all right with you?⁴
Borisov: Yes, of course.
-

¹ **to change for the better** — измениться к лучшему

² **the sooner — the better** — чем быстрее — тем лучше

³ **You see** — Видите ли

⁴ **Is that all right with you?** — Вас это устраивает?

Ex. 14. Check how well you remember the text:

- Rosimport must buy pumps for:
 - a plant in Siberia;
 - a factory in the South of Russia.
- Bond&Co are:
 - one of the manufacturers of pumps;
 - the leading manufacturer of pumps.
- The weather in London:
 - has been rainy;
 - has been warm and sunny.
- Bond&Co can offer:
 - 40 pumps for immediate delivery;
 - 50 pumps for immediate delivery.
- The company can complete the deliveries:
 - in 4 months;
 - in 2 months.

6. Mr Stanley will try to talk the matter over with:
 - a) the Managing Director of Bond&Co;
 - b) the people of the plant.
7. Bond&Co usually deliver the goods:
 - a) on CIF terms;
 - b) on FOB terms.
8. The two businessmen will meet:
 - a) in 3 days' time;
 - b) in 2 days' time.

Ex. 15. Sum up and say:

1. Why Borisov went on business to London.
2. Why Rossimport decided to buy pumps from Bond&Co.
3. Why Rossimport required the pumps for immediate delivery.
4. Why Bond&Co couldn't offer 150 pumps for immediate delivery.
5. What delivery time Mr Stanley offered to the Russian company.
6. Why Mr Stanley decided to leave the matter open until the next day.
7. What delivery terms Rossimport agreed to.
8. For what day the 2 businessmen made an appointment.

UNIT IV

WORKING ON WORDS

to deal in smth (with smb)

Ex. 16. a) Read the example:

The USA deal in sports equipment with many European countries.

b) Answer the questions:

With what countries does:

- Russia deal in oil?
- Japan deal in electronic goods?
- India deal in tea?
- Brazil deal in coffee?
- Germany deal in cars?
- Switzerland deal in watches?
- Holland deal in plants and flowers?
- France deal in cosmetics and perfume?

at the latest

Ex. 17. It is the 15th of June. Some time ago your customer phoned and said that they needed skiing equipment for the new winter season. You are going to Finland to make a contract for the equipment.

Answer the questions:

- When must you make a reservation for a plane for a hotel in Helsinki
 - When does the company need the equipment
 - When must you make a contract
 - When must the Sellers deliver the equipment
 - When must the shops start selling the equipment
- at the latest?

to provide smth for smb

Ex. 18. Agree or disagree.

1. The Moscow Government provides a lot of medical facilities for the population of the city.
2. Each business company provides good equipment and modern office furniture for its employees.
3. 3-, 4- and 5-star hotels provide all possible hotel facilities for their guests, but not all of them provide business facilities.
4. The Sellers always provide transport facilities for the Buyers.
5. Small Russian cities don't provide entertainment facilities for young people.
6. Old Russian cities provide a lot of sightseeing facilities for tourists.
7. Our country provides good sports facilities for young sportsmen.
8. Parents try to provide everything for their children.
9. Teachers provide all the necessary materials for their students.
10. A lot of cinemas provide translation facilities for people who watch films in foreign languages.
11. All airlines provide food, drinks and good service for passengers.

else

Ex. 19. Ask questions as in the examples:

- Example A:**
- At the party I met Jane.
 - Did you meet anybody else?
 - Yes, of course.

1. When I was in London I went to the British Museum.
2. I had some free time yesterday and I watched a new show on TV.
3. At the talks the businessmen **discussed** payment terms.
4. My friend **bought** some French cosmetics at the duty-free shop at Sheremetyevo.
5. In the afternoon Lucy went to the café and **had** a cup of coffee.
6. If we go to St. Petersburg, we'll **visit** the Russian Museum.
7. At the conference I **spoke** with the President of GML.
8. We'll go to the company's factory outside London tomorrow.

- Example B:**
- Tomorrow we are going to work in the garden.
 - What else are you going to do?
 - We are going (to clean the house).

1. Germany sells cars. (What ...?)
2. Mr Bell went on business to France. (Who ...?)
3. Ann bought some interesting books last week. (What ...?)
4. I'd like to invite Jane to see my new flat. (Who(m)...?)
5. During our visit to London we went sightseeing in the West End. (Where...?)
6. I've worked for ITN and for a TV company. (Where...?)
7. Foreign tourists always visit the Moscow Kremlin. (What...?)
8. I'm going to buy a sofa for my living room. (What...?)

UNIT V

KEY STRUCTURES AND SPECIAL POINTS

ARTICLES

Ex. 20. Supply the correct articles or possessive pronouns where necessary.

Clanton&Sons are _____ largest producers of _____ medical instruments in Great Britain. A lot of companies require _____ medical instruments of Clanton&Sons and _____ demand for them is very big on _____ markets of many countries.

As _____ company's order books are usually full they can't always offer _____ goods for _____ immediate delivery.

That's why _____ discussion of _____ delivery time is _____ difficult problem at _____ talks.

In April _____ Sales Manager of Clanton&Sons Mr Zinger had _____ talks with _____ Russian company which deals in _____ medical equipment. _____ company needed _____ instruments urgently for _____ large Moscow hospital. Mr Zinger contacted _____ factory people and they said that they would manage to complete _____ deliveries by _____ end of _____ month. That suited _____ Buyers and they accepted _____ delivery time.

TENSES

Ex. 21. a) Supply the correct tense-forms.

A

1. We (to go sightseeing) when it (to stop) raining.
2. If the British company (to give) a 5% discount we (to agree) to buy 100 machines from them.
3. The Sellers (to start) delivering the goods a month after they (to sign) a contract.
4. We (to complete) the deliveries sooner if the Buyers (to provide) transport facilities.
5. Mr Stanley (not to discuss) the delivery time until he (to contact) the Managing Director.
6. The company (to offer) the goods for immediate delivery if the Buyers (to agree) to CIF terms.
7. Let's clarify the payment terms when we (to meet) next time.
8. I think we (to leave) the matter open until we (to meet) next week.

B

Rossimport (to be going) to buy air-conditioning systems for some restaurants in Sochi.

They (to contact) Tanaka Electronics, a Japanese company which (to deal in) in this equipment.

Today Mr Cone who (to work) in the Moscow office of the company (to have talks) with the Export Manager of Rossimport Mr Petrov.

Petrov: Mr Cone, we (to study) your latest catalogues. The air-conditioning system which you (to launch) to the market

in December (to meet) our requirements. We'd like to place an order with your company.

Cone: How many systems you (to want) to buy?

Petrov: 10 systems. If they (to operate) well in our climate and we (have) no problems with them we (to place) more orders later.

Cone: Fine. When you (to need) the equipment?

Petrov: The sooner — the better. The summer season on the coast of the Black Sea (to start) in April.

Cone: We can't promise you immediate delivery now. But I (to contact) our people in Osaka today and (to talk it over) with them. I hope we (to complete) the delivery by the end of March.

Petrov: Fine.

b) Speak about the businessmen's discussion of the delivery time.

PREPOSITIONS

Ex. 22. a) Supply the correct prepositions where necessary.

A large building company ____ Russia was interested ____ buying lift equipment ____ an American company. They planned to place a big order ____ the company and required the equipment ____ immediate delivery.

The company was heavy ____ orders ____ that time and could deliver the goods ____ 2 lots ____ 3 months after they signed the contract. These terms did not suit ____ the Buyers and they decided to contact ____ some other company which deals ____ lift equipment.

b) Continue the situation. Say what delivery terms and time the other manufacturer of lift equipment offered to the Russian company.

THE WORDS YOU MIX UP

for, during, within



“Within”, как “for” и “during” означает — “в течение”, однако, имеет подтекст — “(сделать что-либо) в течение указанного периода, но не позднее, чем окончание этого периода.”

Ex. 23. Choose and use.

1. My friend lived in London _____ two years.
2. _____ the talks Mr Smith offered to deliver the goods to Rossimport in three lots of 50 pumps each at regular intervals _____ a year.
3. Mr Petrov will stay in London _____ two weeks. _____ his stay he will contact some British firms to discuss business with them.
4. Rossexport will give an answer to White&Co _____ a week.
5. The Lavrovs went swimming in the Black Sea and sunbathed _____ their holiday in Yalta.
6. The company will make payment for the goods _____ 10 days.
7. We'll contact the company _____ 3 days.
8. Yesterday we had very difficult talks _____ 5 hours and were very tired when they finished.
9. I hope we'll manage to discuss the price _____ an hour.
10. We visited the wonderful park and museum in Archangelskoje _____ the last weekend.

UNIT VI

SPEECH EXERCISES

Ex. 24. a) Read the dialogue.

Mr Belov, a manager of Rossimport, has arrived in New York to discuss some business matters with the people of "Electronics". The Russian company would like to place a big order for office electronic equipment with them.

Mr Robinson, a representative of the American company, meets him in his office in Manhattan.

Robinson: Good morning, Mr Belov, glad to see you in New York. Did you have a good trip?

Belov: Thank you. Everything was all right.

Robinson: Is it your first visit to New York?

Belov: Yes, it is.

Robinson: I am sure New York will impress you. There are many places of interest here and you'll enjoy sightseeing.

Belov: I'm sure, I will. And now I'd like to discuss some points of the contract with you.

Robinson: What is the problem?

Belov: During our talks in Moscow you promised us to deliver the goods in January, but our customers require the equipment earlier. Could you make the delivery in October?

Robinson: I'm afraid, we are heavy with orders. But we can help you if you agree to take part deliveries.

Belov: When could you deliver the first lot?

Robinson: Probably at the end of October, and we'll ship the balance of the equipment in 2 lots within ... 2 months. Will that suit you?

Belov: Can you guarantee there won't be any delays?

Robinson: Yes, we can guarantee that.

b) Sum up what you remember about:

1. the purpose of Belov's visit to New York;
2. the customers' delivery requirements;
3. the discussion of the delivery time at the talks.

Ex. 25. a) Read the dialogues.

A

Operator: Garston Motors Limited. Good morning!

Ingersoll: Good morning. I'd like to speak to someone about our order.

Operator: Is it for motors or for parts?

Ingersoll: For motors and for parts, actually.

Operator: I see. I'll put you through to Mr Datta.

Datta: Datta speaking.

Ingersoll: Good morning. Chris Ingersoll is here. We ordered KS motors and parts from you. We need them sooner than we planned. Could you possibly deliver them next month?

Datta: Next month ... You wanted to have them at the end of May, didn't you?

Ingersoll: We thought May would be OK. But we'd very much like to have the order in April if possible.

Datta: I'll see what we can do. I'll phone back this afternoon.

B

Datta: Hello, this is Mr Datta. I'm phoning back about your order for KS motors and parts.

- Ingersoll:* Oh, what's the situation? Can you do anything?
Datta: I've contacted the plant. We can deliver you the whole lot by the 20th of April.
Ingersoll: Oh, that's great! Thank you.
Datta: That's all right. We're always glad to help if we can.
- (from "Telephoning in English")

b) Say: why Chris Ingersoll phoned the Sellers; how the Sellers met the delivery requirements of the Buyers.

c) Act out the dialogues.

Ex. 26. a) Read the interview one of the managers of IKEA gave to a reporter of the magazine "Business Week".

- A. Could you tell me anything about IKEA?
B. We're a big international furniture company. We have shops in many countries.
A. How do you launch new products?
B. We ask people what they want and we design a new piece of furniture. After that we ask the suppliers to manufacture the furniture. Then they deliver it to our shops.
A. And the customers buy it.
B. They visit our shops, see the furniture and decide if they want to buy it. They take the furniture home in parts and assemble it there. Our furniture is always of the latest design and of high quality. It is easy to assemble, it is comfortable and beautiful. Oh, and it's not expensive. Everybody can buy it!

(from "Business Venture", 1)

b) Answer the questions:

- Why are IKEA shops popular in many countries?
- How do they launch new products?
- What is the manager's opinion of their furniture? Do you agree with him?
- Have you ever bought furniture in IKEA shops? What do you think of it?

Ex. 27. a) Answer the questions:

1. Which Japanese companies are leading car manufacturers?
2. Is Toyota one of the most popular companies on the car market?

3. Do they often launch new models?
4. Why do Toyota cars meet the requirements of customers in many countries?
5. Do you think that Toyota cars are in demand? Is the company usually heavy with orders?
6. How do they deliver their cars to Europe?
7. Do they always assemble their cars in Japan?
8. Who are the competitors of Toyota?
9. Is it a pleasure to drive a Toyota? Why?

b) Ask and answer questions about some foreign company you deal with or whose goods you know well: their products, competitors, customers; the demand for their goods; the terms on which they deliver the goods.

Ex. 28. Speak about the terms and the dates of delivery under some contracts your company has made lately.

Ex. 29. Act out dialogues. Use the situations:

1. You have sent an enquiry for medical equipment to the American company. Mr Clarie, their manager, is telephoning you. The company cannot deliver the goods at the time you require. He asks if your company can agree to part deliveries.
2. Receive Mr Brown in your office. Ask him if he enjoyed his flight to Moscow. Speak with him about the model of motors you are interested in. Discuss the terms and the time of delivery with him.

Ex. 30. a) Read the story.

SUCCESS STORY*

I met Richard about 10 years ago when I came to South America to work for a branch of Pan-America Company. Richard worked for this company too. He was a pleasant man of 25, who easily **made friends** with people and I liked him.

Soon after I arrived our company signed a contract for the construction of a plant in South America. I **made** most of the **calculations** for the contract, but Richard only helped me because he wasn't very good at this job.

In January a few representatives of the customers together with the President of the company, Mr Prossert, arrived from the USA. The next day our

* Success Story — История успеха

company manager invited all of them to go and see the construction of the plant. They decided to go there by train. The manager asked Richard and me to pick up Mr Prossert at the hotel and take him to the station.

On the way to the station Mr Prossert asked me a lot of questions and I often answered: "I'm afraid I don't know, sir. We haven't made any calculations on that."

I was very much **surprised** when Richard said: "I made these calculations last night, just for pleasure." "Oh," said Mr Prossert, "That's very interesting. Well, now probably you could tell me about..."

And Richard could. He knew everything. He answered all the questions Mr Prossert asked him. When we got to the station Mr Prossert said good-bye to Richard. (However he didn't say good-bye to me.) On our way back to the office I told Richard what I thought of him.

"Your information wasn't true. Why did you give him that kind of information?" I asked. "You see, John, if the President of a big company wants to know something, why can't I tell him everything he wants." "But what is he going to think if he checks the information?" "Do you think he'll remember it? What he will remember is you and me. He is going to remember that Pan-America Co. has a **clever** young man, Richard by name, who could tell him everything he wanted to know and the other man who couldn't answer his questions."

Some time later I remembered all that. I read in one of the newspapers that Richard was Vice-President of a big American Company. And I'm still doing my usual everyday job for Pan-America Co.

(After James Gould Cozzens)

b) Answer the questions:

1. Why did Mr Prossert arrive in South America?
2. Why did Richard answer Mr Prossert's questions?
3. How did the two young men impress Mr Prossert?
4. Why did Richard manage to make a good career?

UNIT VII

WRITTEN PRACTICE

Ex. 31. Translate the sentences:

1. Как только ты закончишь работу, мы пойдем в кино.
2. Анна не ляжет спать, пока дети не вернутся из кинотеатра.

3. Мы свяжемся с фирмой, после того как тщательно изучим их предложение.
4. Если не будет дождя, мы пойдем осматривать достопримечательности города.
5. Я закажу номер в гостинице, прежде чем поеду в командировку.

* * *

1. Спросите г-на Павлова, когда он вернется из командировки.
2. Спросите господина Брауна, поедет ли он в аэропорт встречать президента.
3. Спросите Вашу сестру, будет она жить в Крыму в гостинице или снимет комнату.
4. Мистер Томсон не знает, когда они отгрузят первую партию товара.
5. Я не уверен, что нам удастся завершить поставки к концу года.
6. Я думаю, что мы отгрузим оборудование двумя партиями в течение сентября.

* * *

1. Он ничего не знает о достопримечательностях этого города.
2. Вы знаете что-либо об их предложении?
3. Он рассказал мне все о своей поездке в Санкт-Петербург.
4. — Вы видели вчера что-нибудь интересное по телевизору?
— Нет, вчера ничего интересного я не видел.
5. — Есть кто-нибудь в конторе?
— Нет. Все уже ушли домой.
6. Кто-то звонил мне вчера, но меня не было дома.
7. Давайте пойдем куда-нибудь завтра.
8. Никто не мог вспомнить адрес гостиницы, в которой мы останавливались в прошлом году.

Ex. 32. Write the sentences. Use the correct tense-forms.

1. It (to rain) in Moscow (in autumn, yesterday, now, tomorrow).
2. It (to snow) heavily in Moscow (in winter, two days ago, this week, the other day, one of these days).
3. It (not, to snow) in Moscow (in September, yesterday, since last week).
4. It (to rain) in Moscow (in December, last week, now, tomorrow)?

Ex. 33. Translate into English.

1. Когда дождь перестанет, дети пойдут в парк.
2. Пошел дождь. Давайте останемся дома.
3. Я думаю, что будет холоднее, когда снег прекратится.
4. — Дождь все еще идет? — Нет, дождь уже перестал.
5. Вчера в шесть часов пошел сильный снег, и мы никуда не пошли.
6. Если завтра будет дождь, мы не пойдем в Гайд-Парк на прогулку.
7. Дождь только что закончился. На улице очень тепло, но сыро.
8. Как ты думаешь, завтра пойдет снег?
9. Я люблю читать, когда идет дождь.
10. Ты не знаешь, в Испании когда-нибудь идет снег?

* * *

Росимпорт был заинтересован в покупке моторов для завода, который строился в Сибири. Моторы требовались покупателю срочно, так как их заказчики собирались закончить строительство завода к концу года. Чернов поехал в командировку в Нью-Йорк и позвонил г-ну Смигу, представителю фирмы «Brown&Co». В понедельник Чернов и Смит встретились, и переговоры начались. «Росимпорт» решил разместить заказ на 100 моторов. Фирма могла предложить только 40 моторов с немедленной отгрузкой, остальные 60 моторов фирма согласилась поставить тремя партиями по 20 моторов каждая через равные промежутки времени. Продавцы могли предоставить свои транспортные средства и предложили товар на условиях СИФ. Условия устраивали г-на Чернова, и во вторник бизнесмены подписали контракт.

UNIT VIII

VOCABULARY

- | | |
|--|--------------------------|
| 1. a pump [pʌmp] <i>n</i> | — насос |
| 2. a shop [ʃɒp] <i>n</i> | — цех |
| 3. construction [kən'strʌkʃn] <i>n</i> | — строительство, стройка |
| to be under construction | — строиться |
- e.g.* Some new blocks of flats in our district are under construction now.

4. **to complete** [kəm'pli:t] *v* — закончить, завершить
to complete | **the construction**
| **the talks**
5. **by** *prep* — к (какому-либо сроку)
by | **next year**
| **the 5th of May**
| **6 o'clock**
e.g. We must be at the airport
by 10 o'clock.
6. **a purchase** ['pʌ:tʃəs] *n* — покупка, закупка
purchase and sale — купля и продажа
to make (some) purchases — делать покупки
the Purchasing Department — Отдел закупок
7. **to deal** [di:l] (**dealt, dealt**) *v* — заниматься чем-либо, торговать
to deal in smth — торговать чем-либо
to deal with smb — торговать с кем-либо
e.g. We deal with Smith&Co
in lifts and lift equip-
ment.
8. **leading** ['li:dɪŋ] *adj* — 1. ведущий; 2. основной
a leading company
9. **a manufacturer** — изготовитель, производитель
[ˌmænju'fæktʃərə] *n*
a leading manufacturer
e.g. Brown&Co. are a leading
manufacturer of com-
pressors.
a manufacturing plant — завод-изготовитель
syn. a production plant
10. **to rain** [reɪn] *v* — идти (о дожде)
e.g. It rains heavily in Mos- — Осенью в Москве идут сильные
cow in autumn. дожди.
11. **to snow** [snoʊ] *v* — идти (о снеге)
e.g. It often snows in the — На Севере нашей страны часто
North of our country. идет снег.
12. **to place** [pleɪs] *v* — помещать, размещать
to place an order with — размещать заказ у фирмы
a company
e.g. Last year we placed an
order for 200 pumps with
Brown&Co.
13. **immediate** [ɪ'mi:djət] *adj* — срочный, немедленный
for immediate delivery — с немедленной поставкой

- to offer / to require the goods for immediate delivery**
14. **the balance** ['bæləns] *n* — остаток
the balance of the goods
15. **a lot** *n* — партия (товара)
e.g. We'll deliver the goods in two lots of 50 pumps each.
16. **regular** ['regjʊlə] *adj* — регулярный, постоянный
regular | **buyers**
| **customers**
at regular intervals — с равными промежутками времени
17. **within** [wɪ'dɪn] *prep* — (временной предлог) в течение, за, не позднее чем ...
e.g. We'll give you our answer within 2 days. — Мы дадим Вам ответ в течение двух дней.
18. **exactly** [ɪg'zæktli] *adv* — (разг.) да; совершенно верно; именно так
not exactly — не совсем так
19. **to need** *v* — 1. нуждаться, иметь потребность (в чем-либо); 2. требоваться
syn. **to require**
e.g. We need the goods in April.
I need your help.
20. **at the latest** — самое позднее
e.g. We'll make the contract next week at the latest.
21. **a matter** *n* — дело, вопрос
an important | **matter**
an urgent |
to leave the matter open — оставить вопрос открытым
22. **to contact** [kən'tækt] *v* — связаться (с кем-либо); войти в контакт (с)
to contact | **the president**
| **the company**
23. **to talk** [tɔ:k] *v* — разговаривать, беседовать, говорить
to talk about smth / smb
e.g. What are they talking about?
to talk smth over — обсуждать что-либо

- e.g.* I'll talk the matter over with the customers. — Я буду обсуждать этот вопрос с заказчиками.
24. **perhaps** [pə'hæps] *adv* — возможно, может быть
e.g. Perhaps, he'll arrive tomorrow.
25. **to manage** ['mænidʒ] *v* — суметь (сделать), справиться, ухитриться
e.g. I hope we'll manage to deliver the equipment on time.
26. **else** [els] *adv* — еще (употребляется в вопросах)
What else ...? — Что еще ...?
Who else ...? — Кто еще...?
Where else...? — Где еще...?
Anything else? — Что-нибудь еще?
e.g. What else can I do for you?
27. **a point** [pɔɪnt] *v* — вопрос; пункт, деталь (при обсуждении)
28. **to provide** [prə'vaɪd] *v* — 1. обеспечивать, снабжать
2. предоставлять
e.g. Since Bond&Co can provide shipping facilities they usually sell their goods on CIF terms.
to provide smth for smb

ADDITIONAL WORDS AND EXPRESSIONS

1. **a representative** — представитель
[,reprɪ'zentətɪv] *n*
2. **delivery** *n* — поставка
to make delivery — осуществлять поставку
to take part deliveries — осуществлять частичные поставки
3. **to guarantee** [ˌɡærən'ti:] *v* — гарантировать
e.g. We can guarantee the quality of our goods.
We guarantee that we'll deliver the goods without any delay.
4. **to put through** *v* — соединять (по телефону)
I'm putting you through. — Соединяю.
Can you put me through to Mr X? — Не можете ли Вы соединить меня с мистером X?
5. **whole** [həʊl] *adj* — весь, целый

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	the whole	world	— весь мир
		country	— вся страна
		lot	— вся партия товара
6.	to assemble [ə'sembl] <i>v</i>		— монтировать, собирать
	to assemble the furniture		
7.	to make friends with smb		— подружиться с кем-либо
8.	to make calculations		— делать расчеты
	[kælkju'leɪf(ə)nz]		
9.	to be surprised [sə'praɪzd]		— удивляться
	to be surprised at smth / smb		
10.	clever <i>adj</i>		— умный

SPEECH PATTERNS

1.	It rains (snows).	— Идет дождь (снег).
	It rains (snows) heavily.	— Идет сильный дождь (снег).
2.	What is the weather like (today)?	— Какая (сегодня) погода?

LESSON 4

Grammar:	1. The Past Continuous Tense (прошедшее продолженное время). 2. Other as a Noun. 3. The Negative Form of General Questions.
Text:	Speaking about Theatres and Performances. Booking Seats.

UNIT I

GRAMMAR

SECTION I

THE PAST CONTINUOUS TENSE

STEP 1. READ THE DIALOGUES AND STUDY THE TENSE.

- a) — Were you in the office at 3 yesterday?
— Yes, I **was checking** some reports.
- b) When I arrived home yesterday Mary **was watching** the latest news on TV.



Past Continuous употребляется для выражения длительного действия, происходившего в определенный момент в прошлом. Этот момент может быть выражен:

- 1) точным указанием времени (см. пример “a”);
- 2) другим действием, выраженным глаголом в простом прошедшем времени (см. пример “b”).

В обоих случаях действие началось до этого момента и продолжалось после этого момента.

Ряд глаголов в Past Continuous не употребляется (см. Lesson 1, part 1).

Форма глаголов в Past Continuous образуется при помощи глагола **to be** в прошедшем времени и **Present Participle** смыслового глагола.

STEP 2. PRACTISE THE PAST CONTINUOUS TENSE.

Ex. 1. Say what you were doing yesterday.

Example: At 7.30 in the morning I was having breakfast.

- at 9.15 in the morning;
- at 10.30 in the morning;

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- at 1.15 in the afternoon;
- at 4.00 in the afternoon;
- at 6.20 in the evening;
- when the TV news programme began;
- when your friend phoned;
- at 11 o'clock in the evening.

Ex. 2. Say what you were not doing last weekend.

Example: At 8.30 in the morning on Saturday I was not going (driving) to the office.

- at 10.00 in the morning;
 - at 1.00 in the afternoon;
 - at 2.30 in the afternoon;
 - at 4.00 in the afternoon;
 - at 5.45 in the afternoon
 - at 6.30 in the evening.
- on Saturday
on Sunday

Ex. 3. Ask and answer questions.

Example: — At what time were you looking through the e-mail yesterday?

— From 9.15 to 10 in the morning.

- to speak to the business partners on the phone;
- to look through the offers of foreign companies;
- to discuss business problems with the managers of the company;
- to drink coffee (tea) with the colleagues;
- to make appointments;
- to have supper at home;
- to relax in front of TV;
- to speak about family problems with the members of the family.

STEP 3. COMPARE THE SIMPLE PAST TENSE AND THE PAST CONTINUOUS.

1. Yesterday at 10 Lucy was working in the garden.
2. Last weekend Lucy worked in the garden.



Употребляя Past Continuous, мы рассматриваем действие как длительный незавершившийся процесс, происходивший в прошлом (см. пример "1").

Употребляя Simple Past, мы рассматриваем действие как полностью завершившийся процесс, как факт, имевший место в прошлом (см. пример "2").

Ex. 4. Use the correct tense-forms.

- | | |
|---|-----------------------------------|
| <p>1. a) Last week the weather was bad: it _____ a lot.
 b) It _____ when I left home yesterday.</p> | <p>to rain</p> |
| <p>2. a) At 12 yesterday we _____ the price with the Canadian businessmen.
 b) Yesterday we _____ the price and _____ a contract with the Canadian company.</p> | <p>to discuss,
to sign</p> |
| <p>3. a) I _____ in the park when I met Ann.
 b) Last weekend the weather was warm and we _____ in the park.</p> | <p>to walk</p> |
| <p>4. a) Yesterday I _____ on the computer and _____ some urgent messages.
 b) I _____ on the computer when the customer phoned.</p> | <p>to work,
to answer</p> |
| <p>5. a) Mr Blake _____ the catalogue and price-list of the Japanese company and then _____ their Sales Manager.
 b) Yesterday before lunch Mr Blake _____ the catalogue of the Japanese company.</p> | <p>to study,
to contact</p> |
| <p>6. a) Last week The Managing Director _____ some French businessmen and _____ the terms of the future contract with them.
 b) Yesterday at 11 the director was busy: he _____ the businessmen from France.</p> | <p>to receive,
to discuss</p> |

SECTION II

“OTHER” AS A NOUN

READ, STUDY AND PRACTISE.

1. Mr Russel has got two sons. One of them is an engineer, **the other** is an actor.
2. I couldn't reserve a room at this hotel. Let's phone **another**.
3. Some of our businessmen are working on computers and **the others** are having talks.
4. Some people like having a quiet rest, while **others** enjoy active, open-air holidays.



Местоимение **other** может употребляться как существительное. В этом случае оно имеет форму как единственного, так и множественного числа.

другой (какой-нибудь)	→	another	другие (какие-нибудь)	→	others
другой (один из двух)	→	the other	другие (остальные)	→	the others

Ex. 5. Ask and answer questions as in the example.

- **What do you think of detective films?**
- **Some of them are good, but others are boring.**

What do you think of	Moscow streets / shops / airports? different resorts on the Black Sea? different TV programmes? the office equipment of different foreign companies? the stations of the Moscow Underground? the foreign hotels you have stayed at? the weather in different parts of Russia?
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Ex. 6. Choose and use *another*, *the other*, *others*, *the others*.

1. We've received two offers this month. One is for compressors Model 25, ... is for Model 29.
2. Some London streets are crowded and noisy, but ... are very quiet.
3. There were three short films in the cinema programme. One was very interesting and ... were boring.
4. When Tom arrived at the airport some people were checking in for the flight, while ... were waiting for the plane.
5. Some machines which the company offered met our customers' requirements, but ... were not of high quality.
6. I didn't like the book the salesgirl offered me and asked her to show me ...
7. Some English families have got their own houses and ... live in blocks of flats.

SECTION III

THE NEGATIVE FORM OF GENERAL QUESTIONS

READ, STUDY AND PRACTISE.

- a) Haven't you seen the new comedy? It's very good.
I recommend you to see it.

- b) **Don't** you know this man? He is the Director of our company.
- c) **Didn't** you go to Brighton when you were in England?
It's the most popular resort near London.
- d) Where is Ann? **Isn't** she in the office?
- e) **Can't** Jane work on the computer?



Отрицательная форма общих вопросов выражает удивление и соответствует в русском языке вопросам, начинающимся со слов *разве? неужели?*

Вспомогательные глаголы, модальные глаголы и глагол to be в таких вопросах стоят в отрицательной форме.

Ex. 7. Express your surprise.

Example: Your friend says that he is going to visit the Bolshoi theatre for the first time.

You say: Haven't you been to the Bolshoi theatre?

Your friend says that:

- he is going to learn to skate;
- he is going to visit St. Petersburg for the first time;
- he is going to learn to drive;
- he is going to work all summer;
- he would like to buy a TV set for the kitchen;
- he wants to know what facilities a 5-star hotel has;
- he wants to know what kind of books Akunin writes;
- he wants to know how long it usually takes to go through the Customs.

UNIT II

WORKING ON THE TEXT

Read the dialogues.

A

SPEAKING ABOUT THEATRES AND PERFORMANCES

Mr Borisov is a great theatre goer. So after the talks he asked Mr Stanley:

Borisov: What is on at London theatres now?

Stanley: There is a bit of everything. The Royal Opera House (Covent Garden) is famous for opera and ballet perform-

ances with the best British and international **singers** and **ballet dancers**. The tickets are not difficult to get, but they are very expensive. The Royal National Theatre (RNT) shows **both classical and modern plays**. It has three different companies, the largest of which has the name of the finest **stage** and film English actor Sir Laurence Olivier. Some London theatres **put on** good musicals, and at others you can enjoy **concerts** of pop music all year round¹.

Borisov: Mr Stanley, I've heard very much about the Memorial Shakespeare Theatre. It's in Stratford-on-Avon, isn't it?

Stanley: Right. But the Royal Shakespeare Company also **performs** in London at the Barbican Centre, the largest art complex in **Western Europe**, and at other West End theatres.

Borisov: Have you seen any performances there?

Stanley: Oh, yes. As a matter of fact² my wife and I were there a couple of months ago and saw "Othello".

Borisov: What did you think of it?

Stanley: It was an **excellent** performance. **The cast** was very good, **except for the actress** who played the part of Desdemona. She was **rather ordinary**.

Borisov: **What was wrong with** her performance?

Stanley: Well, there was no **feeling** in it. During the interval everyone was saying that.

Borisov: How about the actor who played the part of Othello?

Stanley: His performance was very **convincing** and **dramatic**. There were seven or eight **curtain calls** for him, when the performance was over.

Borisov: There was a full house³, I believe.

Stanley: Yes, **indeed!** It is an **extremely** popular theatre. **Anyway**, Mr Borisov, I recommend you to go and see some play of the Royal Shakespeare Company. You'll enjoy it: But I also recommend you **to book seats** in advance.

Borisov: That sounds a good idea.

B

BOOKING SEATS

Mr Borisov went to the Barbican Centre to book seats for "Romeo and Juliet". At the **booking office** he saw some people who were buying tickets. Mr Borisov spoke to the **cashier**.

- Borisov:* Good afternoon. Can I book seats for the Saturday performance?
- Cashier:* I have only two seats in the **dress circle** for Saturday evening.
- Borisov:* Isn't there anything better for Saturday?
- Cashier:* No, but there's a better **choice** for the Sunday performance. I have two seats in the **sixth row of the stalls** and two seats in the **third row of the dress circle**.
- Borisov:* I'll take the two seats in the stalls. How much are they?
- Cashier:* ... **pounds**. Here are your tickets⁴. Thank you, sir.

¹ **all year round** — круглый год

² **as a matter of fact** — фактически, собственно говоря

³ **There was a full house.** — Театр был полон. (здесь слово house выступает в значении 'театр, зрительный зал').

⁴ **Here are your tickets.** — Вот ваши билеты. (Ср.: Here you are).

NOTE THE PRONOUNCIATION:

the Royal Opera House ['rɔɪəl 'ɒpərə]

the National Theatre ['næʃnəl]

the Shakespeare Memorial Theatre ['ʃeɪkspɪə mɪ 'mɔːrɪəl]

Stratford-on-Avon ['strætʃəd ɒn 'eɪvən]

Ex. 8. Agree or disagree. Give your reasons.

1. You can see different kinds of performances at London theatres.
2. The Royal Shakespeare company performs only in Stratford-on-Avon.
3. There were no curtain calls for the actress who played the part of Desdemona in the performance "Othello".
4. The actor who played the part of Othello was rather ordinary.
5. Mr Stanley recommended Mr Borisov to go to Stratford and see some performance there.

* * *

1. At the booking office of the Barbican Centre there was a big choice of tickets for the Saturday performance.
2. Mr Borisov bought very good seats for Sunday.

Ex. 9. Say what you remember from the text about:

1. the programme of the London theatres;
2. the Barbican Centre in London;

3. the performance "Othello" Mr and Mrs Stanley saw;
4. the seats Mr Borisov booked for the Sunday performance.

Ex. 10. Think and answer.

1. Why did Mr Borisov ask Mr Stanley about the programme of the London theatres?
2. Why does the Royal Shakespeare Company perform both in Stratford and in London?
3. Why did Mr Stanley recommend Mr Borisov to see a performance at the Barbican Centre and to book seats in advance?

* * *

1. Why did Mr Borisov decide to see "Romeo and Juliet" at the Barbican Centre?
2. Why did he decide to buy seats in the stalls?

UNIT III

WORKING ON WORDS

both ... and ...

Ex. 11. Ask and answer.

Example: — Which city is more famous for places of interest — London or Paris?
— I think, there are wonderful places of interest both in London and in Paris.

1. In what country are there better holiday resorts — in Spain or in Italy?
2. Which sport is more popular — football or hockey?
3. Do English people live in their own houses or in flats?
4. Can we see only opera performances at the Bolshoi theatre or do they put on ballets too?
5. Which park is bigger — Sokolniki or Izmailovsky?
6. Can we buy food only at big supermarkets or at small shops too?
7. Does the Maly theatre put on only classical plays or modern ones too?

a large (small) choice of smth

Ex. 12. Speak about different places.

Example: I went to the House of Books yesterday. There is a large choice of books there.

1. the furniture shop;
2. the travel agency;
3. the booking office of the Odeon cinema;
4. the Ashan supermarket;
5. the Car Centre;
6. the Market of electronic products;
7. the duty-free shops at Sheremetyevo;
8. "the Sport-Master" shop.

What is (was) wrong with...?

Ex. 13. Speak as in the example:

- I didn't like the hotel in Sochi where I stayed last summer.
- What was wrong with it?
- The service was bad.

1. I didn't like the serial I watched on TV last week.
2. I didn't like the plane by which I flew to Egypt.
3. My friend says that he doesn't like the Fitness Centre where he goes every week.
4. I don't like Sheremetyevo-1 airport.
5. The people of this company don't like the computers on which they work.
6. The furniture my friends bought for their new flat is not very good.
7. There were no curtain calls for the actor who played the part of Hamlet.

except / except for

Ex. 14. Supply the missing word.

1. Nina visited all places of interest in St. Petersburg ... the Russian Museum.
2. My friend has seen all Chekhov's plays ... "Ivanov".
3. The Seller's terms suited us ... the delivery dates.

4. The cast was wonderful ... the actor who played the leading part.
5. At the talks we clarified all the matters ... the Seller's guarantees.
6. Mary and Nick have visited a lot of resorts in the Crimea ... Sudak.
7. I liked the film ... the end which was rather boring.
8. All planes left on time ... flight L35 for Oslo.
9. There were a lot of good tickets for all performances ... the one on Saturday.
10. The goods of the company meet our requirements ... tools Model 91 which are of poor quality.

UNIT IV

KEY STRUCTURES AND SPECIAL POINTS

ARTICLES

Ex. 15. a) Supply articles where necessary.

1. Now the English people don't go to ... cinema as often as some years ago. They usually stay at home and watch films on television or on ... DVD-player.
2. ...Sovremennik Theatre is one of the most popular Moscow theatres.
3. There will be ... new concert hall in our district next month.
4. What do you like better, ... theatre or ... cinema?
5. Last night Gloria went to ... Barbican centre to see ... new performance. ... performance was excellent, ... cast was extremely good, especially ... actress who played .. leading part.

* * *

On ... first day of my stay in Moscow I decided to go and see ... ballet. Somebody told me that ... ballet "The Swan Lake" («Лебединое озеро») was on at ... Stanislavsky and Nemirovitch-Danchenko Theatre that night.

I booked ... seat at ... theatre booking office. When I arrived at ... theatre in ... Pushkin Street, ... house was full. My seat was in ... second row of ... stalls. Next to me ... young man was sitting. He told me that he was ... great theatre goer. He came to see ... ballet a second time as he liked ... version at ... Stanislavsky Theatre better than ... classical one at ... Bolshoi.

I must say that ... performance was really excellent. ... ballerina who danced ... leading part was extremely good. When ... ballet was over, there were many curtain calls for ... actors.

(After "Holidays among the Russians" by D. Cusack)

b) Say what you remember about:

1. Cusack's visit to the Stanislavsky Theatre;
2. the young man's impressions of the "Swan Lake".

TENSES

Ex. 16. a) Supply the correct tense-forms of the verbs.

1. When I (to arrive) in London, it (to rain) heavily.
2. Mr Brown (to go out) of the hotel at 7.30. The car (to wait) for him. He (to get in) and (to go) to the airport.
3. Jack (to arrive) at the theatre at about 7 o'clock. Ten minutes later he (to sit) in the stalls and (to watch) the performance.
4. Next to Ann in the bus a young girl (to sit). She (to have) a magazine in her hand, but she (not to read). She (to be) probably very tired.
5. When Jack (to come) to the theatre booking office he (to see) a lot of people. They (to buy) tickets for the Sunday performance.

* * *

Mary: You (to enjoy) the opera you (to hear) last night, Ann?

Ann: Yes, the opera (to be) very good, especially the music.

Mary: Verdi's music (to be) always good, I (to think).

Ann: Yes, but in "Aida" it (to be) richer and more beautiful than in his other operas. The cast (to sing) very well too, except for Maria M.

Mary: Maria M.?

Ann: You (not to hear) the name?

Mary: No, I ... What part she (to sing)?

Ann: The part of Aida.

Mary: And who (to sing) the male part?

Ann: Charles N. His performance (to be) very dramatic. During the interval everyone (to say) that.

Mary: There (to be) a full house, I (to believe).

Ann: Yes, indeed. Oh, Mary, you must go and see it. You (to enjoy) it.

Mary: That (to sound) a good idea. I (not to be) to the theatre for a long time.

b) Say what you remember about:

1. the opera which Ann heard;
2. the actors who sang the leading parts in the opera.

PREPOSITIONS

Ex. 17. a) Supply the correct prepositions.

1. There is usually a big choice ... tickets ... the booking office ... this theatre.
2. Where do you have seats when you go ... the theatre: ... the stalls or ... the dress circle?
3. Last week Alex went ... the booking office ... the Bolshoi theatre. He wanted to book 2 seats ... "Boris Godunov". The cashier offered him seats ... the 12th row ... the stalls as the choice ... tickets ... this opera wasn't big.

* * *

Liza Minnelli was born ... March, 12, 1946 ... Hollywood. ... her childhood she was interested ... film-making, but she especially enjoyed going ... the MGM Studios and looking ... dancers. She performed ... her first film when she was only two and a half. Five years later she danced ... the stage ... the Palace Theatre ... New York. ... 1960 she decided to go ... drama school and to be a professional actress. She was very good ... her first musical on Broadway and there were many curtain calls ... her each time the performance was over. She got an Oscar ... 1973 ... the film "Cabaret" ... which she was convincing and dramatic. Since then she has played ... more than 15 films.

b) Say what you remember about Liza Minnelli's life.

THE WORDS YOU MIX UP

a play, a performance, performance

Ex. 18. Choose and use.

1. The young actor's ... impressed me very much.
2. Some American theatres put on only modern ..., at others you can see ... by classical writers.

3. The Maly Theatre puts on many ... by Ostrovsky and that's why people call this theatre "Ostrovsky's House".
4. Ostuzhev's ... of the part of Othello was very dramatic and convincing.
5. You can see some Chekhov's ... in the programme of English theatres.
6. The famous Russian actress Ermolova played a lot of different parts and her ... was always extremely good.
7. — Have you seen many ... on the stage of the Taganka theatre?
— Yes, recently I have seen their new version of Shakespeare's ... "Hamlet".
— Is it a good ...?
— I think it is.

UNIT V

SPEECH EXERCISES

Ex. 19. a) Read the dialogue.

Mr Campbell has come to Moscow for the first time. After the talks Mr Drozdov, a businessman of the Russian company, is taking him to his hotel. On their way they are speaking about theatres in Moscow.

Campbell: What is on at Moscow theatres, Mr Drozdov? I'd like to go somewhere tomorrow or the day after.

Drozdov: As a matter of fact, there are so many theatres in Moscow that I really don't know where to begin. There is certainly our famous Bolshoi where you can see an opera or a ballet.

Campbell: Where is it?

Drozdov: In the centre of Moscow.

Campbell: What is the most popular drama theatre in Moscow?

Drozdov: I believe it is the Sovremennik Theatre. They put on both classical and modern plays. The company of this theatre performs in the centre of Moscow too.

Campbell: I like drama very much, but I don't know Russian and I won't understand a play if I go to this theatre. But is there a circus in Moscow?

Drozdov: Yes, even two. I recommend you to go to the old one.

Campbell: I'd love to, but I don't know if it will be possible to book seats.

Drozdov: No problem. I'll help you.

b) Say what Mr Drozdov told Mr Campbell about Moscow theatres.

c) Think and answer.

1. Why did Mr Drozdov recommend Mr Campbell to go to the Bolshoi Theatre?
2. Why does Mr Drozdov think the Sovremennik Theatre is the most popular drama theatre in Moscow? Do you agree with him?
3. Why did Mr Campbell decide to go to a circus?

Ex. 20. a) Read the dialogue.

Jack and Ellen, university students, are speaking about the popular London performance.



Les Misérables
Les Misérables has become the world's most popular musical, having been seen by over 24 million people worldwide. From its opening in London in October 1985, this adaptation of Victor Hugo's epic masterpiece, immediately captured the imagination and enthusiasm of the theatre-going public.
Les Misérables has already been performed in 16 countries, 107 cities and sung in 12 different languages.

Jack: Ellen, what performance did you see last week?

Ellen: Oh, it was "Les Misérables" («Отверженные») by Victor Hugo. I saw the poster which advertised the performance and decided to go.

Jack: It's a drama, isn't it?

Ellen: No, it's a musical, one of the world's most popular musicals in fact.

Jack: Really? Has it been on for a long time?

Ellen: Its opening was in London in 1985. Since then 24,000,000 people have seen it in 16 countries in 12 different languages.

Jack: Fantastic! I'd love to see it too! Is it difficult to book a seat?

b) Answer the questions:

1. What performance did Ellen see?
2. What facts show that the performance is very popular?
3. How do you think Ellen answered Jack's last question?

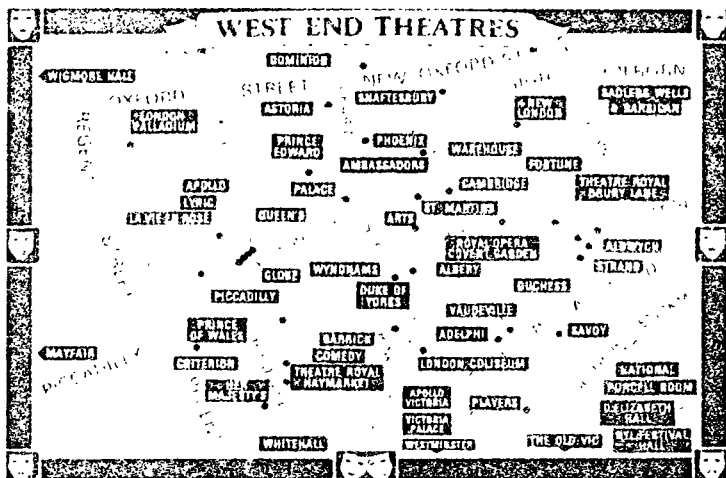
Ex. 21. a) Read and discuss.

Do you know that:

- ... a musical comedy (or a musical), which is a combination of dialogue, songs and dances, first appeared in the USA in the late 1800?
- ... the most famous American musicals have been “West Side Story”, “Jesus Christ [ˈdʒi:zəs ˈkraɪst] Superstar” (1971), “Cats” (1981) and “The Phantom of the Opera” (1986)?
- ... most American musicals appear in New York City on Broadway?
- ... most English musicals appear in London in the West End and that they are the most popular entertainment both with Londoners and tourists?
- ... the theatre which is famous for its musicals is the Theatre Royal / Drury Lane, the oldest London theatre (opened in 1663)?
- ... the most famous English musical has been and is — “My Fair Lady” which tells the story of Eliza Doolittle, the Cockney flower-seller?
- ... the longest running musical in the history of the British theatre — “Cats” has played and continues to play to full house?

b) Say if you have seen any musical in Moscow and how it impressed you.

Ex. 22. Look at the map of the West End theatres.



a) Find the Royal National theatre on the map and read the text about it.

The South Bank of the river Thames is the home for a lot of London's music and art. There are three concert halls there, an art gallery, a cinema and the Royal National Theatre. The Royal National Theatre houses three theatres as well as restaurants, shops and offices.

The largest of the three theatres is the Olivier Theatre (named after the actor Sir Laurence Olivier). It is the new kind of theatre, with the stage in the middle of the audience. It has seats for over a thousand people, but they are on the three sides of the stage, so no one is very far from the actors.

The smallest of the three theatres, the Cottesloe, has seats for up to 400 people. The stage is just a piece of floor in the middle. The theatre tries out new ideas, new plays, new writers and actors. It's a sort of laboratory for a future theatre.

The third theatre, the Lyttelton, has seats for 800 people. It is like a traditional theatre: the stage has curtains, and the actors face the audience.

The Royal National Theatre is a home to theatre companies from other countries and from other parts of Britain — just as the Royal National Theatre Company shows its plays around Britain and in foreign countries.

b) Answer the questions:

1. What is the South Bank of the river Thames famous for?
2. How many theatres are there in the National?
3. Which theatre is the largest?
In what way is it different from the other two theatres?
4. What kind of theatre is the Cottesloe?
5. What is the Lyttelton like?

Ex. 23. All people know that W.Shakespeare is the most famous British playwright.

But do you know that:

- ... his father was a rich businessman who bought and sold products?
- ... as a boy Shakespeare was interested in the theatre and went to see groups of actors who travelled from town to town?
- ... he married Ann Hathaway when he was 18 and she was 25?

- ... he built one of the first London's theatres — The Globe which had no roof and when it rained the people got wet?
- ... for about 25 years he lived in London where he wrote his plays and made a lot of money?
- ... he died on his fifty-second birthday on April, 23, 1616?
- ... he wrote 39 plays (some of them are comedies, some are stories from English history and the others are tragedies)?

Ex. 24. a) Read the story.

TOO WELL

Possi Carrington was born in Cranberry, a small beautiful village.

When she was 17 she left for New York and started working at the drama theatre. She was very **talented** and some years later she became a famous actress.

Once the director of the theatre she was playing at decided to put on a modern play about the country life. Possi was going to play the leading part, but they couldn't find an actor for the male part.

One day a young man came to see the director and asked to give him the part. But it was only Miss Carrington who could make a choice, because she knew the country life very well and wanted to have a partner who could give a convincing performance of a country man.

The young actor wanted to have the part very much and he thought of a plan. He asked many people about Miss Carrington and **found out** everything about her.

Two days later he left for Cranberry. He stayed there for a few days and then came back to New York.

Once when Miss Carrington was having lunch with her friends in a small restaurant, a poor young man came up to their table and spoke to Miss Carrington:

"Good morning! Don't you remember me? I am Bill Summers from Cranberry."

Miss Carrington didn't remember anybody by this name, but when he began telling her the news about her old friends she was extremely interested.

"You know, I saw your mother only a few days ago," the young man said.

"Oh, really? How is she?"

“When I came she was sitting near the house and looking at the road. She said: “Possi has gone this way and something tells me she will come back this way.”

Miss Carrington was very excited. She asked the young man to come and see her again.

“Now I’d like to leave as I’m a bit tired,” she said.

The next day the young actor came to the hotel where Miss Carrington was staying. He wanted to tell her everything and to ask her to give him the part.

But the hotel clerk said: “Miss Carrington has left for Cranberry.”

“Will she come back?”

“I believe not.”

The young man understood that his performance was too good.

(After O’Henry)

b) Say what you remember about:

- Miss Carrington and her work at the theatre;
- the young man who wanted to be Miss Carrington’s partner in the new play;
- his plan to receive the part of the young farmer;
- the news he told Possi about her village.

e) Think and answer.

1. Why did Miss Carrington decide to leave her village for New York?
2. Why was she going to play the leading part in a new play about the country life?
3. Why did the young man decide to go to Cranberry? What do you think he was doing there?
4. Why was Possi interested in hearing the news about her old friends?
5. Why was the young man’s performance very convincing?
6. Why did Miss Carrington leave for Cranberry after her talk with the young man?

Ex. 25. Answer the questions:

1. What is the Bolshoi Theatre famous for?
2. What performances have you seen at the Bolshoi Theatre?
3. How did they impress you?

* * *

1. What kind of performances does the Sovremennik Theatre put on?
2. What famous actors and actresses play at the theatre?
3. When were you at this theatre last?
4. Where did you have seats?
5. What were the people speaking about during the interval?
6. How did the performance impress you?

* * *

1. Are you a theatre goer?
2. What theatre did you last go to?
3. What performance was on that night?
4. Where and when did you book seats?
5. Was there a large or a small choice of tickets for that performance?
6. What seats did you decide to take? Were they expensive?

* * *

1. Do people in Moscow often go to the theatre?
2. Is it easy or difficult to book seats for popular performances?
3. Who are the most popular theatre directors now? Where do they work? Have you seen any of their performances?
4. Do Moscow theatres show their performances at theatre festivals in foreign countries? Speak about any of them.

Ex. 26. Speak about:

1. Moscow theatres.
2. Your favourite theatre.

Ex. 27. Act out dialogues. Use the situations:

1. Mr Dunn has just come to Moscow. He is a great theatre goer. Speak to him about Moscow theatres. Then discuss the prices for the metals his company wants to buy from Russia.
2. You have come to London to have talks with Mr Smith about the terms of the future contract for electronic goods. Speak to him about the performances which are on at London theatres. Then discuss business.

3. Receive Mr Blake at your office. Speak to Mr Blake about the ballet he saw at the Bolshoi Theatre. Discuss the delivery terms for the copying machines his company is going to sell to Rossimport.

UNIT VI

WRITTEN PRACTICE

Ex. 28. Translate into English.

1. Вчера в 4 часа дня мы обсуждали условия поставки и платежа.
2. — В пятницу я пришел домой поздно.
— Что делали дети?
— Они читали.
3. Вчера в 11 часов Иванов просматривал каталоги, а другие бизнесмены обсуждали предложение английской фирмы на оборудование для офиса.
4. Вчера в 3 часа дня шел дождь, но в 4 часа он кончился.
5. — Я позвонил тебе в 3 часа, но тебя не было. Где ты был?
— У меня были переговоры в это время.

* * *

1. Мы получили четыре предложения на компьютеры, но только предложение «Смит энд К^о» устраивало нас. Мы не можем принять другие, так как цены довольно высокие.
2. Некоторым нравится опера и балет, другим — драма.
3. Я не могу достать билеты в Художественный театр (the Art theatre). Давайте пойдем в какой-нибудь другой.
4. В нашем районе находятся два кинотеатра. Один — довольно старый, небольшой, не очень удобный. Другой — новый, современный, красивый.
5. Некоторые улицы Москвы — широкие, прямые, с красивыми зданиями, другие — узкие, со старыми домами.

* * *

1. Несколько дней назад Нэнси была в театре. Шел спектакль «Гамлет» ("Hamlet"). Состав исполнителей был очень хороший. Игра всех актеров была драматичной и убедительной. Когда спектакль окончился, их вызывали пять или шесть раз.

2. — Вчера я смотрел пьесу Булгакова «Собачье сердце» (“The Dog’s Heart”).
 — Вам понравился спектакль?
 — Да. Я получил огромное удовольствие. Все артисты играли прекрасно, кроме актера, который исполнял роль Шарикова.
 — Что Вам не понравилось в его исполнении?
 — Оно было довольно заурядным.
 — А актер, который играл роль врача?
 — Его игра была превосходной. Рекомендую Вам посмотреть этот спектакль.

* * *

- Какие у Вас есть билеты на завтрашний спектакль?
 — Могу предложить Вам два места в бельэтаже.
 — Разве у Вас нет билетов в партер?
 — Есть два места в восьмом ряду.
 — Хорошо. Сколько стоят билеты?
 — ... рублей.

Ex. 29. Write about your last visit to the theatre.

UNIT VII

VOCABULARY

1. **a theatre** [‘θiətə] *n* — театр
to go to the theatre
e.g. Yesterday I went to the Bolshoi Theatre.

▶ С названиями театров употребляется определенный артикль.
Напр. the Maly Theatre

2. **a theatre goer** *n* — любитель театра, театрал
 3. **an opera** [‘ɔpərə] *n* — опера
e.g. I like opera. Would you like to go and listen to an opera at the Bolshoi?
 5. **a ballet** [‘bæleɪ] *n* — балет

e.g. I like ballet.

— Would you like to go and see a ballet at the Bolshoi?

— Yes, the ballet “Jiselle” is my favourite and I’d like to see it again.

5. **a performance** [pə'fɔ:məns] *n* — 1. спектакль, театральное представление

a

good
popular
boring

performance

- 2. исполнение (роли, песни), игра

e.g. The performance of the actor who played the part of Hamlet was very good.

6. **a singer** ['sɪŋə] *n* — певец, певица
 7. **to sing** [sɪŋ] sang, sung *v* — петь
 8. **a ballet dancer** ['bæli, da:nsə] *n* — танцор, танцовщица
 9. **to dance** *v* — танцевать
 10. **both** ['bəʊθ] ... **and** ... — как ... так и ...
e.g. The theatre puts on both classical and modern plays. — Театр ставит как классические, так и современные пьесы.
 11. **classical** ['klæsɪkl] *adj* — классический
 12. **modern** ['mɒdən] *adj* — современный
 13. **a play** *n* — пьеса

to put on
to see
to enjoy

a play

14. **a stage** [steɪdʒ] *n* — сцена
on the stage
 15. **to put on** *v* — ставить (на сцене)
to put on

a performance
a ballet
an opera

 16. **a concert** ['kɒnsət] *n* — концерт
a concert of classical music
to go to a concert
 17. **West** *n* — запад
Western Europe — Западная Европа
 18. **to perform** *v* — давать представление, выступать, играть (на сцене)

e.g. This actor performs on the

stage of the Maly theatre.

- | | | | | | | | | | | | | | | |
|--------------|--|--|--|-------------|--|--|-----------|--|--|-----------|--|--|------|--|
| 19. | excellent ['eksələnt] <i>adj</i> | — отличный, превосходный | | | | | | | | | | | | |
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| an excellent | | performance | | | | | | | | | | | | |
| | | song | | | | | | | | | | | | |
| | | concert | | | | | | | | | | | | |
| | | film | | | | | | | | | | | | |
| 20. | a cast [ka:st] <i>n</i> | — состав исполнителей | | | | | | | | | | | | |
| | <i>e.g.</i> In any performance of the Bolshoi Theatre the cast is usually good. | | | | | | | | | | | | | |
| 21. | except [ɪk'sept] <i>prep</i> | — кроме | | | | | | | | | | | | |
| | <i>syn.:</i> except for | | | | | | | | | | | | | |
| | <i>e.g.</i> The businessmen have discussed all the problems except (for) the terms of delivery. | | | | | | | | | | | | | |
| 22. | an actress ['æktɪs] <i>n</i> | — актриса | | | | | | | | | | | | |
| 23. | rather ['rɑ:ðə] <i>adv</i> | — довольно | | | | | | | | | | | | |
| | <i>e.g.</i> It is a rather good play.
The film is rather boring. | | | | | | | | | | | | | |
| 24. | ordinary ['ɔ:dɪnəri] <i>adj</i> | — заурядная, посредственная | | | | | | | | | | | | |
| 25. | a feeling ['fi:lɪŋ] <i>n</i> | — чувство | | | | | | | | | | | | |
| 26. | convincing [kən'vɪnsɪŋ] <i>adj</i> | — убедительный | | | | | | | | | | | | |
| | <table border="0" style="border-left: 1px solid black; border-right: 1px solid black;"> <tr> <td style="padding: 0 5px;">a convincing</td> <td style="padding: 0 5px;"> </td> <td style="padding: 0 5px;">answer</td> </tr> <tr> <td style="padding: 0 5px;"></td> <td style="padding: 0 5px;"> </td> <td style="padding: 0 5px;">film</td> </tr> </table> | a convincing | | answer | | | film | | | | | | | |
| a convincing | | answer | | | | | | | | | | | | |
| | | film | | | | | | | | | | | | |
| 27. | dramatic [drə'mætɪk] <i>adj</i> | — драматичный | | | | | | | | | | | | |
| 28. | a curtain ['kɜ:tɪn] <i>n</i> | — занавес | | | | | | | | | | | | |
| | a curtain call | — вызов актера (на бис) | | | | | | | | | | | | |
| 29. | to be over <i>v</i> | — окончиться | | | | | | | | | | | | |
| | <i>e.g.</i> The film will be over in 20 minutes. | | | | | | | | | | | | | |
| 30. | to believe [bɪ'li:v] <i>v</i> | — думать, полагать | | | | | | | | | | | | |
| | I believe so. | — Думаю, что так. | | | | | | | | | | | | |
| | I believe not. | — Думаю, что не так. | | | | | | | | | | | | |
| 31. | extremely [ɪks'tri:mli] <i>adv</i> | — очень, чрезвычайно | | | | | | | | | | | | |
| | <table border="0" style="border-left: 1px solid black; border-right: 1px solid black;"> <tr> <td style="padding: 0 5px;">extremely</td> <td style="padding: 0 5px;"> </td> <td style="padding: 0 5px;">interesting</td> </tr> <tr> <td style="padding: 0 5px;"></td> <td style="padding: 0 5px;"> </td> <td style="padding: 0 5px;">important</td> </tr> <tr> <td style="padding: 0 5px;"></td> <td style="padding: 0 5px;"> </td> <td style="padding: 0 5px;">difficult</td> </tr> </table> | extremely | | interesting | | | important | | | difficult | | | | |
| extremely | | interesting | | | | | | | | | | | | |
| | | important | | | | | | | | | | | | |
| | | difficult | | | | | | | | | | | | |
| 32. | anyway ['eniwei] <i>adv</i> | — во всяком случае | | | | | | | | | | | | |
| 33. | to book <i>v</i> | — заказать, взять билет (театральный, железнодорожный) | | | | | | | | | | | | |
| 34. | a seat <i>n</i> | — место (зд. в театре) | | | | | | | | | | | | |
| 35. | a booking office ['bukɪŋ,ɔ:fɪs] <i>n</i> | — касса (зд. в театре) | | | | | | | | | | | | |

Lesson 4

syn. a box office

36. a cashier [kə'ʃiə] *n* — кассир
37. dress circle ['dres 'sə:kl] — бельэтаж
in the dress circle
38. a choice [tʃɔɪs] *n* — выбор
- | | | |
|---|-------|--------|
| a | large | choice |
| | small | |
| | good | |
- to have a choice — иметь выбор
- to make one's choice — сделать выбор, выбрать
- e.g.* He had no choice, but to go there.
39. a row [rou] *n* — ряд
in the 1st row — в первом ряду
40. stalls [stɔ:lz] *n* — партер
in the stalls

ADDITIONAL WORDS AND EXPRESSIONS

1. pound [paund] *n* — фунт (денежная единица)
2. a male part — роль, исполняемая мужчиной
3. a circus ['sə:kəs] *n* — цирк
4. a poster ['pəʊstə] *n* — афиша
5. a playwright ['pleɪraɪt] *n* — драматург
6. to find out *v* — узнать, разузнать
7. a road *n* — дорога
8. to be excited [ɪk'saɪtɪd] *v* — быть взволнованным
9. to understand (understood, understood) *v* — понимать

LESSON 5

Grammar:	Equivalents of Modal Verbs (эквиваленты модальных глаголов).
Text:	Shops and Shopping in London.

UNIT I

GRAMMAR


EQUIVALENTS OF MODAL VERBS

SECTION I


TO HAVE + ИНФИНИТИВ ГЛАГОЛА С TO

READ, STUDY AND PRACTISE.

- a) Larry begins work at 8, so he **has to** leave home early.
- b) The traffic was heavy and I **had to** go by underground.
- b) It is Friday today. I **won't have to** go to work tomorrow.

 Глагол **to have (to)** в качестве эквивалента модального глагола **must** выражает долженствование как вынужденную необходимость совершить действие в силу обстоятельств, сложившегося порядка, законов и т.д. и переводится на русский язык: *должен, вынужден, приходится.*

- | | |
|------------------------|--|
| a) I have to do it. | Do I have to do it? |
| | I don't have to do it. |
| b) I had to do it. | Did I have to do it? |
| | I didn't have to do it. |
| c) I'll have to do it. | Will / Shall I have to do it? |
| | I won't / shan't have to do it. |

 После глагола **to have** инфинитив смыслового глагола употребляется с частицей **to**.

Глагол **to have (to)** употребляется в форме **Simple Present, Past** и **Future** (см. примеры "а", "b", "с").

Вопросительная и отрицательная формы глагола **to have (to)** образуются с помощью вспомогательных глаголов **do / did** в настоящем и прошедшем времени и **will / shall** в будущем времени.

Обратите внимание на согласование времен с глаголом to have (to):

- a) Larry **said** he **had** to leave home at 8 every day.
- b) Susan **said** she **had** to stay at home and help her parents the previous day.
- c) John **said** that he **would have** to be in the office a bit earlier on Monday.

Ex. 1. Say what you have (or don't have) to do during your office hours.

Example: I have to arrive at the office at 9.

I don't have to arrive at the office at 8.30.

- to work on the computer;
- to look through e-mail;
- to answer messages;
- to meet foreign businessmen at the airport;
- to make reservations for hotels / planes;
- to go on business trips;
- to discuss terms of contracts;
- to stay at the office after 6;
- to make appointments;
- to speak on the phone with customers / suppliers;
- to clarify problems with the Managing Director;
- to speak English with foreign partners.

Ex. 2. Kate is speaking about her usual working day. Ask her questions.

Example: — I have to get up early (When?)

— When do you have to get up?

— I usually have to get up at 6.

- I have to take the children to school (When?)
- I have to do a lot of work in the office (What?)
- I have to speak with many people on the phone (With whom?)
- I sometimes have to stay in the office until 7 or 7.30 in the evening (Why?)
- I have to go to the supermarket after work (Why?)
- I have to go to bed late (When?)
- I have to study English at weekends (Why?)

Ex. 3. React to the statements about Mike's bad day.**Example:** — **Mike can't start his car.**— **He will have to go to the office by Underground.**

- He can't contact Mr Rockler. He is not in his New York office.
- He can't reserve a ticket for a plane to New York for the 10th of February.
- He can't reserve a room at the Holiday Inn in New York.
- He has no time to answer some messages.
- He can't buy the textbook "English for Businessmen" in the House of Books in Arbat.
- He can't book seats for the Maly Theatre for Friday evening.

SECTION II**TO BE + ИНФИНИТИВ ГЛАГОЛА С TO****READ, STUDY AND PRACTISE.**

- a) — When does the plane arrive in London?
— It is **to arrive** in 2 hours.
- b) — When is Mr Blake **to come** to our office, Jane?
— He **was to come** at 10, but he isn't here yet.
- c) The manager **to** the secretary: "You **are to send** the mail and **to make** an appointment with Mr Brook."

Глагол **to be (to)** в качестве эквивалента модального глагола **must** употребляется:

- 1) чтобы выразить необходимость действия, предусмотренного планом, графиком, договоренностью (см. примеры "a", "b");
- 2) в приказах, указах, распоряжениях (см. пример "c").

В этой функции глагол переводится на русский язык: *должен, предстоит*.

После глагола **to be** инфинитив смыслового глагола употребляется с частицей **to**.

To be (to) в качестве эквивалента модального глагола **must** употребляется в форме Simple Present и Simple Past.

Долженствование, относящееся к будущему времени, передается формой глагола **to be (to)** в настоящем времени (см. пример "a").

В вопросительном предложении **to be** ставится перед подлежащим (см. пример "b").

Ex. 4. Use the correct form of "to be (to)". Complete the sentences with the words on the right.

1. The director is going to Germany. He ... there.
2. The secretary is phoning the Metropol Hotel. She ... for the American businessmen.
3. We are waiting for the managers of GML. They ... at 11 o'clock.
4. Our visit to China ... tomorrow.
5. The President of the company ... at the conference after lunch.
6. The Japanese company ... a new model of Honda in June.
7. A new fitness centre ... in our district next month.
8. The theatre ... a new version of Checkov's "Three Sisters" in a couple of weeks.
9. If your luggage is overweight you ... an extra charge.
10. When you arrive at a hotel you ... a form.

to fill in,
to launch,
to make a contract,
to open,
to start,
to put on,
to speak,
to pay,
to arrive,
to make reservations

Ex. 5. Answer the questions. Use "to be (to)".

1. When and where are the businessmen of your company to go on business?
2. When are you to have a holiday?
3. When are you to have talks? What's the purpose of the talks?
4. When is the Prime Minister to speak on television?
5. When is a new supermarket (a shop of sports goods) to appear in your district?
6. What new Underground stations are to open in Moscow in the near future?
7. What are the passengers at Sheremetyevo to do before they get on the plane?
8. When are you to pay for a room if you stay at a hotel?

SECTION III

TO BE ABLE + ИИФИНИТИВ ГЛАГОЛА С TO

READ, STUDY AND PRACTISE.

- Can the manager receive me now?
- I am afraid he can't, he is having talks.
- When will he be able to receive me?

— He'll be able to receive you only in the afternoon. He won't be able to receive you earlier.



To be able (to) употребляется как эквивалент глагола **can** в будущем времени.

Обратите внимание на согласование времен с глаголом **to be able (to)**:

The secretary said the manager would be able to receive Mr Brown only in the afternoon.

Ex. 6. Translate, ask questions with "When?" and answer them. Use "to be able (to)".

Example: — When will you be able to prepare a sales report?

- обсудить предложение английской фирмы;
- уточнить несколько вопросов с заказчиками;
- показать достопримечательности Москвы м-ру Кларку;
- заехать за м-ром Брауном в гостиницу;
- просмотреть последние каталоги электронных товаров;
- купить билеты на какой-нибудь спектакль театра на Таганке;
- вести переговоры на английском языке.

UNIT II

SPEECH PATTERNS

Pattern 1. The suit is one size too small (big) for me.

Ex. 7. You are buying some clothes in the shop. Speak as in the example:

- The shoes are one size too small for me.
- Here is another pair, a size larger.

Say that the jacket, the dress, the suit, the jeans, the coat, the trousers are small (large) for you.

Pattern 2. — The suit will wear well.
— Will it? That's nice.

Ex. 8. React to the statements:

- The cast was very good.
- Was it? And I thought that the leading actors were quite ordinary.

1. The company delivered the goods with a delay.
2. I could visit only the National Gallery when I was in London.
3. Mike goes to the fitness centre at the weekend.
4. I have read only one detective by Agatha Christie.
5. I have seen only one film about James Bond.
6. I will go to the Crimea for my summer holiday.
7. The Sellers offered a 10% discount for their equipment.
8. We agreed to the delivery of the goods on CIF terms.
9. I go to my country house every weekend both in summer and in winter.
10. Our Managing Director speaks 3 foreign languages.

UNIT III

WORKING ON THE TEXT

Read the text and the dialogue.

SHOPS AND SHOPPING IN LONDON

A.

Most of London's big department stores and rich shops are in the West End.

One of the most popular shopping centres in the West End is Oxford Street. Its nice shops and department stores attract not only English people but people from all over the world. It is always crowded with people, especially at sale times, in January and July.

Most shops and department stores open at 10 a.m. and close between 5.30 p.m.—6 p.m. except on Sundays. If you want to go shopping after office hours you can make a purchase on Thursday or Friday, as the shops in Oxford street close later on that day.

One of the largest department stores in Oxford Street is Selfridges¹. It has a lot of departments: Men's and Women's Wear, Children's Clothes, Bedding, Stationery, Electrical Goods, Household Goods and many others.

Selfridges is a very expensive department store that is why most Londoners prefer to go to cheaper shops: Marks and Spencer for clothes and supermarkets for food.

Marks and Spencer is a self-service chain store². It sells quality goods at reasonable prices, therefore it is very popular.

Supermarkets, many of which are chain stores, sell not only food but household goods too.

Hypermarkets have become especially popular with shoppers recently. They are very big supermarkets (usually outside London) with

parking lots for customers, who come shopping in their cars and buy food for the whole week.

B

On Saturday morning Mr Borisov went shopping in Oxford Street, as he was to leave London soon. He **called at** the men's department of a big department store. He came up to a **salesgirl** and asked her to help him **choose a suit**.

Salesgirl: What kind of suit **are you looking for?**

Borisov: I'd like a light suit **for summer wear**.

Salesgirl: What's your **size, sir?**

Borisov: I'm afraid, I don't know my English size.

Salesgirl: You'll have to **try on** this one for size in **the changing room** over there.

(In the changing room)

Borisov: I don't think it's my size: **the jacket** is too **tight** and **the trousers** are too short.

Salesgirl: Yes, I think the suit is one size too small for you, here is another one, a size larger.

(A few minutes later)

Salesgirl: It looks fine on you and it **fits you perfectly**. The suit is of very good quality, it will wear well.

Borisov: Will it? That's nice. Well, I think I'll take it. I like **the style** and the colour. How much is it?

Salesgirl: It costs £... Will you pay **by credit card?**

Borisov: No, I'll pay **cash**. One more thing, please³. Where can I buy a **pair of shoes** and **socks?**

Salesgirl: On the fourth floor, in the shoe department. You can also buy a **tie** to **match** your suit there.

Borisov: And where can I find **joggers?**

Salesgirl: In the **sportswear** department.

Borisov: Thank you.

¹ **Selfridges** ['selfrɪdʒɪz] (возможно написание Selfridge's) — название крупного универсального магазина в Лондоне (основан в 1909 году).

Перед названиями универмагов, содержащих имя собственное, артикль не употребляется (ср. The Central Department Store).

² **a chain** [tʃeɪn] store — один из сети магазинов, принадлежащих одной фирме / сетевой магазин.

³ **One more thing, please.** — И еще одно.

Ex. 9. Agree or disagree. Give your reasons.

1. Oxford Street is the most popular shopping centre in London.
2. Shops and department stores in Oxford Street close late.
3. Most Londoners go shopping to Selfridge's.
4. Marks and Spencer is as expensive as Selfridges.
5. There is no difference between a supermarket and a hypermarket.

* * *

1. Mr Borisov went shopping for food.
2. He didn't ask anybody to help him choose a suit.
3. The salesgirl told Mr Borisov what his English size was.
4. The first suit that Mr Borisov tried on fitted him perfectly.
5. Mr Borisov paid cash for the suit.
6. When Mr Borisov bought the suit he left the department store.

Ex. 10. Say what you remember about:

- Oxford Street and its shops;
- Selfridges;
- Supermarkets and hypermarkets;
- Mr Borisov's purchase.

UNIT IV

WORKING ON WORDS

to prefer smth to ... to prefer doing smth to ...
--

Ex. 11. Ask and answer questions.

- | | |
|-------------------------|--|
| A. Which do you prefer: | <ul style="list-style-type: none">• ballet or opera?• tea or coffee?• classical music or pop music?• the cinema or the theatre?• a quiet or an active rest?• action or horror films?• seats in the stalls or in the dress circle?• Japanese or German cars? |
|-------------------------|--|

B. What do you prefer doing:

- watching TV or reading books?
- skiing or skating?
- playing football or hockey? (watching football or hockey matches?)
- living in a good flat in Moscow or in a cottage near Moscow?
- going on holiday to the Crimea or to the Caucasus?
- buying goods on CIF or on FOB terms?
- shopping in a supermarket or in a shop?
- going out or staying at home at weekends?
- reading books or watching their screen versions?

to be popular with smb

Ex. 12. Say what places are popular (not popular) with shoppers (holidaymakers, tourists, theatre goers, etc.); explain why.

- the Kremlin museums,
- the Bolshoi theatre,
- the holiday places on the Volga river,
- Ashan supermarkets,
- old Moscow hotels,
- the Tretyakov Gallery,
- Arbat Street (old and new),
- expensive boutiques [bu'trk] in the centre of Moscow,
- the Black Sea resorts in the Crimea,
- the ski resorts in the Caucasus,
- Macdonald's restaurants,
- fitness centres,
- the House of Music,
- Sokolniki Park,
- evening courses of foreign languages.

to call at (a place)

Ex. 13. Read the example.

If I want to buy an English book, I'll call at the House of Books in Arbat.

Say where you will go if you want to buy:

- a new model of a Panasonic TV set,
- flowers for your friend's party,
- some compact disks,
- sports clothes,
- some food for the weekend,
- tickets for the new performance at the Vachtangov theatre,
- toys for your (your friend's) children,
- a pair of new jeans,
- some souvenirs for your friends in France,
- a new jacket for winter wear;
- a tour of Italy.

UNIT V

KEY STRUCTURES AND SPECIAL POINTS

ARTICLES

Ex. 14. a) Supply articles where necessary.

1. — Where can I buy ... coat?
— There's ... department store in this district. There's ... very good choice of coats at ... department store.
— Is there ... shoe department there too?
— Yes, there is but ... department is not very large. You'll have to call at ... Central Department Store. There are ... good shoe departments there.
2. — I want ... pair of shoes but I don't know my English size.
— Try on this pair for ... size.
— Oh, ... shoes are too small for me.
— Here is another pair, ... size larger.
— ... size is all right for me, but I don't like ... style.
3. ... Sainsbury's ['seɪnzbəri:] is one of ... biggest and most popular supermarkets in London. ... choice of different kinds of ... food is very large there. It is ... very old company. ... company is more than 125 years old. ... Sainsbury's is ... chain store and has over 250 shops all over ... country.

* * *

Lise [laɪz] is walking along ... wide street, she is looking for ... new **dress**. She stops at ... **door** of ... department store and comes in. She goes to ... Women's Wear Department. She has found ... dress. It is ... modern bright **yellow** dress. She goes to ... changing room and tries on ... dress.

"It's ... lovely dress, I'll take it," she says to ... salesgirl.

Then she sees ... coat for summer wear in red and white. Very quickly she **puts on** ... coat over ... new dress.

"You won't be able to wear ... two together, but it's ... lovely coat over ... white dress."

"But I think they go very well together," Lise says and gives ... coat and ... dress to ... girl: "I'll have them. ... colours of ... dress and ... coat are perfectly right for me."

Lise pays ... money and ... salesgirl gives her ... purchase.

Lise leaves ... department.

(After "The Driver's Seat" by Muriel Spark)

b) Say what you remember about the purchase Lise made at the shop.

TENSES

Ex. 15. a) Supply the correct tense-forms of the verbs.

1. Thank you for the wonderful evening. We (to have) to go now, it's too late.
2. I (not to be able) to go shopping after work today as I (to have) to stay the office later than usual — there is too much work.
3. Yesterday at the department store I (to have) to try on some jackets. Only then I (can) choose what I (to want).
4. At weekends Tom usually (to wear) jeans and a **T-shirt**. During the week he (to have) to wear a suit and a tie.
5. — Vanessa, yesterday you (to be) to invite people from BAC to our today's conference. Did you do that?
— Yes, sure.

* * *

Jill: You (to be going) to stay in the office during the lunch time?

Ben: Yes, I (to have) to check these figures. We (to be) to use them at the afternoon meeting. And where (to be) Jack? He (to

promise) to help me. If he (not to come) I (not to be able) to check all the figures.

Jill: He (to have) to go to the sales department. He (to say), he (to be back) in 10 minutes.

Ben: Good.

* * *

A few days ago Elsa (to call at) a big shoe shop in Madison Avenue for a pair of shoes.

When she (to come in) the salesman (to speak) to another customer and Elsa (to have) to wait for a few minutes.

When Elsa (to try on) a pair of black shoes she (to say):

“I (to have) to try on another pair. These shoes (to be) too large for me.”

“But I (not to know) if I (to be able) to find a smaller size in black. This model (to be) very popular and (to sell) very well. We (to sell) a lot of shoes of this model recently. But I (to have) to see.”

Five minutes later he (to come back) with a pair of brown shoes. “Try on these for size. If you (to like) them I (to have) to order them in black,” the salesman said.

Elsa (to put on) the brown shoes. “They (to fit) me perfectly and I (to like) the colour. I (to buy) them.”

(After “The Hot House by the East River” by Muriel Spark)

b) Say what you remember about Elsa's shopping for shoes.

PREPOSITIONS

Ex. 16. a) Supply the correct prepositions or adverbs.

1. — I'd like to buy a dress ... everyday wear.
— Let's call ... the Central Department Store, there's a good choice ... dresses there.
2. — I called ... you yesterday morning, but you were ...
— I went shopping ... food.
3. Why do many people prefer supermarkets ... small food shops?
4. — I think this coat is the right size ... me.
— Yes, it fits you perfectly.

5. New Arbat is crowded ... shoppers ... morning ... evening.
6. Most department stores in Moscow are open ... 10 o'clock p.m. ... weekdays.
7. You can try ... this coat ... the changing room.

* * *

Last Saturday Joan [dʒɔ:n] went shopping ... clothes. She called ... a big shop ... ready-made clothes ... the 5th Avenue. She wanted to buy a dress ... office wear. ... the shop she tried ... a few dresses ... the changing room.

When she put ... the first dress she saw that it was too short ... her. The second dress was longer than the first one but it was too tight. The third dress looked nice ... her, it fitted her perfectly but it was green but Joan wanted something ... brown. Besides, it cost more than she wanted to spend.

Then she called ... a small shop and bought a dress. It was the right size and colour and it was not expensive ... her. She liked the dress very much.

b) Say what you remember about Joan's shopping for clothes.

THE WORDS YOU MIX UP

Ex. 17. a) Choose and use.

to say, to tell, to speak

A

1. What did you ...? I couldn't hear you.
2. ... us about your holiday. Did you have a good time?
3. How many languages do you ...?
4. She ... good-bye and left.
5. I ... to the company manager on the phone yesterday.
6. ... the manager that Mr Lawson phoned him 10 minutes ago.
7. What did the President ... about at the conference?
8. Does your director ... good English?

9. Don't ... anybody what I It's a secret between us.
10. I didn't want to delay Sue so I ... her not to wait for me.

B

Once when Mark Twain and his friend were in England they visited a party at which they were to make speeches. Mark Twain was the first to He ... for 20 minutes and everyone liked his speech. When the people asked Mark Twain's friend to ... them something, he ... : "Ladies and Gentlemen! Before this dinner we agreed with Mark to exchange speeches. He has just ... you what I wanted to ... and I'm glad you liked it. But I'm sorry to ... I've lost Mark Twain's speech and cannot remember what he wanted to ... you".

b) Summarize the joke.

UNIT VI

SPEECH EXERCISES

Ex. 18. a) Read the dialogue.

On Thursday Mrs Briggs went shopping for clothes. When she was walking along Oxford Street she saw a red dress in the window of a small shop and decided to call there.

Salesgirl: What can I do for you, madam?

Briggs: Could you let me see that red dress in the window?
I like the colour very much.

Salesgirl: I'm afraid it'll be too tight for you.

Briggs: Have you got a bigger size?

Salesgirl: That's the last we've got, I'm afraid. How do you like this one, madam?

Briggs: The colour is a bit dark, but I like the style. Can I try it on?

Salesgirl: Sure. The changing rooms are over there.

(In the changing room)

Briggs: Does it look nice on me?

Salesgirl: Very nice, indeed.

Briggs: I think I'll take it.

Salesgirl: You've chosen very well, madam. It'll wear well and this is our latest style. Anything else?

- Briggs:* Could you show me a light grey shirt?
Salesgirl: How do you like this one? Isn't it lovely?
Briggs: Sure it is. By the way, if the shirt doesn't fit my son can I bring it back?
Salesgirl: Why, yes. You'll be able to exchange it or get a refund.
Briggs: Good. I'll have it.
Salesgirl: How would you like to pay?
Briggs: Cash, please.
Salesgirl: Thank you, madam. Here is your change.

b) Say what purchases Mrs Briggs made at the shop.

c) Act out the dialogue.

Ex. 19. a) Read the text.

MARKS&SPENCER: A BRITISH SUCCESS STORY

Marks&Spencer, the British food and clothes company, is Britain's favourite shop and the most famous British shop in the world. It attracts a lot of customers, from housewives to millionaires.

It started more than 100 years ago, when Michael Marks, a young immigrant, opened a stall in the market. He had few things to sell, but above his stall he put the now famous notice:

Don't ask how much — it's a penny.

Ten years later he met Tom Spencer and together they started Penny Stalls in many British towns.

Today there are more than 640 branches of M&S all over the world, and more and more people are buying their clothes and food from the shop.

Food departments sell typical British food: tea, biscuits, sandwiches.

The choice of clothes is different from country to country.

In Thailand, for example, they sell more T-shirts because of the climate. In Japan they sell clothes of small sizes, in Austria — clothes of large sizes.

The quality of clothes is very high; their shelf life is short — from 6 to 7 weeks.

In Britain every man in 5 buys his suits in M&S and one woman in 3 buys her underwear there.

In the 21st century one Chinese in 5 will wear M&S suits.

That's a lot of suits!

(Based on "Headway" and "Business Basics")

b) What does that mean:

- Penny Stalls?
- underwear?
- shelf life?

c) Say:

- What facts show that M&S is a very popular shop;
- How the company started its business;
- How the choice of clothes differs from country to country;
- How many British people wear M&S clothes.

Ex. 20. a) Read the text.

**NEW MARKETS — SHOPPING FOR FOOD
IN THE 21st CENTURY**



For many years British and American people made traditional long trips to supermarkets to do their shopping. But since the 1990s supermarket shopping on the Internet has become very popular with British and American shoppers.

Big supermarkets have their own websites, and if you order on line with them, for a small extra sum supermarkets will do your shopping for you and deliver it to your door. If you shop with them regularly, they'll 'remember' your favourite products so you will be able to order them next time very quickly.

In contrast, in many small British towns and villages there has been a **return** to traditional outdoor markets where farmers sell their products to customers.

They disappeared in Britain because of the attraction of supermarkets, but they have reappeared recently both to help farmers and to provide customers with "real food" — **fresh** fruits, meat. etc.

Organic food^{*} has become very popular and some producers offer "a box service" — they deliver a box of organic food to your door. The customers don't choose it — they just get fresh seasonal products with

the guarantee that they are without chemicals. You can order this service on line too!

(Based on "Across Cultures")

* organic food — экологически чистые продукты

b) Say what ways of shopping for food the text is about.

Ex. 21. a) Look and say:

Ann *Carlos* *Mary*

A • Dress.
100% cotton.
Yellow or green.
Sizes 8 to 14.
\$ 169

B • Bag.
Brown or black leather*.
\$ 75.45

A • Sweater.
100% wool. Blue or red.
Small, medium or large.
\$ 50

B • Trousers. 100% cotton.
Black or brown. Sizes 30 to 44.
SAVE \$ 10
Regular price \$ 75
Sale price \$ 65

A • Coat.
100% cotton.
Pink or grey.
Sizes 10 to 14.
Only \$ 85

B • Bag.
White or black leather.
SAVE \$ 10
Regular price \$ 50
Sale price \$ 40

* leather [ˈleðə] n — кожа

1. What is Ann wearing?
In what colours / sizes does it come?
How much does it cost?
2. What clothes is Carlos wearing?
In what colours / sizes does the sweater / do the trousers come?
How much do the trousers cost?
Are they on sale?
How much can you save if you buy them?

b) Ask questions about the coat and the bag Mary is wearing.

Ex. 22. a) Read the story.

DAILY BREAD

Miss Martha was 40 years old but she was **not married**. She had her own shop, where she sold **bread**, both fresh and stale which was cheaper.

There was a customer who called at her shop two or three times a week. The man was not young but very attractive. He wore cheap clothes but they looked nice on him. He always bought only stale bread and Miss Martha decided that he was very poor. She always thought of him and was sorry that she could not invite him to have dinner with her. She wanted to talk to him, to know more about him. She wanted to help the poor man but didn't know how. She liked him and began wearing her best dress.

Once when her customer called on her to buy stale bread, Miss Martha had an idea and a good one, as she thought, to help him. She put some **butter** in the stale bread.

The next day two men came into the shop. One of them was her customer and the other — a young man. The customer was very **angry** and couldn't speak. So the young man spoke to Miss Martha: "We work together in the same office. We use stale bread to take away pencil lines from our plans. We have worked at a plan of a new district for six months. We finished it in the morning and began taking away pencil lines with your bread. You see, as there was butter in the bread the plan is good for nothing and we can't show it to anybody now."

When the men left Miss Martha went upstairs, **took off** her best dress and put on her old brown one.

(After O'Henry)

b) Retell the story.

Ex. 23. Answer the questions.

1. Why do many people prefer shopping in hypermarkets?
2. What is the best time to call at a hypermarket?
3. What hypermarket do you usually go shopping to?
4. Why do you prefer this hypermarket to others?
5. What goods can you buy there?

* * *

1. When did you last go shopping for clothes?
2. What did you buy?
3. Where did you try the clothes on?
4. Did the coat (suit) fit you nicely or did you have to ask the salesgirl to bring you another one?
5. Why did you decide to buy it?
6. How much did it cost?

Ex. 24. Speak about:

1. Moscow department stores.
2. Your last visit to a supermarket (a hypermarket).
3. Shopping in a foreign country.

Ex. 25. Act out dialogues. Use the situations:

1. You are interested in buying electronic clocks and require them urgently. Meet Mr Clark, a representative of the Sellers, in your office and discuss the delivery dates and terms of delivery with him. After the talks ask Mr Clark about his plans for Saturday.
2. White&Co have started producing a new model of coffee machines. Contact Mr White in his London office. Discuss the prices and the terms of delivery.
3. You have studied the terms on which Black&Co sell their machines. Meet the company manager, speak about the weather in Moscow, then discuss with him the number of machines you want to buy and the terms of delivery.

UNIT VII

WRITTEN PRACTICE

Ex. 26. Supply modal verbs or their equivalents in the correct tense-forms.

1. We (to be) to go to the plant with Mr Brown this Monday, but he (not to arrive) in Moscow yet. We (to have) to go to the plant next week.
2. There is no bus stop near this building, you (to have) to get off at the next stop.

3. If you don't leave now, you (not to be able) to come to the concert on time.
4. If Mike (to be) to go on holiday on Monday, he (to be able) to make all purchases on Saturday.
5. If we (can, to go) shopping at ten tomorrow we (to be able) to come home by lunch time.
6. If Mary (to have) to go to the supermarket in the afternoon she (not to be able) to go to the cinema with us.
7. If my husband (not to have) to stay in the office late today we (to be able) to call on our friends.
8. When the Sellers (to be) to deliver the goods?
9. We (to be) to reserve accommodation for Mr Brown tomorrow.
10. As the Buyer (cannot, to provide) shipping facilities the Seller (to have) to deliver the goods on CIF terms.

Ex. 27. Translate into English.

1. — Ты сможешь пойти с нами в театр?
— К сожалению, нет. Мне придется задержаться на работе до 7 часов.
2. — Ты навестил вчера Анну?
— Нет, мне пришлось остаться дома.
— Ты собираешься пойти к ней сегодня?
— К сожалению, нет. Мне предстоит поехать в аэропорт встречать г-на Брауна.
3. — Кто должен ехать в командировку в Петербург?
— Г-н Колосов должен был поехать туда, но он плохо себя чувствует, и придется поехать мне.
— Когда ты едешь?
— Я смогу поехать только через два дня.

* * *

1. Что он сказал?
2. Что он сказал Вам?
3. Вы собираетесь выступить (говорить) на конференции?
4. Он рассказал нам много интересного о Лондоне.
5. О чем Вы собираетесь говорить?
6. Он сказал Вам что-нибудь важное?
7. Директор конторы сказал, что мы должны провести переговоры на этой неделе.

8. На уроках английского языка вы должны говорить только по-английски.

* * *

Если вам нужно сделать покупки, идите на Новый Арбат. Это одна из самых больших и известных торговых улиц Москвы. Она привлекает покупателей со всей страны, а также зарубежных гостей. Там вы можете купить все: продукты, книги, мужскую и женскую одежду, обувь, электротовары.

На Новом Арбате находятся большие современные магазины и универмаги и почти все они — магазины самообслуживания. В супермаркете всегда много покупателей, так как многие предпочитают покупать все продукты в одном магазине.

* * *

Вчера я зашла в универмаг “Москва”. Я хотела купить зимнюю куртку. В универмаге был большой выбор курток разных фасонов и расцветок. Я примерила несколько курток и выбрала то, что мне хотелось — синюю куртку хорошего качества и не очень дорогую.

UNIT VIII

VOCABULARY

- | | |
|---|---------------------------------|
| 1. a department store
[di'pɑ:tmənt 'stɔ:] <i>n</i> | — универмаг |
| 2. to attract [ə'trækt] <i>v</i> | — привлекать |
| to attract visitors
 people | |
| <i>e.g.</i> The Pushkin Museum attracts
a lot of visitors. | |
| attraction <i>n</i> | — притяжение, привлекательность |
| 3. all over <i>adv</i> | — повсюду |
| all over the country | — по всей стране |
| all over the world | — во всем мире |
| 4. a purchase [pə:tʃəs] <i>n</i> | — покупка |
| to make a purchase | |
| 5. to close [klaʊz] <i>v</i> | — 1. закрывать |
| <i>e.g.</i> Close the book, please. | 2. закрываться |

e.g. The conference closed at 2 o'clock.

6. wear [weə] *n*

— 1. ношение, носка (одежды)

2. одежда

Men's wear

— мужская одежда

Women's wear

— женская одежда

underwear

— (нижнее) белье

sportswear

— спортивная одежда

for	summer	wear
	winter	
	autumn	
	spring	

— одежда	для лета
	для зимы
	для осени
	для весны

a suit for better wear
to wear [weə] everyday wear

— выходной костюм

— костюм на каждый день

(wore [wɔ:], worn [wɔ:n]) *v*

e.g. Ann wore a lovely dress yesterday.

— 1. быть одетым в, носить (одежду)

2. носиться (об одежде)

e.g. I hope the suit will wear well.

7. clothes [klaʊðz] *n*

— одежда

summer winter	clothes
------------------	---------

— летняя — зимняя	одежда
----------------------	--------

▶ Слово **clothes** в значении *одежда* употребляется только во множественном числе.

8. stationery ['steɪʃnəri] *n*

— канцелярские товары

9. bedding *n*

— постельное белье

10. to prefer [prɪ'fɜ:] *v*

— предпочитать

e.g. I prefer historical films.

to prefer smth to smth

to prefer doing smth

e.g. I prefer ballet to opera.

I prefer shopping at supermarkets.

11. cheap ['tʃi:p] *adv*

— дешевый

a cheap	ticket
	book

12. a supermarket [ˌsju:pə'mɑ:kɪt] *n*

— универсам, супермаркет

13. food [fu:d] *n*

— продукты

to buy	food
--------	------

- to sell
to offer
- a food department
shop
- much
little food
- много
мало продуктов
14. **self-service** ['self'sə:vɪs] *n* — самообслуживание
- a self-service shop
department
15. **reasonable** ['ri:znəbl] *adj* — умеренный (о цене)
- e.g.* We sell goods at reasonable prices.
16. **therefore** ['ðəəfɔ:] *adv* — по этой причине, поэтому, следовательно
- e.g.* The company's prices were very high, therefore we asked them to give us a discount.
17. **household** ['haushəʊld] *adj* — хозяйственный
- household goods — хозяйственные товары
18. **a hypermarket** [ˌhaɪpə'mɑ:kɪt] *n* — гипермаркет — торговый комплекс (включает магазины, кафе, кинотеатр, отделения банков, предприятия бытового обслуживания), расположен обычно за городом
19. **a parking lot** *n* — стоянка для автомобилей
20. **a shopper** *n* — покупатель (в магазине)
- a regular shopper — постоянный покупатель
21. **to call** [kɔ:l] *v* — заходить, посещать, навещать
- to call at some place — зайти куда-либо
- to call at a shop
department store
restaurant
cinema
- e.g.* Let's call at the booking office and buy tickets for the Saturday performance.
- to call on smb — зайти к кому-либо (навестить кого-либо)
- e.g.* Why didn't you call on us last Saturday?
22. **a salesgirl** ['seɪlɪzɡɜ:l] *n* — продавщица
- a salesman — продавец
24. **to choose** [tʃu:z] — выбирать

- (chose [tʃoʊz], chosen [tʃoʊzn]) *v*
- to choose a **book**
suit
dress
25. a suit [sju:t] *n* — костюм
a light suit — легкий / светлый костюм
to buy
to try on
to choose **a suit**
to put on — одеть костюм
to take off — снять костюм
26. to look for *v* — искать, подыскивать, присматривать
- e.g.* I am looking for a new sofa for the living room.
27. a size [saɪz] *n* — размер
e.g. What size suit do you wear? — Какого размера костюм вы носите?
a size smaller / one size too small — на размер меньше
a size larger / one size too big — на размер больше
28. to try on ['traɪ'ɒn] *v* — примерять (одежду)
to try on **a suit**
a coat
to try on smth for size — примерять что-либо для определения размера
- e.g.* Will you try on this suit for size?
29. a changing room *n* — примерочная
syn.: a fitting room
30. over *adv* — указывает на местонахождение
over here — (вот) здесь
over there — (вон) там
over *prep* — (надевание) на что-либо; поверх чего-либо
- e.g.* You should put on a coat over the dress, it's cold outside.
31. a jacket ['dʒæktɪ] *n* — пиджак, куртка, жакет
32. tight [taɪt] *adj* — узкий, тесный
33. trousers ['traʊzəz] *n* — брюки
34. to look [lʊk] *v* — выглядеть, казаться
e.g. You look tired today. — Вы выглядите усталым сегодня.
The suit looks nice on you. — Костюм вам идет.
35. to fit [fɪt] *v* — сидеть (об одежде), подходить, быть впору

- e.g.* The suit fits you all right. — Костюм сидит на вас хорошо.
36. **perfect** ['pɜːfɪkt] *adj* — прекрасный, безупречный
perfectly *adv* — прекрасно, великолепно
e.g. She did her work perfectly.
37. **style** [stɑɪl] *n* — фасон, стиль
the latest | style
last year's | style
e.g. The dress is of the latest style.
38. **to cost** (cost, cost) *v* — стоить (о цене)
e.g. — How much did the suit cost?
 — It cost ... roubles.
39. **cash** [kæʃ] *n* — наличные деньги
to pay | cash
 | in cash — платить наличными
 | by cash
40. **a pair** [peə] *n* — пара
a pair of | shoes
 | socks
 | joggers
e.g. How much is this pair of shoes?
41. **a shoe** [ʃuː] — туфля, ботинок
shoes for | better wear
 | everyday wear
 | summer wear
a pair of shoes — пара туфель
42. **a sock** *n* — носок
43. **a tie** [taɪ] *n* — галстук
44. **to match** *v* — подходить (по цвету, тону и т.п.), сочетаться, соответствовать
e.g. The colour of the tie doesn't match the colour of the suit.
45. **joggers** ['dʒɔːgəz] *n* — кроссовки

ADDITIONAL WORDS AND EXPRESSIONS

1. **a dress** [dres] *n* — платье
a dress for | summer wear — летнее платье
 | everyday wear — платье на каждый день
 | better wear — выходное платье
2. **to put on**, (put, put) *v* — надевать (об одежде)
to put on | a jacket
 | trousers
3. **a door** *n* — дверь

Lesson 5

4. **yellow** [ˈjelou] *adj* — желтый
5. **a shirt** [ʃə:t] *n* — мужская рубашка
a T-shirt — футболка
6. **to exchange** *v* — 1. обменять что-либо
e.g. If the suit doesn't fit you can exchange it later.
— 2. обменяться
e.g. The Sellers and the Buyers exchanged letters about their future contract.
7. **to get a refund** — получить деньги обратно
e.g. You can exchange the coat or get a refund if you don't like it.
8. **change** *n* — 1. сдача
— 2. мелочь
e.g. Sorry, I have no change on me.
9. **a stall** *n* — ларек, киоск
10. **a notice** *n* — объявление
11. **a return** [rɪˈtə:n] *n* — возвращение
12. **fresh** *adj* — свежий
13. **bread** *n* — хлеб
14. **stale** *adj* — черствый
15. **butter** *n* — масло
16. **to be angry** *v* — сердиться
e.g. Don't be angry with me.
17. **to take off** *v* — снимать (одежду)
e.g. Don't take off your cardigan, it's rather cool here.

SPEECH PATTERNS

1. **The suit is one size too small (big) for you.** — Костюм на один размер меньше (больше), чем вам надо.
2. — **The suit will wear well.** — Костюм будет носиться хорошо.
— **Will it? That's nice.** Да? Правда? (употребляется для выражения удивления).
Это хорошо.

LESSON 6

Grammar:	1. The Present Perfect Continuous Tense (настоящее совершенное продолженное время).
	2. Reflexive Pronouns (возвратные местоимения).
Text:	Eating out.

UNIT I

GRAMMAR

SECTION I

THE PRESENT PERFECT CONTINUOUS TENSE

READ, STUDY AND PRACTISE.

- a) — Are you still learning French words, Tom?
— Yes, I am.
— How long have you been learning them?
— I have been learning the words for an hour, but I still don't remember all of them.
- b) — Where is Jane?
— She is in her room. She has been studying English since breakfast.
- c) — Where is Mr Dunn?
— He is in his study. He has been reading newspapers since he came back from the office.
- d) You look angry. Have you been waiting for me long?



1. The Present Perfect Continuous Tense употребляется для выражения действия, которое началось в прошлом и продолжается в настоящий момент. Продолжительность действия выражается обстоятельством времени с предлогами **for** (см. пример "а") и **since** (см. пример "b") или придаточным предложением времени, которое вводится союзом **since** (см. пример "с").
2. The Present Perfect Continuous Tense употребляется также, когда мы говорим о длительном действии, которое только что закончилось, но результат которого очевиден в данный момент (см. пример "d").

3. Present Perfect Continuous чаще употребляется в утвердительной и вопросительной формах.
4. The Present Perfect Continuous Tense образуется при помощи Present Perfect глагола **to be** + Present Participle смыслового глагола:
I have been working ...
I have not (haven't) been working...
Have you been working ...?
5. С глаголами, которые не употребляются в продолженном времени (см. урок 1, часть I), вместо Present Perfect Continuous употребляется Present Perfect.

Ex. 1. Complete the situations. Say "How long?" and "Since when?"

Example: My friend works for a business company.

He has been working in business for years / since 200...

1. The company sells refrigerators.
2. Nancy buys clothes at Selfridges.
3. Fred Lawson writes books for children.
4. This young actress plays the part of Anna Karenina.
5. We do business with some Chinese companies.
6. STS delivers their goods to some Asian countries.
7. Mr Brown always flies by British Airways.
8. IKEA advertises their furniture in special magazines.
9. Sandra goes skiing in the Alps every February.
10. Jack drives a car very well.

Ex. 2. Ask and answer questions.

Example: — I'm learning English / How long ...?

— How long have you been learning English?

— For half a year.

1. The company is selling a new model of computers now / How long?
2. Look! It is raining (snowing) heavily / Since when?
3. Do you know that Nina is looking for a new job / How long?
4. Mr B. is waiting in the hall / How long?
5. I think the managers are discussing the terms of the new contract / Since when?
6. Jack is having a rest in Italy now / How long?
7. Borisov is in London now. He is staying at the Hilton Hotel / How long?

8. Alice is in M&S's. She is choosing some clothes for winter / How long?
 9. The children are happy. They are playing in the park / How long?

Ex. 3. Continue the statements as in the example.

I am tired. I have been working very hard.

- It is wet outside (to rain heavily).
- The director is angry (to wait).
- I have no money (to shop).
- Nick is hot (to sunbathe on the beach).
- Alice looks cold (to walk with the children in the park).
- Mr Borisov looks impressed (to visit some places of interest in London).
- Jack is full of news (to watch all TV news programmes).
- Pete's clothes are wet (to wash the car).

SECTION II


REFLEXIVE PRONOUNS

READ, STUDY AND PRACTISE.

I	—	my'self	It	—	it'self
You	—	your'self	We	—	our'selves
He	—	him'self	You	—	your'selves
She	—	her'self	They	—	them'selves

 В английском языке каждому личному местоимению соответствует возвратное местоимение.

- a) Mary likes speaking about **herself**.
- b) He **shaved himself**.
- c) He **cut himself**.
- d) We **found ourselves** in Baker Street.
- e) I **enjoyed myself** at the party.
- f) Ann **herself** opened the door / Ann opened the door **herself**.

 Возвратные местоимения употребляются:

1. В качестве дополнения после глаголов (соответствуют русским местоимениям *себя, себе, собою*) (см. пример "а").
2. Для передачи возвратного значения глагола (*побриться, порезаться, оказаться, развлечься*) (см. примеры "b", "c", "d", "e").

3. Для усиления значения существительного или местоимения. В этом случае они соответствуют русским местоимениям *сам, сама, сами* и могут стоять или после слова, значение которого усиливают, или в конце предложения (см. пример "f").

Ex. 4. Answer the questions:

1. What did you buy for yourself when you went shopping for clothes last?
2. What did you order for yourself when you last had dinner at the restaurant?
3. Did you reserve a ticket for a plane (accommodation at a hotel) before the last business trip yourself or did the secretary do that?
4. Do people learn to work on a computer themselves or do they go to special courses?
5. Do people usually choose home electronic products themselves or do they ask a shop assistant to help them?
6. Do business people speak English at the talks themselves or do they use an interpreter?
7. Do people usually like talking about themselves? What about you?
8. Do children do homework themselves or do their parents help them?
9. Do many people study foreign languages themselves without a teacher?
10. Do people decorate their flats themselves or do they use the services of professional designers?

UNIT II

SPEECH PATTERNS

Pattern 1.

- | |
|---|
| a) — Ann goes shopping at weekends.
— So do I / So does Jane. |
| b) — She went shopping yesterday.
— So did I. |
| c) — She will go shopping tomorrow.
— So will I. |

- a) — Ann doesn't drive a car.
 — **Neither do I / Neither does Jane.**
- b) — Ann didn't drive a car yesterday.
 — **Neither did I.**
- c) — Ann won't drive a car tomorrow.
 — **Neither will I.**

Pattern 2.

Ex. 5. React to the statements. Say that smb does (doesn't do), did (didn't do), will do (won't do) the same.

- I usually spend holidays at the seaside / My friends.
- I don't stay on the beach in hot weather / The children.
- I don't wear clothes in bright colours / Betsy.
- I usually go to the office by underground / My colleagues.
- Jack will look through newspapers in the evening / I.
- Yesterday the secretary had no time for lunch / The director.
- I didn't go skiing (swimming) last Sunday / The other holiday-makers.
- Pat always drinks coffee in the morning / Her husband.
- Nina doesn't like horror films / Vlad.
- My family will go shopping for sportswear next week / Our friend's family.

UNIT III

WORKING ON THE TEXT

Read the text and the dialogue.

EATING OUT

A

Twenty years ago British people usually ate at home. They went out for a meal only sometimes, like for somebody's birthday. But today many people eat out at least once a week.

There are many kinds of restaurants in England. Some of them are traditional restaurants where a waiter serves customers, and others are self-service restaurants.

There are all-day **cafes** and sandwich bars which are very popular and crowded, especially during the lunch hour, but it is getting more and more expensive to **have meals** there.

At self-service **cafeterias** a customer serves himself, and he can get a meal more quickly and less expensively there than in other **types** of restaurants. But the most popular place «for a drink and a chat»¹ has been and still is the famous English pub² with its cosy and **friendly atmosphere**. People go to pubs not only for some **beer** or whisky, but to meet their friends and they often spend **the whole** evening there till closing time.

A lot of people buy fish and chips³ — the classic English take-away food⁴ in “fish-and-chip shops” and eat it in the street or at home. Fast food restaurants⁵ are very popular too. The most **common** food there is **hamburgers**, of course. But the British people also like Chinese, Japanese and Indian cuisine which shows that they have become **quite** cosmopolitan in their eating **habits**.

B

After the talks Mr Stanley invited Mr Borisov to have dinner at the Savoy Restaurant in the West End.

They came into the restaurant, took their seats at a table near the window and ordered **cocktails**.

Borisov: Mr Stanley, I've been staying in London only for a week and I don't know much about English meals.

Stanley: Well, if you like, I can give you a **general idea** about that. At breakfast we usually have **porridge**, **bacon** and **eggs**, **sausages**, tomatoes. The traditional drink is tea which we have with milk, but some people have coffee, often instant coffee⁶. English lunch **consists of two courses**: a **meat** or a **fish** course with **vegetables** and **dessert**. At 5 o'clock in the afternoon we have tea, often with a **cake**. Most people have their last meal, which is rather big, at 7 or 8 in the evening, and call it dinner, while others have a small, late evening meal, which they call supper.

Borisov: Thank you, Mr Stanley, that was interesting.

Stanley: Let's study **the menu** and see what's on it tonight.

Waiter: Good evening, gentlemen. **Are you ready** to order?

- Borisov:* I'm afraid I don't understand the names of all **dishes** on the menu, Mr Stanley. Could you help me and recommend what to take?
- Stanley:* With pleasure. H-m-m, would you like **mushroom soup**?
- Borisov:* No, thank you. I seldom eat soup in the evening.
- Stanley:* Then you can order **roast-beef with fried potatoes**. It's a traditional English dish and it's usually **delicious**.
- Borisov:* Fine.
- Waiter:* How about you, sir?
- Stanley:* Well, I'm pretty **hungry**. I'll start with **chicken soup**, then I'd like a **steak with green salad**. And **bring us a bottle of red wine**, please.
- Waiter:* Would you like to order dessert now? There is a choice between **fruit and ice-cream**.
- Borisov:* I prefer fruit.
- Stanley:* So do I. What about some **cheese**?
- Borisov:* No cheese for me, thank you.
- Stanley:* I think I'll have some, And we'll finish with **black coffee**, if **you don't mind**.
- Borisov:* That sounds nice.
- Waiter:* Thank you, gentlemen. I hope you'll **enjoy yourselves**.

¹ a place "for a drink and a chat" — место, где можно выпить и поболтать

² a pub (от public house) — пивной бар (паб) в Англии

³ fish and chips — рыба и жареный картофель — популярное недорогое английское блюдо

⁴ take-away food — еда на вынос

⁵ fast food restaurants — рестораны с блюдами быстрого приготовления

⁶ instant coffee — растворимый кофе

NOTE THE PRONUNCIATION:

a cafe ['kæfeɪ] n

a sandwich ['sændwɪtʃ] n

a cafeteria [ˌkæfɪ'tɪəriə] n

atmosphere ['ætməsfiə] n

a hamburger ['hæmbɜ:gə] n

Ex. 6. Agree or disagree. Give your reasons.

1. There are very few types of restaurants in England.
2. It is not very expensive to have meals at self-service cafeterias.
3. Famous English pubs are very popular places.
4. The British are very conservative in their eating habits.

* * *

1. In England lunch is a very small meal.
2. The English people have dinner at 7 or 8 o'clock in the evening.
3. The English never have supper as other Europeans do.
4. There were many dishes on the menu of the Savoy Restaurant.
5. Mr Borisov ordered dinner himself.
6. Mr Stanley wasn't very hungry and he ordered a small dinner.
7. There was nothing to choose for dessert.

Ex. 7. Say what you remember about:

- different types of restaurants in England;
- the famous English pubs;
- cosmopolitan eating habits of the British people;
- English meals;
- the dishes Mr Stanley and Mr Borisov chose for dinner.

Ex. 8. Think and answer.

1. Why did Mr Stanley decide to invite Mr Borisov to the Savoy Restaurant in the West End?
2. What do you think the two businessmen were talking about during the dinner?
3. Did they enjoy their dinner or not? Why do you think so?

UNIT IV

WORKING ON WORDS

a meal to have a meal

Ex. 9. Answer the questions.

1. What is the 1st (2nd, 3rd) meal in our country (in Great Britain)?
2. Where do you usually have meals during the working day?

3. Do you prefer having meals at home or out at weekends? Why?
4. Where do you usually have meals when you are on holiday (on a business trip)?
5. Can you always have meals on a plane (on a train)?
6. Do you have meals at regular hours or not?

to be ready for smth

Ex. 10. Read the example:

I've done my homework, so I am ready for the English lesson.

In what case can you say that you are ready for:

- the business talks,
- the business trip to a foreign country,
- the summer holiday trip,
- the winter holiday trip,
- the New Year party,
- your friend's birthday party.

to enjoy oneself

Ex. 11. Read the example:

I always enjoy myself when I go to concerts of classical music.

Do you enjoy yourself if you:

- spend a holiday at the seaside,
- have dinner at a good restaurant,
- watch a good film on TV,
- read a detective novel,
- go sightseeing,
- drive a car,
- go on a tour of a foreign country,
- go to a birthday party,
- listen to rock-n-roll,
- spend a weekend in the country house.

UNIT V

KEY STRUCTURES AND SPECIAL POINTS

ARTICLES

Ex. 12. a) Supply articles where necessary.

1. Look, there is ... restaurant over there. Let's go in and have lunch. ... restaurant looks nice and I hope ... food will be good.
2. ...Prague Restaurant is in ... centre of Moscow. It is ... very good restaurant, actually one of ... best Moscow restaurants. ... service is good and there is always ... large choice of dishes on ... menu.
3. Kate had ... meat with ... vegetables for ... 2nd course. ... vegetables were very good, but ... meat was a bit dry.
4. — Let's buy ... fresh fruit for ... dessert today. They sell ... delicious fruit at this shop.
— But look at ... prices. ... fruit here is extremely expensive.
5. There was ... good restaurant near ... cinema and Joan decided to have dinner there.

She ordered ... fried chicken with ... green salad and ... black coffee for ... dessert, ... chicken was delicious, but she couldn't drink ... coffee. "... English cannot make ... good coffee," she thought when she was leaving ... restaurant.

* * *

Waiter: Would you like to order now?

Donald: Yes, I'll have ... steak, ... potatoes and ... green salad. I'll order ... dessert later.

Waiter: And you, madam, what would you like to have?

Elizabeth: Well, I can't see anything I really like. I don't like ... chicken and I don't like ... fish.

Waiter: ... roast-beef is delicious today.

Elizabeth: No, that's not my idea of ... good meal. I'll have ... sausages with ... potatoes. That's my favourite dish. I have it every day.

b) Speak about the dishes Donald and Elizabeth ordered.

TENSES

Ex. 13. a) Supply the correct tense-forms of the verbs.

1. It is a very boring novel. I (to read) it for two or three weeks, though usually I (to read) books very quickly.
2. — You (to discuss) the terms of delivery yet?
— Not yet. We (to discuss) them since 10 o'clock and I (to think) we (to finish) only in an hour.
3. — ... you ever (to live) in Kaluga?
I (to think) I (to meet) you there.
— No, I (to live) in Moscow since I (to be born), but I (to be) in Kaluga some years ago.
4. — You (to look) tired, Mary.
— I (to work) in the garden since early morning.
5. We just (to finish) the talks. We (to discuss) the prices for cosmetics.

* * *

Julia Lambert (to be) a very good actress. She (to play) very well in the performance that night.

After the performance Julia (not to want) to go home. She (to want) to go to the Berkeley restaurant and have supper by herself. She (to phone) the restaurant and (to book) a table for one. A few minutes later she (to arrive) at the restaurant. The waiter (to come up) to meet her. "Your favourite table (to wait) for you, Miss Lambert," he (to say).

"What would you like to order?"

"I (to begin) with caviar and then I (to have) a steak, fried potatoes and a bottle of beer."

"I (to eat) **boiled** meat with vegetables for 10 years, but this (to be) not an evening to be on a **diet**," she (to think) while she (to wait) for her supper.

The caviar (to come) and Julia (to eat) it with white bread and butter. Then the steak (to arrive), a delicious steak with vegetables and fried potatoes.

It (to take) her only a few minutes to eat all the food. The waiter (to come up) to her table:

"(to be) everything all right, Miss Lambert?"

"Lovely. I (to enjoy) myself."

(After "Theatre" by S. Maugham)

b) Speak about the supper Julia had at the Berkeley Restaurant.

PREPOSITIONS

Ex. 14. a) Supply the correct prepositions.

A young man was going on a voyage which was to last ... a week. He knew that they served very good meals ... the voyage.

Actually, there were four meals every day. ... breakfast they usually served fish ... potatoes. Lunch was ... one o'clock and consisted ... three courses. Dinner was ... 6; it started ... soup, then there was fish or meat, salad, cheese and dessert.

There was also a small supper ... 10. You could pay ... every meal before you had it, or ... all the meals ... advance which was cheaper. The young man decided to pay ... the whole week and did so.

Lunch came. He wasn't very hungry and ate only some meat and fruit. He felt very bad ... this meal and when it was time ... dinner he couldn't go and have it. ... the next four days he had only bread and water, but ... Saturday he had a cup ... tea and a cake and ... Monday he ate some chicken soup. He left the ship* ... Tuesday and when it was going away he thought, "There she goes, there she goes ... all the food I've paid ... and haven't had."

* a ship — корабль (о корабле англичане часто говорят "she")

(After "Three Men in a Boat" by Jerome K. Jerome)

b) Say what you remember about the young man's voyage.

THE WORDS YOU MIX UP

Ex. 15. Choose and use.

many, much

1. There is ... furniture in my sitting room but there are not ... things in my bedroom.
2. This company sells ... equipment to different countries of the world. ... customers are interested in buying their machines.
3. We have received ... information on the Model AB pump from the Sellers lately.
4. There are always ... dishes on the menu at the restaurant of the Metropol Hotel.

5. Everybody knows that the British drink ... tea and the Americans drink ... cups of coffee during a day.
6. Our English teacher usually gives us ... homework.
7. If somebody has got ... money it doesn't always mean that he is happy.
8. The Hilton Hotel offers ... different facilities to their visitors.

UNIT VI

SPEECH EXERCISES

Ex. 16. a) Read the dialogue.

Fred came on a short visit to London and was staying with his friend Robert.

One morning they went to a museum. At 12.30 they were hungry and decided to have lunch.

Robert: Let's go to this restaurant. I think waiters serve customers here and it's a pleasant change from a self-service restaurant or from a cafeteria. Here is a table. (They find the menu on the table and begin to study it.)

Waiter: Good afternoon. Can I take your order, gentlemen?

Fred: I'll have a **veal cutlet**, fried potatoes and **green peas**.

Robert: I'll have mushroom soup, roast-beef and potatoes.

Waiter: Thank you.

(In a few minutes.)

Robert: How is your cutlet, Fred?

Fred: It's delicious. I hope your roast-beef is all right too.

Robert: Yes, very good indeed.

Waiter: Would you like to order dessert now?

Fred: I think I'll have a cake and a cup of black coffee.

Robert: I'll have cheese and ice-cream, although probably they don't go very well together. And bring us **the bill**, please.

Waiter: Yes, sir.

b) Act out the part of the dialogue in which Robert and Fred are ordering dishes for lunch.

Ex. 17. a) Read the story.

THE COOK

Susan and Peter got married in Rome [roum] where Peter was working as a teacher at the Parker Institute (['institju:t]). They lived in a nice room at the Anconi Hotel and had their meals at the restaurant of the hotel.

Some time later Susan got an urgent telegram from her home in England which said that her mother felt bad. So she had to fly to London.

Today she was to come back and Peter was waiting for her at Rome Airport. The plane landed with a short delay. Susan got off, went through the Customs and Passport Control and came up to Peter.

"Hello", she said. "How are you?"

"Fine. And you?"

"Oh, I am tired, but happy to be back. Any news?"

"Yes, I've rented a comfortable flat for us. I've been living there for a week. It is very close to the Anconi Hotel. Are you glad, Susan?"

"Of course I am, but I'm also afraid. You know, I can't cook."

"It's all right. I'll cook our meals. And we won't have to eat at home all the time. We can sometimes go to the Anconi restaurant and eat our favourite dishes there."

It took them about an hour to get from the airport to their new home.

"Well, you have a look at the flat," Peter said, "and I'll cook our lunch. We are going to have fried meat, if you don't mind. It will be ready very quickly." And he went to the kitchen. Soon Susan came in and looked at the meat.

"It looks very nice, but why are you cooking it without butter?"

"Never mind," Peter said, "It'll cook itself. We can go and have some beer."

In the room they sat down on the sofa and began drinking beer and exchanging news. Some minutes later Susan asked: "Don't you think the meat can burn?"

They came into the kitchen.

"It has burnt, after all," Peter said.

"Have you ever cooked meat before?" Susan asked.

"As a matter of fact, I haven't."

"Neither have I", said Susan. "You know what, let's go to the Anconi restaurant. They serve delicious fried meat there."

(After J. M. Ward)

b) Say what you remember about:

1. Susan's return from London;
2. Susan and Peter's arrival at the new flat;
3. Peter's idea of cooking.

c) Think and answer.

1. Why did Peter rent a flat?
2. What were they speaking about while the meat was cooking in the kitchen?
3. Will they eat out or will they cook their meals themselves in the future?

Ex. 18. Read the text.

Do you know how the word "sandwich" came into English? In 1763 there was a famous English politician [pɒlɪ'tɪʃən]. He enjoyed playing cards very much. One night he stayed at the card table for 24 hours and ate nothing but slices of bread with pieces of meat inside. His name was John Montague Sandwich. The English name for a sandwich comes from this man. John Montague died, but the Sandwich lives on.

Sandwiches were great favourites in old England. It was the habit "to take" afternoon tea at about 4 o'clock and at this time many rich families ate sandwiches, which were very small and elegant. They are less elegant and much bigger now.

The English eat millions of sandwiches every day. They are a typical "snack" meal because they are easy and quick to prepare. You can buy sandwiches if you don't want to make them yourself. There are thousands of sandwich bars, cafes and restaurants that sell them.

b) What do you remember about the origin of the English word "sandwich"?**c) Speak about the popularity of sandwiches in modern England.****d) Do you know the origin of the Russian word «бутерброд»?****Ex. 19. a) Read the texts. Use the dictionary if necessary.**

I

Clement Hawley describes his evening out:

Last night my wife and I decided to have dinner in a small family restaurant as we had heard good comments about it.

When we studied the menu we saw that the choice of dishes was big, but rather traditional. We started with fish and for the main course I had a steak and my wife ordered roast lamb. The vegetables were fresh, but overcooked. For dessert we had fruit salad. We also ordered a bottle of French table wine. The bill which included coffee and brandy came to 37 pounds. The price was quite reasonable for a restaurant of this class, although it didn't include service.

b) Speak about the family's visit to the restaurant.

II

A new American fast food chain opened its restaurant in Southhampton. After working hours Rebecca decided to go there "just to have a look". The place was clean, almost antiseptic; on the menu there were a number of hamburgers, the prices were reasonable and the service was very fast.

Rebecca had a "Superberger" (which was the best she had ever tasted) with French fries. She saw a lot of young people under 25 who preferred to eat standing up though there were vacant seats. She thought that it wasn't a place for a quiet and romantic evening with a friend. It reminded her of a motorway filling station.

c) Speak about Rebecca's impressions of the fast food restaurant. Explain why she compared it with a motorway filling station.

d) Say what you think of fast food restaurants.

Ex. 20. a) Read and comment.

WE ARE WHAT WE EAT

We live at the time of the fast food industry. We are always in a hurry. We have no time to relax and enjoy a meal. We want to eat now, we want to eat fast and ... we eat a lot. As a result, one-third of the population in Europe is now overweight.

Even in France and Sweden people (especially women) are becoming **fatter**. Britain and Russia have a lot of fat people too. But the fattest people in the world are Americans. They eat spaghetti and pizza; they eat ice-cream, popcorn and hot dogs and they eat the product of the biggest fast food business in the world which is certainly the hamburger. And they eat all this everywhere — in bars, in streets, in front of TV, at their desks in offices ...

Yes, more and more Americans eat fast food, but more and more Americans **worry** about that because fast food makes you fat. The interest in natural food has been growing in the USA for the last years. Now a lot of

people prefer fresh fruit and vegetables which have vitamins ['vɪtəˌmɪnz] and minerals and make you more intelligent, optimistic and energetic.

Advertisements and fast food sellers say: Eat! Eat! Eat! But you must tell yourself: Stop! Stop! Stop!



(after "Speak Out")

b) Do you agree with the facts:

- that a lot of people in different countries are overweight;
- that fast food is very popular with people;
- that fast food is not healthy;
- that a lot of people are interested in natural food.

c) What do you think of the title of the text: "We are what we eat"?

Ex. 21. Answer the questions:

1. Do you often or seldom eat out?
2. Do you prefer going to a restaurant or to a cafe? Why?
3. Which of the Moscow restaurants is your favourite?
4. What can you say about the choice of dishes at this restaurant?

* * *

1. When did you last go to a restaurant?
2. Who did you go there with?
3. What dishes did you order for the 1st and the 2nd courses?
4. What did you choose for dessert?
5. Did you enjoy the meal at this restaurant?

* * *

1. Do foreigners enjoy traditional Russian dishes?
2. Which of them are their favourite ones?
3. When did you last take foreign businessmen to a restaurant?
4. What were their impressions of the lunch (dinner, supper)?

* * *

1. What do you usually have for breakfast, dinner and supper?
2. Do you (does your wife) enjoy cooking? If not, why?
3. What do you prefer — having a holiday dinner (supper) at home or at a restaurant? Why?

* * *

1. Which do you prefer — fast food or traditional food?
2. Which dishes do people consider traditionally British (Russian)?

Ex. 22. a) Speak about:

1. Moscow restaurants.
2. The meals you have during the day.
3. Your last visit to a restaurant.

b) Comment on the English proverb: "We don't live to eat, but we eat to live."

Ex. 23. Act out dialogues. Use the situations:

1. Blake&Co. are going to buy some metals from Russia. Meet Mr Blake at your office and discuss the terms of payment and delivery of the future contract with him. After the talks invite him to the Arbat Restaurant.
2. Your company requires some furniture. You've come to London to place an order with Brown&Co. Visit Mr Brown, a manager of the company, and discuss the price for the latest model of office furniture with him.

Mr Brown invites you to have lunch at a restaurant. Ask him about traditional English dishes.

1. You are having a business lunch with Mr Spenser at a restaurant. Ask him to help you make your choice. While you are having lunch speak to him about the copying machines you want to buy from his company.

UNIT VII

WRITTEN PRACTICE

Ex. 24. Translate into English.

1. Мы изучаем каталоги с утра.
2. Моя дочь уже 2 года читает английские книги в оригинале.
3. Бизнесмены обсуждают цены и условия контракта с утра.
4. Мы покупаем оборудование у этой фирмы уже полтора года.
5. Дождь идет с 12 часов дня.
6. Г-жа Данн говорит по телефону уже 20 минут.
7. Воронин работает на этой фирме уже 2 года.
8. Я очень устала. Я ходила по магазинам и убирала квартиру.
9. — Что Вы думаете об этой книге?
— Она очень интересная. Я читала ее целый день.

* * *

1. Моя дочь купила себе очень хорошее пальто в универмаге на Ленинском проспекте.
2. Я сама говорила по телефону с г-ном Кларком и договорилась с ним о встрече в пятницу.
3. Вы сами видели этот фильм или кто-нибудь рассказал вам о нем?
4. Наш директор сам поедет в Нью-Йорк, чтобы обсудить цены на оборудование с представителем фирмы.
5. Наши бизнесмены сами ездили на завод в Глазго, чтобы посмотреть продукцию фирмы.
6. Я бы хотел купить себе несколько английских книг.
7. Мы очень хорошо повеселились на Новогодней вечеринке.

* * *

1. Это очень хороший ресторан. В нем хорошее обслуживание и великолепная еда. Я обычно заказываю здесь бифштекс. Давай зайдем сюда и пообедаем.
2. — Что бы вы хотели заказать?
— Я возьму грибной суп, затем жареного цыпленка с картофелем и салатом и мороженое на десерт.
— Вы хотели бы что-нибудь выпить?
— Да, красное вино.
3. Традиционный завтрак англичан состоит из яичницы с беконом и чая с молоком. А обед — из трех блюд: на первое они едят суп, на второе — мясное или рыбное блюдо, а на десерт — сыр.

Ex. 25. Write about your visit to a restaurant (in Moscow or in a foreign city).

UNIT VIII

VOCABULARY

1. **a meal** [mi:l] *n* — принятие пищи (завтрак, ланч, обед)
e.g. Breakfast is the first meal of the day.
to have meals — есть, принимать пищу
e.g. Our family has four meals a day.
2. **a birthday** — день рождения
e.g. — It's my birthday today.
— Happy birthday! — С днем рождения!
3. **least** [li:st] — 1. превосходная степень от little
2. грамматическое значение существительного — самое меньшее
at least — по крайней мере, самое меньшее
e.g. You can at least try. — Вы можете хотя бы (по крайней мере) попробовать.
4. **to serve** [sə:v] *v* — обслуживать, подавать
to serve | breakfast
 | lunch
 | customers

service ['sə:vɪs] *n* — обслуживание

good		service
bad		
excellent		

e.g. The meals at this restaurant are good, but the service is rather bad.

5. a type [taɪp] *n* — тип, вид; класс, группа

a type of		equipment
		goods
		restaurants
		shops

6. friendly ['frendli] *adj* — дружеский; дружески настроенный

a friendly		visitor
		customer
		talk

7. beer ['biə] *n* — пиво

8. whole [həʊl] *adj* — весь, целый

the whole		day
		country
		city

syn.: all

► **Whole** употребляется в большинстве случаев с существительными в единственном числе. Перед словом **whole** стоит определенный артикль: **the whole day**, but: **all day**, **all animals**.

9. common ['kɒmən] *adj* — широко распространенный, общеизвестный, общепринятый

10. of course [əv'kɔ:s] — конечно

11. a habit ['hæbɪt] *n* — привычка

eating habits

to have a habit of doing smth

e.g. He has a habit of reading in bed.

— привычки, связанные с едой

12. quite [kwaɪt] *adv*

e.g. It's quite cold.

She is quite rich.

— более или менее, довольно(-таки)

— Довольно холодно.

— Она довольно богата.

13. general ['dʒenərəl] *adj*

a general idea

— общий, общего характера

— общее представление (о чем-либо)

14. an idea [aɪ'diə] *n*

— 1. идея, мысль

2. представление, понятие

- to get an idea of smth** — получить представление о чем-либо
- to have no idea of smth** — не иметь ни малейшего понятия о чем-либо
- e.g.* I had no idea he could do that. — Я не представлял, что он может так поступить.
15. **porridge** [ˈpɔːrɪdʒ] — овсяная каша
but: cereal [ˈsɪəriəl] — каша (любая, кроме овсяной)
16. **bacon** [ˈbeɪkən] *n* — бекон
bacon and eggs — яичница с беконом
17. **sausage** [ˈsɔːsɪdʒ] *n* — колбаса
a sausage — сосиска
18. **to consist** [kənˈsɪst] *v* — состоять
to consist of smth
e.g. Traditional Russian dinner consists of three courses.
19. **a course** [kɔːs] *n* — часть обеда, ужина и т.д.
e.g. What will you take for the 1st course? — Что вы возьмете на первое?
a three-course meal | — еда из трех блюд
a meal of three courses | — основное блюдо
the main course — мяسو
20. **meat** [mi:t] *n*
- ▶ Названия пищи употребляются без артикля, за исключением тех случаев, когда речь идет об ограниченном количестве того или иного продукта. Тогда перед названиями пищи стоит определенный артикль. Например:
I like meat very much. **The meat** we ate at the restaurant was very good.
21. **fish** [fɪʃ] *n* — рыба
22. **a vegetable** [ˈvedʒɪtəbl̩] *n* — овощ
(green) vegetables — зелень, овощи
syn.: greens
23. **dessert** [dɪˈzɜːt] *n* — десерт, сладкое (блюдо)
e.g. What would you like to have for dessert?
24. **a cake** [keɪk] *n* — пирожное, кекс, торт
25. **a menu** [ˈmenjuː] *n* — меню
on the menu — в меню
e.g. There is a large choice of dishes on the menu of the Prague Restaurant.
26. **to be ready** [ˈredi] *v* — быть готовым
to be ready | **for smth**
 | **to do smth**

27. a dish [dɪʃ] *n* — блюдо, кушанье
 to order | a dish
 to choose |
 a hot |
 a cold | dish
 a favourite |
28. a mushroom [ˈmʌʃrʊm] *n* — гриб
29. soup [su:p] *n* — суп
 vegetable soup
30. roast-beef [ˈroustbi:f] *n* — ростбиф
31. fried [fraɪd] *adj* — жареный
32. potatoes [pəˈteɪtəʊz] *n* — картофель
33. delicious [dɪˈlɪʃəs] *adj* — восхитительный (о вкусе, запахе)
34. hungry [ˈhʌŋɡrɪ] *adj* — голодный
 to be | hungry
 to get |
 e.g. Everyone was tired and hungry. — быть голодным, хотеть есть
 — проголодаться
35. chicken [ˈtʃɪkɪn] *n* — мясо цыпленка, курицы; курятина
36. a steak [steɪk] *n* — бифштекс, стейк, кусок поджаренного мяса
37. salad [ˈsæləd] *n* — салат (блюдо)
 vegetable |
 fruit | salad
 fish |
 meat |
38. to bring [brɪŋ] (brought, brought) *v* — приносить
39. a bottle [bɒtl] *n* — бутылка
40. wine [waɪn] *n* — вино
 red |
 dry | wine
 white |
 a bottle of wine
41. fruit [fru:t] *n* — фрукты
- Слову *фрукты* в английском языке соответствует неисчисляемое существительное **fruit**.
 Существительное **fruit** употребляется во множественном числе, когда имеются в виду различные виды фруктов. Например:
 Do you eat much **fruit**? We can buy tropical **fruits** in our shops.
42. ice-cream [ˈaɪs kri:m] *n* — мороженое
43. cheese [tʃi:z] *n* — сыр

44. **to mind** ['maɪnd] *v* — возражать, быть против (в вопросительных и отрицательных предположениях)
e.g. Do you mind if I smoke here?
If you don't mind. — Если вы не возражаете.
45. **to enjoy oneself** — развлечься, хорошо провести время
to enjoy oneself at the cinema
(theatre, restaurant)

ADDITIONAL WORDS AND EXPRESSIONS

1. **caviar** ['kæviɑ:] *n* — икра
2. **boiled** ['bɔɪld] *adj* — вареный
boiled | **meat**
| **potatoes**
| **chicken**
3. **a diet** ['daɪət] *n* — диета
to be on a diet
4. **a voyage** [vɔɪdʒ] *n* — морское путешествие
5. **a (veal) cutlet** ['kʌtlɪt] — (телячья) котлета
6. **peas** — горох (собирательное значение)
green peas
7. **a bill** (*n*) — счет (*зд.* в ресторане)
to pay the bill — платить по счету
8. **to marry (smb)** *v* — жениться (на к-л), выходить замуж (за к-л)
to get married — жениться, выходить замуж, пожениться
e.g. They got married last year.
to be married — быть женатым (замужем)
9. **to cook** *v* — готовить (пищу)
a cook *n* — повар
10. **to burn (burnt, burnt)** *v* — поджарить, гореть (*зд.* о пище)
11. **to hurry** ['hʌrɪ] *v* — спешить, торопиться
syn. to be in a hurry
12. **fat** *adj* — толстый, тучный
13. **to worry** ['wʌrɪ] *v* — беспокоиться, волноваться
e.g. Don't worry.
to worry about smth
14. **healthy** ['helθɪ] *adj* — здоровый
healthy climate

SPEECH PATTERNS

1. **So do I.**

e.g. — I learn English.

— So do I.

— Я тоже (в ответ на утвердительное предложение в Simple Present)

2. **Neither do I.**

e.g. — I don't speak French.

— Neither do I.

— Я тоже (в ответ на отрицательное предложение в Simple Present)

LESSON 7

Grammar:	The Past Perfect Tense (предпрошедшее время).
Text:	Discussing the Prices and the Terms of Payment.

UNIT I

GRAMMAR

THE PAST PERFECT TENSE

READ, STUDY AND PRACTISE.

- I phoned Dick at 5, but he **had left** by that time.
- Richard and his wife were late for the performance. When they got to the theatre the play **had already started**.
- Last month Mr Lavrov had to go on business to London. Before he went there he **had discussed** some business matters with the Managing Director.
- It began snowing after **I had come** home.



Past Perfect употребляется для обозначения действия, совершившегося до определенного момента в прошлом. Этот момент может быть выражен точным указанием времени с предлогом **by** к (такому-то времени) (см. пример "a") или другим действием, выраженным глаголом в Simple Past (см. примеры "b", "c", "d").

Past Perfect образуется с помощью вспомогательного глагола **to have** в Simple Past + Past Participle смыслового глагола.

Ex. 1. Answer the questions as in the example.

— **Why didn't you speak with Mr Bell yesterday?**

— **He had left the office before I came.**

- Why didn't Mr Borisov know the way to the British Museum?
- Why was Mr Stanley hungry when he came to the restaurant?
- Why didn't you see the beginning of the performance?
- Why didn't the businessmen complete the talks yesterday?
- Why didn't the manager answer the urgent messages yesterday?
- Why didn't you watch the news programme last night?
- Why couldn't you get Mr B on the phone yesterday?

Ex. 2. Add sentences with the words "... never ... before".

Example: I didn't know the businessman who was working on the computer. I had never seen him before.

- Mr Borisov decided to visit the company's production plant (to be).
- I was surprised that my friend recommended me to read this detective (to hear).
- Mr Brown wanted to go to Scotland by train (to travel).
- Yesterday at the fitness centre my partner played tennis very badly (to play).
- The ballet Jane saw yesterday impressed her greatly (to see).
- Nick flew to Spain last month. He was very nervous (to fly).
- Last week we bought a tour of Norway (to visit).
- We decided to place an order for photocopiers with LMT (to buy).
- Last weekend our family watched an old Western on TV. It was great! (to watch).
- Gloria bought a ticket for the musical "Cats" (to see).

Ex. 3. Which to use — Present Perfect or Past Perfect?

- | | |
|--|--------------|
| 1. a) Lena ... never ... a mobile telephone. | to have |
| b) Lena wanted to buy a mobile telephone though she ... never ... it before. | |
| 2. a) I was very hungry yesterday evening because I ... lunch. | not, to have |
| b) Today I ... lunch. | |
| 3. a) It's 4.30 and the secretary ... already ... the office. | to leave |
| b) I phoned the office at 4.30 but the secretary ... already ... | |
| 4. a) Mr Borisov ... traditional English dishes. | not, to eat |
| b) Before his visit to the Savoy restaurant last night Mr Borisov ... traditional English dishes. | |
| 5. a) It was necessary to water the garden as it ... for a very long time. | not, to rain |
| b) The garden is dry. It ... recently. | |
| 6. a) After we ... the terms of the contract we invited the foreign businessmen to the Arbat restaurant. | to discuss |
| b) We can sign a contract tomorrow. We ... all the terms. | |

- | | | |
|---|--|---------|
| <p>7. a) When Ted arrived at the airport the plane ... already ... landed.</p> <p>b) The plane ... already The passengers are going through Passport Control.</p> | | to land |
| <p>8. a) At the weekend we went to see our friends' country house. They ... it some time ago.</p> <p>b) Our friends ... a country house. It's beautiful.</p> | | to buy |

UNIT II

SPEECH PATTERNS

Pattern 1.

We find (the price) high.

Ex. 4. a) Say what you think about:

- the performance / the film you saw last;
- the resorts on the coast of the Black Sea;
- the dishes you ordered when you last had dinner at the restaurant;
- Japanese cars;
- the prices for Moscow flats;
- the ecological situation in Moscow;
- the choice of products at supermarkets / hypermarkets;
- the work of a businessman.

b) Explain why you think so.

Pattern 2.

The only thing we can do is

to offer ...

to agree ...

Ex. 5. a) What can the Sellers / the Buyers do if ... (Choose the reply. Give your own variants.).

- | | | |
|--|--|---|
| <ul style="list-style-type: none"> • The Buyers think that the Sellers offered the goods at very high prices. • The Buyers require the goods in June, but the Sellers can't deliver all the goods in June. | | <ul style="list-style-type: none"> to take part deliveries; to give a 2% discount; to accept the goods on FOB terms; |
|--|--|---|

- The Sellers can't provide shipping facilities.
- The Sellers think that the Buyers' order is too small.

b) Answer:

- **What will the cashier say if:**
you want to book seats for the Friday performance but they don't have any?
- **What will the travel agent say if:**
you want to buy a tour of Italy for June, but they have sold all tours for that month?
- **What will the receptionist of the hotel say if:**
you want to have a single room for a week, but he can't offer it for this period.
- **What will your English partner say if:**
you are in London for 3 days and want to see as many places of interest as possible.

UNIT III

WORKING ON THE TEXT

Read the text and the dialogue.

DISCUSSING THE PRICES AND THE TERMS OF PAYMENT

As you know Rossimport was interested in buying pumps from Bond&Co.

After Mr Stanley and Mr Borisov had discussed the number of pumps, the time and the terms of delivery they met to discuss the price and the terms of payment.

Stanley: Good morning, Mr Borisov. **Happy** to meet you again.

Borisov: The pleasure is mine¹.

Stanley: It's a beautiful morning, isn't it? And I hope the weather will **keep** fine. Anyway, good weather is a good way to start business, isn't it?

Borisov: That's true². Let's get down to business then³. I'd like to start with the price. Mr Stanley, I'm sorry to say it is not **acceptable** to us. We think you **have quoted** a very high price.

- Stanley:* Oh, ... **per unit** is quite a reasonable price. As you know we **have improved** the model. Besides our price **includes export packing**.
- Borisov:* We know that. But we also know that the prices on the world market for this type of pumps are **lower** than yours.
- Stanley:* Our pumps are of very high quality. We sell them to many countries of the world at this price.
- Borisov:* And still, Mr Stanley, we find the price too high. I'd like to **stress** that it's our **trial order** with your company and if we are **satisfied** with our **transaction** you can expect **repeat orders** from us.
- Stanley:* Well, **the only thing** we can do is to give you a discount of 2% **off the value** of the contract.
- Borisov:* That **settles** the price problem.
- Stanley:* And how about **the manner** of payment? I hope payment by a Letter of Credit **against shipping documents** will suit you.
- Borisov:* I think it will.
- Stanley:* Good. You are to open a L/C with the Moscow Narodny **Bank** after our **Notification of the Readiness** of the goods for shipment.
- Borisov:* All right. One more thing⁴, Mr Stanley. Our people would like to visit your manufacturing plant, if it is possible.
- Stanley:* No problem. We can easily **arrange** it and I myself will take you there. We'll **do our best** to make your visit **useful**. Our people are **looking forward to establishing** good business **relations** with your company.
- Borisov:* Thank, you, Mr Stanley.

¹ **The pleasure is mine.** — Мне тоже приятно (в ответ на фразы типа: I'm glad to see you; I'm happy to meet you).

² **That's true** [tru:]. — Это верно.

³ **Let's get down to business.** — Давайте перейдем к делу.

⁴ **One more thing.** — И еще одно (один вопрос).

Ex. 6. Agree or disagree. Give your reasons.

- | | True | False |
|--|--------------------------|--------------------------|
| 1. It was raining heavily on the day of the talks. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Mr Stanley believed that their price was rea- | <input type="checkbox"/> | <input type="checkbox"/> |

sonable.

3. The prices of Bond&Co for the pumps suited their customers in different countries.
4. The Russian businessmen were not going to place new orders with Bond&Co.
5. The Buyers were to make payment by a L/C against shipping documents.
6. The people of Bond&Co were not interested in business relations with the Russian company in the future.

Ex. 7. Say what you remember about:

1. how the two businessmen settled the price problem;
2. the terms of payment they agreed about;
3. the future business relations between Rossimport and Bond&Co.

Ex. 8. Think and answer.

1. Why was Rossimport interested in the pumps of Bond&Co?
2. Why did Bond&Co. give a discount to the Buyers?
3. Why did the people of Rossimport want to visit the manufacturing plant?
4. Why were Bond&Co. interested in doing business with Rossimport in the future?

Ex. 9. Imagine you are a newspaper reporter. You know about Mr Stanley's talks with Mr Borisov and want to write about them in a business newspaper. Meet Mr Stanley and ask him about the transaction Bond&Co made with the Russian company.

UNIT IV

WORKING ON WORDS

to be acceptable to ...

Ex. 10. a) What will you say if:

- the Seller's prices suit you;

- you can't accept payment by a L/C;
- the terms of delivery are different from those you have expected;
- you can't agree to the time of delivery which the Sellers offer;
- your customers won't agree to part deliveries.

b) Ask your friends:

1. if the Sellers' prices are always acceptable to the Buyers or if they sometimes find them high;
2. in what case the Sellers' prices are not acceptable to the Buyers;
3. what the Sellers usually do if the prices are not acceptable to the Buyers;
4. what the Sellers usually do if the terms of delivery are not acceptable to the Buyers;
5. what the Sellers usually do if the time of delivery is not acceptable to the Buyers.

to be satisfied with ...

Ex. 11. a) Read the example:

I'm (not) satisfied with the quality of the freezer.

b) What will you say if you liked:

- the method of packing the Sellers offered;
- the purchase you've made;
- the service at the cafeteria you last visited;
- the quality of your shoes;
- the atmosphere at the talks;
- the terms on which the Sellers offered their goods;
- the results of your last business trip.

c) What will you say if you (the Managing Director) didn't like:

- the quality of some TV programmes;
- the discount which the Sellers offered to your company;
- the results of the talks with the British company;
- the service at the hotel in Sochi where you stayed;
- the reports of some employees of your company;
- the sports facilities at the fitness centre where you sometimes go;
- the choice of products at the nearest supermarket;
- the quality of the sports clothes at "Sportmaster".

to look forward to	smth doing smth
--------------------	--------------------

Ex. 12. a) Read the examples.

1. We are looking forward to our trip to London.

2. We are looking forward to doing good business with Brown&Co.

b) Are you (your friend, your colleague, some member of your family) looking forward to:

- a tour of (Spain);
- a rest on the coast of the Black Sea;
- a holiday in the mountains;
- a weekend trip to the country;
- the New Year's party;
- a visit to the Chinese Restaurant;
- the concert of classical music at the House of Music;
- a business trip to Paris.

* * *

- to watch a new French serial;
- to do business with Canadian firms;
- to buy beautiful plants for the garden;
- to make a new contract for pumps with Bond&Co;
- to visit a new supermarket in the district;
- to see a new performance at the Maly Theatre;
- to buy a home cinema for the flat.

UNIT V

KEY STRUCTURES AND SPECIAL POINTS

ARTICLES

Ex. 13. a) Supply articles where necessary.

1. "I'm happy to meet you." "... pleasure is mine!"
2. It's ... pleasure to spend ... weekend in ... country.
3. "Will you go to ... British Museum with us?"
"Yes, with ... pleasure."

4. It's ... good market for our goods.
5. We know ... prices on ... world market for this type of ... compressors.
6. We couldn't accept ... price of ... Sellers. They quoted ... very high price.
7. ... prices for this type of ... pumps are usually high.
8. We can offer you our cars at ... price of \$... per ... unit.

* * *

Rossimport was interested in ... sportswear of Johnson&Sons, ... American company.

Mr Walker, ... Sales Manager of ... company, arrived in Moscow for ... talks with ... Russian businessmen. On ... 5th of March ... talks started. ... Buyers were satisfied with ... style and ... quality of ... American clothes but they couldn't accept ... prices. They were higher than ... prices for ... sportswear of ... other companies.

As it was ... trial order Mr Walker found it possible to give ... Russian company ... 3% discount off ... value of ... contract. That settled ... price problem. After ... businessmen had discussed ... other terms ... Managing Director of Rossimport invited Mr Walker to see ... ballet performance at ... Bolshoi Theatre. Mr Walker was happy to accept ... invitation.

b) Say what you remember from the text about the talks between Rossimport and Johnson&Co.

TENSES

Ex. 14. a) Supply the correct forms of the verbs.

1. Last month we (to place) a trial order with Brown&Co. with whom we (not to do) business before.
2. Next June we (to be going) to make a transaction with Bell&Co. We (not to have) any business relations with them before.
3. "Why you (cannot, to go) to the theatre with me?"
"You see, I (not finish) my work yet".
4. "Why you (not to go) to the manufacturing plant yesterday afternoon?"
"I (cannot, to go) to the plant because we (not to complete) the talks by that time."
5. We (to study) the prices for the kitchen equipment of Italian companies and (to find) that they (to be) not higher than the prices of other companies.

* * *

Mr Smith, the manager of a small furniture company, (to speak) with an important regular customer.

Customer: All right, I (to give) you the last **chance**. It's this order. No more mistakes. You last (to deliver) the furniture which I (not to order).

Manager: Oh, I'm very sorry. We (not to do) that again.

Customer: I (to hope) not. Remember! This order (to be) very important and I'd like to stress that I must have it next week. Any other delivery time (to be not acceptable) to me.

Manager: Yes, certainly. We (to send) it on time. We always (to send) you your orders on time, ... we?

Customer: No, you ... Once you (to deliver) an order with a four month's delay. And one more thing. The packing must be excellent.

Manager: Yes, of course. I think you (to agree) that this (to be) one thing we always (to do) in the past.

Customer: No, you ... And write my name **clearly**, please.

Manager: Certainly. I (to do) that myself. The goods (to come) to the right address and at the time you (to require) them.

Customer: Good. That's all.

Manager: Thank you, Mr Harden, and good-bye, Mr Harden.

Customer: What you (to say)?

Manager: I (to say) thank you and ...

Customer: Not that. I mean the name.

Manager: Mr Harden.

Customer: Harden? My name (not to be) Harden. It's Marden. "M" as in "man" and not "H" as in "ham". Oh, I (to think) I (to have) to order the goods from another company.

b) Say what mistakes the company made in the past and why the customer wasn't satisfied with the manager's work.

PREPOSITIONS

Ex. 15. a) Supply the correct prepositions.

1. I'm sorry to say we are not satisfied ... the quality ... your goods.
2. Model A is ... great demand ... the world market.
3. We look forward ... establishing business relations ... your company.

4. Your prices are not acceptable ... us. We find them too high.
5. — ... what price do you sell your machines? — We quote \$ unit.
6. You are to open a Letter ... Credit ... the Moscow Narodny Bank ... London after you receive our Notification ... Readiness.
7. We are going to place repeat orders ... your company.
8. The Sellers agreed to give us a 3% discount ... the value ... the contract.

* * *

Mr White is speaking ... the phone ... Mr Black, the manager ... a carpet shop.

White: Good morning. My name is White. Have you got any Turkish carpets?

Black: Yes, of course.

White: How about sizes?

Black: ... very large ... small ones.

White: Are the carpets ... different quality?

Black: No, all of them are ... **the same** quality.

White: ... what price do you sell them?

Black: ... pounds ... **square meter**.

White: Oh, I'm afraid the price is not acceptable ... me, I find it too high.

Black: I can't agree ... you here, Mr White. All our customers find our price quite reasonable.

White: But we have bought some carpets ... a lower price lately.

Black: Then I'm sure their quality is worse than the quality ... our carpets. You will see it yourself, Mr White, if you come ... our shop. We are open ... 7 o'clock ... the evening. I'm sure you'll be satisfied ... the quality.

White: All right. I'll be there ... 6.

Black: Fine. I am looking forward ... meeting you ... that time.

b) Say what carpets Mr Black's shop sells.

THE WORDS YOU MIX UP

Ex. 16. Choose and use.

too, also, either

1. I didn't know the way to the British Museum. The passer-by whom I asked about it didn't know the way to the British Museum ...
2. My friend visited Suzdal and told me many interesting things about the place. I decided to go there ...
3. — Do you like that blue suit, Mike?
— No, I don't. — And what about the brown one?
— I don't like it ...
4. — I like light colours. And you?
— Yes, I like light colours ...
5. The Hilton Hotel was full. There was no accommodation at the Tavistock Hotel ...
6. — How are you, Mr Blake?
— Very well, thank you. And what about you?
— I'm fine ..., thanks!
7. — We would like to fly to Sochi.
— I would ... like to go there by plane.
8. I was satisfied with the business talks I had in London. I ... enjoyed the sightseeing there.

UNIT VI

SPEECH EXERCISES

Ex. 17. a) Read the dialogue.

DISCUSSING THE PRICE AND THE TERMS OF PAYMENT

On Tuesday Mr Taylor comes to Mr Borisov's office.

Borisov: Good morning, Mr Taylor. Make yourself at home*.

Taylor: Thank you, Mr Borisov.

Borisov: I have looked through your catalogues. We are interested in your office furniture. It meets our requirements. But I think your prices are rather high.

Taylor: I can't agree with you, Mr Borisov. Our prices are not so high as you say. The other companies' prices are higher. And I'd like to say that we usually give a good discount to customers who place big orders with us.

Borisov: What discount will you give us, if we place a trial order for 500 desks and 1 000 office chairs?

- Taylor:* Well, for the order of this size we can give you a 2% discount off the value of the goods.
- Borisov:* We expected a 4% discount.
- Taylor:* If you agree to open a L/C for the full value of the goods we are ready to give you a 4% discount.
- Borisov:* I think we can do that.
- Taylor:* That settles the matter.
-

* **Make yourself at home.** — Чувствуйте себя как дома.

b) Speak about the discussion of the price for the office furniture during Mr Taylor's visit to Mr Borisov's office.

Ex. 18. a) Read the dialogue.

AN ENQUIRY ABOUT FOOTBALLS

- Operator:* Watford Ltd. Can I help you?
- Jim Hamilton:* This is Jim Hamilton. I'm phoning about the prices for footballs.
- Operator:* I'll put you through to our sales office.
- Mr Dawson:* Dawson, Sales Department.
- Jim Hamilton:* Good morning, Mr Dawson. I'm from Blacktons & Sons. We'd like to place an order for 120 footballs, model A Super. Can you offer us a good price for them?
- Dawson:* This is our best model. For 120 that'll be £10 each.
- Jim Hamilton:* I know what the price-list says but you can offer us better terms than that. What about a good discount? It's not our first order, you know.
- Dawson:* Yes, of course. Well, I can offer you a **quantity** discount that we give for 200 or over. That's 7%. How does that sound?
- Jim Hamilton:* Can you make it 10%? We are one of your best customers.
- Dawson:* Tell you what. The only thing I can do as a quantity discount is 7%, but there is another 2% for payment within 10 days. How is that?
- Jim Hamilton:* I think we can order on these terms. I'll send an order by e-mail.
- Dawson:* And we'll send the footballs immediately from **stock**.

(from "Telephoning in English")

b) Say what discount Jim Hamilton got from Watford Ltd.

c) Sum up the dialogue.

Ex. 19. a) Read the dialogue.

A PRICE INQUIRY ABOUT TENTS

- Thomson:* Hello, Mr Cilbert. I'd like to know the prices for your tents Models X-3 and P-20.
- Cilbert:* Will it be an order for about a hundred?
- Thomson:* That's right.
- Cilbert:* Here we are then: Model X-3 is 500 euros now and P-20 is 700, that's not a lot more than you paid last year.
- Thomson:* Are the tents just the same as those we had last year?
- Cilbert:* The models are the same, but we've got a couple of new colours.
- Thomson:* I'm not ready to place an order now. I want to check the prices.
- Cilbert:* That's OK. But don't wait too long. This month and next is our busy season and the demand will be quite heavy. Our tents are good value, as you know.
- Thomson:* I'll let you know our reply as soon as I can. Good-bye for now.

* a tent — (туристическая) палатка

(from "Telephoning in English")

b) Explain why Mr Thomson telephoned Mr Cilbert and what information he got from him.

Ex. 20. a) Read the dialogue.

AN INDIVIDUAL [ˌɪndɪˈvɪdʒuəl] ORDER

- A. Mr Laporta? This is Miss Strahl from Geneva. I've got your catalogue for furniture. I'd like to place an order but I find the prices a bit high. Are these your best prices?
- B. I'm afraid they are.

- A. Can you offer me a discount on three pieces — a desk, a filing cabinet and a chair to go with the desk?
- B. I think I can give you 15%.
- A. OK, that sounds good. What about the transport? Is there any chance of a discount on that?
- B. I'm afraid I can't do that because it's another company which does the delivery.
- A. And is the delivery time of 6 weeks?
- B. We have everything in stock, so if you order today we can deliver everything to you within 30 days.
- A. Oh, excellent. Is payment 30 days after delivery?
- B. I think 30 days after the order will be better.
- A. Fine. I'll send an e-mail to confirm.
- B. Thank you. I look forward to receiving your confirmation.

(from "Business Basics")

b) Sum up the terms on which Miss Strahl ordered the furniture.

Ex. 21. a) Read the dialogue.

THE UNHAPPY SELLER OR THE CUSTOMER
IS ALWAYS RIGHT

Mr Warren visits one of his customers — Mr Gordon.

Gordon: I'm afraid I have only a few minutes, Mr Warren. What did you want to see me about?

Warren: I know your company is going to open a new block of offices. We can offer you office furniture. We can also help you design the offices and ...

Gordon: We have already planned the new offices.

Warren: Then I'm sure you'd like to see our latest catalogue of office desks. Here, for example, is a desk for top managers like yourself.

Gordon: It's very big.

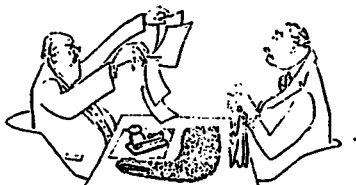
Warren: We have smaller desks of new wonderful material. They will look like a new piece of furniture when your grandchildren work for the company.

Gordon: I'm not married, Mr Warren.

Warren: Oh well ... er ... This is the secretary's desk and ...

Gordon: Hmm ... But your prices, that's what interests me.

- Warren:* Our prices are quite reasonable. There is certainly cheaper office furniture on the market. But when you look at the quality you'll agree we have no competitors.
- Gordon:* Well, talking of quality. These staplers we ordered from you last week. They have just arrived and half of them don't work.
- Warren:* Really? I can't believe it ... I'm very sorry about that.



... Yes, you're right. There is something wrong. But it can't be anything serious'.

(Based on the "Language of Business"
by Angela Mack)

b) Do you agree with the title? Is Mr Warren an unhappy Seller? Give your reasons.

Ex. 22. a) Read the story.

A JOB IN MEXICO ['meksikou]

It **happened** some years ago. Two of my friends lived in a small town near Liverpool ['livəpu:l]. They were out of work and were happy to agree to any job. Their names were Stevenson and Black. Mr Stevenson was a very talented engineer, and as he had a large family and no money to live on, his life was very difficult.

One day when I was coming back from my office I saw Mr Stevenson. He was going along the street with a suitcase in his hand. He said he had read an advertisement in a newspaper that one of the plants in Liverpool wanted an engineer.

"You see, I must get that job. I've got a large family."

"Why must you go to Liverpool yourself?" I asked. "It's better to send the documents by airmail." "I think," Mr Stevenson answered, "that many people want to get the job and I'm sure all of them will send letters. If I

get there before the manager of the plant receives the letters I'll be able to get the job."

Mr Stevenson was right. He received the job.

My other friend Black had lost three or four jobs before though he was a very good clerk. I told him Stevenson's story. The story impressed him. A few days later I met Black with a suitcase in his hand. "Where are you going?" I asked him. "To Mexico," was the answer. "A bank there requires a clerk. I have sent my documents by post, but I decided to go there myself to settle the matter sooner. I remember the story you told me about Mr Stevenson."

So Black went to Mexico City. But his letter had arrived there three days earlier though he didn't know that. When he came to the bank, the assistant manager said, "I'm sorry we have already got a man. But I'll clarify the matter with the manager."

"You see," the manager said, "I have received a letter from a man who lives near Liverpool. His name is Black. A good young man, he suits us all right. I've sent him a telegram to come here immediately and we'll keep the job for him for 10 days."

"There is a man outside," said the assistant manager, "who wants to get the job."

"I think we'll wait for the man, Black by name."

Black did not hear the conversation between the manager and his assistant. Anyway, he had to go back home. He spent all his money and nobody in Mexico could help him so it took him two months to get back to England. There he found the telegram which was waiting for him.

b) Answer the questions:

- How did Mr Stevenson get the job of an engineer?
- Why didn't Mr Black get the job in Mexico City?

Ex. 23. Answer the questions:

1. What goods did you buy last? From what company did you buy them?
2. Were the prices acceptable to you or did you find them high?
3. What discount did the Sellers give you and why did they agree to give it?
4. Were you satisfied with the transaction or not? Why?
5. Are you going to place repeat orders with the company or not?

* * *

1. What is a trial order?
2. Do the Sellers usually give a discount to customers for trial orders?
3. In what other cases do the Sellers give a discount to customers?
4. In what cases don't they agree to give a discount to the Buyers?

Ex. 24. Act out dialogues. Use the situations:

1. You have gone through the catalogue of the company and got interested in their latest model of compressors. The company's price doesn't suit you. Meet Mr Brown in your office and discuss the price with him. Speak about the hotel he is staying at.
2. Mr Brown has come to your office to discuss the terms of payment with you. Before you start discussing business speak about the weather in Moscow. Tell Mr Brown that you are ready to open a L/C for the full value of the goods.

Ex. 25. Speak about:

1. The discussion of the prices and the terms of payment at the last talks.
2. The contract you made last.

UNIT VII

WRITTEN PRACTICE

Ex. 26. Complete the sentences.

1. After Mr Blake had studied the terms of the contract he ...
2. Before we made an appointment with the representatives of the company we ...
3. Before Mr Voronin went on business to Great Britain he ...
4. After I had gone through the Customs I ...
5. After we had seen the machines at the plant we ...
6. The manager had already left when I ...

Ex. 27. Complete the sentences, using the correct tense.

1. Did you see the Director or he (to leave) the office by the time you got there?
2. I couldn't get into the flat yesterday because I (leave) my keys at the office.

3. The bank returned the cheque [tʃek] to me because I (not to sign) it.
4. He found the first few weeks at the computer centre very difficult because he (not to operate) a computer before.
5. I found out about the job too late. When my letter arrived, they (find) someone else.

Ex. 28. Complete the sentences. Use the Present Perfect or the Past Perfect. Write the sentences.

- | | | | | | | |
|---|--|--------|-----------|---------------|-----------|------------|
| <ol style="list-style-type: none"> 1. I don't want to have lunch, because I _____. I didn't want to have lunch because _____ a few sandwiches. 2. I'm phoning Jane to say the fax _____. I phoned Jane to say that the fax _____. 3. Today I am sending a message to our partners to say we _____. Yesterday I sent a message to our partners to say we _____. 4. I am looking forward to my trip because I _____ to Great Britain. I was looking forward to my trip because I _____ to Great Britain before. 5. I am phoning Mr Warner to say we _____ our model of machines. Last week I phoned Mr Warner to say we _____ our model of machines. | <table border="0"> <tr><td style="border-left: 1px solid black; padding-left: 5px;">to eat</td></tr> <tr><td style="border-left: 1px solid black; padding-left: 5px;">to arrive</td></tr> <tr><td style="border-left: 1px solid black; padding-left: 5px;">to open a L/C</td></tr> <tr><td style="border-left: 1px solid black; padding-left: 5px;">not to be</td></tr> <tr><td style="border-left: 1px solid black; padding-left: 5px;">to improve</td></tr> </table> | to eat | to arrive | to open a L/C | not to be | to improve |
| to eat | | | | | | |
| to arrive | | | | | | |
| to open a L/C | | | | | | |
| not to be | | | | | | |
| to improve | | | | | | |

Ex. 29. Translate into English.

1. К двум часам дождь прекратился, и мы отправились осматривать достопримечательности. Я никогда раньше не был в Лондоне, и город произвел на меня большое впечатление.
2. Так как мы были заинтересованы в покупке кухонного оборудования, мы связались с фирмой «Джонсон и К^о». Ранее мы не имели деловых отношений с этой фирмой.
3. — Где вы работали до того, как начали работать в этой компании?
— Я работал на одном из крупных заводов в Глазго.
4. Я знаю, что г-на Лаврова не было вчера в офисе в 6 часов. Он закончил работу к половине шестого.
5. Мы заинтересовались телефонным оборудованием фирмы «Белл и К^о» после того, как увидели его в работе (in operation).
6. Прежде чем купить телевизоры фирмы «Панасоник», мы побеседовали с главным инженером отдела продаж.

* * *

Не так давно мы установили деловые отношения с английской фирмой «Браун и К^о». Мы никогда не торговали с этой фирмой раньше, но много о ней слышали. Мы решили разместить у них заказ на два компрессора. Мы заинтересовались этой моделью компрессоров, так как ее качество отвечало нашим требованиям, и мы нашли цену вполне приемлемой. Условия поставки ФОБ Лондон нас устраивали. Кроме того, во время переговоров продавцы дали нам 2% скидку с цены, так как это был наш пробный заказ, и фирма была заинтересована в торговых контактах с нами. Условия платежа нас также устраивали. Мы согласились произвести платеж по аккредитиву. Наша фирма должна была открыть аккредитив в одном из Лондонских банков на полную стоимость товара после получения уведомления о готовности товара к отгрузке. Мы были вполне удовлетворены переговорами и надеемся на хорошие деловые отношения с фирмой «Браун и К^о» в будущем.

Ex. 30. Write about the talks you last had.

UNIT VIII

VOCABULARY

- | | | | | |
|--|--|------|------|------|
| 1. a number ['nʌmbə] <i>n</i> | — число, количество | | | |
| a large number of people | — большое количество людей | | | |
| e.g. I have read a number of books by this writer. | — Я прочел несколько книг этого писателя. | | | |
| The number of books he wrote is very big. | — Он написал очень большое количество книг. | | | |
| What number of books are you going to buy? | — Сколько (какое количество) книг вы собираетесь купить? | | | |
| 2. happy ['hæpi] <i>adj</i> | — счастливый | | | |
| a happy man | — счастливец | | | |
| to feel happy | | | | |
| e.g. I'm happy to meet / to see you. | — Счастлив / рад встретиться с вами. | | | |
| 3. to keep [ki:p] (kept, kept) <i>v</i> | — держаться, оставаться в каком-либо состоянии | | | |
| to keep | <table border="0"> <tr> <td> fine</td> </tr> <tr> <td> cold</td> </tr> <tr> <td> warm</td> </tr> </table> | fine | cold | warm |
| fine | | | | |
| cold | | | | |
| warm | | | | |

- e.g.* The weather will keep fine, I hope. — Надеюсь, погода будет чудесной.
4. **acceptable** [ək'septəbl] *adj* — приемлемый, подходящий
to be acceptable to smb
e.g. Your price is acceptable to us.
5. **to quote** [kwout] *v* — назначать (цену)
to quote | prices
| terms of payment
| terms of delivery
e.g. You quoted a very high price.
6. **per** [pə:] *prep* — за (штуку, единицу товара)
per | machine
| compressor
| car
e.g. Our price is £ ... per machine.
- После предлога **per** существительное употребляется без артикля.
7. **a unit** ['ju:nɪt] *n* — единица (товара), штука
e.g. Our price per unit is not very high.
8. **to improve** [ɪm'pru:v] *v* — усовершенствовать, улучшать
e.g. We've improved the quality of the machine lately.
9. **to include** [ɪn'klu:d] *v* — включать
10. **export** ['eksɜ:pɔ:t] *n* — экспорт
to go for export — идти на экспорт
11. **packing** ['pækɪŋ] *n* — упаковка
12. **low** [lou] *adj* — низкий, невысокий
a low price
low quality
13. **to stress** [stres] *v* — подчеркивать
14. **trial** ['traɪəl] *adj* — пробный
e.g. It's our trial order.
15. **to be satisfied** ['sætɪsfaɪd] *v* — быть удовлетворенным
to be satisfied with smth
to be satisfied with the | machines
| performance
| prices
| quality
e.g. We are satisfied with the quality of your goods.

16. **a transaction** [tra:n'zækʃn] *n* — сделка
to make a transaction — заключить сделку
17. **repeat** [ri'pi:t] *adj* — повторный
a repeat | **order**
| **transaction**
| **purchase**
18. **only** ['ounli] *adj* — единственный
e.g. He is the only son in the family.
19. **value** ['vælju:] *n* — стоимость
the value of the | **goods**
| **contract**
| **order**
e.g. We can give you a 5% discount off the value of the contract.
20. **to settle** [setl] *v* — 1. решить, договориться
— 2. разрешить, уладить
to settle | **the price problem**
| **the matters**
e.g. It will be difficult to settle this problem.
21. **a manner** ['mænə] *n* — способ
a manner of payment — способ платежа
22. **against** [ə'geɪnst] *prep* — против
23. **shipping documents** — отгрузочные документы
['dɒkjumənts] *n*
payment against shipping documents — платеж против отгрузочных документов
24. **a bank** [bæŋk] *n* — банк

▶ С названиями банков употребляется определенный артикль.
Напр. the Moscow Narodny Bank.

- to open a Letter of Credit with a bank** — открыть аккредитив в банке
e.g. The Buyers are to open a Letter of Credit with the Russian Bank for Foreign Economic Affairs.
25. **a Notification of Readiness** — уведомление о готовности
[noutɪfɪ'keɪʃn əv 'redɪnis] *n*
a Notification of the Readiness of the goods for shipment — уведомление о готовности товара к отгрузке
26. **to arrange** [ə'reɪndʒ] *v* — организовать, устроить
27. **to do one's best** *v* — делать все возможное

Lesson 7

e.g. We'll do our best to settle the price problem.

28. **useful** ['ju:sful] *adj*

— полезный

29. **to look forward** ['fɔ:wəd] *v*

— ожидать (чего-либо), с нетерпением ждать (чего-либо)

to look forward | **to smth**
| **to doing smth**

30. **to establish** [ɪs'tæblɪʃ] *v*

— устанавливать

to establish | **business contacts**
| **trade contacts**
| **friendly contacts**

e.g. Our office has established business contacts with France lately.

31. **relations** [rɪ'leɪʃnz] *n*

— отношения

business |
trade | **relations**
friendly |

e.g. We are glad to establish business relations with your company.

ADDITIONAL WORDS AND EXPRESSIONS

1. **a chance** [tʃɑ:ns]

— возможность, случай

2. **clearly** ['kliəli]

— ясно, четко

to say smth clearly

3. **a square meter**

— квадратный метр

e.g. The price is ... per square meter.

4. **quantity** ['kwɒntəti] *n*

— количество

5. **stock** *n*

— запас, фонд, наличность

from stock

— из наличного запаса, со склада

6. **to happen** [hæpən] *v*

— случаться, происходить

to happen to smb

e.g. What has happened to you?

SPEECH PATTERNS

1. **We find the price high.**

— Мы находим цену высокой.

2. **The only thing we can do is to give you a 2% discount.**

— Единственное, что мы можем сделать — это дать вам двухпроцентную скидку.

LESSON 8

Grammar:	The Sequence of Tenses (<i>summing up</i>). Согласование времен (<i>обобщение</i>).
Text:	Travelling by Train to a Manufacturing Plant.

UNIT I

GRAMMAR

THE SEQUENCE OF TENSES (*summing up*)

READ, STUDY AND PRACTISE.



Согласование времен — особая зависимость времен сказуемых придаточного и главного предложений. Она соблюдается только в придаточных дополнительных предложениях, когда сказуемое главного предложения стоит в одном из прошедших времен.

- I. В придаточном предложении для выражения действия, одновременного с действием главного предложения, употребляется **Simple Past** или **Past Continuous**.
Модальный глагол **must** не изменяется при согласовании времен.
- II. В придаточном предложении для выражения действия, предшествующего действию главного предложения, употребляется **Past Perfect**.
Модальные глаголы **to have (to)**, **to be (to)** при согласовании времен употребляются в форме **Simple Past** для выражения как одновременности, так и предшествования действия в главном предложении.
- III. Для выражения действия, следующего за действием главного предложения, в придаточном предложении употребляется особая форма будущего времени — **Future in the Past** (будущее в прошедшем).
Future in the Past образуется при помощи вспомогательного глагола **should** (для 1-го лица единственного и множественного числа) и **would** (для остальных лиц) и инфинитива смыслового глагола без частицы **to**.

Ex. 1. You met Jane, an old friend of yours. She told you about herself. Repeat what she said.

**Example: I live in the West End of London.
Jane said that she lived in the West End.**

1. I usually go to Spain for my summer holidays.
2. I'm enjoying my job as a designer.
3. I've just decorated a 4-star hotel near Hyde Park.
4. Next month I'll start decorating a new restaurant at Heathrow Airport.
5. I bought a Land Rover last month, but I can't drive. I'll have to take driving lessons.
6. I've just seen a new James Bond film which I think is rather boring.
7. I'm to go to the presentation of my book "Beautiful Houses" in the Art Centre now. I must hurry.

Ex. 2. Say as in the example.

- The company's prices are too high.
- Are they? I thought they were reasonable.

1. The Sellers are to deliver the goods on FOB terms.
2. Mr X agreed to give us a 3% discount as it was our trial order.
3. The Sellers will arrange our visit to their factory outside London.
4. We have established business relations with some French companies recently.
5. Our visit to London was very short and we had no time for sightseeing.
6. We'll have to settle all problems at the talks today as we are to sign the contract tomorrow morning.
7. Mr X has just invited us to the Chinese Restaurant in the West End.

Ex. 3. Read the dialogue and complete the sentences.

- Brown:* Is that the Ritz Hotel?
Receptionist: What did you say? I can't hear you. The line is bad.
Brown: I asked ...
Receptionist: Yes, that's right. What can I do for you?
Brown: Can I book a double room with a bath?
Receptionist: For how long do you require accommodation?
Brown: Sorry, I can't hear you.
Receptionist: I asked ...

- Brown:* For three nights.
Receptionist: When will you arrive?
Brown: Speak up, please.
Receptionist: I asked ...
Brown: Tomorrow early in the evening. Will you be able to book a room on the 3rd floor?
Receptionist: Pardon?
Brown: I said ... and I asked ...
Receptionist: Sure.
Brown: What's the charge?
Receptionist: Say it again please.
Brown: I just wanted to know ...
Receptionist: It's £ ... a night.
Brown: All right, thank you.

b) Sum up Mr Brown and the receptionist's telephone talk.

UNIT II

SPEECH PATTERNS

Pattern 1.

We can't do without supper.

Ex. 4. Speak as in the example.

I must buy cigarettes on the way to my office.

I can't do without cigarettes / smoking.

1. Paul always drinks coffee in the office.
2. Mary buys a lot of fruit and vegetables.
3. Old people often have a short sleep in the afternoon.
4. Business people have to go on business trips.
5. Mrs Bell has a lot of beautiful flowers in her garden.
6. Every weekend Lucy goes to the Fitness centre and plays tennis.
7. The boy spends a lot of time at the computer — he plays computer games.
8. Mr Tompson goes by car everywhere, he never uses public transport.
9. Some people in GB have a small late supper, only then they go to bed.

Pattern 2.

The train was just about to start.

Ex. 5. a) Read the example:

I was just about to go out when my friend called on me.

b) Say what you were about to do when:

- your friend phoned you;
- an interesting TV show began;
- the secretary brought some urgent messages;
- it began raining heavily;
- the director asked you to look through the new catalogues;
- the secretary asked you to pick up Mr Brown at the hotel and take him to the office;
- the Customs officer asked you about your luggage;
- the flight-attendant asked the passengers to fasten their seat belts.

UNIT III

WORKING ON THE TEXT

Read the text and the dialogue.

A

TRAVELLING BY TRAIN

After Mr Stanley had made arrangements for a visit to the manufacturing plant, which the Russian businessmen wanted to visit, he phoned the railway station to book tickets. He found out that several trains ran to Glasgow daily. He booked three second-class return tickets in one compartment for an overnight express. The train was to leave London at 10.15 p.m. and was due to arrive in Glasgow at 6.30 a.m.

The Russian businessmen met Mr Stanley at the station 30 minutes before the train's departure¹.

The train was to leave from platform 2. They found their carriage and put their suitcases on the luggage rack. There was no buffet car on the train and they decided to go to the cafeteria at the station as they couldn't do without supper. It took them about 15 minutes to have a snack and they caught the train when it was just about to start.

B

A VISIT TO THE PLANT

When the businessmen arrived in Glasgow they hired a taxi to the Central Hotel where Mr White, the production manager of the plant, had reserved accommodation for them.

At a quarter to 9 Mr White's car picked them up at the hotel and took them to the plant. Mr Stanley introduced the Russian businessmen to Mr White and told him that they wanted to see some shops of the plant.

White: If you like I can **show** you **round** the whole plant, so that you can get an idea of the whole **range** of our products.

Borisov: I hope it won't take too much of your time.

White: I'll be happy to help you and answer any of your **queries**. I'll lead the way.

* * *

White: This is the **assembly** shop and here you can see the finished products. We produce pumps of high **capacity** for different **applications**. We **modify** our models every year. Look, here is the latest model.

Borisov: How does it **compare** with the previous model?

White: That's a good question. It's easier to **operate** and it's more **reliable as compared with** the previous model. Besides, its capacity is higher than the capacity of the pumps of other companies. We **export** this model to many countries of the world.

Stanley: I say², John, Mr Borisov told me on our way here that he wanted to see the **test department** as well. Is it possible?

White: Yes, of course. We **thoroughly test** every pump and we've had very good **reports** from the customers both in our country and **abroad**. I think our people are going to start a test in a few minutes. If you want to see the test we must go to the shop right now³ not to **miss** it.

(After the test)

Borisov: Could you let us **have the drawings** of the latest model, Mr White?

White: I don't think we have a **copy available** now, but I'll send one on Monday first thing in the morning⁴.

- Borisov:* Thank you. It was a very interesting visit. We enjoyed every minute of it.
- White:* You are always welcome to visit our plant. Frank, what are you doing with yourselves tonight?
- Stanley:* We are just going to walk about the city⁵ and see the sights of Glasgow.
- White:* How about dinner at a restaurant at 7? I can call for you at the hotel at 6.30.
- Stanley:* That's a good idea. Thank you. And thanks again for your help. Good-bye.
-

¹ **before the train's departure** — до отхода поезда (в современном английском языке наблюдается тенденция употреблять неодушевленные существительные в притяжательном падеже).

² **I say** — Послушайте (употребляется для привлечения ч-л внимания).

³ **right now** — прямо сейчас, немедленно

⁴ **first thing in the morning** — первым делом утром; первое, что я сделаю утром

⁵ **to walk about the city** — гулять по городу

Ex. 6. Agree or disagree. Give your reasons.

1. Before Mr Stanley made arrangements for a visit to the plant he had gone to the railway station to book tickets.
2. He booked three return first-class tickets in different compartments.
3. The train was to leave London at 10.15 a.m.
4. The businessmen had supper in the buffet car of the train.

* * *

1. When Mr Stanley and the Russian businessmen arrived in Glasgow they immediately went to the plant.
2. Mr White wanted to show the guests only the production shop of the plant.

* * *

1. The plant produced different models of pumps.
2. The latest model was of higher quality than the previous one.
3. The plant didn't test their pumps.
4. Mr White gave Mr Borisov a copy of the drawing of the pump.
5. Mr White invited his guests to the theatre.

Ex. 7. Say what you remember about:

1. the information Mr Stainly found out about the trains to Glasgow and the tickets he booked;
2. the meeting of Mr Stainly and the Russian businessmen at the railway station and their departure to Glasgow.

* * *

1. the arrival of the businessmen in Glasgow;
2. the meeting of the businessmen with Mr White in his office.

* * *

1. the pumps that the plant produced;
2. the assembly shop and the test department;
3. the businessmen's arrangements about the drawings; their plans for the evening.

Ex. 8. Think and answer.

1. What arrangements had Mr Stanley made for a visit to the manufacturing plant before he went to the railway station?
2. Why was it convenient for the businessmen to travel overnight?
3. Why do you think there was no buffet car on the train?

* * *

1. Why did the plant modify their models every year?
2. Why did Mr Borisov ask Mr White to give them the drawings of the latest model?
3. Why did the Russian businessmen enjoy their visit to the plant?

UNIT IV

WORKING ON WORDS

to make arrangements (for)

Ex. 9. a) Read the example and answer the questions.

It is always necessary to make arrangements for a party.

Is it necessary (or not necessary) to make arrangements for:

- a business trip to a foreign country?
- business talks?
- a visit to a restaurant?
- a visit to the theatre?
- a holiday at the seaside?
- a sightseeing tour of a foreign country?
- a visit to the Kremlin museums?
- a New Year party?
- the presentation of the goods the company is going to launch to the market?

b) Say what arrangements it is necessary to make in each case.

to find out

Ex. 10. Read the example and speak.

When I contacted the manufacturing plant I found out that they had already started producing the new model.

What did you find out when you

- phoned the airport?
- spoke to the clerk at the railway station?
- called at the Taganka Theatre booking office?
- looked through the latest catalogues of Japanese cars?
- studied the timetable (расписание) of the trains to St. Petersburg?
- contacted the representatives of the Sellers?
- spoke with the receptionist of the Metropol Hotel?
- came to the Travel Agency?
- studied the price-lists for the latest models of washing machines?

to miss

Ex. 11. a) Ask and answer as in the example.

— Have you ever missed the flight to a Russian / foreign city?

— No, I've never missed the flight... / Yes, I missed the flight to Rome last year.

Have you ever missed

- a train?
- a concert (a film, a performance)?

- a business lunch with foreign partners?
- an English lesson?
- a business conference?
- an important meeting at the office?

b) If you have missed smth, say when it was and why.

as compared with

Ex. 12. Read the example:

Shopping in small shops is less convenient as compared with shopping in supermarkets, because...

- Compare:**
- the Russian language and the English language;
 - a 3-star hotel and a 5-star hotel;
 - life in a flat in a big city and in a private house in the country;
 - a traditional restaurant and a café / a restaurant of fast food;
 - a usual TV set and a home cinema;
 - a tour of France and a tour of Belgium ['beldʒəm];
 - reading books in the original and in translation;
 - watching news on TV and listening to news on the radio.

Ex. 13. a) Read the example:

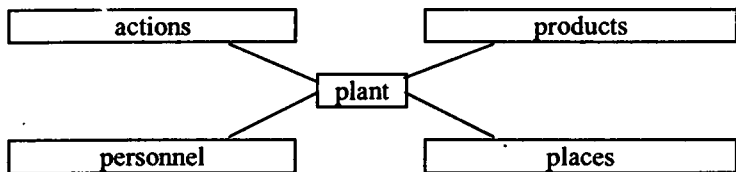
This model is more expensive as compared with the other models.

b) Say why this model is different from the others. Use the expressions:

- have many applications,
- be reliable in operation,
- be easy to operate,
- be of high quality,
- be of high capacity,
- be of modern design,
- have good reports,
- be in great demand,
- be popular with the Buyers.

Ex. 14. The words are all to do with a plant. Read them and fill in the diagram.

production manager, show round, assembly shop, test department, engineers, produce, programmers, test, pumps, improve, operate, production shop, modify, export, machines, workers.



UNIT V

KEY STRUCTURES AND SPECIAL POINTS

ARTICLES

Ex. 15. a) Supply articles or possessive pronouns where necessary.

A

1. If you go to St. Petersburg by ... train, it will take you 7 hours.
2. There is ... overnight train to St. Petersburg at 11.50 p.m.
3. ... train gets to Leeds in the morning.
4. Is there ... sleeping accommodation on ... train?
5. I'd like two tickets for ... 11.30 express to Manchester.
6. Which platform is ... train due to arrive at?
7. Are there ... buffet cars on ... overnight trains?
8. I'd like two second-class tickets on ... 7 o'clock train to Glasgow.
9. Goodman & Co. produce ... compressors of ... high capacity.
10. The Buyers are satisfied with ... capacity of ... latest model.
11. ... plant is going to improve ... capacity of their machine.

B

When I bought ... ticket for ... 12.45 train to Kent I found out that ... train was 20 minutes late, so I sat down on ... bench in ... waiting room of ... Cornwell Bridge Station ['kɔ:nwəl 'brɪdʒ]. There were some other passengers in ... room who were waiting for ... train.

It was ... very hot day and I was glad that I was travelling a short distance. I was to get off at ... third stop. 20 minutes later... train arrived at ... slow speed at ... platform 2. I went to ... platform, got into ... first-class carriage and took ... window seat.

(After "The Lady on 142" by James Thurber)

b) Speak about the passenger's departure to Kent.

C

... products of the "Argo" Transformer plant are famous all over ... world. ... plant produces ... transformers for different applications. Almost all ... transformers are of ... high capacity.

... engineers of ... plant modify ... transformers so that ... customers can be satisfied with ... quality of their models.

... test department of ... plant has ... modern facilities to test and check ... transformers.

... plant delivers ... transformers to ... foreign customers in ... export packing.

... managers of ... plant usually have ... good reports from their regular Buyers.

c) Speak about the "Argo" Transformer Plant and its product.

TENSES

Ex. 16. Supply the correct forms of the verbs.

A

1. We believed that we (can) get seats in a first-class compartment.
2. I knew that Fred usually (to travel) second-class.
3. I hoped that if I (to go) by the 10 o'clock train I (not to have to) change.
4. He didn't know when the train (to be) to start.
5. We knew that the 2 o'clock train (to leave) already and (to decide) to go by the next train.
6. I didn't know that it (to be) an overnight train.
7. We hoped that our friend (to be able) to come to the station on time.
8. I thought I (not to be able) to get to the station in 30 minutes and I (to have) to take a taxi.
9. I knew that we (to have) to get a snack at the station as there (to be) no buffet car on the train.

B

1. Mr Stanley knew that Mr White's car (to pick up) them at a quarter to 9.
2. Mr White asked Mr Borisov if he (to have) a good trip.
3. Mr Borisov knew that the plant (to produce) pumps for different applications.
4. The production manager said that they (to modify) their machines the previous year.
5. The customer wondered when the plant (to launch) their latest model.
6. Mr Brown asked if the Sellers already (to test) the equipment.

C

BUYING A WASHING MACHINE

Mrs Stock: Good morning.

Salesman: Good morning. What (can) I do for you?

Mrs Stock: I'd like to buy a washing machine of the latest design but not very big.

Salesman: I (to show) you the whole range of the washing machines that we (to sell) now ... I think you (to like) this one. It (to be) our latest model.

Mrs Stock: It (to look) very attractive. I (not to see) this model yet.

Salesman: We (to start, to sell) the machines of this model only two months ago, and we already (to sell) quite a large number of them here and abroad.

Mrs Stock: How this model (to compare) with the previous one?

Salesman: It (to be) more reliable and easier to operate.

Mrs Stock: And what (to be) the price?

Salesman: It (to be) £ ...

Mrs Stock: Oh, I (not to expect) that the price (to be) so high.

Salesman: But you never (to be) sorry if you (to buy) this washing machine.

Mrs Stock: I (to have to) discuss the matter with my family. If I (to decide) to buy it I (to call on) you first thing in the morning. Good-bye.

Salesman: Good-bye, madam.

b) Speak about the latest model of the washing machine which Mrs Stock saw in the shop.

PREPOSITIONS

Ex. 17. a) Supply the correct prepositions or adverbs where necessary.

A

1. Which platform does the train start...?
2. Which platform is the train to arrive...?
3. The train is due to arrive ... Manchester ... 4.20.
4. The train is due to arrive ... 20 minutes.
5. This train stops ... every station.
6. You can go ... St. Petersburg ... an overnight train.
7. I'd like a second-class ticket ... the 10 o'clock express ... St. Petersburg.
8. There is no sleeping accommodation ... this train.
9. There are no more first-class tickets ... this train, you'll have to travel ... second-class.

B

Mrs Giles was going back home ... the 4.50 train ... Paddington station.
The train was to start ... platform 2.

The clerk ... the enquiry-office told her that the train would leave ... time, and it was already ... the platform.

She found her ticket and showed it ... the conductor ... her carriage. When the conductor checked it she got ... the carriage and went ... her compartment.

The porter put her luggage ... the luggage rack and Mrs Giles sat ... the window.

Five minutes later the train started ... the platform.

(After "4.50 from Paddington" by Agatha Christie)

b) Speak about Mrs Giles's departure.

C

1. Mr Petrov will call ... the test department to ask the manager when they are going to test the pumps.
2. Let's call ... Mr Brown at his office and ask him to show us round the plant.
3. Mr Brown invited Mr Stepanov ... the restaurant and promised to call ... him ... the hotel.
4. Let's call ... the manager of the assembly shop and ask him to give us the assembly drawings.

D

One ... the leading manufacturers ... pumps ... Canada produces a wide range ... pumps ... high capacity ... the car industry. This company produces 70% ... pumps ... the home industry and exports about 30% ... its products ... different countries ... the world.

The plant ... this company has modern facilities to produce pumps ... different models. The pumps ... this company are more reliable ... operation as compared ... the pumps ... other companies, and all the customers are usually satisfied ... the capacity ... the pumps.

The company can guarantee shipment ... the goods ... two weeks.

They deliver their goods ... the markets ... Europe and America. The company is also interested ... selling their goods ... the countries ... the East.

b) Speak about the Canadian company which produces pumps.

THE WORDS YOU MIX UP

Ex. 18. Choose and use.

a) **yet, still**

1. The train has not left ..., it is ... at the platform.
2. — Has the train arrived...?
— No, we are ... waiting for it.
3. — Where is John?
— He's ... having a snack in the buffet car.
4. — What train are you going to take?
— I haven't seen the timetable ...
5. They are ... testing the computer of the new model. They haven't finished ...
6. Let's hurry. The performance hasn't started ...
7. I'm hungry. I haven't had lunch ..., but I'm ... very busy.
8. The company hasn't launched their new models of office desks ...

b) **another, more, else**

1. — I'm afraid I won't be able to arrive in time for the 8.30 train.
— There is ... morning train for Bath.
2. When I came into the compartment there was ... passenger there. At the next station two ... gentlemen came into the compartment.

- 1. – Is there anything ... I can do for you, sir?
- No, just put the luggage on the rack.
- 1. – Where ... does the train stop?
- It stops at two ... stations and nowhere...
- 1. I have looked through this catalogue, but there are two ... catalogues to study.
- 6. What ... would you like to know about this company?

c) last, latest

- 1. The ... performance at this cinema starts at 10 p.m.
- 2. Have you heard the ... news?
- 3. When does the ... train leave for Brighton?
- 4. Some days ago our engineers visited the company to see the ... models of notebooks.
- 5. What did the director discuss with the businessmen during the ... talks?
- 6. We have received the ... drawings of the pump which the plant modified.
- 7. For how many machines did you sign the ... contract?

UNIT VI

SPEECH EXERCISES

Ex. 19. a) Read the dialogue.

A TELEPHONE CONVERSATION

Rossimport is interested in buying a packing line for a factory in St. Petersburg. Their representative, Mr Chernov, has arrived in London to settle some technical problems with the plant in Liverpool which produces such lines. Now he is trying to contact Mr Brook, the production manager of the plant.

Brook: Good afternoon, Mr Chernov. What can I do for you?

Chernov: The fact is I've received the drawings from you which show that you have modified the previous line. How does the new packing line compare with the previous one?

Brook: Well, its capacity is much higher. Besides, you can use it for packing a wider range of products. It is the best on the market now.

- Chernov:* Good. And one more thing, Mr Brook, will it be possible to see the tests of the new line?
- Brook:* Yes, certainly. I'll contact the test department and find out when they are going to have tests. After that I'll make all the necessary arrangements for your visit.
- Chernov:* Thank you.

b) Speak about:

1. the purpose of Mr Chernov's telephone conversation with Mr Brook;
2. the arrangements Mr Brook is going to make for a visit to the test department.

Ex. 20. a) Read the dialogue.

BOOKING A TICKET FOR A TRAIN

Some time later Mr Chernov received a fax from Mr Brook about the date of the tests and the arrangements for his visit to the plant. He decided to book a ticket for a train in advance.

- Chernov:* I'd like a second-class ticket for an overnight train to Liverpool for Wednesday, please.
- Clerk:* Yes, there is a passenger **train** at 9.25 p.m. It arrives in Liverpool at 7.50 a.m. There is a **fast train** which leaves here at 11 p.m. and arrives in Liverpool early in the morning at 6.45. There is nothing after 11.
- Chernov:* I can't take the 9.25. It's too early for me. I'd like to go by the fast train. Could you give me a **lower berth** on it?
- Clerk:* I'm sorry, I've got only **upper berths** on this train.
- Chernov:* That's all right. How much does it cost?
- Clerk:* Single or return?
- Chernov:* Return, please.
- Clerk:* It's ...
- Chernov:* Here you are.
- Clerk:* Thank you. Here is your ticket, carriage 5, compartment 7. Have a nice trip, sir.
- Chernov:* Thank you.

b) Speak about:

1. overnight trains to Liverpool;
2. the ticket to Liverpool Mr Chernov booked.

c) Act out the dialogue between Mr Chernov and the clerk at the booking office.

d) Think and answer.

1. Why did Mr Chernov want to go to Liverpool by an overnight train?
2. Why was the 9.25 train not convenient for him?
3. Why did he buy a return ticket?

Ex. 21. a) Read the text.

TRAVELLING BY RAIL

London has eight rail stations which are situated in a ring around the city centre. You can go practically to every part of GB by train. From the rail stations in the Southern [ˈsʌðən] London people can travel to Europe.

You can change to British Rail trains from some underground stations.

London's stations have many facilities, such as shops which sell books, food and drinks.

It is quite easy to get the information about departure and arrival times, prices and destinations at information points and from monitor screens.

Since 1995 the Channel Tunnel has provided a new high-speed train link — Eurostar between the UK and Europe (Paris, Brussels, the French Alps ...). The Tunnel operates a drive-on-drive-off service for cars on trains between GB and France which run three times an hour with the travel time of 35 minutes.

b) Explain the meaning. What is:

- a ring around the city centre?
- an information point?
- a drive-on-drive-off train service for cars?

c) Discuss the text.

Ex. 22. Read and retell the joke.

MARK TWAIN IN FRANCE

Mark Twain was travelling first-class to the city of Dijon. In the afternoon he felt very tired and decided to have a rest. There were no other passengers in his compartment, therefore he came up to the conductor and said, "I'm going to have a rest. Please put me off the train when we arrive in Dijon."

When Mark Twain woke up the train was arriving at a Paris railway station. Mark Twain got very angry as he had missed his station. He said to the conductor: "I've never been so angry in my life."

The conductor looked at him quietly. "You are not half so angry as the American I put off the train at Dijon," he said.

* to put smb off (the train) — зд. высаживать кого-либо (с поезда)

Ex. 23. Answer the questions:

1. When and where did you last travel by train?
2. Did you travel there on business or for pleasure?
3. Where did you book tickets?
4. Did you book a single or a return ticket?
5. How much in advance did you book the ticket?
6. Why is it more convenient to book tickets in advance?

* * *

1. Do you like travelling by train or not? Why?
2. Which of the Moscow railway stations do you think is better as compared with the others?
3. Do Russian trains answer the requirements of the passenger of the 21st century? What facilities do they offer?

* * *

1. Have you ever visited a plant?
2. What plant did you visit?
3. Who showed you round the plant?
4. What shops did he show you round?
5. Could he answer all your queries?
6. Did the plant have modern production facilities?
7. How did the plant impress you?

Ex. 24. Speak about:

1. Travelling by train on business (on holiday).
2. Your visit to a plant.

Ex. 25. Act out dialogues on the situations:

1. You are going to sign a contract for air-conditioning equipment with a company in Glasgow. Meet Mr Blake in your office and discuss their latest model and the price. Before you get down to business speak about his trip to Moscow.

2. Phone Mr Smith, the manager of Bond & Co., and ask him to make arrangements for your visit to their manufacturing plant.

Ex. 26. a) Read the story.

A TRANSACTION

Mr Boggis was dealing in **antique** [ən'tɪk] furniture and had his own shop. When customers came to his shop he showed them round it so that they could see the whole range of his goods.

Mr Boggis was a talented salesman: he could buy furniture at a very low price and sell it at a price several times higher. He bought furniture from people in the country who didn't know the real value of antique furniture.

One Sunday when Mr Boggis was travelling about the countryside near London, he found a commode [kə'mɒd] by a famous English **carpenter**. It was a wonderful piece of furniture with beautiful **legs**. There were only four commodes of this kind. Other salesmen had sold the three commodes at an extremely high price, and that was the fourth one.

Mr Boggis wanted to buy the commode but he did not want to show Mr Rummond, the owner of the commode, that it was of great value.

So he said:

"Well, the commode doesn't look beautiful. I can't compare it with the others that I have. Besides, it's not the original, it's a copy of a commode by a well-known carpenter. But ... I've just remembered that I wanted to have legs for the coffee table in my own home. Of course, I can't buy the whole commode just for the legs..."

"How much could you give for the commode if you are interested in the legs?" asked Mr Rummond.

"Shall we say 20 pounds? That is quite a reasonable price."

"Make it 35."

"I can't offer you a higher price, this is my final offer!"

"I agree," Rummond said. "It's yours. How are you going to take it?"

"In my car. I've left it not far from here."

Mr Boggis walked to his car to get it nearer the door. He was happy. The commode was his for 20 pounds and he could get 15 or 20 thousand pounds for it later.

In the house Mr Rummond was discussing the transaction with his son Bert.

"You have done very well," Bert said, "Do you think he will pay you?"

"We shan't put it into the car till he pays the money."

"The commode is very big. What if it doesn't go into the car? He'll go away and you'll never see him or his money again. Besides, he didn't like it very much."

"I can't say he did."

"Listen to me, father. I've got an idea. He told us that he wanted only the legs. Right? So all we have to do is to cut them off right now before he comes back. Then the commode will go into his car. Besides, he won't have to cut them off at home himself."

"That's not a bad idea," Rummond said.

After they had cut off the legs Rummond thought that the commode was still too big for Mr Boggis's car and he was afraid that Mr Boggis would not take it. So he decided to cut the commode itself into several pieces. It was very difficult to do it and Rummond said, "That was a very good carpenter who did the job."

"We are just in time," Bert said, "Here he is coming."

(After "Parson's pleasure" by R. Dahl)

b) Speak about:

1. Mr Boggis's business;
2. his transaction with Mr Rummond.

c) Think and answer.

1. Why did Mr Boggis look for antique furniture in the country and not in the city?
2. Why did Mr Rummond agree to sell his commode at a very low price?
3. Will Mr Boggis take the commode after Mr Rummond cut it into several pieces? Why do you think so?

UNIT VII

WRITTEN PRACTICE

Ex. 27. Translate into English.

A

1. — Я собираюсь отправить письмо г-ну Грину.
— А я думал, что ты уже отправил его.
2. Директор фирмы надеялся, что их фирма сможет получить большую скидку.

1. Мы знали, что нам придется согласиться на условия фирмы.
1. Служащий вокзала сказал, что поезд прибудет через 2 часа.
5. Мой брат сказал, что в нашем кинотеатре сегодня идет хороший фильм.
6. Секретарь ответила, что президент сейчас разговаривает по телефону.
7. Г-н Белл сказал, что он даст нам скидку, если мы разместим у них заказ на 150 компрессоров.
8. Директор фирмы сказал, что он уже просмотрел всю почту.

В

1. — Джон уже пришел?
— Нет, он еще завтракает в кафетерии.
2. — Вы уже купили билет на двухчасовой поезд?
— Нет еще.
3. — Сколько еще остановок сделает поезд до Пскова?
4. — Где еще я могу узнать об отправлении поездов?
5. — Есть еще один поезд на Курск, но он отправляется поздно вечером.
6. — Где Петр?
— Он все еще в купе.
7. — У меня еще два чемодана. Куда их положить?

С

Несколько дней тому назад г-н Петров должен был поехать на завод в Курск чтобы посмотреть испытания оборудования. За три дня до отъезда он поехал на вокзал, чтобы купить билет. Он не знал, какие поезда идут в этот город, и узнал в справочном бюро, что туда идут два поезда ежедневно. Г-н Петров знал, что поездка займет не более восьми часов. Поэтому он решил взять билет на утренний поезд, который отправляется в 6 часов утра. После этого он позвонил на завод, сказал, что выезжает в понедельник, и попросил управляющего встретить его.

Д

1. Я спросил проводника, когда поезд прибудет на следующую станцию.
2. Секретарь поинтересовалась, кто должен принять г-на Брауна.
3. Нэнси спросила Джона, понравилась ли ему поездка в Брайтон.
4. Мы поинтересовались, какие товары продает фирма «Грин энд К^о».
5. — Начальник производства сейчас на месте?
— Нет, он еще не вернулся из сборочного цеха. Но он звонил мне и просил вам передать, что придет в 12 часов.

6. Завод экспортирует компрессоры последних моделей различного назначения во многие страны. Инженеры завода совершенствуют компрессоры с тем, чтобы они имели более высокую мощность по сравнению с компрессорами других фирм.
 Специалисты завода проводят тщательные испытания компрессоров, прежде чем отправить их покупателю.
7. — Г-н Петров сказал, что он просмотрел всю почту от фирмы «Джонсон», но не нашел последнего чертежа, который прислала фирма.
 — Я думаю, что его взял директор. Он говорил, что у него есть вопросы, и ему придется связаться с фирмой.
 — Вы его спросили, будет ли он звонить на фирму после обеда?
 — Да, он сказал мне, что будет, если не поедет на завод.
8. — Когда вы приедете в Санкт-Петербург, я покажу вам наиболее интересные места нашего города.
 — Надеюсь, это не займет у вас много времени.

UNIT VIII

VOCABULARY

1. **arrangement** [ə'reɪn(d)ʒmənt] — 1. договоренность
to make an arrangement (with smb for smth) — договариваться, улаживать (с к-л о ч-л)
 — 2. *pl* приготовления
to make arrangements for smth — делать приготовления к чему-л.
2. **a railway** ['reɪlweɪ] *n* — железная дорога
a railway | **station** — ж.-д. станция, вокзал
 | **ticket** — билет на поезд
e.g. The train leaves from Euston [ju:stn] Railway station.

► Перед названием вокзалов артикль не употребляется.

3. **to find out** *v* — узнать, выяснить
to find out | **smth**
 | **that...**
4. **several** ['sevrəl] *adj* — несколько
5. **to run (ran, run)** *v* — 1. бежать, бегать
e.g. He had to run to the station to catch the train.

- e.g.* People cannot do without money.
17. **a snack** [snæk] *n* — легкая закуска
to have a snack — перекусить
a snack bar — закусочная
18. **to catch** [kætʃ] — успеть, поспеть (на поезд, автобус и т.д.)
(caught, caught [kɔ:t]) *v*
to catch | **a train**
| **a bus**
19. **to be about to do smth** — собираться (вот-вот) что-либо сделать
20. **production** [prə'dʌkʃn] *n* — производство
a production | **manager** — начальник производства
| **line** — производственная линия
| **shop** — производственный цех
a product ['prɒdʌkt] *n* — продукт, изделие
finished products — готовые изделия
21. **to show round** — провести, сопровождать (во время осмотра)
e.g. When you come to Moscow I'll show you round the city.
22. **a range** [reɪndʒ] *n* — ассортимент, номенклатура
a large range of goods — большой ассортимент товаров
23. **a query** ['kwɪəri] *n* — вопрос, требующий уточнения; неясность
e.g. The manager answered all the queries of the engineers about the new model.
24. **to lead** [li:d] (**led, led** [led]) *v* — вести, возглавлять
to lead to smth
e.g. This transaction will lead to good business in future.
I'll lead the way.
25. **assembly** [ə'sembli] *n* — Следуйте за мной.
— сборка
an assembly | **shop** — сборочный цех
| **line** — сборочная линия
26. **capacity** [kə'pæsɪti] *n* — мощность, производительность
to be | **of high capacity**
| **of low capacity**
e.g. This machine is of very high capacity.
27. **an application** [æplɪ'keɪʃn] *n* — применение, использование
28. **to modify** ['mɒdɪfaɪ] *v* — модифицировать, изменять

- 29) **to compare** [kəm'pəə] *v* — сравнивать
to compare | **the goods** | **the terms** | **with...**
e.g. If you compare our prices with the prices of Black&Co. you will find that they are lower.
e.g. The goods of Green&Co. can't compare with our goods. — Товары Green&Co. не идут ни в какое сравнение с нашими.
as compared with — по сравнению с...
e.g. The compressors of Bond&Co. are in greater demand as compared with the compressors of other British companies.
- 30) **to operate** ['ɒpəreɪt] *v* — 1. управлять, работать на...
to operate | **a machine** | **equipment** — 2. работать (об оборудовании)
e.g. This machine is very easy to operate.
e.g. Our machines operate in many countries.
- 31) **reliable** [rɪ'laɪəbl̩] *adj* — надежный
a reliable | **machine** | **company** | **man**
to be reliable in operation — быть надежным в работе
- 32) **to export** [eks'pɔ:t] *v* — экспортировать, вывозить
to export | **goods** | **equipment**
- 33) **a test** *n* — испытание, проверка
a test department — цех испытаний
to make tests — проводить испытания
to test *v* — испытывать
to test | **goods** | **equipment**
- 34) **thoroughly** ['θɹɹəli] *adv* — тщательно
to test the goods thoroughly
- 35) **a report** [rɪ'pɔ:t] *n* — 1. отзыв
to have a report from smb — иметь отзыв от кого-либо
 2. доклад
to make a report — делать доклад
- 36) **abroad** [əb'rɔ:d] *adv* — за границей

Lesson 8

- | | | | |
|---|--|-----------------------|---|
| to be | | abroad | — 1. опоздать, не попасть |
| to go | | | |
| to stay | | | |
| to come back from abroad | | | |
| 37. to miss <i>v</i> | | | — 1. опоздать, не попасть |
| to miss a | | train
plane
bus | — опоздать на поезд
самолет
автобус |
| | | | |
| | | | |
| | | | |
| to miss lessons | | | — 2. пропустить, не явиться |
| | | | — 3. пройти мимо, не заметить |
| <i>e.g.</i> If you go along this street,
you can't miss the theatre. | | | |
| 38. a drawing ['drɔ:ɪŋ] <i>n</i> | | | — чертеж |
| 39. a copy ['kɒpi] <i>n</i> | | | — копия, экземпляр |
| 40. available [ə'veɪləbl̩] <i>adj</i> | | | — наличный, имеющийся в распоряжении |
| to have smth available | | | — иметь что-л. (в наличии) |
| <i>e.g.</i> I'm sorry we don't have
single rooms available now. | | | |
| <i>e.g.</i> Mr Brown isn't available now. | | | |
| 41. to call for smb | | | — Мистера Брауна сейчас нет на месте. |
| <i>e.g.</i> I'll call for you at the hotel
at 6.30. | | | |
| | | | — зайти / захватить за кем-л. |

ADDITIONAL WORDS

- | | |
|---|---|
| 1. a timetable ['taɪm ,teɪbl̩] <i>n</i> | — расписание |
| a railway timetable | — расписание поездов |
| 2. a distance ['dɪstəns] <i>n</i> | — расстояние |
| 3. a passenger train | — пассажирский поезд |
| 4. a fast train | — скорый поезд |
| 5. a lower berth [bə:θ] | — нижняя полка |
| 6. an upper berth | — верхняя полка |
| 7. to wake up (woke, woken) <i>v</i> | — 1. просыпаться
2. будить (кого-либо) |
| 8. destination [,destɪ'neɪʃən] <i>n</i> | — место / пункт назначения |
| 9. a carpenter ['kɑ:pəntə] <i>n</i> | — столяр |
| 10. a leg <i>n</i> | — нога; (зд.) ножка (мебели) |
| 11. to cut off <i>v</i> | — отрезать |

SPEECH PATTERNS

- | | |
|----------------------------------|--|
| 1. We can't do without supper. | — Мы не можем остаться (обойтись) без ужина. |
| 2. The train was about to start. | — Поезд должен был вот-вот тронуться. |

PART III

LESSON 1

Grammar:	The Passive Voice (страдательный залог). Simple Tenses.
Subject for Study:	Fairs and Exhibitions.

UNIT I

GRAMMAR

THE PASSIVE VOICE. SIMPLE TENSES

STEP 1. READ, STUDY AND PRACTISE.

Active: Businessmen make contracts.

Passive: Contracts are made by businessmen.

1. Если подлежащее обозначает лицо или предмет, подвергающийся действию со стороны другого лица или предмета, то глагол-сказуемое употребляется в форме страдательного залога. Лицо, совершающее действие в страдательном залоге, либо неизвестно, либо выражается существительным или местоимением с предлогом *by*.
2. Страдательный залог образуется при помощи соответствующей формы глагола *to be* + **Participle II** смыслового глагола.
3. Глаголы, употребляющиеся с предлогами (*to look at, to listen to, to speak about, to send for*), в страдательном залоге предлоги сохраняют.
4. Непереходные глаголы (*to grow, to appear, to take place*) в страдательном залоге не употребляются.

Ex. 1. Read and translate the sentences:

1. Morning newspapers are usually delivered at 8.
2. The tickets for the train to Manchester were booked by Mr Simpson.
3. The passenger was not asked to open his suit-case.
4. The goods will be delivered on CIF terms.
5. The visit was much spoken about.

Ex. 2. Use the verbs in the Passive.

1. A lot of new models (to launch) to the market every year.
2. New products (to advertise) in specialized journals.
3. Business problems (to discuss) on the phone or at the talks.
4. Quantity discounts (to give) in case of big orders.
5. Payment sometimes (to make) by a L/C.
6. Goods often (to deliver) on CIF terms.
7. If a company is heavy with orders, part deliveries (to offer) to the Buyers.
8. Contracts (to sign) by Managing Directors of companies.
9. Repeat orders (to place) if the Buyers are satisfied with previous transactions.

Ex. 3. Say what is done at each place.

Example: At the Passport Control passports are shown by passengers and are checked by immigration officers.

- at Macdonald's restaurant,
- at the Customs,
- at a theatre booking office,
- at a railway booking office,
- at a big supermarket,
- at the reception of a big hotel,
- at the Tourist Agency,
- at a production plant,
- in an office of a business company.

Ex. 4. Use the correct forms of the verbs in the sentences.

1. The first Coca-Cola factory (to open) in Texas in 1895. Coca-Cola (to make) still there.
2. Very soon our voices (to use) to give instructions to computers.
3. Last month the new model (to test) at the plant and then (to offer) for sale.
4. Disneyland, the greatest tourist attraction in the USA, (to visit) by thousands of tourists.
5. The largest houses in the USA (to build) in the thirties of the last century.
6. 20 million bottles of whisky (to produce) in Scotland last summer.
7. Soon such communications as e-mail, cable TV and Internet (to use) by the whole population of our planet.
8. The first hamburgers (to make and sell) more than 100 hundred years ago.

Ex. 5. Use the correct prepositions in the sentences.

1. He is always well spoken _____ by all his friends.
2. The visitors were looked _____ with great interest.
3. The speaker was listened _____ with great attention.
4. The doctor will be sent _____ in an hour.
5. The holiday is looked forward _____ by the children.
6. The purchase will be paid _____ at the cashier's desk.
7. The information will be looked _____ in Internet.
8. The new catalogues were not looked _____ yesterday.
9. Who was the book written _____?
10. What day were the tickets reserved _____?

Ex. 6. a) Speak about the launch of a new car. Use the words: first, next, then, finally. Use the verbs in the Passive.**Example: First, a group of designers is chosen.**

1. design — to produce
2. model — to build
3. new model — to test by engineers
4. journalists ['dʒɜ:nəlists] — to invite for a test drive
5. reports — to write by journalists for newspapers and car magazines
6. model — to display at the London Motor Show

b) Continue and give more information on how new models of cars are introduced to the market.**Ex. 7. a) Read the advertisement.****ORBITAL TOURS!**

The first sightseeing trip into space will be made from Cape Canaveral in 2010. Reservations for the trip will be taken in 2009. A week's trip will be offered at the price of £ 100 000. Comfortable accommodation in the space hotel will be provided.

This is one of the letters which was received by the company who placed the advertisement:

I'm writing to ask for more information about the "Orbital Tours" holiday which was advertised in the Times. I'd like to clarify some details.

Will the flights be arranged only from the USA?

Is the safety of the trip guaranteed?

Will single or double rooms be provided in the space hotel?
Is the cost of a space suit included in the price?

All the best,
Michael Davis
(based on "Opportunities")

b) Suppose you are a representative of the agency which is offering the trip. Answer the questions in the letter. Think of other questions that can be asked about orbital tours.

STEP 2. STUDY AND PRACTISE.

Read the example:

We offered Mr Dean a new job.



Mr Dean was offered a new job.

A new job was offered to Mr Dean.



Глаголы, после которых в активном залоге употребляются два дополнения — ask, show, offer, pay, teach, give — в страдательном залоге могут иметь конструкции двух типов (одна из которых может быть с предлогом). Выбор конструкции зависит от контекста.

Ex. 8. Answer the questions in the Passive.

1. What places of interest do Russian businessmen usually show to foreign visitors?
2. What places of interest do British businessmen usually show to their Russian visitors?
3. What facilities do hotels offer to their guests / business visitors?
4. What foreign languages do different courses usually teach their students?
5. What will a waiter give a visitor before he orders a meal?
6. What will a Customs officer give a passenger before the plane's departure?

Ex. 9. Translate into English.

1. Об этой выставке много говорят.
2. Вчера по телевизору показали фильм о Джеймсе Бонде.
3. Г-на Смита попросили продемонстрировать компьютер в работе.
4. Испытания машин обычно проводятся на заводе-изготовителе.
5. Сколько специализированных выставок будет проведено в этом году в Москве?

6. Товар не был поставлен вовремя, так как у фирмы было слишком много заказов.
7. В кассе г-ну Петрову сказали, что он может купить билет только на восьмичасовой поезд.
8. Каждый год в Москве строится много новых зданий.
9. Контракт будет подписан завтра.

UNIT II

WORKING ON THE TEXT FAIRS AND EXHIBITIONS

Read the text and the dialogue.

A

Every year a lot of specialized international and **national exhibitions and fairs are held** in different countries of the world. The number of countries and companies which **take part** in them **is growing** from year to year and the **scope** of fairs and exhibitions is becoming larger.

The **display** of goods at exhibitions includes a wide range of **exhibits** which show the latest **achievements** in different fields of **industry, science and agriculture** of many countries.

Fairs and exhibitions are always crowded with visitors, who show much interest in the exhibits on display.

At international and national exhibitions commercial centres are established where **participants can negotiate** the sale and the purchase of goods.

At different presentations new models are demonstrated and their **advantages** are spoken about.

At **contests** and all-prize lotteries¹ **numerous** souvenirs with companies' logos are given to visitors.

So, each exhibition is an eye-opening experience² and a method to **advertise** products and services.

B

Mr Stepanov, a Russian businessman, visited the exhibition of office equipment which was held at Olympia³ in London.

His company was interested in buying photocopiers of the latest design. The Model R 210 photocopier of Wilson&Co **attracted** Mr Stepanov's **attention**. After he had seen the equipment in operation he **got in touch** with Mr Adams, the Sales Manager of the company.

Lesson 1

- Stepanov:* Good morning, Mr Adams. Here is my business card.
Adams: Good morning. I'm glad to meet you. How do you like our **stand**?
- Stepanov:* Oh, it's very interesting. I've seen your latest achievements in the electronic industry. I must say you've **made much progress** in this field.
- Adams:* Glad to hear that.
Stepanov: Mr Adams, the **stand-attendant** has just shown me the Model R 210 photocopier in **operation**. Is it for sale?
- Adams:* Certainly. It's an **up-to-date** model. It **was introduced** into the world market two months ago and since then it has been a great **success**. So I'm not surprised you got interested in it.
- Stepanov:* Yes, I was impressed by its **efficient performance**⁴ and its design.
- Adams:* The model meets the highest world **standards**. It is especially popular with small businesses and with people who work at home.
- Stepanov:* I understand that you have modified the previous model.
- Adams:* **Exactly**. Model R 210 is easier to operate and to transport, it's cheaper to **maintain** and it's not expensive to buy.
- Stepanov:* Sounds really interesting.
Adams: What's more⁵ — it prints colour copies of high quality at a high speed.
- Stepanov:* I'd like to have some information about the other products of your company. Can you tell me ...

¹ **an all-prize lottery** — беспроигрышная лотерея

² **Each exhibition is an eye-opening experience.** — Каждая выставка помогает посетителям воочию убедиться в достижениях той или иной страны (буквально — «открывает глаза»).

³ **Olympia** — «Олимпия» (большой выставочный центр в Лондоне)

⁴ **performance** — зд. работа (оборудования)

⁵ **what's more** — более того, к тому же

NOTE THE PRONOUNCIATION:

national ['næʃənəl] *adj*

specialized ['speʃəlaɪzd] *adj*

a presentation [ˌprezən'teɪʃən] *n*

to demonstrate ['demənstreɪt] *v*

a lottery ['lɒtəri] *n*

a souvenir ['su:vənɪə] *n*

• **photocopier** [ˈfɒtəʊˈkɒpiə] *n*

• **transport** [trɑːnsˈpɔːt] *v*

• **electronic** [ɪlekˈtrɒnɪk] *adj*

Ex. 10. Say what you remember about:

A

- different kinds of exhibitions;
- the importance of exhibitions for countries — participants;
- exhibitions as a method to advertise the achievements of different companies.

B

- the stand of Wilson&Co at the exhibition in London;
- Mr Stepanov's impressions of the model R 210 photocopier;
- the advantages of the new model as compared with the previous one.

Ex. 11. Think and answer.

A

1. Why are exhibitions and fairs growing in size and scope from year to year?
2. What is the purpose of arranging exhibitions and fairs?
3. Why do we say that every exhibition is a good method to advertise different goods?

B

1. Why did the stand of Wilson&Co impress Mr Stepanov?
2. Why did he want to know about the whole range of goods the company produced?

UNIT III

WORKING ON WORDS

to attract smb's attention

Ex. 12. a) Say what attracts (or doesn't attract) people's attention in different places and why.

Example: I think beautiful places near St. Petersburg always attract the attention of tourists because ...

- the coast of the Black Sea,
- the British Museum in London,
- the latest models of goods at fairs and exhibitions,
- the Kremlin and Red Square,
- the Spanish resorts,
- the East End of London,
- the Statue of Liberty in New York,
- souvenir shops,
- the new districts of Moscow,
- clothes at small boutiques,
- the shops and department stores in Oxford Street

holidaymakers,
(foreign) tourists,
business people,
shoppers,
visitors

b) Say:

- What attracted your attention when you last visited
 - the furniture shop,
 - the market of electronic products,
 - the international exhibition of...,
 - St. Petersburg,
 - some cities abroad;
- What news / events have attracted your attention recently;
- What kind of catalogues usually attract your attention;
- What TV programmes attract your your family's attention;
- What brands attract your attention when you go shopping for clothes / shoes / kitchen equipment.

to introduce (into / in)

Ex. 13. Answer the questions.

1. Are trade companies interested in introducing their goods into the world market? Why?
2. What do trade companies do to introduce their goods into the world market?
3. How does advertising help trade companies introduce their goods into new markets?

4. When was the word "Sputnik" introduced into different languages?
5. What other Russian words have been introduced into foreign languages?
6. What English words were introduced into the Russian language?
7. When was television introduced into our lives?
8. When were computers introduced into people's lives? How have they changed our lives?
9. What new models of cars were introduced into the Russian market last year?
10. What new holidays were introduced in Russia at the beginning of the 21st century?

to be a success

Ex. 14. Say which of the things below are (were, will be) a success and why.

Example: The exhibition of electronic equipment at the Expo Centre was a great success.

- the last Moscow Film Festival;
- the ballets of the Bolshoi Theatre;
- the performances at the Sovremennik Theatre;
- the musical "Cats";
- the concerts of pop stars;
- the new talk show on TV;
- the detective novels by Marinina and their screen versions;
- presentations of new collections of clothes by famous designers;
- the last Moscow Book Fair;
- contests and all-prize lotteries at exhibitions.

to take part (in)

Ex. 15. Agree or disagree.

1. Your company often takes part in fairs and exhibitions.
2. Companies take part in exhibitions because they want to demonstrate their achievements.
3. People take part in different contests at exhibitions because they want to attract attention to themselves.

4. Businessmen take part in seminars and conferences to meet new people and establish new contacts.
5. Secretaries always take part in business talks.
6. TV shows attract more attention if famous people take part in them.
7. A lot of people take part in political meetings in Moscow.
8. All students usually take part in the discussions at your English lessons.

Ex. 16. Translate into English.

1. В сентябре в Дели, столице Индии, состоится международная выставка. Она продемонстрирует достижения промышленности и сельского хозяйства и успехи, которые достигнуты в различных странах мира в области науки.
2. Мне необходимо связаться с фирмой «Браун энд К°» как можно скорее.
3. В этом году фирма собирается представить на мировой рынок новую модель компьютера.
4. Концерты артистов Большого театра всегда пользуются большим успехом.
5. Картины Сурикова привлекли внимание многих посетителей выставки.
6. Мы хотели бы принять участие в этой конференции.

* * *

1. Новая модель компьютера отвечает самым высоким требованиям. Эта модель высокого качества и современного дизайна. Она пользуется большим спросом и хорошо раскупается в специализированных магазинах.
2. На выставках спортивной одежды стенды знаменитых фирм привлекают внимание многочисленных посетителей и пользуются огромным успехом. На них вы часто можете купить товары, которые вам понравились, немного дешевле, чем в магазинах.
3. Товары фирмы Indesit широко рекламируются по телевизору и всегда демонстрируются на специализированных выставках. Они удобны в работе и не очень дороги. Любая хозяйка хотела бы иметь оборудование этой фирмы на своей кухне.

UNIT IV

KEY STRUCTURES AND SPECIAL POINTS

WORD-BUILDING

Ex. 17. a) Complete and translate.

to work *v* + **er** = worker *n*
 to translate *v* + **or** = translator *n*

1. to write → ...
2. to read → ...
3. to sell → ...
4. to visit → ...
5. to sing → ...
6. to design → ...

b) Complete the sentences.

1. This plant **manufactures** different models of pumps. The plant is the best ... of pumps.
2. The company **buys** a lot of clothes from France. They are regular ... of the famous French brands.
3. Where does he **work**? He is a ... of the factory which produces soft drinks.
4. What kind of books does he **write**? He is a ... of books for children.
5. Who **translated** this book into Russian? I don't know the name of the ... but the translation is excellent.
6. She **sings** beautifully. She is the best ... I have ever heard.
7. Nina **designs** wonderful houses. She is a very talented ...
8. The exhibition was **visited** by thousands of people. All ... were impressed by the goods on display.
9. — What country **produces** the best coffee?
 — In my opinion the best ... of coffee is Brazil.
10. The boy likes football, he **plays** football every weekend. He knows the names of all popular football ...

ARTICLES

Ex. 18. a) Supply articles or possessive pronouns where necessary.

1. This actress has been ... success in all ... performances.
2. All ... newspapers wrote about ... success of ... exhibition.
3. We are proud of ... progress which has been made by our company in ... field of ... electronics.
4. ... industry of Hungary has made some progress, as compared with ... previous years.
5. In ... commercial centre of ... exhibition ... participants negotiated ... sale and ... purchase of ... goods which were displayed on ... stands.

* * *

Mr Ralf Bollman, ... advertising agent from Germany, wanted to have ... **helicopter*** in his business but he couldn't get ... type which he wanted in his country, as ... German helicopters were not of very high quality.

But what ... aviation industry couldn't offer in ... West, Mr Bollman found in ... East. At ... Paris Air Show ... Russian helicopter attracted his attention. It was ... really extra-class machine: it was reliable, easy in operation and it looked fine.

... telephone talk with ... representative of ... Russian Company and ... trip to Moscow ended quite unexpectedly. ... customer became ... sales representative for that model of ... helicopter in Germany.

Half ... year later Mr Bollman sent ... fax to his partners in Russia: "... first helicopter sold. ... delivery required in 4 weeks". So ... first Russian helicopter appeared in Germany to ... pleasure of those who built it, those who sold it and those who bought it.

* a helicopter [helɪ'kɒptə] — вертолет

b) Say what you remember from the text about Mr R. Bollman and his business transaction with the Russian company.

TENSE AND VOICE

Ex. 19. a) Supply the correct forms of the verbs.

Mr Petrov, a Russian businessman, (to call) at the British pavilion [pə'vɪljən] at the international exhibition which (to hold) in London last month. He (to get) interested in the Model K2 machine-tool. After he (to see) the machine in operation he (to get) in touch with Mr Black.

Petrov: Good afternoon, Mr Black. Here (to be) my card.

Black: Good afternoon, Mr Petrov. Glad to see you.

- Petrov:* I (to come) to London on business and I (to be) happy to visit this exhibition.
- Black:* I (to hope) you (to find) it interesting.
- Petrov:* It (to be) wonderful. I (to impress) by the size and scope of the exhibition. It (to be) one of the largest exhibitions I ever (to visit).
- Black:* Yes, over 500 companies (to take) part in it.
- Petrov:* Mr Black, I just (to see) your pavilion. The Model K2 machine-tool (to attract) my attention. I must say your country (to make) much progress in the machine-tool industry.
- Black:* It (to be) a pleasure to hear that. It (to be) an up-to-date model. It (to introduce) into the market at the beginning of the year and since then it (to be) a great success. A lot of companies (to show) much interest in the model.
- Petrov:* You see, Mr Black, we'd like to place an order with your company for this model and we'd like to negotiate the price for the machines.
- Black:* Yes, of course. We (to be) glad to establish business relations with your company.
- Petrov:* When we (can, to meet) to discuss the matter in detail?
- Black:* What about Tuesday at 10 in the morning?
- Petrov:* All right. I (to be glad) to meet you on Tuesday. Good-bye!

b) Say what you remember about Mr Petrov's visit to the exhibition and his impressions of the Model K2 machine-tool.

PREPOSITIONS

Ex. 20. a) Supply prepositions where necessary.

- How many companies will take part ... the exhibition?
- I'd like to get ... touch ... your Sales Manager to negotiate some business matters.
- The display ... clothes ... the exhibition attracted the attention ... many visitors and demonstrated the achievements ... their designers.
- The new model ... refrigerator was introduced ... the market ... the Japanese company. It is very popular ... the buyers who are impressed ... its performance and design.
- Jack's new car is ... high quality. It is easy ... operation and can run ... a speed ... 200 kilometres an hour.

* * *

Clock and Watch exhibitions ... Switzerland are always a great success. A lot ... businessmen and tourists ... many countries visited the specialized exhibition which was held ... Geneva [dʒɪ'nri:və] not long ago. The exhibition was very popular and every day the halls were crowded ... visitors. The words which were written ... the Visitors' Book showed that the visitors were impressed ... the display.

"The quality ... the watches impressed me," wrote one ... the French visitors.

"This is a very interesting exhibition. The latest model ... electronic watches is especially attractive. We hope to see it ... our shops," wrote a Russian visitor.

"The things which are close ... us play an important role ... our life. This exhibition gives us an idea ... the achievements which have been made ... the Swiss clock and watch industry. The people are impressed ... the friendly atmosphere ... the exhibition." Those words were written ... a tourist from Canada.

... the exhibition a lot of talks were held, some transactions were negotiated and some contracts... Swiss companies were signed.

b) Sum up the information about the exhibition in Geneva and the visitors' impressions of the exhibition.

THE WORDS YOU MIX UP

Ex. 21. Choose and use.

progress, success

1. You have made a lot of ... in English since you began to study it.
2. I didn't like the new comedy. It wasn't ...
3. This ballerina is ... in all her performances.
4. The exhibits on display showed the ... which was made by different countries in the electronic industry.
5. Can we say that numerous TV serials are always ... with those who watch them?
6. Has the Russian film industry made any ... recently?
7. The film which was shown on the stand advertised the ... in the car industry of South Korea.
8. Everybody was speaking about the ... of the young actor in his first film.

UNIT V

SPEECH EXERCISES

Ex. 22. a) Read the dialogue.

Not long ago a group of Russian businessmen came to Paris. They visited some French plants where press equipment is produced.

Mr Octon, a correspondent of one of the French newspapers, met Yuri Orlov, a Russian businessman, at a pressmaking plant and asked him to answer a few questions.

- Octon:* When was the first French press bought by your country?
Orlov: It was in 1965 at the International Fair in Paris. A few presses were displayed on the French stand. We were especially interested in a 160-ton press. The next day we bought it. Since that time we have been regular buyers of French press equipment. One of our new plants is completely equipped with French presses.
- Octon:* What attracts Russian customers in French presses?
Orlov: The presses are reliable in operation, they are of excellent quality and their performance is efficient.
- Octon:* Are you going to place new orders for French presses?
Orlov: Yes, of course. We are going to order a few presses of the new model. I'm sure large contracts will be made with France in the future.
- Octon:* What are the impressions of your trip to France?
Orlov: Most pleasant. Our representatives often visit your country. And each time they find great changes which take place in French industry. Old plants are reconstructed and new plants are built. Up-to-date equipment is introduced into production. The range of goods increases from year to year.

b) Sum up the information about the Russian and French cooperation in the field of pressmaking.

Ex 23. a) Read the article.

Businessmen who come to the International Trade and Exhibition Complex in Moscow usually go by lifts and escalators which were produced in the USA. In 1976 Otis&Co signed the first contract with Russia to deliver 27 lifts and 4 escalators for the Exhibition Centre. The contract was signed in New York. It was one of the largest contracts that Otis&Co had

ever made. Mr Macmillan, one of the participants of the talks, said that the value of the contract was between 3 and 4 million dollars with the payment through the Ex-Im and the Chase Manhattan Banks.

“This is the first time we had talks with Russian representatives,” Mr Macmillan said, “and we are satisfied with the results.”

Seven of the lifts are presented in the 13-storey hotel. Its guests can enjoy the view of the hotel interior [ɪn'tɪərɪə] while they are going up and down in the glass lifts. The other 20 lifts and escalators are in the 22-storey office building and in the 19-storey residential hotel¹.

The history of Otis&Co began in 1852 when Elisha Otis **invented** the first “safety lift”² — one that would not **crash** if the cable **broke**. Some years later the first passenger lift in a five-storey house in New York was **installed**. After that the race³ for the construction of the tallest building began because there was an easy way to get to the top.

Now Otis&Co are one of the leading lift and escalator companies in the world. You can find their units in Austria, France and in many other countries.

In Russia their lifts are installed not only in big hotels but in blocks of flats as well.

¹ a residential hotel [rezi'denʃəl] — отель для длительного проживания

² a safety lift — безопасный лифт

³ a race — зр. состязание в скорости

b) Speak about: the first transaction which Otis&Co made with Russia; the history of the company.

Ex. 24. a) This is a list of some fairs which will be held at Crocus Expo next year:

- the International Sweets and Biscuits [ˈbɪskɪts] Fair
- the International Toy Fair
- the International Trade Fair for Sports Equipment and Fashion
- the International Trade Fair for Fruit and Vegetable Marketing
- the Beauty World
- the Information Technology, Telecommunications, Software&Services
- the International Trade Fair for women's wear&accessories [æk'sesərɪz]

b) Answer the questions:

- Which fairs would you like to visit?
- What exhibits will be displayed there?

- What exhibits do you think will attract your attention? Will you be able to buy any of them?

Ex. 25. a) Read the text.

THE CRYSTAL PALACE

The most extraordinary building of the 19th century was the Crystal Palace, which was built in Hyde Park in London for the Great Exhibition of 1851. It was one of the biggest buildings at that time and a lot of people from many countries came to see it.

Though in those days travelling wasn't as easy as it is today, thousands of visitors from Europe crossed the Channel. When they arrived in England they were taken to the Crystal Palace by train.

The Exhibition was visited by six million people and the profits were used to build museums and colleges. Later the Crystal Palace was moved to South London.

It had been one of the most famous buildings in the world until it was burnt down in 1936.

b) Answer the questions.

1. In what way do you think the Exhibition of 1851 was different from the exhibitions of our time?
2. What exhibits do you think were displayed?
3. What facilities were offered to the visitors?
4. Was the exhibition "an eye-opening experience"?

Ex. 26. Give extensive answers.

1. What is the purpose of international exhibitions and fairs?
2. Why is the number of the participants of international exhibitions growing from year to year?
3. How are the products of different companies advertised at exhibitions and fairs?
4. Why do specialized exhibitions attract the attention of numerous business people? What business activities are done at exhibitions?
5. What are the main exhibition centres in Moscow? How are they equipped? Are efficient stand attendants employed at exhibitions?
6. Why are exhibitions usually crowded with visitors?
7. What are the most popular exhibitions and fairs in the world / in Russia?

Ex. 27. Speak on the topics.

1. My visit to an exhibition.
2. The exhibition I worked at.

Ex. 28. Act out dialogues. Use the situations:

1. You've just visited the British pavilion at the international exhibition in London and got interested in the Model A20 machines. Tell the Sales Manager of the British company about your impressions of the machines.
2. After you had seen the latest model of computer at the exhibition in Finland you decided to visit Mr Swenson. Now you are in his office. Discuss the price for the model and the terms of payment.

UNIT VI**VOCABULARY**

- | | |
|---|--|
| 1. a fair [fɛə] <i>n</i> | — ярмарка |
| 2. an exhibition [eks'biʃn] <i>n</i> | — выставка |
| an art exhibition | — художественная выставка |
| an exhibition of flowers | — выставка цветов |
| 3. to hold (held, held) <i>v</i> | — проводить, устраивать, организовывать |
| to hold | <ul style="list-style-type: none"> a meeting a press conference a discussion negotiations an exhibition |
| 4. to take part <i>v</i> | — принимать участие |
| to take part in | <ul style="list-style-type: none"> talks fairs exhibitions |
| e.g. Did you take part in the talks yesterday? | |
| 5. to grow (grew, grown) [grou, gru:, groun] <i>v</i> | — расти, увеличиваться |
| 6. scope [skoup] <i>n</i> | — размах, охват |
| 7. a display [dis'plei] <i>n</i> | — показ, демонстрация, экспозиция |
| to be on display | — экспонироваться |
| 8. an exhibit [ig'zɪbɪt] <i>n</i> | — экспонат |
| to exhibit <i>v</i> | — экспонировать |

- 9) **an achievement** [ə'tʃi:vmənt] *n* — достижение, успех
- achievements in** | **art**
of | **industry**
| **architecture**
- to make achievements** — достигать успехов
10. **industry** ['ɪndəstri] *n* — промышленность
- heavy** | **industry**
light |
- the car industry** — автомобильная промышленность
- the film industry** — киноиндустрия
- home industry** — отечественная промышленность
- industrial** [ɪn'dʌstriəl] *adj* — промышленный
- industrial goods**
- an industrial** | **country**
| **exhibition**
11. **science** ['saɪəns] *n* — наука
- the progress in science**
- scientific** [saɪən'tɪfɪk] *adj* — научный
12. **agriculture** ['ægrɪkʌltʃə] *n* — сельское хозяйство
- agricultural** [ægrɪ'kʌltʃərə] *adj* — сельскохозяйственный
13. **a participant** [pɑ:'tɪsɪpənt] *n* — участник
14. **to negotiate** [nɪ'gəʊʃieɪt] *v* — вести переговоры (о покупке, продаже)
- to negotiate** | **a contract**
| **a transaction**
| **an order**
- e.g.* We are negotiating a contract with Brown&Co now.
15. **an advantage** [əd'vɑ:ntɪdʒ] *n* — преимущество, превосходство
- to have an advantage of (over) smth / smb** — иметь преимущество над кем-либо, чем-либо
16. **a contest** ['kɒntəst] *n* — 1. состязание
2. конкурс
17. **numerous** ['nju:mərəs] *adj* — многочисленный
- numerous** | **books**
| **letters**
| **visitors**
18. **a method** ['meθəd] *n* — метод, способ
19. **to advertise** [æd'vɛtaɪz] *v* — рекламировать

to advertise | goods
machines
equipment

e.g. Different goods are advertised at fairs and exhibitions.

20. attention [ə'tenʃn] *n*

to attract smb's attention

e.g. The latest model of computer attracted the Buyer's attention.

— внимание

— привлекать чье-л. внимание

21. to get in touch with smb

e.g. As soon as Mr Lavrov arrived in London he got in touch with Mr Brown.

— связаться с кем-либо

22. a stand [stænd] *n*

— стенд

23. a stand attendant

[stænd ə'tendənt] *n*

— стендист

24. progress ['prɒɡres] *n*

— прогресс, успех

to make | much
little | progress (in)
good

e.g. He has made good progress in English.

▶ Слово **progress** является неисчисляемым существительным и не имеет формы множественного числа.

25. operation [ˌɒpə'reɪʃ(ə)n] *n*

— действие, работа, функционирование

in operation

— в работе, в действии

e.g. The machine is easy in operation.

— На этой машине легко работать /
Этой машиной легко управлять.

to operate *v*

— 1. работать, действовать
2. управлять

to operate a machine

26. up-to-date [ˌʌptə'deɪt] *adj*

— современный

an up-to-date | plant
model
machine

e.g. The Model BK machine is an up-to-date model.

syn.: modern

27. to introduce [ɪntrə'dju:s] *v*

— вводить; представлять (впервые)

- | | | |
|--|--|--|
| <p>to introduce</p> | <p>goods
ideas
words</p> | |
| <p>to introduce into (to)
 <i>e.g. The model was introduced into the world market not long ago.</i></p> | | |
| <p>28. success [sək'ses] <i>n</i></p> | | <p>— успех, удача</p> |
| <p>to be a success</p> | | <p>— иметь успех</p> |
| <p>29. efficient [i'fɪʃɪənt] <i>adj</i></p> | | <p>— 1. квалифицированный, умелый, знающий свое дело</p> |
| <p>an efficient</p> | <p>secretary
engineer
method</p> | |
| | | <p>— 2. эффективный, продуктивный, хорошо работающий</p> |
| <p>efficient</p> | <p>performance
equipment</p> | |
| <p>30. a standard ['stændəd] <i>n</i></p> | | <p>— стандарт</p> |
| <p>to be up to standard</p> | | <p>— соответствовать стандарту</p> |
| <p><i>e.g. Our machines are up to the world standards.</i></p> | | |
| <p>to meet the standards</p> | | <p>— отвечать стандартам</p> |
| <p>31. to maintain [meɪn'teɪn] <i>v</i></p> | | <p>— обслуживать, содержать (в хорошем состоянии)</p> |
| <p>to maintain</p> | <p>machines
equipment</p> | |

ADDITIONAL WORDS

- | | |
|---|---|
| <p>1. a view [vju:] <i>n</i></p> | <p>— обзор</p> |
| <p>2. to invent <i>v</i></p> | <p>— изобретать</p> |
| <p>3. to crash <i>v</i></p> | <p>— падать, разбиваться</p> |
| <p>4. to install [ɪn'stɔ:l] <i>v</i></p> | <p>— устанавливать, монтировать</p> |
| <p>5. to break [breɪk] (broke, broken) <i>v</i></p> | <p>— ломаться, рваться, разрываться</p> |

LESSON 2

Grammar:	The Passive Voice (The Present and Past Perfect Tenses).
Subjects for Study:	The British Parliament. Driving through London.

UNIT I

GRAMMAR

THE PRESENT AND PAST PERFECT TENSES OF THE PASSIVE VOICE

READ, STUDY AND PRACTISE.

1. — Where is today's newspaper?
— I think it **hasn't been delivered** yet.
2. — Did the company test the equipment yesterday?
— Yes, the equipment **had been tested** by 2 o'clock yesterday.
3. — We signed the contract for pumps with Blake&Co two days ago.
— Did you? I thought that the contract **had been signed** a week before.



Present Perfect и Past Perfect страдательного залога употребляются в тех же случаях, что и аналогичные времена активного залога.

Форма глаголов страдательного залога в Perfect Tenses образуется при помощи глагола **to be** в соответствующей форме Present или Past Perfect и Participle II смыслового глагола.

Ex. 1. Say as in the example:

Some new hotels have been built (in Moscow) recently.

- shopping centres / to build,
- new banks / to open,
- interesting exhibitions / to hold,
- historical buildings / to reconstruct,
- modern versions of classical plays / to put on,
- street markets / to close,

- private clinics / to open,
- beautiful flowers / to grow in the streets.

Ex. 2. Imagine you have just visited the traditional exhibition of consumer goods* "Consumexpo". You are telling your colleagues about your impressions.

Example: A lot of new interesting products have been displayed.

- Advertising films / to show;
- Some goods / to demonstrate in operation;
- Catalogues and souvenirs / to give to visitors;
- Lotteries and contests / to hold;
- Presentations / to organize ['ɔ:gənaɪz];
- A lot of goods / to sell;
- A commercial centre / to establish;
- Business matters / to discuss;
- The terms of future contracts / to negotiate;
- Some contracts / to sign;
- The visitors / to impress by the size of the exhibition.

Ex. 3. a) Before you went on a business trip to (London) some problems had been settled. Speak about that.

Example: A lot of problems had been discussed with the Managing Director before I went to (London).

- A ticket for a plane — to book;
- Accommodation at a hotel — to reserve;
- The catalogues — to look through;
- The price-lists — to study;
- Some telephone calls — to make;
- Some messages — to exchange;
- Some faxes — to send;
- A lot of instructions — to give.

b) Now say what had been done in (London) before you flew back to Moscow.

* consumer goods — товары широкого потребления

Ex. 4. Ask each other about what had (hadn't) been done in the office by the end of the office hours yesterday.

Ex. 5. Ask and answer questions as in the example. Use the words in the right-hand column.

— Are you going to your friend's party?

— No, I haven't been invited.

- | | |
|--|--|
| <ul style="list-style-type: none"> • to buy the book about Harry Potter, • to answer the urgent messages, • to speak to the President of the company, • to find a new job, • to look through the new catalogues, • to take part in the contest, • to negotiate the purchase of the machines, • to take part in the business talks, • to agree to the company's price. | <ul style="list-style-type: none"> to offer. to introduce. to recommend. to ask. to give. to choose. to tell. to instruct. to invite. |
|--|--|

Ex. 6. Translate the sentences.

1. За последнее время рядом европейских стран были достигнуты большие успехи в науке.
2. Товар "Росэкспорта" был поставлен французской фирме к концу прошлого года.
3. — Интересно, отправлена ли коллекция картин на выставку в Лондон? — Да, она была отправлена на прошлой неделе самолетом.
4. Нам сказали, что выставка полна посетителей с утра до вечера.
5. После того, как контракт был подписан, представителей фирмы "Блейк энд К^о" пригласили в ресторан.
6. В этом году в Москве было проведено много международных выставок.
7. К концу прошлой недели компанией было подписано несколько важных контрактов.
8. Этот цех был только что построен. Для него было закуплено новейшее оборудование.
9. Перед тем как бизнесмен улетел в Париж, ему заказали номер в гостинице.
10. Платеж был произведен после того как товар был отгружен.

UNIT II

WORKING ON THE TEXT

Read the text.

A

THE BRITISH PARLIAMENT

There are four countries in the United Kingdom: England, Scotland, Wales and Northern Ireland.

Laws in Great Britain are made by Parliament. It consists of two chambers: the House of Commons¹ and the House of Lords². The House of Commons is more important as it governs the country. The members of the House of Commons are elected by secret ballot. They belong to different political parties. The main parties are the Conservative Party and the Labour Party. The Chief Executive is the Prime Minister. He heads the Government but he is not the Head of State.

Great Britain is a monarchy and the Head of State is a monarch whose power is limited by Parliament. The Prime Minister is usually the leader of the Party that has a majority in the House of Commons. Each new Prime Minister can make changes in the size of his cabinet, appoint new ministers and make other changes.

The Prime Minister takes policy decisions with the agreement of his ministers. He often holds Cabinet Meetings at his official residence, at No 10 Downing Street which is very near the Houses of Parliament in Westminster.

The activity of the Cabinet is controlled by Parliament.

A VISIT TO THE BRITISH PARLIAMENT

John Wilson, a member of the British Parliament, invited Mr Borisov to make a tour round the Houses of Parliament. The visit promised to be very interesting and the invitation was accepted with pleasure.

Wilson: We are in the centre of London. You can see the Houses of Parliament.

Borisov: Why do you say the Houses of Parliament and not the House of Parliament?

Wilson: The fact is there are two Chambers in the British Parliament and they are called Houses.

Borisov: I see.

Wilson: I think we'll start our tour with the House of Lords. You'll be able to see the throne on which the Queen³ sits when she opens Parliament.

(In the House of Lords)

Wilson: Here we are now.

Borisov: Oh, the place is really wonderful. Something you can never forget.

Wilson: Look at that woosack⁴ over there. This is where the Lord Chancellor⁵ sits. For hundreds of years wool had been known as one of the most important exports of our country.

Borisov: But today, I **suppose**, he must sit on a piece of **machinery**. Although that won't be so comfortable.

(In the House of Commons)

Borisov: This place doesn't look as **splendid** as the House of Lords. What's that over there, John?

Wilson: This is the Strangers' Gallery⁶. I'll **explain** why it's called so. Each Chamber has galleries. The seats in the galleries are reserved for the **use** of the **public** who are called "strangers" in the language of Parliament. Now look at that green chair over there. That's where the Speaker⁷ sits. It has been given to the Commons by Australia. On the speaker's chair there is a switch⁸ that puts on the light⁹ on the Clock Tower above "Big Ben" to tell Londoners that Parliament is in session¹⁰.

Borisov: Where does the Prime Minister sit?

Wilson: His seat is on the Government **front** bench on the Speaker's right. And on the Speaker's left there is the Opposition front bench.

Borisov: Thank you for the tour, John.

B

DRIVING THROUGH LONDON

The Londoners are so **proud** of their city with its **ancient** buildings, monuments and **architectural masterpieces** that they **take** every **chance** to show visitors the sights of London.

After the visit to the Houses of Parliament Mr Wilson decided to drive Borisov **through** the centre of London.

First they went to the City, the centre of London commercial life.

They saw the old building of the Royal Exchange¹¹. It is not used as the Royal Exchange now because there is a new modern building which appeared in the City. Then they saw the Bank of England which is over 250 years old and the Mansion House¹² — the official residence of the Lord Mayor¹³ during his one-year term of office¹⁴. In London the elections of the Lord Mayor take place every year and there is a great ceremony on that day. He drives through the crowded streets in his traditional clothes to receive the keys of the city.

* * *

Borisov: I can see a wonderful building over there. What is it?

Wilson: That's St. Paul's Cathedral, one of the finest pieces of architecture in Europe.

Borisov: Oh, it's such a big cathedral! How long did it take to build it?

Wilson: About 35 years. We are now in Fleet Street. There are offices of most British national and local newspapers here.

Borisov: Oh, there's Trafalgar Square. I can recognize Nelson's Column. I've seen many pictures of Trafalgar Square but I didn't imagine it was so big.

Wilson: Yes, it's really big. Meetings are often arranged here. And that is the National Gallery. You can see paintings by many world's famous artists on display there. You must visit it some day. Besides there's a good Portrait Gallery round the corner.

Borisov: I'll visit the gallery as soon as I have a chance.

¹ the House of Commons ['kɒmənz] — Палата Общин

² the House of Lords [lɔ:dz] — Палата Лордов

³ a queen [kwɪ:n] — королева

⁴ woolsack ['wu:lzæk] — набитая шерстью красная подушка, на которой сидит Лорд Канцлер в Палате Лордов. Обычай сохранился со времен короля Эдуарда III, когда шерсть была важнейшей статьей английского экспорта.

⁵ the Lord Chancellor ['tʃɑ:nsələ] — Лорд Канцлер

⁶ the Strangers' Gallery — Галерея для публики (в Палате Общин)

⁷ the Speaker — Спикер, представитель Палаты Общин в британском парламенте. По традиции не принадлежит ни к одной из партий. Руководит заседаниями Палаты Общин.

⁸ a switch [swɪtʃ] — переключатель

- ⁹ **to put on the light** — включить свет
¹⁰ **to be in session** — заседать
¹¹ **the Royal Exchange** ['rɔɪəl ɪks'tʃeɪndʒ] — Королевская фондовая биржа
¹² **the Mansion House** ['mænjən] — Мэншн-хаус, официальная резиденция мэра Лондона
¹³ **Lord Mayor** ['lɔ:d 'meɪ] — Лорд мэр
¹⁴ **term of office** — срок полномочий

NOTE THE PRONOUNCIATION:

- the United Kingdom** [ju'naitɪd 'kɪŋdəm]
Wales [weɪlz]
Northern Ireland ['nɔ:ðən 'aɪələnd]
Conservative [kən'sə:vətɪv]
Labour ['leɪbə]
monarchy ['mɒnəkɪ]
a monarch ['mɒnək]
a throne [θroun]
a ceremony ['serɪməni]
a column ['kɒləm]
a gallery ['gæləri]
Prime Minister ['praɪm 'mɪnɪstə]
Opposition [ɒpə'zɪʃən]

Ex. 7. Say what you remember about:

A

1. The two Chambers of the British Parliament. The importance of the House of Commons.
2. The role of the Prime Minister in the political life of Great Britain.
3. Mr Borisov's visit to the House of Lords.
4. Mr Borisov's impressions of the House of Commons.

B

1. The Londoners' love of their city.
2. The oldest buildings of London Mr Borisov was shown.
3. The Lord Mayor of London and his elections.
4. The sights of London Mr Wilson and Borisov saw while they were driving through the centre:
 - a) St. Paul's Cathedral,
 - b) Fleet Street,
 - c) Trafalgar Square,
 - d) the National Gallery.

Ex. 8. Think and answer.

A

1. Why does the tour of the British Parliament attract a lot of visitors?
2. Why does Borisov say that the Lord Chancellor must sit on a piece of machinery?
3. Why are the seats in the Strangers' Galleries reserved for the use of the public?

B

1. Why did Mr Wilson decide to drive Borisov through the centre of London?
2. Why did he show him the City of London first?
3. What facts show that the Londoners love traditions?
4. What places of interest didn't Mr Wilson show to his guest?

UNIT III

WORKING ON WORDS

to explain smth to smb

Ex. 9. a) Explain the meaning of different English words.

Example: — I don't know what "a double-decker" is.

— I can explain that to you. It's a red London bus with two decks.

- a self-service restaurant,
- a pub,
- cuisine,
- a query,
- a chain store,
- an all-prize lottery,
- a youth hostel,
- a "bed and breakfast" place,
- a shuttle bus,
- a curtain call,
- a departure lounge,

- a multi-storey building,
- stationary,
- a booking office.

b) Ask your friend to explain to you:

1. why fairs and exhibitions are called “an eye-opening experience”;
2. why commercial centres are established at exhibitions;
3. what CIF terms mean;
4. why galleries for public in the British Parliament are called the Strangers’ Galleries;
5. why people prefer shopping in supermarkets;
6. why musicals are very popular;
7. what kind of document is a Notification of Readiness.

to be proud of smth

Ex. 10. Read the example and answer the questions.

The people of London are proud of their ancient city.

What are the people	of Moscow of St. Petersburg of Paris of your company	proud of?
What are	your friends your children	

to take a chance to do smth

Ex. 11. If you go to Great Britain why will (won't) you take a chance:

1. to speak English?
2. to watch some musical in English?
3. to go to Selfridges and make a purchase there?
4. to go to an English pub?
5. to go on a tour of the Houses of Parliament?
6. to go by the London Underground?
7. to travel to the East End of London?

8. to buy some original books by English writers?
9. to try the traditional English cuisine?
10. to go to Hyde Park and relax there?
11. to watch the news programmes on TV?
12. to try to see the English Queen?

such a + noun

Ex. 12. Read the example:

Izmailovsky park is such a quiet place.

What will you say about:

- | | |
|--|-------------------------------------|
| a) the book | which / whom you like / don't like; |
| the film | |
| the performance | |
| the actor / actress | |
| b) the building | you have seen recently; |
| the painting | |
| the place of interest | |
| c) the price for the goods you were offered; | |
| d) the transaction you have just made; | |
| e) the party you went to last weekend. | |

Ex. 13. Translate the sentences:

1. Выборы президента проводились тайным голосованием.
2. Г-н Браун был назначен президентом фирмы в этом году.
3. Решение было принято с согласия директора фирмы.
4. Россияне гордятся своей страной.
5. Если у вас будет возможность осмотреть достопримечательности Лондона, посмотрите здание Королевской биржи.
6. — Как мне доехать до банка? — Я могу подвезти Вас на машине.
7. Когда будут проводиться следующие выборы?
8. Архитектура Петербурга привлекает тысячи туристов как из нашей страны, так и из-за рубежа.
9. Лучшие архитекторы строили этот собор.
10. В экспозиции Национальной Галереи вы увидите лучшие картины всемирно-известных художников.
11. Прошлым летом я провел отпуск в Феодосии. Это такое чудесное место!

UNIT IV

KEY STRUCTURES AND SPECIAL POINTS

WORD-BUILDING

Ex. 14. a) Complete and translate.

colour *n* + ful = colourful *adj*

1. wonder → ...
2. peace → ...
3. success → ...
4. beauty → ...
5. use → ...
6. help → ...

b) Complete the sentences.

1. Russian people stand for **peace**. Our ... policy is well known all over the world.
2. Can you give him some **help**? He says that your advice is always ...
3. — What a bright **colour**!
— Yes, the advertisement looks ..., doesn't it?
4. — Have you seen his daughter? She is a real **beauty**.
— Yes, she is as ... as her mother.
5. You can make **use** of this dishwasher.
It can be very ... for a big family, like yours.
6. The product is a big **success** on the market. Its advertising on TV has been very ...

ARTICLES

Ex. 15. Supply articles where necessary.

1. A friend of mine studies ... architecture. He is interested in ... French architecture of ... 18th century.
2. ... architecture of Paris attracts millions of tourists from all over ... world.
3. ... National Gallery is one of ... best art galleries in Europe. ... gallery is famous for its wonderful display of paintings by ... world's famous artists.

1. There is ... gallery near ... National Gallery. It's ... Portrait Gallery.
2. St. Paul's Cathedral is one of the most wonderful examples of ... architecture. It's such ... splendid cathedral!
3. I don't like to go shopping to Ashan. It is such ... crowded supermarket!
4. If I have ... chance to go to London I'd like to see ... Trafalgar Square. It's one of ... most famous places in ... city.
5. ... chair on which ... Speaker of ... British Parliament sits has ... switch. ... switch puts on ... light on ... Clock Tower.
6. ... history of ... Houses of Parliament is very interesting. If you go on ... tour of ... place you will learn about ... historical events which took place there.

TENSE AND VOICE

Ex. 16. a) Supply the correct forms of the verbs.

A

1. The power of the Queen of England (to limit) by Parliament.
2. — Who (to control) the power of the Prime Minister's Cabinet?
— It (to control) by Parliament.
3. Lately the company (to send) us an invitation to take part in the exhibition of electronic equipment which (to hold) in London.
4. It (to give) me a lot of pleasure to read an interesting book on the history of old Russian towns.
5. Mr Bell (to appoint) manager of the company lately.
6. Before I (to leave) London, I (to show) the most famous sights in the centre of the city.
7. Some seats in the Strangers' Gallery just (to reserve) for the Russian business people. They (to be going) to visit the House of Commons tomorrow.
8. After the purpose of the meeting (to explain) to the participants they (to invite) to the conference hall.
9. A new collection of paintings of modern French artists (to exhibit) in the halls of the Museum this month.

B

The Hermitage ['hɜ:mɪtɪdʒ] Museum (to be) one of the world's greatest art galleries.

The rich collection of the Hermitage (to attract) very many people since it (to open) to the public. 2 500 000 exhibits (to display) in the Museum's halls and galleries. If somebody (to want) to look for a minute at each exhibit it (to take) him 12 years to see all of them.

When the Director of the Hermitage (to ask) how the Museum (to get) such a big collection, he (to answer):

"The history of our Museum (to begin) in 1764 when 225 paintings (to purchase) in the West by Catherine the Great. The collection (to grow) in size from year to year since then. After the revolution a lot of splendid pieces of art (to come) to the Museum from private collections".

b) Sum up the facts about:

1. the history of the museum;
2. the size and popularity of the museum at the present time.

PREPOSITIONS

Ex. 17. a) Supply prepositions where necessary.

THE PUSHKIN FINE ARTS MUSEUM

The Pushkin Fine Arts Museum opened ... 1912 ... the old Moscow street Volkhonka.

It is the second largest museum ... art ... Russia.

... first the museum exhibited ... its halls copies ... famous sculptures. Later the museum bought original masterpieces. Now the collection ... sculptures ... the Pushkin Museum is one ... the best ... the world.

The collection ... paintings is not as large as the one ... the Hermitage but the Pushkin Museum houses many originals ... Italian, Spanish, Dutch and other famous artists.

The Russian people are especially proud ... the large collection of paintings ... French artists ... the end ... the 19th and the beginning ... the 20th centuries which are ... the display ... the museum.

... December traditional music concerts take place there. The concerts ... which famous musicians [mju:'zɪfənz] take part are very popular ... the people ... Moscow.

b) What can you say about:

1. the collection of sculptures at the Pushkin Museum;
2. the collection of paintings at the museum;
3. traditional music concerts at the museum.

THE WORDS YOU MIX UP

Ex. 18. Choose and use.

to see, to look (at)

1. At the Hermitage you can (see, look at) two paintings by Leonardo da Vinci.
2. We spent a day at the Tretyakov Art Gallery but could not (see, look at) all the paintings.
3. All tourists who come to Moscow want (see, look at) the Kremlin.
4. If you (see, look at) the front wall of the Metropol Hotel you will (see, look at) Vrubel's works on it.
5. (look at, see) that wonderful building on the left. Do you (look, see) the ancient monument in front of it?
6. I've never (look at, see) such a fine piece of architecture.
7. Can you (see, look at) the Impressionists' paintings in the National Gallery?
8. If you go to the House of Lords you can (see, look at) the famous woosack — the symbol of the British export in the past.

UNIT V

SPEECH EXERCISES

Ex. 19. a) Read the text.

THE STATE SYSTEM OF THE RF

Under the Constitution of 1993 Russia is a Presidential Republic.

The Federal Assembly (the Russian Parliament) consists of two Chambers. The Upper Chamber is the Council of Federation and the Lower Chamber is the State Duma. Each Chamber is headed by the Speaker. Laws of the Russian Federation are made by Parliament. To become a law a **bill must be approved** by both Chambers and signed by the President. The President may veto ['vi:tou] the bill.

The executive power belongs to the Government which is headed by the Prime Minister. The Prime Minister is appointed by the President. His first action on appointment is to form the Government.

Today the state symbol of Russia is a three-coloured flag. It was the first state symbol that replaced the old ones in 1991. The new national emblem is a **two-headed eagle***. It is the most ancient symbol of Russia.

* a two-headed eagle ['t:gl] — двуглавый орел

b) Answer the questions.

1. How many Chambers are there in the Russian Parliament? What are they? Who are they headed by?
2. How are laws made in Russia?
3. Who is the head of the Russian Government?
4. What are the symbols of Russia?
5. How can you compare the British Parliament and the Russian Parliament?

c) Describe the Russian state system.

Ex. 20. a) Read the dialogue.

Mr Petrov and Mr Green, a British businessman, are making a tour of Red Square and the Kremlin.

Petrov: We are in Red Square; for the people of Russia it is one of the most beautiful places in the world.

Green: The place looks really beautiful. What is that wonderful cathedral in front of us?

Petrov: Oh, it's one of the oldest and most famous cathedrals in our country. It's St. Basil's Cathedral. You will never forget it if you have seen it. Do you see that tower to the right of St. Basil's? This is the Kremlin's main tower which is the symbol of Moscow.

Green: Is the Kremlin open to the public?

Petrov: Yes, we can go inside.

Green: I suppose, the Kremlin means a lot to Russian people.

Petrov: You are right. The Moscow Kremlin is the old historical and architectural centre of the city.

Green: Is that the building of the Palace of Congresses? I've seen it in one of the films. What is it used for?

Petrov: Conferences, festivals, meetings are held there. Besides it is used by some concert companies for their performances.

Green: What is that three-storey building over there?

Petrov: This is the official residence of the President of Russia.

Green: Mr Petrov, I must thank you for the wonderful tour. I had an enjoyable time. The centre of Moscow is like an open-air museum and the most attractive sight is the Kremlin.

b) Speak about Mr Green's impressions of Red Square and the Kremlin.

c) Think and answer.

1. Why are Red Square and the Kremlin called "the heart of Moscow"?
2. Why does St. Basil's Cathedral attract everybody's attention?
3. Why did Mr Green say that the centre of Moscow is an open-air museum?

Ex. 21. a) Read the story.

ART FOR HEART'S SAKE¹

Old Ellsworth ['elzwə:θ] was sitting in his study and reading a newspaper when Koppel, his servant, came in:

"Will you take some orange juice, sir?"

"No," answered Mr Ellsworth.

"But it's good for you, sir."

"No."

When doctor Caswell came Koppel told him: "I can't do anything with the old man. He doesn't take his juice, he doesn't want to listen to the radio, he doesn't like anything."

Doctor Caswell had thought a lot about Mr Ellsworth since his last visit. It was a difficult case.

The old gentleman was quite well for a man of seventy-six, but he had a kind of mania — he bought everything he saw: cars, factories, railroads. He was losing his money quickly and it was necessary to keep him away from business.

The doctor came into Mr Ellsworth's study.

"Well, how's the young man today?"

"Umph," came from the man in the armchair.

"I'd like to recommend something to you," the doctor said.

"What's it? Is it something to keep me away from business?"

"How would you like to study art?"

"But I'm not good at painting."

"I can get a student from an art school who'll give you lessons."

The doctor found a young student Frank Swain ['sweɪn] by name, who agreed to give Mr Ellsworth lessons on art.

Swain came to Mr Ellsworth the next afternoon and the lessons began.

Time flew and Swain came more and more often.

It was difficult to say whether Mr Ellsworth had really got interested in art but one thing was certain: he stopped buying things and his family was happy.

Frank took him to art galleries and exhibitions. Ellsworth wanted to know everything about art galleries and artists who exhibited their paintings. He also wanted to know how museums arranged exhibitions and who chose paintings for exhibitions.

When spring came Ellsworth produced an awful painting which he called "Trees dressed in white"². Though the picture was awful the old man said that he was going to exhibit it at one of the largest galleries in New York.

Swain was sure that nobody would accept his painting, but one day when he visited the exhibition at the Gallery he saw Ellsworth's picture there.

Two days before the exhibition closed Ellsworth received a letter from the Gallery. The letter said that Ellsworth had got the first prize for his painting.

When his doctor heard about it he said: "Well, now you see yourself that art is more interesting than business."

"Art is nothing," answered the old man, "I bought the Gallery last month."

¹ Art for Heart's Sake — искусство для души

² "Trees dressed in white" — "Деревья в белом наряде"

b) What can you say about:

- the reason why the doctor recommended Mr Ellsworth to take art lessons;
- how art lessons changed Mr Ellsworth's life;
- the exhibition of paintings which was held in New York.

c) Think and answer.

1. Why did the family think that Mr Ellsworth got interested in art?
2. What was the real purpose of Mr Ellsworth's visits to art galleries and exhibitions?
3. Could the doctor keep Mr Ellsworth away from business? Why do you think so?

Ex. 22. Give extensive answers.

1. Why are Russian people proud of Moscow?
2. What ancient buildings of Moscow attract tourists?
3. What Moscow art galleries are world famous?

4. What is your favourite picture gallery? Why?
5. What architectural masterpieces of St. Petersburg attract tourists?
6. What Russian towns are (can be) tourist centres? Do they provide the necessary tourist facilities?

Ex. 23. Speak about:

1. Moscow and St. Petersburg as the biggest tourist centres in Russia.
2. A museum / a picture gallery in a foreign country which you have visited.

Ex. 24. a) Read the dialogue.

Mr Belov of Rossimport and Mr Turnbull, a representative of Lindon Tools Ltd, met to negotiate the purchase of a Flight Information Display System for a new airport.

Belov: Good morning, Mr Turnbull. Happy to see you in Moscow again. Did you have a nice journey?

Turnball: Yes, thank you. I enjoyed the trip.

Belov: Glad to hear that. Now, I'd like to say that the quality of your System meets our customers' requirements.

Turnball: I'm happy to hear that. We have been selling our equipment to many Eastern countries and we've had excellent reports from our Buyers. They find that it's up to the highest world standards.

Belov: But the prices ... on the whole they are reasonable, but the prices for items 3 and 9 are a bit high.

Turnball: I'm afraid I can't agree with you here. These items are completely new in design and are among the best on the world market.

Belov: Other companies' prices for such items are 10—20% lower than yours. Could you find it possible to give us a discount?

Turnball: Well, I must get in touch with my company. I'll be able to give you my answer tomorrow.

Belov: Good. Now comes the question of payment. **Payment for collection*** suits us.

Turnball: Very well.

Belov: Since your terms of delivery and delivery time are acceptable, we'd like to offer you our contract form to study. Could you come here at 10.30 tomorrow?

Turnball: No problem, Mr Belov. Good-bye.

* **payment for collection** — платеж в форме инкассо

b) Say what you remember about:

1. the goods Rossimport was interested in;
2. the price and the terms of payment which were negotiated at the talks.

c) Think and answer.

1. Why was Rossimport interested in the goods of Lindon Tools Ltd?
2. Had the representatives of the two companies met before Mr Turnbull came to Moscow? Why do you think so?
3. Why didn't the prices for some items suit the Buyers?
4. Why did Belov and Mr Turnbull decide to meet again?
5. What other matters will be discussed before the companies sign the contract?

Ex. 25. Act out dialogues. Use the situations:

1. Receive Mr Bond. Tell him that you cannot accept their goods on FOB terms. Give your reasons. Agree to take part deliveries. Discuss the dates of shipment of each lot. You know that Mr Bond has visited the Tretyakov Art Gallery. Ask him about his impressions.
2. Green&Co are the Sellers of pumps. You would like to place an order with their company. Their representative Mr Brian comes to your office. Discuss the price and the terms of delivery and payment with him. Speak about his impressions of the places of interest of Moscow.

UNIT VI

VOCABULARY

1. **Parliament** ['pa:ləmənt] *n* — Парламент
e.g. Mr Brown is a member of the British Parliament.
Parliament in Great Britain is opened by the Queen.

▶ Существительное **Parliament** употребляется с определенным артиклем, если перед ним есть определение.

2. **a law** [lɔ:] *n* — закон
to make laws — издавать законы
e.g. Who are laws in Great Britain made by?

3. **a chamber** [ˈtʃeɪmbə] *n* — палата (зд. Британского Парламента)
4. **to govern** [gʌvən] *v* — управлять
5. **a member** [ˈmembə] *n* — член (семьи, парламента и т.д.)
6. **to elect** [ɪˈlekt] *v* — избирать
7. **secret ballot** [ˈsɪːkrɪt ˈbælət] *n* — тайное голосование
by secret ballot — тайным голосованием
e.g. The President of Russia is elected by secret ballot.
8. **to belong** [bɪˈlɒŋ] *v* — принадлежать
to belong to ...
e.g. Who does this book belong to?
9. **a party** [ˈpa:ti] *n* — партия
the Conservative Party
the Labour Party
10. **main** *adj* — главный, основной
the main party
the main problem
the main purpose
11. **chief** [tʃi:f] *adj* — главный, старший, руководящий
e.g. He is the chief engineer of the plant.
chief *n* — глава, лидер, начальник, шеф
12. **an executive** [ɪg ˈzekjʊtɪv] *n* — руководящий работник, руководитель
the Chief Executive — глава исполнительной власти
executive *adj*
executive power — исполнительная власть
13. **to head** [hed] *v* — возглавлять
to head a party
to head negotiations
to head a delegation
e.g. Who heads the delegation from Great Britain?
a head *n* — глава
the head of the Government
the head of the state
14. **a state** [steɪt] *n* — государство
15. **power** [ˈpaʊə] *n* — власть
16. **to limit** [ˈlɪmɪt] *v* — ограничивать
17. **a leader** [ˈliːdə] *n* — руководитель

18. **a majority** [mə'dʒɔ:rtɪ] *n* — большинство
e.g. This party has a majority in Parliament now.
19. **to appoint** [ə'pɔɪnt] *v* — назначать (на должность)
to be appointed | **president**
| **manager**
| **chief engineer**
e.g. He was appointed chief engineer of the plant not long ago.
20. **policy** ['pɒlɪsɪ] *n* — политика
peaceful policy
e.g. The peaceful policy of Russia is well-known all over the world.
21. **a decision** [dɪ'sɪʒn] *n* — решение
to take | **a decision**
to make | — принять решение, решить
e.g. We took a decision to accept the company's offer.
We made a decision to spend our holiday on the Baltic coast this summer.
22. **an agreement** [ə'grɪ:mənt] *n* — согласие
with the agreement of smb — с чего-либо согласия
e.g. The decision was taken with the agreement of the President.
23. **to control** [kən'trəʊl] *v* — контролировать
24. **to promise** ['prɒmɪs] *v* — обещать, давать обещание, обязательство
Promise little but do much. (prov) — Поменьше обещай, побольше делай.
25. **an invitation** [ɪnvi'teɪʃn] *n* — приглашение
to accept | **an invitation**
to send |
to get |
e.g. Petrov accepted the invitation to visit the British Parliament.
on (at) the invitation of smb — по чьему-либо приглашению
e.g. The delegation arrived in Moscow on the invitation of the Government.

16. **wool** [wʊl] *n* — шерсть
much | **wool**
little |
e.g. The quality of the wool meets our requirements.
17. **to suppose** [sə'pəʊz] *v* — полагать, думать, считать
e.g. I suppose he will come on time.
18. **machinery** [mə'ʃɪ:nəri] *n* — машинное оборудование, машины
29. **splendid** ['splendɪd] *adj* — роскошный, богатый, великолепный
30. **to explain** [ɪks'pleɪn] *v* — объяснить
to explain smth to smb
e.g. I can explain to you what the word "a double-decker" means.
31. **public** ['pʌblɪk] *n* — публика
e.g. Seats in the Strangers' Galleries of the British Parliament are reserved for the use of the public.
adj — общественный, государственный
public | **transport**
| **office** — общественный транспорт
— государственное учреждение
32. **a tower** ['taʊə] *n* — башня
the Spasskaya Tower
33. **front** [frʌnt] *adj* — передний
front | **door**
| **seats**
| **bench**
front *n* — перёд
in front of — впереди, перед
e.g. There is a large park in front of our house.
34. **proud** [praʊd] *adj* — гордый
proud people
a proud man
to be proud of | **smb** — гордиться | кем-либо
| **smth** — чем-либо
e.g. The Russian people are proud of their country.
35. **ancient** ['eɪnʃənt] *adj* — древний, старинный
e.g. Ancient monuments of Moscow attract a lot of tourists.

36. **architecture** [ˈɑ:kitektʃə] *n* — архитектура
modern |
ancient | **architecture**
Russian |
but: the architecture of St. Petersburg of the 18th century
a piece of architecture — архитектурное сооружение
architectural [ˌɑ:kitektʃərəl] *adj* — архитектурный
an architect [ˈɑ:kitekt] *n* — архитектор
37. **a masterpiece** [ˈmɑ:stəpi:s] *n* — шедевр
a masterpiece of | **art**
| **architecture**
38. **a chance** [ˈtʃɑ:ns] *n* — случай, возможность
every chance — любая возможность
to have a chance — иметь возможность
e.g. I've never had a chance of going to New York.
to take a chance — воспользоваться случаем, возможностью
39. **through** [θru:] *prep* — через
e.g. — Where can I find the manager?
— Go through this door, please.
Don't drive through the centre of the city.
40. **to use** [ju:z] *v* — использовать, употреблять
e.g. He knows English so well that he does not have to use the dictionary to read the text.
use [ju:s] *n* — 1. польза, смысл
e.g. What's the use of discussing the matter?
The use of the new method — 2. использование
improved the quality of the products.
41. **as** [æz] — в качестве
e.g. Gradov works as an engineer.
42. **official** [əˈfiʃəl] *adj* — официальный
official | **talks**
| **documents**
an official answer

13. **a residence** ['rezɪdəns] *n* — резиденция, место жительства
an official residence
13. **election(s)** [ɪ'lekʃənz] *n* — выборы
14. **to take place** *v* — происходить, иметь место
e.g. Fairs and exhibitions regularly take place in Moscow.
15. **such** *adj* — такой
e.g. I've never seen **such a good performance.**
such as — такой, как
e.g. There are a lot of museums in Moscow, such as the Pushkin Museum, the Historical Museum and others.
16. **local** ['ləʊkəl] *adj* — местный
a local newspaper
17. **to recognize** ['rekəɡnaɪz] *v* — узнавать
18. **to imagine** [ɪ'mædʒɪn] *v* — вообразить, представить себе
e.g. Can you imagine life without television?
to imagine | **smth that ...**
49. **a painting** ['peɪntɪŋ] *n* — 1. картина
a painting by smb
e.g. I like paintings by Repin.
syn.: a picture — 2. живопись
e.g. He studied painting for five years.
50. **an artist** ['ɑ:tɪst] *n* — художник
a popular | **artist**
a famous |
a great |
51. **a portrait** [pɔ:'trɪt] *n* — портрет

ADDITIONAL WORDS

1. **a bill** *n* — законопроект
2. **to approve** [ə'pru:v] *v* — одобрять
3. **a servant** *n* — слуга
4. **to lose (lost, lost)** *v* — терять
5. **awful** ['ɔ:ful] *adj* — ужасный

LESSON 3

Grammar:	1. The Modal Verb "Should". 2. The Passive Infinitive (инфинитив страдательного залога).
Subject for Study:	Enquiries and Offers. Discussing the Price Problem.

UNIT I

GRAMMAR

SECTION I

THE MODAL VERB "SHOULD"

READ, STUDY AND PRACTISE.

1. — Mary feels bad.
— She **should** see a doctor.
2. — I've bought sausages for breakfast.
— Oh, you **shouldn't have bought** sausages. I don't like them.
You **should have bought** some fish.



Модальный глагол **should** употребляется со всеми лицами единственного и множественного числа для выражения совета (сделать или не делать что-л.), морального долга или упрека. **Should (not)** в сочетании с инфинитивом глагола (без частицы *to*) выражает совет, относящийся к настоящему или будущему времени (см. пример 1) и переводится на русский язык: *(не) должен, (не) следует, (не) нужно*.

Should (not) в сочетании с Perfect Infinitive (без частицы *to*) относится к прошедшему времени (см. пример 2), переводится: *(не) должен был, (не) следовало (бы), (не) нужно было (бы)*, и выражает положительное или отрицательное мнение по поводу того, что было сделано (или не сделано) в прошлом.

Ex. 1.

Example A: You **should reserve accommodation for your business partners at the Metropol Hotel in advance. The hotel is very popular.**

a) Give advice to your friend. Explain the reason.

Your friend recommends: to invite the businessmen to the Prague Restaurant after the talks; to take the businessmen to the Bolshoi Theatre next Saturday; to fly to the Baltic coast in July; to buy a new suit; to have a good rest this summer; to find some new models of refrigerators on the market; to speak English well.

b) Say where you will recommend your friend to go if he wants:

- to see masterpieces of old Russian architecture;
- to have a quiet rest;
- to see a good ballet performance;
- to listen to a concert of classical music;
- to buy a tour of Italy;
- to have a party with traditional Chinese cuisine;
- to see the achievements of the Japanese electronic industry;
- to buy some new clothes for summer wear;
- to look at the Impressionists' paintings.

Example B: You should have watched the news programme. It was very interesting.

c) What will you say if your friend did not:

visit the latest exhibition of consumer goods; reserve accommodation for the British businessmen; go sightseeing during the business trip to Prague; see the modern version of Shakespeare's "Hamlet" at the Art theatre; ask the Sellers to give a discount off the price; visit the manufacturing plant during the trip to Glasgow; answer the urgent messages; clarify the delivery terms at the last talks.

Ex. 2. Don't recommend your friend to do smth. Give your reasons.

**Example: I think you shouldn't buy this dress.
It doesn't look attractive and it is too expensive.**

- to buy that suit;
- to go to Egypt in summer;
- to drink much coffee;

- to go to bed very late;
- to work on the computer too much;
- to buy a very expensive car;
- to watch TV serials;
- to go shopping to big supermarkets at weekends;
- to buy a country house very near Moscow;
- to stay at 3-star hotels;
- to buy a cheap mobile telephone.

Ex. 3. Choose the correct forms of the verbs. Write the sentences.

1. You should (discuss, have discussed) the terms of the transactions as soon as possible, if you are interested in buying the dishwashers of this company.
2. Why didn't you buy that dress? You should (buy, have bought) it. It fitted you perfectly.
3. I don't think these shoes are comfortable. You should (try on, have tried) another pair.
4. You should (call, have called) on Jim yesterday. He wanted to see you.
5. You should (introduce, have introduced) some changes into the model last year.
6. You should (reserve, have reserved) accommodation at the Beach Hotel in advance as the hotel is usually full, especially at summer time.
7. We should (take part, have taken part) in the exhibition. It was a good chance to advertise the new models.
8. I think you should (drive, have driven) through the centre of London. You will be able to see some wonderful buildings.
9. You should (make, have made) an appointment with the director of the plant in advance. He is a very busy man.

Ex. 4. Translate into English.

1. Вам следует попросить г-на Лаврова рассказать о Лондоне. Он прожил там несколько лет и очень хорошо знает этот город.
2. Нам следует обсудить этот вопрос детально.
3. Зачем Вы поехали на метро? Вам следовало бы сесть на автобус 15.
4. Вам следует приложить к письму последние каталоги на модель АВ 20.

5. Почему вы не согласились с ценами фирмы? Вам следовало бы согласиться с ними. Другие фирмы продают такие машины по более высокой цене.
6. Вам следует купить костюм на размер больше. Этот вам мал.
7. Почему Вы пришли так поздно? Вам следовало прийти пораньше, так как обсуждение вопроса началось 30 минут тому назад.
8. Вам следовало бы принять участие в совещании. Оно было очень важным.

SECTION II

THE PASSIVE INFINITIVE

READ, STUDY AND PRACTISE.

1. — When must we ship the goods?
— The goods must **be shipped** not later than in May.
2. — What can you say to our offer?
— I'm afraid the offer can't **be accepted** as the price is extremely high.
3. — When are you to make the tests of the machines?
— The tests are **to be made** next week.



The Passive Infinitive состоит из инфинитива вспомогательного глагола **to be** и Participle II смыслового глагола.

Ex. 5. Answer the questions:

1. What business matters must be discussed before a contract is signed?
2. When must a Notification of Readiness be sent to the Buyers?
3. What must be done before a new model of car is launched to the market?
4. Why must goods be widely advertised?
5. Why must commercial centres be established at exhibitions?
6. Why must accommodation at popular hotels be reserved in advance?
7. What facilities must be provided for visitors in 5-star hotels?
8. What facilities must be provided by the Sellers in case of CIF terms?

Ex. 6. Make up sentences.

Example: The talks are to be completed tomorrow.

	When?
make a reservation for the flight ...	→
make the tests of the equipment ...	→
open the exhibition ...	→
hold the talks ...	→
open the L/C ...	→
meet the British delegation at the airport ...	→
introduce the new model of the washing machine ...	→
install a new electronic system in the office ...	→
make a report at the conference in Berlin ...	→
arrange a presentation of the new range of clothes ...	→

Ex. 7. Translate into English.

1. Письмо должно быть переведено к 5 часам вечера.
2. Г-н Браун сказал, что заказ не может быть увеличен до 50 машин.
3. Все расчеты должны быть сделаны к концу месяца.
4. Аккредитив должен быть открыт на полную стоимость товара.
5. Предложение не может быть отправлено через два дня.
6. Когда должны быть проведены испытания машин?
7. К предложению должен быть приложен каталог и технические характеристики машины.
8. Товар должен быть отгружен не позднее августа.
9. Следует сделать всё, чтобы решить этот вопрос.
10. Товары фирмы надо рекламировать в газетах и журналах.

UNIT II

СТРУКТУРА КОММЕРЧЕСКОГО ПИСЬМА

Деловые письма пишутся по установленной форме на напечатанных типографским способом бланках. Общепринятым является следующее расположение основных частей делового письма:

Wilson & Co., Ltd,
15 Leadenhall Street,
London, E. C. 3,
England.

5th May, 200...

Dear Sirs,

.....

Enc

Yours faithfully,
(signature)

Ex. 8. Read a typical business letter.

V/O ROSSIMPORT

19th February 200...

Kalyaev U1.5

Moscow 103006

Russia

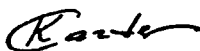
Dear Mr Medvedev,

I was very pleased to meet you on the 12th February and very much enjoyed our discussions.

Although we represent Flexibox as Consultants in Russia we are also able to supply many spare parts¹ from different manufacturers and we are very keen to establish a relationship with you².

I should like to take this opportunity to enclose a copy of our latest Product List which will give you some idea of a very wide range of products and equipment we are able to supply. I do hope you will not hesitate to send me enquiries for any spare parts which you wish to import from the UK.

I look forward to the pleasure of hearing from you soon.



Yours faithfully,
K. CARTER

¹ We are able to supply spare parts. — Мы можем поставлять запчасти.

² We are very keen to establish a relationship with you. — Мы очень хотим установить отношения с Вами.

UNIT III

WORKING ON THE TEXT

Read the letters and the dialogue.

A

THE CORRESPONDENCE CONCERNING THE PURCHASE OF FAX MACHINES

This is an enquiry for Fax Machines of Wilson Electronics, which were on display at the exhibition in Olympia.

Wilson Electronics, Ltd,¹
5, Rowson Street,
London, E. C.3,
England.

20th March, 200...

Dear Sirs,

Further to our conversation with your Sales Manager during the Exhibition of electronic equipment at Olympia in London we **shall be obliged** if you will send² us your **quotation** for the Model R 80 Fax Machines.

Please let us know if you can **supply** us with 20 Fax Machines and quote your best prices³. Delivery will be required within two months after we place the order. If you can guarantee **prompt** delivery and can quote really **competitive** prices we shall be able to place an order with your company.

We are looking forward to hearing from you⁴ soon and hope that our future business relations will be of **mutual benefit**.

Yours faithfully,
Rossimport

Here is a reply of the British company.

24th March, 200...

Dear Sirs,

Thank you for your enquiry of the 20th March 200... in which you **inform** us that you are interested in **purchasing** the Model R 80 Fax Machines from us. We **enclose** with the letter all **particulars concerning** the technical **characteristics** of this model.

Our company enjoys a first-class **reputation** and our products are exported to many countries. We have had to **develop** special features in our Fax Machines to **satisfy** market demands.

Our machines are widely known in many countries of Europe and Asia. We are happy to inform you that we can meet your quantity requirements and offer you 20 machines at the price of ... per unit. The price includes packing. We are sure that at this price our products are the best on the world market. We can promise the delivery in a month if we receive your order immediately. We hope **the above** information will be helpful. However, if further information is required, please do not **hesitate** to contact us. We hope you will be able to accept our offer and look forward to our future **discussions** with you.

Yours faithfully,
Wilson Electronics, Ltd

Enc⁵.

B

DISCUSSING THE PRICE PROBLEM

After Mr Borisov had studied the price for the Model R 80 Fax Machines he found that it was **somewhat** higher than the prices of other companies for **similar** types of Fax Machines. He decided to discuss the price with Mr Adams.

Borisov: Mr Adams, I'm sorry to say we cannot sign a contract with your company at this price. It's **unreasonably** high. We are **in close touch** with the world market and we know that your **competitors** are quoting lower prices.

Adams: You are **partly** right. It's true, the price is high, but you should **take into consideration** the fact that this model has been designed on the most modern lines⁶ and we can guarantee its **high reliability**.

Borisov: We know that. But **nevertheless** the price doesn't seem attractive. Will the **final price depend** on the number of machines we'll buy from you?

Adams: Right. If you **increase** your order to 25 machines we'll be able to give you a 2% discount on the price.

Borisov: I'm afraid the discount is too small. I expected at least a 4% discount.

Adams: Let me make some **calculations**. Well, Mr Borisov, 3% and not more as this **concession** leaves only a very small **profit** for ourselves.

Lesson 3

Borisov: In this case I'd like to discuss the matter with our people.
After that I'll be able to give you the final reply.

Adams: Good.

¹ **Ltd** — сокр. от **Limited** — акционерное общество с ограниченной ответственностью

² **We shall be obliged if you will send ...** — Мы будем благодарны, если Вы пришлете ... (в данном предложении глагол **will** употребляется как форма вежливой просьбы).

³ **best prices** — зд. самые низкие цены

⁴ **to hear from smb** — получить известие, письмо от кого-либо

⁵ **Enc.** = **Enclosure** — приложение

⁶ **It has been designed on the most modern lines.** — В конструкции были учтены самые современные тенденции.

Ex. 9. Say what you remember

a) from the first letter about:

- the type and the number of Fax Machines Rossimport was interested in buying;
- the delivery time the Buyers required.

b) from the second letter about:

- the reputation of Wilson Electronics Ltd;
- the price and delivery time which the company quoted.

c) from the dialogue about:

- the Buyers' opinion of the price which the Sellers quoted for the Fax Machines;
- the discussion of the discount on the price.

Ex. 10. Think and answer.

- A. 1. Why were the Buyers interested in the Fax Machines of the British company?
2. Why did the Buyers ask the Sellers to send them their quotation?
3. Why did the Sellers have to develop special features in the Fax Machines?
4. What further information can be required by Rossimport?

- B.** 1. Why does Wilson Electronics enjoy a first-class reputation?
 2. Why did the price depend on the number of fax machines?
 3. Why didn't Mr Adams offer a larger discount to the Buyer?
 4. Why did Mr Borisov want to discuss the matter with his people?

UNIT IV

WORKING ON WORDS

to supply smth to smb
to supply smb with smth

Ex. 11. Answer:

- | | | |
|---|---|-------------------|
| <p>A. What well-known companies supply</p> | <p>cars,
 washing machines,
 cookers,
 TV sets,
 furniture,
 clothes,
 shoes,
 sportswear</p> | <p>to Russia?</p> |
| <p>B. What countries does Russia supply with</p> | <p>oil,
 oil products,
 metals,
 diamonds ['daɪməndz]*?</p> | |
| <p>C. What goods are supplied to your company?
 What goods does your company supply the Buyers with?</p> | | |

to take into consideration (the fact that ...)

Ex. 12. Say what facts the Sellers / the Buyers take into consideration if they decide:

- to modify some models,
- to take part in the exhibition,
- to accept the price,

* diamonds — алмазы, бриллианты

Lesson 3

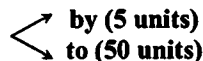
- to accept the goods on CIF terms,
- to give a discount,
- to increase the order,
- to place a repeat order,
- to increase the range of the goods they deal in.

to depend on smth / on some facts /
on how ... / on when ...

Ex. 13. Say what (factors):

- the success of any exhibition
- the delivery time
- the price for goods
- the demand for goods
- the size of an order
- the size of a discount
- the success of business
- the efficient operation of a computer / a TV set

depends on.

to increase 

Ex. 14. Suppose: You are going to buy 15 computers but the price is very high.

- a) Say by how many computers (to how many units) you are ready to increase your order to get a 2% (4%, 5%) discount.**
- b) Use the situation for other products: office desks, lazer printers, notebooks, office coffee machines, copiers, washing machines.**

Ex. 15. Translate into English.

1. Мы будем признательны, если Вы пришлете нам Ваше предложение на компьютер модели EC 10.

2. К письму прилагаем наши последние прейскуранты.
3. Благодарим Вас за Ваше письмо от 21 июля 200..., в котором Вы просите сообщить все подробности относительно цены и условий поставки.
4. С удовольствием сообщаем Вам, что мы внесли некоторые изменения в конструкцию машины.
5. В дополнение к нашему письму от 21 мая 200... мы сообщаем Вам, что г-н Грин, директор нашей фирмы, прибудет в Москву 26 мая и сможет посетить Вашу выставку.
6. Надеемся, что вышеупомянутая информация будет полезной для Вас.
7. Мы можем предложить Вам три компрессора по цене ... за каждый, ФОБ Санкт-Петербург. Цена включает упаковку.
8. Наши машины — высокого качества, имеют отличные технические характеристики и надежны в эксплуатации.

* * *

Россимпорт,
Москва

Лондон, 10 октября 200...

Уважаемые господа!

Мы получили Ваше письмо от 29 сентября 200..., в котором Вы сообщаете, что не можете принять наши цены, так как находите их выше цен наших конкурентов, и просите предоставить Вам скидку в 7%. К сожалению, мы не можем этого сделать. Как Вам известно, наши станки имеют высокие технические характеристики, в их конструкции учтены все современные принципы, на них легко работать, и они надежны в эксплуатации.

Кроме того, мы внесли ряд изменений в модель АВ, которая Вас особенно интересует. Мощность этой модели возросла по сравнению с мощностью предыдущей модели, и спрос на нее очень велик. Как видите, мы не можем согласиться с тем, что наши цены не обоснованны. Однако, если Вы можете увеличить свой заказ до 15 станков, мы можем предоставить Вам скидку в 5%.

С нетерпением ждем Вашего ответа.

С уважением,
Смит энд К°.

Ex. 16. Write letters in accordance with the situations.

1. Inform the company that you are the Buyers of chemical equipment and you would like to receive their quotation and the latest catalogues.
2. Let the company know that their terms of payment and delivery suit you. But you cannot place an order with them as their prices are too high.

UNIT V

KEY STRUCTURES AND SPECIAL POINTS

WORD-BUILDING

Ex. 17. a) Complete and translate.

beautiful <i>adj</i>	+ ly =	beautifully <i>adv</i>
week <i>n</i>	+ ly =	weekly <i>adv</i>

1. peaceful → ...
2. fruitful → ...
3. slow → ...
4. day → ...
5. quiet → ...

b) Complete the sentences.

1. We'll give the problem our close **attention**. We'll study it
2. His French is very **bad**. He speaks this language
3. It's a **slow** train. It runs
4. Our company receives much mail every **day**. Much attention is given to the mail
5. We provide **wide** advertising for our goods. We advertise them
6. She is a **quiet** person. She **speaks** ... but everybody listens to what she says.
7. The company is a **regular** Buyer of shoes from Germany. They place orders for shoes
8. The Sellers can guarantee **prompt** delivery of the goods. They are ready to deliver the goods

ARTICLES

Ex. 18. a) Supply articles or possessive pronouns where necessary.

1. We have been ... regular buyers of ... computers from this company for many years.
2. ... machines which we have bought from IML have ... excellent technical characteristics.
3. ... reliability is one of ... most important features in ... performance of ... machines.
4. ... reliability of ... Model AC 30 machines is very high.
5. We enclose with ... letter all ... particulars concerning ... technical characteristics of ... model.
6. ... technical characteristics of ... machines are not as good as we expected.
7. We are sure ... above information will be helpful to you.
8. We are interested in receiving ... various information concerning ... situation on ... world market.

* * *

Dear Sirs,

We thank you for your enquiry of ... 5th May for ... Lazer Printers. We are enclosing ... catalogues with ... technical characteristics of ... new model. ... price of each unit is £ ... CIF Murmansk. ... price includes ... packing. ... payment is to be made by ... Letter of Credit which you are to open with ... Moscow Narodny Bank. We are glad to inform you that on ... orders for 200 Printers and more we can give you ... special discount of 5%.

Since we have taken very large orders at ... exhibition we are sorry to say that we cannot promise ... prompt delivery even if we receive ... order in ... very near future.

We hope to hear from you within ... next few days.

Yours faithfully,
Lester W. Smith

b) What can you say about:

- the price for the printers and the terms on which they are offered;
- the reason why the company cannot promise prompt delivery of their printers.

TENSE AND VOICE

Ex. 19. Supply the correct forms of the verbs.

1. The goods can (to deliver) only six months after we (to sign) the contract.
2. From the quotation which (to enclose) with the letter you (can, to learn) all particulars concerning the model.
3. New features (to develop) in our machines recently, and now they quite (to satisfy) the market demands.
4. Export packing (to be, to include) into the price.
5. A Letter of Credit (to be, to open) after you (to receive) our Notification of Readiness.
6. The capacity of the pumps (must, to increase) in the shortest possible time.
7. The shipment of compressors (can, to make) from St. Petersburg within three weeks after your order (to receive).
8. The customers (must, to supply) with the first lot of the goods in June this year.
9. We (can, to supply) the new model to your company at the price of ... per unit.

PREPOSITIONS

Ex. 20. Supply the correct prepositions.

1. We enclose ... the letter our quotation ... telephone equipment.
2. Further ... our telephone talk ... your Mr Smith we will be obliged if you will send us all particulars ... the Model CB machines.
3. We thank you ... your offer ... the 23rd March ... pumps ... the delivery ... June.
4. The compressors can be delivered ... Odessa two weeks after we sign the contract.
5. We are ... close touch ... the world market and know perfectly well the prices ... this type ... machine.
6. You should take ... consideration the fact that the reliability ... these compressors is different ... that ... the previous model.
7. The price depends ... the quantity ... the cookers you will order ... our company.

* * *

Dear Sirs,

Your company has been recommended ... us ... Brown&Co. ... whom we have been doing business ... ten years. We shall be obliged ... you if you enclose ... the letter your catalogues and current quotation ... all particulars ... the technical characteristics, prices, terms ... payment and delivery. We are looking forward ... your reply.

Yours faithfully,
Rossimport

THE WORDS YOU MIX UP

Ex. 21. Choose and use.

a) **to make, to do**

- to ... a reservation
- to ... a law
- to ... one's best
- to ... an appointment
- to ... a cup of coffee
- to ... progress
- to ... business
- to ... payment
- to ... a contract
- to ... a test
- to .. the shopping
- to ... profit
- to ... a tour
- to ... one's choice
- to ... an impression

b) **to expect, to wait (for)**

1. Why are you so late? I ... you for an hour and a half.
2. Please ... me here.
3. Come in, please. The President ... you.
4. I didn't ... you today. I thought you were coming tomorrow.
5. We didn't ... the company would increase their order to 25 machines.
6. We ... the bus for half an hour.

7. — What discount do you ... to get from the company?
— We ... at least a 5% discount.
8. We ... to sign the contract yesterday, but we couldn't settle some important problems, so we'll sign it tomorrow.

UNIT VI

SPEECH EXERCISES

Ex. 22. a) Read the letters.

Brown&Co.,
12 Morgate Street,
London E. C. 2,
England.

2nd July, 200...

Dear Sirs,

Further to the recent discussions we had with Mr Otten from Brown&Co. in London we would be grateful to you if you will send us your new catalogues for the latest model of Refrigerator. If you can guarantee prompt delivery and can quote really competitive prices we shall be able to place an order with you for 250 Refrigerators.

Delivery will be required within a month after the contract is signed. As the matter is urgent please let us have your reply as soon as possible.

Yours faithfully,
Rossimport

* * *

Rossimport,
Moscow,
Russia.

10th July, 200...

Dear Sirs,

We thank you for your letter of the 2nd July 200.. in which you inform us that you are interested in purchasing our Refrigerators.

It gives us a great pleasure to enclose with the letter our catalogues in which you will find all the technical characteristics of the model you require. We are pleased to offer you 250 Refrigerators at the price of £ ... per unit CIF St. Petersburg. The price includes packing.

We hope you will find our price competitive. We are sure that at this price our Refrigerators are the best on the world market.

Unfortunately we cannot promise delivery earlier than the end of September as we are heavy with orders now.

We hope to hear from you within the next few days.

Yours faithfully,
Brown&Co.

b) Summarize the letters.

c) Think and answer.

1. Why was the Russian company interested in the refrigerators of Brown&Co.?
2. Why were the refrigerators of Brown&Co in demand on the market?
3. How can the problem of the delivery time be settled?

Ex. 23. a) Read the dialogue.

Mr Brayntsev, the director of the supermarket "House and Garden", visited the International Exhibition "Gardening-200..." which was held at the Crocus Expo Centre. He was interested in the latest models of grass mowers. The display of the British company "Blueberry Ltd" attracted his attention.

At the commercial centre of the exhibition he met Mr Smith, a representative of the company.

Brayntsev: Can you supply our supermarket with the latest model of your mower?

Smith: It depends on the time. When do you require them?

Brayntsev: In the first half of May.

Smith: Unfortunately we shan't be able to deliver them before the end of May. The summer season is coming and we are heavy with orders.

Brayntsev: I think I'll agree to that if the machines are delivered without delay.

Smith: We can guarantee that. Our price is ... per unit. The price includes export packing.

Brayntsev: Oh, the price is rather high. I know the prices for similar models of other companies. They are lower than yours.

- Smith:* But you should take into consideration the high quality of our model and its high reliability. It is compact, easy in operation and looks very attractive. We are sure that at this price our model is the best on the world market now.
- Brayntsev:* Can you give us a discount if we order ... 250 mowers from your company?
- Smith:* I think we can, although we shan't be able to do much. I promise to **look into the matter** first thing tomorrow and I'll get in touch with you in the afternoon.

* a grass mower ['mouə] — газонокосилка

b) Sum up the dialogue.

c) Reproduce the telephone conversation between Mr Brayntsev and Mr Smith concerning the price for the mowers the next day.

Ex. 24. Give extensive answers.

1. Why is it necessary for trading organizations to be in close touch with the world market?
2. What information can be found in offers?
3. In what cases do the Buyers agree to increase an order?
4. In what cases do prices go up?
5. In what cases can a discount be given?
6. In what cases can't the Sellers offer goods for prompt delivery?

Ex. 25. Give your viewpoints.

1. The Sellers can always meet the Buyers' quantity requirements.
2. Orders are usually placed with the companies who quote the lowest prices.

Ex. 26. a) Read the text.

In 1998 a student in New York, Chodory by name, started an unusual business. In his University he opened "a room of sleep" for students who wanted to have a short rest between lectures. A visit to the room cost 1 dollar.

The room was very popular and a year and a half later Chodory opened "The Centre of Sleep" in the Empire State Building. The Centre was equipped with special armchairs for sleep which were purchased at the price of \$ 13 000 per unit.

Bankers and businessmen from the near-by offices became the regular visitors of the Centre. The visit took about 50 minutes and included lunch which was served to those who ordered it in advance.

The Centre had been operating for 2 years before it began to bring profit. The profit has doubled each year since then.

It seems profitable to sell sleep, doesn't it?

b) Discuss the text. Say if you agree with the last sentence. Do you know similar success stories?

Ex. 27. a) Read the story.

SHOEMAKER

Mr Gessler was a shoemaker who made shoes first for my father and then for me. He had a small shop with no sign on the door to attract people's attention. But his customers ordered shoes only from him. They knew that they couldn't get more comfortable shoes from any other shoemaker.

I often wondered if it was difficult to make shoes and Mr Gessler's answer was always the same: "It's an art." He was a really talented man. He made wonderful shoes, he made them quickly and the price was quite reasonable. I enjoyed each visit to his shop. But I didn't have to call at the shop very often as his shoes were always of high quality, fitted me perfectly and I wore them for a long time.

Once I called on him in a pair of shoes which I had bought in a large shop when I was on a business trip in a foreign country. He took my order and all the time he was looking at my shoes. At last he said: "Those are not mine".

I explained to him where the shoes came from. "Big companies ... their products are not very comfortable and not very reliable. They take our clients [klijənts] from us because of wide advertising, not because of the quality of their work. It seems people don't want good shoes any more. I'm afraid soon I'll have no orders."

Suddenly I understood how difficult his life was. He couldn't be a competitor to big well-known companies who produced shoes and made much profit. I tried to explain to him why I had bought these shoes but he didn't listen to me. He looked very unhappy and I was so sorry for him that I ordered more pairs than I wanted.

... Time flew. When I came to the shop a year later I was surprised to find another name which was painted on the door. The sign was very

colourful and attractive. It said that here worked a shoe-maker who was making shoes for the Royal Family. I decided to come in to find out what had happened to Mr Gessler.

A young man in a well-made suit met me.

"Do you want shoes, sir? We can make anything you want." "No," I answered, "I'd like to know if Mr Gessler works here."

"Oh, poor man," the shoemaker said, "he died a few months ago." And he told me that Mr Gessler had to sell the shop as it became too expensive for him to keep it. "What can you expect of a man with his ideas? He never advertised his shoes though nobody in London could make shoes of better quality. I feel really sorry for him."

I could not stay in the shop any longer and left.

(After J. Galsworthy)

b) Say what you remember about:

- Mr Gessler and the shoes he made;
- his ideas about how to do business and how to be a success in business;
- the new shopowner's story about the end of Mr Gessler's business.

c) Think and answer.

1. Why was there no sign on the door of Mr Gessler's shop?
2. Why was Mr Gessler's life very difficult?
3. Why did the writer enjoy visiting Mr Gessler's shop?
4. Why couldn't the writer stay in the shop any longer?

d) Give your viewpoints.

1. An individual producer can't be a competitor to big companies.
2. Good advertising is a key to successful trade.

UNIT VII

VOCABULARY

1. **concerning** [kən'sə:nɪŋ] *prep* — относительно, касательно
e.g. We've received some letters concerning the latest models of TV sets.

2. **further** ['fə: ðə] *adj* — дальнейший, дополнительный
further to ... *adv* — зд. в дополнение к ...
e.g. Further to our talk at the fair we would like to ask you to send us your latest catalogues for Model AB.
3. **to oblige** [əb'laidʒ] *v* — 1. делать одолжение
to be obliged to smb for smth — 2. быть признательным кому-либо за что-либо
e.g. We are obliged to you for your offer.
4. **to supply** [sə'plai] *v* — поставлять, обеспечивать; снабжать
to supply smth to smb
to supply smb with smth
5. **prompt** [prɒmpt] *adj* — немедленный, срочный
syn.: urgent, immediate
prompt | delivery
 | shipment
 | payment
for prompt delivery — с немедленной поставкой
e.g. We require the goods for prompt delivery.
6. **a quotation** [kwou'teɪʃən] *n* — котировка, расценка
to provide a quotation — предоставлять котировку
7. **competitive** [kəm'petɪtɪv] *adj* — конкурентоспособный
competitive | price
 | goods
8. **mutual** ['mju:ʃuəl] *adj* — взаимный
mutual | relations
 | friendship
 | business
9. **benefit** ['benɪfɪt] *n* — выгода, польза
to be of mutual benefit — быть взаимно выгодным
e.g. We hope business relations between our companies will be of mutual benefit.
10. **to inform** [ɪn'fɔ:m] *v* — сообщать, информировать
to inform smb of smth
e.g. The company informed us of their new model.
syn.: to let smb know

11. **to purchase** [ˈpɜ:tʃəs] *v* — покупать
to purchase | **furniture**
| **cars**
| **equipment**
e.g. Have you ever purchased goods from Brown&Co?
syn.: to buy
12. **to enclose** [ɪnˈkloʊz] (with) *v* — прилагать (к)
to enclose | **documents**
| **catalogues**
| **a quotation**
e.g. We enclose our catalogues with the letter.
13. **particulars** [pəˈtɪkjʊləz] *n* — подробности
e.g. We are interested in all particulars concerning Model AB.
syn.: details
14. **characteristic** [kærɪktəˈrɪstɪk] *n* — характеристика, характерная особенность
e.g. We have studied the technical characteristics of the compressor.
15. **a reputation** [ˌrepjuːˈteɪʃn] *n* — репутация, доброе имя
16. **to develop** [dɪˈveləp] *v* — 1. развивать
to develop | **trade** | **relations**
| **business**
to develop cooperation
e.g. We are interested in developing business relations with your company.
— 2. вводить, разрабатывать, создавать
e.g. We have developed new features in our machines.
17. **a feature** [ˈfi:tʃə] *n* — особенность, характерная черта
18. **to satisfy** [ˈsætɪsfaɪ] *v* — удовлетворять
to satisfy | **the requirements**
| **the demand**
19. **above** [əˈbʌv] *adj* — вышеупомянутый
e.g. We hope the above information will be helpful to you.

- | | | |
|--|---|-----------------------------------|
| the above | information
contract
talks | |
| 20. to hesitate ['hezɪteɪt] <i>v</i> | | — колебаться |
| 21. discussion [dɪs'kʌʃn] <i>n</i> | | — 1. обсуждение |
| <i>syn.:</i> talks | | — 2. переговоры |
| 22. somewhat ['sʌmwət] <i>adv</i> | | — несколько, до некоторой степени |
| <i>e.g.</i> Your price is somewhat high. | | |
| 23. similar ['sɪmlə] <i>adj</i> | | — подобный, аналогичный, похожий |
| similar to smth | | |
| <i>e.g.</i> Can you offer any model similar to Model AB? | | |
| 24. unreasonably | | — необоснованно, непомерно |
| [ʌn'reɪznəblɪ] <i>adv</i> | | |
| <i>e.g.</i> Your prices are unreasonably high. | | |
| 25. to be in touch (with) | | — быть в контакте (с) |
| <i>e.g.</i> Our company is in close touch with the world market. | | |
| 26. a competitor [kəm'petɪtə] <i>n</i> | | — конкурент |
| 27. partly ['pɑ:tlɪ] <i>adv</i> | | — частично |
| 28. to take into consideration <i>v</i> | | — принимать во внимание |
| 29. reliability [rɪ,lɪə'bɪlɪtɪ] <i>n</i> | | — надежность, прочность |
| the reliability of the | company
model
equipment | |
| <i>e.g.</i> The reliability of our machines is very high. | | |
| 30. nevertheless [,nevədə'les] <i>adv</i> | | — тем не менее |
| 31. to seem <i>v</i> | | — казаться |
| <i>e.g.</i> It seems good to me. | | — Мне кажется это правильным. |
| 32. final ['faɪnəl] <i>adj</i> | | — окончательный |
| the final | test
price | |
| 33. to depend [dɪ'pend] <i>v</i> | | — зависеть |
| to depend on (upon) | | |
| <i>e.g.</i> The final price will depend on the number of the machines. | | |
| 34. to increase [ɪn'kri:z] <i>v</i> | | — увеличивать, увеличиваться |
| to increase to | | — увеличивать до |
| to increase by | | — увеличивать на |

Lesson 3

e.g. We can increase our order to 20 machines. We cannot increase our order by 20 machines.

- | | |
|---|-------------------------------|
| 35. calculation [ˌkælkjuˈleɪʃn] <i>n</i> | — расчет, вычисление |
| to make calculations | — подсчитать, сделать расчеты |
| 36. concession [kənˈseɪʃn] <i>n</i> | — уступка |
| to make a concession | — делать уступку |
| 37. profit [ˈprɒfɪt] <i>n</i> | — прибыль |
| to make (a) profit | — получать прибыль |
| 38. unfortunately [ʌnˈfɔːtʃnɪtli] | — к сожалению |

LESSON 4

Grammar:	Complex Object (сложное дополнение).
Subject for Study:	Radio and Television.

UNIT I

GRAMMAR

COMPLEX OBJECT

SECTION I

COMPLEX OBJECT WITH THE VERBS TO WANT, TO EXPECT, SHOULD/WOULD LIKE

READ, STUDY AND PRACTISE.

- a) *Bill:* I expect you to come to the office earlier tomorrow.
Nancy: When do you expect me to come?
Bill: At 8.30.
- b) *Susan:* Why have you bought a French textbook?
Nelly: I want my son to learn French.
- c) *Brown:* What else can I do for you, Mr Stepanov?
Stepanov: I'd like you to give me your contract form, if possible.



После глаголов **to want, to expect, should/would like** употребляется конструкция **Complex Object** (сложное дополнение), состоящая из местоимения в объектном падеже или существительного, обозначающего лицо или предмет, и инфинитива глагола, который выражает действие, производимое этим лицом или предметом.

Сравните:

- I'd like to do this job as soon as possible. — Я хотел бы сделать эту работу как можно скорее.
- I'd like the secretary to do this job as soon as possible. — Я хотел бы, чтобы секретарь сделала эту работу как можно скорее.

Ex. 1. Read the example.

We expect Mr Smith to arrive tomorrow.

a) Say what the Buyers usually expect (want) or don't expect (want) the Sellers to do:

- to deliver the goods promptly;
- to provide shipping facilities;
- to give big discounts;
- to modify their models;
- to quote competitive prices;
- to enclose price-lists with their letters.

b) Say what the Sellers usually expect (want) or don't expect (want) the Buyers to do:

- to visit their stands at exhibitions;
- to study their advertising materials;
- to place big orders;
- to increase orders (if discounts are given);
- to place repeat orders;
- to be in close touch with them;
- to be satisfied with transactions.

c) Say what any director wants the employees of the company to do:

- to come to the office on time;
- to answer the mail without delay;
- to visit fairs and exhibitions;
- to be in touch with the world market;
- to go on business when it's necessary;
- to get good discounts from the Sellers.

Ex. 2. Ask and answer.

**Example: — The Sellers didn't change the delivery terms. (How...?)
— How did you expect them to change the terms?**

1. The businessmen did not discuss the price at the talks yesterday. (When ...?)
2. The Sellers haven't modified their old model yet. (When ...?)
3. The manager hasn't given instructions for the future talks. (What instructions ...?)
4. The secretary promised to make an appointment in a few minutes. (With whom ...?)

5. Our businessmen are going to visit the exhibition at the Expo Centre. (What stands ...?)
6. The Sellers asked the Buyers to increase the order. (How ...?)
7. The company will introduce some new products to the market. (What products ...? When ...?)
8. The Sellers will enclose some documents with their letter. (What documents ...?)
9. I'm sorry to say the Sellers didn't give us any discount. (What discount ...?)
10. Alice hasn't come back from the business trip to Helsinki. (When ...?)

SECTION II

COMPLEX OBJECT WITH THE VERBS TO HEAR, TO SEE, TO WATCH, TO NOTICE, TO FEEL

READ, STUDY AND PRACTISE.

1. I heard Jane come in some minutes ago.
2. We watched the train leave the station.
3. Mrs Blake watched the children playing in the garden.
4. I heard somebody calling my name.



Конструкция **Complex Object** употребляется также после глаголов восприятия: **to see, to hear, to watch, to notice, to feel**.

Если мы говорим о восприятии уже совершившегося (законченного) действия, мы употребляем инфинитив без частицы **to** (см. примеры 1, 2). Если же восприятие действия происходило в момент его совершения, вместо инфинитива употребляется **Participle I** (см. примеры 3, 4).

Ex. 3. a) Read the examples.

1. I've heard Stella sing folk songs on television, and I enjoyed it very much.

b) Say what popular singers you have heard sing lately.

2. I've seen Jane dance in a new ballet. She was wonderful.

c) Say what ballerinas (ballet-dancers, actresses, actors) you have seen dance or act lately and what you thought of their performance.

3. When I came to the beach I saw a lot of people swimming.

d) Say what people were doing when you came to:

the post-office; the department of ready-made clothes; the commercial centre of the exhibition; the departure lounge of the airport; the exhibition of Russian artists; the office yesterday morning, etc.

4. I heard the manager say that the plant had just started producing a new model of pumps.

e) Say what you heard your colleagues say about:

the latest exhibition; the quality of the new equipment; their business trip; their visit to the manufacturing plant; the latest talks, the goods the company bought / sold; the offer from the (British) company.

Ex. 4. Combine the sentences as in the examples and write them.

- 1. — The Director made a speech at the meeting. I heard it.
— I heard the Director make a speech at the meeting.**
- 2. — The Director was making a speech. We heard it.
— We heard the Director making a speech.**

1. The businessmen were discussing the performance of the machine. Mr Dunn heard this.
2. Borisov bought some postcards at the post office a few minutes ago. I saw him.
3. The manager said we would buy some computers from BML. We heard this.
4. Mr Brown promised to deliver the machines promptly. Our manager heard this.
5. Every year the Lord Mayor drives through London streets. A lot of Londoners watch him.
6. A lot of young people were eating hamburgers and drinking Coca-Cola. Lora saw them in McDonald's.
7. Somebody was standing near the door. I felt it.
8. Betsy was waiting for a bus. I saw her.

Ex. 5. Translate into English.

1. Когда г-н Смирнов был в командировке в Америке, он часто слушал радио. Он не ожидал, что большинство радиопередач будут интересными.
2. Российское телевидение получило много писем от телезрителей. Они хотели бы, чтобы больше популярных актеров приняли участие в новогодней передаче.

3. Каких актеров вы хотели бы увидеть в воскресной программе? Мне хотелось бы, чтобы молодые актеры приняли участие в этой передаче.
4. Вам понравилось вчерашнее представление? — Не очень. Мы не ожидали, что оно будет таким скучным.
5. Мы видели, как машина Президента подъехала к зданию.
6. Мы слушали, как актер рассказывал о своей работе на телевидении.
7. Я не видел, чтобы кто-нибудь вышел из здания.
8. Стендист наблюдал, как посетители осматривали (to examine) экспонаты.
9. Когда Нина вошла в здание аэропорта, она слышала как кто-то сказал, что рейс в Нью-Йорк задерживается.
10. Мы не ожидали, что продавцы назначат такую высокую цену.

UNIT II

WORKING ON THE TEXT

Read the text.

A

TELEVISION IN GREAT BRITAIN

The average British person spends about 75 hours a week with television, radio, newspapers and magazines. All these sources of information and entertainment have become part of daily life in GB. The most popular of them is, of course, watching TV.

In London people have a choice between a few TV channels: BBC 1¹, BBC 2 and some commercial channels. The BBC is **neutral and independent**. It gets **money** from the sale of licenses to all people who own a television.

There is no advertising² on any BBC programme. **On the contrary**, commercial television which is called IBA³ gets its money from advertising. The programmes on this channel are **financed** by different companies, which, however, do not have anything to do with the arrangement or **content** of these programmes. They just "buy time" to advertise their products and the viewers of IBA have to watch advertisements for **petrol, washing powder, soap** and many other items every 15 minutes between and during programmes.

Different types of TV programmes can be seen in Great Britain. News is **broadcast** at regular intervals and there are discussions of **current** events, both national and international. Operas, ballets, plays, music concerts and variety shows are presented at various times. **Broadcasts** for schools are produced on five days of the week and in the late afternoon and early evening TV shows special programmes for children. In the evenings and at weekends there are broadcasts of sports events. A large part of TV time is often **occupied** with **serials** — films which appear on television in parts daily or at intervals, and by “talk shows”.

Soap operas (or “soaps”) are still very popular, but now “docu-soaps”⁴ or reality shows **dominate** the TV programmes and attract millions of viewers. With reality TV has come interactive TV when the **winners** of discussions and contests are chosen by viewers by vote. This model **has been followed** by elimination shows⁵ in which viewers decide who of the participants stay and who of them will have to leave the show.

The channels of British television keep people informed about current events, the latest achievements in science and culture and offer some programmes which are both **informative** and **entertaining**. But they also offer a lot of **trivial** TV programmes the poor quality of which is **criticized** by viewers. There is also **serious concern** about the negative **effects** of some TV shows in which **scenes of violence** and **crime** are presented.

B

TALKING ABOUT RADIO PROGRAMMES

Borisov: Mr Adams, I'd like you to tell me about radio programmes in your country.

Adams: I'll be glad to.

Borisov: At what time do radio programmes start every day?

Adams: At 5 or 6 in the morning and they last till 1 or 2 a. m.

Borisov: Are there many stations in Great Britain?

Adams: Five. I suppose Radio 1 is the most popular with a lot of disk-jockey programmes⁶. It broadcasts **continuous** pop music and news.

Borisov: I've heard people say that the programmes on Radio 1 and 2 are very similar. Is that true?

Adams: Well, yes, they are not very **different** from each other. Radio 2 broadcasts concerts of **light music** and **jazz**, short plays, **quizzes**.

Borisov: Quizzes? Is it the name of the programme?

- Adams:** Right. A quiz programme is a question-and-answer competition which offers money or other prizes to winners.
- Borisov:** Can you listen to quizzes on Radio 3 and 4?
- Adams:** Oh no, these stations are more "highbrow"⁷. Classical music, political discussions, educational programmes — that kind of thing. And on Radio 5 you can listen to such programmes as World Service, the World Today, sports programmes and Health Service⁸. It also broadcasts together with BBC 2 teaching programmes and lectures which are called the Open University (OU). And the BBC World Service with over 50% of listeners broadcasts around the world in English and other languages.

¹ **BBC, the British Broadcasting Corporation** [kɔ:pə'reɪʃn] — Британская радиовещательная и телевизионная корпорация (Би-би-си)

² **advertising** — реклама (в собирательном смысле)

³ **IBA, Independent [ɪn'dɪpəndənt] Broadcasting Authority**

⁴ **a docusoap** ['dɔkjusoʊp] — документальный сериал, "документальное мыло"

⁵ **an elimination show** [ɪlɪmɪ'neɪʃn] — шоу на выбывание (когда по ходу шоу из него выбывают участники)

⁶ **disk-jockey** ['disk 'dʒɔki] **programme** — радиопередача, составленная из музыкальных произведений в записи

⁷ **"highbrow"** ['haɪbraʊ] **stations** — каналы, передачи которых имеют интеллектуальный характер

⁸ **Health Service** [helθ] — (зд.) передачи на медицинские темы

NOTE THE PRONOUNCIATION:

¹ **neutral** ['nju:trəl] *adj*

² **to dominate** ['dɒmɪneɪt] *v*

³ **jazz** [dʒæz] *n*

Ex. 6. Speak about:

A

1. The popularity of TV in GB. The main TV channels and the organization of their work.
2. Various programmes which are shown on British TV.
3. The positive and negative features of British television.

B

1. Programmes on Radio 1 and 2.
2. The programmes which are broadcast on Radio 3 and 4.

Ex. 7. Explain:

What is	a talk show?
	a soap opera?
	a docusoap?
	an interactive show?
	an elimination show?
	a quiz radio programme?
	a "highbrow" station?

Ex. 8. Think and answer.

A

1. Why are a lot of programmes of poor quality shown on British TV?
2. What negative effects have the scenes of violence and crime on TV viewers?
3. Is it pleasant for a viewer when a programme stops for advertisements? Why?

B

1. Why is Radio 1 the most popular station in Great Britain?
2. Why does Mr Adams call programmes on Radio 3 and 4 "highbrow"?

UNIT III

WORKING ON WORDS

to have a good (bad, negative)
effect on smb / smth

Ex. 9. a) Read the example.

A good rest in the open air has a good effect on people.

b) Say what effect it will have on people and why if they:

eat too much; read many informative books; smoke heavily; watch too many TV shows; do a lot of sports; often travel to foreign countries; work on the computer the whole day; sleep very little; make a lot of money.

to be different from

Ex. 10. a) Read the example.**The A 50 Model is different from the A 40 Model.
It is of higher quality.****b) Compare in the same way:**

supermarkets and small shops; the Metropol and the Radisson Hotels; restaurants and self-service cafeterias; the new and the old districts of Moscow; the Pushkin Fine Arts Museum and the Tretyakov Art Gallery; the architecture of old and new Russian cities; the programmes on Channel 1 and the Channel "Culture" on Russian TV; a visit to some country (city) on business and for pleasure.

Ex. 11. Translate into English.

1. Радио и телевидение оказывают огромное влияние на жизнь миллионов людей. Передачи держат нас в курсе всех событий в стране и за рубежом. Мы можем посмотреть спектакли, фильмы и концерты, а также наиболее интересные спортивные состязания.
2. Много зарубежных фильмов и телевизионных программ показывается по российскому телевидению. Российское радио часто передает концерты классической и легкой музыки.
3. Американские фирмы, которые финансируют телевидение, решают, какие программы должны быть показаны телезрителю.
4. Сцены преступлений, которые часто показываются в американских телевизионных фильмах, оказывают отрицательное влияние на молодежь. В стране растет преступность, и газеты полны сообщений о преступлениях.
5. Утренние программы телевидения в Англии отличаются от вечерних программ. В утренние часы часто показывают "мыльные оперы", которые смотрят, в основном, домашние хозяйки и которые спонсируются (sponsor) производителями бытовых товаров.

UNIT IV

KEY STRUCTURES AND SPECIAL POINTS

WORD-BUILDING

Ex. 12. a) Complete and translate.

music, culture *n* + **al** = musical, cultural *adj*

1. tradition → ...
2. architecture → ...
3. agriculture → ...
4. education → ...
5. centre → ...

b) Complete the sentences.

1. This old building is in the **centre** of the city. The ... part of the city is very old.
2. The exhibition shows the latest achievements in **agriculture**. This is an ... exhibition.
3. You will enjoy the **music** in this film. It's a very good ... film.
4. British television plays a great role in the **education** of people. A lot of ... programmes are broadcast on its channels every day.
5. Summer is a favourite **season** of many people. Fresh vegetables from gardens and fields are ... products.
6. He is the Minister of **Finance**. The ... situation in the country is very good at the moment.

ARTICLES

Ex. 13. Supply articles where necessary.

1. ... time plays ... important role in ... daily life of ... business people. They usually say that ... time is ... money.
2. ... money is on the table. Go and buy some food with it.
3. ... Russian television programmes show a lot of documentaries about ... history and ... present events in ... field of ... culture.
4. A lot of books have been written about ... Greek culture.
5. My friend has studied ... culture of old Russia.

6. ...channels of Russian television offer a lot of programmes which are both informative and entertaining.
7. ... new serials are often broadcast on ... Channel 1.
8. "Coronation Street" was one of ... most popular soaps on ... British television. It was shown 4 times a week and attracted ... audience of 12—13 million. Among ... viewers was ... British Queen.
9. ... success of J.K. Rowling's "Harry Potter" books has been one of ... most talked about and unexpected success stories. Many parents and teachers were as impressed by ... books as ... children, and ... bookshops had to deal with ... great demand for Harry Potter series.

TENSE AND VOICE

Ex. 14. Supply the correct forms of the verbs.

1. The current theatre season in St. Petersburg (to be) very interesting. The theatre (not to put on) so many new performances during one season for a long time.
2. One of the most interesting documentaries which (to show) on British television last year (to be) a programme about a homeless family. But it (not to change) anything. Things (not to get) better since that time and the problem of homeless people (to be) even worse today.
3. I heard people say that there (to be) a pop concert from the Square of Stars on television in the evening.
4. There are a lot of actors who (to try) to get popular for a long time and who (to become) famous after they (to take part) in television serials.

PREPOSITIONS

Ex. 15. Supply prepositions where necessary.

1. Television programmes keep people informed ... the latest achievements ... different fields.
2. Everybody knows that television is a very good way ... entertainment. But people begin to depend too much ... it; they don't often go out and they speak ... each other less.
3. — Which is the most interesting TV channel?
— We have a choice ... 15 channels, but I usually watch programmes ... Channel 1.
4. — What do you watch most often ... TV?
— I prefer sports programmes ... anything else.

5. News ... the radio is broadcast ... regular intervals ... the whole day.
6. A lot ... TV viewers ... the USA say that crime films which are shown ... television have a negative effect ... young people.
7. There is no advertising ... the Channel "Culture". ... the contrary, the viewers ... other channels have to watch numerous advertisements ... programmes.
8. A lot of TV time is occupied ... trivial programmes which are nevertheless watched ... millions ... viewers.

THE WORDS YOU MIX UP

Ex. 16. Choose and use.

to learn, to find out

1. I was glad to ... that there would be some "live" [laiv] broadcasts from the Cannes Film Festival.
2. I'd like you to ... when the businessmen from IML are to arrive in Moscow.
3. You can ... quite a lot if you watch educational programmes on TV.
4. During their visit to the Exhibition of Electronic equipment our businessmen ... all the particulars concerning the new models.
5. We phoned the Odeon Cinema to ... what film they were showing.
6. Please ... if any sports competition will be shown on TV tonight.
7. I often watch the weekly programme "In the World of Business" and I always ... a lot of interesting things from it.
8. I'd like ... how many trains leave for St. Petersburg in the evening.

UNIT V

SPEECH EXERCISES

Ex. 17. a) Read the dialogue.

John and Henry, two Englishmen, are speaking about radio programmes.

John: How often do you listen to the radio?

Henry: We usually **switch on** to the morning news and it often stays on till I leave for the office.

- John:* Don't you listen to any concerts?
- Henry:* Sometimes, when there is a programme that we like, but we don't like anything too highbrow.
- John:* You don't mean to say you listen to all the variety programmes?
- Henry:* No, only to the best ones.
- John:* My wife says she often listens to the radio during the day while she is doing her housework. She has even listened to the school broadcasts and learned quite a lot of interesting things.
- Henry:* Doesn't she watch television in the day-time?
- John:* No, she is too busy for that.

b) Reproduce the dialogue.

c) Say:

1. Which source of information is fuller — the radio or TV?
2. From which source do you prefer to get information about important political events?

Ex. 18. a) Read the TV evening programme.

CHANNEL 4

- 6.0 BIG WORLD.
- 7.0 NEWS.
- 7.55 BOOK CHOICE. Richard Rayner discusses Gore Vidal's novel "Hollywood."
- 8.0 THE ART OF PLEASING PEOPLE.
- 8.30 WALKIE-TALKIE. Muriel Gray talks to Glenda Jackson on a walk around London.
- 9.0 EMPTY NEST.
- 9.30 A GARDENERS' GUIDE.
- 10.0 THE GOLDEN GIRLS. Dorothy has problems.
- 10.30 HYSTERIA 2. Benefit for World Aids Day* recorded in September in London.
- 12.30 HIT ON 4: Foreign Correspondent. Espionage thriller starring Joel McCrea, Laraine Day and Edmund Gween.
- 2.45 CLOSE.

* World Aids [eidz] Day — Всемирный день борьбы со СПИДОМ

b) Say:

1. What programmes are to be broadcast on Channel 4?
2. What do you think is the content of each programme?

Ex. 19. a) Read the text.

WHO CONTROLS THE BBC?

The BBC began in 1922. In those days there was no television, only radio. The BBC had three purposes: to educate, to inform and to entertain.

At first there was a big discussion who should control the BBC. People in Britain looked at broadcasting companies in other countries. In the Soviet Union, for example, the radio companies were controlled by the government and had to broadcast political propaganda. By contrast, in the USA there was no government control. There were a lot of private broadcasting companies, but they were badly organized, the programmes were of low quality and there were advertisements in the programmes. Many politicians thought that the British Government should have complete control of the BBC. Others thought that Britain should follow the American example.

Finally, they reached a compromise ['kɒmprəmaɪz] and decided that the British Government should own the BBC, but shouldn't control the content of its programmes.

b) Sum up the information and say how the problem of controlling the BBC was settled in GB.

c) Express your point of view: Should television be controlled by the government or should it be independent?

Ex. 20. a) Read the text. Use the dictionary if necessary.

When the BBC started in 1922 it broadcast only in English and provided news and information to people in the English colonies. Now the BBC is the world's largest international broadcaster. Every week one hundred and thirty million people listen to the BBC World Service Radio. The broadcasting is done in 39 languages.

In the BBC Newsroom one hundred and twenty journalists work day and night writing two hundred news bulletins every 24 hours. Every news story is checked twice before it is broadcast. People listen to the BBC broadcasts every day because they often cannot get accurate news

and information in their own country. For example, when President Gorbachev was put under house arrest in the Soviet Union in 1991 he said that he had learnt the truth about what was happening in his country by listening to the BBC World service.

In 1992 they started broadcasting TV programmes too, via satellite ['sætələit] to Europe, Asia and Africa. Now people all over the world can see as well as hear the news from the BBC.

Switch on your radio, tune in and you will hear: "The BBC World Service. This is London calling. Here is the news read by..."

(Based on "Headway Video Pre-Intermediate")

b) What can you say about the BBC World Service to prove that it is really "the largest international broadcaster"?

Ex. 21. a) Read the text.

TV OR NOT TV?

Television has become an everyday part of our lives. It's always on ... But is this a good thing or a bad one? Don't we spend too much of our time in front of the "box"? Haven't we become lazier because of it? Is TV dangerous?

Here's what different people say about television. Who do you agree with?

For

- Some people say that television is dangerous. I don't think so. After all, it keeps you informed about what's happening in the world. You can also see films and plays, and be entertained ... or you can watch documentaries and learn something new.
- In spite of all its defects, television can teach us a lot of things. The trick is to learn to control it and use it intelligently. The ideal thing is to

Against

- Television is a terrible waste of time. I know a lot of people who just sit down in front of the "box" and watch whatever's on. They spend hours watching silly Mexican soap operas and second-rate¹ American films.
- In my opinion, television makes us lazier. We stay at home. We read less. We think less. We even talk less. It cuts us off from reality. But isn't real life better than this passive enjoyment?

- turn on TV only when there is a programme which is really amusing and interesting.
- TV is a cheap form of entertainment, which gives pleasure to millions of people, especially to those who live alone.
 - TV's just part of life really. Even "soaps" help me to solve my own problems by showing me what can happen if I do certain things. Sometimes they show me what not to do.
 - There's too much violence on TV. We begin to believe that the world is an unfriendly place, filled with cruel people. The violent, crime-filled world shown on TV can turn people into criminals.
 - Television is a drug²: we simply can't switch it off. Most programmes are filled with commercials³. What I hate most about TV is that it often uses strong language. It has a terrible effect on children and young people.

(from "Speak out")

¹ second-rate [ˌsekənd'reɪt] — низкосортный, посредственный

² drug [drʌɡ] — наркотик

³ commercial [kə'mɜːʃ(ə)l] — теле- или радиореклама

b) Answer the questions:

1. How many hours do you spend in front of TV?
2. Do you believe that violence on TV can turn people into criminals?
3. Some people say that television kills conversation. Do you agree?

Ex. 22. a) Read the story.

A BIT OF SINGING AND DANCING

Esme was walking along the beach. It was a cold winter afternoon and she thought it was time to go home for tea and entertainment on television. For the last 11 years all the TV programmes Esme watched had been chosen by her mother. Her mother had loved television very much.

"It's my only pleasure," she always said. "You can learn so much if you watch the right programme." She had watched variety shows, light comedies and even pop concerts. "I like a bit of singing and dancing. It **cheers you up**," she said. And every evening Esme had to sit through these programmes on IBA while she herself wanted to see something cultural or educational on BBC-2.

It was now two weeks since her mother had died and though now Esme could choose any programme she liked, every evening she watched something light and entertaining. That night when she came back home to the small house where she lived, she **felt very lonely**. She switched on television and again chose a variety show, not an educational programme, to cheer herself up.

As days went by Esme felt more and more lonely. She wasn't young, she didn't have any friends, there was no place to go to for entertainment in the small seaside town where she lived. One day when she was busy in the house, she heard the **doorbell**. She opened the door and saw an **elderly** man. He told her that he wanted to rent a room with breakfast. She expected him to explain who he was, but he was just standing and looking at her. She invited him to come in. In the house the man told her that he had just arrived in their town and wanted to stay there. The town suited for the work he would do during a summer season.

... Mr Curry (that was the man's name) **moved in** that evening. He was a very nice, quiet, serious man and Esme enjoyed having him in the house. He got up at 8 and at 8.30 and came down to the kitchen for breakfast. At 9 he took his suitcase and left the house. He came back at 6, went straight to his room and Esme didn't see him again until the next morning. Sometimes she heard music coming from his room, probably from the radio, and she thought how nice it was that her house was a home for someone else. Then summer came and Mr Curry started coming home later. Esme wondered what work he was doing. One evening she decided to go and find it out.

A lot of people were walking along the beach, but Mr Curry was not seen anywhere. Esme was about to go back when she heard music. And then she saw Mr Curry standing on the corner. There was an old record-player near him and Mr Curry was singing and dancing to the music. A couple of passers-by watched him performing. At his feet there was a hat where people put money.

Suddenly Mr Curry saw Esme. He immediately stopped the record, collected his things and left. When Esme came home Mr Curry was already in. He was sitting at the kitchen table and he looked so unhappy that Esme felt awfully sorry for him.

She came up and said:

"Mr Curry, my mother always liked a bit of singing and dancing. It cheers you up, she usually said."

And Mr Curry smiled.

(After Susan Hill)

b) Speak about:

1. Esme and her life in the seaside town;
2. Mr Curry and his work.

c) Think and answer.

1. Why did Esme decide to let Mr Curry live in her house?
2. Why did Esme enjoy having him in the house?
3. Why did Mr Curry have to give performances in the street?
4. Why did Esme feel sorry for him?
5. Why did Esme remember her mother's words about light entertainment when she spoke to Mr Curry?

Ex. 23. Give extensive answers.

1. How many channels are there on Russian television? What can TV viewers see on each of them?
2. What are the most popular TV programmes in our country? What makes them popular?
3. In what way does TV keep people informed about all important events in the world?
4. What foreign films and TV programmes have you watched on television recently? What impression did they make on you?
5. Which is your favourite radio programme and why do you prefer it to other programmes?

Ex. 24. Give your viewpoints.

1. We watch television for pleasure, but we listen to the radio for information.
2. TV serials are usually of poor quality.
3. Since television has been widely introduced into our home life we go to the cinema and theatre less and less often.

Ex. 25. Speak on the topics.

1. The programmes that can be seen on Russian television.
2. My favourite TV programme.
3. The programmes that can be listened to on Russian radio.

Ex. 26. Act out dialogues on the situations:

1. You have come to London to make a contract with Spencer & Co. for their diskets. Discuss the price. Ask Mr Spencer to give you a

discount. Before the talks ask him about his favourite TV programmes.

2. Mr Winning has arrived in Moscow to discuss the delivery dates and terms of payment of the future contract for Russian Ggel tea sets. Before you start discussing business, ask him what TV programmes he has watched, and what he thinks about them.
3. You are in Mr Bill's London office. Discuss the quality of the new model of their machines. Before you begin to discuss business ask him a few questions about the most popular radio programmes in Great Britain.

UNIT VI

VOCABULARY

1. **average** ['ævərɪdʒ] *adj* — средний
on the average — в среднем
2. **a source** [sɔ:s] — источник
e.g. Television is the main source of information for a lot of people.
3. **a channel** ['tʃænəl] *n* — канал (зд. радио или телевидения)
on the channel — по каналу
e.g. On channel 3 you can sometimes watch very interesting programmes.
4. **independent** [ˌɪndɪ'pendənt] *adj* — независимый
5. **money** ['mʌni] *n* — деньги
much |
little | **money**

▶ Слово "money" является неисчисляемым существительным и согласуется с глаголом в единственном числе.

6. **a license** [ˈlaɪsəns] *n* — лицензия
7. **on the contrary** — напротив, наоборот
8. **to finance** [ˈfɑ:nəns] *v* — финансировать
to finance | **TV programmes**
| **production of films**

- financial** *adj* — финансовый
9. **content** ['kɒntənt] — содержание
- the content of** | a book
| a film
| a programme
- e.g.* The content of this book is very interesting.
10. **a viewer** ['vju:ə] *n* — зр. телезритель
11. **petrol** ['petrəl] *n* — бензин
12. **a washing powder** ['paudə] — стиральный порошок
13. **an item** ['aɪtəm] *n* — зр. отдельный предмет
14. **to broadcast** ['brɔ:dka:st] — передавать по радио (телевидению)
(broadcast, broadcast) *v*
e.g. Russian Radio and TV broadcast many different programmes.
15. **a broadcast** *n* — теле-/радиопередача
a news | broadcast
a sports | broadcast
16. **current** ['kʌrənt] *adj* — текущий
current | events
| news
a current | season
| price
17. **to occupy** ['ɒkjupaɪ] *v* — занимать (место, время)
e.g. News broadcasts occupy a lot of radio time.
18. **a serial** ['sɪəriəl] *n* — многосерийный телефильм, сериал
the 1st (2nd) part of the serial — первая (вторая) серия телефильма
19. **a winner** ['wɪnə] *n* — победитель
20. **to follow** ['fɒləu] *v* — 1. следовать, идти (за кем-либо, чем-либо)
2. соблюдать, придерживаться
- to follow smb, smth**
to follow the custom — следовать обычаю
to follow the advice — действовать по совету
21. **informative** [ɪn'fɔ:mətɪv] *adj* — информативный, содержащий много информации, сведений
an informative | book
| programme
| film
22. **entertaining** [entə'teɪnɪŋ] *adj* — 1. развлекательный;
2. интересный

- an entertaining | film
| book
| programme
23. to criticize ['kritisaiʒ] *v* — критиковать, осуждать
- to criticize | a book
| a film
- to criticize | smb's policy
| smb for smth
- e.g.* The writer was criticized for his new book.
24. serious ['siəriəs] *adj* — серьезный
- serious music
- a serious | man
| matter
25. concern [kən'sə:n] *n* — озабоченность, беспокойство
- concern about smth
- much (little) concern
- to show concern
- e.g.* A lot of Americans show great concern about the effect of television on young people.
26. an effect [ɪ'fekt] *n* — действие, влияние
- a negative |
a good | effect
a bad |
- to have | an effect |
| much effect | on smb
| no effect |
- e.g.* The mother's words had no effect on the boy.
27. a scene [si:n] *n* — сцена (часть пьесы, представления)
28. violence ['vaiələns] *n* — насилие
29. a crime [kraɪm] *n* — 1. преступление
— 2. (неисч. сущ.) преступность
- crime
30. radio ['reɪdiəʊ] *n* — радио
- a radio | programme
| broadcast
| concert
- on the radio — по радио
- to listen to the radio — слушать радио
31. continuous [kən'tɪnjuəs] *adj* — непрерывный

Lesson 4

a continuous concert

continuous rain

32. **to be different (from)** — отличаться (от)

e.g. The screen version is quite different from the novel.

33. **a quiz** [kwɪz] *n* — тест, проверка

34. **light** [laɪt] *adj* — легкий (по жанру, содержанию)

light music

a light | **book**
| **comedy**

35. **a prize** [praɪz] *n* — награда, приз

a money prize — денежный приз

to get a prize — получить приз

36. **education** [ˌedju(:)keɪʃən] *n* — образование

educational [ˌedju:'keɪʃənl] *adj* — образовательный

an educational | **film**
| **programme**
| **magazine**

37. **a lecture** ['lektʃə] *n* — лекция

to give / deliver a lecture — прочесть лекцию

ADDITIONAL WORDS AND EXPRESSION

1. **to switch on** *v* — включать (телевизор, и т.д.)
2. **to cheer up** *v* — подбадривать, поднимать дух
3. **to feel lonely** *v* — чувствовать себя одиноким
4. **elderly** *adj* — пожилой
5. **to move in** *v* — въезжать
6. **a doorbell** *n* — дверной звонок

LESSON 5

Grammar:	Complex Object (<i>continued</i>).
Subject for Study:	An Offer. Discussing the Guarantee Period.

UNIT I

GRAMMAR

COMPLEX OBJECT WITH PASSIVE INFINITIVE

READ AND PRACTISE.

Complex Object with Active Infinitive	Complex Object with Passive Infinitive
We want Green&Co. to deliver the goods in May.	We want the goods to be delivered in May.

Ex. 1. Read the example and say as in the example.

The company expects the contract to be signed tomorrow.

The Buyers	expect	like	want	<ul style="list-style-type: none">• to change the design of the model,• to demonstrate the computers in operation,• to send the shipping documents without delay,• to make the tests of the pumps,• to deliver the copiers promptly,• to exhibit the new models of grass mowers,• to negotiate the price for the goods,• to increase the order,• to give a discount on the price,• to enclose the latest price-list with the letter.
The Sellers				

Ex. 2. Ask and answer.

**Example: — When do you want (expect) the goods to be delivered?
— By the end of the year.**

- to send the exhibits to the International exhibition in London;
- to advertise the new computers;

- to broadcast a new American comedy;
- to launch new fridges to the market;
- to demonstrate new sets of furniture;
- to hold the Exhibition "House and Garden" at the Crocus Centre;
- to place a trial order for carpets;
- to negotiate the terms of the contract;
- to open a new hypermarket.

Ex. 3. Translate into English.

1. Нам хотелось бы, чтобы в новом районе было открыто больше магазинов.
2. Мы ожидали, что для нас закажут номер в гостинице.
3. Вы хотели бы, чтобы билет был заказан на восьмичасовой поезд?
4. Бизнесмены не ожидали, что выставка машин будет такой интересной.
5. Вы хотели бы, чтобы заказ был размещен сегодня?
6. Мы предполагали, что г-на Петрова пошлют в командировку в Англию.
7. Покупатели ожидали, что им предоставят 4% скидку.
8. Продавцы хотели бы, чтобы повторный заказ был размещен как можно скорее.
9. Мы ожидаем, что новое ток-шоу будет показано по телевизору на следующей неделе.
10. Вы хотели бы, чтобы заказ был увеличен на 50 машин?

UNIT II

WORKING ON THE TEXT

Read the letter and the dialogue.

A

Rossimport received the following offer:
Russian Trade Delegation,
London.

23rd May, 200...

Dear Sirs,

We would like to introduce ourselves as one of the largest manufacturers of pumps in Great Britain.

We are enclosing **leaflets** which provide information on a wide range of pumps we manufacture and we feel sure you will agree that there are **designs** and types to suit different requirements.

We also enclose for your further information our current FOB price-list which may **be revised** from time to time and we **will be pleased** to supply you with CIF quotations as well. Deliveries will of course depend on the quantities and the type of pumps you require.

Spare parts can also be supplied and they are **illustrated and described** in the leaflets too.

If you are interested in our pumps we **are prepared** to supply you with any model you require on mutually acceptable and **profitable** terms.

We hope you will let us have your **comments** on our offer and we look forward to discussing this matter in detail with you at any convenient time.

Yours faithfully,
for Carston Ltd¹
G. Parks
Export Sales Manager

B

DISCUSSING THE GUARANTEE PERIOD

Mr Borisov studied the offer and the leaflets very closely. He thought that the technical characteristics of the LS 8 pump would suit their customers.

He got in touch with Mr Parks and visited his office. During their talk they discussed some technical matters.

Today they are meeting again.

Parks: Good morning, Mr Borisov. What **terrible** weather we are having!

Borisov: Yes, it has been raining since early morning though the radio didn't say it would rain today.

Parks: I hope it will clear up in the evening.

Borisov: Perhaps it will. Mr Parks, the matter I'd like to **bring up** today is **the guarantee period**. I know it is 12 months from the date of **putting** the pumps **into operation**, and not more than 18 months from the delivery date.

-Parks: That's right.

- Borisov:* Well, we find it rather short. We'd like it to be **extended** by two and three months **respectively**, as the usual guarantee period for this type of equipment is longer.
- Parks:* Now look²! Model LS 8 is of a new design and only a small number of units have been manufactured **so far**. Although we have good reports about their performance we can't formally guarantee their reliability for a longer period.
- Borisov:* I see. But, Mr Parks, I believe the contract will **specify** that if any **defects** are found during the guarantee period you are to **correct** them promptly and **at your expense**.
- Parks:* Yes, this is our usual **obligation**, but of course we'll do that only if we are **responsible** for the defects, not if they appear **through your fault**.
- Borisov:* This seems reasonable. Let's **consider** one more **possibility**. Suppose we would like some **faulty** parts to be **replaced**, on what terms will you deliver the **replacements**?
- Parks:* We'll **try** to supply them immediately and pay the cost of their **insurance** and **transport**. Will that suit you?
- Borisov:* Quite.
- Parks:* By the way, if you want special service visits of our engineer to be arranged after the guarantee period, we can always do that.
- Borisov:* Shall we have to pay for such visits?
- Parks:* Yes. You should **authorize** such visits and pay the engineer's **fare** to and in Russia, **hotel expenses** and the cost of each **job** he will do.
- Borisov:* Thank you. I'll have to look into the matter. Could we meet on Thursday, say, at 12?
- Parks:* Let's make it 2 if you don't mind. I have an appointment at 12 which I don't want to **break**.
- Borisov:* Very good.

¹ for Carston Ltd — от имени Carston Ltd

² Now look! — Послушайте!

Ex. 4. Speak about:

- A. 1. Carston Ltd and the goods they sell;
2. the terms on which Carston Ltd. offered their pumps to Ros-simport.

- B.
1. the discussion of the guarantee for the pumps during the talks;
 2. the terms on which the company arranges service visits after the guarantee period.

Ex. 5. Think and answer.

- A.
1. Why did Carston Ltd enclose leaflets with their offer?
 2. Why were they going to supply Rossimport with both FOB and CIF price-lists?
 3. Why did the letter say that deliveries would depend on the quantities and the type of pumps the Buyer required?
 4. What facts show that the company was interested in having good business relations with Rossimport?
- B.
1. Why did the Buyer want the guarantee period to be extended?
 2. Why was the Seller to replace the faulty parts promptly during the guarantee period?
 3. Why does the company arrange service visits of their engineers after the guarantee period?

UNIT III

WORKING ON WORDS

to be pleased with smth

Ex. 6. Read the example.

Our customers have seen the pumps at the plant and are quite pleased with their operation.

- a) Speak about different goods which your company have bought (or sold) lately. Say if the customers are pleased with their finish (technical characteristics, design, etc.).**
- b) Ask your friend if he (she) was pleased with his (her) holiday, business trip, visit to the plant, visit to the exhibition, last talks, etc.) and why.**

to be responsible for smth

Ex. 7. Ask your friends who is responsible for:

1. delivery and insurance of goods in case of CIF (FOB) transactions respectively;

2. tests of equipment before its delivery;
3. service of the equipment during the guarantee period;
4. replacement of faulty parts during the guarantee period;
5. the negotiation of business matters during exhibitions;
6. the arrangement of national fairs and exhibitions abroad;
7. making appointments and reservations in your company;
8. personnel's training in your company.

at smb's expense

Ex. 8. Say and explain at whose expense:

1. goods are delivered in case of CIF transactions;
2. defects are corrected during the guarantee period;
3. visits of the Seller's representatives to the Buyer's plants are arranged during (after) the guarantee period;
4. the replacements of faulty parts are made during (after) the guarantee period;
5. different exhibitions are arranged;
6. spare parts are delivered to customers;
7. the offices of your company are equipped with new models of furniture;
8. old models are modified;
9. test drives of new models of cars are arranged.

Ex. 9. Translate into English.

1. Машины фирмы «Паркерс энд Санз» новейшей конструкции пользуются большим спросом на мировом рынке. Они очень надежны в работе, и ими легко управлять. Фирма производит много моделей для самого различного применения. Гарантийный срок на машины — 12 месяцев со дня поставки и 10 месяцев со дня пуска в эксплуатацию. Во время гарантийного срока фирма обязуется устранять за свой счет все дефекты, если они появятся по их вине. Фирма также гарантирует срочную замену неисправных частей. В этом случае их перевозка и страхование также оплачиваются фирмой.
2. В брошюрах даны фотографии и описания немецких фотоаппаратов (cameras) различных марок. Немецкие фотоаппараты покупаются во многих странах, и все покупатели довольны их качеством.

3. Представитель фирмы сказал, что им пришлось пересмотреть цены на насосы, и они предлагают нам насосы по более высокой цене, но на очень выгодных условиях поставки и платежа. Кроме того, фирма готова продлить срок гарантии на полтора месяца. Я думаю, что мы сможем решить вопрос о дальнейших заказах после того, как внимательно рассмотрим новые цены фирмы.

Ex. 10. Write a letter. Introduce yourselves as one of the largest manufacturers of excavators [ekska'vaitə]. Offer your goods to the company and write about the terms on which you would like to supply them.

UNIT IV

KEY STRUCTURES AND SPECIAL POINTS

WORD-BUILDING

to calculate $v + ion =$ calculation n to inform $v + ation =$ information n

Ex. 11. a) Complete and translate.

1. to impress → ...
2. to recommend → ...
3. to operate → ...
4. to illustrate → ...
5. to discuss → ...

b) Complete the sentences.

1. Sometimes the Sellers have **to correct** the defects which appear in the equipment during the guarantee period. In this case the guarantee period is to be extended by the period of time which has been used for the ...
2. A lot of companies **exhibited** their TV and radio equipment. The ... was very large.
3. The company **informed** the Buyers of the possible applications of their machine. The Buyers were very interested in the ...
4. All models of tractors which the company produced were **illustrated** in the catalogue. The ... were very colourful.

5. Yesterday the businessmen **discussed** the price for the goods. The ... took a long time.
6. We were greatly **impressed** by the tour of the Kremlin. The place always makes a great ... on visitors.
7. Mr Stanley **invited** Borisov to one of the best restaurants in London. The ... was accepted with pleasure.
8. The plant **produces** telephone equipment of high quality. Their ... is in demand in many European countries.

ARTICLES

Ex. 12. a) Supply articles where necessary.

1. If it is warm and sunny ... English people say: "We are having ... wonderful weather." If it is cold and wet they say: "...weather is terrible, isn't it?" As ... weather changes very often, it is quite important in ... lives of ... British people.
2. It is always ... pleasure to do ... important and interesting work.
3. ... work means very much to him, but ... job he has doesn't suit him.
4. I am doing ... very **important** work now and I'd like to do ... work well.
5. With ... letter ... Sellers enclosed ... leaflets which give ... information on ... range of goods ... company deals in.
6. ... Buyers wanted ... guarantee period to be extended by one month as ... other companies offered ... longer guarantee for ... similar equipment.

* * *

Rossimport

26th October, 200...

Dear Sirs,

We understand that you are interested in ... purchase of ... frozen chicken as well as ... other meat products. We would like to introduce ourselves as one of ... largest producers of ... frozen chicken in Great Britain and will be pleased to supply you with ... first-class quality product on ... best terms. Currently ... chicken is offered at ... FOB price of \$... from ... English port. ... CIF price can also be quoted, but will be 15—20% dearer. We are enclosing ... leaflets about our product. We hope we can be of interest to you and will have ... opportunity of serving you in ... near future.

Faithfully yours,
for Kerr and Sons Ltd
C.G. Wilson
Sales and Marketing Director

b) Say what you remember about:

1. Kerr and Sons Ltd and the goods they deal in;
2. the terms on which their goods are offered.

TENSE AND VOICE

Ex. 13. a) Supply the correct forms of the verbs.

1. If any defects (to appear) in the machines before the end of the year, they (to correct) at the Seller's expense.
2. If these companies (to establish) business relations, they (to be able) to conclude some mutually profitable transactions.
3. If the customers (to authorize) the visit of the Seller's specialists to Moscow, they (to come) within two weeks and (to help) them to correct the defects.
4. We expect the defects (to eliminate) as soon as they (to find).
5. We'd like a visit of specialists (to authorize) immediately as the defects can't (to correct) without their help.
6. We were sorry that the company's quotation not (to enclose) with the letter.
7. This equipment (to operate) at the factories of many European countries for some years.
8. The guarantee period for Radiators Model A6 (to extend) to 18 months. This period (to suit) the Buyers and they (to be ready) to sign the contract.

* * *

Rossexport

2nd June, 200...

Dear Sirs,

I (to visit) your stand at the Exhibition in Melbourne ['melbən] and (to be very interested) in your display of VS-Refrigerator units. I (to be very pleased) if you (can) send me your export price-list. Perhaps at the same time you (to let) me know your terms of payment and the time which (to require) for delivery after you (to receive) the order. If the terms and delivery dates (to be) acceptable we (to be prepared) to place an order.

Yours faithfully,
Mark Polett
Import-Export Manager

b) Summarize the letter.

PREPOSITIONS

Ex. 14. Supply prepositions.

1. The guarantee period which the company offered ... their computers was 12 months ... the date ... putting them ... operation and 15 months ... the date ... delivery. The Buyer found it rather short and wanted it to be extended ... two and four months respectively. But the company agreed to extend it only ... 13 and 17 months.
2. As the Seller was responsible ... the defects which were found ... the equipment, they had to correct them ... their expense.
3. The machines were put ... operation ... a delay ... the Seller's fault.
4. The new model ... pump was introduced ... the world market six months ago. It is ... the latest design and has excellent technical characteristics. The customers are very pleased ... its performance.
5. I'd like to describe ... you my last visit ... the manufacturing plant ... Glasgow.
6. We are pleased ... the transaction ... the British firm and are ready to place a repeat order ... them.
7. A number ... defects have appeared in the equipment ... the Buyer's fault.
8. The director will have to look ... the matter closely before he meets the customers ... Friday.

THE WORDS YOU MIX UP

Ex. 15. Choose and use.

a number, the number

1. I have got ... of books about the places of interest of London.
2. ... of goods we sell to foreign companies is very large.
3. ... of machines have serious defects and the Seller will have to replace them.
4. ... of countries the USA is doing business with is growing from year to year.
5. ... large ... of people came from all parts of the country to see the exhibition.
6. The businessmen's sightseeing programme included visits to ... of museums outside Moscow.

7. In the Internet we have just found ... of companies which sell the goods we require.
8. ... of books the visitors could see on display at the Book Fair in September was really big.

UNIT V

SPEECH EXERCISES

Ex. 16. a) Read the dialogue.

The Russian company is interested in buying drilling machines* from Gerald&Co, a British firm. Mr Kelly of Gerald&Co and Mr Sergeev have met in London to discuss the terms of the future contract.

Today they are continuing the talks.

Kelly: Will you sit down, Mr Sergeev. It's a cold morning, isn't it? But I hope the weather will get warmer soon.

Sergeev: Yes, spring is coming. Well, Mr Kelly, today I'd like to bring up the matter of the guarantee period. What guarantee period do you offer for your machines?

Kelly: It's usually 12 months from the date of putting them into operation, and not more than 14 months from the delivery date.

Sergeev: Well, we expected it to be longer. In fact, we thought it would be 16 and 20 months respectively.

Kelly: We can't guarantee the reliability of our machines for a longer period. We don't know the specific conditions in which they will operate at your plant.

Sergeev: I see what you mean. It's going to be our first experience with your machines. We'll feel much better if the period during which you can help us is longer.

Kelly: What about your operators? Have they much experience with this type of equipment?

Sergeev: We have a very efficient staff and I don't think anything can go wrong through their fault.

Kelly: I think I'll have to look into the matter very carefully before I give you our reply.

Sergeev: I am looking forward to our next meeting.

* a drilling machine — сверлильный станок

b) Say what you remember from the dialogue about:

1. the reasons why the Buyer wanted the guarantee period to be extended;
2. the reasons why the Seller didn't want it to be extended.

c) Act out the part of the dialogue in which Mr Sergeev and Mr Kelly were discussing the guarantee period.

Ex. 17. a) Read the letter.

Rossimport

9th September, 200...

Dear Sirs,

We take this opportunity of introducing our company to you as one of the oldest and largest motor-manufacturing companies in Great Britain. For more than 90 years we have been developing and manufacturing a wide range of motors. This range includes designs and types to suit different requirements.

Our motors are manufactured to the highest standards and are marketed all over the world. We supply our motors to customers in industry, agriculture and science and they all are pleased with the design and finish of our products.

With this letter we are enclosing leaflets which illustrate and describe our range of motors as well as spare parts. We also enclose our current CIF price-list. There is a 10% discount for large orders and a discount of 3 % for payment within a month of the delivery of the goods.

We will welcome your enquiries which will always receive our prompt and careful attention.

If you have any queries or want any further information on our motors to be provided, please contact us.

Yours faithfully,

L.W. Vaill

Export Sales Manager

b) Summarize the letter.

c) Think and answer.

1. Why did the company want their goods to be introduced into the Russian market?
2. Why did the company offer discounts for large orders and prompt payment?
3. What further information will the Buyers require if they get interested in the offer of the company?

d) Act out a talk with Mr Vaill in which you will discuss the guarantee period for their motors.

Ex. 18. a) Read the letter.

Rossimport

1st August, 200...

Dear Sirs,

Some time ago we offered you home computers which are manufactured by our company. At that time you were interested, but did not place orders. We are now able to offer you our home computers on more favourable terms. With this letter we enclose our current FOB price-list which quotes for orders under 500, under 1 500 and over 1,500 units. Transport packing is included in the price.

Payment is to be made by a Letter of Credit which is to be opened in our name with the Moscow Narodny Bank. We can offer a two-year guarantee from the date of delivery.

For your information we enclose two copies of our leaflets on all our models.

If you require **samples** we are prepared to supply them at the same price as for orders between 500 and 1 500 machines. We feel sure that when you see our computers in operation you will be pleased with the quality of our product.

If you require any further information, please do not hesitate to contact us.

Yours faithfully,
for Blank&Co.
T. E. Simpson
Export Sales Manager

b) Summarize the letter.

c) Think and answer.

1. Why didn't Rossimport place orders with Blank&Co. after the first offer?
2. Why is the company offering their goods for the second time on more favourable terms?
3. What obligations do you think the company will have during the period of guarantee?
4. Why do they offer to supply the Buyer with samples?

d) Act out the talk with Mr Simpson and discuss the quality of the home computers with him.

Ex. 19. Give extensive answers.

1. Are leaflets and catalogues supplied to the Buyers only in case of the first transactions or regularly? Why?
2. What kind of information do leaflets provide?
3. What kind of offers do the Buyers find attractive?
4. What matters are usually brought up during the talks before the first and repeat transactions are made?
5. In what cases are export prices revised?
6. What are the Sellers' obligations during the guarantee period?
7. What are the Buyers responsible for during the guarantee period?
8. In what cases can the guarantee period be extended?
9. Why must faulty parts be replaced urgently?
10. In what case are defects in the equipment corrected during the guarantee period at the Buyers' expense?

Ex. 20. Give your viewpoints.

1. For large and popular companies it is not necessary to advertise their goods through leaflets and catalogues.
2. The Sellers are not interested in extending the guarantee period.

Ex. 21. Act out dialogues on the basis of the situations:

1. You've come to London to negotiate the purchase of compressors with Mr Hadder. Speak with him about the weather in London. Then bring up the matter of the quality of compressors and the terms and dates of delivery. Make arrangements for your visit to the manufacturing plant.
2. During the talks with Mr Campbell say that your customers are interested in buying some pumps from their company. Discuss the price for the model you require and the terms of payment. Then bring up the problem of the guarantee period.

Ex. 22. a) Read the text.

THE ELECTRONIC HOME

Talking fridges and intelligent central heating systems can become standard in houses all over Great Britain within a few years.

The government of the country is going to spend £ 40 million on new technologies over the next few years.

The fridges and central heating systems will be able to speak to a service centre when they need a new part or when there is a problem. Some of the new types of fridges will also be programmed to inform the owner that he does not have some food items. These fridges will speak to the owner when he opens the door of the fridge and will tell him what he will have to buy. Televisions on wristwatches, the Internet on microwave ovens ['maɪkrəweɪv 'ʌvnz] and DVD-players on fridges will be potential future products.

New energy-saving systems will be developed to reduce bills on electricity.

New cars that can talk to people at service centres will be designed.

Shop assistants will be programmed not only to do the shopping for customers but also how to deliver the purchases to their homes.

So, going shopping and buying spare parts for your fridge can become a thing of the past.

(from "Across Cultures")

b) Say:

1. What new technologies are British scientists developing?
2. Will their ideas come true?
3. Would you like to live in an electronic home of the future?

Ex. 23. a) Read the story.

THE GREAT ELECTRONIC WRITER (A FANTASTIC STORY)

Adolph Knipe [naɪp] was a young engineer who worked for a large company. But he did not like his work with the company. He wanted to be a writer and every bit of free time he had he spent writing stories. He wrote hundreds of short stories and sent them to one magazine after another, but all the magazines sent them back.

Once Knipe had an idea which seemed fantastic at first, but then he began thinking of it as quite possible: he wanted to design a computer which could write stories. He made very careful calculations and went to the general director of the company Mr Bohlen.

When Mr Bohlen had looked through Knipe's papers he said that the idea was a very interesting one, but had no commercial value and he was sure that the machine would never make any profit for the company.

— But magazines pay up to 25 hundred dollars for a good story. We'll be able to make a lot of money. It's big business, — said Knipe.

Mr Bohlen was greatly surprised. — It can't be true.

— But it is true, sir. In our time hand-made goods can't compete with mass production. Carpets, chairs, shoes — they all are made by machines. And stories — they are just another product and nobody is interested in how you produce them as long as you deliver the goods. We'll sell them **wholesale**, Mr Bohlen. We'll win the market!

— But who will you say has written the stories?

— We'll use your and my own names on the best stories and we'll **invent** names for the others.

He then described all the technical characteristics of the computer to Mr. Bohlen in detail and after the director had looked into the matter very closely he authorized the manufacture of the machine at the company's expense.

Six months later the computer was put into operation to produce the first story.

Knipe operated the machine very efficiently and the sheets of paper started coming out a few seconds later. Unfortunately it was impossible to read anything on them as there were no intervals between the words. Knipe understood that he would have to correct the defects and make some changes in the design.

The second story which the computer produced was rather good and Mr Bohlen agreed to put his name to it.

The next day Knipe posted the first 5 stories and they all were promptly accepted. More and more stories were produced by the computer and bought by popular magazines. Soon Knipe decided to introduce new changes into his computer. After he had replaced some parts, the machine could produce novels.

Everything was going fine and the 2 men were making more and more money.

Once during his talks with Mr. Bohlen Knipe brought up a very important problem.

"We've got too many competitors," he said. "Actually about 50 the most popular writers in the country. I'd like to offer each of them a contract on very favourable terms. But they will have to promise never to write another word and, of course, to let us use their names on our novels."

Mr Bohlen agreed and Knipe went to different parts of the country to visit the writers. He told each writer about his computer and showed

sample novels and the contract form which guaranteed the writer so many dollars a year for life if the writer signed it and did not break the terms.

Knipe did a very good job and within some months 70% of the most famous and popular writers signed the contract.

By the end of the first year of the machine's operation at least one half of all the novels and stories which were published in the country were produced by Knipe's computer. Today more and more writers are trying to get in touch with Knipe and the situation is getting worse for those who are still hesitating to sign the contract.

(after Roald Dahl)

b) Answer the questions:

1. Why did Mr. Bohlen want the computer to be manufactured?
2. Why were the stories which the computer produced bought by popular magazines?
3. Why did Knipe bring up the problem of competition during the talk with Mr. Bohlen?
4. Why did many writers agree to the terms of Knipe's contract?
5. Is the story true to life or not? Give reasons to support your opinion.

UNIT VI

VOCABULARY

1. a leaflet ['li:flit] *n* — брошюра (рекламная)
2. a design [di'zain] *n* — конструкция, дизайн
of the latest design — последней конструкции
e.g. The company is interested in the machines of the latest design.
3. to revise [ri'vaiz] *v* — изменять, пересматривать
to revise prices
e.g. The prices for our machines have just been revised and we are sending you our new price-list.
4. to be pleased *v* — быть довольным
to be pleased with smth (smb)

- e.g.* The manager is very much pleased with the talks he has had with the representatives of the British company.
- e.g.* We are pleased to inform you... — С удовольствием сообщаем вам... (мы рады сообщить вам...)
5. **spare** [speə] *adj*
 spare | **money (cash)** — запасной, лишний, свободный
 | **time** — лишние деньги (наличные)
 | **parts** — свободное время
 — запасные части
6. **to illustrate** [ɪ'ləstreɪt] *v* — иллюстрировать
7. **to describe** [dɪs'kraɪb] *v* — описывать
to describe smth to smb
- e.g.* Can you describe your trip to me? Please, describe what you have seen there.
8. **to prepare** [prɪ'peə] *v* — приготавливать, готовить (заранее)
to be prepared to do smth — быть готовым сделать что-либо
syn.: to be ready to do smth
- e.g.* We are prepared to discuss the matter.
9. **profitable** *adj* — выгодный
a profitable transaction
- profitable** | **terms**
 | **business**
10. **a comment** ['kɒmənt] *n* — комментарий, замечание
a comment on smth
to make comments — делать замечания, комментировать
- e.g.* The speaker made comments on the situation on the market.
syn. to comment
11. **terrible** ['terɪbl] *adj* — ужасный
terrible weather
- a terrible** | **man**
 | **case**
12. **to bring up** *v* — поднимать, затрагивать (вопрос)
e.g. The price problem was brought up during yesterday's talks.
13. **a period** ['pɪəriəd] *n* — период, промежуток времени
a guarantee period — гарантийный срок
(a period of guarantee)

14. **to put** *v* — зд. вводить
to put into operation — вводить в эксплуатацию
15. **to extend** [ɪks'tend] *v* — продлевать
to extend by one month — продлевать на один месяц
to extend to 20 months — продлевать до 20 месяцев
16. **respectively** [rɪs'pektɪvli] *adv* — соответственно, в указанном порядке
e.g. We'd like you to extend the guarantee period by two and three months respectively.
17. **so far** — до сих пор; пока что
e.g. I have read only one book by this writer so far.
18. **to specify** ['spesɪfaɪ] *v* — указывать
19. **a defect** [dɪ'fekt] *n* — недостаток, дефект, неисправность
a defect in smth
to find defects — находить дефекты
20. **to correct** [kə'rekt] *v* — исправлять, зд. устранять
to correct | **a defect**
| **a mistake**
21. **expense** [ɪks'pens] *n* — 1. стоимость
at smb's expense — за чей-либо счет
e.g. The replacements were delivered at the Seller's expense.
expenses (*pl.*) — 2. расходы, издержки
expenses on smth
heavy |
travelling | **expenses**
hotel |
22. **an obligation** [ˌɒblɪ'geɪʃn] *n* — обязательство
e.g. What are the Seller's obligations within the guarantee period?
23. **responsible** [rɪs'pɒnsɪbl] *adj* — ответственный
to be responsible for smth
e.g. Who is responsible for the test of the equipment?
24. **through** [θru:] *prep* — зд. по причине, из-за
e.g. The defects in the machines appeared through the Buyer's fault.

25. **fault** [fɔ:lt] *n* — вина
through smb's fault — по чьей-либо вине
e.g. There was a delay in the delivery of the goods through the Seller's fault.
26. **faulty** ['fɔ:ltɪ] *adj* — неисправный, имеющий дефекты
faulty | **equipment parts**
27. **to consider** [kən'sɪdə] *v* — рассматривать, обсуждать
syn.: to discuss
to consider | **the matter**
| **the terms**
| **the price problem**
28. **a possibility** [ˌpɒsə'bɪlɪtɪ] *n* — возможность
to find |
to have | **a possibility**
to consider |
e.g. I'm sure you'll have the possibility of visiting this place.
29. **to replace** [rɪ'pleɪs] *v* — заменять, замещать
e.g. The Sellers are to replace the faulty parts by new ones.
30. **a replacement** *n* — 1. замена, замещение
e.g. We usually guarantee prompt replacement of faulty parts.
2. запасная часть
e.g. The replacements were delivered to the Buyer's plant without delay.
31. **to try** [traɪ] *v* — пробовать, пытаться, стараться
e.g. Try and see what I mean.
32. **insurance** [ɪn'ʃʊərəns] *n* — страхование
33. **transport** ['trænsɜ:t] *n* — транспорт
34. **to authorize** [ˈɔ: θəraɪz] *v* — дать разрешение на что-либо, санкционировать
to authorize | **a test**
| **a visit**
to be authorized — быть уполномоченным
e.g. The manager is authorized to negotiate the purchase of the equipment.

35. **fare** [fɛə] *n* — плата за проезд, стоимость проезда
e.g. What's the fare? — Сколько стоит проезд (билет)?
36. **a job** [dʒɒb] — работа
syn.: **work**

▶ Слово **job** означает конкретный вид работы и является исчисляемым существительным. Оно может употребляться с неопределенным артиклем.

Слово **work** означает общее понятие — «работа» и в этом значении является неисчисляемым существительным и никогда не употребляется с неопределенным артиклем.

Например:

For a long time Jane tried to find work. Bill found a job at a travel agency.

37. **to break** [breɪk] (**broke, broken**) *v* — 1. разбивать
e.g. The child broke the cup.
to break the terms of the contract — 2. нарушать
to break an appointment — не прийти на деловую встречу

ADDITIONAL WORDS AND EXPRESSIONS

1. **experience** [ɪks'pɪəriəns] *n* — опыт
to know by / from experience — знать по опыту
2. **staff** [stɑ:f] *n* — штат (сотрудников)
to be on the staff — быть в штате
3. **a sample** ['sɑ:mpl] *n* — образец
on the sample — по образцу
e.g. We'd like to place an order on sample 10.
4. **wholesale** ['həʊlseɪl] *n* — оптовая торговля
adj — оптовый
wholesale business / trade
adv — оптом
to sell / buy wholesale
5. **to invent** *v* — изобретать

LESSON 6

Subject for Study: Health Service

UNIT I

WORKING ON THE TEXT

Read the text.

A TOUCH OF FLU

A

The National Health Service (NHS)¹ was introduced in Great Britain in 1948. It provides **free medical treatment**. Every person who wants to be under the NHS weekly pays some money in the form of stamps. However it is still possible to get private medical treatment which is **chargeable**.

* * *

On Monday morning Mr Adams felt very bad. He **woke up** with a **headache** and a **sore throat**. He had a **bad cough** and was **running a high temperature**. He understood that he **had fallen ill**. A general practitioner (GP)² from the **outpatient** department of the district **hospital** was **called to examine** him.

Doctor: What seems to be the **trouble**?

Patient: I've got a cough and a headache. I'm all **feverish**.

Doctor: Did you take your temperature?

Patient: Yes, it's 38.2.

Doctor: How long have you been feeling this way?

Patient: Since yesterday. It's **flu**, isn't it?

Doctor: I'm afraid that's what it is. And no wonder with so much flu about. It's a very **contagious disease**. Why didn't you call me yesterday?

Patient: I thought I would be all right.

Doctor: I'll **write out** a **prescription**. This **medicine** is for your headache and it **will send** your temperature **down**. Take a

pill every four hours after meals. And this **mixture** is for your sore throat. You can buy the medicines at the nearest **chemist's**.

Patient: Will the flu last long, doctor?

Doctor: I hope you'll **get well** in a week's time, if you follow my instructions. Come to my **surgery** next Monday. But if you don't feel better call me again.

B

As Mr Adams felt better by the end of the week he made an appointment with the doctor for Monday. At 10 o'clock he came to the doctor's surgery for the **follow-up examination**.

Doctor: How do you feel today?

Patient: Better, but I'm still off-colour³. I've no **appetite** and I'm not **sleeping** very well.

Doctor: Ah, a little **run-down**, I suppose. Let me take your **blood pressure**. It's quite normal. There is nothing seriously wrong with you. You should have a good rest. Can you get away from your office **for a while**?

Patient: I'm going to the seaside in a month's time.

Doctor: That's just what I wanted to recommend. Get away, stop worryng and take things easy⁴.

Patient: Thanks. I will. Good-bye.

¹ **The National Health Service (NHS)** — Государственная служба здравоохранения, по которой все основные виды медицинской помощи оказываются бесплатно. Финансируется за счет государственного бюджета и взносов населения.

² **(a) general practitioner (GP)** — врач общей практики (терапевт)

³ **I'm still off colour.** — Я все еще неважно себя чувствую.

⁴ **take things easy** — не волнуйтесь; прощше смотрите на вещи; относитесь ко всему спокойно.

Ex. 1. Speak about:

- A. 1. the medical service that is provided in Great Britain;
2. Mr Adams's disease;
3. the doctor's visit and his recommendations.
- B. 1. Mr Adams's visit to the doctor's surgery for the follow-up examination;
2. The doctor's advice concerning the patient's health.

UNIT II

WORKING ON WORDS

to fall ill	→	(with)
to be ill		

Ex. 2. a) Read the example.

Jane is ill with flu. She fell ill three days ago.

b) Say what your friend (son, daughter, husband, mother, father, etc.) was last ill with and when he (she) fell ill.

a medicine (for)

Ex. 3. a) Read the example.

After the doctor had examined me he prescribed a medicine for my sore throat.

b) Say when you (your friend, etc.) last saw a doctor and what medicine he prescribed.

Ex. 3. Translate into English.

1. Доктор Менсон не спал. Он думал о своей пациентке, которая была серьезно больна.
2. Разбудите меня завтра в 7 часов, пожалуйста.
3. Вы переутомлены. Вам нужно хорошо отдохнуть.
4. В каком кабинете принимает врач Петрова?
5. У Вас улучшится аппетит, если Вы будете принимать эти таблетки.
6. Доктор измерил мое давление, посмотрел горло, а затем выписал таблетки от кашля и микстуру для горла.

* * *

На прошлой неделе моя жена рано пришла с работы. Она сказала, что заболела. У нее болела голова и горло. У нее была высокая температура, и ее знобило. Нам пришлось вызвать врача. Врач внимательно осмотрел ее и сказал, что у нее грипп. Он по-

рекомендовал лекарство от головной боли и выписал таблетки, чтобы снизить температуру. Врач дал жене больничный лист (a sick leave) и посоветовал соблюдать постельный режим. Он сказал, чтобы она пришла в поликлинику через пять дней, если у нее будет нормальная температура.

Через пять дней жена все еще чувствовала слабость, и у нее болела голова. После повторного осмотра врач посоветовал ей больше находиться на свежем воздухе. Так как жена выполняла все предписания врача, через несколько дней она почувствовала себя хорошо.

UNIT III

KEY STRUCTURES AND SPECIAL POINTS

WORD-BUILDING

Ex. 4. a) Complete and translate.

to appoint *v* + **ment** = appointment *n*

1. to develop → ...
2. to agree → ...
3. to improve → ...
4. to treat → ...
5. to govern → ...
6. to manage → ...
7. to achieve → ...

b) Complete the sentences:

1. The Sellers are to **replace** all defective parts. They promised to send the ... by the end of the next month.
2. — When is the Seller to **ship** the goods?
— I'm sorry. I don't remember the date of ...
3. We **require** computers of the latest design, therefore the computers of Steven&Co do not meet our ...
4. — Mr Clay **has been appointed** President of Dunn&Co.
— Oh, really! I didn't know about his ...
5. — Do you know the company **has improved** the model?
— Yes, but the ... are not very big.

6. I was **treated** for my disease at the local clinic. The ... helped me to get well.
7. The company **managed** to get a 10% discount on the price. The ... can be proud of a very profitable contract.
8. In Great Britain the House of Commons **governs** the country and the Prime Minister heads the ...

ARTICLES

Ex. 5. Supply articles where necessary.

1. — Do your children go to ... school?
— Yes, they do.
— How often do you go to ... school to speak to the teacher?
— Every week.
2. — Your children go to ... English school, don't they?
— No, they go to ... French school. It's ... very good school.
— Is ... school far from your house?
— No, it isn't.

* * *

- What kind of building is it over there?
— It's ... hospital.
— Is it ... out-patient or ... in-patient hospital?
— It's ... out-patient hospital. And ... in-patient hospital is round the corner.

* * *

- How long has Jill been in ... hospital?
— She was taken to ... hospital two weeks ago.

* * *

- Could you go to ... chemist's and buy this medicine for me?
— Certainly. Is there ... chemist's in your street?
— Yes, there is ... good chemist's two blocks away.

TENSE AND VOICE

Ex. 6. a) Supply the correct forms of the verbs.

Mr Brown (not to feel) well for several days. So he (to call at) the out-patient department of St. Mary's Hospital. Doctor Campbell (to receive) him in his surgery.

- Doctor:* What (to be) the trouble?
Brown: I (to catch) a bad cold.
Doctor: You (to take) your temperature?
Brown: Yes, I (to take) my temperature before I (to leave) home. It (to be) normal.
Doctor: How long (to feel) this way?
Brown: I (to be) ill since Monday.
Doctor: You (to have) a headache or a sore throat?
Brown: I (to have) both.
Doctor: You (to take) anything for your headache yet?
Brown: I (to take) aspirin ['æspɪrɪn].
Doctor: And you (to cough) a lot, ... you?
Brown: Yes.
Doctor: Let me examine you. It (not to be) an ordinary cold. You (to have) flu. I (to give) you two prescriptions which you must take to the chemist's. If you (to follow) my instructions you (to feel) better in a few days. If you (not to feel) better, you (to have) to come to my surgery again.
Brown: Thank you, doctor.

b) Speak about:

1. Mr Brown's illness;
2. the doctor's instructions.

PREPOSITIONS

Ex. 7. Supply prepositions.

One morning Philip woke up ... a terrible headache. He asked the landlady to bring him a cup ... tea. A few minutes later Griffiths ['grɪfɪθs] ... whom they had lived ... the same house ... a year came in.

"I hear you are not well," said Griffiths, "I thought, I'd come and see what the trouble ... you was."

"I think I'm falling ill ... flu," said Philip.

"let me take your temperature."

Griffiths sat ... the bed and they spoke ... a moment, then he took the thermometer out and looked ... it.

"You must stay ... bed and I'll bring the doctor to examine you."

The doctor called ... Philip an hour later. He examined Philip, took his temperature and blood pressure.

“What do you think it is?” asked Philip.

“You are ill ... flu. Wouldn't you like to go ... hospital?”

“I think I'll stay ... home”.

“Very well. I'll write ... a prescription ... some pills. Your friend can buy them ... the nearest chemist's. Take the medicine three times a day ... meals.”

(by S. Maugham
“Of Human Bondage”)

THE WORDS YOU MIX UP

Ex. 8. Choose and use.

to call at, to call on, to call for

1. When the doctor called ... Philip he wrote out a prescription for some medicines. Philip asked his friend to call ... the nearest chemist's and buy the medicines for him.
2. Frank invited Jane to the cinema and promised to call ... her at 7.
3. — How is Peter?
— When I called ... him he didn't feel well.
4. Let's call ... the chemist's. I'd like to buy some medicine for my headache.
5. — Is Jane going to the exhibition with us?
— Yes, she asked me to call ... her.
6. When you visit St. Petersburg call ... my place. I'll be very glad to see you.

UNIT IV

SPEECH EXERCISES

Ex. 9. a) Read the dialogue.

AT THE DENTIST'S

Mr Adams has had a bad toothache for 3 days and he has made an appointment with a dentist for 10 o'clock.

Doctor: Good morning, Mr Adams. What can I do for you?

Adams: I've got a bad tooth that's troubling me day and night.

Doctor: Which tooth is it?

Adams: This one on the right. Is it necessary to **take it out**?

Doctor: The tooth is very bad but it isn't too late to treat it. I'll put some medicine into it. Come the day after tomorrow at the same time. I'll **fill the tooth**.

Adams: Thank you, doctor.

b) Say what you remember about Mr Adams's visit to the dentist.

c) Act out a similar dialogue with a dentist. Suppose two teeth trouble you and the doctor is going to treat one of them and take out the other.

Ex. 10. a) Read the dialogue.

THE DOCTOR KNOWS BEST

Doctor: What can I do for you, Mr Hunter?

Mr Hunter: Well, I'm a little worried about my health. Yesterday I had a **pain** here on the left and I couldn't **breathe**. I had to sit down and rest for 15 minutes. Do you think it's my **heart**?

Doctor: I am not sure. I'd like to ask you a few questions. Do you smoke?

Mr Hunter: Yes. A pack a day... sometimes two.

Doctor: How long have you been smoking?

Mr Hunter: For twenty years, maybe longer. I like to smoke. It relaxes me.

Doctor: Do you drink a lot of coffee?

Mr Hunter: Yes, but I've **cut down** lately. Now I drink 8 or 9 cups a day. I need coffee. I'm a businessman, I work long hours.

Doctor: 2 or 3 cups a day is all you should drink. It's bad for the heart. Well, I have to examine you.

(later)

You seem to be in good health. There is nothing to worry about. But if you want to stay in good health you should stop smoking and cut down on coffee.

(Based on "On-Track",
Video Activity Book)

b) Do you believe that smoking and drinking coffee are bad for health and people shouldn't smoke and drink coffee?

Ex. 11. a) Read the text.

The American Health Food Ltd sent a letter to the Russian Market Research Group. They wanted the Group to supply them with some information about the situation on the market of health food in Russia as they were planning to introduce some of their products into the Russian market.

The reply of the Russian analysts is rather optimistic.

They write that the market of health food has been developing for a few years. Some companies are supplying their products to Russia and the products are selling well. However, the American Company can offer a number of items which are not available on the market and which can be in demand. The Market analysts believe that health food should be sold directly to supermarket and hypermarket chains where the products have every chance to be a success.

b) Answer the questions:

- What is "health food"? Is it popular in Russia?
- Why is the American company recommended to sell health food to supermarkets and hypermarkets?
- Do you sometimes buy health food? Does it have a good effect on your health?

Ex. 12. a) Read the story.

PLEASE COUGH INTO THE MIKE*

One morning Harry woke up with a terrible headache. He phoned his family doctor.

The telephone answered:

"This is a recording. Doctor Crandell is away now. Give your name, phone number and symptoms. Doctor Crandell will call you back when he comes. Thank you..."

"I'm Harry Kranowitz, Riverside 6. I have a very high temperature, a headache, and I'm coughing a lot. I feel very bad."

Harry went to bed. He had been sleeping for some time when the telephone rang. He got up and went to the living room.

"Hello?"

"This is a recording. Dr. Crandell is still away. However your symptoms seem to show flu for which you should take two aspirins every four hours, eat light food and drink juice. Dr. Crandell will call you back when he comes. Thank you."

Harry looked at the phone for a few seconds, coughed and slowly went to the kitchen. He took a bottle of juice, two aspirins and went to bed. He couldn't sleep. He had a terrible cough and he felt that his tem-

perature was still very high. He went to the phone and called the doctor again. As the doctor was still away Harry's symptoms were recorded for the second time.

Some time later the telephone rang again:

"This is a recording. You have nothing more serious than flu. If you follow the instructions which were given to you earlier you should be better by morning. Thank you."

Harry went to the kitchen, took some whisky and went to bed. Some time later the doctor himself called him.

"Listen, Kranowitz. Your symptoms show flu for which you should take two aspirins every ..."

Harry switched off the phone and went to bed.

A week later he got a bill for \$100 from Dr. Crandell by mail. He was sure that the bill had been made out by the computer.

* a mike = a microphone ['maɪkrəfəʊn]

(After Seimour Joseph)

b) Speak about:

1. Harry's disease;
2. the instructions from "the doctor" he got on the phone.

c) Think and answer.

1. Where was the doctor all the time?
2. From whom did Harry get instructions?
3. Why was it convenient for the doctor to use a computer?
4. Why didn't Harry want to speak to the doctor when he called him?
5. Why was Harry sure that the bill had been made out by the computer?
6. Why is the story called "Please cough into the mike"?

Ex. 13. a) Read the text. Use a dictionary if necessary.

DANGER — BUSINESS PEOPLE AT WORK!

Stress is a perfectly natural part of living. Crossing a road, going to a party, driving a car — these are all stressful activities. We live in a fast-moving age, so we must learn how to relax properly. Here are some of the most common symptoms of stress: bad sleep, difficulty in concentrating. Long-term stress is associated with high blood pressure, headaches and heart diseases.

But how do you deal with these problems? The average business person doesn't often have time to sit down and work out the answers.

But if you want to be healthy, you have to know how to deal with stress. So here's a guide to reducing the level of stress in your life.

First, take up a hobby, if possible an active outdoor activity. You won't worry about your problems when you are concentrating on a hobby that really interests you.

You must take a lot of exercise. This will keep you fit and should also help you to sleep better. It is recommended to combine exercise with a healthy diet.

At work it's important to make lists of tasks that you must complete during the day. Write down your ideas on paper. It's necessary to take breaks during the day, so that you don't become too tired. Learn to say "no", even to your boss, if you think that your colleagues are being unreasonable. And finally, don't forget that "laughter is the best medicine".

Start this new action plan today and you'll find, within a surprisingly short time, that stress at work and at home is no longer the problem it was.

b) Answer the questions:

1. What are the most common symptoms of stress?
2. What recommendations to deal with stress are given in the text?
Do you agree with them?
Do you follow any of them?
3. How do you deal with the problem of stress?

Ex. 14. Do you agree that "laughter is the best medicine"? Then read and translate some jokes:



1. *Doctor:* There goes the woman I love.
Friend: Why not marry her?
Doctor: I can't afford it, she is my best patient.
2. *Patient:* Tell me truly, doctor, what are my chances of getting better?
Doctor: Just 100 percent! Statistics show that only nine out of ten die from your disease — and nine of my patients have already died from it. You are the tenth!
3. *Patient:* What, five pounds for taking my tooth out? It only took you a few seconds!
Dentist: OK. Next time I'll do it all day.

4. *Patient:* Doctor, I keep talking to myself.
Doctor: I'm not surprised. No one else would listen to you!
5. A patient comes to see a doctor and says that he has a pain in his leg.
Doctor: Oh, it's very serious. How long have you been having it?
Patient: For 2 weeks.
Doctor: Why haven't you visited me earlier?
Patient: You see no matter what I am ill with my wife tells me to stop smoking.

* to afford [ə'fɔ:d] — позволить себе

Ex. 15. a) Give your viewpoints.

1. For tobacco companies cigarettes mean money. For us they mean diseases.
2. In the USA there is no more smoking in offices, restaurants, planes or other public places. Do you think it's a good idea? Most people think it is.
3. We often speak about water pollution and air pollution, but we seldom speak about noise pollution, which also has a bad effect on our health.

b) There are many English proverbs about health. Read and translate some of them.

1. Health is above wealth.
2. Early to bed and early to rise makes a man healthy, wealthy and wise.
3. An apple a day keeps the doctor away.

Ex. 16. Give extensive answers.

1. Where do you usually get treatment when you fall ill? What kind of treatment do you get there?
2. Have you ever been taken to hospital? If so, say how long you stayed there and what you were treated for?
3. What are the symptoms of flu?
4. How were you treated for flu when you were last ill?
5. What do you usually do to get well as soon as possible?
6. What is it necessary to do to prevent serious diseases?
7. Why is it necessary to go to a dentist regularly for the examination of your teeth?

Ex. 17. Topics for discussion.

1. Your visit to a doctor.
2. Your visit to the dentist's.
3. Your visit to the chemist's.

Ex. 18. Act out dialogues on the situations:

1. Meet Mr Green of Blake&Co. Ask him about his health. Discuss the company's prices for tools and bring up the matter of spare parts.
2. Contact Mr Hope of Smith&Co. You know that Mr Hope was ill some days ago. Ask him how he is. Tell Mr Hope that their prices for radiators and terms of payment don't suit your company.
3. Receive Mr James in your office. Tell him that you couldn't have talks with him yesterday as you had an appointment with a dentist. Discuss the guarantee period for the company's washing machines.

UNIT V

VOCABULARY

- | | |
|---|---|
| 1. health ['helθ] <i>n</i> | — здоровье |
| good health | |
| poor health | |
| e.g. His health is poor. | — У него плохое здоровье. |
| 2. free [fri:] <i>adj</i> | — бесплатный |
| 3. medical ['medɪkəl] <i>adj</i> | — медицинский |
| medical service | — медицинское обслуживание |
| 4. medicine ['meds(ɪ)n] <i>n</i> | — 1. медицина |
| to study medicine | 2. лекарство, медикамент |
| to take a medicine | — принимать лекарство |
| a medicine for a headache | — лекарство от головной боли |
| 5. treatment ['tri:tmənt] <i>n</i> | — лечение |
| treatment for smth | — лечение от чего-либо |
| e.g. He is getting treatment for flu now. | — Он лечится от гриппа. |
| to be under treatment | — находиться на лечении |
| 6. to treat [tri:t] <i>v</i> | — лечить |
| to treat for smth | |
| e.g. He was treated for flu by a very efficient doctor. | — Его лечил от гриппа очень опытный врач. |
| 7. chargeable ['tʃɑ:dʒəbl] <i>adj</i> | — платный, подлежащий оплате |

8. **a patient** ['peɪʃənt] *n* — пациент, больной
9. **wake up (woke up, woken up)** *v* — 1. будить
e.g. Wake me up at 6 tomorrow.
 — 2. просыпаться
e.g. He woke up at 7 o'clock yesterday.
10. **a headache** ['hedeɪk] *n* — головная боль
to have a headache — болеть (о голове)
e.g. I have a headache. — У меня болит голова.
11. **a throat** [θraʊt] *n* — горло
a sore throat — больное горло
to have a sore throat — болеть (о горле)
e.g. I have a sore throat. — У меня болит горло.
11. **a cough** [kɒf] *n* — кашель
to have a cough — кашлять
treatment for a cough — лечение от кашля
12. **a temperature** ['tempərətʃə] *n* — температура
to have (to run) a temperature — иметь повышенную температуру
to take one's temperature — измерять температуру (себе)
to have one's temperature taken — измерять температуру (кому-л.)
13. **to be ill with smth v** — болеть чем-либо
to feel ill — чувствовать себя больным
to fall ill with smth — заболеть чем-либо
e.g. Our manager is ill with flu now. He fell ill two days ago.
14. **(a) hospital** *n* — поликлиника, больница
to go to hospital — пойти в поликлинику; лечь в больницу
to be in hospital — лежать в больнице
to send smb to hospital — положить кого-либо в больницу
to go to the hospital to see smb — навестить кого-либо в больнице
an out-patient hospital — поликлиника
an in-patient hospital — больница, стационар | в Великобритании

▶ Перед словом **hospital** артикль не употребляется, если речь идет о больнице как о лечебном учреждении. Если имеется в виду здание больницы, то перед словом **hospital** употребляется соответствующий артикль. Например:

My wife is **in hospital** now.

I go to **the hospital** every week to see her.

Lesson 6

15. **to call** [kɔ:l] *v* — зд. вызвать (врача на дом)
e.g. Ann has fallen ill. Will you call a doctor for her?
16. **to examine** [ɪg'zæmɪn] *v* — осмотреть
to examine | **a patient**
 | **a machine**
 | **exhibits**
17. **trouble** [trʌbl] *n* — беспокойство, неприятность, беда
e.g. What seems to be the trouble? — Что вас беспокоит?
 The trouble is ... — Беда в том, что...
to be in trouble — иметь неприятности
to give trouble to smb — причинять неприятности (беспокойство) кому-либо
to get into trouble — попасть в беду
to have | **much** | **trouble** — иметь | **много** | **неприятностей**
 | **little** | | **мало** |
- e.g.* I have had much trouble lately.
 Our troubles aren't over yet.
18. **to be feverish** ['fi:vəriʃ] *adj* — лихорадить
e.g. The patient is feverish. — Больного лихорадит.
 (У больного жар).
19. **(the) flu** [flu:] *n* — грипп
a touch of flu — заболевание гриппом
20. **contagious** [kən'teɪdʒəs] *adj* — инфекционный, заразный
21. **a disease** [di'zi:z] *n* — болезнь, заболевание
syn. an illness
a serious | **disease**
a contagious |
- to catch a disease** — заболеть, заразиться (какой-л. болезнью)
22. **a prescription** [prɪs'krɪpʃn] *n* — рецепт (врача)
to write out a prescription for ... — выписать рецепт от ...
e.g. The doctor wrote out a prescription for my headache.
23. **to send down** *v* — сбивать (температуру)
e.g. This medicine will send your temperature down.
24. **a pill** *n* — таблетка
to take pills — принимать таблетки
pills for | **a headache** | таблетки от головной боли,
 | **a toothache** | зубной боли,
 | **high blood pressure** | высокого давления

25. **a mixture** ['mɪkstʃə] *n* — микстура
a mixture for | **a cough**
| **a sore throat**
26. **a chemist** ['kɛmɪst] *n* — аптекарь
the chemist's — аптека
to go to the chemist's — пойти в аптеку
to buy smth at the chemist's — купить что-либо в аптеке
27. **to make out** *v* — выдавать, выписывать
to make out | **a document**
| **a passport**
| **a license**
28. **a medical leave** [sə'tɪfɪkət] *n* — больничный лист, бюллетень
syn. a sick list
29. **a surgery** ['sɜ:dʒəri] — кабинет врача
syn. a doctor's office
30. **examination** [ɪgzæmɪ'neɪʃn] *n* — зд. осмотр врача
a follow-up examination — повторный осмотр
31. **an appetite** ['æpɪtaɪt] *n* — аппетит
to have a good | **appetite**
to have a poor |
to have no |
to lose one's |
32. **to sleep** (slept, slept) — спать
[slɪ:p, slept] *v*
33. **to feel run-down** — чувствовать слабость, переутомление
to be run-down — переутомиться
34. **blood pressure** ['blʌd 'preʃə] — (кровяное) давление
to take blood pressure — измерить давление
35. **for a while** — на некоторое время

ADDITIONAL WORDS AND EXPRESSIONS

1. **a dentist** ['dentɪst] *n* — зубной врач
at the dentist's — у зубного врача
to go to the dentist's — пойти к зубному врачу
2. **a tooth** [tu:θ] (*pl.* teeth) *n* — зуб
to fill a tooth — запломбировать зуб
to take out a tooth — удалить зуб
a toothache ['tu:θeɪk] *n* — зубная боль
to have a toothache — болеть (о зубе)

Lesson 6

- | | |
|--|-----------------------------------|
| 3. to record [rɪ'kɔ:d] | — записывать, фиксировать |
| recoding | — запись (на пленке) |
| 4. a heart [hɑ:t] <i>n</i> | — сердце |
| 5. to ring (rang, rung) <i>v</i> | — звонить |
| <i>e.g.</i> The telephone is ringing.
Will you answer it, please? | |
| to ring smb up | — позвонить кому-либо по телефону |

NAMES OF SOME DISEASES

- | | |
|-----------------------------------|--------------------------------|
| 1. AIDS [eɪdz] | — СПИД |
| 2. cancer | — рак |
| 3. a cold | — простуда |
| 4. a heart disease | — болезнь сердца |
| 5. a nervous disease | — нервное заболевание |
| 6. pneumonia [nju(:)mɔnjə] | — воспаление легких, пневмония |

LESSON 7

Subject for Study: **An Offer. Discussing Tests and Packing.**

UNIT I

WORKING ON THE TEXT

Read the letter and the dialogue.

AN OFFER

A

Here is an offer which was received by Rossimport from a large British company.

2nd September, 200...

For the attention of Mr Borisov

Dear Sirs,

We thank you for your enquiry of 27th August 200.. concerning the supply of pumps and now are pleased to **submit** our offer.

With this offer we enclose drawings and **specifications** together with our leaflet.

Price: The **total price** of a pump is £ ... which includes packing and delivery CIF Russian port.

Delivery: Delivery of the pumps will begin two months after the contract is signed and will be completed within a period of three months.

Validity: This offer is **valid** for 90 days from the date of this letter.

Payment: Payment is to be made in cash within 30 days of **receipt** of the following shipping documents: **an Invoice, a Bill of Lading, an Insurance Policy and a Packing List.**

We have quoted for the majority of spare parts **in accordance with** the details in your enquiry. But we cannot guarantee the supply of all items as in some cases our **stocks** of spares are limited.

We recommend you therefore to place an order as soon as possible to **obtain** the items you require.

I would **personally** very much like to visit you and discuss our possible future business relations.

Perhaps you will be **kind enough to advise** me of a **suitable** date and time for such a meeting.

Yours faithfully,
on behalf of Blake&Co.
G.E. Fox
Overseas Sales Manager

B

DISCUSSING TESTS AND PACKING

Mr Borisov was favourably impressed by the technical specifications of the pumps. During his first meeting with Mr Fox they discussed the terms of delivery and a possible quantity discount. When the two businessmen met again the following conversation took place.

Borisov: Mr Fox, I want to clarify the question of **inspection** and tests first. Since¹ this is going to be our trial order², we'd like our **inspectors to be present** at the tests.

Fox: **Naturally.** We'll send you our Notification of Readiness for the Test well in advance.

Borisov: We'd like it to be sent at least 20 days before the date of the test.

Fox: Why so early?

Borisov: You know, in **the past** we had some troubles when Notifications were delayed and **as a result** our inspectors couldn't arrive at the plant in due time³.

Fox: I see. In that case the contract will **stipulate** your requirement. But I can guarantee that we won't **let you down**. **On our part**, we expect a **Release Note for Shipment** to be signed immediately after the tests **are carried out** and a **Test Report**⁴ is submitted. **Otherwise** we won't be able to arrange shipment of the goods on time.

Borisov: Our inspectors will do that **by all means** if the results of the tests are **satisfactory**.

Fox: Thank you.

Borisov: There is another point I'd like to bring up, Mr Fox. What kind of packing do you use?

Fox: Oh, we pay special attention to this matter. Our goods need seaproof packing. So generally some parts are wrapped up in polythene [ˈpɒliθiːn] and the whole units are then put into wooden boxes or crates.

Borisov: I hope this ensures their safe delivery, doesn't it?

Fox: Of course, it does. We do our best to satisfy our customers and make our product really competitive and attractive for overseas markets.

Borisov: Thank you, Mr Fox. I think we've settled all problems. Will it be possible for us to meet tomorrow morning and sign the contract?

Fox: That will be fine.

¹ **since (conj)** — так как, поскольку (вводит придаточные предложения причины)

² **a trial order** — пробный заказ

³ **in due time** — в назначенное время

⁴ **a Test Report** — акт заводского испытания

Ex. 1. Speak about:

- A. 1. the documents which were enclosed with the offer;
2. the price and the terms of payment and delivery on which the goods were offered to Rossimport;
3. the terms on which the spare parts were offered to the Russian firm.
- B. 1. Mr Fox and Mr Borisov's discussion of inspection and test;
2. the kind of packing the company uses for the pumps.

Ex. 2. Think and answer.

- A. 1. What information was there in the documents which were enclosed with the offer?
2. Why did the Buyer ask the company to quote for the spare parts?
3. Why did Mr Fox want to establish personal contacts with the people of the Russian company?
- B. 1. Why will the inspectors be able to sign a Release Note for shipment only if the results of the tests are satisfactory?
2. What do Blake&Co. do to make their goods competitive?

UNIT II

WORKING ON WORDS

in accordance with

Ex. 3. a) Read the example.

In accordance with the terms of the contract the goods are to be delivered CIF Sheremetyevo Airport.

b) Say:

- what price the offer of Blake&Co stipulates;
- what delivery time is offered to the Russian company;
- what payment terms the offer stipulates;
- who will be present at the tests;
- when a Release Note for shipment is to be signed;
- how the pumps are to be packed;
- what (in your opinion) guarantee period the future contract will stipulate;
- what obligations of the Sellers concerning the correction of defects the future contract will stipulate.

to need (smth)

Ex. 4. a) Read the example.

- **Do you need any information about this company?**
- **Of course, we do. We'd like to know more about it.**

b) Speak in the same way about:

1. the range of the goods the company produces;
2. the technical characteristics of the pumps;
3. the performance of the equipment;
4. the modifications which were made in the machine;
5. the results of the inspection and test;
6. the possible applications of the computer;
7. the reputation of the company;
8. the exhibition which is to be held in Germany in spring;
9. the situation on the Russian market of health food;
10. the kind of packing the company uses for their cosmetics.

to do one's best

Ex. 5. a) Read the example.

We do our best to advertise our goods in foreign journals as often as possible.

b) Answer the questions in the same way.

1. Do the Sellers try to introduce goods into new markets?
2. Do business companies try to establish new contacts?
3. Do American companies try to increase sales to Europe?
4. Do plants produce new models of equipment and modify old models?
5. Do companies try to display their products at fairs and exhibitions?
6. Do the Buyers try to get big discounts from the Sellers?
7. Do the Buyers try to make contracts on favourable terms?
8. Do the Buyers always try to have a long guarantee period for technical goods?

to pay attention to (smth / smb)

Ex. 6. Answer the questions.

What do you pay attention to when:

- you choose a place to go to for a summer / a winter holiday?
- you choose a performance to see?
- you make a tour of a foreign city / a production plant?
- you choose a TV programme to watch?
- you look through the advertising materials of the products your company is interested in?
- you study offers of foreign companies?
- you buy pieces of furniture (electronic products) for your flat?

Ex. 7. Translate into English.

1. Мы рады представить Вам наше предложение на новую модель компьютера.
2. Наше предложение будет действительно в течение 60 дней от даты данного письма.

3. В соответствии с Вашим запросом мы прилагаем к письму каталог, в котором содержится дополнительная информация о нашем оборудовании.
4. Платеж должен быть произведен в течение 10 дней после получения следующих отгрузочных документов: счета-фактуры, коносамента и упаковочного листа.
5. Продавец сообщил, что у них имеется небольшой резерв запасных частей, и поэтому они рекомендуют нам без промедления разместить у них заказ.
6. Не будете ли Вы любезны сообщить нам удобную для Вас дату встречи?

* * *

Уважаемые господа!

В дополнение к нашему телефонному разговору имеем удовольствие сообщить Вам, что испытания оборудования будут проводиться 25 мая 200... на нашем заводе. Если вы хотите, чтобы Ваши приемщики присутствовали на испытаниях, немедленно дайте нам знать об этом, и мы сделаем все необходимые приготовления.

Если они не смогут приехать, мы проведем испытания без них и вышлем Вам акт заводского испытания.

Мы надеемся получить разрешение на отгрузку без задержки. В противном случае мы не можем гарантировать своевременную доставку оборудования в порт.

С нетерпением ждем вашего ответа.

От имени фирмы
«Блейк энд К°»

Г. Т. Хенн
коммерческий директор

UNIT III

KEY STRUCTURES AND SPECIAL POINTS

WORD-BUILDING

Ex. 8. a) Complete and translate.

to meet v + ing = a meeting n

1. to mark → ...
2. to paint → ...

3. to advertise → ...
4. to wrap → ...
5. to pack → ...
6. to mean → ...

b) Complete the sentences.

1. The exhibition of furniture is to open next Tuesday. Will the President come to the ... of the exhibition?
2. A lot of British firms advertise their goods on TV. Broadcasting companies get money from ...
3. — What does the word “double-decker” mean?
— I don't know the ... of this word.
4. — Where is the President going to meet Mr Brown?
— I think the ... will take place in the conference room.
5. The Sellers wrap up parts of machines in polythene and pack them in special boxes. This kind of ... ensures safe delivery.

ARTICLES

Ex. 9. a) Supply articles or possessive pronouns where necessary.

1. What's ... time?
2. It took me much time to look through ... documents.
3. ... inspectors arrived at ... plant on ... time.
4. I always find it difficult to do my work if I try to listen to music at ... same time.
5. I don't have ... time to go to ... cinema tonight.
6. ... packing and ... attractive wrapping are very important for sales.
7. ... packing of the machines was very good and it ensured their safe delivery.
8. ... payment was made 10 days after ... Bill of Lading was received.
9. ... Bill of Lading generally includes information about the goods which are to be shipped.

* * *

Sanders Motors Ltd

10th June 200...

As we have previously informed you ... motors which have been submitted for ... test have shown ... excellent working characteristics. We would like you to send us ... quotation for two more types of motors in accordance with ... drawings Nos 405 and 510.

We would like to receive ... offer for ... supply of 750 motors of each type during ... period of two years.

... prices should be quoted FOB English port or airport.

We know that you are going to arrange ... visit of ... businessmen to London in August. If possible we would like to receive ... quotation before ... visit of ... businessmen, so that it can be discussed with you.

We look forward to hearing from you.

Yours faithfully,
on behalf of Rossimport
F. T. Sokolov

b) Speak about:

1. the goods the company is interested in;
2. the delivery terms the company would like to be quoted;
3. the future visit of the Russian businessmen to London.

c) Summarize the letter.

TENSE AND VOICE

Ex. 10. a) Supply the correct forms of the verbs.

Rossimport,
Moscow,
Russia.

Dear Sirs,

You kindly (to advise) us that you (to have) to buy machines of another company. We (to be sorry) that your order (to place) with our competitors because our delivery time (to be) not suitable to you and you (to find) our prices too high.

We would like to explain to you that we (to be) heavy with orders now and as a result the deliveries (to extend). Besides, some modifications (to make) in the machines to achieve higher capacities. That is why our prices (to be) higher than our competitors' prices.

Nevertheless, we (to feel) that if you (to take into consideration) the high quality of our machines you (to agree) that they (to price) reasonably.

We hope that you (to be able) to place your future orders with us.

Yours faithfully,
C. Deadle
Sales Manager

b) Summarize the letter.

PREPOSITIONS

Ex. 11. Supply prepositions.

1. Payment was to be made ... cash ... 30 days ... receipt ... all shipping documents.
2. Much attention must be paid ... seaproof packing, especially when goods are shipped ... African countries.
3. ... export packing machines are often wrapped up ... polythene and then put ... special crates.
4. The customers sent an enquiry ... women's shoes ... autumn wear, but were informed that the company could not supply them ... the shoes as they were ... stock ... that moment.
5. Two inspectors arrived ... London to be present ... the tests ... the new model ... compressors.
6. The Seller's offer was valid ... a period ... 90 days ... the date ... their quotation.
7. The British company promises to submit ... Rossimport any samples of cameras they will require.
8. ... the past this company supplied us ... their chemicals. Now they want us to advise them ... our current requirements.
9. ... accordance ... Mr Ranson's letter his company is going to increase their prices ... 6% ... May.

THE WORDS YOU MIX UP

Ex. 12. Choose and use.

first, at first

1. The goods were ... wrapped up very carefully and then put into crates.
2. ... the Seller quoted CIF prices, but later changed them to FOB prices.
3. ... Mr Brown said that a Notification of Readiness would be sent 10 days before the date of the test, but then he agreed to send it earlier.
4. ... the catalogues for chemical equipment were submitted to the Buyers, and later some documents where spare parts were illustrated and described were sent to them.

5. If the company wants to attract new customers they must ... advertise their goods widely.
6. ... the Seller offered a 10 months' guarantee period, but during the talks they agreed to extend it to 12 months.
7. ... the defects were corrected and then a repeat test was carried out.
8. ... the British businessmen made a tour of the Kremlin and then went to the Tretyakov Picture Gallery.

UNIT IV

SPEECH EXERCISES

Ex. 13. a) Read the dialogue.

The Russian businessmen saw the tools of the British company at the Industrial Exhibition in London.

They were impressed by the fact that the quality of the tools was very high, they had many applications and their finish was extremely good. The businessmen decided to buy them.

Some time later the British company sent an offer to the Russian company. After Mr Korolyov had studied the offer he phoned Mr Stanley to clarify some details.

Korolyov: Good morning. This is Korolyov of Rossimport. I'd like to speak to Mr Stanley.

Secretary: Mr Korolyov, can you hold on for a moment? Mr Stanley is speaking on another line.

Korolyov: It's all right. I can wait.

Stanley: Good morning, Mr Korolyov. Very glad to hear you. Is there anything I can do for you?

Korolyov: We've just received an offer from your company, Mr Stanley. We'd like to know what kind of packing you are going to use.

Stanley: Usually our tools are wrapped up in polythene, put into wooden crates and transported in **containers**. This kind of packing ensures safe delivery of the goods. Our customers find it quite satisfactory.

Korolyov: Thank you. I'll contact you later. Good-bye.

b) Speak about:

1. the tools the British company displayed at the exhibition;
2. the kind of packing the British company uses for the tools.

Ex. 14. a) Read the letter.

Rossimport
Moscow,
Russia.

2nd December, 200...

Dear Sirs,

We are pleased to advise you that we have in stock the acrylic sheets (акрил в листах) you are interested in. We can quote for about 500 acrylic sheets which will be wrapped up in special paper in accordance with your requirements. The price is £ ... per square meter FOB UK port.

The goods can be offered for prompt delivery.

Payment is to be made by a L/C which is to be opened within two weeks of receipt of Bill of Lading, Invoice and Packing List*.

You will realize that we quote a lower price than our competitors. Therefore our offer gives you an extremely favourable opportunity to obtain supplies of high quality at a very attractive price.

If you are interested in purchasing our goods we shall need your order immediately as it is expected these supplies will not be available on the market at the above price for very long.

We look forward to hearing from you.

Yours faithfully,
Brown&Co.

b) Speak about:

1. the terms of payment and delivery on which the company offered to deliver their goods;
2. the price which the company quoted for the acrylic sheets;
3. the kind of packing the company offered to use.

c) Think and answer.

1. Can the terms of the company be considered favourable or not? Why?
2. Why did the Seller believe that the Rossimport people knew the prices of other companies for similar goods?
3. Why did the company expect the price for the acrylic sheets to be revised soon?

* В деловых письмах названия документов часто употребляются без артиклей.

Ex. 15. a) Read the letter.

Rossimport

Dear Sirs,

Further to your telephone enquiry for pumps we are pleased to submit our quotation for the above units.

We are also enclosing leaflets which give the full details of the performance of the pumps. The pumps will of course be tested at our plant and a Notification of Readiness will be sent in due time.

Price: The price is £ ... per unit which includes packing. The prices will be valid within 60 days from the date of this letter. We have the right to quote for an order which is received after the 60 days' period at the prices which are valid then.

Payment: Payment is to be made by a Letter of Credit against shipping documents.

Packing: The goods will be packed in accordance with our standard export packing methods.

Delivery: The pumps we are offering you will be ready for shipment not later than 20 days of receipt of your order. We shall do our best to ship them in accordance with our programme.

We look forward to receiving your further instructions in the near future.

Yours faithfully,
on behalf of Green&Co.
G. Drane
Export Sales Manager

b) Summarize the letter.

c) Think and answer.

1. Were the Buyers going to place the first order with the company or had they placed orders with them previously? Why do you think so?
2. Why will it be necessary to make tests of the pumps at the Seller's plant?
3. Why did the company have the right to revise the prices for orders which would be received after a 60 days' period?

Ex. 16. Give extensive answers.

1. What information is included in specifications? In what cases do the Sellers enclose specifications with offers?

2. What kind of document is a Bill of Lading? Why is it very important?
3. What does the validity period of an offer mean?
4. When is it necessary for the Buyer's inspectors to be present at the tests at the Seller's plant?
5. When can tests be carried out without the Buyer's inspectors?
6. What kind of document is a Notification of Readiness for Tests? Why is it to be sent to the Buyer in advance?
7. What kind of document is a Test Report?
8. What kind of document is a Release Note for Shipment? Why are the Sellers interested in getting a Release Note for Shipment without delay?
9. Why do the Sellers always have to pay special attention to packing?

Ex. 17. Give your viewpoints.

1. Packing of goods is very important for successful trade.
2. In most cases the Sellers have to carry out repeat tests.

Ex. 18. Speak on the topics.

1. The offer you received last.
2. Discussing the matters of test and packing during the talks.

Ex. 19. Act out dialogues on the situations:

1. Brown&Co. made you an offer for their chemical equipment. You are having talks with the Sales Manager of the company Mr Evans in London. Discuss with him the delivery dates and the method of packing.
2. You are in London to have talks with Mr Blake. Discuss with him the prices for their machines and the terms of payment. Make arrangements for the supply of spare parts.
3. You have received an offer for press machines from Watson&Co. Ltd. Meet Mr Bremvil, a representative of the company, and discuss all the particulars concerning the tests of the machines which are to be carried out at a plant near London.

Ex. 20. a) Read the text.

Miele is a German company who is a leader in high-quality goods. They sell a wide range of **domestic appliances** from dishwashers and washing machines to vacuum cleaners and coffee machines.

The company is famous for its high manufacturing standards. Almost all components for the appliances are produced in the company's own plant. For example, they make 4 million electric motors a year (enough for all their products) in their plant near Cologne [kou'loun]. Great attention is paid to the tests of appliances. For the test of ovens special machines are used that open and shut the doors of ovens 60 000 times to imitate the use they will have in their owners' kitchens.

Even though Miele's manufacturing costs are higher than those of their competitors, the company believes they are **justified** because they produce appliances that — **despite** their high prices — people want to buy. The company says that most Miele's appliances will work for 20 years which is much longer than the competitors' goods. This is explained by the high reliability of individual parts.

Once the owner of the company Mr Miele had a letter from an old lady who said that she didn't have much money but was ready to pay 50% more for a Miele washing machine because she knew it would last till the end of her life.

The company has built up a wonderful image among their buyers who know that the brand stands for the highest quality.

(from "the New Market Leader")

b) Answer the questions.

1. What is Miele famous for?
2. How does the company achieve the highest standards of production?
3. Why are the prices for Miele's products higher than the prices of their competitors?
4. Why are a lot of buyers loyal to the domestic appliances which Miele produces?

Ex. 21. a) Read the story.

THE FIRST TRANSACTION

Frank Cowperwood made his first business transaction when he was 13 years old.

He was walking along Front Street one day when he saw that there was an auction* and he heard an auctioneer saying: "What price am I offered for this lot of Java coffee?" The people offered their prices and the coffee was quickly sold.

* an auction ['ɔ:kʃən] — аукцион

“Now, I’d like to offer you a fine lot of seven cases of Castile soap. The starting price is 11 dollars and 75 cents a case.”

At first Cowperwood was not going to take part in the auction but after he had made calculations he understood he could make a good profit.

... People began to offer their price. Soon the price went up to 30 dollars. At that moment Frank decided to participate. When he offered 32 dollars the auctioneer noticed the boy standing in front of him.

“32 — one, 32 — two, sold! Sold to Mr ...?”

The man was waiting for the boy’s reply.

“I am Frank Cowperwood, my father works for the Third National Bank. I’ll have to run to the Bank and get the money.”

“Don’t be long. If you are not here in an hour, I’ll sell the soap.”

The boy first ran to the store where his mother did her shopping. Mr Dalrymple, the owner of the store, agreed to buy the soap offered by Cowperwood only if he delivered the goods himself. They settled the matter quickly: Frank was to deliver his case of soap to the store and the owner was to pay him 62 dollars in cash.

Then Frank ran to his father’s bank.

“What’s the trouble?” the father asked when the boy appeared in his office.

Frank explained the situation to him. He said that he could make a profit of 30 dollars and wouldn’t have to do anything special for it.

The father was proud of Frank, who was very clever for his age. He gave him the money and the boy hurried back to the auction where he paid for the soap.

When he delivered it to the store and got the money he understood that since that moment his life **would be devoted** to business.

(based on Th. Dreiser’s “The Financier”)

b) Answer the questions.

1. Why did Frank Cowperwood decide to take part in the auction?
2. Why did the auctioneer agree to wait until the boy came back with the money?
3. What arrangement did Frank make with the owner of the store?
4. Why did the father give the money to Frank?
5. Why did Frank decide to devote his life to business?

UNIT V

VOCABULARY

1. to submit [səb'mɪt] *v* — представить на рассмотрение
 to submit | an offer
 | a plan
2. a specification [ˌspesɪfɪ'keɪʃn] *n* — спецификация
 a specification on smth — спецификация на...
 a technical specification — техническая спецификация
3. total ['təʊtəl] *adj* — полный, весь, общий
 total | price
 | value
4. valid ['vælɪd] *adj* — действительный, имеющий силу
 a valid | contract
 | document
e.g. This offer is valid for three months until the 20th of December.
5. validity [və'lɪdɪtɪ] *n* — срок действия
 the validity of a L/C;
 to extend the validity — продлить срок действия
6. receipt [rɪ'si:t] *n* — получение
e.g. Payment is to be made within two weeks of receipt of the shipping documents.
7. an Invoice ['ɪnvɔɪs] *n* — счет-фактура
 to settle an Invoice — произвести расчет, оплатить по счету
8. a Bill of Lading ['bɪl əv 'leɪdɪŋ] — коносамент
9. an Insurance Policy — страховой полис
10. a Packing List — упаковочный лист
11. in accordance [ə'kɔ:dəns] with — в соответствии с...
12. a stock [stɒk] *n* — запас
e.g. We have got a very large stock of spare parts.
 to have smth in stock — иметь в наличии
 to be in stock — быть в наличии
syn.: to be available
 to be out of stock — не иметь в наличии
syn.: not to be available
e.g. This model of TV set is out of stock now.

13. **to obtain** [əb'teɪn] *v* — получить
e.g. Where can I obtain the information about this company?
syn.: to get, to receive
14. **personally** ['pɜːsnəli] *adv* — лично
15. **enough** [ɪ'nʌf] *adv, adj* — 1. достаточно
 2. достаточный
e.g. It's not warm enough to wear this coat.
 I have got enough money to buy this book.
16. **kind** [kaɪnd] *adj* — добрый, любезный
17. **to advise** [əd'vaɪz] *v* — сообщить
to advise smb of smth
syn.: to inform
18. **suitable** ['sjuːtəbl] *adj* — подходящий, годный
suitable time
a suitable place
19. **on behalf of** [bɪ'hɑːf] ... — от лица, от имени ...
syn.: for and on behalf of...
20. **overseas** ['ouvəsiːz] *adj* — заграничный, заморский
an overseas Sales Manager — коммерческий директор по торговле с зарубежными странами
- | | | | |
|-----------------|---|--|------------------|
| overseas | trade markets customers

Buyers | — внешняя торговля
— внешние рынки
— заказчики иностранных фирм
— покупатели на внешнем рынке | в Великобритании |
|-----------------|---|--|------------------|
21. **inspection** [ɪns'pekʃn] *n* — осмотр, инспектирование
an inspector *n* — инспектор, приемщик
22. **to be present** ['preznt] *v* — присутствовать
to be present at
e.g. Were you present at the ceremony?
23. **naturally** ['nætʃərəli] *adv* — конечно, естественно
syn.: of course
24. **the past** *n* (употребляется всегда с определенным артиклем) — прошлое
e.g. People cannot change the past.
in the past — в прошлом

25. **a result** [rɪ'zʌlt] *n* — результат
e.g. We obtained good results and were quite pleased with the work we had done.
as a result — в результате
26. **to stipulate** ['stɪpjʊ:leɪt] *v* — обуславливать, ставить условием; указывать
e.g. It was stipulated in the contract that the goods were to be delivered within three months.
27. **to let smb down** *v* — подвести кого-л.
e.g. This man will never let you down.
28. **part** *n* — сторона
on my (his, your) part — с моей (его, вашей) стороны
on the part of Mr X. — со стороны господина X.
29. **a Release Note for Shipment** — разрешение на отгрузку (документ)
30. **to carry out** *v* — проводить
to carry out tests
syn.: to make tests
31. **otherwise** ['ʌðəwaɪz] *adv* — иначе, в противном случае
e.g. You must take a decision now, otherwise we can't guarantee anything.
32. **by all means** — во что бы то ни стало, обязательно
33. **satisfactory** [sætɪs'fæktəri] *adj* — удовлетворительный
satisfactory results
34. **to pay attention to smth** — обращать внимание на что-либо
e.g. You must pay more attention to your work.
35. **to need** [ni:d] *v* — нуждаться, иметь потребность (в чем-либо)
e.g. We need colourful leaflets to advertise our goods.

▶ Глагол **need** может также употребляться как модальный глагол, преимущественно в вопросительных и отрицательных предложениях. В этих случаях он выражает долженствование, обязанность. Например: You needn't go there.

36. **seaproof** ['si:prʊf] *adj* — пригодный для транспортировки морем

- | | |
|--|--|
| 37. generally ['dʒenərəli] <i>adv</i>
<i>syn.: usually</i> | — обычно, как правило |
| 38. to wrap [ræp] <i>v</i>
to wrap (up) smth in | — обертывать, завертывать |
| | paper |
| | polythene |
| 39. wooden [wudn] <i>adj</i> | — деревянный |
| 40. a box [bɒks] <i>n</i> | — ящик |
| 41. a crate [k্রেit] <i>n</i> | — специальный упаковочный ящик
(с отверстиями для вентиляции) |
| 42. to ensure [in'ʃuə] <i>v</i> | — обеспечивать, гарантировать |
| 43. safe [seɪf] <i>adj</i>
safe delivery | — сохранный, надежный
— надежная доставка |

ADDITIONAL WORDS AND EXPRESSIONS

- | | |
|--|------------------------------------|
| 1. to devote <i>v</i>
to devote one's life to science | — посвятить |
| 2. domestic appliances
[ə'plaiənsɪz] | — бытовые приборы |
| 3. an oven ['ʌv(ə)n] <i>n</i> | — плита, духовка |
| 4. to justify ['dʒʌstɪfaɪ] <i>v</i> | — оправдывать, находить оправдание |
| 5. despite [dɪs'paɪt] <i>prep</i> | — несмотря на, вопреки |

LESSON 8

Subject for Study:	Sport.
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UNIT I

WORKING ON THE TEXT

Read the text and the dialogue.

A

A PIECE OF STEAK

When Tom King finished his poor supper he felt that he was still hungry. He alone had eaten that evening. The two children had been sent to bed early without supper. His wife had eaten nothing either.

Tom King was a professional boxer. Boxing was a business with him. People came to watch boxing matches and they paid money to see boxers knocking each other out. The winner took the prize.

Tom had often been a winner. But it was when he was younger. Now he was forty and he felt how hard it became to knock out his partner in the ring. He had no illusions [ɪ'luːʒənz] about his future and he was sorry that he hadn't learned a trade¹ in due time. When he was about to leave the room Lizzy said: "Good luck, Tom. You must beat him".

"Yes, if I win, I'll get thirty pounds. If I lose, I'll get nothing — not even a penny to get home. Good-bye, Lizzy."

That night Tom King was to fight against Sandal from New Zealand [ˈzi:lənd]. Sandal had everything to win the match. He was young, strong and tireless.

When Tom came to the club, a crowd of fans was waiting outside the door. Inside, on the way to the dressing room, he met the secretary, a young man, who shook his hand.

"How do you feel, Tom?" he asked.

"Fit as a fiddle,²" King answered.

The audience applauded when Tom and Sandal appeared in the ring. They shook hands and immediately the fight started.

The first rounds were a success for Tom. He knew how to fight young boxers like Sandal. In the ninth round King struck three blows and each time Sandal fell on the floor. And each time the referee counted the ninth second before Sandal got up.

He had one advantage over Tom: it was his youth against Tom's experience. In the eleventh round Tom King felt he was **weakening** quickly. And with a bitter feeling he remembered the piece of steak he had not had before the fight. Tom struck a blow but it wasn't heavy enough and not quick enough. He struck another blow but **nearly** fell down himself. Tom saw the **danger**. Sandal's blows were becoming harder and harder. Suddenly Tom felt a **sharp** pain. When he opened his eyes, he was in his corner. The audience was shouting and applauding Sandal. Tom had lost the match.

When Tom went out into the street he remembered his wife who was waiting for him. He would have to tell her he had lost. That was harder than any knock-out. He sat down on a bench and cried³.

(After Jack London)

¹ a trade — зд. ремесло

² fit as a fiddle — в полном порядке, в добром здравии

³ to cry — плакать

B

VISITING THE STADIUM

Once Mr Adams invited Mr Borisov to the Wembley Stadium.

Adams: It's a perfect day for football, isn't it?

Borisov: Yes, it's a beautiful day and I hope the weather will keep fine. Which **team** do you think will win? Liverpool or Nottingham Forest?

Adams: I'm a Liverpool fan myself. But **no matter** who will win it's going to be an interesting game.

Borisov: One of the teams is already on the **field**. Which team is that?

Adams: That's the Liverpool team. I see that Digby, the **reserve center forward**, is playing because Pratt is ill. I hope he won't let his team down. He hasn't got the experience, but I like his style of playing.

Borisov: Look! The game is about to start. Here comes **the referee**.

Adams: Now they have started the game, Nottingham Forest is a pretty good team, but I've been **supporting** Liverpool since my **college** years.

Borisov: Look, Liverpool have the **ball** and they are going to **score**.

Adams: What a shame! They have lost a good chance of scoring a **goal**. They are in **bad shape** today.

Borisov: Don't get **too excited**, it's only a game!

Lesson 8

Mr Adams was **disappointed**. Liverpool lost the game to Nottingham Forest. The game ended with a score of 3:1 in Nottingham Forests's favour.

* **What a shame!** — Как жаль! Как обидно!

Ex. 1. Speak about:

- A. 1. Tom King's sporting life in the past;
2. The qualities of Tom's partner in the match — Sandal from New Zealand;
3. The boxing match between Tom and Sandal.
- B. 1. The match Mr Adams and Mr Borisov saw at the Wembley Stadium.
2. The impression the football match made on Mr Adams.

Ex. 2. Think and answer.

- A. 1. Why didn't Tom's family have supper on the night of the boxing match?
2. Why was it difficult for Tom to continue his career as a boxer?
3. Why was it the hardest thing for Tom to tell his wife that he had lost the match?
4. Why is the story called "A Piece of Steak?"
- B. 1. Why did Mr Adams think that the game would be interesting?
2. Why did the Liverpool team lose the game to Nottingham Forest?
3. Why was Mr Adams disappointed with the result of the match?

UNIT II

WORKING ON WORDS

an advantage / a disadvantage

Ex. 3. Speak about:

- | | | |
|----------------|--|---|
| the advantages | | • working in business;
• living in a big city; |
| and | | |

disadvantages
of

- travelling by train;
- spending a holiday in a foreign country;
- shopping in a small shop;
- going to a restaurant for a birthday party;
- watching a football match on television.

**No matter who...
what ...
where
when...
why ...**

Ex. 4. Supply the correct word.

1. No matter ... he will say I'll believe him.
2. No matter ... the Sellers offered a discount of 3% we were pleased with their decision.
3. No matter ... you will spend your holiday you must relax and have a good rest.
4. No matter ... places of interest you saw in London I am sure you enjoyed your sightseeing tour.
5. No matter ... Miele's product you will buy it will last for a very long time.
6. No matter ... the reality show will be broadcast I'll watch it.
7. No matter ... he really meant his words were very convincing.
8. No matter ... rooms are available at the Hilton Hotel I'll stay there.
9. No matter ... political party will win the elections the economic situation in the country won't change.
10. No matter ... the exhibition is to be held we'll take part in it.

**to disappoint smb
to be disappointed with smth /smb**

Ex. 5. a) Read the examples.

- | | |
|--|-------------------------------|
| <ol style="list-style-type: none"> 1. The film disappointed me 2. I was disappointed with the film | <p>because it was boring.</p> |
|--|-------------------------------|

b) Say: what film, performance, concert, ballet, TV programme, exhibition, seaside resort, transaction, football match disappointed you / you were disappointed with and why.

Ex. 6. a) Translate into English.

1. ЦСКА — моя любимая хоккейная (hockey) команда. Я болею за эту команду со школьных лет.
2. Вчера показывали интересный футбольный матч по телевизору. Московская команда «Спартак» встретилась с киевским «Динамо». К сожалению, моя любимая команда «Спартак» проиграла игру киевской команде.
3. Игроки футбольной команды ЦСКА были в хорошей форме во вчерашнем матче и уже в первом тайме забили два гола.
4. Команда «Арарат» проиграла вчерашний матч со счетом 3:1 в пользу ЦСКА.
5. Мой друг любит хоккей и сейчас играет центральным нападающим в команде нашей компании.
6. Последний футбольный матч меня разочаровал, так как команда, за которую я болею уже более 10 лет, проиграла матч с большим счетом.
7. Не имеет значения, в каком спектакле играет этот актер, он всегда имеет успех.
8. Неважно, какая погода будет завтра, мы все равно поедem за город.

b) Write about the football (hockey) match you saw on television last.

UNIT III

KEY STRUCTURES AND SPECIAL POINTS

WORD-BUILDING

Ex. 7. a) Complete and translate:

use <i>n</i> + less = useless <i>adj</i>
--

1. home → ...
2. end → ...
3. help → ...
4. colour → ...
5. noise → ...
6. sleep → ...

b) Complete the sentences.

1. In some countries many people have no **job** and no **home**, they spend nights outdoors; we can see these ... and ... people on park benches.
2. At first the doctor wanted to tell the patient that there was no **use** in the treatment and that the medicines she took were almost ... but he didn't.
3. The day seemed to have no **end**. We will never forget this ... day.
4. The woman thought she wouldn't be able to get any **help**. She was lonely and ...
5. The girl was very excited, she spent the whole night without **sleep**. It was a ... night.

ARTICLES**Ex. 8. Supply articles where necessary.**

1. There is ... new stadium in my district.
2. The construction of ... stadium was completed a year ago.
3. I have never been to ... Luzniki stadium.
4. Which team do you think will win? ... Spartak or ... Dynamo?
5. ... Central Army Club team lost ... game to ... Dynamo team in ... yesterday's match.
6. — What was ... score?
— The game ended with ... score of 5:2 in Spartak's favour.
7. ... score of ... yesterday's football match was 5:3 in favour of ... Central Army Club.
8. ... audience greeted ... boxers when they appeared in ... ring.
9. It's going to be ... interesting match because ... sportsmen are ... professional players. They are strong, tireless and have ... experience.
10. ... crowd of fans was waiting outside ... stadium. ... fans started shouting and applauding when ... popular sportsmen appeared.

TENSE AND VOICE**Ex. 9. a) Supply the correct forms of the verbs.****AT THE FOOTBALL MATCH***Outside the Stadium*

- Seller:** Souvenir programmes! Photos of the players! Get your souvenir programmes for the big match!
- Kate:** What a big crowd of people! (to be) it always like this?
- Jack:** Yes, when a big match (to hold). You'd better (to be) close to me. I (not to want) to lose you in the crowd.

- Kate:* Don't worry about me. I (to keep) close. (to have) we good seats, Jack?
- Jack:* Not the best, I (to be) afraid. I (to be) sorry, Kate, but we (to have to stand) during the match.

At the match

- Kate:* Jack, I (to be) sorry but I (not to know) the first thing about football.
- Jack:* That (to be) all right. What would you like to know?
- Kate:* First of all, I'd like to know who (to play) today.
- Jack:* We (to play) against the Spanish national team. They (to be) very good, indeed, particularly their forward. I (to hear) he (to be) in perfect form. I (not to think) we (to have) much chance of winning.
- Kate:* And who (to be) the leading player in the English team?
- Jack:* Bobby Charlton. But he (not to play) today. He (to injure) in a match against Italy. He (to be) one of the best footballers I (to see) ever. But our best goalkeeper (to be) here. He (can, to save) us.
- Shouting:* England! England! Come on! Come on!
- Kate:* It (to sound) as if the whole of England (to be) here.
- Jack:* A goal! What a perfect goal! We (to score) a goal and the goal (to score) by my favourite team.
- Kate:* I never (to see) anything so exciting in my life.

b) Speak about:

1. the teams who were playing in the football match;
2. the chances of the English team to win;
3. Kate's first impressions of the football match.

PREPOSITIONS

Ex. 10. a) Supply the correct prepositions.

- Tom:* Did you go ... the stadium to watch the game yesterday?
- John:* I certainly did.
- Tom:* How did the game end?
- John:* Liverpool won, of course.
- Tom:* ... what score?
- John:* The score was 3:1 ... favour ... Liverpool.
- Tom:* How did the game go?

John: ... the beginning ... the game everything went all right. The first half ended in a draw ... the second half Chelsea lost a chance ... scoring a goal and their goalkeeper missed three goals.

Tom: But he is a good goalkeeper, isn't he?

John: Yes, but Liverpool were ... the best shape that day, that's why the Chelsea team lost the game ... Liverpool.

Tom: What a shame! I think the fans were disappointed ... the match, weren't they?

John: Yes, certainly.

b) Speak about the match between the Liverpool and the Chelsea teams.

THE WORDS YOU MIX UP

Ex. 11. Choose and use.

so, such (a, an)

1. You shouldn't have said ... a thing.
2. Football in England is ... popular that any schoolboy can tell you the names of players of popular teams.
3. It was ... an interesting exhibition that I went there twice.
4. The team was in ... a bad shape that they missed three goals at the beginning of the match.
5. I don't recommend you to see the new serial, it is ... boring.
6. He has never seen ... a crowd at a hockey match before.
7. The performance of the young actor was ... convincing that there were 7 or 8 curtain calls for him.
8. It was ... important information that the businessman decided to use it in his report.

UNIT IV

SPEECH EXERCISES

Ex. 12. a) Read the dialogue.

Alan came to Great Britain from the USA to study at Oxford. He often spent weekends with his English friends. Once Alan was invited to John's house and they talked about sports.

Alan: What's your favourite sport, John?

- John:* I prefer **soccer**, of course, but like most of us, I've become a viewer rather than a participant. I watch a soccer match nearly every Saturday afternoon at the local stadium or on TV. What about you? Do you play football?
- Alan:* I'm afraid not. You know it's our most popular game, but I've never liked it, not even at school. Do you watch big international matches?
- John:* Yes, of course. But my favourite game is cricket. I still play at the local club.
- Alan:* It's a very English game, isn't it?
- John:* Yes. I watch a lot of sports programmes on TV. I should say sports events are widely reported now.
- Alan:* Yes, sport has become a world-wide activity.

b) Summarize the dialogue.

c) Answer:

- Why are many people viewers of sports events, not participants?
- Why are big sports events widely reported now?
- Why has sport become a world-wide activity?

Ex. 13. Read the dialogues. Act out similar dialogues, using the words in the right-hand column.

- | | |
|---|---|
| <p>1. — Excuse me, but I'm looking for a partner for a game (партия) of tennis. Will you play tennis with me?</p> <p>— Well, I am not much of a sportsman, but I'll be glad to play tennis with you. (And where's the tennis court here?)</p> <p>2. — What sports do you go in for?</p> <p>— Well, I go in for swimming. And I am a great fan of football.</p> <p>3. — What's your favourite sport?</p> <p>— I myself go in for skiing, but I like watching various sports events.</p> | <p>chess,
golf,
ping-pong,
boxing,
(figure)-skating</p> |
|---|---|

Ex. 14. a) Read the text.

SPORTS IN GREAT BRITAIN

The Englishmen are known to be great sports-lovers. Sport plays an important role in the life of the English people and is very popular among

them. The British are proud that many sports **originated** in their country and they like to talk about them.

One of the most popular British games is cricket, it is often played between school, college or club teams. But as almost everywhere else in the world, the game which attracts the greatest attention is soccer (European football). There are a lot of **amateur** and professional soccer clubs in every city. Professional players are sold and bought by clubs, because professional soccer is big business. **The Cup Final** which is regularly played in London is the most important event of the football season.

Rugby football is also very popular. The game is played by 2 teams of 13 or 15 players each with an oval ball and the players may use their hands.

Englishmen like tennis and a great number of people play and watch tennis. Among many tennis **tournaments** the most famous is the one in Wimbledon.

The Englishmen also like to play and watch golf, hockey and other sports.

b) Do you agree that:

- the English people are great sports lovers?
- many sports originated in GB?
- professional soccer is big business?
- Rugby football is different from soccer?

Ex. 15. a) Read the text.

Football is the most popular sport in Great Britain. Just switch on TV on a Saturday. Much of the afternoon time on the two central channels is occupied by football broadcasts. People from all walks of life watch football, play football and go to football matches. It's also big business and top players are paid up to \$ 40.000 a week.

Unfortunately now football is associated with much violence which often comes from rich fans.

People with well-paid jobs come to football matches just to have a fight. They wear special Burberry uniforms — an extremely expensive American brand.

Hooligans attack and fight supporters of national and opposing teams. They think they have the right to lose control for a while and forget who they are. A lot of them have been arrested for football hooli-

ganism. However the epidemic of football violence is a characteristic feature of sporting life not only in GB but in other countries too.

b) Answer the questions:

1. Who are football hooligans?
2. How do they act during football matches?
3. Are there football hooligans in Russia?

Ex. 16. Read and comment on the texts.

1. Pele is considered to be the greatest footballer of all times. He became a world star at the age of 17 and in 1 363 games scored 1 264 goals. He won the World Cup for Brazil three times in 12 years. But Pele is not only a famous footballer. He knows Spanish, Italian, English and French. He writes music and he works for the Brazilian government. The magazine Time named Pele as one of the greatest persons of the 20th century.
2. Arnold Schwarzenegger decided to be the best body-builder in the world when he was 15 years old. It took him 5 years of hard work to turn his dream into reality and at 20 he became Mr Universe ['ju:nɪvəs], the world's best-built man. He won this title five times. He won the title of the top professional body-building champion six times. He left professional sport because there was nobody to compete with him. Later he became one of the most successful American actors and then — the governor of California.
3. Most people prefer to go in for a sport with little or no risk. They don't choose a sport like "extreme skiing" which is one of the most dangerous sports in the world. This sport attracts people who enjoy skiing down a 60-degree slope (склон) and who are not interested in the relaxing pleasures of traditional skiing.

Ex. 17. a) Read the newspaper clipping.**BACK TO SPORT AS A JOURNALIST**

Kent Waldrip, a popular American football player, was paralysed by a serious **injury**.

An operation and long treatment in the United States didn't help him and the doctors said he would never be able to walk again.

Once in the magazine "Russian Sport" his parents read a report on the case of another American, who had been paralysed by an even worse injury.

After an operation at the Neurosurgical Institute [ˈnjuːrəsə:dʒɪkəl ˈɪnstɪtjuːt] in St. Petersburg, the doctors told the American that he would probably never be able to dance, but he would be able to walk, do things at home, and even drive a car.

And so Kent was on his way to Russia.

Specialists at the Institute studied Kent's case history and agreed that an operation would be useless.

The doctors tried other ways. They prescribed treatment with the help of medical equipment, necessary medicines and exercises.

The result was great. After four years in bed Kent was able to stand on his own feet and take the first steps.

"Before I came to Russia," says Kent, "I'd tried to work out exercises for myself, but with very little success. The Russian doctors worked out a programme which I've learned to use. It is wonderful."

Kent wants to write a book about sport — the pleasure it gave him at first and the way it changed his life.

"Sport's now making my life interesting again. And in my book I shall say how grateful I am to the Russian doctors."

The Institute has saved hundreds of lives, and not only of the Russian people. It has had patients from Australia, Canada, Germany, Greece and the United States, as well as from other countries.

b) Speak about:

1. Kent's injury and the treatment in the USA;
2. Kent Waldrip's treatment at the Institute in St. Petersburg.
3. His plans for the future.

Ex. 18. Give your viewpoints.

1. Hockey is very popular in Russia. This sport has the greatest number of fans in our country.
2. Women show the same interest in sport as men.
3. Sport can be considered as a hobby and as a profession.
4. There are different things which help us to keep fit. The main factors are: sport, rest and food. The most important factor is certainly sport.
5. The first blow is half the battle (prov.).

Ex. 19. Speak on the topics.

1. Your favourite kind of sport.
2. Sports in Russia.
3. The football (hockey) match you saw last.

Ex. 20. Act out dialogues on the situations:

1. You are interested in the machine-tools of Bell&Co. Meet Mr Bell and tell him about the football match you saw last. Discuss the price and the guarantee period. You would like the guarantee period to be extended. Give your reasons.
2. Receive Mr Lloyd at your office. Speak about Mr Lloyd's favourite kind of sport. Mr Lloyd is interested in tea and dinner sets with traditional Russian ornaments. Speak about the quality and the number of goods he is going to buy and the terms of delivery you can offer him.

UNIT V**VOCABULARY**

1. **alone** [ə'loun] *adj* — один
to live alone — жить одному
to leave (let) smb alone — оставлять кого-либо в покое
2. **either** ['aɪðə] — тоже
e.g. I don't enjoy skating. Some of my friends don't like this sport either.
syn. too
 ► В отличие от **too**, **either** употребляется в значении "тоже" в отрицательных предложениях.
3. **a match** [mætʃ] *n* — матч
a football | **match**
a hockey |
4. **to knock** [nɒk] *v* — ударять, бить
to knock smb out — нокаутировать, победить (в боксе)
5. **hard** [hɑ:d] *adj* — трудный, тяжелый, сильный
a hard | **blow** — сильный удар
problem
winter — суровая зима
hard | **times**
life
work — тяжелая работа
hard *adv* — интенсивно, сильно, упорно, усердно

- e.g. It's raining hard. — Льет сильный дождь.
 He works hard. — Он много работает.
 He tried hard to win. — Он упорно добивался победы.
6. **luck** [lʌk] *n*
 e.g. I never have any luck. — удача, счастье
 Good luck! — Мне никогда не везет.
 — Удачи вам!
7. **to beat** (beat, beaten) *v*
 e.g. The team was beaten in yesterday's hockey match. — бить, ударять; разбивать (побеждать)
8. **to win** (won, won) [wɪn, wɒn] *v* — выигрывать, побеждать
 to win | a game
 | a prize
 | money
9. **to fight** (fought, fought) [faɪt, fɔ:t] *v* — бороться
 to fight against smb — бороться против кого-либо
 e.g. Tom was to fight against Sandal.
 a fight *n* — борьба
10. **strong** [strɒŋ] *adj* — сильный
 a strong | man
 | character
 | country
11. **tireless** ['taɪələs] *adj* — неутомимый, неустанный
 a tireless fighter
12. **a fan** [fæn] *n* — болельщик
 a Spartak fan
13. **inside** [ɪn'saɪd] *prep* — внутри
 inside | the house
 | the box
14. **to shake** (shook, shaken) [ʃeɪk, ʃʊk, ʃeɪkən] *v* — трясти
 to shake | clothes
 | trees
 to shake hands with smb — пожать руку кому-либо, поздравиться с кем-либо за руку
15. **audience** ['ɔ:dʒəns] *n* — зрители, публика, аудитория
 e.g. The English audience is (are) always impressed by Russian ballet performances.

▶ Со словом **audience** глагол-сказуемое может иметь форму как единственного, так и множественного числа.

16. **to strike (struck, struck)** [straɪk, — ударять
straɪk] *v*
to strike a blow — нанести удар
17. **a blow** [bləʊ] *n* — удар
e.g. It was a heavy blow for him.
18. **a referee** [ˌrefə'ri:] *n* — спортивный судья
19. **to count** [kaʊnt] *v* — считать, сосчитать
to count | **days**
| **money**
| **things**
e.g. I'll count to ten. — Я сосчитаю до десяти.
20. **an advantage** [əd'vɑ:ntɪdʒ] *n* — преимущество, превосходство
an advantage over smth (smb)
e.g. The new plan has one advantage over the old one.
to take | **an offer** — воспользоваться предложением
advantage of | **an opportunity** (возможностью)
21. **to weaken** ['wi:kən] *v* — слабеть
22. **nearly** ['niəli] *adv* — 1. почти, около; 2. чуть не ...
e.g. It's nearly 5 o'clock now.
I nearly forgot to do it.
23. **danger** ['deɪndʒə] *n* — опасность
real |
possible | **danger**
great |
in danger — в опасности
out of danger — вне опасности
24. **sharp** [ʃɑ:p] *adj* — резкий, острый
a sharp pain
a sharp pencil
25. **a stadium** ['steɪdɪəm] *n* — стадион
to go to the stadium
e.g. The other day I saw a football match between Spartak and Dynamo at the Luzniki Stadium.

▶ С названиями стадионов употребляется определенный артикль.

26. **a team** [ti:m] *n* — команда (зд. спортивная)
a | **home** | **visiting** | **team**

e.g. The Spartak team were (was)
playing in red shirts.

► Со словом **team** глагол-сказуемое имеет форму как единственного, так и множественного числа.

27. **no matter what ...** — что бы ни ...
no matter how ... — как бы то ни ...
no matter where ... — где бы ни ...
28. **a game [geɪm] n** — игра
winter games
Olympic Games — Олимпийские игры
29. **a field [fi:ld] n** — поле (зд. спортивное)
to be on the field
30. **reserve [ri'zɜ:v] adj** — запасной
a reserve | **player**
| **centre forward**
31. **a forward ['fɔ:wəd] n** — нападающий (в футболе)
a centre forward — центральный нападающий
a reserve centre forward — запасной центральный нападающий
32. **to support [sə'pɔ:t] v** — поддерживать
to support a team — болеть за команду
33. **a college ['kɒlɪdʒ] n** — колледж, институт
an agricultural | **college**
a medical
e.g. He goes to a medical college. — Он учится в медицинском институте.
34. **a ball [bɔ:l] n** — мяч
35. **to score [skɔ:] v** — выигрывать, набирать очки
to score a goal — забить гол
a score n — счет
a score of 3 to 1 — счет 3:1
with a score of 3 to 1 — со счетом 3:1
36. **a goal [gəʊl] n** — гол
a goalkeeper n — вратарь
37. **shape [ʃeɪp] n** — форма (физическое состояние)
to be in | **bad** | **shape**
| **good**
38. **to excite [ɪk'saɪt] v** — волновать
to be excited by smth — быть взволнованным чем-либо
39. **to disappoint [dɪsə'pɔɪnt] v** — разочаровать, не оправдать надежд

e.g. That film disappointed us.

to be disappointed with smth (smb)

— быть разочарованным в чем-либо (ком-либо)

e.g. I was disappointed with the match I saw last.

40. **in smb's favour** ['feɪvə]

— в чью-либо пользу

e.g. The game ended with a score of 5:2 in Spartak's favour.

ADDITIONAL WORDS AND EXPRESSIONS

1. **to injure** ['ɪndʒə] *v*

— повредить, ушибить, получить травму

injury ['ɪndʒəri] *n*

— телесное повреждение, ушиб, увечье, травма

2. **in a draw** [drɔ:]

— вничью

e.g. The match ended in a draw.

3. **to go in for sport**

— заниматься спортом

4. **to originate** *v*

— брать начало, происходить

5. **amateur** ['æmətə] *adj*

— любительский

6. **the Cup Final**

— финал кубка

7. **a case history**

— история болезни

8. **a step**

— шаг

to take the first steps

— сделать первые шаги

9. **a tournament** *n*

— турнир

NAMES OF SPORTS

1. **soccer** *n*

— футбол (в Европе)

2. **cricket** *n*

— крикет

3. **tennis** *n*

— теннис

lawn tennis

table tennis

4. **chess** *n*

— шахматы

5. **golf** *n*

— гольф

6. **fencing** *n*

— фехтование

7. **horse racing** *n*

— конный спорт

8. **cycling** *n*

— велоспорт

9. **gymnastics** *n*

— гимнастика

10. **bowling** *n*

— игра в кегли

11. **sailing** *n*

— парусный спорт

12. **basketball** *n*

— баскетбол

13. **volleyball** *n*

— волейбол

14. **badminton** *n*

— бадминтон

15. **figure-skating** *n*

— фигурное катание

- | | |
|------------------------------|---|
| 16. roller-skating <i>n</i> | — катание на роликовых коньках |
| 17. (aqua)-aerobics <i>n</i> | — (водная) аэробика |
| 18. skate-boarding <i>n</i> | — скейтбординг (катание на скейтборде — доске на роликах) |
| 19. body-building <i>n</i> | — культуризм |
| 20. wind-surfing <i>n</i> | — серфинг (катание на волнах) |
| 21. bobsleigh <i>n</i> | — |
| 22. skeleton <i>n</i> | — виды санного спорта |

VOCABULARY

A

about (<i>prep</i>)	— о; насчет, относительно
(<i>adv</i>)	— приблизительно, около
above (<i>adj</i>)	— вышеупомянутый, вышеприведенный
(<i>prer</i>)	— над, выше
abroad (<i>adv</i>)	— за границей, за границу
accept (<i>v</i>)	— принимать
acceptable (<i>adj</i>)	— приемлемый, подходящий
accommodation (<i>n</i>)	— помещение, номер в гостинице
achievement (<i>n</i>)	— достижение, успех
active (<i>adj</i>)	— активный, деятельный, энергичный
activity (<i>n</i>)	— деятельность, активность
action (<i>n</i>)	— 1. действие; 2. поступок
actor (<i>n</i>)	— актер
actress (<i>n</i>)	— актриса
actually (<i>adv</i>)	— фактически, на самом деле
advantage (<i>n</i>)	— преимущество, превосходство
advertise (<i>v</i>)	— рекламировать
advertisement (<i>n</i>)	— реклама
advertising (<i>n</i>)	— рекламирование
advise (<i>v</i>)	— 1. советовать; 2. извещать
after (<i>prep</i>)	— после
afternoon (<i>n</i>)	— время после полудня
again (<i>adv</i>)	— снова, опять, еще раз
against (<i>prep</i>)	— против
age (<i>n</i>)	— возраст
agency (<i>n</i>)	— агентство
ago (<i>adv</i>)	— тому назад
agree (<i>v</i>)	— соглашаться; договариваться, давать согласие
agreement (<i>n</i>)	— соглашение, договор; согласие
agriculture (<i>n</i>)	— сельское хозяйство
air (<i>n</i>)	— воздух
air-conditioner (<i>n</i>)	— кондиционер
airport (<i>n</i>)	— аэропорт
all (<i>adj</i>)	— 1. весь, вся, все, целый; 2. всякий, любой
all over (<i>adv</i>)	— повсюду, везде
almost (<i>adv</i>)	— почти, едва не
alone (<i>adj</i>)	— один, одинокий
along (<i>prep</i>)	— вдоль (по)

already (<i>adv</i>)	— уже
also (<i>adv</i>)	— также, тоже
although (<i>conj</i>)	— хотя, несмотря на то что
always (<i>adv</i>)	— всегда, постоянно
amusing (<i>adj</i>)	— забавный, смешной
ancient (<i>adj</i>)	— античный, древний; старинный
angry (<i>adj</i>)	— сердитый
be angry	— сердиться
announcement (<i>n</i>)	— объявление, извещение, сообщение (по радио)
another (<i>adj</i>)	— другой, еще один
answer (<i>n</i>)	— ответ
(<i>v</i>)	— отвечать
any (<i>adj</i>)	— 1. какой-нибудь (в вопр. предл.) 2. никакой, ни один (в отриц. предл.) 3. всякий, любой (в утверд. предл.)
(<i>pron</i>)	— 1. кто-нибудь, что-нибудь (в вопр. предл.) 2. никто, ничто (в отриц. предл.) 3. всякий, любой (в утверд. предл.)
anyway (<i>adv</i>)	— во всяком случае, как бы то ни было
appear (<i>v</i>)	— появляться, показываться
appetite (<i>n</i>)	— аппетит
application (<i>n</i>)	— 1. применение, использование; 2. заявление
appoint (<i>v</i>)	— назначить (на пост), утверждать (в должности)
appointment (<i>n</i>)	— 1. назначение (на пост, на должность); 2. свидание, встреча
architect (<i>n</i>)	— архитектор
architectural (<i>adj</i>)	— архитектурный
architecture (<i>n</i>)	— архитектура
armchair (<i>n</i>)	— кресло
arrange (<i>v</i>)	— 1. договариваться, улаживать; 2. устроить
arrangement (<i>n</i>), (<i>pl</i>)	— договоренность
arrive (<i>v</i>)	— меры, приготовления
artist (<i>n</i>)	— прибывать, приезжать
as (<i>conj</i>)	— художник
as ... as	— 1. так как, поскольку; 2. в качестве
as well	— так же как ...; такой же ююю как
Asia	— также
Asian	— Азия
	— азиатский

ask (<i>v</i>)	— 1. спрашивать; 2. (по)просить
assembly (<i>n</i>)	— сборка, монтаж
assemble (<i>v</i>)	— монтировать, собирать (<i>техн.</i>)
at (<i>prep</i>)	— 1. на, в (в каком-либо месте) 2. в (в какое-либо время) 3. по, с, на (о цене, количестве и т.д.)
at least (<i>adv</i>)	— по крайней мере
attention (<i>n</i>)	— внимание
attract (<i>v</i>)	— привлекать
attractive (<i>adj</i>)	— привлекательный, заманчивой
audience (<i>n</i>)	— зрители, публика, аудитория
authorize (<i>v</i>)	— 1. разрешать; 2. уполномочивать
autumn (<i>n</i>)	— осень
available (<i>adj</i>)	— наличный, имеющийся в наличии
average (<i>adj</i>)	— средний

В

back (<i>adv</i>)	— назад, обратно
bacon (<i>n</i>)	— бекон
bad (<i>adj</i>)	— плохой
balance (<i>n</i>)	— остаток (<i>фин.</i>)
balcony (<i>n</i>)	— балкон, балкон 1-го яруса (<i>театр.</i>)
ball (<i>n</i>)	— мяч
ballet (<i>n</i>)	— балет
ballet-dancer (<i>n</i>)	— артист балета
bank (<i>n</i>)	— банк
bar (<i>n</i>)	— бар
barbecue (<i>n</i>)	— 1. пикник с шашлыком; 2. шашлык
bathroom (<i>n</i>)	— ванная (комната)
be (<i>v</i>)	— быть, находиться
be about to do (<i>v</i>)	— собираться, намереваться сделать что-либо
be afraid (<i>v</i>)	— бояться, опасаться
be born (<i>v</i>)	— родиться
be ill (<i>v</i>)	— болеть
be in a hurry	— спешить, торопиться
be in touch (<i>v</i>)	— иметь контакт
be interested (<i>v</i>)	— быть заинтересованным, интересоваться
be on (<i>v</i>)	— идти (о фильме, спектакле)
be over (<i>v</i>)	— окончиться
be pleased (<i>v</i>)	— быть довольным
be present (<i>v</i>)	— присутствовать

be sorry (<i>v</i>)	— сожалеть, жалеть
be surprised (<i>v</i>)	— быть удивленным, удивляться
be through (<i>v</i>)	— закончить
beach (<i>n</i>)	— пляж
beat (<i>v</i>)	— бить, ударять
beautiful (<i>adj</i>)	— красивый
because (<i>conj</i>)	— потому что, так как
become (<i>v</i>)	— становиться
bedroom (<i>n</i>)	— спальня
beer (<i>n</i>)	— пиво
bedding (<i>n</i>)	— постельные принадлежности
before (<i>adv</i>)	— раньше
(<i>prep</i>)	до, раньше (предшествование во времени)
(<i>conj</i>)	прежде чем, до того как
begin (<i>v</i>)	— начинать, начинаться
believe (<i>v</i>)	— думать, полагать
belong (<i>v</i>)	— принадлежать
below (<i>prep</i>)	— ниже
benefit (<i>n</i>)	— выгода, польза
besides (<i>adv</i>)	— кроме того
between (<i>prep</i>)	— между
big (<i>adj</i>)	— большой, крупный
bill (<i>n</i>)	— счет
bill of lading (<i>n</i>)	— коносамент
bit (<i>adv</i>)	— немного, чуть-чуть, небольшое количество
birthday (<i>n</i>)	— день рождения
black (<i>adj</i>)	— черный
block of flats (<i>n</i>)	— жилой многоквартирный дом
blow (<i>n</i>)	— удар
blue (<i>adj</i>)	— голубой, синий, лазурный
board (<i>n</i>)	— борт (судна, самолета)
boarding pass (<i>n</i>)	— посадочный талон
boiled (<i>adj</i>)	— вареный, кипяченый
book (<i>v</i>)	— заказывать (билет, место)
booking office (<i>n</i>)	— касса
bookshelf (<i>n</i>)	— книжная полка
boring (<i>adj</i>)	— скучный
both ... and ...	— и ... и ...
bottle (<i>n</i>)	— бутылка
box (<i>n</i>)	— ящик
boxer (<i>n</i>)	— боксер
boxing (<i>n</i>)	— бокс

Vocabulary

branch (<i>n</i>)	— отделение, филиал
brand (<i>n</i>)	— брэнд, марка
break (<i>v</i>)	— 1. разбивать; 2. нарушать
breakfast (<i>n</i>)	— завтрак
bright (<i>adj</i>)	— яркий, светлый
bring (<i>v</i>)	— приносить
bring up (<i>v</i>)	— зд. поднимать вопрос
British (<i>adj</i>)	— британский
broadcast (<i>n</i>)	— трансляция, радиопередача
broadcast (<i>v</i>)	— передавать, транслировать (по радио, телевидению)
brother (<i>n</i>)	— брат
buffet car (<i>n</i>)	— вагон-ресторан
build (<i>v</i>)	— строить
building (<i>n</i>)	— здание
built-in (<i>adj</i>)	— встроенный
bus (<i>n</i>)	— автобус
business (<i>n</i>)	— дело, занятие, коммерческая деятельность
businessman (<i>n</i>)	— коммерсант, бизнесмен
busy (<i>adj</i>)	— занятый
but (<i>conj</i>)	— но
buy (<i>v</i>)	— покупать
buyer (<i>n</i>)	— покупатель
by (<i>prep</i>)	— к, на (транспорте)
by all means	— во что бы то ни стало

C

cafe (<i>n</i>)	— кафе
cafeteria (<i>n</i>)	— кафетерий
cake (<i>n</i>)	— пирожное, кекс, торт
calculation (<i>n</i>)	— вычисление, расчет, подсчет
call (<i>v</i>)	— 1. называть, звать; 2. звонить
call at (<i>v</i>)	— зайти куда-либо
call for (<i>v</i>)	— зайти за кем-либо
call on (<i>v</i>)	— навестить кого-либо
capacity (<i>n</i>)	— мощность, производительность
capital (<i>n</i>)	— столица
car (<i>n</i>)	— автомобиль
card (<i>n</i>)	— зд. визитная карточка
carpet (<i>n</i>)	— ковер
carriage (<i>n</i>)	— вагон
carry out (<i>v</i>)	— проводить, выполнять

cartoon (<i>n</i>)	— мультипликационный фильм
case (<i>n</i>)	— случай, обстоятельство
cash (<i>n</i>)	— наличные (деньги)
cashier (<i>n</i>)	— кассир
cast (<i>n</i>)	— состав исполнителей
catalogue (<i>n</i>)	— каталог
catch (<i>v</i>)	— 1. успеть, поспеть (на поезд); 2. заболеть, схватить (болезнь)
cathedral (<i>n</i>)	— собор
the Caucasus	— Кавказ
caviar (<i>n</i>)	— икра
certainly (<i>adv</i>)	— конечно
centre (<i>n</i>)	— центр
centure (<i>n</i>)	— век
chamber (<i>n</i>)	— палата (парламента)
chance (<i>n</i>)	— шанс, случай
change (<i>n</i>)	— 1. перемена, изменение; 2. сдача
change (<i>v</i>)	— 1. менять, изменять; 2. меняться, изменяться
changing room (<i>n</i>)	— примерочная
channel (<i>n</i>)	— канал (радио или телевидения)
character (<i>n</i>)	— 1. характер; 2. герой, персонаж, действующее лицо
characteristics (<i>n</i>)	— (технические) характеристики
charge (<i>n</i>)	— цена, плата (часто за услуги)
chargeable (<i>adj</i>)	— платный
cheap (<i>adj</i>)	— дешевый
check (<i>v</i>)	— проверять
check in (<i>v</i>)	— регистрироваться
cheese (<i>n</i>)	— сыр
chemist's (<i>n</i>)	— аптека
chicken (<i>n</i>)	— цыпленок
chief (<i>n</i>) (<i>adj</i>)	— глава, руководитель; главный
child (<i>n</i>)	— ребенок
choice (<i>n</i>)	— выбор
choose (<i>v</i>)	— выбирать
cigarette (<i>n</i>)	— сигарета
cinema (<i>n</i>)	— 1. кинотеатр; 2. кино (искусство)
clarify (<i>n</i>)	— уточнять, выяснять, вносить ясность
classical (<i>adj</i>)	— классический
clean (<i>adj</i>)	— чистый
to clean (<i>v</i>)	— чистить, убирать
clever (<i>adj</i>)	— умный
climate (<i>n</i>)	— климат

Vocabulary

clock (<i>n</i>)	— часы (настольные, стенные)
close (<i>adj</i>)	— близкий
(<i>v</i>)	— закрывать
closely (<i>adv</i>)	— внимательно
clothes (<i>n</i>)	— одежда
coast (<i>n</i>)	— побережье
coat (<i>n</i>)	— пальто
cocktail (<i>n</i>)	— коктейль
coffee (<i>n</i>)	— кофе
coffee table	— столик для кофе
cold (<i>adj</i>)	— холодный
collect (<i>v</i>)	— 1. коллекционировать; 2. взять, забрать
collection (<i>n</i>)	— коллекция
college (<i>n</i>)	— колледж, институт
colour (<i>n</i>)	— цвет
come (<i>v</i>)	— приходить
comedy (<i>n</i>)	— комедия
comfortable (<i>adj</i>)	— удобный
comment (<i>n</i>)	— комментарий, замечание
commerce (<i>n</i>)	— торговля, коммерция
commercial (<i>adj</i>)	— коммерческий
common (<i>adj</i>)	— общий, совместный
communication (<i>n</i>)	— 1. средство связи; 2. (<i>мн.</i>) коммуникации
compact disk (<i>n</i>)	— компакт диск
company (<i>n</i>)	— компания, фирма
compare (<i>v</i>)	— сравнивать
compartment (<i>n</i>)	— купе
competition (<i>n</i>)	— соревнование, конкурс
competitive (<i>adj</i>)	— конкурентоспособный
competitor (<i>n</i>)	— конкурент, соперник
complete (<i>v</i>)	— завершать, заканчивать
computer (<i>n</i>)	— компьютер
concern (<i>n</i>)	— озабоченность, беспокойство
concerning (<i>prep</i>)	— относительно, касательно
concert (<i>n</i>)	— концерт
concession (<i>n</i>)	— уступка
conference-room (<i>n</i>)	— переговорная
confirm (<i>v</i>)	— подтверждать
consider (<i>v</i>)	— рассматривать; обсуждать
consist (<i>v</i>)	— состоять
construction (<i>n</i>)	— строительство
contact (<i>n</i>)	— контакт, связь
(<i>v</i>)	— связаться

contagious (<i>adj</i>)	—	инфекционный, заразный
content (<i>n</i>)	—	содержание
contest (<i>n</i>)	—	конкурс
continuous (<i>adj</i>)	—	непрерывный
contract form (<i>n</i>)	—	типовой контракт
control (<i>v</i>)	—	контролировать
convenient (<i>adj</i>)	—	удобный (день, время), подходящий
conversation (<i>n</i>)	—	разговор, беседа
convincing (<i>adj</i>)	—	убедительный
cook (<i>n</i>)	—	повар
(<i>v</i>)	—	готовить (еду)
cool (<i>adj</i>)	—	прохладный
copy (<i>n</i>)	—	копия, экземпляр
corner (<i>n</i>)	—	угол
correct (<i>v</i>)	—	исправлять; устранять
cost (<i>v</i>)	—	стоять
cosy (<i>adj</i>)	—	уютный
cough (<i>n</i>)	—	кашель
count (<i>v</i>)	—	считать, сосчитать
country (<i>n</i>)	—	страна
couple (<i>n</i>)	—	пара
course (<i>n</i>)	—	1. курс; 2. блюдо (часть обеда, ужина и т.д.)
crash (<i>n</i>)	—	крушение, авария
(<i>v</i>)	—	потерпеть неудачу, аварию
crate (<i>n</i>)	—	упаковочный ящик
crime (<i>n</i>)	—	1. преступление; 2. преступность
the Crimea	—	Крым
criticize (<i>v</i>)	—	критиковать, осуждать
cross (<i>v</i>)	—	пересекать
crossing (<i>n</i>)	—	перекресток
crowded (<i>adj</i>)	—	полный, переполненный
cuisine (<i>n</i>)	—	кухня (национальная)
cultural (<i>adj</i>)	—	культурный
culture (<i>n</i>)	—	культура
cup (<i>n</i>)	—	чашка
cupboard (<i>n</i>)	—	буфет, шкаф
current (<i>adj</i>)	—	текущий
curtain (<i>n</i>)	—	занавес, занавеска
curtain call (<i>n</i>)	—	вызов на бис
customer (<i>n</i>)	—	заказчик
Customs House (<i>n</i>)	—	таможня
Customs Officer (<i>n</i>)	—	таможенник
cycle (<i>v</i>)	—	ездить на велосипеде
cycling (<i>n</i>)	—	велоспорт

D

daily (<i>adj, adv</i>)	— ежедневно; ежедневный
dance (<i>v</i>)	— танцевать
danger (<i>n</i>)	— опасность
dangerous (<i>adj</i>)	— опасный
dark (<i>adj</i>)	— темный
date (<i>n</i>)	— дата, число
daughter (<i>n</i>)	— дочь
day (<i>n</i>)	— день
deal (<i>v</i>)	— заниматься чем-либо, торговать
decide (<i>v</i>)	— решать, принимать решение
decision (<i>n</i>)	— решение
declare (<i>v</i>)	— заявлять о вещах, запрещенных к ввозу и вывозу за границу
defect (<i>n</i>)	— дефект, недостаток
degree (<i>n</i>)	— 1. степень; 2. градус
delay (<i>n</i>)	— 1. задержка; 2. отсрочка
delicious (<i>adj</i>)	— восхитительный; очень вкусный
deliver (<i>v</i>)	— поставлять
delivery (<i>n</i>)	— поставка
demand (<i>n</i>)	— спрос
demonstrate (<i>v</i>)	— демонстрировать, (наглядно) показывать
dentist (<i>n</i>)	— зубной врач
departure (<i>n</i>)	— отъезд, отправление
departure-lounge (<i>n</i>)	— зал ожидания
department (<i>n</i>)	— отдел
department store	— универсальный магазин, универмаг
depend (<i>v</i>)	— зависеть
describe (<i>v</i>)	— описывать
design (<i>n</i>)	— конструкция, дизайн
designer (<i>n</i>)	— дизайнер
desk (<i>n</i>)	— письменный стол
dessert (<i>n</i>)	— десерт, сладкое блюдо
detail (<i>n</i>)	— деталь, подробность
develop (<i>v</i>)	— 1. развивать; 2. разрабатывать, создавать
die (<i>v</i>)	— умирать
different (<i>adj</i>)	— различный, разный
difficult (<i>adj</i>)	— трудный
dining-room (<i>n</i>)	— столовая
dinner (<i>n</i>)	— обед
dirty (<i>adj</i>)	— грязный

disappoint (<i>v</i>)	— разочаровывать, не оправдать надежд
discount (<i>n</i>)	— скидка
discuss (<i>v</i>)	— обсуждать
discussion (<i>n</i>)	— 1. обсуждение; 2. переговоры
disease (<i>n</i>)	— болезнь, заболевание
dish (<i>n</i>)	— блюдо, кушанье
dishwasher (<i>n</i>)	— посудомоечная машина
display (<i>n</i>)	— показ, демонстрация
district (<i>n</i>)	— район (административный), округ
dive (<i>v</i>)	— нырять
do (<i>v</i>)	— делать
do one's best (<i>v</i>)	— сделать все возможное
do without	— обойтись без (чего-либо)
doctor (<i>n</i>)	— доктор, врач
document (<i>n</i>)	— документ
door (<i>n</i>)	— дверь
double (<i>adj</i>)	— двойной
(<i>v</i>)	— удваивать
downstairs (<i>adv</i>)	— внизу, вниз
drama (<i>n</i>)	— драма
dramatic (<i>adj</i>)	— драматический
drawing (<i>n</i>)	— чертеж
dress-circle (<i>n</i>)	— бельэтаж
dress (<i>n</i>)	— платье
drink (<i>v</i>)	— пить
drive (<i>v</i>)	— 1. вести (автомобиль); 2. ехать (на автомобиле)
dry (<i>adj</i>)	— сухой
due (<i>adj</i>)	— ожидаемый, должный
during (<i>prep</i>)	— во время
duty-free (<i>adj</i>)	— не подлежащий обложению пошлиной

Е

each (<i>adj</i>)	— каждый
(<i>pron</i>)	— каждый, любой
early (<i>adj; adv</i>)	— 1. ранний; 2. рано
easy (<i>adj</i>)	— легкий
eat (<i>v</i>)	— есть
eat out (<i>v</i>)	— есть вне дома
economic (<i>adj</i>)	— экономический
economist (<i>n</i>)	— экономист
educational (<i>adj</i>)	— образовательный

effect (<i>n</i>)	— эффект, действие, влияние
efficient (<i>adj</i>)	— 1. эффективный; 2. квалифицированный, знающий свое дело
either (<i>adv</i>)	— также, тоже (в отриц. предл.)
elder (<i>adj</i>)	— старший (по возрасту)
elect (<i>v</i>)	— избирать
elections (<i>n</i>)	— выборы
electric cooker (<i>n</i>)	— электроплита
electronic (<i>adj</i>)	— электронный
else (<i>adv</i>)	— еще (в вопр. предл.)
employ (<i>v</i>)	— держать на службе
employee (<i>n</i>)	— служащий
enclose (<i>v</i>)	— прилагать
end (<i>n</i>)	— конец
engineer (<i>n</i>)	— инженер
enjoy (<i>v</i>)	— получать удовольствие, наслаждаться
enough (<i>adj; adv</i>)	— 1. достаточный; 2. достаточно
enquiry (<i>n</i>)	— запрос
ensure (<i>v</i>)	— обеспечивать, гарантировать
entertaining (<i>adj</i>)	— 1. развлекательный; 2. интересный
entertainment (<i>n</i>)	— развлечение, увеселение
equipment (<i>n</i>)	— оборудование
especially (<i>adv</i>)	— особенно
establish (<i>v</i>)	— устанавливать
Europe (<i>n</i>)	— Европа
European (<i>adj</i>)	— европейский
even (<i>adv</i>)	— даже
evening (<i>n</i>)	— вечер
event (<i>n</i>)	— событие
ever (<i>adv</i>)	— когда-либо
every (<i>adj</i>)	— каждый
exactly (<i>adv</i>)	— 1. точно; 2. как раз, именно
examination (<i>n</i>)	— 1. экзамен; 2. осмотр
examine (<i>v</i>)	— 1. экзаменовать; 2. осматривать
excellent (<i>adj</i>)	— отличный, превосходный
except (<i>prep</i>)	— за исключением, кроме
exchange (<i>v</i>)	— обменять, обменяться
excite (<i>v</i>)	— волновать
be excited	— быть взволнованным
excursion (<i>n</i>)	— экскурсия
excuse (<i>v</i>)	— извинять, прощать
executive (<i>n</i>)	— исполнитель; руководящий работник
(<i>adj</i>)	— исполнительный
exhibit (<i>v; n</i>)	— 1. экспонировать; 2. экспонат

exhibition (<i>n</i>)	— выставка
expect (<i>v</i>)	— 1. ожидать; 2. рассчитывать
expense (<i>n</i>)	— стоимость; расход
expenses (<i>pl</i>)	— расходы, издержки
expensive (<i>adj</i>)	— дорогой, дорогостоящий
experience (<i>n</i>)	— (жизненный) опыт
(<i>v</i>)	— испытать, узнать по опыту
explain (<i>v</i>)	— объяснять
export (<i>n</i>)	— экспорт
(<i>v</i>)	— экспортировать
extend (<i>v</i>)	— продлевать, увеличивать; расширять
extra (<i>adj</i>)	— дополнительный (сверх нормы)
extremely (<i>adv</i>)	— очень, чрезвычайно

F

face (<i>v</i>)	— быть обращенным в определенную сторону; сталкиваться с чем-либо
facilities (<i>n</i>)	— удобства
fact (<i>n</i>)	— факт
fair (<i>n</i>)	— ярмарка
fall ill (<i>v</i>)	— заболеть
family (<i>n</i>)	— семья
famous (<i>adj</i>)	— знаменитый, известный
fan (<i>n</i>)	— болельщик
far (<i>adv</i>)	— далеко
fare (<i>n</i>)	— плата (за проезд)
fast (<i>adj</i>)	— быстрый, скорый
fat (<i>adj</i>)	— полный, толстый
father (<i>n</i>)	— отец
fault (<i>n</i>)	— вина
faulty (<i>adj</i>)	— неисправный, имеющий дефекты
favourite (<i>adj</i>)	— любимый
fax (<i>n</i>), (<i>v</i>)	— факс; посылать по факсу
feature (<i>n</i>)	— особенность, характерная черта
feature film (<i>n</i>)	— художественный фильм
feel (<i>v</i>)	— чувствовать
feeling (<i>n</i>)	— чувство
fall ill (<i>v</i>)	— заболеть
feverish (<i>adj</i>)	— лихорадочный
few (<i>adj</i>)	— мало
a few	— немного
field (<i>n</i>)	— 1. поле (спортивное); 2. поле (часть ландшафта); 3. область, сфера

fight (<i>v</i>)	— бороться
file (<i>n</i>)	— папка
file cabinet (<i>n</i>)	— шкаф для документов
fill in (<i>v</i>)	— заполнять (документ)
film (<i>n</i>)	— кинофильм
final (<i>adj</i>)	— окончательный
finance (<i>v</i>)	— финансировать
financial (<i>adj</i>)	— финансовый
find (<i>v</i>)	— находить
find out (<i>v</i>)	— узнать, выяснить
fine (<i>adj</i>)	— прекрасный
finish (<i>n</i>)	— отделка
(<i>v</i>)	— оканчивать, заканчивать
fireplace (<i>n</i>)	— камин
first (<i>adv</i>)	— прежде всего
fish (<i>n</i>)	— рыба
fit (<i>v</i>)	— сидеть (об одежде), подходить, быть в пору
flat (<i>n</i>)	— квартира
flight (<i>n</i>)	— рейс, полет
floor (<i>n</i>)	— 1. пол; 2. этаж
flower (<i>n</i>)	— цветок
flu (<i>n</i>)	— грипп
fly (<i>v</i>)	— летать
folk (<i>adj</i>)	— народный
fog (<i>n</i>)	— туман
foggy (<i>adj</i>)	— туманный
follow (<i>v</i>)	— следовать
following (<i>adj</i>)	— следующий, последующий
food (<i>n</i>)	— еда, пища
for (<i>prep</i>)	— в течение, на (какой-либо срок)
foreign (<i>adj</i>)	— иностранный
forget (<i>v</i>)	— забывать
fork (<i>n</i>)	— вилка
form (<i>n</i>)	— бланк
formality (<i>n</i>)	— формальность
forward (<i>n</i>)	— форвард, нападающий (в футболе)
free (<i>adj</i>)	— 1. свободный; 2. бесплатный
freezer (<i>n</i>)	— морозильная камера
fresh (<i>adj</i>)	— свежий
fridge (<i>n</i>)	— холодильник
fried (<i>adj</i>)	— жареный
friend (<i>n</i>)	— друг
friendly (<i>adj</i>), (<i>adv</i>)	— дружеский; дружелюбно

from (<i>prep</i>)	— от, из, с
front (<i>adj</i>)	— передний
frosty (<i>adj</i>)	— морозный
fruit (<i>n</i>)	— фрукт
full (<i>adj</i>)	— полный
furniture (<i>n</i>)	— мебель
further (<i>adj</i>)	— дальнейший, дополнительный
further to (<i>adj</i>)	— <i>эд.</i> в дополнение к ...
funny (<i>adj</i>)	— смешной, потешный
future (<i>n</i>)	— будущее
(<i>adj</i>)	— будущий

G

gallery (<i>n</i>)	— галерея
game (<i>n</i>)	— игра
garage (<i>n</i>)	— гараж
garden (<i>n</i>)	— сад
gate (<i>n</i>)	— <i>эд.</i> выход к самолету
general (<i>adj</i>)	— общий, общего характера
generally (<i>adv</i>)	— обычно, как правило
German (<i>adj</i>)	— немецкий
get (<i>v</i>)	— 1. получать; 2. добираться; 3. становиться
get in touch (<i>v</i>)	— связаться
get off (<i>v</i>)	— выходить, сходить (с самолета, автобуса)
get on (<i>v</i>)	— садиться (в самолет, в поезд, на автобус)
get up (<i>v</i>)	— вставать (с постели)
girl (<i>n</i>)	— девочка
give (<i>v</i>)	— давать
glad (<i>adj</i>)	— радостный
glass (<i>n</i>)	— стакан
go (<i>v</i>)	— идти, уезжать
go in for sport	— заниматься спортом
go out (<i>v</i>)	— выходить (из дома)
go shopping (<i>v</i>)	— ходить по магазинам
go sightseeing (<i>v</i>)	— осматривать достопримечательности
goal (<i>n</i>)	— гол
good (<i>adj</i>)	— хороший
goods (<i>n</i>)	— товар, товары
govern (<i>v</i>)	— править, управлять
government (<i>n</i>)	— правительство

Vocabulary

grandfather (<i>n</i>)	— дедушка
grandmother (<i>n</i>)	— бабушка
grandson (<i>n</i>)	— внук
great (<i>adj</i>)	— великий, огромный
green (<i>adj</i>)	— зеленый
greet (<i>v</i>)	— приветствовать
grow (<i>v</i>)	— расти
guarantee (<i>v</i>)	— гарантировать
(<i>n</i>)	— гарантия
guest (<i>n</i>)	— гость

Н

habit	— привычка
half (<i>n</i>)	— половина
hall (<i>n</i>)	— холл, зал, прихожая, вестибюль
happen (<i>v</i>)	— случаться
happy (<i>adj</i>)	— счастливый
hard (<i>adj</i>)	— трудный, тяжелый
(<i>adv</i>)	— сильно, интенсивно; упорно, настойчиво
hate (<i>v</i>)	— ненавидеть
have (have got) (<i>v</i>)	— иметь
he (<i>pron</i>)	— он
head (<i>v</i>)	— возглавлять, руководить
headache (<i>n</i>)	— головная боль
health (<i>n</i>)	— здоровье
healthy (<i>adj</i>)	— здоровый
hear (<i>v</i>)	— слышать
heavy (<i>adj</i>)	— тяжелый
help (<i>v</i>)	— помогать
her (<i>pron</i>)	— ее
here (<i>adv</i>)	— здесь
hesitate (<i>v</i>)	— колебаться
high (<i>adj</i>)	— высокий
hike (<i>v</i>)	— ходить, путешествовать пешком; ходить в поход
his (<i>pron</i>)	— его
historical (<i>adj</i>)	— исторический
history (<i>n</i>)	— история
hold on (<i>v</i>)	— не вешайте трубку!
holiday (<i>n</i>)	— отпуск
home (<i>n</i>)	— дом, жилище

hope (<i>v</i>)	— надеяться
hostel (<i>n</i>)	— 1. общежитие; 2. туристический лагерь
hot (<i>adj</i>)	— жаркий
horror (<i>n</i>)	— ужас
hospital (<i>n</i>)	— больница
hotel (<i>n</i>)	— гостиница, отель
hour (<i>n</i>)	— час (астрономический)
house (<i>n</i>)	— дом
household goods	— товары домашнего обихода
housewife (<i>n</i>)	— домашняя хозяйка
how (<i>adv</i>)	— как
however (<i>adv</i>)	— однако
hundred (<i>n</i>)	— сотня, сто
hungry (<i>adj</i>)	— голодный
hurry (<i>v</i>)	— спешить, торопиться
husband (<i>n</i>)	— муж
hypermarket (<i>n</i>)	— гипермаркет

I

I (<i>pron</i>)	— я
idea (<i>n</i>)	— идея, мысль
ice-cream (<i>n</i>)	— мороженое
if (<i>conj</i>)	— если
illustrate (<i>v</i>)	— иллюстрировать
imagine (<i>v</i>)	— представлять
immediate (<i>adj</i>)	— срочный, немедленный
important (<i>adj</i>)	— важный
impossible (<i>adj</i>)	— невозможный
impress (<i>v</i>)	— впечатлять
impressive (<i>adj</i>)	— впечатляющий
improve (<i>v</i>)	— улучшать
in (<i>prep</i>)	— в (предлог места); через (предлог времени)
in advance	— заранее
indeed (<i>adv</i>)	— действительно
independent (<i>adj</i>)	— независимый
include (<i>v</i>)	— включать
increase (<i>v</i>)	— увеличивать
indoor (<i>adj</i>)	— находящийся в помещении
industrial (<i>adj</i>)	— промышленный
industry (<i>n</i>)	— промышленность
in favour	— в пользу
inform (<i>v</i>)	— сообщать, информировать
information (<i>n</i>)	— информация, сведения

informative (<i>adj</i>)	— информативный, содержащий информацию
injure (<i>v</i>)	— получать травму, увечье
injury (<i>n</i>)	— травма, увечье
inside (<i>prep</i>)	— внутри
inspection (<i>n</i>)	— осмотр, инспектирование; приемка
inspector (<i>n</i>)	— приемщик; инспектор
install (<i>v</i>)	— устанавливать, монтировать (<i>техн.</i>)
instruction (<i>n</i>)	— инструкция
insurance (<i>n</i>)	— страхование
Insurance Policy (<i>n</i>)	— страховой полис
interesting (<i>adj</i>)	— интересный
interval (<i>n</i>)	— перерыв, интервал
into (<i>prep</i>)	— в (предлог движения)
introduce (<i>v</i>)	— представлять; внедрять (на рынок)
invitation (<i>n</i>)	— приглашение
invite (<i>v</i>)	— приглашать
it (<i>pron</i>)	— он, она, оно (о неодуш. предмете)
item (<i>n</i>)	— отдельный предмет; единица (оборудования)
its (<i>pron</i>)	— ее, его (о неодуш. предмете)
invent (<i>v</i>)	— изобретать
invoice (<i>n</i>)	— счет(-фактура)

J

jacket (<i>n</i>)	— пиджак, жакет, куртка
jazz (<i>n</i>)	— джаз
job (<i>n</i>)	— работа
joggers (<i>n</i>)	— кроссовки
journal (<i>n</i>)	— журнал (технический)
juice (<i>n</i>)	— сок
just (<i>adv</i>)	— только что

K

keep (<i>v</i>)	— держать
key (<i>n</i>)	— ключ
kind (<i>n</i>)	— вид, разновидность
(<i>adj</i>)	— добрый, любезный
kindly (<i>adv</i>)	— любезно
kitchen (<i>n</i>)	— кухня
knife (<i>n</i>)	— нож
knock (<i>v</i>)	— 1. стучать; 2. ударять, бить
knock out (<i>v</i>)	— нокаутировать
know (<i>v</i>)	— знать

L

lake (<i>n</i>)	— озеро
land (<i>v</i>)	— приземляться
language (<i>n</i>)	— язык
large (<i>adj</i>)	— большой
last (<i>adj</i>)	— прошлый, последний
(<i>adv</i>)	— в последний раз
late (<i>adj</i>)	— поздний
(<i>adv</i>)	— поздно
lately (<i>adv</i>)	— недавно, за последнее время
latest (<i>adj</i>)	— самый последний, новейший
launch (<i>v</i>)	— внедрять, представлять (на рынок)
law (<i>n</i>)	— закон
lazy (<i>adj</i>)	— ленивый
lead (<i>v</i>)	— вести, возглавлять
leader (<i>n</i>)	— руководитель
leaflet (<i>n</i>)	— брошюра
leading (<i>adj</i>)	— ведущий
leave (<i>n</i>)	— уезжать, покидать, отправляться
learn (<i>v</i>)	— учить, изучить
left-hand (<i>adj</i>)	— левосторонний
lesson (<i>n</i>)	— урок
let (<i>v</i>)	— позволять, давать, разрешать
let smb down (<i>v</i>)	— подводить кого-либо
letter (<i>n</i>)	— письмо
Letter of Credit (<i>n</i>)	— аккредитив (форма платежа)
license (<i>n</i>)	— лицензия
life (<i>n</i>)	— жизнь
light (<i>adj</i>)	— 1. легкий; 2. светлый
like (<i>v</i>)	— нравиться
(<i>prep</i>)	— подобно, как
limit (<i>v</i>)	— ограничивать
line (<i>n</i>)	— линия; линия метро
listen (<i>v</i>)	— слушать
little (<i>adj</i>), (<i>adv</i>)	— 1. маленький; 2. мало
a little	— немного
live (<i>v</i>)	— жить
living room	— гостиная
local (<i>adj</i>)	— местный
long (<i>adj</i> ; <i>adv</i>)	— длинный; долго
look (<i>v</i>)	— взглянуть, посмотреть; выглядеть
look into (<i>v</i>)	— рассмотреть (вопрос)
look for (<i>v</i>)	— искать

look forward (to)	— с нетерпением ждать
lose (v)	— терять
lot (n)	— партия (товара)
a lot (of) (n)	— много
lottery (n)	— лотерея
love (v)	— любить
lovely (adj)	— красивый, прекрасный; чудесный
low (adj)	— низкий, невысокий
luck (n)	— удача, везение
luggage (n)	— багаж
luggage-rack (n)	— полка для багажа
lunch (n)	— второй завтрак, ленч

M

machine (n)	— машина
machinery (n)	— оборудование
magazine (n)	— журнал (общественно-политический, популярный)
maid (n)	— горничная
mail (n)	— почта
main (adj)	— основной, главный
maintain (v)	— обслуживать (оборудование)
majority (n)	— большинство
make (v)	— делать
make arrangements (v)	— договариваться
make friends (v)	— подружиться
make calculations	— делать расчеты
make out (n)	— выписывать (рецепт, счет)
man (n)	— человек, мужчина
manage (v)	— 1. руководить, управлять; 2. справляться
manager (n)	— управляющий, менеджер
manner (n)	— способ
manufacturer (n)	— изготовитель
manufacturing plant (n)	— завод-изготовитель
many (adj)	— много
mark (v)	— отличать, помечать
market (n)	— рынок
marry (v)	— 1. жениться; 2. выходить замуж
masterpiece (n)	— шедевр
match (n)	— матч
 (v)	— подходить по цвету, соответствовать
matter (n)	— вопрос, дело
may (v)	— можно

me (<i>pron</i>)	— мне, меня
meal (<i>n</i>)	— еда
mean (<i>v</i>)	— означать, иметь ввиду
meat (<i>n</i>)	— мясо
medical (<i>adj</i>)	— медицинский
medical certificate (<i>n</i>)	— больничный лист
medicine (<i>n</i>)	— 1. медицина; 2. лекарство
meet (<i>v</i>)	— познакомиться; встречать, принимать
meeting (<i>n</i>)	— собрание, митинг
member (<i>n</i>)	— член (семьи, парламента)
menu (<i>n</i>)	— меню
message (<i>n</i>)	— послание, сообщение, записка
method (<i>n</i>)	— метод, способ
mile (<i>n</i>)	— миля
mind (<i>v</i>)	— возражать
minute (<i>n</i>)	— минута
miss (<i>v</i>)	— 1. пропустить; 2. опоздать
mixture (<i>n</i>)	— микстура
model (<i>n</i>)	— модель
modern (<i>adj</i>)	— современный
modify (<i>v</i>)	— модифицировать
money (<i>n</i>)	— деньги
month (<i>n</i>)	— месяц
monument (<i>n</i>)	— памятник
morning (<i>n</i>)	— утро
mother (<i>n</i>)	— мать
mountain (<i>n</i>)	— гора
motto (<i>n</i>)	— девиз
move in (<i>v</i>)	— въезжать (в квартиру)
mouth (<i>n</i>)	— рот
much (<i>adj, adv</i>)	— много
museum (<i>n</i>)	— музей
music (<i>n</i>)	— музыка
musical (<i>n; adj</i>)	— мюзикл; музыкальный
mushroom (<i>n</i>)	— гриб
must (<i>v</i>)	— должен, нужно
my (<i>pron</i>)	— мой, моя, мое, мои
multi-storey (<i>adj</i>)	— многоэтажный
mutual (<i>adj</i>)	— взаимный

N

name (<i>n</i>)	— имя
narrow (<i>adj</i>)	— узкий
nation (<i>n</i>)	— нация

national (<i>adj</i>)	— национальный
naturally (<i>adv</i>)	— естественно
near (<i>prep</i>)	— близко, поблизости
(<i>adj</i>)	— ближайший
nearly (<i>adv</i>)	— почти
necessary (<i>adj</i>)	— необходимый
need (<i>v</i>)	— нуждаться
negative (<i>adv</i>)	— негативный
negotiate (<i>v</i>)	— вести переговоры (о закупке, продаже)
never (<i>adv</i>)	— никогда
nevertheless (<i>adv</i>)	— тем не менее
new (<i>adj</i>)	— новый
news (<i>n</i>)	— новости
newspaper (<i>n</i>)	— газета
next (<i>adj</i>)	— следующий, будущий
nice (<i>adj</i>)	— приятный
night (<i>n</i>)	— ночь
noisy (<i>adj</i>)	— шумный
non-stop (<i>adj</i>)	— безостановочный, беспосадочный
normal (<i>adj</i>)	— нормальный
Notification of Readiness (<i>n</i>)	— извещение о готовности товара к отгрузке
novel (<i>n</i>)	— роман, новелла
now (<i>adv</i>)	— сейчас, теперь
number (<i>n</i>)	— число, количество
numerous (<i>adj</i>)	— многочисленный

О

obligation (<i>n</i>)	— обязательство
oblige (<i>v</i>)	— делать одолжение
obtain (<i>v</i>)	— получать
occupy (<i>v</i>)	— занимать
of (<i>prep</i>)	— предлог, соотв. русскому род. падежу
of course	— конечно
offer (<i>n</i>)	— предложение
offer (<i>v</i>)	— предлагать
office (<i>n</i>)	— контора, офис
officer (<i>n</i>)	— служащий, сотрудник (учреждения)
official (<i>adj</i>)	— официальный
often (<i>adv</i>)	— часто
old (<i>adj</i>)	— старый
on (<i>prep</i>)	— на (предлог места)
on behalf of	— от лица, от имени

on the contrary	— наоборот
on time	— во-время
once (<i>adv</i>)	— однажды
only (<i>adj</i>)	— единственный
(<i>adv</i>)	— только
open (<i>v</i>)	— открывать; открываться
open-air (<i>adj</i>)	— (находящийся) на открытом воздухе
opera (<i>n</i>)	— опера
operate (<i>v</i>)	— работать, управлять
operation (<i>n</i>)	— работа (оборудования)
opinion (<i>n</i>)	— мнение
order (<i>n</i>)	— 1. порядок; 2. заказ
ordinary (<i>adj</i>)	— простой, обычный
origin (<i>n</i>)	— происхождение, начало
original (<i>n</i>)	— оригинал
other (<i>adj</i>)	— другой, другие
otherwise (<i>adv</i>)	— иначе, в противном случае
our (<i>pron</i>)	— наш, наша, наши
outdoor (<i>adj</i>)	— находящийся вне помещения
out-patient (<i>adj</i>)	— амбулаторный
outside (<i>prep</i>)	— вне, за пределами
over (<i>prep</i>)	— выше; поверх чего-либо
overnight (<i>adj</i>)	— ночной
(<i>adv</i>)	— ночью
overseas (<i>adj</i>)	— заграничный, заморский
over there	— вон там
overweight (<i>n</i>)	— избыточный вес
(<i>adj</i>)	— тучный
own (<i>adj</i>)	— собственный

P

packing (<i>n</i>)	— упаковка
Packing List (<i>n</i>)	— Упаковочный лист
pain (<i>n</i>)	— боль
painting (<i>n</i>)	— 1. картина; 2. живопись
pair (<i>n</i>)	— пара
parent (<i>n</i>)	— родитель
park (<i>n</i>)	— парк
parking lot (<i>n</i>)	— стоянка для автомобилей
parliament (<i>n</i>)	— парламент
part (<i>n</i>)	— 1. часть; 2. сторона; 3. роль
participant (<i>n</i>)	— участник
participate (<i>v</i>)	— принимать участие

particulars (<i>n</i>)	— подробности
partly (<i>adv</i>)	— частично
partner (<i>n</i>)	— партнер
party (<i>n</i>)	— 1. партия; 2. вечеринка
passenger (<i>n</i>)	— пассажир
passer-by (<i>n</i>)	— прохожий
passport (<i>n</i>)	— паспорт
passport control	— паспортный контроль
past (<i>prep</i>)	— после (о времени)
(<i>n</i>)	— прошлое
(<i>adj</i>)	— прошлый, прошедший
patient (<i>n</i>)	— больной, пациент
pay (<i>v</i>)	— платить
pay attention	— уделить внимание
payment (<i>n</i>)	— платеж
payment for collection	— платеж в форме инкассо
peas (<i>n</i>)	— (собир.) горошек (овощ)
pen (<i>n</i>)	— ручка
pencil (<i>n</i>)	— карандаш
people (<i>n</i>)	— люди
per (<i>prep</i>)	— за (штуку, единицу товара)
perfect (<i>adj</i>)	— прекрасный
perfectly (<i>adv</i>)	— прекрасно
perform (<i>v</i>)	— играть, выступать
performance (<i>n</i>)	— 1. спектакль; 2. исполнение
perfume (<i>n</i>)	— 1. аромат, благоухание 2. духи
perhaps (<i>adv</i>)	— возможно, может быть
period (<i>n</i>)	— период
personal (<i>adj</i>)	— личный
personally (<i>adv</i>)	— лично
petrol (<i>n</i>)	— бензин
phone (<i>n</i>)	— телефон
phone (<i>v</i>)	— звонить (по телефону)
pick up (<i>v</i>)	— заезжать за кем-либо (на машине)
picture (<i>n</i>)	— фотография, картина
pill (<i>n</i>)	— таблетка
pipe (<i>n</i>)	— 1. труба; 2. трубопровод
photocopier (<i>n</i>)	— копир
place (<i>n</i>)	— место; дом; квартира
place (<i>v</i>)	— размещать
place of interest	— достопримечательность
plan (<i>n</i>)	— план
(<i>v</i>)	— планировать
plane (<i>n</i>)	— самолет

plant (<i>n</i>)	— 1. завод; 2. (зеленое) растение
plate (<i>n</i>)	— тарелка
platform (<i>n</i>)	— платформа
play (<i>n</i>)	— пьеса
play (<i>v</i>)	— играть
pleasant (<i>adj</i>)	— приятный
please	— пожалуйста
pleasure (<i>n</i>)	— удовольствие
p.m. (post meridium)	— после полудня
point (<i>n</i>)	— вопрос
police (<i>n</i>)	— полиция
policy (<i>n</i>)	— политика
political (<i>adj</i>)	— политический
polluted (<i>adj</i>)	— загрязненный (об окружающей среде)
pollution (<i>n</i>)	— загрязнение (окружающей среды)
poor (<i>adj</i>)	— бедный
popular (<i>adj</i>)	— популярный
popular vote	— всенародное голосование
population (<i>n</i>)	— население
porridge (<i>n</i>)	— овсяная каша
port (<i>n</i>)	— порт
porter (<i>n</i>)	— носильщик, портье
portrait (<i>n</i>)	— портрет
possibility (<i>n</i>)	— возможность
possible (<i>adj</i>)	— возможный
post-card (<i>n</i>)	— почтовая открытка
post-office (<i>n</i>)	— почта
potatoes (<i>n</i>)	— картофель
pound (<i>n</i>)	— фунт (стерлингов)
power (<i>n</i>)	— власть
practise (<i>v</i>)	— практиковать
prefer (<i>v</i>)	— предпочитать
prepare (<i>v</i>)	— приготовить
be prepared (<i>v</i>)	— быть готовым, подготовленным
prescription (<i>n</i>)	— рецепт
presentation (<i>n</i>)	— презентация
present (<i>v</i>)	— представлять, показывать
president (<i>n</i>)	— президент
pretty (<i>adv</i>)	— довольно, достаточно
previous (<i>adj</i>)	— предыдущий
price-list (<i>n</i>)	— прейскурант
price (<i>n</i>)	— цена
Prime Minister (<i>n</i>)	— премьер-министр
private (<i>adj</i>)	— личный, частный

Vocabulary

prize (<i>n</i>)	— (денежный) приз
probably (<i>adv</i>)	— вероятно
problem (<i>n</i>)	— проблема
produce (<i>v</i>)	— производить, выпускать
product (<i>n</i>)	— продукт, изделие
production (<i>n</i>)	— производство
professional (<i>adj</i>)	— профессиональный
profit (<i>n</i>)	— прибыль
profitable (<i>adj</i>)	— выгодный
programme (<i>n</i>)	— программа
progress (<i>n</i>)	— успех, прогресс
promise (<i>v</i>)	— обещать
prompt (<i>adj</i>)	— немедленный, срочный
propose (<i>v</i>)	— предлагать
proud (<i>adj</i>)	— гордый
provide (<i>v</i>)	— обеспечить
public (<i>adj</i>)	— общественный, государственный
public (<i>n</i>)	— публика
pump (<i>n</i>)	— насос
purpose (<i>n</i>)	— цель
purchase (<i>n</i>)	— покупка
(<i>v</i>)	— покупать
put (<i>v</i>)	— класть
put into operation	— вводить в эксплуатацию
put on (<i>v</i>)	— ставить (на сцене)
put on (<i>v</i>)	— одевать (одежду)

Q

quality (<i>n</i>)	— качество
qualified (<i>adj</i>)	— квалифицированный
quarter (<i>n</i>)	— четверть
query (<i>n</i>)	— вопрос (неясность)
question (<i>n</i>)	— вопрос
quick (<i>adj</i>)	— быстрый
quickly (<i>adv</i>)	— быстро
quiet (<i>adj</i>)	— спокойный
quiz (<i>n</i>)	— тест, проверка
quotation (<i>n</i>)	— котировка
quote (<i>v</i>)	— назначать

R

radio (<i>n</i>)	— радио
railway (<i>n</i>)	— железная дорога
railway station	— железнодорожная станция

rain (v)	— идти (о дожде)
(n)	— дождь
rather (adv)	— довольно
read (v)	— читать
ready (adj)	— готовый
ready-made (adj)	— готовый (зд. об одежде)
really (adv)	— действительно
reasonable (adj)	— умеренный
receipt (n)	— чек (квитанция); получение
receive (v)	— получать
recently (adv)	— недавно
receptionist (n)	— администратор
recognise (v)	— 1. узнавать; 2. признавать
recommend (v)	— рекомендовать, советовать
reconstruct (v)	— перестраивать, реконструировать
red (adj)	— красный
referee (n)	— спортивный судья
refrigerator (n)	— холодильник
refund (n)	— возврат (денег)
regular (adj)	— регулярный, постоянный
relations (n)	— отношения
relax (v)	— отдыхать
Release Note for shipment	— разрешение на отгрузку
reliable (adj)	— надежный
remember (v)	— помнить
rent (v)	— снимать, брать напрокат
repeat (adj)	— повторный
replace (v)	— заменять
replacement (n)	— замена; запасная часть
report (n)	— отзыв; доклад
representative (n)	— представитель
return (v)	— возвращаться
(n)	— возвращение
require (v)	— требовать, требоваться
requirement (n)	— требование
reserve (adj)	— запасной
reserve (v)	— заказать
resort (n)	— курорт
respectively (adv)	— соответственно
responsible (adj)	— ответственный
rest (n)	— отдых
restaurant (n)	— ресторан
result (n)	— результат
revise (v)	— менять, пересматривать

Vocabulary

rich (<i>adj</i>)	— богатый
right (<i>adj</i>)	— правый
right-hand (<i>adj</i>)	— правосторонний
ring (<i>v</i>)	— звонить
river (<i>n</i>)	— река
roast-beef (<i>n</i>)	— ростбиф
room (<i>n</i>)	— комната
row (<i>n</i>)	— ряд
royal (<i>adj</i>)	— царский, королевский
run (<i>v</i>)	— 1. бежать (о людях); 2. идти (о поездах)
run down (<i>adj</i>)	— переутомленный

S

safe (<i>adj</i>)	— безопасный
salad (<i>n</i>)	— салат
sale (<i>n</i>)	— продажа, распродажа
sales manager	— менеджер по продажам
salesgirl (<i>n</i>)	— продавщица
saloon (<i>n</i>)	— салон
the same (<i>adj</i>)	— та, то, тот же (самая, -ое, -ый)
sample (<i>n</i>)	— образец
sandwich (<i>n</i>)	— бутерброд
satisfactory (<i>adj</i>)	— удовлетворительный
satisfied (<i>adj</i>)	— удовлетворенный
satisfy (<i>v</i>)	— удовлетворять
satellite (<i>n</i>)	— спутник, сателлит
sausage (<i>n</i>)	— 1. колбаса; 2. сосиска
say (<i>v</i>)	— сказать
scales (<i>n</i>)	— весы
scene (<i>n</i>)	— сцена
school (<i>n</i>)	— школа
science (<i>n</i>)	— наука
scope (<i>n</i>)	— размах
score (<i>v</i>)	— забивать (гол)
(<i>n</i>)	— счет
sea (<i>n</i>)	— море
seaproof (<i>adj</i>)	— пригодный к морской транспортировке
seaside (<i>n</i>)	— морское побережье
season (<i>n</i>)	— время года, сезон
seat (<i>n</i>)	— место
second-class (<i>adv</i>), (<i>adj</i>)	— вторым классом; второго класса
secret ballot	— тайное голосование
secretary (<i>n</i>)	— секретарь

see (<i>v</i>)	— видеть
seem (<i>v</i>)	— казаться
seldom (<i>adv</i>)	— редко
self-service (<i>n</i>)	— самообслуживание
sell (<i>v</i>)	— продавать
seller (<i>n</i>)	— продавец
send (<i>v</i>)	— посылать
send down (<i>v</i>)	— снизить (<i>зд.</i> температуру)
serial (<i>n</i>)	— сериал
serious (<i>adj</i>)	— серьезный
serve (<i>v</i>)	— обслуживать
set (<i>v</i>)	— ставить, класть
settle (<i>adj</i>)	— решить (проблему)
several (<i>adj</i>)	— несколько
shake (<i>v</i>)	— 1. дрожать; 2. пожать (руку)
shape (<i>n</i>)	— форма
sharp (<i>adj</i>)	— резкий
she (<i>pron</i>)	— она
ship (<i>v</i>)	— отправлять, доставлять (морским путем)
shipment (<i>n</i>)	— отгрузка
shipping facilities	— транспортные средства
shirt (<i>n</i>)	— рубашка (мужская)
shoe (<i>n</i>)	— ботинок, туфля
shop (<i>n</i>)	— 1. магазин; 2. цех
shopper (<i>n</i>)	— покупатель (в магазине)
short (<i>adj</i>)	— короткий
show (<i>v</i>)	— показывать
show round (<i>v</i>)	— показать, провести по...
shower (<i>n</i>)	— душ
shuttle (<i>n</i>)	— челночное движение транспорта
side (<i>n</i>)	— сторона
sights (<i>n</i>)	— достопримечательности
sign (<i>n</i>)	— знак, указатель, вывеска, объявление
sign (<i>v</i>)	— подписывать
similar (<i>adj</i>)	— похожий
since (<i>conj</i>)	— с тех пор как (<i>ввод. прид. предл. времени</i>)
 (<i>prep</i>)	— с (какого-то времени)
sing (<i>v</i>)	— петь
singer (<i>n</i>)	— певец
single (<i>adj</i>)	— одиночный (о номере в гостинице)
sister (<i>n</i>)	— сестра
sit (<i>v</i>)	— сидеть

Vocabulary

sitting room (<i>n</i>)	—	гостиная
size (<i>n</i>)	—	размер
(ice)-skate (<i>v</i>)	—	кататься на коньках
ski (<i>v</i>)	—	кататься на лыжах
skyscraper (<i>n</i>)	—	небоскреб
sleep (<i>v</i>)	—	спать
sleepер (<i>n</i>)	—	спальный вагон
slow (<i>adj</i>)	—	медленный
small (<i>adj</i>)	—	маленький
smoke (<i>v</i>)	—	курить
snack (<i>n</i>)	—	легкая еда; закуска
snow (<i>v</i>)	—	идти (о снеге)
so far (<i>adv</i>)	—	пока
sock (<i>n</i>)	—	носок
sofa (<i>n</i>)	—	диван
some (<i>pron</i>)	—	некоторый; какой-то
sometimes (<i>adv</i>)	—	иногда, временами
somewhat (<i>adv</i>)	—	в какой-то степени
son (<i>n</i>)	—	сын
song (<i>n</i>)	—	песня
soon (<i>adv</i>)	—	скоро
soup (<i>n</i>)	—	суп
source (<i>n</i>)	—	источник
South (<i>n</i>)	—	юг
souvenir (<i>n</i>)	—	сувенир
spare (<i>adj</i>)	—	лишний, запасной
speak (<i>v</i>)	—	говорить, разговаривать
specialized (<i>adj</i>)	—	специализированный
specification (<i>n</i>)	—	спецификация
specify (<i>v</i>)	—	уточнить
speed (<i>n</i>)	—	скорость
spell (<i>v</i>)	—	называть по буквам
spend (<i>v</i>)	—	1. проводить; 2. тратить (время, деньги)
spirits (<i>n</i>)	—	спиртные напитки
splendid (<i>adj</i>)	—	великолепный
spoon (<i>n</i>)	—	ложка
spring (<i>n</i>)	—	весна
square (<i>n</i>)	—	площадь
stadium (<i>n</i>)	—	стадион
staff (<i>n</i>)	—	штат сотрудников
stage (<i>n</i>)	—	сцена
stairs (<i>n</i>)	—	лестница
stalls (<i>n</i>)	—	партер (в театре)
stand (<i>n</i>)	—	стенд

standard lamp (<i>n</i>)	— торшер
stand-attendant (<i>n</i>)	— стенист
star (<i>v</i>)	— играть главную роль
start (<i>v</i>)	— начинать
state (<i>n</i>)	— государство
station (<i>n</i>)	— станция
stationary (<i>n</i>)	— концелярские товары
stay (<i>v</i>)	— находиться, оставаться
steak (<i>n</i>)	— стейк, кусок зажаренного мяса
stipulate (<i>v</i>)	— оговорить, указать
stock (<i>n</i>)	— запас
stop (<i>n</i>)	— остановка
(<i>v</i>)	— останавливать(ся)
story (<i>n</i>)	— рассказ
straight (<i>adj</i>), (<i>adv</i>)	— прямой; прямо
street (<i>n</i>)	— улица
stress (<i>v</i>)	— подчеркнуть, сделать ударение
strike (<i>v</i>)	— ударять
strong (<i>adj</i>)	— сильный
student (<i>n</i>)	— студент
study (<i>n</i>)	— кабинет
study (<i>v</i>)	— изучать
style (<i>n</i>)	— фасон
submit (<i>v</i>)	— представить
success (<i>n</i>)	— успех
such (<i>adj</i>)	— такой
suit (<i>n</i>)	— костюм
suit (<i>v</i>)	— подходить, устраивать
suitable (<i>adj</i>)	— подходящий
suitcase (<i>n</i>)	— чемодан
summer (<i>n</i>)	— лето
sunbathe (<i>v</i>)	— загорать
sunny (<i>adj</i>)	— солнечный
suntan (<i>n</i>)	— загар
supermarket (<i>n</i>)	— супермаркет
supper (<i>n</i>)	— ужин
supplier (<i>n</i>)	— поставщик
supply (<i>v</i>)	— поставлять
support (<i>v</i>)	— поддерживать
suppose (<i>v</i>)	— предполагать
surgery (<i>n</i>)	— приемная (врача)
swim (<i>v</i>)	— плавать
swimming pool (<i>n</i>)	— бассейн

T

table (<i>n</i>)	— стол
talk (<i>v</i>)	— разговаривать
take (<i>v</i>)	— брать, взять
take into consideration (<i>v</i>)	— принимать во внимание
take off (<i>v</i>)	— 1. вылетать (о самолете); 2. снимать (об одежде)
take part (<i>v</i>)	— принимать участие
take place (<i>v</i>)	— проходить, иметь место
take (smb) to ...	— отводить в ...
talks (<i>n</i>)	— переговоры
tall (<i>adj</i>)	— высокий
tea (<i>n</i>)	— чай
teacher (<i>n</i>)	— учитель
team (<i>n</i>)	— команда
teenager (<i>n</i>)	— подросток
telephone (<i>n</i>)	— телефон
tell (<i>v</i>)	— говорить, сказать
temperature (<i>n</i>)	— температура
terms (<i>n</i>)	— условия (контракта)
terrible (<i>adj</i>)	— ужасный
test (<i>n</i>)	— испытание
test (<i>v</i>)	— проводить испытание
thank (<i>v</i>)	— благодарить
that (<i>pron</i>)	— то, тот, та
theatre goer (<i>n</i>)	— театрал
theatre (<i>n</i>)	— театр
their (<i>pron</i>)	— их
then (<i>adv</i>)	— тогда, потом, затем
there (<i>adv</i>)	— там
therefore (<i>conj</i>)	— поэтому
these (<i>pron</i>)	— эти
they (<i>pron</i>)	— они
thing (<i>n</i>)	— вещь
think (<i>v</i>)	— думать
this (<i>pron</i>)	— это, эта, этот
thoroughly (<i>adv</i>)	— тщательно
those (<i>pron</i>)	— те
thousand (<i>num</i>)	— тысяча
thriller (<i>n</i>)	— остросюжетный фильм, триллер
throat (<i>n</i>)	— горло
through (<i>prep</i>)	— через, по причине
ticket (<i>n</i>)	— билет
tie (<i>n</i>)	— галстук
tight (<i>adj</i>)	— тесный

till (<i>prep</i>)	— до (какого-либо времени)
time (<i>n</i>)	— время
timetable (<i>n</i>)	— расписание
tired (<i>adj</i>)	— усталый
tireless (<i>adj</i>)	— неутомимый
to (<i>prep</i>)	— к (движение)
today (<i>adv</i>)	— сегодня
together (<i>adv</i>)	— вместе
toilet (<i>n</i>)	— туалет
tomato (<i>n</i>)	— помидор
tomorrow (<i>adv</i>)	— завтра
tongue (<i>n</i>)	— язык
too (<i>adv</i>)	— 1. тоже; 2. слишком
tooth (<i>n</i>)	— зуб
toothache (<i>n</i>)	— зубная боль
total (<i>adj</i>)	— общий
tour (<i>n</i>)	— путешествие, тур, поездка
tournament (<i>n</i>)	— турнир, спортивное соревнование
tower (<i>n</i>)	— башня
town (<i>n</i>)	— город
trade (<i>n</i>)	— торговля
traditional (<i>adj</i>)	— традиционный
traffic (<i>n</i>)	— уличное движение
traffic lights (<i>n</i>)	— светофор
trailer (<i>n</i>)	— анонс (фильма)
train (<i>n</i>)	— поезд
train (<i>v</i>)	— проводить обучение
transaction (<i>n</i>)	— сделка
translate (<i>v</i>)	— переводить
transport (<i>n</i>)	— транспорт (городской)
travel (<i>v</i>)	— путешествовать, ездить
treat (<i>v</i>)	— лечить
treatment (<i>n</i>)	— лечение
trial (<i>adj</i>)	— пробный, испытательный
trip (<i>n</i>)	— путешествие, поездка
trivial (<i>adj</i>)	— незначительный, тривиальный, банальный
trouble (<i>n</i>)	— беда, неприятность
trousers (<i>n</i>)	— брюки
try (<i>v</i>)	— пробовать, пытаться
try on (<i>v</i>)	— примерять (одежду)
turn (<i>n</i>)	— очередь
TV set (<i>n</i>)	— телевизор
type (<i>n</i>)	— тип
typical (<i>adj</i>)	— типичный

Y

year (<i>n</i>)	— год
yellow (<i>adj</i>)	— желтый
yesterday (<i>adv</i>)	— вчера
yet (<i>adv</i>)	— уже, еще не
you (<i>pron</i>)	— ты, вы
young (<i>adj</i>)	— молодой
your (<i>pron</i>)	— твой, ваш
youth (<i>n</i>)	— 1. молодежь; 2. молодость

U

under (<i>prep</i>)	— под
underground (<i>n</i>)	— метро
understand (<i>v</i>)	— понимать
unit (<i>n</i>)	— 1. единица; 2. элемент; 3. комплект
unfortunately	— к сожалению
unreasonably (<i>adv</i>)	— необоснованно
until (<i>prep</i>)	— до (какого-либо времени)
upstairs (<i>adv</i>)	— наверху, наверх
up-to-date (<i>adj</i>)	— современный
urgent (<i>adj</i>)	— срочный
urgently (<i>adv</i>)	— срочно
use (<i>n</i>)	— использование
(<i>v</i>)	— использовать
useful (<i>adj</i>)	— полезный
usually (<i>adv</i>)	— обычно

V

valid (<i>adj</i>)	— имеющий силу
validity (<i>n</i>)	— срок действия
value (<i>n</i>)	— стоимость
various (<i>adj</i>)	— различный
vegetable (<i>n</i>)	— овощ
version (<i>n</i>)	— версия, вариант
very (<i>adj</i>)	— очень
view (<i>n</i>)	— вид
viewer (<i>n</i>)	— зритель (телевизионный)
village (<i>n</i>)	— деревня
violence (<i>n</i>)	— насилие
visit (<i>n</i>)	— визит, посещение
(<i>v</i>)	— посещать
visitor (<i>n</i>)	— посетитель, гость

W

wait (<i>v</i>)	— ждать
waiter (<i>n</i>)	— официант
wake up (<i>v</i>)	— просыпаться
walk (<i>n</i>)	— прогулка
(<i>v</i>)	— гулять, ходить пешком
wall (<i>n</i>)	— стена
wall lamp (<i>n</i>)	— бра
wall unit (<i>n</i>)	— стенка (предмет мебели)
want (<i>v</i>)	— хотеть
warm (<i>adj</i>)	— теплый
wash (<i>v</i>)	— мыть, стирать
washing machine (<i>n</i>)	— стиральная машина
watch (<i>v</i>)	— смотреть, наблюдать
water (<i>n</i>)	— вода
(<i>v</i>)	— поливать
way (<i>n</i>)	— путь, дорога
we (<i>pron</i>)	— мы
weaken (<i>v</i>)	— ослаблять
wear (<i>v</i>)	— носить (одежду)
weather (<i>n</i>)	— погода
week (<i>n</i>)	— неделя
weekend (<i>n</i>)	— конец недели, выходные дни
welcome (<i>v</i>)	— приветствовать
well (<i>adv</i>)	— хорошо
West (<i>n</i>)	— запад
western (<i>n</i>)	— вестерн
wet (<i>adj</i>)	— сырой, мокрый
what (<i>conj</i>), (<i>adj</i>)	— что, какой
when (<i>conj</i>), (<i>adv</i>)	— когда
where (<i>conj</i>), (<i>adv</i>)	— где
which (<i>conj</i>), (<i>adj</i>)	— который, какой
while (<i>conj</i>)	— пока, в то время как, тогда как
white (<i>adj</i>)	— белый
who (<i>pron</i>)	— 1. кто; 2. который
whole (<i>adj</i>)	— весь, вся, все
wholesale (<i>adj</i>)	— оптовый
(<i>adv</i>)	— оптом
whose (<i>pron</i>), (<i>conj</i>)	— чей, чья, чье, чьи
why (<i>conj</i>), (<i>adv</i>)	— почему
wide (<i>adj</i>)	— широкий
wife (<i>n</i>)	— жена
win (<i>v</i>)	— победить, выиграть

Vocabulary

window (<i>n</i>)	—	окно
windy (<i>adj</i>)	—	ветренный
wine (<i>n</i>)	—	вино
winner (<i>n</i>)	—	победитель
winter (<i>n</i>)	—	зима
wish (<i>v</i>)	—	пожелать
with (<i>pron</i>)	—	с
within (<i>pron</i>)	—	внутри, в; в течение
without (<i>prep</i>)	—	без
woman (<i>n</i>)	—	женщина
wonder (<i>v</i>)	—	интересоваться
wonderful (<i>adj</i>)	—	чудесный
wooden (<i>adj</i>)	—	деревянный
wool (<i>n</i>)	—	шерсть
word (<i>n</i>)	—	слово
work (<i>n</i>)	—	работа
(<i>v</i>)	—	работать
working-class (<i>n</i>)	—	рабочий класс
world (<i>n</i>)	—	мир
worry (<i>v</i>)	—	беспокоиться, волноваться
wrap (<i>v</i>)	—	обертывать
write (<i>v</i>)	—	писать

DAYS OF THE WEEK

Sunday	воскресенье
Monday	понедельник
Tuesday	вторник
Wednesday	среда
Thursday	четверг
Friday	пятница
Saturday	суббота

MONTHS OF THE YEAR

January	январь
February	февраль
March	март
April	апрель
May	май
June	июнь
July	июль
August	август
September	сентябрь
October	октябрь
November	ноябрь
December	декабрь

PRINCIPAL PARTS OF IRREGULAR VERBS

Present	Past	Past participle
arise	arose	arisen
awake	awoke	awakened
be	was, were	been
bear	bore	born
bear	bore	borne
beat	beat	beaten
become	became	become
begin	began	begun
bend	bent	bent
bet	bet	bet
bind	bound	bound
bite	bit	bitten
bleed	bled	bled
blow	blew	blown
break	broke	broken
bring	brought	brought
build	built	built
burst	burst	burst
buy	bought	bought
cast	cast	cast
catch	caught	caught
choose	chose	chosen
cling	clung	clung
come	came	come
cost	cost	cost
creep	crept	crept
cut	cut	cut
dare	dared	dared
deal	dealt	dealt
dig	dug	dug
do	did	done
draw	drew	drawn
drink	drank	drunk
drive	drove	driven
eat	ate	eaten
fall	fell	fallen
feed	fed	fed
feel	felt	felt
fight	fought	fought
find	found	found

Principal Parts of Irregular Verbs

Present	Past	Past participle
fling	flung	flung
fly	flew	flown
forget	forgot	forgotten
forgive	forgave	forgiven
freeze	froze	frozen
get	got	gotten-got
give	gave	given
go	went	gone
grind	ground	ground
grow	grew	grown
hang	hung	hung
have	had	had
hear	heard	heard
hide	hid	hidden
hit	hit	hit
hold	held	held
hurt	hurt	hurt
keep	kept	kept
know	knew	known
lay	laid	laid
lead	led	led
leave	left	left
lend	lent	lent
let	let	let
lie	lay	lain
light	lit	lit
lose	lost	lost
make	made	made
mean	meant	meant
meet	met	met
owe	owed	owed
pay	paid	paid
put	put	put
quit	quit	quit
read	read [red]	read [red]
ride	rode	ridden
ring	rang	rung
rise	rose	risen
run	ran	run
say	said	said
see	saw	seen

Present	Past	Past participle
seek	sought	sought
shake	shook	shaken
sell	sold	sold
send	sent	sent
set	set	set
shave	shaved	shaved, shaven
shine	shone	shone
shoot	shot	shot
show	showed	shown
shrink	shrank	shrunk
shut	shut	shut
sing	sang	sung
sink	sank	sunk
sit	sat	sat
sleep	slept	slept
slide	slid	slid
slit	slit	slit
speak	spoke	spoken
speed	sped	sped
spend	spent	spent
spin	spun	spun
split	split	split
spread	spread	spread
spring	sprang	sprung
stand	stood	stood
steal	stole	stolen
stick	stuck	stuck
sting	stung	stung
string	strung	strung
swear	swore	sworn
sweep	swept	swept
swim	swam	swum
swing	swung	swung
take	took	taken
teach	taught	taught
tear	tore	torn
tell	told	told
think	thought	thought
throw	threw	thrown
understand	understood	understood
wake	woke	woken

Principal Parts of Irregular Verbs

Present	Past	Past participle
wear	wore	worn
weave	wove	woven
wed	wed	wed
weep	wept	wept
wet	wet	wet
win	won	won
wind	wound	wound
wring	wrung	wrung
write	wrote	written

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