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КВАЛІФІКАЦІЇ ПРАЦІВНИКІВ ОРГАНІВ ДЕРЖАВНОЇ ВЛАДИ,
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ПІДПРИЄМСТВ, УСТАНОВ І ОРГАНІЗАЦІЙ**

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Навчально-методичний збірник призначений для працівників органів державної влади, органів місцевого самоврядування – фахівців з питань європейської інтеграції, які навчаються за програмами підвищення кваліфікації з англійської мови, викладачів Центру.

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UNIT 1

PRESENT SIMPLE

Key vocabulary

Accounts	➤ бухгалтерія, фінансовий відділ (на підприємстві)
mainframe	➤ високошвидкісний комп'ютер з великим об'ємом пам'яті
sales reps (representatives)	➤ представники з продаж
showroom	➤ виставкова зала; демонстраційна зала для показу зразків товару
superconductor	➤ надпровідник
to conduct electricity	➤ проводити струм
to create electrical resistance	➤ створювати електричний опір
flight	➤ рейс
to depart	➤ від'їжджати, відправлятися; вирушати
trading organization	➤ торгова організація
to own	➤ володіти
to operate	➤ працювати
business area	➤ сфера бізнесу
local market	➤ місцевий ринок
division	➤ відділ, підрозділ
to do a great deal of work	➤ виконувати великий об'єм робіт
electricity authority	➤ управління електропостачанням
to install	➤ встановлювати
power control system	➤ система контролю напруги
to handle	➤ торгувати
goods	➤ товари
a wide range of products	➤ широкий асортимент продукції
from overseas	➤ із-за кордону
division	➤ відділ
travel agency	➤ туристичне агентство
leisure	➤ дозвілля
insurance group	➤ страхова група
application	➤ пристрій
publicity brochure	➤ рекламна брошура
to have a part-time job	➤ працювати з неповною зайнятістю
cuts in interest rates	➤ знижки процентних ставок
to have good effects	➤ добре впливати
to make profits	➤ отримувати прибутки
cost of repaying loans	➤ вартість виплати позик
share price	➤ ціна акції
to feel confident	➤ почуватися впевнено
retailer	➤ роздрібний торговець

turnover	➤ об'єм продаж
to lead to higher inflation	➤ призводити до підвищення інфляції
timetable	➤ розклад
stockbroker	➤ дилер, який торгує фондовими паперами; біржовий маклер
stocks and shares	➤ цінні папери та акції
venture capitalist	➤ ризикований підприємець
to invest	➤ вкладати гроші, інвестувати
to check the accounts of a company	➤ перевіряти рахунки компанії
to run a company	➤ керувати компанією
to arrange interviews	➤ влаштовувати співбесіди

A Form

	+	S + V / Vs
-	S +	do not / does not + V
?	(W) do / does +	S + V
?	Who Vs	...?

Time signals:

0% *never → hardly ever → rarely → seldom → occasionally → sometimes*
→ from time to time → often → usually → as a rule → constantly → every day →
always **100 %**

Look at the example of how to form the present simple tense of the verb to work. All verbs except to be and the modals (see Units 23-6) follow this pattern.

I/you/we/they work/do not (don't) work.

He/she/it works/does not (doesn't) work.

Do I/you/we/they **work**? (**Yes**, I/you/we/they **do**./**No**, I/you/we/they **don't**.)

Does he/she/it **work**? (Yes, he/she/it **does**./**No**, he/she/it **doesn't**.)

Common mistakes: A common mistake is to forget to put the **-s** ending on the he/she/it forms. All verbs except modals must end in **-s** in the third person singular affirmative:

Wrong: *Our new computer system work very efficiently.*

Right: *Our new computer system works very efficiently.*

A second common mistake is to add the **-s** to the he/she/it forms of negatives and questions. We add the **-es** form to the auxiliary (do), and not to the main verb (**work**):

wrong: *I know Karl doesn't works in Accounts.*

right: *I know Karl **doesn't work** in Accounts.*

B Permanent situations

The present simple is used to talk about actions and situations that are generally or permanently true:

IBM is the largest computer company in the world, it **manufactures**

mainframes and PCs and **sells** its products all over the world.

C Routines and frequency

We use the present simple to talk about routines and things we do regularly:

I usually **get** to the showroom at about 8.00 and I **have** a quick look at the post.

The sales reps **arrive** at about 8.15 and we **open** at 8.30.

D Facts

We use the present simple to talk about scientific or other facts:

*Superconductors **are** special materials that **conduct** electricity and **do not create** any electrical resistance.*

E Programmes and timetables

We use the present simple to talk about programmes and timetables. When we use the present simple like this, it can refer to the future:

*There **are** two flights to Tokyo next Thursday. There **is** a JAL flight that **leaves** Heathrow at 20.30 and **gets in** at 06.20, and there is a British Airways flight that **departs** at 22.00 and **arrives** at 08.50.*

PRACTICE

Exercise 1

Form

Complete the dialogue using the verbs in brackets.

A: Where ⁽¹⁾ do you come (come) from?

B: I ⁽²⁾ _____ (come) from Thailand.

A: ⁽³⁾ _____ (you/live) in Bangkok?

B: No, I ⁽⁴⁾ _____ (not/live) in Bangkok. I ⁽⁵⁾ _____ (live) in Chang Mai.

A: What ⁽⁶⁾ _____ (you/do)?

B: I'm an accountant. I ⁽⁷⁾ _____ (work) for Berli Jucker.

A: How often ⁽⁸⁾ _____ (you/travel) to England?

B: I ⁽⁹⁾ _____ (not/come) here very often.

Exercise 2

Permanent situations (company activities)

Complete the information about the business activities of the Thai company Berli Jucker, using the verbs in the box.

operate own be

Berli Jucker Group ⁽¹⁾ is one of Thailand's oldest trading organizations, and it ⁽²⁾ _____ a number of different companies that ⁽³⁾ _____ in four main business areas: manufacturing, engineering, marketing, and services.

export have produce

In our manufacturing division, we ⁽⁴⁾ _____ factories that ⁽⁵⁾ _____ bottles, soap, and cosmetics for the local market, and we also ⁽⁶⁾ _____ medical equipment to Europe.

install do manufacture

Our engineering division ⁽⁷⁾ _____ a great deal of work for Thailand's electricity authority, it ⁽⁸⁾ _____ Siemens power control systems, and our factory Thai-Scandic Steel ⁽⁹⁾ _____ large steel structures for the electricity industry.

be handle import

There ⁽¹⁰⁾ _____ also a Marketing and Distribution division. This ⁽¹¹⁾ _____ goods from our factories in Thailand, and also ⁽¹²⁾ _____ a wide range of products from overseas.

consist be sell

Our services division ⁽¹³⁾ _____ of a travel agency, Pacific Leisure, and an insurance group. There ⁽¹⁴⁾ _____ also a new Information Systems department which ⁽¹⁵⁾ _____ Informix products and FourGen applications.

Exercise 3

Routines and frequency

Complete the dialogue by putting the verbs into the correct form.

BRIAN: I need to speak to Gina about this new publicity brochure. ⁽¹⁾ Do you know (you/know) where she is?

DIANA: She ⁽²⁾ _____ (not/work) on Fridays. She only ⁽³⁾ _____ (have) a part-time job now.

BRIAN: Right. When ⁽⁴⁾ _____ (she/come) to the office?

DIANA: Well, she ⁽⁵⁾ _____ (come) in from Monday to Thursday, but she ⁽⁶⁾ _____ (not/stay) all day. She usually ⁽⁷⁾ _____ (start) at 9.00 and ⁽⁸⁾ _____ (go) home at about 2.15.

Exercise 4

Scientific facts

Complete the passage using the verbs in the box.

go have make rise

Cuts in interest rates ⁽¹⁾ have a number of good effects on the economy. Firstly, they ⁽²⁾ _____ it easier for companies to make profits, because the cost of repaying loans ⁽³⁾ _____ down. As a result, share prices usually ⁽⁴⁾ _____.

feel help lead spend

The second reason is that consumers ⁽⁵⁾ _____ more confident, so they ⁽⁶⁾ _____ more in the shops. This also ⁽⁷⁾ _____ manufacturers and retailers to increase their turnover. However, if interest rates are too low, this can sometimes ⁽⁸⁾ _____ to higher inflation.

Exercise 5

Programmes and timetables

Read the following dialogue. Make any necessary changes to the verbs in brackets.

LAURA: I need to be in Birmingham for a meeting tomorrow by 3.15. Have you got a train timetable?

CLAIRE: Yes, here it is. Right, there (1) is (be) a train at 12.47, and that (2) _____ (arrive) at 2.50, but it (3) _____ (stop) at most of the main stations on the way.

LAURA: Is there another one that (4) _____ (get) there before 3.00?

CLAIRE: No, but there (5) _____ (be) an Intercity Express that (6) _____ (get) in at five past.

LAURA: And when (7) _____ (it/leave)?

CLAIRE: It (8) _____ (go) at 1.15.

LAURA: (9) _____ (be) there any buses to East Street?

CLAIRE: Oh, yes, there's a bus that (10) _____ (run) every ten minutes and it only (11) _____ (take) about five minutes to East Street.

PRODUCTION

Task 1

Choose a word from box A and a word from box B to describe what these people do, making any necessary changes to the verbs.

A		B	
Personnel officers	Management consultants	invest	advise
An architect	A stockbroker	design	look after
A journalist	An air steward	write	arrange
Venture capitalists	Auditors	check	buy and sell

1 An air steward looks after passengers on a plane.

2 _____ stocks and shares.

3 _____ houses.

4 _____ in small, high-risk companies.

5 _____ the accounts of a company.

6 _____ companies on how they should be run.

7 _____ articles for a newspaper.

8 _____ interviews.

Task 2

Look at the information about Berli Jucker on page 7, and write down some similar information about the business activities of your company.

Task 3

Answer the following questions about your daily routine.

1 How do you get to work in the morning?

2 How long does it take to get to work?

3 What do you do in the mornings?

4 Where do you have your lunch?

5 What time do you usually finish?

6 What do you do in the afternoons?

7 What do you do at the weekends?

Task 4 Translate these words and word combinations into Ukrainian.

Retailer, cost of repaying loans, to feel confident, to do a great deal of work, special materials, engineering division, travel agency, publicity brochure, turnover, to have good effects, to own, retailer, division, to have a part-time job, sales reps, interest rates, personnel officer, cuts in interest rates, venture capitalist, high-risk companies, to operate, a wide range of products, stock and shares, publicity brochure, to install, stockbroker, cost of repaying loans, insurance group, to lead to higher inflation, trading organization, interview, from overseas.

Task 5. Find the English equivalents.

Об'єм продаж, місцевий ринок, торгувати, найбільша комп'ютерна компанія, переглядати пошту, представники з продаж, рекламна брошура, технологічний відділ, рейс, процентні ставки, призвести до зростання інфляції, страхова група, продавати і купувати цінні папери, туристичне агентство, ризиковані підприємці, ціна акції, менеджери-консультанти, позитивний вплив на економіку, розклад руху поїздів, володіти, відділ маркетингу, широкий асортимент продукції, почуватися впевнено, виконувати великий об'єм робіт, роздрібний торговець, із-за кордону.

Task 6. Translate into English.

1. О котрій годині літак відлітає в Лондон?
2. Віктор – бухгалтер. Він працює в нашому фінансовому відділі.
3. Ваша фірма експортує медичне обладнання в Європу?
4. В нашій компанії є вакансія представника з продаж.
5. В яких регіонах України ви продає свою продукцію?
6. Ціни на акції цієї компанії дуже високі, тому лише деякі фірми бажають їх придбати (*to acquire, to purchase*).
7. Який вплив на розвиток економіку країни мають знижки банківських процентних ставок (*interest rate*) та вартості виплати позик?
8. Вам потрібно ще раз переглянути (*to review*) цю угоду, аби (*in order to*) при зустрічі з партнерами почуватися впевнено.
9. Який магазин має найбільш широкий асортимент продукції вашої фабрики?
10. В рекламних брошурах нашої фірми ми представляємо (*to present*) нашим замовникам останній (*the latest*) асортимент товарів та послуг.
11. Деякі наші робітники працюють з неповною занятістю.
12. Скільки супермаркетів має фірма СОЮЗ у вашому місті?
13. Багато роздрібних торговців продають товари, які ввозять із-за кордону.
14. Менеджери туристичної фірми виконують великий об'єм робіт в літній період.
15. Скількома заводами володіє ваша компанія?

UNIT 2

PRESENT CONTINUOUS

Key vocabulary

to be available	➤ бути вільним (про людину)
construction company	➤ будівельна компанія
estate	➤ житловий масив
to negotiate	➤ вести переговори
council	➤ муніципалітет
development land	➤ ділянка землі під забудову
book launch	➤ випуск нової книги
to be away on maternity leave	➤ бути в декретній відпустці
latest economic statistics	➤ останні статистичні дані
at an annual rate	➤ з річним показником, темпом росту
maintenance department	➤ відділ технічного обслуговування та ремонту
account	➤ рахунок
to be overdrawn	➤ перевищувати кредитний ліміт
to lease	➤ здавати/брати в оренду
joint venture	➤ спільне підприємство

health and leisure business	➤ <i>бізнес у сфері охорони здоров'я та відпочинку</i>
currently	➤ <i>тепер</i>
to expand	➤ <i>розширяти(ся)</i>
to get ready for privatization	➤ <i>готуватися до приватизації</i>
to sell off	➤ <i>розпродавати</i>
non-core subsidiary	➤ <i>неосновна дочірня компанія</i>
exploration activity	➤ <i>пошук корисних копалин</i>
to shut-down	➤ <i>закривати</i>
to reduce the workforce	➤ <i>скорочувати робочу силу</i>
competitive	➤ <i>конкурентоспроможний</i>
to set up	➤ <i>відкривати, засновувати</i>
recession	➤ <i>економічний спад</i>
to affect	➤ <i>завдавати шкоди, мати шкідливий вплив</i>
interest rate	➤ <i>відсоткова ставка</i>
to get orders	➤ <i>отримувати замовлення</i>
to cut down on expenses	➤ <i>скорочувати витрати</i>
financial advice	➤ <i>фінансова консультація</i>
software	➤ <i>програмне забезпечення</i>
inevitable	➤ <i>неминучий</i>
major companies	➤ <i>основні великі компанії</i>
margin profit	➤ <i>мінімальний дохід</i>
long-term plan	➤ <i>довгостроковий план</i>
to shrink	➤ <i>зменшуватися, скорочуватися</i>
software	➤ <i>програмне забезпечення</i>
inevitable	➤ <i>неминучий</i>
mere	➤ <i>не більше ніж</i>
R&D (research and development)	➤ <i>дослідництво і розробки</i>
long-term plan	➤ <i>довгостроковий план</i>
to turn attention	➤ <i>звертати увагу</i>
profitable	➤ <i>прибутковий</i>
specialist shop	➤ <i>спеціалізований магазин</i>
to do a training course	➤ <i>проходити курси</i>
to deal with problems	➤ <i>вирішувати проблеми</i>
emergency services	➤ <i>аварійні служби, служби спасіння</i>
ambulance	➤ <i>швидка допомога</i>
fire brigade	➤ <i>пожежна команда</i>
rubbish collection	➤ <i>збирання сміття</i>
postal service	➤ <i>поштові послуги</i>
to cause	➤ <i>спричинювати</i>
widespread	➤ <i>дуже поширений</i>
chaos	➤ <i>хаос, безладдя</i>
disruption	➤ <i>порушення, розлад</i>
safety	➤ <i>безпека</i>
reliability	➤ <i>надійність</i>

A Form

The present continuous is formed by using the present tense of the auxiliary verb **be** and the – **ing** form of the verb:

+ S + am/is/are + Ving	
- S + am/is/are + not + Ving	
? (W) am/is/are + S + Ving..?	? Who is Ving ...?

Time signals:

- *now, at the moment, still, currently, at present*
- *today, this week, this month*

I am working/am not working. He/she/it is/is not (isn't) working.	Am I working? (Yes, I am./No, I'm not.) Is he/she/it working? (Yes, he/she/it is./No, he/she/it isn't.)
You/we/they are/are not (aren't) working.	Are you/we/they working? (Yes, you/we/they are./No, you/we/they aren't.)

B Moment of speaking

The present continuous is used to talk about an activity taking place at the moment of speaking:

*I'm afraid Mr Jackson's not available at the moment. He is **talking** to a customer on the other phone.*

C Current project

The present continuous is used to talk about actions or activities and current project that are taking place over a period of time (even if they are not taking place precisely at the moment of speaking):

*Barton's is one of the largest local construction companies. At the moment we **are building** a new estate with 200 houses and we **are negotiating** with the council for the sale of development land in Boxley Wood.*

D Temporary situations

The present continuous is used to indicate that an action or activity is temporary rather than permanent. Compare:

*Mrs Harding **organizes** our conferences and book launches.* (The present simple is used because this is generally true.)

*Mrs Harding is away on maternity leave, so **I am organizing** them.* (The present continuous is used because this is only true for a limited time.)

E Slow changes

The present continuous is used to describe current trends and slow changes that are

taking place:

*The latest economic statistics show that both unemployment and inflation **are falling**, and that the economy **is growing** at an annual rate of 2.6%.*

PRACTICE

Exercise 1

Moment of speaking

Put the verbs in brackets into present continuous.

1. Could I ring you back in a few minutes? I am talking (talk) to someone on the other line.
2. Jane's upstairs with Anne and Roy. They _____ (have) a meeting about the catalogue.
3. What _____ (you/do) here? I thought you had gone to the airport.
4. Could you tell Mr. Ford that Miss Lee is here? He _____ (expect) me.
5. Oh no, the printer _____ (not work). I'll call the Maintenance Department.
6. This is a very bad line. _____ (you/call) from your car phone?
7. I _____ (phone) to tell you that your account is overdrawn by £326.

Exercise 2

Current project

Read these newspaper extracts about various project that different companies are currently involved in. Match the extracts in column A with the extracts in column B.

A	B
1. Burmah Castrol has invested 1.3 million in a joint venture in China.	a. It is currently developing a new financial television service for the UK and Europe.
2. Air Lingus has leased four A330 aircraft.	b. It is shutting down mines and reducing the workforce in order to become more competitive.
3. First Leisure has moved into the health and leisure business.	c. It is looking for buyers for its coke, polypropylene and fertilizers businesses.
4. British Coal is getting ready for privatization.	d. It is maintaining its exploration programme at al Masile and is testing a number of smaller sites near the main oilfield.
5. Reuters Holdings is a financial and news information group.	e. He is having talks with ministers about the liberalization of financial markets.
6. ICI, the chemicals giant, wants to sell off some of its noncore subsidiaries.	f. It is building a factory to manufacture products for the Chinese aluminum industry.
7. The US trade representative arrived in Japan last Thursday.	g. It is currently expanding its flights to New York and Boston.
8. Canadian Occidental Petroleum is optimistic about its exploration activity in the Yemen.	h. It is setting up three new fitness clubs and hopes to expand further next year.

Exercise 3

Temporary situations

Two friends meet in Paris. Read the dialogue and put the verbs into the present continuous.

PIERRE: Hello, Jason. What ⁽¹⁾ are you doing (you/do) over here?

JASON: Hello, Pierre. I'm just here for a few days. I ⁽²⁾ _____ (attend) the conference at the Pompidou Centre.

PIERRE: Where ⁽³⁾ _____ (you/stay)?

JASON: At the Charles V.

PIERRE: Very nice. And how's business?

JASON: Not that good. The recession ⁽⁴⁾ _____ (affect) us. People ⁽⁵⁾ _____ (not/spend) very much and we ⁽⁶⁾ _____ (not/get) many new orders, but it could be worse. How about you?

PIERRE: It's much the same over here. Interest rates are still very high, so everyone ⁽⁷⁾ _____ (try) to cut down on expenses. Not many companies ⁽⁸⁾ _____ (buy) new equipment, so it means that our Training Division ⁽⁹⁾ _____ (not/do) very well. Still, our Financial Services Division ⁽¹⁰⁾ _____ (manage) to get new customers, because in the current climate there are a lot of people who ⁽¹¹⁾ _____ (look) for good financial advice.

Exercise 4

Slow changes

Read the following passages about changes that are taking place in the software industry. Fill in the blanks with the verbs from the box, using the present continuous.

spend	come	sell	shrink
-------	------	------	--------

After two years in which the price of PCs has fallen by half, the price of software ⁽¹⁾ is coming down too. The big software houses ⁽²⁾ _____ software at lower and lower prices, and a price war looks inevitable. The profit margins of major companies like Borland, Lotus, and Microsoft ⁽³⁾ _____. In the last quarter Borland were down to a mere 2.6%. In addition, they ⁽⁴⁾ _____ less and on R&D, which may affect their long-term product plans.

become	begin	take over	turn
--------	-------	-----------	------

Now the major software companies ⁽¹⁾ _____ their attention to the less profitable home computer market, and software packages for children, such as Microsoft's "Creative Writer" ⁽²⁾ _____ from business software. Specialist computer shops are ⁽³⁾ _____ less popular, as families are unwilling to spend their weekends there, and computer ⁽⁴⁾ _____ to appear in supermarkets such as Wal-Mart and Costco.

PRODUCTION

Task 1

Continue these sentences using a verb in the present continuous.

1. I'm afraid the MD is busy. *He's having a meeting with the auditors.*
2. Could you call the maintenance people? _____
3. The meeting room isn't free. _____
4. I've just seen Jane in the cafeteria. _____
5. Shh! Listen! _____

Task 2

Answer these questions about yourself and your company's current projects.

1. What new product or service is your company currently working on?

2. What are you doing at work these days?

3. What training courses are you doing?

4. What examinations or professional qualifications are you studying for?

5. What other aims and objectives are you trying to achieve outside work?

Task 3

Complete the following paragraph about a temporary situation. Say how people are dealing with one or more of the following problems.

No transport (trains, buses, underground, etc.)

No emergency services (ambulances, fire brigade, etc.)

No local government services (rubbish collection, etc.)

No postal service

The General Strike is now in its second week, and is causing widespread chaos and disruption in the capital ...

Task 4

Write about changes currently taking place in the car market, using the prompts.

- | | |
|------------------|--|
| 1. size | <i>On the whole, cars are getting smaller.</i> |
| 2. safety | Nowadays... _____ |
| 3. the Japanese | These days... _____ |
| 4. reliability | _____ |
| 5. electric cars | _____ |
| 6. pollution | _____ |

Task 5

Translate these words and word combinations into Ukrainian.

To be overdrawn, to negotiate, estate, to expand, maintenance department, annual rate, long-term plan, to sell off, major companions, to turn attention, joint venture, to shut-down, training videos, margin profit, to get orders, appear, non-core subsidiary, reliability, to reduce the workforce, to affect, inefficient factories, recession, to lease, safety procedures, inevitable, to set up, financial advice, profitable, R&D, large organization, to cut down on expenses, competitive, account, new lists, safety, to do a training course, latest economic statistics, exploration activity, to shrink, postal strike.

Task 6

Find the English equivalents.

Надійність, основні великі компанії, засновувати, неосновна дочірня компанія, звертати увагу, скорочувати робочу силу, економічний спад, програмне забезпечення, річний показник, темп росту, місцеві будівельні компанії, довгостроковий план, розширяти, жилий масив, дослідництво і розробки, мати шкідливий вплив, вести переговори, фінансова консультація, комерційне підприємство, процентна ставка, алюмінієва промисловість, прибутковий, оренда літака, фітнес клуб, фінансова група, сумісне підприємство, податок з прибутку, зменшення витрат, пошук корисних копалин, спеціалізований магазин, нафтове родовище, конкурентоспроможний, відділ технічного обслуговування.

Task 7

Translate into English.

1. Я працюю менеджером і на даний момент займаюсь (*to deal with estate*) нерухомістю.
2. Відділ продаж веде зараз переговори з рекламним агентством щодо реклами нашої нової продукції.
3. Підприємство "Ясен" шукає менеджера у відділ технічного обслуговування та ремонту.
4. В цьому році наша компанія здає в оренду приміщення фабрики та обладнання.
5. Зараз ми знижуємо ціни на товари минулого сезону і розпродаємо їх в наших спеціалізованих магазинах.
6. Сумісне підприємство закриває виробничу лінію на реконструкцію.
7. Керівники виробництва побутової хімії, на жаль, на даний момент, не звертають увагу на його шкідливий вплив на працівників та навколишнє середовище.
8. Які послуги пропонує сьогодні ваша фірма своїм клієнтам?
9. Наша дочірня компанія розпочинає виробництво товарів на своїй новій фабриці наступного тижня.

10. На даний момент економічна ситуація в країні ускладнюється (*to get / become more complicated*): рівень інфляції зростає і робітники вимагають (*to demand*) підвищення заробітної платні (*pay rise*).
11. Іноземна компанія активно купує зараз акції даного підприємства і сподівається невдовзі отримати прибуток від цієї угоди.
12. Над яким новим товаром або послугою працює (*to work on*) зараз ваша компанія?
13. Операції (*operations*) на ринку цінних паперів (*equity market*) дуже ризиковані на даний момент, бо ціни на них змінюються майже кожного дня.
14. Останні статистичні дані показують, що на даний момент в нашій країні рівень інфляції та безробіття підвищуються.
15. Яких основних цілей намагається досягти ваша компанія в цьому році?

UNIT 3

PRESENT SIMPLE VS PRESENT CONTINUOUS

Key vocabulary

figures	➤ цифри, дані
to make a training video	➤ знімати навчальне відео
to deal with	➤ мати справу з
enquiry	➤ запит
fleet park	➤ авто парк
imports	➤ вартість ввезених товарів
to lead to competition	➤ призводити до конкуренції
closure	➤ закриття
inefficient	➤ неефективний
to doubt	➤ сумніватись, вагатись
to guess	➤ вгадати, відгадати
to possess	➤ володіти, мати
to regret	➤ жалкувати, шкодувати
to involve	➤ залучати, стосуватись
to measure	➤ вимірювати
to require	➤ вимагати, потребувати
delivery	➤ поставка, доставка
to deliver	➤ поставляти, доставляти
safety procedures	➤ міри безпеки
sample	➤ зразок
consignment	➤ партія відправленого /отриманого товару, вантаж
shift	➤ робоча зміна
to supply	➤ постачати, забезпечувати
customer	➤ замовник, покупець

to find out	➤ дізнатись, вияснити
order	➤ замовлення
to order (to place an order)	➤ замовляти
head designer	➤ головний дизайнер
estate	➤ будівля
stock market	➤ фондова біржа
to vary	➤ змінюватись, відрізнятись
to speak English fluently	➤ вільно говорити англійською мовою
due to	➤ завдяки, в результаті
to enjoy great popularity	➤ користуватись великою популярністю
to lose popularity	➤ втратити популярність
to put ideas into practice	➤ втілювати ідеї на практиці
to run out of smth	➤ закінчуватись (про щось)
to lose popularity	➤ втрачати популярність
alternative	➤ альтернатива
economic outlook	➤ економічна перспектива
to demand higher wages	➤ вимагати вищу зарплату
in turn	➤ в свою чергу
to make the problem worse	➤ ускладнювати проблему
to carry out a survey	➤ проводити опитування, дослідження
new range	➤ новий асортимент
brand name	➤ торгова марка
sophisticated	➤ витончений, вигадливий
to apply for transfer	➤ подати заяву про перевід (по службі)
subsidiary	➤ «дочірня» компанія
up-to-date catalogue	➤ новий каталог
to do a three-day week	➤ працювати три дні на тиждень
to take on new staff	➤ набирати новий персонал

Read through the following examples comparing the present simple and present continuous.

A Routine vs moment of speaking

1 James **works** for an investment magazine. Every month he **writes** articles about new investment opportunities.

2 Take these figures to James. He **needs** them for an article **he is** writing.

In 1, we are talking about something that James does as a routine.

In 2, we are talking about something he is doing at the moment of speaking.

B General activities vs current projects

1 I **work** for "Teletraining". We **make** training videos.

2 At the moment **we're making** a training video for British Telecom.

In 1, we are talking about a general activity.

In 2, we are talking about a specific current project.

C Permanent vs temporary situations

1 *Peter **deals with** enquiries about our car fleet sales*

2 *I **am dealing with** enquiries about fleet sales while Peter is away on holiday.*

In 1, this is seen as permanently true.

In 2, this is seen as a temporary situation.

D Facts vs slow changes

1 *As a rule, cheap imports **lead to** greater competition.*

2 *Cheap imports **are leading to** the closure of a number of inefficient factories.*

In 1, we are making a statement about a general fact that is always true.

In 2, we are talking about a change that is taking place at the moment.

E Stative verbs

There are a number of verbs of which describe states rather than actions. They are not normally used in the continuous form. Common examples are:

VERBS OF THINKING:	believe, doubt, guess, imagine, know realize, suppose, understand
VERBS OF THE SENSES:	hear, smell, sound, taste
VERBS OF POSSESSION:	belong to, have (meaning possess), own, possess
VERBS OF EMOTION:	dislike, hate, like, love, prefer, regret, want, wish
VERBS OF APPEARANCE:	appear, seem
OTHERS:	contain, depend on, include, involve, mean, measure, weigh, require

These usually found in the simple form because they do not refer to actions:

*I'm sorry, I don't **understand** what you mean.*

PRACTICE

Exercise 1

Routine vs moment of speaking

Decide if the speaker is talking about routine activities or activities going on at the moment of speaking. Put the verbs into the present simple or the present continuous.

A: How ⁽¹⁾ do you usually organize (you/usually organize) the delivery of milk to the factory? ⁽²⁾ _____ (the farmers/bring) it here themselves?

B: No, ⁽³⁾ _____ (we/always collect) the milk ourselves, and the tankers ⁽⁴⁾ _____ (deliver) it to the pasteurization plant twice a day.

A: What sort of safety procedures ⁽⁵⁾ _____ (you/have)?

B: As a rule we ⁽⁶⁾ _____ (test) samples of every consignment, and then the milk ⁽⁷⁾ _____ (pass) down insulated pipes to the bottling plant, which ⁽⁸⁾ _____ (operate) 24 hours a day. I'll show you round a bit later, but the production line ⁽⁹⁾ _____ (not work) at the moment because the employees ⁽¹⁰⁾ _____ (change) shifts.

Exercise 2

General activities vs current projects

Decide whether the verbs refer to general activities or current projects. Put the verbs into the present simple or present continuous.

Our company was founded fifteen years ago, and we ⁽¹⁾ manufacture (manufacture) and ⁽²⁾ _____ (supply) clothing to large organization such as the police, hospitals, and so on. We always ⁽³⁾ _____ (spend) a long time talking to the customers to find out their needs. At the moment we ⁽⁴⁾ _____ (produce) an order for 18.000 shirts for the police. The next order is for a local electronics factory, and our head designer ⁽⁵⁾ _____ (have) discussions with them to find out what sort of clothes they ⁽⁶⁾ _____ (require).

Exercise 3

Permanent vs temporary situation

In the following exercise, decide whether these situations are permanent or temporary. Put the verbs into the present simple or present continuous.

1. He joined the company 25 years ago and he still works (work) for us.
2. We _____ (not/send) out any orders this week because we're waiting for the new lists.
3. I _____ (deal) with Mr Jarman's clients this week because he's away.
4. Go down this road, turn right, and the road _____ (lead) straight to the industrial estate.
5. Because of the high cost of sterling, exports _____ (not/do) very well.
6. The stock market can be risky because the price of shares _____ (vary) according to economic conditions.
7. She would be excellent as a European sales rep because she _____ (speak) French fluently.
8. I'm Heinrich Brandt; I'm German, and I _____ (come) from a small town near Munich.
9. We _____ (spend) a great deal on phone calls due to a postal strike.

Exercise 4

Facts vs slow changes

A In the following passage, decide whether the verbs refer to general statements about change, or change that are currently taking place. Put the verbs into the present simple or present continuous.

Political parties cannot last for ever. Normally they ⁽¹⁾ enjoy (enjoy) a period of great popularity in their early years, then they ⁽²⁾ _____ (go) through a period of stability and ⁽³⁾ _____ (put) their ideas into practice. After that, they ⁽⁴⁾ _____ (run) out of ideas, and the opposition ⁽⁵⁾ _____ (take) power. Now the present government ⁽⁶⁾ _____ (become) old and tired. It ⁽⁷⁾ _____ (make) mistakes and it ⁽⁸⁾ _____ (lose) popularity, and the opposition party ⁽⁹⁾ _____ (start) to look like a possible alternative.

B Fill in the blanks with the verbs in the box, using the present simple or present continuous.

fall grow begin go demand make

In many ways, the economic outlook is good. Unemployment ⁽¹⁾ is falling and is now down to 8% from 14%. The economy ⁽²⁾ _____ at a rate of 2.5%. However, the real danger is that inflation ⁽³⁾ _____ to rise. This is dangerous because every time that inflation ⁽⁴⁾ _____ up, people always ⁽⁵⁾ _____ higher wages, and this in turn ⁽⁶⁾ _____ the problem worse.

Exercise 5

Stative verbs

In each of the following sentences, put one of the verbs into the present simple or present continuous.

1. We are interviewing (interview) people from outside the company for the new post in the export department, but I think (think) we ought to give the job to Mr Jackson.
2. At the moment we _____ (carry) out a survey to find out what sort of after-sales services our customers _____ (want).
3. We've got a competition on at work to do with our new range of cosmetics. The marketing people _____ (try) to find a brand name that _____ (sound) natural and sophisticated.
4. _____ (you/know) what Mrs. Erickson _____ (do)? She's not in her office and nobody has seen her since lunch.
5. Could you help me? I _____ (try) to translate this letter from a Spanish client and I don't know what this word _____ (mean).
6. I _____ (apply) for a transfer to our London office, but I don't know if I'll be successful. It all _____ (depend) on whether or not they have any vacancies.
7. Their new 'Own brand' instant coffee _____ (taste) very good, so it's not surprising that it _____ (become) more and more popular.

PRODUCTION

Task 1

Make up sentences using the following prompts. The first verb should be in the present simple and the second verb in the present continuous.

Come from / but / live

I come from Australia, but at the moment I'm living in Switzerland.

1. Speak / and / learn

2. Normally / like my work / but / not enjoy

3. Go on a lot of training courses / and / do a course in CAD

4. Work from 9 to 5 / but / stay late

5. Travel a lot / and / visit Australia

6. Have several subsidiaries in Europe / and / set up another one in Brussels

7. Normally / export a lot to Greece / but / not get many orders

Task 2

Make questions to go with the answers. Use either the present simple or present continuous.

1. *Where do you come from?*

I come from a little town called Zug, near Zurich.

2. _____

I'm writing to Markson's to ask for an up-to-date catalogue.

3. _____

I think he's a consultant.

4. _____

I usually cycle in, but sometimes I bring the car.

5. _____

Our Sales Director goes abroad about three or four times a year.

6. _____

No, not at all well. In fact, the factory is doing a three-day week.

7. _____

Yes, very well. We met in 1980.

8. _____

No, not at the moment. But we'll start taking on new staff again in May.

Task 3

Translate these words and word combinations into Ukrainian.

To guess, to lead to competition, to require, delivery, to involve, enquiry, to apply for transfer, inefficient, to regret, competition, closure, to deal with, general activity, to supply, to possess, sample, stock market, imports, to speak English fluently, sophisticated, to run out of smth, specific current project, temporary situation, new range, to demand, industrial estate, to vary, economic outlook, stock market, to put ideas into practice, brand name, to involve, alternative, due to, to measure, consignment, to be successful, safety procedures, to become popular, inefficient, unemployment, order, head designer, to make the problem worse, subsidiary.

Task 4

Find the English equivalents.

Запит, замовляти, працювати в інвестиційному журналі, розробляти навчальне

відео, розглядати запити, закриття, дешевий імпорт, відгадати, робоча зміна, втілювати ідеї на практиці, доставляти, тестування, новий каталог, призводити до конкуренції, подати заяву про перевід (по службі), постачати одяг, проводити зустріч з замовником, головний дизайнер, детальне обговорення, дізнаватись, змінюватись, промислові будівлі, зразок, політичні партії, цех пастеризації, період стабілізації, сумніватись, проводити опитування, вимагати, потребувати, торгова марка, організувати доставку молока на завод, економічна перспектива, володіти, втратити популярність.

Task 5

Translate into English.

1. Споживачі завжди вимагають від виробників (*to demand smth from smb*) товарів найвищої якості.
2. Випуск нового асортименту нашої торгової марки (*trade mark*) на даний момент призводить до підвищення конкуренції (*competition*) на місцевому ринку.
3. Менеджери компаній, що займаються міжнародним бізнесом, вільно говорять англійською мовою (*to speak English fluently*).
4. Яка фірма розміщає найбільшу кількість замовлень (*to place orders for smth*) на вашу нову продукцію?
5. Якою є економічна перспектива (*outlook*) вашої торгової марки?
6. Завдяки (*due to*) великій кількості спонсорів (*sponsors*) ми втілюємо сьогодні на практиці більшість (*most of*) наших ідей.
7. Коли закінчується нічна зміна (*night shift*) на вашому підприємстві?
8. Наша «дочірня» компанія купує декілька будівель для свого виробництва та офісів.
9. Партія товару (*a consignment of goods*) відправленого (*dispatched*) два тижні тому прибуває завтра.
10. Чи завжди робітники вашого підприємства дотримуються правил безпеки (*to follow safety regulations*)?
11. Відділ маркетингу (*the Marketing Department*) щоквартально (*quarterly*) відправляє свій новий каталог товарів (*trade catalog*) фірми нашим постійним (*constant*) замовникам.
12. Хто отримує замовлення від клієнтів на вашій фірмі?
13. Кому ти відсилаєш це повідомлення (*message*)? — Наш директор з продаж (*Sales Director*) зараз у відрядженні (*to be on a business trip/on business*). Він завжди просить інформувати його про денні продажі (*daily sales*).
14. Комерційні фірми завжди намагаються ефективно (*efficiently*) використовувати капітал і робочу силу для того, щоб отримати максимальні прибутки.
15. Економічна ситуація в країні поступово стабілізується (*to stabilize*).

UNIT 4

SIMPLE PAST

Key vocabulary

to set up	➤ <i>відкрити</i>
dairy	➤ <i>молочний магазин</i>
to expand	➤ <i>розширятись</i>
to diversify	➤ <i>урізноманітнюватися, різностороннє розвиватися</i>
chain of supermarkets	➤ <i>мережа супермаркетів</i>
to realize	➤ <i>знати, усвідомлювати</i>
to accept the job	➤ <i>погоджуватись на роботу</i>
to complain about slow service	➤ <i>скаржитись на повільне обслуговування</i>
with reference to...	➤ <i>в зв'язку з..., відносно...</i>
to place the order	➤ <i>розмістити замовлення</i>
to hire	➤ <i>наймати</i>
to do the catering	➤ <i>постачати харчові продукти та обслуговувати</i>
to run a business	➤ <i>керувати бізнесом</i>
to run out of something	➤ <i>закінчуватись (про щось)</i>
to do one's best	➤ <i>робити все можливе</i>
to deal with smb	➤ <i>мати справу з</i>
a suitable job	➤ <i>підходяща робота</i>
to make a profit	➤ <i>отримати прибуток</i>
to make a complaint	➤ <i>подавати скаргу, рекламацію</i>
to go bankrupt	➤ <i>збанкрутувати</i>
to write a report	➤ <i>написати звіт</i>
to give a list of recommendations	➤ <i>дати ряд рекомендацій</i>
to write out a cheque	➤ <i>виписати чек</i>
gearbox	➤ <i>коробка передач</i>
to make some modifications	➤ <i>внести деякі модефікації</i>
to pay by credit card	➤ <i>платити кредитною карткою</i>
to pay cash	➤ <i>платити готівкою</i>
to pay in advance	➤ <i>платити авансом</i>
to sell something at a profit	➤ <i>продати, реалізувати з прибутком</i>
to sell at a loss	➤ <i>продати, реалізувати зі збитком</i>
to sell out	➤ <i>розпродати</i>
to order some stock	➤ <i>замовити товари в резерв (на склад)</i>
co-founder	➤ <i>співзасновник</i>
to join forces	➤ <i>об'єднати зусилля</i>
to set up a company	➤ <i>відкрити компанію</i>
roof	➤ <i>дах</i>
to continue working	➤ <i>продовжувати працювати</i>
instead	➤ <i>замість</i>

to create an entirely new product
to succeed
tape recorder
to experiment
to make a breakthrough

to cut up strips
reel
magnetic material
to heat
frying pan
to improve gradually
to complete a report
board of directors
to make smb redundant
loss-making subsidiary
salesman
to complain about late payment
Account(s) Department
to do book-keeping

- створити зовсім новий товар
- мати успіх
- магнітофон
- експериментувати
- зробити велике науково-технічне відкриття/досягнення
- нарізати стрічки
- катушка
- магнетичний матеріал
- нагрівати
- сковорода
- поступово покращувати
- закінчити звіт
- рада, правління директорів
- звільнити когось за скороченням штатів
- збиткова дочірня компанія
- продавець
- скаржитись на несвоєчасну оплату
- бухгалтерія
- вести бухгалтерію

A Form

+	S + Ved / V2
-	S + did not + V
?	(W) did + S + V
?	Who Ved / V2 ...?

The simple past (positive) is formed by using the past tense form. Regular verbs add **d** or **-ed** to the bare infinitive to form the past tense. For negatives and questions we use the auxiliary **did** and the infinitive:

I/you/he/she/it/we/they worked/did not (didn't) work.

Did I/you/he/she/it/we/they **work**? (Yes, I/you/etc. **did**. /No, I/you/etc. **didn't**).

Time signals:

- yesterday, the day before yesterday
- last week, 6 months ago, long ago, in 2007, in September, on Sunday, at 5 o'clock,
- once, one day, the other day, then, this morning (after 12.00),
- just now, suddenly, immediately, at once, never, now and again, sometimes, often, every day

Common mistakes: A common mistake is to use the past tense form in negatives and in questions. We use the auxiliary **did** and bare infinitive:

Wrong: *Did you checked the figures?*

Right: *Did you check the figures? No, I didn't check them.*

The verb **to be** follows a different pattern:

I/he/she/it was/was not (wasn't)...

We/you/they were /were not (weren't)...

Was I/he/she/it...? (**Yes**, I/he/she/it **was**. /**No**, I/he/she/it **wasn't**.)

Were we/you/they...? (**Yes**, we/you/they **were**. **No**, we/you/they **weren't**.)

B Irregular verbs

Many common verbs do not add **-ed** to the bare infinitive to form the simple past, but change in other ways. Look at these common examples:

***I went** to a very interesting presentation last week. (bare infinitive: **go**)*

***I rang** her yesterday, but she **wasn't** in the office. (bare infinitive: **ring, be**)*

(A full list of common irregular verbs is in Appendix 2.)

C Completed actions

The simple past is used to talk about completed action in the past:

*James Sainsbury **set up** a dairy in 1869. The business **expanded** and **diversified**, and eventually **became** the largest chain of supermarkets in Britain.*

D Time expressions with prepositions

As in the example above, the simple past is often used with expressions that refer to points of time in the past. Look at the following common examples and at the prepositions that are used with them:

at	6 o'clock/1.15/the end of the year/Christmas
on	Tuesday/15 th May/the 21 st /New Year's Day
in	January/1987/the 1980s/summer
no preposition	yesterday/yesterday morning/last Monday/next April/a few days ago/the day before yesterday/when I was young

PRACTICE

Exercise 1

Form

Use the verbs in the box to complete the sentences. Some of the sentences are positive statements, some are negative, and some are questions.

accept	complain	hire	place	realize	study	visit
--------	----------	------	-------	---------	-------	-------

1. Oh, I'm sorry to disturb you. I didn't realize you had a visitor.
2. _____ you _____ economics when you were at university?
3. She _____ the job because the salary was too low.
4. Last week a number of customers _____ about slow service.
5. _____ you _____ the Acropolis when you were in Greece?
6. I am writing with reference to the order I _____ with you last week.
7. At last year's launch party, who _____ you _____ to do the catering?

Exercise 2

Irregular verbs

A Write in the missing form of each of the irregular verbs below. Each verb can be used with the expressions on the right.

Bare infinitive	Past tense	Expression
run	ran	...a business, ...out of something, ...up a bill...
do	_____	...a job well,...your best,...business(with)
make	_____	...a profit, ...a mistake, ...a complaint
_____	went	...abroad, ...out for a meal, ... bankrupt
write	_____	...a letter, ...a report, ...out a cheque
_____	had	...lunch, ...a meeting, ...problems
pay	_____	...by credit card, ...cash, ...in advance
_____	sold	...something at a profit, ...at a loss, ...out

B Choose a past tense form and one of the expressions above to complete the following sentences.

1. He made some calls from his hotel room and ran up a large phone bill.
2. We _____ with that company a few years ago, but then we stopped dealing with them.
3. The company lost money in its first year, but last year it _____ of \$2,5m.
4. He couldn't find a suitable job in his own country, so he _____ to look for work.
5. When the consultants had finished their study they _____ for the directors, giving a list of recommendations.
6. The engineers _____ with the gearbox, so they made some modifications to it.
7. They didn't want cash or a cheque, so I _____.
8. The product was very popular. We _____ on the first day and ordered more stock.

Exercise 3

Completed actions

Complete the following passage by putting the verbs into the past tense.

After the Second World War, Akio Morita, the co-founder of Sony, ⁽¹⁾ joined (join) forces with a friend, Masaru Ibuka. Both men ⁽²⁾ _____ (know) a great deal about telecommunications, so they ⁽³⁾ _____ (use) all their money, about \$100, and ⁽⁴⁾ _____ (set) up a small engineering company, Tokyo Tsushin Kogyo. There ⁽⁵⁾ _____ (find) a small broken-down building to use as a laboratory in Tokyo. There ⁽⁶⁾ _____ (be) so many holes in the roof that when it ⁽⁷⁾ _____ (rain), they ⁽⁸⁾ _____ (have) to continue working under umbrellas.

Their first task ⁽⁹⁾ _____ (be) to decide what to make. They ⁽¹⁰⁾ _____ (not want) to make radios because of the competition from much larger companies. Instead, they ⁽¹¹⁾ _____ (decide) to create an entirely new product, a tape

recorder. They ⁽¹²⁾ _____ (succeed) in making a machine, but unfortunately they ⁽¹³⁾ _____ (not have) any tape, and they ⁽¹⁴⁾ _____ (not know) how to produce it.

So they ⁽¹⁵⁾ _____ (start) to experiment, and ⁽¹⁶⁾ _____ (try) using a number of different materials. Finally, they ⁽¹⁷⁾ _____ (make) a breakthrough. They ⁽¹⁸⁾ _____ (cut) up strips of paper to make a reel, and ⁽¹⁹⁾ _____ (paint) them with a magnetic material that they ⁽²⁰⁾ _____ (heat) on a frying pan in their small room. It ⁽²¹⁾ _____ (work), and they gradually ⁽²²⁾ _____ (improve) the process. In 1950, they ⁽²³⁾ _____ (begin) trying to sell their evolutionally machine.

And the rest is history!

Exercise 4

Time expressions with prepositions

Make questions from the prompts and complete each answer by using in, on, at or no preposition.

1. When /she/complete/ the report. *When did she complete her report?*
She completed her report on Friday.
2. When/they/setup/the company _____.
They set up the company _____ the 1990s.
3. When /you/go abroad _____.
I went abroad _____ June.
4. When /the meeting/finish _____.
The meeting finished _____ 3.15.
5. When/you/order the parts _____.
We ordered the parts _____ 11 August.
6. When /you/pay for them _____.
I paid for them _____ the day before yesterday.

PRODUCTION

Task 1

In 2002, a small shoe company lost a great deal of money. Then a new group of managers arrived and made it profitable. Say what they did, using the past tense.

➤ There were fourteen very old directors on the board.

They made all the directors redundant.

➤ Their offices were too small.

_____.

➤ The factory where they made shoes very old machinery.

_____.

➤ The workers in the factory disliked their working conditions.

_____.

➤ The company had two loss-making subsidiaries.

➤ The company only had two salesmen.

➤ All the company's customers came from the local area.

➤ The company's products were very old-fashioned.

➤ The company's suppliers always complained about late payment.

➤ The Accounts Department did all the book-keeping by hand.

Task 2

Write a short paragraph about your career history, giving the dates where possible. Here is an example:

Roderick Salmon went to university in 1997, where he studied economics. He graduated in 2002 and joined Arthur Andersen. He qualified as a Chartered Accountant in 2003, and worked for the company for three years. In 2006, he did an MBA at INNSEAD in France, and then got a job with Yamaichi, a Japanese investment bank. In 2007 he left the bank and became the Financial Director of a television company.

Task 3

Translate these word and word combinations into Ukrainian.

Interesting presentation, to pay in advance, to deal with smb, to run out of (smth), board of directors, to set up a company, breakthrough, to write a report, to pay cash, to complain about slow service, loss-making subsidiary, to go bankrupt, engineering company, to make radios, local area, to pay by credit card, to join forces, a tape recorder, to give a list of recommendations, to heat, to do the catering, to make a profit, to go bankrupt, to realize to continue working, to place the order, to make some modifications, to sell at a loss, reel, to order some stock, to create an entirely new product.

Task 4

Find the English equivalents.

Виїхати закордон, велика конкуренція, магнітофон, робити все можливе, відкрити власну компанію, підходяща робота, повільний сервіс, подавати скаргу, написати звіт, постачати харчові продукти та обслуговувати, платити готівкою, готельний номер, продовжувати працювати, погодитись на роботу, наймати, проводити модифікацію обладнання, керувати бізнесом, телекомунікації, поступово покращувати, закінчити звіт, рада директорів, продавець, умови праці, скаржитись на несвоєчасну оплату, бухгалтерія, мати проблеми з коробкою передач, створити абсолютно новий товар, прибутково продати, вести бухгалтерію, розпродати, співзасновник, велике науково-технічне досягнення, розплатитися кредитною картою, скорочувати персонал, виписати чек, збанкрутувати, стати найбільшою мережею супермаркетів, вести бухгалтерію.

Task 5.

Translate into English.

1. Скільки клієнтів скаржилось вчора на повільне обслуговування?
2. Продукція нашої компанії мала величезний успіх на виставці товарів національних виробників в минулому році.
3. Комп'ютер став великим науково-технічним досягненням минулого століття.
4. Раніше цей район був неперспективним (*unpromising*) і місцевим бізнесменам було не вигідно відкривати там будь-які магазини.
5. Він не міг знайти відповідну роботу в своєму місті, тому він поїхав працювати закордон.
6. Фінансовий консультант закінчив перевірку бухгалтерської документації (*documentation*) і написав звіт, в якому представив свої зауваження (*remarks*) та рекомендації.
7. На останньому зібранні рада директорів прийняла рішення розпродати збиткові філіали та все їхнє майно (*property*).
8. Робітники фабрики були незадоволені умовами праці і вийшли на страйк (*go on strike*).
9. В минулому кварталі постачальники скаржились за несвоєчасну оплату (*late payment*) поставлених (*delivered*) товарів і наданих (*provided*) послуг.
10. Я телефоную вам відносно замовлення, яке ми розмістили у вас на фірмі минулого тижня.
11. Статистичні дослідження минулого року показують, що близько 50 відсотків підприємців розпочали свою справу (бізнес) у тих галузях виробництва, де мали певний досвід (*experience*).
12. Він працював за кордоном декілька років, а потім повернувся і розпочав свій власний бізнес.
13. Вони не приймали готівку та чеки, тому ми розрахувалися кредитною карткою.

14. Який прибуток одержала ваша фірма в минулому році?
15. Компанія не отримала великого прибутку на першому році свого існування, зате збільшила свою долю на ринку (*market share*) до 10%.

UNIT 5

PRESENT PERFECT

Key vocabulary

reminder	➤ лист нагадування
good buy	➤ вигідна пропозиція, вигідна покупка
shipment	➤ вантаж, партія вантажу, доставка вантажу
be equipped	➤ бути технічно обладнаним
to shut down	➤ закривати(ся)
lawyer	➤ юрист
to draw up contracts	➤ складати контракти
to go ahead with the deal	➤ починати справу, продовжувати обговорювати угоду
proposal	➤ пропозиція
soon	➤ скоро
suitable replacement	➤ підходяща заміна
vacant post	➤ вакантна посада
to miss a flight	➤ пропустити рейс
file	➤ папка
to relocate	➤ переїхати
to move offices	➤ змінити місце розташування офісів
to fall sharply	➤ різко падати, знижуватися
to drop in value	➤ падати в ціні
to trade	➤ торгувати, обмінювати
to slow down	➤ знижувати темпи, скорочуватись
to automate	➤ автоматизувати
to be in trouble	➤ переживати труднощі
severe recession	➤ сильний спад економічної діяльності
to extend	➤ розширяти, продовжити
freeze	➤ заморожування
capital spending project	➤ програма капітальних затрат (затрат на засоби виробництва)
to combat inflation	➤ боротися з інфляцією
to announce	➤ заявляти, сповіщати
fixed-asset investment	➤ інвестування в основний капітал
to be approved	➤ бути одобреним, прийнятим
the seemingly unstoppable success	➤ безперечно невпинний успіх

abrupt halt	➤ <i>різка, непередбачена зупинка</i>
to warn	➤ <i>попереджати, сповіщати</i>
substantially	➤ <i>суттєво, в значній мірі</i>
market expectations	➤ <i>кон'юнктура, можливості ринку</i>
to hit	➤ <i>нанести удар</i>
to plummet (down)	➤ <i>стрімко (швидко) падати</i>
to seem	➤ <i>здаватися</i>
to survive	➤ <i>вижити, пережити, перенести</i>
cash flow	➤ <i>потік готівки (отриманої як прибуток за окремий період часу)</i>
to pay off one's debt	➤ <i>виплатити борг</i>
to give smb a pay rise	➤ <i>підвищити заробітну плату</i>
parcel	➤ <i>посилка, пакунок</i>
reception	➤ <i>приймальня</i>
to collect something	➤ <i>забирати щось</i>
to introduce smth	➤ <i>упроваджувати, вводити</i>
to deliver urgently	➤ <i>доставляти терміново</i>
to be off work	➤ <i>не працювати</i>
crop	➤ <i>урожай</i>
to attract customers	➤ <i>приваблювати, залучати клієнтів</i>
to refurbish	➤ <i>оновляти, проводити реконструкцію</i>
delicatessen section	➤ <i>гастрономічний відділ</i>
secure	➤ <i>безпечно, надійно</i>
probably	➤ <i>напевно, очевидно</i>

A Form

+	S + have/has + V3
-	S + have/has + not + V3
?	(W) + have/has + S + V3
?	Who has + V3?

Time signals:

- *about a result – no time is mentioned*
- *ever, never, just, already (+), since, (since five o'clock, since Monday, since I saw him), for (for an hour, for ten years, for a long time, for two hours), yet (-?)*
- *up to now, up to the present, so far, lately, recently, in the last few days, all this time, all his life, always*
- *today, this week, this month, this year, this morning, this semester*

The present perfect tense is formed by using the present tense of the auxiliary have and the past participle:

I/you/we/they have taken/ have not (haven't) taken.

He/she/it has taken/has not (hasn't) taken.

Have I/you/we/they taken? (Yes, I/you/we/they have. /No, I/you/we/they haven't.)

Has he/she/it taken? (Yes, he/she/it has. No, he/she/it hasn't.)

(The past participles of regular verbs end in -d or -ed, and have the same form as the past tense. For a list of irregular verbs, see Appendix 2, page 188.)

B Present result of the past

We use the present perfect to talk about a present situation which is a result of something that happened at an unspecified time in the past. Therefore we do not use specific time expressions such as yesterday, last week, etc.:

*I **have given** your report to the MD. (I gave him report and he has it now.)*

*I **have sent** them the samples they wanted. (I sent them. They are in the post now).*

C Specific and non-specific time

If we need to mention the specific time when something happened, we use the simple past, not the simple perfect:

Wrong: *I have spoken to her yesterday.*

Right: *I spoke to her yesterday.*

Similarly, with expressions such as **on Monday, in 2007, at 3.30**, etc. (see Unit 4), or with questions beginning **When...?** and **How long ago...?**, we use the simple past and not the present perfect.

D Just

The present perfect is often used with the word just to talk about actions that have taken place very recently. The exact time is not mentioned:

*I'm sorry, Mrs. Smith is not here. **She has just left.***

E Been and gone

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

*I'm afraid Mr. Smith is not here at the moment. He **has gone** to a meeting in London. (He is still at the meeting.)*

*Amanda **has been** to the travel agent. She has your tickets for Hong Kong. (She went to the travel agent and has returned.)*

PRACTICE

Exercise 1

Form

Complete the following sentences by putting the irregular verbs into the present perfect.

1. I'm going to send them a reminder. They haven't paid (not pay) us for their last order.
2. Their shares _____ (fall) by over 23% and now look like a good buy.
3. _____ (you/write) to them about that shipment, or do you want me to phone them?
4. We _____ (spend) a lot on modernizing the factory, and it is now very well equipped.

5. Unemployment is very high here because a lot of factories_____ (shut) down.
6. The lawyers_____ (draw) up the contracts, so we are now ready to go ahead with the deal.
7. I_____ (not speak) to the MD about your proposal, but I will soon.
8. _____ (you/find) a suitable replacement for Mr. Chambers, or is the post steel vacant?
9. Anne_____ (just/get) back from lunch. Why don't you call her now?
10. Peter, _____ (you/meet) David Long? He's our new Finance Director.

Exercise 2

Specific and non specific time

Read the following newspaper extracts and say when these actions took place. If you do not have the information, write don't know.

China (1) **has extended** its freeze on new capital spending projects until the end of this year as part of an effort to combat inflation. The State Council, China's cabinet, (2) **announced** at the weekend that no new fixed-asset investment projects' would be approved.

The seemingly unstoppable success story of J.Sainsbury, Britain's biggest supermarket group, (3) **came** to an abrupt halt yesterday when they (4) **warned** that profits in the current year would be substantially lower than market expectations. The news (5) **hit** Sainsbury's shares, which (6) **plummeted** from 481 p to 393 p.

Two years ago it (7) **seemed** as though Mr. Trump might no longer have his desk, his office, his tower, or any of the rest of the property and casino empire he (8) **built up** during the 1990s. And yet, he (9) **has survived**. Helped by the cash flows from his casinos, he (10) **has paid** off a large part of his dept.

- | | |
|------------------|-----------------------|
| 1. has extended | <u>don't know</u> |
| 2. announced | <u>at the weekend</u> |
| 3. came | _____ |
| 4. warned | _____ |
| 5. hit | _____ |
| 6. plummeted | _____ |
| 7. seemed | _____ |
| 8. built | _____ |
| 9. has survived | _____ |
| 10. has paid off | _____ |

Exercise 3

Present result of the past

Match each sentence in column A with the two sentences in column B that give more information about: (i) the action in the past, and (ii) the result in the present.

A	B
1. I have missed my flight to Rome.	A. We moved offices two months ago.
2. I have lost that file on Inchcape.	B. We bought some new machinery.
3. We have relocated to Corby.	C. It dropped in value yesterday.
4. The dollar has fallen sharply.	D. The factory is now very efficient.
5. We have automated our production lines.	E. It is trading at \$1.90 to the pound.
6. The recession has been very severe.	F. A lot of firms are in trouble.
	G. I arrived at the airport late.
	H. The economy slowed down last year.
	I. I don't know where it is
	J. I am waiting for another plane.
	K. We have a new address.
	L. I put it somewhere.

Exercise 4

Just

Complete the sentences with one of the verbs in the box, using just and the present perfect.

announce	arrive	buy	give	leave	read	speak
----------	--------	-----	------	-------	------	-------

- I'm afraid Mr. Jamieson isn't here. He has just left.
- A: There's an article in the paper about BMW.
B: Yes, I know. I _____ it.
- He's feeling very pleased. They _____ him a pay rise.
- I _____ a new car. Would you like to come and have a look at it?
- A parcel for you _____ in reception. Shall I send it up to you?
- I _____ to the MD about your proposals, and he wants to discuss them with you.
- The company _____ that it is going to close the Glasgow factory next month.

Exercise 5

Been and gone

Fill in the blanks with have/has been or have/has gone.

- I'm afraid Mr. Davis has gone to Bali and won't be back for two weeks
- Ask Amanda where to stay in New York. She _____ there a few times
- I _____ to the printers to collect the brochures. They're in my car.
- Mr. Lund _____ to Oslo. I can give you the phone number of his hotel if you like.
- I don't know where their new offices are. I _____ not _____ there.

PRODUCTION

Task 1

Complete these sentences. Use a verb in the present to explain why the present situation has occurred.

1. Our sales are improving because...

we have introduced some new product lines

2. Our agent wants the brochures delivered urgently because...

3. Maria is off work for there months because...

4. It is now much easier for us to export because...

5. At the moment the government is very unpopular because...

6. This year's coffee crop in Columbia will be very small because...

7. I think it would be a good time to buy shares now because....

Task 2

Write short paragraphs about the changes that have taken place.

1. The new supermarket is attracting a lot of new customers.

The new managers have refurbished the building completely and they have put in a new delicatessen section. They have improved their range of fresh foods and have added a cafeteria.

2. The office isn't the same as it was when you were here.

3. The company is now in much better financial position.

Task 3

Complete or continue these sentences using just and the present perfect.

1. *I have just seen Jane.* She wants to have a word with you.

2. He probably won't come in to work today because_____.

3. Yes, the report is ready_____.

4. Boeing's financial future now looks very secure._____.

5. Why don't we have lunch in that new restaurant that_____.

6. I think she must be out._____.

7. No, I won't have a coffee, thank you_____.

Task 4

Translate these words and word combinations into Ukrainian.

Travel agent, to be equipped, to pay off one's debt, a share, to go ahead with the deal, reminder, fixed-asset investment, unemployment, suitable replacement, to fall sharply, severe recession, to relocate, to attract customers, to announce, the seemingly unstoppable success, market expectations, to make offices, to miss a flight, production lines, to survive, capital spending project, to shut down a new restaurant, to draw up the contracts, shipment, to plummet (down), cash flows, to trade, to combat inflation, to refurbish, to drop in value, capital spending project.

Task 5

Find the English equivalents.

Партія вантажу, складати контракти, виплатити борг, модернізація фабрики, нагадування, стрімко падати, підвищення рівня безробіття, переживати труднощі, прийняти пропозицію, фінансовий директор, переїхати, автоматизувати, приймальна, загубити папку, купити нове обладнання, підвищити заробітну плату, програма капітальних затрат, ефективно працювати, проводити реконструкцію, засоби виробництва, залучати клієнтів, сильний спад економічної діяльності, державне консульство, невпинний успіх, бути технічно обладнаним, нанести удар, підвищити заробітну плату, експорт.

Task 6

Translate into English.

1. З початку року ми підписали 23 вигідні контракти (*to sign profitable contracts for*) на продаж нашого обладнання.
2. Вони щойно заморозили (*to freeze*) наші рахунки, тому ми не можемо виплатити заробітну плату нашим робітникам в цьому місяці.
3. Скільки скарг щодо невчасних поставок та якості товарів (*quality of goods*) ви отримали в цьому кварталі?
4. В цьому місяці ціни на акції стрімко впали, що призвело (*lead to/ bring to bankruptcy*) до банкрутства деяких компаній.
5. Я не говорив з управляючим директором про вашу пропозицію, але збираюсь скоро зробити це.
6. Скільки коштів витратила ваша компанія на модернізацію виробництва та навчання персоналу в цьому році?
7. Я сьогодні відсилаю їм лист-нагадування. Вони не сплатили нам за своє останнє замовлення.
8. Як давно ви очолюєте (*be the head (of)*) фінансовий відділ компанії?
9. Як змінились чинники виробництва (робоча сила, обладнання, будівлі, технології) за останні 10 років?
10. Чи збільшилось число замовлень на вашу нову продукцію з рекламної компанії (*advertising campaign*) в кінці травня цього року?
11. Члени конференції дуже зайняті відтоді, як прибули сюди тиждень тому.

12. Рівень безробіття (*unemployment rate, level of unemployment*) дуже високий в даному регіоні поскільки останнім часом закрилась велика кількість підприємств.
13. Курс американського долару різко впав в цьому році і наша фірма понесла значні фінансові збитки (*to bear-bore- born financial losses*).
14. Наші продажі підвищуються на даний момент тому що ми вклали великі інвестиції в високо технологічну виробничу лінію.
15. Відкриття нового підприємства забезпечило (*to ensure*) додаткові робочі місця та товари для експорту.

UNIT 6

PRESENT PERFECT (2): EVER, NEVER, ALREADY, YET

Key vocabulary

figures	➤ цифрові дані
to date	➤ на дану дату, до цього часу
to work for a multinational company	➤ працювати в багатонаціональній компанії
experience of managing people	➤ досвід керування людьми
to hold a position of responsibility	➤ займати відповідальну посаду
to study accountancy	➤ вивчати бухгалтерію
to give a presentation	➤ проводити презентацію
a couple of days	➤ пара днів
resort	➤ курорт
to do a training course	➤ проходити курс навчання
to get on	➤ справлятися, робити успіхи
major problems	➤ великі/суттєві проблеми
to fix	➤ ремонтувати, регулювати
headlights	➤ передні фари
adjusting	➤ регулювання, підгонка, настройка
tyre	➤ автопокришка, шина
to go ahead	➤ продовжувати
to work out a bill	➤ скласти, виписати рахунок
in an hour	➤ за годину
to reach sales target	➤ виконати планове завдання по реалізації продукції
unit shipment	➤ поставка товару
to manage + V	➤ вдаватися щось зробити
to set new records	➤ встановити нові рекорди
the Pacific Rim	➤ країни Тихоокеанського басейну
international expansion plans	➤ плани міжнародної експансії (розвитку)
to take unnecessary risks with money	➤ необосновано ризикувати грошима
definitely	➤ явно, безперечно

record of industrial relations	➤ <i>реєстрація виробничих відносин</i>
to do research	➤ <i>проводити науково-дослідницьку роботу</i>
to finalize the design	➤ <i>закінчити роботу з дизайну</i>
to solve the problem	➤ <i>вирішувати проблему</i>
prototype	➤ <i>прототип, дослідний зразок</i>
to set up a production unit	➤ <i>встановити виробничу лінію</i>
to lead the project	➤ <i>очолювати проект</i>
to be a great success	➤ <i>мати великий успіх</i>
to cut the workforce dramatically	➤ <i>значно скоротити робочу силу</i>
possible candidates	➤ <i>можливі кандидатури</i>
advertisement	➤ <i>реклама</i>

A Ever and never + present perfect or simple past

The present perfect is often used with the words **ever** and **never** to talk about general life experience:

***Have you ever worked** abroad? (i.e., In all your life up to now?)*

***I have never been** to America. (i.e., Not in all my life up to now.)*

The present perfect with **ever** is often followed by the simple past. We use the simple past to give more information about a completed action, when referring to a specific time or context:

***Have you ever been** to Hong Kong?*

*Yes, **I have**. **I worked** there when I was with Coopers and Lybrand.*

B Already and yet

The present perfect is often used with already and yet:

*They are getting on well with the new building. They have **already modernized** the warehouse, but they **haven't decorated** the reception area **yet**.*

Already is used in positive sentences. It often indicates that something has taken place slightly earlier than expected. Notice its position in the sentence:

*She **has already shown** me the figure (NOT. She has shown already ...)*

Yet is used in questions and negatives. It shows that we expect an action will take place if it has not happened up to now. Notice the position of yet, and not yet:

***Have you talked** Peter **yet**? (NOT. Have you talked yet to Peter?)*

***I have not talked** to him **yet**. (NOT. I have not talked yet to him.)*

C Finished and unfinished periods of time

The present perfect is often used with prepositions or prepositional phrases indicating periods of time that have not finished yet. Common examples are: **today, this morning, this month, this year, so far, to date, over the last few weeks, up to now**, etc.:

***This month we have received** a lot of complaints about late deliveries. (The month has not finished, and there may be more complaints.)*

If we are speaking after one of these time periods, we use the simple past because we are referring to a period of time that has finished. Compare:

***Have you seen** John **this morning**? (It is now 11.15 in the morning, the morning*

has not finished.)

Did you see John this morning? (It is now 2.30 in the afternoon, the morning has finished.)

Exercise 1

Ever, never + present perfect

Make up typical interview questions and answers, using the prompts.

1. work for yourself

A: *Have you ever worked for yourself?*

B: *Yes, I have, or No, I have never worked for myself.*

2. work for a multinational company

A: _____?

B: _____

3. have experience of managing people

A: _____?

B: _____

4. hold a position of responsibility

A: _____?

B: _____

5. study economics or accountancy

A: _____?

B: _____

6. give a presentation in English

A: _____?

B: _____

Exercise 2

Ever + present perfect or simple past

Read the following dialogues. Put the verbs into the present perfect or the simple past.

1. A: *Have you ever been* (you/ever/be) to South Africa?

B: Yes, I have, I *went* (go) there last year.

A: How long *did you stay* (you/stay)?

B: I *was* (be) only there for a couple of days for a meeting.

2. A: _____ (you/ever/be) on a skiing holiday?

B: Yes, I have. We _____ (have) a family holiday in the Alps last year.

A: Which resort _____ (you/go) to?

B: We _____ (stay) in Wengen.

3. A: _____ (you/ever/be) to one of Karl Mason's seminars?

B: Yes, I have. I _____ (go) to one a couple of months ago.

A: What _____ (it/be) like.

B: I _____ (think) it _____ (be) very interesting.

4. A: _____ (you/ever/hear) of place called Hindhead?

B: Yes, it's in Surrey. I _____ (do) a training course there when I _____ (be) with the bank.

A: Which bank _____ (you/work) for?

B: Lloyds, but I _____ (not/stay) with them very long.

Exercise 3

Already and yet

Complete the dialogue by putting the verbs into the present perfect.

A: Good afternoon, Mr. Jackson here. How you are getting on with the car I brought in this morning? ⁽¹⁾ Have you finished it yet (you/finish it/yet)?

B: Nearly. We ⁽²⁾ _____ (already/do) most of work on it. We ⁽³⁾ _____ (not/find any major problems/yet), but we ⁽⁴⁾ _____ (already/fix) the things you mentioned.

A: ⁽⁵⁾ _____ (you/check) the headlights? I think they need adjusting.

B: Yes, we ⁽⁶⁾ _____ (already/fix) them. The only other thing is that you need two new tyres, but I ⁽⁷⁾ _____ (not/order them/yet), because they're £50 each.

A: That's fine, go ahead with that. Do you know what the bill will be?

B: No, I ⁽⁸⁾ _____ (not/work out/yet), but it'll be about £180. Are you coming to get the car now?

A: No, I ⁽⁹⁾ _____ (not/finish work/ yet). I'll be there in about an hour.

Exercise 4

Unfinished periods of time

Read this passage about the performance of the computer manufacturer. Fill in the blanks with the verbs in the box, using the present perfect.

be	go	grow	have	manage	already/reach	open
----	----	------	------	--------	---------------	------

This ⁽¹⁾ has been an excellent year so far, and we ⁽²⁾ _____ most of our sales targets. Worldwide unit shipments ⁽³⁾ _____ up to 2,5 m over the last eight months, and every region ⁽⁴⁾ _____ to set new records. In North America, we ⁽⁵⁾ _____ sales of \$3.1 million, and sales in Europe and the Pacific Rim ⁽⁶⁾ _____ by 38% and 94%. Our international expansion plans are going well. We ⁽⁷⁾ _____ a new office in Beijing and are planning to open five more next year.

Exercise 5

Finished and unfinished periods of time

Match each of the sentences from column A with a suitable context from column B.

A	B
1. I hope you enjoyed the launch party.	A. Mary has gone home. It is 5.15.
2. I hope you have enjoyed the launch party	B. The launch party is about to finish.
3. Has the post come this morning?	C. Max rings on Monday or Tuesday. It's Thursday.

4. Did the post come this morning?	D. Mary is still at the office. It is 2.30.
5. Has Max rung this week?	E. It is 10.00 in the morning.
6. Did Max ring this week?	F. Max rings on Monday or Tuesday. It's Tuesday.
7. Has Mary finished that report?	G. It is 3.00 in the afternoon.
8. Did Mary finish that report?	H. The launch party was last week.

Task 1

Complete these sentences using never and the present perfect.

1. I'm feeling rather nervous.

I have never given a presentation to so many people.

2. I don't like taking unnecessary risks with money, so

3. _____
but I would like to go there for a holiday.

4. What are Nigel Seymour's books on management like?

5. I can definitely recommend Hewlett Packard printers. I've had one for years, and _____

6. Their record of industrial relations is excellent.

Task 2

Write short paragraphs saying what you have already done and what you haven't done yet.

1. The new model is almost ready for production. We have done a lot of research and we have finalized the design. We have solved the problems we had with the prototype and we have already set up a production unit in Cambridge. We haven't decided who will lead the project yet, but we are interviewing three possible candidates.

2. I am nearly ready to start my own business.

Task 3

Complete the sentences, using the present perfect to make it clear that the periods of time have not finished yet.

1. I must get a new alarm clock. *I have been late three times this week.*

2. GM's new saloon car has been a great success. To date, _____.

3. British Coal is cutting its workforce dramatically. So far this year _____.

4. I think they must have put the wrong phone number on the advertisement because
up to now we _____

Task 4

Translate these words and word combinations into Ukrainian.

To work for a multinational company, major problems, to study economics or accountancy, to date, to set up a production unit, to do a training course, international expansion plans, to go ahead, to finalize the design, definitely, to hold a position of responsibility, to set new records, to finalize the design, to get on, figures, to work out a bill, adjusting, record of industrial relations, advertisement, unit shipment, to cut the workforce dramatically, worldwide, to do research, to solve the problem.

Task 5

Find the English equivalents.

На дану дату, вивчати бухгалтерію, встановити виробничу лінію, цифрові дані, всесвітній, суттєві проблеми, країни Тихоокеанського басейну, реклама, пара днів, встановити нові рекорди, закінчити роботу з дизайну, необосновано ризикувати грошима, плани міжнародної експансії, проходити курс навчання, займатись науково-дослідницькою роботою, виписати рахунок, робити успіхи, цифрові дані, дослідний зразок, працювати в багатонаціональній компанії, займати відповідальну посаду, курорт, автопокришка, продовжувати, виконати планове завдання по реалізації продукції, поставка товару.

Task 6

Translate into English.

1. Наш новий регіональний менеджер, на жаль, відчувається дещо знервовано, бо ніколи раніше не проводив презентації для такої великої кількості людей.
2. Ви коли-небудь займали відповідальну посаду?
3. Продавець ще не виписав чек, але ви можете перевірити ваш товар.
4. Вона ніколи до цього часу не працювала в багатонаціональній компанії.
5. Я не впевнений, що у наших партнерів все гаразд. Ми не одержували від них ніякої інформації з минулого понеділка.
6. Комерційний відділ ще не повністю вивчив питання попиту та пропозиції даного товару на місцевому ринку.
7. Ви коли-небудь раніше їздили у відрядження закордон?
8. Сьогодні ми відіслали по електронній пошті своїм основним замовникам всю необхідну документацію і розцінки нашого нового асортименту товарів.
9. До цього часу ми мали відмінні результати продаж і виконали майже всі планові завдання.
10. Чи мали Ви до цього досвід керування людьми?

11. На жаль, число замовлень на нашу нову продукцію не значно збільшилось з рекламної компанії в кінці травня цього року.
12. Чому Ви ще досі не переїхали в свій новий офіс?
13. Це питання дуже важливе, але ми ще не прийняли остаточне рішення щодо системи дистрибуції та продаж.
14. Наша компанія ще не модернізувала всі відділи виробництва.
15. Ви вже знайшли підходящу кандидатуру на менеджера з персоналу чи ця позиція все ще вакантна?

UNITE 7

PRESENT PERFECT (3): FOR AND SINCE

Key vocabulary

takeover bid	➤ <i>пропозиція про покупку контрольного пакету акцій</i>
share	➤ <i>акція</i>
branch	➤ <i>відділення, філія</i>
to have an account with a bank	➤ <i>мати рахунок в банку</i>
joint	➤ <i>об'єднаний</i>
advertising campaign	➤ <i>рекламна кампанія</i>
executive	➤ <i>керівник</i>
tax cuts	➤ <i>зниження податків</i>
to be in charge	➤ <i>керувати</i>
property	➤ <i>майно</i>
to make a profit	➤ <i>отримувати прибуток</i>
pay rise	➤ <i>підвищення заробітної платні</i>
to raise prices	➤ <i>підвищувати ціни</i>
capital returns	➤ <i>оборот капіталу</i>
emerging stock markets	➤ <i>нові фондові ринки</i>
stock market	➤ <i>фондова біржа</i>
substantially	➤ <i>в основному, в значній мірі</i>
chart	➤ <i>діаграма</i>
to rise	➤ <i>зростати</i>
booming	➤ <i>процвітаючий</i>
significant	➤ <i>важливий, значний</i>
return	➤ <i>дохід, прибуток</i>
growth rate	➤ <i>темп росту</i>
to enjoy	➤ <i>мати, володіти</i>
to be firmly convinced	➤ <i>бути твердо впевненим</i>
therefore	➤ <i>отже</i>
to offer	➤ <i>пропонувати</i>
attractive	➤ <i>привабливий</i>

exceptional
absenteeism

- незвичайний, особливий
- прогул, невихід на роботу

A Stative verbs + for and since

The present perfect simple is often used with **for** and **since** and stative verbs to talk about things that began in the past and have continued up to now:

***I have known** about the takeover bid **for** several **weeks**.* (And I know now.)

***She has owned** shares in ICI **since** she started work there.* (She owns them now.)

B For or since?

We use **for** to talk about the duration of periods of time and **since** to talk about when a period started. Look at the time line and the examples:

for ten minutes/five days/three months/two years/a long time/ages/etc.

since 10.15/Monday/the 18th/last week/June/1999/I left school/etc.

***I have been** with this company **for** six years.*

***I have been** in computing **since** the beginning of 1999.*

C How long ...?

for and since

To ask questions about periods of time, we can use How long...? + the present perfect:

How long have you been in England? I have been here since August/for six months.

COMMON MISTAKES: We do not use the present simple tense with **for** and **since** to talk about something that began in the past and has gone on up to the present:

WRONG: *I am here since December.*

RIGHT: ***I have been** here **since** December.*

D Negatives

We can use the present perfect negative to talk about the amount of time that has passed between now and the last time something happened:

*We **haven't had** any large orders from **them for** several months.*

*I'm not sure if his trip is going well. I **haven't heard** from him **since** Monday.*

E Completed actions over a period of time

If we talk about a completed action, (particularly if we give details about how much, how many, etc.), we can use the present perfect and **since** (but not **for**).

We can also use other phrases of duration such as **to date**, **recently**, over the past five years, etc. The action itself is finished, but the period of time extends up to the present:

*We **have opened** six new branches **since** July.* (From July until now.)

Exercise 1

For and since with stative verbs

Some of the following sentences are right and some are wrong. Put a tick [✓]

next to the ones that are right, and correct the ones that are wrong.

- | | |
|---|--------------------|
| 1. I am here since last week. | <u>I have been</u> |
| 2. He has had a company car for two years. | _____ |
| 3. I know Mr. Smith since we did an MBA together. | _____ |
| 4. How long are you with ICI? | _____ |
| 5. We have had an office in Japan for several years. | _____ |
| 6. She has an account with FN Bank since 1980. | _____ |
| 7. CPT is in financial difficulties for several months. | _____ |
| 8. How long has the office been vacant? | _____ |

Exercise 2

For or since?

Fill in the blanks with for or since.

1. They have operated as joint directors since the company started.
2. Orders have increased _____ the advertising campaign in June.
3. Our sales executives have used the same hotel _____ over 20 years.
4. Sorry, Mr. Smith is not available. He has been in a meeting _____ 8.30.
5. _____ I joined the company, I have been to over twenty countries.
6. Car sales have gone up by 10% _____ the tax cuts in December.
7. Portugal has been a member of the European Union _____ 1986.
8. It isn't a new Mercedes. He has had it _____ years.

Exercise 3

How long...?, for and since

Make questions and answers, using the prompts.

1. How long/you/be/in charge of the Finance Department?
A: How long have you been in charge of the Finance Department?
B: (I/six months) I have been in charge of it for six months.
- 2 How long/you/have a phone line for investors?
A: _____
B: (We/three months) _____
3. How long/the property/be on the market?
A: _____
B: (It/six months) _____
4. How long/you/have an office in Spain?
A: _____
B: (We/2005) _____
5. How long/Jason/be in the States?
A: _____
B: (He/the 18th) _____

Exercise 4

Negatives

Rewrite the sentences using the negative form of the present perfect, with for or since.

1. The last time I saw Mr. Ng was in September.

I haven't seen Mr. Ng since September.

2. The last time the company made a profit was three years ago.

3. The last time I had a pay rise was two years ago.

4. The last time we looked at their proposal was in July.

5. The last time we raised our prices in real terms was in 2006.

6. The last time we played golf together was three months ago.

7. The last time there was a fall in unemployment here was in 2003.

8. The last time I went on a sales trip abroad was in January.

Exercise 5

Completed actions

Read through this extract from an advertisement about the Emerging Markets Fund. Put the verbs into the present perfect tense.

Over the past five years, the capital returns from many emerging Asian and Latin American stock markets ⁽¹⁾ have been (be) substantially higher than those of the developed world, as the chart shows.

For example, the market in Argentina ⁽²⁾ _____ (rise) by 793% and Mexico ⁽³⁾ _____ (increase) by 645%. In Asia, the booming market in Thailand ⁽⁴⁾ _____ (go up) by 364%, and investors in the Philippines ⁽⁵⁾ _____ (see) a return of 204%.

The major developed nations ⁽⁶⁾ _____ (not/manage) to make anything like such significant returns. The market in the USA ⁽⁷⁾ _____ (grow) by 69,8%, and in Japan, the market ⁽⁸⁾ _____ (fall) by 32,2% over the same period. The growth rates that these emerging markets ⁽⁹⁾ _____ (enjoy) in recent years is little short of phenomenal. And we are firmly convinced, much more is yet to come. Our new Emerging Markets Fund, therefore, offers you an easy and attractive way of investing now in the world of tomorrow and its many exceptional growth opportunities.

Task 1

Read the following notes. In each pair, decide which sentence should be in the simple past and which should be in the present perfect.

- I/meet/Mr. Christiansen/2003
I met Mr. Christiansen/2003
- I/know/Mr. Christiansen/2003

➤ Nissan/build a car plant in the UK/1996

➤ Nissan/have/a car plant in the UK/1996

➤ Greece/be/a member of the European Community/1986

➤ Greece/join/the European Community/1986

Task 2

Continue these sentences. Use a verb in the present perfect negative.

1. I'm not sure what my bank balance is.
I haven't had a statement for several weeks.
 2. I don't know how my investments are doing.
-
3. I am not sure how the negotiations are going.
-
4. They used to be one of our major clients, but
-
5. I used to be quite good at Japanese, but
-

Task 3

Using the notes, write about what has happened in the recent past.

1. Turnover - up 25% Profits - double New contracts - 3 New employees - 50
Since the new management learn look over at Berisford...
2. Productivity - up 20% Absenteeism - down 50% Days lost to strikes - 1 Staff turnover - down 50%
Since we adopted Japanese-style working practice...

Task 4

Translate these words and word combinations into Ukrainian.

Advertising, campaign, joint, to have an account with a bank, to offer, share, exceptional, absenteeism, executive, chart, booming, capital returns, to be in charge, branch, to raise prices, pay rise, to make a profit, to be firmly convinced, to have an account with a bank, growth rate, significant, property, stock marker, attractive, to emerge, return, takeover, tax cuts, bid, substantially.

Task 5.

Find the English equivalents.

Рекламна кампанія, пропозиція про покупку контрольного пакету акцій, оборот капіталу, дохід, злиття компаній, підвищення заробітної платні, мати рахунок в банку, привабливий, майно, об'єднаний, прогул, підвищувати ціни, темп росту, діаграма, акція, нові ринки цінних паперів (фондові ринки), керівник, процвітаючий, філія, пропонувати, бути твердо впевненим, володіти, важливий, отримувати прибуток, керувати, зниження податків.

Task 6.

Translate into English.

1. Наш менеджер з продаж користується цим автомобілем впродовж 2 останніх років.
2. Відколи він працює в вашій бухгалтерії?
3. Ми не маємо жодного замовлення від них уже декілька місяців.
4. Скільки нових філій свого банку ви відкрили з січня минулого року?
5. Наші конкуренти знають про підвищення наших цін відтоді, як ми прийняли це рішення на зустрічі з нашими партнерами.
6. Містера Джонсона немає на місці. Він на конференції з 9 години ранку.
7. Як довго ви не змінювали асортимент вашої продукції?
8. Наш директор відвідав приблизно 20 країн відтоді, як прийшов в компанію.
9. Відколи ви очолюєте фірму?
10. Ми не розглядали скарги клієнтів з минулого понеділка.
11. Вона володіє акціями ICI з того часу, як почала працювати в компанії.
12. Як давно ваш центральний офіс знаходиться за цією адресою?
13. Об'єм продаж автомобілів збільшився на 10 % відтоді, як уряд знизив податки у грудні минулого року.
14. Рівень безробіття залишається незмінним впродовж восьми місяців.
15. Наші продажі підвищуються відтоді як ми вклали великі інвестиції в високо технологічну виробничу лінію.

UNIT 8

PRESENT PERFECT (4): CONTINUOUS AND SIMPLE

Key vocabulary

to realize	➤ розуміти, усвідомлювати
to relax export regulations	➤ послаблювати експортні регулювання
recession	➤ економічний спад
couple of years	➤ декілька років
express delivery	➤ кур'єрська (експрес) доставка
to make contributions	➤ робити внески

to keep the costs down	➤ не збільшувати витрати, не допускати підвищення витрат
chairman	➤ голова
exhibition	➤ виставка
to work out the figures	➤ обробляти дані, прорахувати дані
order form	➤ бланк замовлення
reasonable investment	➤ розумно зроблена інвестиція
lawyer	➤ юрист
sites for workshops	➤ місця розташування цехів
to work properly	➤ справно працювати
to give a pay rise	➤ підвищити зарплату
mess	➤ безлад
wages bill	➤ витрати на заробітну плату; фонд заробітної плати
store detective	➤ поліцейський в магазині
to lose a lot of stock	➤ втрачати багато товарів
shoplifting	➤ крадіжка в магазині
to be behind with ones work	➤ відставати в роботі, запізнюватись з виконанням роботи
to do overtime	➤ працювати понад нормовано
to be dismissed	➤ бути звільненим
to upset	➤ засмучувати, прикро вражати
to deserve	➤ заслуговувати
ink	➤ чорнило
how come = how	➤ як
day off	➤ вихідний
expenses claim	➤ вимога на відшкодування витрат

A Form

The present perfect continuous is formed by the present perfect of **be (have been)** and the **-ing** form of the verb.

I/you/we/they **have been working/have not (haven't) been working.**

He/she/it **has been working/has not (hasn't) been working.**

Have I/you/we/they **been working?** (Yes, I/you/we/they **have.** /No, I/you/we/they **haven't.**)

Has he/she/it **been working?** (Yes, he/she/it has. /No he/she/it **hasn't.**)

B Unfinished activities

The present perfect continuous is used with **for, since**, and **How long ...?** And other expressions of duration (e.g., **all day**), to talk about activities the started happening in the past and are still happening now. The activity may have been going on continuously or repeated several times:

*They **have been producing** cars here for 10 years.*

(They started producing cars 10 years ago. They are still producing cars.)

*I **have been trying** to ring them all day.*

(I started trying to ring them this morning. I am still trying to ring them.)
However, we normally use the present perfect simple with stative verbs, or about situations we consider permanent (see Unit 3):

*Ken **has been** in London since 9 o'clock this morning.* (Not: *has been being...*)

*I **have lived** in London all my life.* (Not: *have been living ...*)

C Finished and unfinished activities

We use the present perfect simple if we are talking about a completed action, particularly if we give details of how much or how many. We use the present perfect continuous when something is still going on:

*I've **written** a report for Janet.* (It is finished.)

*I've **been writing** a report for Janet.* (I am still writing it.)

D Negatives

In the negative, the focus on the present perfect simple is on the amount of time that has passed since something happened. The focus of the present perfect continuous is on the verb itself. Compare:

*I **haven't had** a holiday for two years.* (The last time was two years ago.)

*I **haven't been** felling well recently.* (This has been continuing for days.)

E Recently finished activities

We use the present perfect continuous to talk about an activity that was in progress, but has just finished. Normally there is some evidence. Compare:

*There's glass everywhere! Someone **has broken** the window.*

*The ground is very wet. It **has been raining**.*

Exercise 1

Form

Complete the sentences by putting the verbs into the present perfect continuous.

1. I didn't realize you had moved to General Motors. How long have you been working (you/work) for them?
2. We _____ (export) a lot of high technology equipment to Russia since the government relaxed export regulations.
3. The price of cigarettes fell sharply when Philip Morris started a price war, and it _____ (fall) ever since.
4. Because of the recession, many businesses _____ (not/invest) in capital equipment over the last couple of years.
5. We _____ (not/use) DFT's Express delivery service very much recently because we are trying to keep over costs down.
6. They _____ (try) to sell their food distribution division, but so far there has been very little interest in it.
7. I _____ (make) contributions to my pension for the last five years.
8. How long _____ (you/send) your trainees on management courses?

Exercise 2

Unfinished activities

Ironstand is a company that manufactures exhibition equipment, and organizes exhibitions of books and magazines. Using the notes, continue the interview with the chairman of the company.

1999	Alan Franks joins the company as chairman
1999	Ironstand starts manufacturing equipment for exhibitions
2003	Ironstand starts exporting to Europe
2005	Ironstand starts organizing exhibitions
2006	Ironstand starts representing UK publishers in Europe
2007	Ironstand starts selling books in the USA

How long have you been running the company?

I have been running the company since 1999.

Exercise 3

Finished and unfinished activities

Put the verbs in brackets into the present perfect simple or the present perfect continuous.

1. We are thinking about opening an office in Tokyo, so I have been learning (learn) Japanese at evening classes for the last two months.
2. By the way, I _____ (work) out those figures. They are on your desk now.
3. Do you know where that order form is? Peter _____ (look) for it.
4. I'm sorry, I didn't know that you were here. _____ (you/wait) long?
5. Since January, our turnover _____ (increase) by 18 %.
6. The film company is a reasonable investment. They _____ (make) four very successful films.
7. The lawyers _____ (look) through the contract, but they say they need another day to read it all.
8. We _____ (visit) potential sites for the new workshops, but we haven't found anything suitable yet.

Exercise 4

Negatives

Rewrite these sentences, using the present perfect simple or the present perfect continuous.

1. I didn't feel well on Monday, Wednesday, Thursday, and Saturday.

(not fell / recently) *I haven't been feeling well recently.*

2. The last time I had a meeting with them was two weeks ago.

(not have / two weeks) _____

3. My fax machine didn't work properly on three different days this week.

(not work / properly / recently) _____

4. The last time they gave their workers a pay rise was three years ago.

(not give / three years) _____

Exercise 5

Recently finished activities

Match the questions in column A with the replies or explanations in column B.

A	B
1 Why is your office in such a mess?	A They've been traveling so much that they never have time to do any.
2 Why has the wages bill been so high recently?	B We've been losing a lot of stock because of shoplifting.
3 Why have you got three new store detectives?	C I've been having a lot of problems with it recently.
4 Why are they so behind with their work?	D I've been looking for that letter from Graylings, but I can't find it.
5 What's your car doing at the garage?	E Yes, but I've been interviewing
6 You look tired, Anne. Are you OK?	F Because everyone's been doing a lot of overtime.

Task 1

Write short paragraphs answering the questions, giving details about the activities that have been going on.

1. Why do you think Peter should be dismissed?

He has been coming in late and he hasn't been doing any work. He's been spending hours every day talking to his friends on the phone and he's been upsetting the customers.

2. Why do you think you deserve a pay rise?

3. What have you been doing to improve your English?

4. What have you been doing at work recently?

Task 2

Reply to the following questions using a verb in the present perfect continuous.

1. Is it wet outside?

Yes, it's been raining.

2. You look terrible. What have you been doing?

3. Have you seen your face? You're covered in black ink.

4. How come your golf has improved so much?

5. Why do you think she's been having so many days off?

6. Why are you under so much stress at the moment?

7. Why is your expenses claim so high this month?

Task 3

Translate these words and word combinations into Ukrainian.

To give a pay rise, expenses claim, sites for workshops, mess, recession, to work properly, express delivery, to keep the costs down, wages bill, to relax export regulations, couple of years, to work out the figures, to make contributions, chairman, exhibition, order form, lawyer, to realize, reasonable investment, store detective, to lose a lot of stock, shoplifting, to be behind with ones work, to do overtime, to be dismissed, to upset, to deserve, ink, day off.

Task 4

Find the English equivalents.

Кур'єрська доставка, економічний спад, обробляти дані, бланк, робити внески, виставка, заслужувати, послаблювати експортні регулювання, місця розташування цехів, працювати понаднормово, усвідомлювати, безлад, справно працювати, вихідний, декілька років, не збільшувати витрати, вимога на відшкодування витрат, поліцейський в магазині, відставати в роботі, замовлення, розумно зроблена інвестиція, фонд заробітної плати, втрачати багато товарів, бути звільненим, юрист, підвищити зарплату, крадіжка в магазині.

Task 5

Translate into English.

1. У нас нові бланки замовлення (*order form*) з минулого місяця.

2. Ціна на цигарки різко впали, коли Філіп Морріс почав цінову війну, і вона відтоді знижується.

3. Мій колега зараз у відрядженні і я два тижні працюю понаднормово (*to*

work overtime).

4. Середня заробітна плата на підприємстві підвищилась вдвічі за останні три роки.
5. Я намагаюся додзвонитися їм цілий день але лінія постійно занята.
6. Ми плануємо відкрити офіс в Токію, і тому два останні місяці я вивчаю японську мову на вечірніх курсах.
7. Ми експортуємо великі об'єми високотехнічного обладнання в Росію відтоді, як уряд послабив експортні регулювання.
8. Як довго ви працюєте без відпустки?
9. Сьогодні я нарешті опрацював останні дані маркетингових досліджень (*the latest marketing research data*) за минулий місяць.
10. Через (*because of*) економічний спад (*economic recession*) в Україні впродовж останніх декількох місяців багато іноземних компаній відмовились інвестувати в наше вітчизняне виробництво.
11. Ми проводимо рекламну компанію впродовж двох тижнів і очікуємо значного підвищення наших продаж.
12. 3 січня цього року товарообіг нашої компанії збільшився на 18 %.
13. Ви вже написали звіт для фінансового директора?
14. Супермаркет найняв трьох ще охоронців в магазин бо кількість крадіжок зросла останнім часом.
15. Ми вже не продаємо таку модель автомобіля два роки.

UNIT 9

REVIEW: SIMPLE PAST, PRESENT PERFECT AND PRESENT PERFECT CONTINUOUS

Key vocabulary

to launch a takeover bid	➤ висувати пропозицію на покупку контрольного пакету акцій
peak rate phone calls	➤ телефонні дзвінки за тарифом пікових навантажень
sales forecast	➤ прогноз продаж
to release a film	➤ пускати першим екраном фільм
to fall steadily (about share price)	➤ постійно падати
to end up (about share price)	➤ досягати якоїсь позиції
to plummet to ... (about share price)	➤ стрімко впасти до ...
to recover (share price)	➤ повернутись до початкового рівня
to climb back	➤ піднятись назад
to confirm reservation order	➤ підтвердити замовлення
drachma	➤ драхма (грошова одиниця Греції)
nightmare	➤ кошмар, «страшний сон»
to let smb know	➤ повідомити когось
to get on with smth	➤ робити успіхи в чомусь

to be/get in touch with smb	➤ зв'язатись (з кимось)
fertilizer	➤ добриво
feedback	➤ зворотний зв'язок, реакція
response about ...	➤ відгук про...
to be confident	➤ бути впевненим
to be a great success	➤ мати великий успіх
to make useful contacts	➤ встановити вигідні контакти
to act as a distributor	➤ працювати дистриб'ютором
machinery	➤ обладнання
to become the sole distributor for ...	➤ стати єдиним дистриб'ютором (чогось)
precise sales	➤ точно визначені ціни
distribution network	➤ торгова мережа
to fax off	➤ вислати по факсу
in the meantime	➤ тим часом
book display	➤ виставка книг
to send the stock on ahead	➤ послати товар завчасно
enclosed CV	➤ вложено резюме
pensions salesman	➤ пенсійний агент
life assurance	➤ страхування життя
to get into trouble	➤ мати неприємності
to hand in one's resignation	➤ подати заяву про звільнення
to have considerable managerial experience	➤ мати значний організаційний досвід

A The simple past

We normally use the simple past to talk about actions that took place at a time that is separated from the present. It is used with expressions like yesterday, on Monday, last week, in 1989, at 6.30, How long ago...?, etc.:

*Yesterday GKN **launched** a takeover bid for Westland.*

*He **did** his MBA at Cranfield in 1991.*

We can use the simple past and for to talk about something that happened during a period that has now finished:

*I **lived** in Singapore **for** three years; then I **came** back to England.*

B The present perfect

The present perfect is used to talk about the present result of past actions and recent events, and is often used with words like **ever**, **never**, **just**, **already**, **yet**, and phrases of unfinished time such as so far:

*British Telecom **has cut** the price of peak rate phone calls by 20%.*

***Have** you **ever tried** Swiss wine?*

*We have spoken to each other on phone, but we **have never met**.*

*Don't worry about the order from Siemens. I **have already dealt** with it.*

*I'm afraid I **haven't done** that sales forecast **yet**. I'll do it tomorrow.*

*The film was released two weeks ago and **so far** it **has taken** \$45m.*

C Present perfect simple+ for and since

The present perfect can be used with for and since and stative verbs, or to refer to actions that are seen as long term or permanent. We use for to talk about the duration of a period of time and since to talk about the starting point of an action or state:

***I have been** with the company **since** 2004.*

***I have lived** here **for** 20 years.*

It is also used in the negative with for and since to talk about the last time something took place:

***I haven't seen** her **since** Monday.*

***I haven't seen** her **for** three days.*

It is used with since to talk about completed actions:

***Our market share has increased by 11% since** we started advertising on TV.*

D Present perfect continuous

The present perfect continuous can be used with for and since to talk about actions or activities that have gone on repeatedly or continuous for a period of time, and are still going on:

***We've been producing** over 1,000 units a week **since** the new factory opened.*

Exercise 1

Simple past vs present Perfect (1)

Read the sentences and pay attention to the underlined verbs. Put a tick next to the ones that are right, and correct the ones that are wrong.

1. Over the last year or so, shareholders in the holiday group Owners Abroad have had a turbulent ride. ✓
2. The shares have risen sharply at the beginning of the year on the news of the Airtours bid. ____
3. Then the shares have fallen steadily for three or four months, ending up at 100p at the end of June. ____
4. In July the shares plummeted to 60p because of the company's difficulties. ____
5. The shares have stayed at around 60p for most of July. ____
6. At the beginning of August, the shares began to recover again. ____
7. Since August the shares have managed to recover. ____
8. The share price has now climbed back to where it has been before the Airtours bid. ____

Exercise 2

Simple past vs Present perfect (2)

In the dialogue, put the verbs into the simple past or the present perfect.

A: Can I have a word about your trip to Athens?

B: Yes, of course. Is everything OK?

A: Yes. Your tickets ⁽¹⁾ have arrived (arrive) and they're in my office now. And I ⁽²⁾ _____ (just/had) a fax from the hotel confirming your reservation.

B: Thank you. What about money?

A: I ⁽³⁾ _____ (already/order) some drachmas for you. I ⁽⁴⁾ _____ (ring) the bank yesterday, and they'll have them tomorrow. But there's a problem with your Eurocheque book. I ⁽⁵⁾ _____ (ask) them to send one a week ago, but it ⁽⁶⁾ _____ (not/arrive) yet.

B: That's all right. I ⁽⁷⁾ _____ (never/need) a Eurocheque before. I normally use a credit card.

A: Really? Are you sure you can do that?

B: Yes, I think so. Certainly when I ⁽⁸⁾ _____ (go) to France last October I ⁽⁹⁾ _____ (take) my Visa card and my Mastercard, and I ⁽¹⁰⁾ _____ (not/have) any problems. But I'll check about Greece. ⁽¹¹⁾ _____ (you/ever/be) there?

A: No, but have a word with Alison Morgan in Production. She ⁽¹²⁾ _____ (be) there a couple of times this year, so I expect she would know.

Exercise 3

Present perfect and Present perfect Continuous

Underline the correct form of the verb.

1. I've *stayed/been staying* in a hotel for the last ten days, but I hope to find an apartment of my own soon.
2. I wonder how Jim is getting on. I haven't *heard/been hearing* from him for nearly a week.
3. Graham is a natural salesman. He has *sold/been selling* eight cars since the beginning of the week.
4. I didn't realize that you and David were friends. How long have you *known/been knowing* him?
5. This report is a nightmare. I have *written/been writing* it for two weeks, and it is still not finished.

Exercise 4

Review

Read the following letter. Put the verbs in brackets into the simple past, present perfect, or present continuous.

Darwin, 24 October

Dear Ken,

I am writing to let you know how I am getting on with the marketing trip here. I am sorry I ⁽¹⁾ have not been (not/be) in touch for so long, but I ⁽²⁾ _____ (be) very busy since I ⁽³⁾ _____ (arrive) here on the 18th.

There is a great deal of interest in the new fertilizer. Last week I ⁽⁴⁾ _____ (be) in Sydney, Where I ⁽⁵⁾ _____ (visit) a number of farmers and ⁽⁶⁾ _____ (see) a couple of potential agents. The feedback at all of those meetings ⁽⁷⁾ _____ (be) very positive, and I ⁽⁸⁾ _____ (already/receive) a number of orders. I ⁽⁹⁾ _____ (never/have) such an enthusiastic response about a new product, so I am confident it will be a great success. I ⁽¹⁰⁾ _____ (come) up to Darwin on Tuesday, and since then I ⁽¹¹⁾ _____ (be) to some more farms and I ⁽¹²⁾ _____ (make) two or three

useful contacts. Yesterday I ⁽¹³⁾ _____ (have) a meeting with Barry Thomas, who you may remember. He ⁽¹⁴⁾ _____ (work) with Agrichem in London for a couple of years in the early 90s, then ⁽¹⁵⁾ _____ (set) up his own business over here, and he ⁽¹⁶⁾ _____ (act) as a distributor of some of our agricultural machinery for the last year or so. Towards the end of our meeting he ⁽¹⁷⁾ _____ (ask) about becoming the sole distributor for the fertilizer. The question is an interesting one, but I feel that we ⁽¹⁸⁾ _____ (not think) enough yet about the precise sales and distribution network that we will need. We must talk about this when I get back.

Anyway, I must fax this off to you now. I ⁽¹⁹⁾ _____ (just/have) another phone call from someone who wants to hear about the fertilizer, so I'll do that now. I'll be in touch again soon, and in the meantime send my congratulations to everyone in R&D.

Jim

Task 1

Write a short paragraph about one of your or your company's current projects. Talk about what is happening now, what you have already done, and what you haven't done yet. Here is an example:

- We're going to the Hamburg Book Fair next week. We've reserved a 20 metre stand, so the display will be quite impressive. We have sent most of the stock on ahead, but there are one or two books that haven't come out yet, and we're going to take them with us. We have already arranged a lot of meetings, but there are still a few people that we haven't contacted yet.*

Task 2

Write a paragraph from a covering letter applying for a job. You should give details of your general experience, and mention some specific dates when you did something. Here is an example:

- As you will see from the enclosed CV, I have worked in the financial services sector for several years. I spent two years with Allied Dunbar as a pensions salesman, and then moved to Sun Alliance, where I have been working in the Life Assurance division. I have had considerable managerial experience, and I recently became Area Manager.*

Task 3

Complete each of the following sentences in two ways. In one sentence, use the present perfect to say what these people have done, and in the other use present perfect continuous to say what they have been doing.

1. I got into trouble for not working hard enough last week. Since then...

I have stayed late three times. I have been working very hard.

2. I handed in my resignation a month ago. Since then...

3. We got a new manager a few weeks ago. Since he arrived...

4. The new product is going to be a big success. Since its launch...

Task 4

Translate these words and word combinations into Ukrainian.

To climb back, to launch takeover bid, sales forecast, to release a film, to end up (about share price), nightmare, to recover (share price), peak rate phone calls, to confirm reservation order, drachma, feedback, to fall steadily (about share price), in the meantime, life assurance, fertilizer, to let smb know, response about ..., to get on with smth, enclosed CV, to send the stock on ahead, to become the sole distributor for ..., to fax off, to be/get in touch to be confident, to hand in one's resignation, pensions salesman, to be a great success, book display, to get into trouble, precise sales, to make useful contacts, to plummet to ... (about share price), distribution network, machinery, to act as a distributor.

Task 5

Find the English equivalents.

Телефонні дзвінки за тарифом пікових навантажень, повідомити когось, бути впевненим, встановити вигідні контакти, постійно падати, висувати пропозицію на покупку контрольного пакету акцій, пускати першим екраном фільм, прогноз продаж, мати великий успіх, досягати якоїсь позиції, кошмар, підтвердити замовлення, стрімко впасти до ..., повернутись до початкового рівня, драхма, мати значний організаційний досвід, виставка книг, послати товар завчасно, працювати дистриб'ютором, мати неприємності, реакція, робити успіхи в чомусь, точно визначені ціни, торгова мережа, вислати по факсу, обладнання, стати єдиним дистриб'ютором (чогось), тим часом, резюме, відгук про..., пенсійний агент, добриво, страхування життя, зв'язатись (з кимось), подати заяву про звільнення.

Task 6

Translate into English.

1. Наші експерти працюють над покращенням якості продукції відтоді, як на місцевому ринку з'явилося декілька потенційних конкурентів (*would-be competitors*).
2. Ціни на акції нашого банку різко почали підніматися на початку цього року.
3. Як давно ви з Девідом працюєте в одній компанії?
4. Я пишу доповідь на конференцію впродовж двох днів але ще досі не завершив її.
5. Обсяг (*amount*) замовлень на нашу продукцію зріс з того часу, як ми удосконалили (*to improve*) технологічний процес на виробництві.
6. Рівень інфляції постійно зростає починаючи з березня минулого року.
7. Результат зустрічі є позитивним. На сьогодні ми отримали десять великих замовлень на нашу продукцію від солідних (*reliabl*) еклієнтів.
8. Я зателефонував до банку вчора бо у мене виникли проблеми з чековою книжкою.
9. Компанія не отримала великого прибутку в минулому році так як конкуренція на місцевому ринку була дуже гострою (*keen*).
10. В ході зустрічі генеральний директор висунув пропозицію (*to launch a takeover bid*) на покупку контрольного пакету акцій компанії Informix.
11. Відколи ви працюєте єдиним (*sole*) дистриб'ютором сільськогосподарської техніки даного виробника?
12. Менеджер з персоналу запропонував вакансію начальника відділу продаж кандидату, який мав найбільший організаційний досвід.
13. На минулому тижні компанія British Telecom знизила телефонні тарифи на 20 % .
14. Торговельна мережа (*distribution network*) наших супермаркетів стрімко розширяється (*to expand*) останнім часом і прогнози продаж виглядають дуже привабливо.
15. Ви відіслали факс підтвердити замовлення номеру в готелі?

UNIT 10

PAST CONTINUOUS

Key vocabulary

expansion

chairman

to announce

to do some filing

to fetch an invoice

to engage the phone

reply

canteen

➤ експансія, розширення

➤ голова зборів

➤ оголошувати, сповіщати

➤ упорядковувати папери

➤ принести рахунок-фактуру

➤ займати телефонну лінію

➤ відповідь

➤ їдальня

artwork	➤ виставка
to leave a message	➤ залишити повідомлення
to stand in the queue	➤ стояти в черзі
check-in desk	➤ реєстрація
to land	➤ приземлитися
vacancy	➤ ваканція, вільне місце
terms and conditions	➤ терміни і умови
to accept the position	➤ погодитись на посаду
to brake down	➤ виходити з ладу
fire alarm	➤ пожежна сигналізація
to take over a company	➤ перебрати на себе керівництво компаніїю
to make people redundant	➤ скорочувати людей
chauffeur	➤ водій
security guard	➤ охоронець, вартовий
marketing trip	➤ поїздка з питань торгівлі
to interrupt	➤ перебивати
to finalize arrangements	➤ завершувати підготовку
to cancel	➤ відмінити
unauthorized withdrawal	➤ незаконне вилучення грошей
chemical tank	➤ хімічний резервуар
removal man	➤ прибиральник
headhunter	➤ агент з найму робочої сили
to close down	➤ закрити
to hand in resignation	➤ подати заяву про відставку
extra 5% discount	➤ додаткова знижка на 5%

A Form

The past continuous is formed with was/were + the –ing form of the verb:

I/he/she/it was/**was not (wasn't) working.**

You/we/they **were/were not (weren't) working.**

Was I/he/she/it **working?** (Yes, I/he/she/it **was working.**/No,

I/he/she/it **wasn't working.**)

Were you/we/they **working?** (Yes, you/we/they **were working.**/No,

You/we/they **weren't working.**)

B Points of the time in the past

We use the past continuous to talk about an action or activity that was in progress at a particular moment of time in the past:

*At 3.15 yesterday afternoon, Mr. Jensen **was seeing** clients in London.*

C Interrupted past action

We can use the past continuous to talk about an action or activity that was already in progress, and which was interrupted by another action:

*We **were discussing** our expansion plans **when** the chairman suddenly*

announced his resignation.

We can rephrase this sentence using **while** + the past continuous:

While we **were discussing** our expansion plans, the chairman suddenly **announced** his resignation.

The activity may or may not continue after the interruption:

Paul **was doing** some filing **when** his boss **asked** him to fetch an invoice. (Paul fetched the invoice and then probably carried on with the filing.)

Paul **was doing** some filing **when** the fire **broke out**. (Paul probably stopped doing the filing at this point.)

D Sequence of tenses

With a time clause like **when the phone rang**, we can use either the past continuous or the simple past.

The past continuous tells us what was happening up to the point when the phone rang:

*When the phone rang, I **was talking** to a client.*

The past simple tells us what happened afterwards:

*When the phone rang, I **answered** it.*

Exercise 1

Points of time in the past

David's colleague Jack (who doesn't have enough work to do) has tried to phone him several times without success. Complete their conversation by putting the verbs in brackets into the correct form of the past continuous.

David's Activities – Wednesday

9.00-10.00	make some phone calls to clients
10.00-11.00	see Sue Tims (her office)
11.00-11.15	have coffee with JC (canteen)
11.15-1.00	meeting with designer
1.00-2.00	lunch with designer

JACK: I rang at 9.15 and again at 9.30 but the phone was engaged. Who ⁽¹⁾ were you talking (you/talk) to?

DAVID: Oh, I ⁽²⁾ _____ (call) some clients.

JACK: And I tried again at 11.15, but there was no reply.

DAVID: At 10.15? I think I ⁽³⁾ _____ (discuss) the new catalogue with Sue Tims.

JACK: And then I rang back again at 11.10.

DAVID: Yes, I was out. I ⁽⁴⁾ _____ (have) a coffee in the canteen.

JACK: I thought so, so I rang again at 11.30.

DAVID: I was out again. The new designer and I ⁽⁵⁾ _____ (organize) the artwork for some adverts.

JACK: What ⁽⁶⁾ _____ (you/do) at 1.30, then? I called again, and tried to leave a message but even the answering machine ⁽⁷⁾ _____ (not/work)

DAVID: I'd better have a look at it, but the designer and I ⁽⁸⁾ _____ (have)

lunch. Anyway, what did you want to talk about?

JACK: Oh, nothing special. I just wanted to try out my new mobile phone.

Exercise 2

Interrupted past action

Choose the correct tense, simple past or continuous.

I (1) *met/was* meeting an old business colleague of mine while I (2) *travelled/was travelling* to New York for a conference. She (3) *noticed/was noticing* me while I (4) *stood/was standing* in the queue at the airport check-in desk. We decided to travel together, and while we (5) *waited/were waiting* for the light to leave, we (6) *realized/were realizing* that we were going to the same conference and staying at the same hotel. We talked about old times, and while (7) *had/were having* lunch on the plane, she (8) *said/was saying* that she was going to look for a new job. I didn't think of it at the time, but later on when the plane (9) *came/was coming* in to land, I suddenly (10) *remembered/was remembering* that we had a vacancy for a lawyer. I told her about the terms and conditions, and later that evening, when we (11) *had/were having* dinner, she (12) *accepted/was accepting* the position.

Exercise 3

Sequence of tenses

Read each set of sentences. Decide the order in which things happened. Begin each pair of answers with the same words.

1. His car broke down. He went the rest of the way by taxi. He was driving to Bonn.

A When his car broke down, he was driving to Bonn for a conference.

B When his car broke down, he went the rest of the way by taxi.

2. We left the building. We were having a meeting. The fire alarm went off.

A _____

B _____

3. They took our company over. We were losing a lot of money. They made a number of people redundant.

A _____

B _____

4. My secretary brought it down. I was having lunch in the canteen. The fax arrived.

A _____

B _____

5. Mr. Yamaichi arrived at the airport. He came straight to the office. The chauffeur was waiting.

A _____

B _____

Exercise 4

Review

In the following sentences, put one of the verbs in brackets into the past continuous, and the other verb into the simple past.

1. (walk, notice) The security guard noticed the broken window while he was walking round the warehouse.
2. (go, meet) I first _____ Mr. Rodriguez when I _____ round Mexico on a marketing trip.
3. (interrupt, give) When she _____ her presentation, someone at the back of the room _____ to ask a question.
4. (finalize, ring up) While my PA _____ arrangements for my trip to Brazil, the clients _____ to cancel the visit.
5. (notice, look) The auditors _____ a large unauthorized withdrawal when they _____ through the account.
6. (happen, clean) The worker who died _____ the chemical tank when the accident _____
7. (drop, take) One of the removal men _____ my computer when he _____ it into my office.
8. (work, approach) A headhunter _____ her when she _____ for ICL.

Task 1

Complete each sentence in two ways. In A, use the past continuous to say what was happening at the time. In B, use the simple past to say what happened next.

1. When I got to the airport, ...
A the company driver was waiting for me.
B I went straight to the meeting.
2. When I got to work this morning, ...
A _____
B _____
3. When the accident happened, ...
A _____
B _____
4. When they decided to close down the factory, ...
A _____
B _____

Task 2

Explain what was happening up to the point when the following events took place. Use because + the past continuous.

1. He decided to see a doctor ...
because he wasn't feeling well.
2. Peter handed in his resignation...

3. They gave Jane a new company car...

4. We offered our agents an extra 5% discount...

5. Helen phoned the service engineer ...

Task 3

Write a short paragraph about one of the following events. Say what you were doing when it happened, and what you did next.

Write about the time...

1. when you had or saw a car crash
2. when you got your present job
3. when you had to go to hospital
4. when you were stopped by the police
5. when you lost some money
6. when you met your partner

Task 4

Translate these words and word combinations into Ukrainian.

Canteen, to engage the phone, reply, to brake down, artwork, to accept, check-in desk, to land, vacancy, to take over, a to leave a message, chauffeur, chemical tank, to announce, to interrupt, security guard, to hand in resignation, expansion, to finalize arrangements, fire alarm, to cancel, terms and conditions, company, to do some filing, to fetch an invoice, headhunter, marketing trip, to stand in the queue, removal man, to close down, to come straight to the office, unauthorized withdrawal, an extra 5% discount.

Task 5

Find the English equivalents.

Упорядковувати папери, принести рахунок-фактуру, завершувати підготовку, незаконне вилучення грошей, виставка, реєстрація, експансія, оголошувати, залишити повідомлення, стояти в черзі, пожежна сигналізація, відмінити, відповідь, їдальня, терміни і умови, приймати, закрити, поїздка з питань торгівлі, займати телефонну лінію, приземлитися, вакансія, прибиральник, виходити з ладу, додаткова знижка на 5%, подати заяву про відставку, перебрати на себе керівництво компанією, водій, охоронець, перебивати, хімічний резервуар, агент з найму робочої сили

Task 6

Translate into English.

1. Коли ми зустрілись з ним на презентації, він шукав нову роботу.
2. Доки ми проходили митний і паспортний контроль (*to pass through customs and passport control*), водій чекав на нас в залі очікування (*waiting lounge*) аеропорту.
3. Аудиторська фірма виявила незаконне вилучення грошей, коли проводила перевірку бухгалтерської звітності (*accounting records*).
4. Чому ваш автовідповідач не працював вчора о шостій? Я намагався зателефонувати вам декілька разів.
5. В той час ми працювали над новим проектом організації виробництва.
6. Які помилки знайшов ваш бізнес консультант коли перевіряв фінансову документацію фірми?
7. Ми обговорювали питання розширення (*expansion*) нашого бізнесу, коли генеральний директор несподівано оголосив про свою відставку.
8. Ми запропонували нашим оптовикам (*wholesalers*) додаткову знижку на 5 % тому що вони збиралися розмістити велике замовлення.
9. Спитайте Аманду, де вона зупинялась в Нью-Йорку коли відвідувала виставку.
10. Де ви купували валюту коли співробітничали з іноземною фірмою?
11. Компанія робила все можливе в критичній ринковій ситуації для збільшення рівня випуску товарів (*output*) т а покращення їх якості.
12. Я намагався впродовж декількох годин обміняти валюту в декількох пунктах обміну (*currency exchange points*) але всі вони не мали потрібної мені суми.
13. Ми стояли в черзі в їдальні коли раптово спрацювала пожежна сигналізація.
14. Конференц-зал був зайнятий з 16.00 до 18.00. Наша делегація вела переговори з двома іноземними компаніями.
15. З яких країн із-за кордону ви імпортували такий великий асортимент товарів коли торгували ними в мережі ваших магазинів?

UNIT 11

PAST PERFECT

Key Vocabulary:

to give a presentation

low-fat spread

competitor

to found out

application form

to appoint

➤ проводити презентацію

➤ низькокалорійний продукт (у вигляді пасти)

➤ конкурент

➤ дізнаватись

➤ анкета, заява на роботу

➤ призначати

to sell off	➤ розпродати
original investment	➤ початкова інвестиція
accountancy	➤ бухгалтерська справа
in charge	➤ відповідальний
to sign a cheque	➤ підписати чек
to be in a mess	➤ бути в безпорядку
major contract	➤ важливий контракт
negotiator	➤ сторона в переговорах
to give smb a lift	➤ підвезти когось
to look forward to...	➤ з нетерпінням чекати
to call a press conference	➤ зібрати прес конференцію
pregnancy test kits	➤ тести на вагітність
to join a company	➤ прийти працювати в компанію
production unit	➤ виробничий підрозділ
to go public (about a company)	➤ перетворитись із закритої компанії у відкриту шляхом випуску акцій на вільний ринок
to take legal action	➤ розпочати судовий процес
to pay a fine to the tax authorities	➤ платити штраф органам податкової адміністрації
waste of time	➤ трата часу
stock market	➤ ринок цінних паперів
to fit	➤ переобладнувати
power steering	➤ гідравлічне підсилення рульового керування
confidential information	➤ конфіденційна інформація
delay	➤ затримка

A Form

The past perfect is formed with **had** + the participle of the verb:

I/you/he/she/it/we/they **had worker**.

I/you/he/she/it/we/they **had not (hadn't) worked**.

Had I/you/he/she/it/we/they **worked?** (Yes, I/you/etc. **had**./No, I/you/ etc. **hadn't**)

B Previous and subsequent events

The past perfect is used to refer back to completed actions that happened before other events in the past. Compare:

1 *When I **arrived** at the office, the meeting **started**.*

(I arrived at the office, and then the meeting started.)

2 *When I **arrived** at the office, the meeting **had started**.*

(The meeting started before I got to the office. I was late.)

In 1, it is also possible to use **As soon as** and **After** in place of **When**.

In 2, it is also possible to use **By the time** in place of **When**.

C Present perfect and past perfect

The past perfect acts as the past form of the present perfect (see Units 5-9).

It is often used with adverbs like **just, already, never**. Compare:

*I am nervous because **I have never given** a presentation.*

(I am about to give a presentation.)

*I was nervous because **I had never given** a presentation.*

(I gave a presentation yesterday.)

The past perfect is often used in reported speech structures (see Units 30-31) and in 3rd conditionals (see Unit 21).

D Past perfect continuous

The past perfect continuous is formed by using the auxiliary **had been**+ the **-ing** form of the verb (I/he/you/etc. **had (not) been working**).

We use the present perfect continuous to talk about how long an activity has been going on up to the present (see Unit 6). We use the past perfect continuous to talk about the duration of an activity up to a point in the past.

Compare:

***I have been working** here for six months. (I am still working here now.)*

*When I left my last job, **I had been working** there for four years. (I started in 1990 and I left in 1994.)*

We do not use the past perfect continuous with stative verbs like **know, like**, etc. (see Unit 3). Instead, we use the past perfect:

*When they met again, they **had not seen** each other for 15 years.*

Exercise 1

Form

Complete the sentences by putting the verb into the past perfect.

1. Did you manage to see the Director, or had he gone (he/go) by the Time you got there?
2. I couldn't get into the office yesterday morning because I _____ (leave) my keys at home.
3. We could not call our new low-fat spread Mono, because one of our competitors _____ (already /choose) the name.
4. I found out about the vacancy too late .When my application form arrived, they _____ (appoint) someone.
5. By the time he sold off the shares, his original investment _____ (grow) by 83%.
6. He found his first few weeks at Ernst & Young very difficult because he _____ (not / study) accountancy before.
7. When I got back to the office, I was surprised to hear that the manager _____ (put) someone else in charge of my main project.
8. The bank returned the cheque to me because I _____ (not/sign) it.

Exercise 2

Previous and subsequent events

Complete each of the following sentences in two ways, using *because + past perfect* and *so + simple past*.

1. When I left the office, the building was empty...
(Everyone /go to home) *because everyone had gone home*,
(I/lock the doors) *so I locked the doors*.
2. When I arrived at the office the next morning, the place was in a terrible mess...
(I / phone the police) _____
(Someone/break in) _____
3. The chairman was in a very good mood...
(We / win / a major contract) _____
(We / open / a bottle of champagne) _____
4. The negotiators realized another meeting would be necessary...
(They / not reach an agreement) _____
(They/ get out/ their diaries) _____
5. I did not know their phone number...
(I / call / Directory Enquiries) _____
(They / move / to new premises) _____
6. The Marketing Manager's flight from Japan arrived late...
(She / go/ straight home from the airport) _____
(There / be / a security alert in Tokyo) _____

Exercise 3

Present perfect and past perfect

Change the following sentences into the past perfect.

1. 'I don't want lunch because I've already eaten.'
I didn't want lunch because I had already eaten.
2. 'We can't give him the job because he hasn't had enough experience.'
We couldn't give him the job because _____.
3. 'I'm phoning Jane to say a fax has just arrived for her.'
I phoned Jane to say that _____.
4. 'I can't give Peter a lift because I haven't finished work.'
I couldn't give Peter a lift because _____.
5. 'I'm looking forward to my trip because I've never been to Russia.'
I was looking forward to my trip because _____.
6. He is calling a press conference because we've just closed a major deal.'
He called a press conference because _____.

Exercise 4

Past perfect continuous

Look through the notes about the history of Biogen, a genetic engineering company that specializes in producing medical products. Write sentences about the company's activities until it went public in 2008.

- | | |
|--------|--|
| (2002) | company starts producing pregnancy test kits |
| (2003) | company starts marketing test kits in USA |
| (2004) | Dr Pierce starts running the company |
| (2005) | Dr Warner, new Medical Director joins |

- (2006) company starts manufacturing thermometers
(2007) company opens a new production unit in Spain

1. When the company went public, (we/ produce/pregnancy test kits/6 years) we had been producing pregnancy test kits for six years.
2. When the company went public, (we/market the kits/USA/5 years)
3. When the company went public, (Dr Pierce/run it/4 years)
4. When the company went public, (Dr Warner/be the Medical Director/3 years)
5. When the company went public, (we/manufacture thermometers/2 years)
6. When the company went public, (we/have/a production unit in Spain/one years)

Task 1

Complete the following sentences using the past perfect.

1. She found working from 9 to 5 very difficult because ...
she had never had a full-time job before.
2. The company decided to take legal action because ...
3. The company was forced to pay a fine to the tax authorities because ...
4. My trip to the airport to collect Mr. Olivera was a waste of time. When I got there I found that...
5. She was not worried when the stock market fell because ...

Task 2

Continue each of the paragraphs. Use the simple past to describe the results of the change, and the past perfect to describe what had happened before.

1. *When the new version of the car came out, it was a great success. The price was the same but the manufacturers had fitted electric windows, air bags, and power steering as standard. They had modified the engine, and they had manager to increase the car's efficiency. There was more room in the back because they had changed the design of the seats, and the car was much safer because they had made the side doors stronger.*
2. When the management consultant went back to see the company, she found that it had followed her advise.

Task 3

Continue the sentences. Say what activities had been going on.

1. He felt very tired at 4.30 because *he had been working at the VDU all day.*
2. They realized that none of their confidential information was safe because
3. She felt that a change of job would be good for her because
4. The accountant finally discovered why the phone bill was so high. One of the night security guards
5. There was a very long delay at the airport. When we finally left, we

Task 4

Translate these words and word combinations into Ukrainian.

To pay a fine to the tax authorities, original investment, application form, to go public (about a company), in charge, to sell off, low-fat spread, competitor, to take legal action, stock market, to fit, power steering, to look forward to..., to give a presentation, waste of time, to sign a cheque, accountancy, to call a press conference, negotiator, to found out, pregnancy test kits, to join a company, confidential information, to appoint, major contract, to give smb a lift, production unit, to be in a mess, delay.

Task 5

Find the English equivalents.

Проводити презентацію, конфіденційна інформація, сторона в переговорах, перетворитись із закритої компанії у відкриту шляхом випуску акцій на вільний ринок, ринок цінних паперів, платити штраф органам податкової адміністрації, бути в безпорядку, конкурент, низькокалорійний продукт (у вигляді пасти), заява на роботу, гідравлічне підсилення рульового керування, відповідальний, бухгалтерська справа, переобладнувати, затримка, початкова інвестиція, зібрати прес конференцію, призначати, трата часу, дізнаватись, тести на вагітність, з нетерпінням чекати, підвезти когось, виробничий підрозділ, розпродати, підписати чек, розпочати судовий процес, прийти працювати в компанію.

Task 6

Translate into English.

1. Які заходи вжила (to take measures) ваша фірма для того, щоб підвищити продуктивність праці до того, як ви прийняли рішення про скорочення персоналу?

2. Він зіткнувся з багатьма труднощами в перші тижні роботи в компанії тому ніколи не вивчав бухгалтерію раніше і не мав достатнього досвіду роботи.
3. На компанію було накладено штраф (*to impose a penalty (fine)*), так як бухгалтерія надала неправильні дані податковим органам (*taxation bodies*).
4. Учасники переговорів (*participants of the negotiations*) зрозуміли, що їм буде потрібна ще одна зустріч, тому що вони не досягли згоди (*to come to an agreement*) по всім питанням і не прийняли фінального рішення.
5. Вам вдалось зустрітись з директором чи він вже пішов на засідання коли ви приїхали?
6. Ми підписали довгострокову угоду з нашими постачальниками після того, як провели детальну перевірку (*control, check(ing) inspection*) якості їх продукції.
7. Вони проводили (*to conduct, to carry out*) маркетингові дослідження (*marketing research*) впродовж двох місяців перед тим, як представили результати на конференції.
8. Яких результатів ви досягли в співробітництві з вашими партнерами по бізнесу до того, як підписали договір про сумісне будівництво фабрики?
9. Економіст підраховував ви трати компанії впродовж декількох годин перед тим, як представив звіт завідувачу відділу.
10. Секретар зателефонувала в бухгалтерію щоб сказати, що факс щойно прийшов.
11. Скільки років він був головним економістом до того як отримав посаду директора заводу?
12. Я дізналась про вакансію економіста дуже пізно. Коли я прийшла на співбесіду, вони вже назначили спеціаліста на цю посаду.
13. Я не зміг потрапити в офіс вчора вранці бо залишив ключі вдома.
14. Відділ маркетингу ретельно вивчав ціни наших конкурентів з початку року перед тим, як затвердив (*to confirm*) цінову політику фірми на 2009 рік.
15. Я не міг зв'язатись з нашими постачальниками, тому я зателефонував у довідкове бюро (*inquiry office*) і дізнався, що вони переїхали в інший офіс.

UNIT 12

THE FUTURE (1): WILL

Key vocabulary

to run out of ...	➤ закінчуватися
stockroom	➤ склад
to make a great impact	➤ мати значний вплив
to approach customers	➤ звертатись до клієнтів, налагоджувати контакти з клієнтами
to give smb a hand	➤ допомогти комусь
to print a copy in reverse order	➤ друкувати копію в зворотньому напрямку
to insist on	➤ наполягати

floppy disk	➤ дискета
to remain stable	➤ залишатися стабільним (постійним)
sales forecast	➤ прогноз продаж
shipment	➤ вантаж
to take legal action	➤ подати судовий позов
to announce	➤ оголошувати
interim profit forecast	➤ проміжний прогноз прибутків
to suffer	➤ страждати
to collect smb from the airport	➤ забирати когось з аеропорту
to loan	➤ давати позику
in return for	➤ замість, взамін на
to pay relocation expenses	➤ оплачувати витрати пов'язані з переїздом
cash machine	➤ касовий апарат
tunnel	➤ тунель
to accept cheques	➤ приймати чеки
to deliver	➤ доставляти
to be fully booked	➤ бути повністю заброньованим (немає вільних місць)
to sound	➤ справляти враження
to cure disease	➤ лікувати хворобу
transplant	➤ трансплантат
resistant to drugs	➤ стійкий до медикаментозного впливу
to be delighted	➤ бути задоволеним
to be fairly sure	➤ бути щиро впевненим
to get promoted	➤ отримати підвищення

A Spontaneous decisions

We can use **will (or 'll)** + bare infinitive to refer the future when we make an instant or spontaneous decision to do something :

A *'We've run out of paper for the printer'.*

B *'I'll go and get some from the stockroom'.*

We often use the **will** future after **I think** and **I don't think**:

A *'I think I'll go home now. It's getting late'.*

B *Yes, you're right. I don't think I'll stay either.*

The negative of **will** is **won't (will not)**:

I won't stay long. I'm in a hurry.

COMMON MISTAKES: We don't use **won't** after **I think**.

WRONG: *I think I won't come to the conference.*

RIGHT: *I don't think I'll come to the conference.*

B Predictions

We can use **will** to make predictions and to state facts that will be true in the future:

Over the next few years, interactive TV will make a great impact on consumer behaviour, and advertisers will have to approach customers in a completely new way.

C Future time words+ Present simple

We use a present tense (not **will**) to refer to the future with time words like **if, when, before, as soon as, after**, etc.:

*I **will** contact you **as soon as** I get the information. (NOT: will get)*

(See also Unit 19, Conditionals)

D Offers, promises, requests, etc.

Will can also be used to ask if someone is willing to do something, to make requests, promises, and threats, and to offer help:

*Hello, caller. I am afraid the line is busy. **Will** you hold?*

A *'**Will** you give me a hand with these boxes?'*

B *'Yes, of course I **will**.'*

*Don't worry about the meeting. I **will** support you.*

The word **won't** can mean **is not willing to** or **is refusing to**:

*There's something wrong with the printer. It **won't** print copies in reverse order.*

Exercise 1

Spontaneous decisions

Match the comments in column A with the responses in column B.

A	B
1. There's going to be a train strike tomorrow.	A I didn't realize. I'll order some more.
2. I'm afraid the line is busy.	B I'm not sure. I'll give him a ring.
3. I insist on seeing the manager.	C Thanks, I'll have a look at them later.
4. We're running very low on floppy disks.	D Is it? Then I'll stay at the Hilton.
5. Is John in his office?	E No thanks, I'm driving. I'll have a coffee.
6. The Holiday Inn is full.	F Don't worry, I'll call back later.
7. Here are the plans for the new building.	G 7s there? Then I'll bring the car.
8. Another whiskey?	H Very well, madam. I'll go and call her.

Exercise 2

Future time words + Present simple

Put the verbs in brackets into the will future or the present simple.

- Sally is working on the sales forecast the moment. I will give (give) you the figures as soon as I get (get) them.
- The shipment isn't in yet, but the agent _____ (phone) us as soon as it _____ (arrive).
- If they _____ (not receive) payment next week, I think they _____ (take) legal action against us.
- Give me the report and I _____ (show) it to the lawyers before they _____ (leave).

5. Analysts believe the share price of ICI_____ (rise) after it_____ (announce) its interim profit forecast next week.
6. When they_____ (close) the factory next year, a lot of small local businesses_____ (suffer).
7. When I_____ (come) to England next year, I _____ (give) you a ring and maybe we can arrange dinner.
8. When the strike (be) _____over, everyone (feel) _____happier.
9. I am sure that our sales (fall) _____when we (put up) _____prices.
10. Don't worry about the office. I (tidy) _____it up before Mr. Kosser (get) _____back.

Exercise 3

Offers, promises, requests

Rewrite the following sentences using will or won't.

1. Has anyone offered to collect you from the airport?

Will anyone collect you from the airport?

2. I promise not to be late again.

-
3. The finance group 3i has agreed to loan us £18m for the project.

-
4. The company has offered a 5% pay rise in return for a no-strike deal.

-
5. I promise not to discuss this information with anyone.

-
6. They have refused to increase our discount.

-
7. The company has offered to pay me relocation expenses.

-
8. The cash machine is refusing to take my card.

-
9. Let me give you a hand with those boxes.
-

Task 1

Make spontaneous decisions based on the comments below.

1. You won't be able to get to Paris. The air traffic controllers are on strike.

Really? Then I'll take a train through the tunnel.

2. I'm sorry. The wine waiter says we have no more Chateau-Lafite'64

-
3. I am afraid that we don't accept cheques.

-
4. We can't deliver the fax machines you ordered for three months.
-

5. I'm afraid that the British Airways flight on Tuesday is fully booked.

6. One of your clients, Mrs. Mason, just rang. She sounded very upset about something.

Task 2

Write a short paragraph predicting what the world will be like in 2100AD.

Medicine in 2100

The world of medicine will be very different in 2100.

There will be new ways of curing disease, and there will be drugs that will make people younger. People will live longer, and transplants will be very simple and effective. On the other hand, there will also be new problems. There will be new diseases, and some common bacteria will become resistant to drugs.

The world of work in 2100

(You may like to comment on one or more of these aspects: technology, communication, methods of production, transport, working conditions, and company size).

In 2100, the office as we know it will be completely different.

Task 3

Complete the sentences using a verb in the present tense.

1 Don't worry, I'll go and see the lawyer before I sign the contract.

2 I think our Sales Director will leave as soon as _____

3 You needn't wait for Mr. Takashi. I'll stay here until _____

4 My boss will be delighted if _____

5 Everyone is very stressed, but things will get better when _____

6 I am fairly sure that I will get promoted as soon as _____

Task 4

Translate these words and word combinations into Ukrainian.

To suffer, to be fully booked, to cure disease, to be fairly sure, to deliver, to take, legal action, cash machine, to make a great impact, interim profit forecast, to be delighted, to run out, to get promoted, to give smb a hand, in return for, to sound, to announce, shipment, tunnel, to collect smb from the airport, to print a copy in reverse order, to approach customers, transplant, resistant to drugs, stockroom, to remain stable, to accept cheques, to insist on, sales forecast, floppy disk, to loan, to pay relocation expenses.

Task 5

Find the English equivalents.

Отримати підвищення, допомогти комусь, справляти враження, приймати чеки, давати позику, розпочати судовий процес, лікувати хворобу, проміжний прогноз прибутків, доставляти, забирати когось з аеропорту, налагоджувати контакти з клієнтами, бути повністю заброньованим, прогноз продаж, тунель, страждати, стійкий до медикаментозного впливу, трансплантат, бути щиро впевненим, вантаж, дискета, наполягати, бути задоволеним, друкувати копію в зворотньому напрямку, закінчуватися, замість, касовий апарат, залишатися стабільним (постійним), оголошувати, мати значний вплив, оплачувати витрати пов'язані з переїздом, склад.

Task 6

Translate into English.

1. Боюсь, що лінія зайнята. - Не хвилюйтесь, я передзвоню пізніше.
2. Я наполягаю на тому, щоб ви зустрілись з керівником проекту. Я зараз його покличу.
3. Я щиро впевнений, що ми будемо задоволені нашим новим офісом, але чи оплатить компанія наші витрати пов'язані з переїздом?
4. Ось план нової будівлі – Дякую. Я прогляну його пізніше.
5. Ви доставите нам замовлений товар чи нам самим потрібно буде його забирати?
6. Ми сподіваємося, що він стане гарним підприємцем, відкриє свій власний бізнес і успішно керуватиме ним.
7. Рада директорів на наступному засіданні обере президента та виконавчих директорів для керівництва компанією.
8. Менеджер з виробництва буде виконувати завдання, пов'язані з організацією та управлінням технологічним процесом.
9. Коли ваш відділ підготує прогноз з продаж на наступний місяць?
10. В готелі "Holiday Inn" всі місця заброньовані. Я спробую замовити два номери в готелі "Hilton".
11. Найближчим часом інтерактивне телебачення буде мати значний вплив на поведінку споживачів звертаючись до клієнтів зовсім новим способом.
12. Фінансові аналітики вірять у те що курс цінних паперів компанії ICI піде вгору після того, як компанія оголосить свій проміжний прогноз прибутків.
13. Я впевнений що обсяги продажів значно виростуть, якщо ми знизимо ціни навіть на 10 %.
14. Після закінчення страйку всі вимоги робітників будуть виконані.
15. Ви залишитесь працювати в цій компанії, якщо невдовзі не отримаєте підвищення?

UNIT 13

THE FUTURE (2): THE PRESENT CONTINUOUS AND GOING TO

Key vocabulary

dealership	➤ <i>місьцеве представництво, агентство з продаж</i>
to make a loss	➤ <i>понести збитки</i>
to win the election	➤ <i>перемогти на виборах</i>
to make up one's mind	➤ <i>приймати рішення</i>
to give a ring	➤ <i>зателефонувати</i>
to play a vital role	➤ <i>відігравати дуже важливу роль</i>
freight schedule	➤ <i>графік грузових перевезень</i>
to suit	➤ <i>вдаватися</i>
sales rep	➤ <i>представник з продаж</i>
to book	➤ <i>замовляти</i>
engine	➤ <i>двигун</i>
prototype	➤ <i>прототип</i>
trial	➤ <i>випробування, експеримент</i>
to be commercially viable	➤ <i>бути комерційно «життєздатним», рентабельним</i>
over-valued	➤ <i>переоцінений</i>
tin	➤ <i>олово</i>
to be in a serious financial difficulty	➤ <i>бути в скрутному фінансовому стані</i>
to go bankrupt	➤ <i>збанкрутувати</i>
PA (Personal Assistant)	➤ <i>персональний асистент</i>
vaccination	➤ <i>вакцинація</i>
urgent	➤ <i>терміновий</i>
to take the day off	➤ <i>взяти вихідний</i>
circulation of the magazine	➤ <i>тираж журналу</i>
display stand	➤ <i>демонстраційний стенд</i>
to make sure	➤ <i>потурбуватись, прийняти міри</i>
CEO (Chief Executive Officer)	➤ <i>головний виконавчий директор</i>
HQ (headquarters)	➤ <i>штаб-квартира</i>
staffing changes	➤ <i>кадрові зміни</i>
to do a course	➤ <i>проходити курси</i>
to announce	➤ <i>заявляти, оголошувати</i>
to intend	➤ <i>намірюватись</i>

Present continuous arrangements

The present continuous is often used to talk about appointments or things we have arranged to do in the future. We generally use it with a future time phrase:

*What **are you doing** on Friday afternoon?* (What have you arranged to do?)

*I **am seeing** the accountants.* (I have arranged to see them.)

We do not use the present continuous with stative verbs.

B Going to – decisions and intentions

We use **going to** + bare infinitive to talk about something we intend to do, or have already decided to do:

*The D.V. Group is **going to open** a new Fiat dealership this summer.*

C Going to – predictions

We can also use **going to** for making firm predictions when there is some physical evidence that an event will take place:

*Based on these figures, we are **going to make** a loss of £1.5m this year.*

In many cases, however, it is possible to predict future events using either **going to** or **will**. There is little difference in meaning, but **going to** usually suggests that the event will happen soon. Compare:

*I don't think the present government **will win** the next election.*

*I don't think the present government is **going to win** the next election.*

D Will, present continuous, or going to?

The most important differences between the present continuous, **going to**, and **will** are as follows:

We use the present continuous for arrangements (except with stative verbs):

***I'm having** a meeting with the Export Manager on Thursday at 2.15.*

We use **going to** for decisions and intention:

*I've made up my mind. I'm **going to buy** a BMW 730i.*

We use **going to** for firm predictions:

*It's already 28° C. It's **going to be** very hot today.*

We use **will** for spontaneous decisions:

*I wonder if Peter is back from his marketing trip. **I'll give** him a ring.*

We use **will** for promises, offers, and requests:

***I'll give** you a hand with those boxes if you like.*

We use **will** for general predictions:

*In the next century, computer **will play** a vital role in everyone's life.*

Exercise 1

Arrangements

Two managers of an engineering company are trying to arrange a meeting. Put the verbs in brackets into the present continuous.

PETER: Jack, Peter here. Could we arrange a time tomorrow to talk about the new freight schedules? Say, er ...9.15?

JACK: I'm a bit busy first thing because I ⁽¹⁾ am having (have) a meeting with a new driver. Would 10 o'clock suit you?

PETER: I'm afraid not. I ⁽²⁾ _____ (go) over to the factory, and after that I ⁽³⁾ _____ (see) Mr. Henderson for lunch.

JACK: What time ⁽⁴⁾ _____ (you/come) back?

PETER: At about 2.30 I suppose, but I ⁽⁵⁾ _____ (not/do) anything special after that.

Would you be free then?

JACK: No, I don't think so. I ⁽⁶⁾ _____ (see) a sales rep from Mercedes from 2.00 unit about 3.00. So shall we say 3.45?

PETER: Fine. I'll ask Janet to come along as well. I ⁽⁷⁾ _____ (have) lunch with her today, and I'll tell her about it.

Exercise 2

Going to – decisions and intentions

Use the verb in brackets to say what the following people are going to do.

1. The Unions have been offered a 3.9% pay rise.
(not accept) *They are not going to accept it.*
2. We have ordered over £1.5m of new equipment for the factory.
(modernize) _____
3. Mrs. Mason has booked three weeks' leave in October.
(have a holiday) _____
4. The engineers have finished the design for the new engine.
(build/prototype) _____
5. Our trials have shown that the new vaccine is commercially viable.
(produce) _____

Exercise 3

Going to – predictions

Use the words in brackets to make predictions with going to.

1. The stock market is very over-valued.
(be/correction) *There is going to be a correction soon.*
2. Demand for tin is rising, but supply is falling.
(price/rise) _____
3. The company is in serious financial difficulty.
(go bankrupt) _____
4. My boss is looking for another job.
(leave the company) _____
5. We should have left much earlier.
(be late) _____

Exercise 4

Will or present continuous?

The export manager of an agricultural machinery company is talking to his PA about a sales trip. Put the verbs in the following sentences into the will future or the present continuous.

JANET: I've booked your flight and hotels for your trip to Ethiopia. You ⁽¹⁾ are leaving (leave) on the 18th at 6.30 a.m., and that means you ⁽²⁾ _____ (be) in Addis Ababa late afternoon.

DEVID: What about hotels?

JANET: You ⁽³⁾ _____ (stay) at the Addis Ababa Hilton, and you ⁽⁴⁾ _____ (have) to get a taxi there from the airport. Your first meeting is on Monday, and you ⁽⁵⁾ _____ (see) Mr. Haile Mariam from the Ministry of Agriculture at 10.30.

DEVID: ⁽⁶⁾ _____ (I/need) any vaccinations?

JANET: I'm not sure, but leave it with me. I ⁽⁷⁾ _____ (phone) the travel agent, and I ⁽⁸⁾ _____ (let) you know what she says.

Exercise 5

Will or going to?

Fill in the blanks with the correct form of the future, using will or going to.

1. A: I'm afraid the fax machine isn't working.
B: Don't worry; it's not a very urgent letter. I will post (post) it.
2. A: We've chosen a brand name for the new biscuits.
B: Really? What _____ (you/call) them?
3. A: Why are you taking the day off on Friday?
B: I _____ (look) at a new house.
4. A: I'm afraid there's no sugar. Do you want a coffee without any?
B: No, I _____ (not have) one, thanks.
5. A: Have you decided what to do about improving the circulation of the magazine?
B: Yes, we _____ (cut) the cover price by 10% as from October.
6. A: I'm afraid I can't take you to the airport. Something important has just come up.
B: Never mind. I _____ (take) a taxi.
7. A: Do you need any help?
B: Oh, yes please. _____ (you/carry) the display stand for me?
8. A: Could you make sure Mr. Wilson gets my message?
B: Yes, I _____ (tell) him myself when he gets in.

Task 1

Write a short paragraph about the arrangements than been made for the CEO of a major American bank to open the new European HQ in London.

18 JUNE	9.00 Arrive at Heathrow 10.15 Meeting with Executive Vice-Presidents 1.00 Lunch with officials form Department of Industry 3.00 Official opening of new office in Threadneedle Street 7.00 Speech: 'Financial Deregulation in the EU' 8.00 Dinner at the Guildhall
----------------	---

19 JUNE	11.30 Return flight to New York (Concorde)
----------------	---

The CEO is arriving at Heathrow at 9.00, and _____

Task 2

Look at the following subjects. Write sentences about any definite plans you or your company have.

Use *going to* and/or *not going to*.

- | | | |
|-----------------------------|--------------------|------------|
| 1 training and courses | 3 new equipment | 5 holidays |
| 2 new products and services | 4 staffing changes | |

1. *I'm going to do a course in business Japanese in September, but I'm not going to take any exams.*

2. _____

3. _____

4. _____

5. _____

Task 3

Add comments to the sentences. Use the present continuous, going to or will.

1. I'm afraid that I can't meet you for lunch on the 30th.

I'm seeing Mr. Karlssen in Oslo.

2. The management have announced how they intend to reduce costs.

3. I'm sorry. I didn't realize you were busy.

4. Our Sales Manager has finally chosen what he wants as a company car.

5. I need some time to think about this proposal.

6. Our Export Manager is in Peru at the moment looking at new offices.

Task 4

Translate these words and word combinations into Ukrainian.

To win the election, urgent, sales rep, circulation of the magazine, to make sure, tin, over-valued, to be in a serious financial difficulty, staffing changes, to announce,

trial, PA, to book, CEO (Chief Executive Officer), engine, to play a vital role, dealership, to do a course, display stand, to give a ring, freight schedule, to intend, to make up one's mind, prototype, to suit, to be commercially viable, vaccination, to make a loss, HQ, to go bankrupt.

Task 5

Find the English equivalents.

Потурбуватись/прийняти міри, олово, терміновий, графік грузових перевезень, бути комерційно «життєздатним»/рентабельним, прототип, замовляти, демонстраційний стенд, кадрові зміни, персональний асистент, намірюватись, приймати рішення, вакцинація, тираж журналу, зателефонувати, перемогти на виборах, заявляти, оголошувати, представник з продаж, переоцінений, відігравати дуже важливу роль, агентство з продаж, головний виконавчий директор, влаштовувати, проходити курси, двигун, випробування, бути в скрутному фінансовому стані, місцеве представництво, взяти вихідний, штаб-квартира.

Task 6

Translate into English.

1. Де ви збираєтесь розмістити демонстраційний стенд вашої фірми?
2. Цікаво, чи повернувся вже мій колега з відрядження. Я йому зателефоную.
3. Компанія збирається підвищити ціни на 10 %.
4. Ми замовили нове обладнання для нашого заводу на суму 120 тис. доларів і збираємось провести його повну реконструкцію.
5. Фірма купує в цьому місяці декілька нових авто для регіональних менеджерів з продаж.
6. Я зустрічаюсь з менеджером з експорту в четвер о 12.15.
7. Де ви відкриваєте агентство з продаж ваших автомобілів?
8. Боюся, що факс не працює. Не хвилюйся, це не дуже терміновий лист. Я відішлю його поштою.
9. Ви вирішили, як збільшити тираж вашого журналу? - Так, в жовтні ми знижуємо ціни на 15%.
10. О котрій годині головний виконавчий директор прибуває в аеропорт?
11. Наш представник з продаж проводить завтра презентацію нової продукції для потенційних (*potential*) замовників.
12. Компанія перебуває в скрутному фінансовому стані і збирається провести серйозні кадрові зміни.
13. Персональний асистент оголосив, що директор фірми завтра виступатиме з промовою на офіційному відкритті нового представництва в Адіс Абебі.
14. Мені потрібен час, щоб обдумати (*to consider*) вашу пропозицію. Мій асистент зателефонує вам завтра.
15. Наші інженери розробили дизайн нового двигуна. Вони збираються побудувати його прототип.

UNIT 14

THE FUTURE (3): OTHER FUTURE TENSES

Key vocabulary

to resign	➤ <i>уходити у відставку</i>
to attend training course	➤ <i>проходити трейнінг</i>
to pay back the loan	➤ <i>повертати позику</i>
revised plans	➤ <i>змінені плани</i>
open-plan office	➤ <i>офіс відкритого плану</i>
to put up screens	➤ <i>встановити перегородки</i>
set-up	➤ <i>план, проект</i>
stand-alone PC	➤ <i>автономний ПК</i>
to be linked to a network	➤ <i>бути підключеним до мережі</i>
schedule	➤ <i>програма, план</i>
appointment	➤ <i>домовлена зустріч</i>
warehouse	➤ <i>склад</i>
to demolish the building	➤ <i>зносити будівлю</i>
installation of equipment	➤ <i>установка обладнання</i>
itinerary	➤ <i>маршрут</i>
to depart	➤ <i>відправлятись</i>
to arrive	➤ <i>прибувати</i>
law finals	➤ <i>випускні екзамени з права</i>
to accept a job	➤ <i>погодитись на роботу</i>
to get a flight	➤ <i>взяти квиток на рейс</i>
to cancel	➤ <i>відмінити</i>
fully booked	➤ <i>немає вільних місць</i>
venue	➤ <i>місце проведення</i>

A Was going to

We can use **was going to/were going to** to talk about changed plans or intentions.

Read the short dialogue:

A *'I've decided that I'm going to resign.'*

B *'Don't do that – I've just heard that the management want to promote you.'*

A *'OK, perhaps I'll stay then.'*

When we report this change of plan, we can say:

'I was going to resign, but in the end I decided to stay.'

B Was doing/were doing

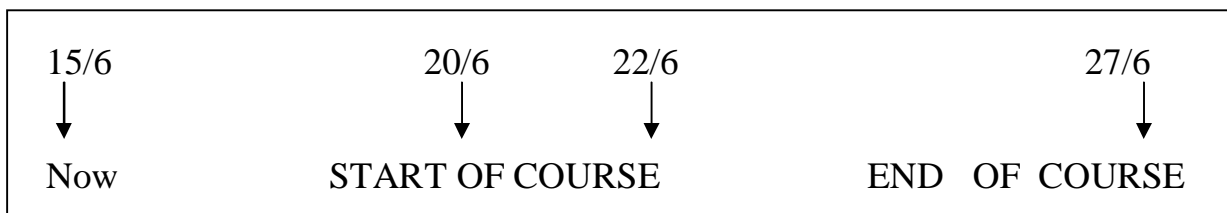
When we talk about an arrangement that has been changed, we can use the past continuous (**was/were doing**):

I was meeting her on Friday, but she has to go to the States, so I am seeing her next Wednesday instead.

This is similar to **was going to**, but the past continuous is normally used to report changed arrangements rather than changed plans or intentions.

C Will be doing

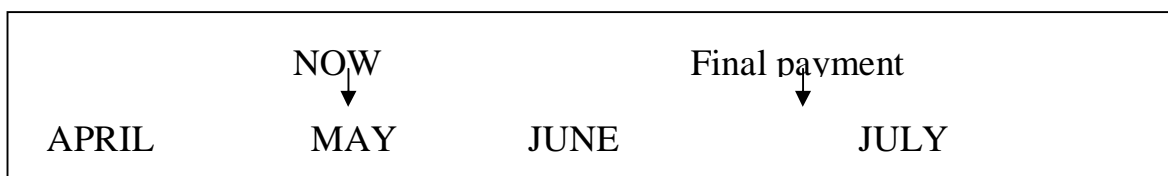
The future continuous (**will be doing**) is used to talk about an activity that will be in progress at a particular moment in the future:



*I'm afraid i can't see you on the 22nd because I **will be attending** a training course in England.*

D Will have done

We use the future perfect (**will have done**), and a time phrase with by, to talk about something that will be completed before a particular time in future:



*We **will have paid back the loan by** August.*

Compare this with the use of the future with **will**:

*We **will** make the last payment in the July.*

Exercise 1

Was going to – changed plans

Two colleagues are discussing the changes in the plans for a new office. Fill the blanks with *was/were going to* and *is/are going to*.

- A: Have you seen the revised plans?
B: Yes, they are much better. You remember that originally the office ⁽¹⁾ was going to be open-plan and that they ⁽²⁾ _____ put up screens?
A: Yes, it sounded terrible.
B: Well, now they ⁽³⁾ _____ divide it up into six separate offices, and there ⁽⁴⁾ _____ be one or two desks in each one.
A: That sounds a lot better. What about the IT set-up?
B: They've taken our advice on that one too. We ⁽⁵⁾ _____ have twelve stand-alone PCs, but now everyone ⁽⁶⁾ _____ be linked to a network, and there ⁽⁷⁾ _____ be one central computer, which is much better.

Exercise 2

Will be doing and will have done

Look through the notes about the building of a new factory. Say what *will be happening* and what *will have happened* at each of the times below.

NOVEMBER-JANUARY: demolition of the existing building

FEBRUARY-APRIL:	building the new factory
MAY-JULY:	installation of equipment
AUGUST-OCTOBER:	testing of new machinery
NOVEMBER:	start of production

1. In December, we will be demolishing the old building.
2. By the end of January, we will have demolished the old building.
3. In March _____
4. By the end of April, _____
5. In June, _____
6. By the end of July, _____
7. In September, _____
8. By the end of October, _____
9. By the beginning of December, _____

Exercise 3

Changed arrangements – problem solving

Look at the schedule (A) for a programmer's visit to a client. All these appointments must be rearranged for the following day. Look at the notes. Work out a new schedule (B) and write sentences about the changes.

(A) original schedule

(B) new schedule

1.1.1.2 WEDNESDAY 18 MAY 10.00-11.30 – visit the new warehouse 11.30-1.00 – give presentation on IT Department 1.00-2.00 – lunch at Nelson's restaurant 2.00-3.30 – have meeting with Mr. Barber 3.30-5.00 – see the Finance Director	1.1.1.3 THURSDAY 19 MAY 10.00-11.30 – _____ 11.30-1.00 – _____ 1.00-2.00 – lunch at Gee's restaurant 2.00-3.30 – _____ 3.30-5.00 – _____
--	---

NOTES: Nelson's is closed on Thursdays. Gee's restaurant is shut on Mondays. The IT Department is busy all morning. Mr. Barber is not free at 2.00. The Finance Director is busy all afternoon. The warehouse shuts at 3.30. The programmer must see Mr. Barber before the Finance Director.

- 1 _____
- 2 _____
- 3 He was having lunch at Nelson's, but now he is having lunch in Gee's.
- 4 _____
- 5 _____

Exercise 4

Review

Look at the information. Then put the verbs into the right tense.

1. BUSINESS SEMINAR 10.00-11.00

Speaker: Mr. AG Wright

- A The talk (start) will start at 10.00.
- B Mr. Wright (give) will be giving his seminar at 10.23
- C The talk (finish) will have finished by 11.15.

2. Itinerary for Miss T. Wilson:

Depart London Heathrow 18.00
Arrive Athens 22.00

- A The plane (take of) _____ at six in the evening.
- B At 19.35, Miss Wilson (travel) _____ to Athens.
- C Miss Wilson (arrive) _____ in Athens by 11.30.

3. Law Finals: *Paper I 10.00-1.00. Paper II 2.00-5.00*

- A The first exam (start) _____ at 10.00.
- B We (have) a break at 1.30.
- C We (finish) _____ by six.

Task 1

Complete these sentences using *was/were going to* or *was/were doing*.

1.1.1.3.1.1

- 1. *I was going to accept a job in Qatar*
...but in the end i decided i probably wouldn't enjoy it.
- 2. _____
...but i couldn't get a flight until the 18th.
- 3. _____
...but in the end we felt it was too expensive.
- 4. _____
...but she was ill, so we had to cancel.
- 5. _____
...but in the end we decided that three was enough.
- 6. _____
...but it was fully booked.

Task 2

Answer the following questions about yourself in 20 years' time.

- 1. Who will you be working for 20 years from now?

- 2. What position will you have in a company?

- 3. What sort of things will you be doing as a part of your job?

4. What will you have achieved by then?

5. What changes will have taken place in your family life?

Task 3

Complete these sentences.

1. I hope that, by the time i am your age,_____
2. This time next week _____
3. There's no point trying to get to the meeting now. By the time you do _____
4. By the way, they've changed the venue for the sales conference. _____
5. This time tomorrow _____.

Task 4

Translate these words and word combinations into Ukrainian.

Fully booked, to demolish the building, law finals, to cancel, itinerary, to accept a job, installation of equipment, open-plan office, warehouse, set-up, to arrive, venue, to put up screens, revised plans, to get a flight, stand-alone PC, to depart, schedule, to resign, to be linked to a network, to pay back the loan, appointment, to attend training course.

Task 5

Find the English equivalents.

Взяти квиток на рейс, відмінити, домовлена зустріч, склад, прибувати, маршрут, автономний ПК, бути підключеним до мережі, погодитись на роботу, немає вільних місць, план/проект, переглянуті плани, зносити будівлю, програма, офіс відкритого плану, відправлятись, встановити перегородку, уходити у відставку, випускні екзамени з права, проходити трейнінг, місце проведення, виплачувати позику, установка обладнання.

Task 6

Translate into English.

1. У вересні ми встановимо нове обладнання, а до початку грудня розпочнемо виробництво.
2. Ми будемо спеціалізуватися на виробництві фруктових соків упродовж літніх місяців.
3. Презентація нової продукції проходитиме в конференц залі з 16.00 до 17.30.
4. Я боюся, що не зможу з тобою зустрітись 22-го, тому що я проходитиму трейнінг в Англії.
5. Ми сплатимо позику банкові до серпня цього року.

6. До кінця місяця ми знесемо старі будівлі і почнемо будівництво нового цеху.
7. На скільки відсотків збільшиться реальний прибуток компанії до кінця бюджетного року?
8. Минулого тижня ми збиралися провести ряд маркетингових досліджень для того, щоб вивчити попит споживачів на нашу продукцію, але перенесли їх на наступний місяць.
9. Я збирався звільнитись і погодитись на роботу в Харкові, але потім передумав тому що було досить важко вирішити багато проблем (*to solve a lot of problems*) з переїздом (*removal*).
10. Менеджери відділу продаж сподіваються, що до кінця цього місяці вже не отримають скарг щодо невчасних поставок (*late deliveries*) та якості товарів.
11. Директор з маркетингу буде проводити семінар з 12.00 до 14.00, тому ваша зустріч відбудеться в 14.30.
12. Яку посаду в компанії ви будете займати (*to hold a position*) років через п'ять?
13. Згідно плану нашої роботи на сьогодні, ми зустрінемося з нашими основними замовниками до 18.00.
14. Інженери протестують нове обладнання на виробничій лінії до того, як ми введемо її в експлуатацію на наступному тижні.
15. Аналітики прогнозують, що економічна ситуація в країні стабілізується до кінця року.

UNIT 15

THE FUTURE (4): POSSIBILITY AND PROBABILITY

Key vocabulary

definitely	➤ очевидно, точно, явно (100%)
probably	➤ ймовірно, напевно (75%)
maybe/ perhaps	➤ можливо, мабуть (50%)
probably won't	➤ напевно не (25%)
definitely won't	➤ очевидно, точно, явно не (0%)
to be + (un) likely	➤ (не) ймовірно
to be + (un) certain	➤ напевно (напевно не)
I'm quite sure that...	➤ Я цілком впевнений, що...
I'm confident that...	➤ Я впевнений, що...
I expect that...	➤ Я сподіваюсь, що...
The chances are that...	➤ Є шанси того, що...
I should think that...	➤ Я вважаю, що...
I shouldn't think that...	➤ Я не думаю, що...
I doubt if...	➤ Я невпевнений, що...
I doubt very much whether...	➤ Я суше сумніваюсь, що...
I'm quite sure that + (won't)...	➤ Я цілком впевнений, що ...
current estimate	➤ поточна оцінка

to get the most votes	➤ отримати більшість голосів
to get on overall majority	➤ отримати повну більшість
entertainment industry	➤ індустрія розваг
applicant	➤ кандидат
tough negotiator	➤ особа, що веде переговори з якою важко домовитись
to attract many customers	➤ приваблювати, залучати багато клієнтів
better terms	➤ кращі умови
consortium	➤ консорціум
extra finance	➤ додаткове фінансування
half-finished	➤ напівзавершений
to relocate	➤ переїжджати
to sign the deal	➤ підписати угоду
to win the contract	➤ заключити договір (угоду)
to deliver	➤ доставляти
take over the control of	➤ брати під контроль
to do military service	➤ проходити військову службу
in the short term	➤ скоро, невдовзі
recovery	➤ підйом економічної активності
to slow down	➤ знижувати темп, уповільнюватись
taxation	➤ оподаткування
to do military service	➤ проходити військову службу
political uncertainty	➤ політична невизначеність

A Definitely, probably, etc.

We often use the words **definitely**, **probably**, and **perhaps/ maybe** to show how probable we think a future event is:

DEGREE OF CHANCE:

100% We **will definitely** increase our turnover next year.

75% The journey **will probably** take about an hour.

50% **Maybe/ perhaps** we **will** get some bigger orders soon.

25% The Financial Director **probably won't** be at the meeting.

0% The shipment **definitely won't** get there on time.

Notice that **won't** normally comes after **probably** and **definitely**.

B likely to, certain to

We can also use the verb **be** + **(un) likely/certain** + infinitive to refer to the future. We use the present tense of the verb **be** and we do not say **will be certain to**. We use **certain to** to refer to things that we think are certain, likely to/ expected to to refer to things that are probable, and **unlikely to** to refer to things that are improbable:

*You'll meet Jane at the sales Conference next week. She is **certain to be** there.*
(She will definitely be there.)

*The final cost of the project **is likely to be** higher than the current estimates.*
 (It probably will be higher.)
*The Bundesbank **is unlikely to lower** interest rates again this year.*
 (It probably won't reduce them.)

C I think, I doubt

There are a number of verbs and other expressions that can show how probable we think a future event is. Here are some common examples:

HIGH PROBABILITY

I'm quite sure that...

I'm confident that...

I expect that...

The chances are that... they will give you a pay rise.

I should think that...

I shouldn't think that...

I doubt if...

I doubt very much whether...

LOW PROBABILITY **I'm quite sure that + (won't)...**

D Modal verbs

We can use **may, might, and could** + bare infinitive to refer to the future:

*I believe that unemployment **may/ might/ could** fall over the coming months.*

(For further information on modal verbs, see Units 23-26.)

Exercise 1

Definitely, probably

Look at the results of an opinion pool asking voters which party they will support at the next election. Complete the sentences about the likely results using *definitely, probably, or maybe + will/ won't*.

LABOUR		49%
LIBERAL DEMOCRATS		21%
CONSERVATIVE		27%
GREEN PARTY		1%

1. The Liberal Democrats will definitely do better than the Green Party.
2. The Labour party _____ get the most votes.
3. _____ the Labour Party _____ get an overall majority.*
4. The Conservatives _____ come second.
5. The Liberal Democrats _____ beat the Conservatives.
6. The Green Party _____ from the next government.

* i.e. More seats in Parliament than all the other parties put together.

Exercise 2

Likely to, certain to

Complete the sentences *with be + certain to, likely to, or unlikely to*.

1. They have very little experience of the entertainment industry, so they are unlikely to win the contract for a national television network.
2. She _____ get the job. She has the experience and the qualifications, and none of the other applicants were any good.
3. I will offer them a 10% discount, but they _____ ask for more because they are sometimes very tough negotiators.
4. Of course the stock market goes up and down, but you _____ lose all your money in such a safe investment.
5. I can give Harriet the message. She _____ be here at some stage tomorrow, because she usually comes in to the office on Thursdays.
6. The consortium _____ need some extra finance for the bridge; they have spent all of their money and the project is only half-finished.
7. We are relocating to a site that is quite close, so most of the staff _____ stay with the company.
8. I have booked a hotel room in London for the 18th, because the dinner _____ finish before 11 p. m., and then it will be too late to get a train back to Liverpool.
9. The new manager _____ make a number of changes in the department; the only question is exactly what those changes will be.

Exercise 3

I think, I doubt

A Arrange the expression in the box in the appropriate columns.

I'm quite sure + (won't)... I'm confident that ... I doubt if ...
I should think that ... The chances are that ... I'm quite sure that ...
I expect that ... I shouldn't think that ... I doubt very much whether ...

definitely	probably	probably not	definitely not
<i>I'm confident that</i>			

B Match the sentences in column A with sentences in column B that have a similar meaning.

A	B
1. I'm quite sure they will sign the deal.	A. They are unlikely to sign the deal.
2. The chances are that we'll win the contract.	B. They definitely won't sign the deal.
3. I doubt very much if they will sign the deal.	C. We probably won't win the contract.
4. We will definitely win the contract.	D. We're very unlikely to win the contract.
5. I should think they will sign the deal.	E. We'll probably win the contract.
6. I'm quite sure they won't sign the deal.	F. We are certain to win the contract.
7. I doubt if we'll win the contract.	G. They are likely to sign the deal.
8. I Doubt very much whether we'll win the contract.	H. They are certain to sign the deal.

Exercise 4

Review

Rewrite the sentences, using the word in brackets in your answer.

- He says we are certain to get the contract.
(confident) He is confident that we will get the contract.
- I shouldn't think that their new store will attract many customers.
(unlikely) _____
- I don't imagine they will give us better terms.
(probably) _____
- I'm likely to be very busy early next week.
(probably) _____
- They are unlikely to deliver the equipment this month.
(think) _____

Task 1

Reply to the following questions about your future in two different ways.

In the next few years, what are chances of ...

- ... working abroad ?
A I should think I'll work abroad in the next few years.
B Perhaps I'll work abroad in the next few years.
- ... changing jobs ?
A _____
B _____
- ... getting rich ?
A _____
B _____

4. ... getting promoted ?

A _____

B _____

5. ... marrying someone English ?

A _____

B _____

6. ... taking over control of your company ?

A _____

B _____

7. ... having to spend some time doing military service ?

A _____

B _____

Task 2

Make predictions about what changes will happen in the next few years.

1. the economy

I should think that the economy will continue to improve in the short term, but the recovery may slow down because of political uncertainty. There will definitely be an election, and taxation is likely to be increased.

2. your company

3. new technologies

4. the countries of the Pacific Rim

Task 3

Translate these words and word combinations into Ukrainian.

Entertainment industry; extra finance; half-finished; tough negotiator; I doubt if...; applicant; to do military service; I should think that...; in the short term; to do military service; taxation; probably; to get the most votes; I expect that...; political uncertainty; to get on overall majority; current estimate; to deliver; I'm confident that...; probably won't; to relocate; I shouldn't think that...; The chances are that...; recovery; to sign the deal; take over the control of; definitely to slow down; better terms; to win the contract; I'm quite sure that...; to be + (un) likely; consortium; I doubt very much whether...; maybe/ perhaps; to attract many customers; definitely won't; I'm quite sure that + (won't)...; to be + (un) certain.

Task 4

Find the English equivalents.

Брати під контроль; приваблювати багато клієнтів; політична невизначеність; оподаткування; підйом економічної активності; заключити договір (угоду); особа; що веде переговори з якою важко домовитись; напевно (75%); невдовзі; уповільнюватись; індустрія розваг; Я впевнений; що...; переїзджати; кращі умови; військова служба; доставляти (товар); мабуть (50%); отримати більшість голосів; поточна оцінка; напевно не (25%); додаткове фінансування; отримати повну більшість; напів-завершений; Я цілком впевнений; що це не...; проходити військову службу; консорціум; кандидат; підписати угоду.

Task 5

Translate into English.

1. Ми значно покращили обслуговування клієнтів і, напевно, скоро будемо отримувати набагато більше замовлень.
2. Я вважаю, що наша доля на ринку значно зросте наступного року.
3. Фінансовий директор, очевидно, буде присутнім на зустрічі.
4. Ти зустрінеш мого колегу в конференсзалі за декілька хвилин. Я впевнений, що він там буде.
5. При оплаті цього рахунку до кінця місяця буде запропонована знижка на п'ять відсотків, проте я не думаю, що цей замовник погодиться. З ним завжди важко домовитись.
6. Загальна вартість проекту буде, ймовірно, вища аніж прогнозована.
7. Я суше сумніваюсь, що вони нам запропонують кращі умови співробітництва.
8. Звичайно, ціни на ринку цінних паперів будуть підвищуватись, але ви не втратите свій капітал, якщо інвестуєте в цей проект.
9. Ти зможеш повідомити наших клієнтів про моє термінове відрядження? Я точно буду в їхньому офісі завтра о 9.00 ранку.
10. Компанії, напевно, буде потрібне додаткове фінансування на будівництво виробничого складу. Вони вже витратили всі кошти, а проект ще не наполовину завершено.
11. Я невпевнений, що ця рекламна компанія допоможе залучити багато нових клієнтів.
12. Є шанси того, що вона отримає цю важливу для неї посаду, адже ніхто з інших кандидатів не має такої високої кваліфікації і досвіду роботи.
13. Ваш секретар зарезервував Вам кімнату готелі? Вечеря може закінчитись після 23.00 і потім Вам буде дуже пізно повертатися в місто на поїзді.
14. Я цілком впевнений, що банк не збирається підвищувати відсотки по вкладам до кінця цього року.
15. Ви сподіваєтесь невдовзі отримати підвищення по службі?

FINAL BUSINESS GRAMMAR & VOCABULARY TESTS

TEST 1

I. Vocabulary

1. If you are offered a new job, will you _____ it?
(a) accept (b) take (c) admit
2. My Brother's salary will depend _____ experience, his qualifications and his to selected tourist projects.
(a) for (b) at (c) on
3. The tourist agencies give financial _____.
(a) assistant (b) assistance (c) assist
4. We apologize _____ not being able to transfer money on time.
(a) in (b) for (c) at
5. I haven't seen your advertisement _____.
(a) somewhere (b) nowhere (c) anywhere
6. _____ him to take the whole consignment.
(a) tell (b) retell (c) speak
7. I didn't pay duty _____ my luggage.
(a) for (b) on (c) at
8. It's not easy to get used _____ this exchange rate.
(a) at (b) to (c) with
9. We confirm this order _____ behalf of our customer.
(a) at (b) on (c) in
10. Our firm is looking forward _____ your further orders.
(a) at (b) to (c) on
11. The general manager was _____ with the employee's enthusiasm.
(a) delightful (b) delighted (c) delight
12. Could you please _____ this article for the annual report?
(a) advise (b) revise (c) devise
13. Our company hopes to take an active part _____ projects.
(a) for (b) in (c) at
14. The foreign exchange market is a central part of international _____.
(a) relations (b) business (c) situation
15. They were all happy because they got a _____ wage increase.
(a) limited (b) economical (c) substantial

II. Grammar

1. Systems for the production and delivery of goods and services _____ always an essential part of civilization.
(a) were (b) is (c) have been
2. The latest franchise _____ in one week.
(a) would open (b) will open (c) has opened

3. _____ going to the automobile exhibition tomorrow.
(a) Their (b) There (c) They're
4. Lloyds _____ in the 17th century.
(a) had started (b) started (c) was starting
5. By this time next year, merchandising _____ greatly improved.
(a) is (b) has been (c) is going to be
6. If this trend continues, the firm _____ even bigger profits.
(a) would make (b) will make (c) has made
7. He _____ the terms of delivery several times.
(a) is repeating (b) has repeated (c) repeats
8. "What did the manager say to you?" "He _____ to prepare a new contract".
(a) said me (b) told (c) told me
9. If they _____ to an agenda, we must postpone the meeting.
(a) have yet agreed (b) still have not agreed (c) already agree
10. The EU _____ competition and congestion as it attempts to liberalize its aviation industry.
(a) is presently facing (b) presently faces (c) has presently faced
11. The organization wants the meeting _____ immediately.
(a) to arrange (b) arranged (c) arrange
12. The analyst predicted that the company would not go bankrupt if it _____ the prices.
(a) raised (b) would raise (c) has raised
13. My salary _____ 5 percent last year.
(a) has increased (b) increased (c) was increasing
14. The income tax _____ again next year.
(a) are raised (b) will be raised (c) is raised
15. My friend wasn't home when I called, but we _____ contact him at his office.
(a) were able to (b) would have (c) could not
16. I thought you _____ to fill in this form.
(a) will be able (b) would be able (c) can
17. I _____ employed with this firm for 10 years now.
(a) am (b) have been (c) was
18. What would you do if someone _____ you a counterfeit dollar?
(a) gives (b) gave (c) will give
19. Economics _____ an important role in the relationships among countries.
(a) play (b) plays (c) is played
20. When you _____ money from your bank account, you will be able to buy this car.
(a) will withdraw (b) withdraw (c) withdrew

TEST 2

I. Vocabulary

1. Our firm has profited from his _____.
(a) employing (b) employment (c) employee

2. Our manager exercised his _____ influence on the company.
(a) dominance (b) dominant (c) dominated
3. It is risky to _____ for huge profits.
(a) speculators (b) speculative (c) speculate
4. Because this product is very delicate, it must be handled with _____.
(a) careful (b) caring (c) care
5. Our firm provides _____ care and life insurance benefits.
(a) healthy (b) healthful (c) health
6. My brother's firm is thinking of _____ their operations into foreign markets.
(a) inflating (b) enhancing (c) expanding
7. Managing in a multinational _____ forces managers to deal with unique challenges.
(a) environmental (b) environment (c) environmentalist
8. Most workers had little _____ in building houses when they were hired.
(a) experiment (b) experience (c) expert
9. Few people are satisfied _____ the service of this company.
(a) on (b) with (c) at
10. Home buyers usually apply to a building society for a _____.
(a) bond (b) share (c) loan
11. He had graduated from the University and applied _____.positions.
(a) to (b) for (c) on
12. Foreign investment is the ownership of _____.abroad.
(a) proposal (b) property (c) propriety several
13. The balance of payments is divided into _____.account and capital account.
(a) currency (b) current (c) currently
14. This country has an absolute advantage _____ the marketing of coffee.
(a) of (b) in (c) at
15. In many countries there is resistance _____ foreign direct investment.
(a) of (b) to (c) in

II. Grammar

1. In the nearest future, the company will not allow its employees _____ overtime.
(a) to work (b) work (c) will work
2. A smart consumer gets his or her phone order _____ in writing.
(a) confirming (b) confirmed (c) confirm
3. If taxes _____ we will need to borrow money.
(a) will go up (b) go up (c) have gone up
5. The manager _____ the production levels every day.
(a) is checking (b) checks (c) has checked
6. The sales meeting _____ in Kiev next week.
(a) was held (b) will be held (c) has been held
7. International business _____ in some sense since prehistory.
(a) existed (b) has existed (c) is existing

8. The Internal Revenue Service _____ home equity loans for many computations.
(a) is used (b) uses (c) use
9. Banks and finance companies _____ years.
(a) are making (b) have been making (c) make
10. Are you really interested in _____ these shares?
(a) buy (b) buying (c) having bought
12. Net sales in the current year _____ 10 percent higher than the previous year.
(a) had been (b) are (c) were
13. We _____ for a new exporter now.
(a) look (b) are looking (c) are being looked
14. The manager is very busy and _____.
(a) so I am (b) so am I (c) nor I am
16. They said they had the equipment _____ yesterday.
(a) ship (b) shipped (c) was shipped
17. As soon as the money _____ invested, the construction will begin.
(a) are (b) is (c) will be
18. Have you borrowed _____ car?
(a) their (b) there (c) they're
19. He _____ buy the ship's cargo if he had the money.
(a) will (b) would (c) would have
20. I am really surprised that their company _____ the contract.
(a) get (b) got (c) had gotten

TEST 3

I. Vocabulary

1. I'd like to offer my apologies _____ not having replied at an earlier date.
(a) at (b) for (c) as
2. The importer _____ the cocoa was high-grade.
(a) told (b) spoke (c) said
3. It is _____ good service.
(a) so (b) such a (c) so a
4. You will _____ the prices on the invoice.
(a) look (b) see (c) watch
5. We haven't _____ customers in this country.
(a) much (b) many (c) some
6. If you have option, do you have _____?
(a) a bill of sale (b) a choice (c) a contract
7. His father _____ him for he realized the interest was more than a _____ fancy.
(a) encouraged - childish (b) berated - sincere (c) helped - mature
8. My father's business is _____.
(a) successful (b) success (c) successfully

9. Fortunately, his report _____ the board of directors.
(a) satisfactory (b) satisfied (c) satisfaction
10. He _____ in foreign trade.
(a) specialization (b) specializes (c) specialist
11. The _____ department keeps a file on each employee.
(a) persons (b) personnel (c) person
12. Financing of this project came from _____ sources.
(a) intern (b) internal (c) internalizing
13. If their marketing team succeeds, they will increase their _____ by 40 percent.
(a) profits (b) expenditures (c) losses
14. If you _____ an error in reviewing the proposal, please bring it to your manager's attention.
(a) come across (b) come on (c) get in
15. They test their cars for safety _____ durability.
(a) nor (b) as well as (c) but
16. Direct foreign investment by business firms represents a form of capital _____.
(a) movement (b) moving (c) move
17. The administration will not install the new security system because it _____ so much.
(a) pays (b) costs (c) buys
18. If you negate a statement, do you _____ it?
(a) value (b) endure (c) deny
19. Safe driving prevents _____ and the awful _____ have caused others pain.
(a) disease - reminder (b) tragedy - remorse (c) accidents - safe
20. The foreign - exchange market is based _____ the economic law of supply and demand.
(a) at (b) of (c) on

II. Grammar

1. I could place a big order for flowers.
(a) wanted (b) want (c) wish
2. I'd _____ the bank manager.
(a) like to phone you (b) you like phone to (c) like you to phone
3. He can't work faster and .
(a) so I can (b) so can't I (c) neither can I
4. He _____ certainly earned more money if he had worked harder.
(a) would (b) would have (c) will
5. Money _____ by the building societies to those who want to buy home.
(a) is lent (b) is lending (c) has lent
6. If the government _____ an import fee, prices will increase.
(a) will impose (b) imposes (c) has imposed

7. Our plant will import much more refrigerators a year if quotas _____ lifted.
(a) will be (b) are (c) be
 8. The package containing the necessary samples _____.
(a) has been sent (b) will send (c) sent
 10. When a firm plants the flag in a new country, it _____ learn local laws, customs, languages.
(a) had to (b) has to (c) didn't have to
 11. Multinational companies must _____ to deal with foreign patterns of economic growth, investment and inflation.
(a) to learn (b) learn (c) will learn
 12. If you ignore the overhead, you _____ your expenses.
(a) will underestimate (b) would underestimate
(c) have underestimated
 13. I would like _____ by cheque.
(a) paying (b) to pay (c) to have paid
 14. If you application form _____ us, we will invite you for an interview.
(a) will suit (b) suits (c) suited
 15. The goods arrived last week, but they _____ only this morning.
(a) are delivered (b) have been delivered (c) had been delivered
 16. If profits _____ to grow at this rate, the company will be able to pay a higher dividend.
(a) continue (b) will continue (c) continued
 17. When the shipment _____, he will dispatch it to the proper department.
(a) will come in (b) comes in (c) is coming in
 18. He will never make his employees _____ on that holiday.
(a) be working (b) work (c) worked
 20. Their monetary unit _____ stronger if they did something about their deficit.
(a) will be (b) would be (c) should be
- If we _____ her foresight, our growth would have been difficult
(a) did not have (b) had (c) had not had
2. You _____ introduce me to the chairperson because we have already met.
(a) must (b) should (c) do not have to

GRAMMAR TEST 4

VARIANT 1

TASK 1

Complete the sentences by putting the verb into the necessary tense form.

1. The security guard _____ (notice) the broken window while he was _____ (walk) round the warehouse.
2. _____ you _____ (manage) to see the Director or _____ he _____ (go) by the time you got there?
3. Could you help me? I _____ (try) to translate this letter from a Spanish client and I _____ (not know) what this word _____ (mean).
4. She _____ (not accept) the job because the salary _____ (be) too low.

5. Their shares _____ (fall) by over 23% and now it's a good time for us to buy them.
6. _____ you ever _____ (work) abroad ?
7. I didn't realize you had moved to Ciba Geigy. How long _____(you/work) for them?
8. He felt very tired at 4.30 because he _____ (work) with his clients all day.
9. I first _____ (meet) Mr. Rodriguez when I _____ (go) round Mexico on a marketing trip.
10. I _____ (can not) get into the office yesterday morning because I _____ (leave) my keys at home.
11. The next order is for a local electronics factory, and now our head designer _____ (have discussions) with them to find out what sort of clothes they require.
12. Last week a number of customers _____ (complain) about slow service.
13. We _____ (spend) a lot on modernizing the factory, and it is now very well equipped.
14. I _____ never _____ (be) to America.
15. We _____ (export) a lot of high technology equipment to Russia since the government relaxed export regulations.
16. They realized that none of their confidential information was safe because someone _____ (supply) their competitors with details of their plans for the last few months.
17. When she _____ (give) her presentation, someone at the back of the room _____ (interrupt) her to ask a question.
18. We couldn't call our new product Mono, because one of our competitors _____ (already/choose) this name.
19. I _____ (work) for "Teletraining". We _____ (make) training videos. At the moment we _____ (make) a training video for British Telecom.
20. I _____ (write) with reference to the order I _____ (place) with you last week.
21. Unemployment is very high here because a lot of factories _____ (shut) down.
22. They _____ already _____ (modernize) the warehouse, but they _____ (not/ decorate) the reception area yet.
23. The price of cigarettes _____ (fall) sharply when Philip Morris started a price war, and it _____ (fall) ever since.
24. She felt that a change of job would be good for her because she _____ (do) well at work by that time.
25. _____ you _____ (see) John this morning?
26. While my PA _____ (finalize) arrangements for my trip to Brazil, the clients _____ ring up) to cancel the visit.
27. I _____ (find out) about the vacancy too late. When my application form arrived, they _____ (appoint) someone.
28. I _____ (know) about the coming price rise for several weeks.
29. We _____ (not/have) any large orders from them for several months.
30. What _____ you _____ (do) here? I thought you _____ (go) to the airport.

TASK 2

Translate the sentences into English.

1. Я ще не бачив проекту нашої угоди.
2. Ми підписали довгострокову угоду з нашими поставниками після того, як провели детальну перевірку якості їх продукції.
3. —Хто подає останні дані про ваших конкурентів на місцевому ринку? — Наш відділ маркетингу. Він часто отримує цю інформацію із обласного відділу торгівлі.
4. Кому ти відсиляєш це повідомлення? — Наш директор з продаж зараз у відрядженні. Він завжди просить інформувати його про денні продажі.
5. Як давно ви шукаєте нову роботу?
6. З ким ви розмовляли по телефону, коли я прийшов?
7. Вони переїхали в новий офіс цього місяця.
8. Які товари ви виробляли впродовж трьох останніх років до того, як встановили нову виробничу лінію?
9. Він щойно повернувся з відрядження.
10. Два наших колеги беруть участь сьогодні в конференції з маркетингу.

GRAMMAR TEST 4 VARIANT 2

TASK 1

Complete the sentences by putting the verb into the necessary tense form.

1. We _____ (do business) with that company a few years ago, but then we _____ (stop) dealing with them.
2. I'm not sure if his trip is going well. I _____ (not/hear) from him since Monday.
3. The lawyers _____ (draw) up the contracts, so we are now ready to go ahead with the deal.
4. _____ you _____ (talk) Peter yet?
5. Because of the recession, many businesses _____ (not/invest) in capital equipment over the last couple of years.
6. The accountant finally discovered why the phone bill was so high. One of the night security guards _____ (phone) his friend in Australia.

7. The auditors _____ (notice) a large unauthorized withdrawal when they _____ (look) through the account.
8. I _____ (be) in computing since the beginning of 1989.
9. By the time he sold off the shares, his original investment _____ (grow) by 83%.
10. I am afraid Mr. Jackson is not available at the moment. He _____ (talk) to a customer on the other phone.
11. When the consultants _____ (finish) their study they _____ (write a report) for the directors, giving a list of recommendations.
12. I _____. (not/speak) to the MD about your proposal yet, but I will soon.
13. I _____ (make) contributions to my pension for the last five years.
14. I _____ (be) with this company for six years.
15. There was a very long delay at the airport. When we finally left, we _____ (wait) for over nine hours.
16. The worker who died _____ (clean) the chemical tank when the accident _____. (happen).
17. He _____ (find) his first few weeks at Ernst & Young very difficult because he _____ (not/study) accountancy before.
18. The latest economic statistics show that at the moment both unemployment and inflation _____ (fall), and that the economy _____ (grow) at an annual rate of 2.6%.
19. I am sorry I _____ (not/be) in touch for so long, but I _____ (be) very busy since I _____ (arrive) here on the 18th.
20. They _____ (not/want) cash or a cheque, so I _____ (pay) by a credit card.
21. _____ you _____ (find) a suitable replacement for Mr. Chamberls, or is the post steel vacant?
22. We _____ (open) six new branches since July.
23. How long _____ you _____ (send) your trainees on management courses?
24. When I left my last job, I _____ (work) there for ten years.
25. She _____ (own) shares in ICI since she started work there.
26. How long _____ you _____ (be) in England? I _____ (be) here since August.
27. One of the removal men _____ (drop) my computer when he _____ (take) it into my office.
28. When I _____ (get back) to the office, I was surprised to hear that the manager _____ (put) someone else in charge of my main project.
29. This month we _____ (receive) a lot of complaints about late deliveries.
30. He _____ (work) with Agrichem in London for a couple of years in the early 90s, then _____ (set) up his own business over here, and he _____ (act) as a distributor of some of our agricultural machinery for the last year or so.

TASK 2

Translate the sentences into English.

1. Ми зустріли Віктора на станції. Він купував білет.
2. Відділ маркетингу ретельно вивчав ціни наших конкурентів з початку року перед тим, як затвердив цінову політику фірми на 2003 рік.
3. Ви вже переклали статтю про нашу продукцію на англійську мову для наших зарубіжних інвесторів?
4. Коли ми прийшли, всі учасники конференції сиділи за столом.
5. Ви часто розмовляєте на англійській мові з зарубіжними партнерами по телефону
6. Скільки років він був головним економістом до того як став директором заводу?
7. На даний момент ми не співробітничает з зарубіжними партнерами.
8. Ми не бачились з тих пір, як закінчили університет.
9. Через глибоку економічну кризу в Україні рівень інфляції зріс на 5% на початку року.
10. Як давно ви керуєте економічним відділом?

Рекомендована література

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