

Міністерство освіти і науки України
Дніпровський державний аграрно-економічний університет



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НАВЧАЛЬНИЙ ПОСІБНИК

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Стасюк Т.В., Резунова О.С. Ділова англійська мова : навчальний посібник. Дніпро : Видавництво ПП Вахмістров О. Є. 2023. 268 с.

Навчальний посібник є частиною навчального комплексу для здобувачів другого (магістерського) рівня вищої освіти за спеціальностями 051 «Економіка», 073 «Менеджмент», 075 «Маркетинг», 281 «Публічне управління та адміністрування», 101 «Екологія», 192 «Будівництво та цивільна інженерія», 208 «Агроінженерія», 181 «Харчові технології», 201 «Агрономія», 206 «Садово-паркове господарство», 211 «Ветеринарна медицина», 212_Ветеринарна гігієна санітарія і експертиза» і включає матеріал, структурований за тематичними блоками. Блоки скомпоновані 5-ма рівнями організації матеріалу. У першому рівні подано словник, розділений тематично і доповнений транскрипцією. Оригінальні й творчо підібрані тексти другого рівня дозволяють розвинути навички сприйняття неадаптованої літератури. У третьому рівні представлено перелік фраз, розділених на підтеми в межах основної теми та діалогів за темою. На цьому етапі студенти знайомляться з оригінальним вживанням словосполучень, стійких висловів і фразових дієслів, на основі фразеології складають власні діалоги. Комплексна система питань четвертого рівня спрямована на розвиток навичок усного мовлення через використання словника, фразеології, текстової інформації, практику міркувань в актуалізованій розмові на задану тему. У п'ятому рівні передбачено повторення теоретичного граматичного матеріалу та його закріплення через комплекс вправ.

ПЕРЕДМОВА

Навчальний посібник є частиною навчально-методичного комплексу підготовки здобувачів другого (магістерського) рівня вищої освіти за спеціальностями 051 «Економіка», 073 «Менеджмент», 075 «Маркетинг», 281 «Публічне управління та адміністрування», 101 «Екологія», 192 «Будівництво та цивільна інженерія», 208 «Агроінженерія», 181 «Харчові технології», 201 «Агрономія», 206 «Садово-паркове господарство», 211 «Ветеринарна медицина», 212 «Ветеринарна гігієна санітарія і експертиза», які вивчають ділову англійську мову в аграрних закладах вищої освіти.

Концепція навчального посібника в цілому передбачає максимальну активізацію різних видів мовленнєвої діяльності: читання, слухання, говоріння та письма. Усі розділи містять багатий мовний матеріал і достатню кількість вправ, спрямованих на формування, розвиток і закріплення умінь і навичок як монологічного, так і діалогічного мовлення, полілогу, перекладу. Ретельний добір мовного матеріалу, активізація лексичної бази, оригінальні англомовні тексти, опрацювання фразового складу, складання діалогів, різноманіття питань для регульованої й нерегульованої бесіди, послідовна схема формування мовленнєвих умінь і навичок – все це забезпечує повноцінне навчання здобувача. Крім того, обсяг мовного матеріалу дає можливість викладачу варіювати завдання й регулювати курс, враховуючи тривалість навчання, рівень знань та індивідуальні особливості здобувачів.

Навчальний посібник є частиною навчального комплексу і включає матеріал, структурований за тематичними блоками. У першому рівні подано словник, розділений тематично і доповнений транскрипцією. Оригінальні й творчо підібрані тексти другого рівня дозволяють розвинути навички сприйняття неадаптованої літератури. У третьому рівні представлено зразки діалогів та перелік фраз, розділених на підтеми в межах основної теми. На цьому етапі студенти знайомляться з оригінальним вживанням словосполучень, стійких висловів і фразових дієслів, на основі фразеології складають власні діалоги. Комплексна система питань четвертого рівня спрямована на розвиток навичок усного мовлення через використання словника, фразеології, текстової інформації, практику міркувань в актуалізованій розмові на задану тему. У п'ятому рівні передбачено повторення теоретичного граматичного матеріалу та його закріплення через комплекс вправ.

ТЕМАТИЧНИЙ ПЛАН ДИСЦИПЛІНИ

TYPE OF ACTIVITY (Тип активності)	LESSON TOPIC AND ITS CONTENT (Тема заняття та її основний зміст)
UNIT 1 1. Vocabulary 2. Reading, translating, discussing. 3. Common phrases. 4. Conversation 5. Grammar	BUSINESS ETIQUETTE OF THE GREETING AND FIRST MEETING. (Етикет ділового спілкування під час знайомства). Name. Personal data. Meeting and greeting people. Acquaintance. Meeting people. Names. The most unfortunate names in Britain. Name. Age. Greeting. Forms of address. Answers to greeting. Farewell. Thanks. Meeting a new team member. Who is who in the office. Simple Tenses (Present, Past , Future)
UNIT 2 1. Vocabulary 2. Reading, translating, discussing. 3. Common phrases. 4. Conversation 5. Grammar	JOB APPLICATION. JOB INTERVIEW. CV WRITING. (Працевлаштування. Співбесіда. Написання резюме). Job application. CV writing. Job interview. Questions to Expect at an Interview. CV writing. Working environment. Discharge. Out of work. Payment. Job vacancy. Job interview. Continious Tenses (Present, Past, Future)
UNIT 3 1. Vocabulary 2. Reading, translating, discussing. 3. Common phrases. 4. Conversation 5. Grammar	ARRANGEMENT OF WORKING PLACE. WORKING ENVIRONMENT. (Облаштування робочого місця. Робоче середовище). Workplace. Stationary. Working environment. Office. Space arrangement in offices. Office buildings. Class A office space. Working environment. Job duties. Working in an office. Changing a meeting time. Perfect Tenses (Present , Past , Future)
UNIT 4 1. Vocabulary 2. Reading, translating, discussing. 3. Common phrases. 4. Conversation 5. Grammar	MODERN COMMUNICATION TECHNOLOGIES IN AGRIBUSINESS. (Сучасні системи комунікацій в агробізнесі) Internet. Telephone. Computer engineering. Telephone etiquette. Computers. Internet and modern life. Netiquette. Telephone. Short answers. Leaving a message. A request from your boss. Perfect Continuous Tenses (Present, Past, Future)

<p>UNIT 5</p> <p>1. Vocabulary 2. Reading, translating, discussing. 3. Common phrases. 4. Conversation 5. Grammar</p>	<p>BUSINESS TRAVEL EXPENSES. MONEY TRANSACTIONS. (Витрати під час ділової поїздки. Операції з грошима).</p> <p>Bank. Money. ATM. Cheque / Check. Bank. Bank account. Automated teller machine. Digital currency. Bank. General, money. Payment. Setting up a bank account. Making a deposit. Transferring money. Making a withdrawal Passive Voice</p>
<p>UNIT 6</p> <p>1. Vocabulary 2. Reading, translating, discussing. 3. Common phrases. 4. Conversation 5. Grammar</p>	<p>BOOKING A HOTEL FOR BUSINESS TRIP. (Бронювання готелю під час ділової подорожі).</p> <p>Hotel, accommodation. Kinds of rooms. Classification according to meals. Arriving, booking, payment. Hotel staff. Amenities & services. In the room. Hotel service. Online hotel reservation. Arriving and departure. Damages and Breakages. Hotel, booking. Checking in. Servicing. Checking out. Booking a hotel. Booking a guest house. Conditionals: zero, first, second, third, mixed.</p>
<p>UNIT 7</p> <p>1. Vocabulary 2. Reading, translating, discussing. 3. Common phrases. 4. Conversation 5. Grammar</p>	<p>BUSINESS CORRESPONDENCE. FORMAL POST AND E-MAIL LETTERS WRITING. (Ділове листування. Написання поштових та електронних ділових листів)</p> <p>Correspondence. General Rules of Business Correspondence. Sender's address. The Date. The Inside Address. Salutation. Body. Complimentary close. The Signature. Language typical for business letters Request formal letter writing. Application email letter writing. Gerund. Infinitive.</p>
<p>UNIT 8</p> <p>1. Vocabulary 2. Reading, translating, discussing. 3. Common phrases. 4. Conversation 5. Grammar</p>	<p>AIRLINE BUSINESS TRAVEL. (Особливості ділових авіаподорожей).</p> <p>Airport. In the airplane. Flight. Tickets, booking tickets. Luggage. Airport. Airliner classes. Seats. Passenger service units. Overhead bins. Airport. Booking tickets. Registration. In the plane. Checking in at the airport. A flight attendant is giving instructions. Modal verbs.</p>
<p>UNIT 9</p> <p>1. Vocabulary 2. Reading, translating, discussing. 3. Common phrases. 4. Conversation 5. Grammar</p>	<p>BUSINESS TRIPS BY RAILWAY. (Особливості ділових подорожей залізницею).</p> <p>Railway station. Train. Tickets. Baggage. Railway station. Train. Tickets. Vagons. Railway station, train, tickets, baggage. Train ticket problem. Problems at the train. Reported speech.</p>

<p>UNIT 10</p> <p>1. Vocabulary</p> <p>2. Reading, translating, discussing.</p> <p>3. Common phrases.</p> <p>4. Conversation</p> <p>5. Grammar</p>	<p>BUSINESS TRAVELING. TIPS ON HOW TO PLAN A BUSINESS TRIP (Ділове відрядження. Поради щодо планування ділових подорожей).</p> <p>Traveling. Transport for travelling. Places to visit. Business trips.</p> <p>Traveling. Business trips. MICE tourism. Top tips on how to plan a business trip</p> <p>Packing. Seeing off. Sightseeing.</p> <p>Giving directions. Asking for information-at-a-tourist-office</p> <p>Complex subject</p>
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UNIT 1: BUSINESS ETIQUETTE OF THE GREETING AND FIRST MEETING



VOCABULARY	Name. Personal data. Meeting and greeting people.
READING, TRANSLATING, DISCUSSING.	Acquaintance. Meeting people. Names. The most unfortunate names in Britain.
COMMON PHRASES.	Name. Age. Greeting. Forms of address. Saying “ Good bye”. Thanks. Personal information.
CONVERSATION	Meeting a new team member. Who is who in the office.
GRAMMAR	Simple Tenses (Present, Past , Future)

VOCABULARY

NAMES. PERSONAL DATA. MEETING AND GREETING PEOPLE		
name	ім'я	[neɪm]
surname	прізвище	[ˈsɜːneɪm]
last name	прізвище	[lɑːst neɪm]
first name	ім'я без прізвища	[fɜːst neɪm]
initials	ініціали	[ɪˈnɪʃ.əl]
patronymic	по батькові	[ˌpætrəˈnɪmɪk]
title	звернення	[ˈtaɪtl]
age	вік	[eɪdʒ]
sex	стать	[seks]
male / female	чоловіча / жіноча	[meɪl / ˈfiːmeɪl]
marital status	сімейний статус	[ˈmæri.təl ˈsteɪtəs]
married	одружений	[ˈmæɪd]
single	неодружений	[ˈsɪŋɡl]
divorced	розлучений	[dɪˈvɔːst]
widow / widower	вдова / вдівець	[ˈwɪd.əʊ ˈwɪd.əʊ.ər]
data of birth	дата народження	[ˈdeɪtə əv bɜːθ]
country of birth	країна народження	[ˈkʌntri əv bɜːθ]
birth place	місце народження	[bɜːθ pleɪs]
village, town or city of birth	село, селище чи місто народження	[ˈvɪlɪdʒ, taʊn ɔː(r) ˈsɪti əv bɜːθ]
nationality	національність	[ˌnæʃ.ənˈæɪ.ə.ti]
citizenship	громадянство	[ˈsɪt.ɪ.zən.ʃɪp]
identification card, ID-card	ідентифікаційна картка	[aɪˌden.tɪ.fɪˈkeɪ.ʃən kɑːd,]
insurance number	номер страхового полісу	[ɪnˈʃʊərəns ˈnʌmbə(r)]
travel document	проїзний документ	[ˈtrævl ˈdɒkjumənt]
date of issue	дата видачі	[deɪt əv ˈɪʃuː]
expiry date	дата закінчення дії	[ɪkˈspaɪə.ri deɪt]
postcode	поштовий код	[ˈpəʊst.kəʊd]
telephone number	номер телефона	[ˈtelɪfəʊn ˈnʌmbə(r)]
mobile phone number	номер мобільного телефона	[ˈməʊbaɪl fəʊn ˈnʌmbə(r)]
e-mail address	електронна адреса	[ˈiːmeɪl əˈdres]
language of communication	мова спілкування	[ˈlæŋgwɪdʒ əv kəˌmjuːnɪˈkeɪʃn]
occupation	професія	[ˌɒk.jʊˈpeɪ.ʃən]
present position	посада	[ˈpreznt pəˈzɪʃn]
employer	роботодавець	[ɪmˈplɔɪə(r)]
permanent (registered) address	адреса реєстрації	[ˈpɜːmənənt (ˈredʒ.ɪ.stəd) əˈdres]
current address	адреса проживання	[ˈkʌrənt əˈdres]
greeting	привітання	[ˈgriː.tɪŋ]
authorized	авторизований	[ˈɔː.θə.aɪz]
signature	підпис	[ˈsɪgnətʃə(r)]
relative	родич	[ˈrelətɪv]
cousin	двоюридний брат чи сестра	[ˈkʌzən]
sibling	рідний брат або сестра	[ˈsɪb.lɪŋ]
education	освіта	[ˌedʒuˈkeɪʃn]
qualification	кваліфікація	[ˌkwɒlɪfɪˈkeɪʃn]
work experience	досвід роботи	[wɜːk ɪkˈspɪəriəns]

TASK 1.1. MATCH A WORD (PHRASE) (1-12) AND PICTURES (a-l).

- | | | | |
|------------|------------------|--------------------|---------------|
| 1) address | 2) title | 3) travel document | 4) patronymic |
| 5) sex | 6) nationality | 7) marital status | 8) name |
| 9) age | 10) phone number | 11) greeting | 12) postcode |

<p>a)</p> 	<p>b)</p> 	<p>c)</p> <p>SW1A 2AA</p> 
<p>d)</p> <p>Serhiivha Bohdanivna Petrivna Semenovych</p>	<p>e)</p> 	<p>f)</p> <p>British Ukrainian American German</p>
<p>g)</p> <p><i>Mister</i> <i>Miss</i> <i>Professor</i></p>	<p>h)</p> 	<p>i)</p> <p>Hello How do you do? Hey! How's it going? Howdy! What's new? Morning! What's up?</p>
<p>j)</p> 	<p>k)</p> 	<p>l)</p> 



TASK 1.2. MATCH THE WORDS IN THE LEFT COLUMN WITH THEIR DEFINITIONS IN THE WRITE ONE.

1) <i>address</i>	a) having a wife or husband
2) <i>citizenship</i>	b) a group of people who are related to each other, such as a mother, a father, and their children
3) <i>divorced</i>	c) a word that is used before someone's name, stating their social rank, qualifications, position in an organization, sex, etc.
4) <i>education</i>	d) used to refer to men or boys
5) <i>e-mail</i>	e) the state of being either male or female
6) <i>family</i>	f) the first letter of a name, especially when used to represent the whole name
7) <i>female</i>	g) a place where someone lives
8) <i>greeting</i>	h) an official document provided by the government of a particular country
9) <i>initial</i>	i) not married
10) <i>male</i>	j) married in the past but not now married
11) <i>married</i>	k) a job, especially one that is important
12) <i>nationality</i>	l) a short series of letters and numbers that is part of an address
13) <i>passport</i>	m) a device for speaking to someone in another place by means of electrical signals
14) <i>position</i>	n) something friendly or polite that you say or do when you meet or welcome someone
15) <i>postcode</i>	o) the process of teaching or learning in a school or university
16) <i>sex</i>	p) the state of being a member of a particular country and having rights because of it
17) <i>single</i>	q) your last name
18) <i>surname</i>	r) being a citizen of a particular nation
19) <i>telephone</i>	s) belonging or relating to women
20) <i>title</i>	t) a message sent from one person to another by computer



TASK 1.3. READ THE TEXTS



NAMES

The two or more initials standing before a foreign name do not always denote the name and patronymic as in Ukraine. In Western Europe and America people may have more than one name and the number of names may vary. As a rule, the first of these names is chosen from the numerous generally recognized names such as *John, Mary*, etc. The second name (known as the middle name) is often not a name from the point of view of the Ukrainian language. The middle name may be a conventional name, or the mother's maiden name, the surname of any person honoured in the family, the child's godparent's name. The middle name may also be any word, even the combination of sounds having no meaning whatsoever, but which, for some reason, appealed to the parents. In the United States, as a rule, the Christian name is written out in full, while the middle name is abbreviated or not written at all. Therefore when meeting person one might ask, "What is your middle name?" The last link in the chain of names is the surname.

THE MOST UNFORTUNATE NAMES IN BRITAIN



A website in Britain has just released a study into the strange names some people have. TheBabyWebsite.com created a list called 'The Most Unfortunate Names in Britain'. Some of the names have been with people from birth; others got the names after they married. The bizarre, unlucky names include Barb Dwyer, Hazel Nutt, Jo King, Justin Case, Barry Cade and Mary Christmas. A spokesperson for the website gave one reason for why people have these names, saying: "When the parents of some of those people named their children, many probably didn't even realise the implications at the time." He added: "Parents really do need to think carefully though when choosing names for their children." The list is a wake-up call for today's parents to think more carefully about the names they give to their children. It is very common to name babies after pop stars and actors. Popular names for children today include Miley, Britney and Brad. TheBabyWebsite explained how difficult life must be with a strange name: "There must be tremendous embarrassment every time they have to introduce themselves to anyone, especially to a crowd. Even their teachers must have had to hold back their smiles sometimes." Americans also have some curious names, such as Carrie Oakey and Bill Board. We found the best married-couple names on the BBC's website; Mr and Mrs Mee – Rob's a banker and Sue's a lawyer.



TASK 1.4. MARK THE SENTENCES T (TRUE) OR F (FALSE).

1. The initials standing before a foreign name always denote the name and patronymic.
2. In America people always have two names.
3. The middle name is often not a name from the point of view of the Ukrainian language.
4. The middle name is always the mother's maiden name.
5. The middle name may be a word that doesn't have any meaning.
6. The middle name may be an honoured surname of the family member.
7. In Western Europe the Christian name is written out in full.
8. People in Britain have the strangest names in the world.
9. People were either born with strange names or married into them.
10. Hazel Nutt and Mary Christmas are lucky names.
11. One woman in a report was named Barbed Wire.
12. A spokesperson gave many reasons for why people have strange names.
13. Parents don't always choose adequate names for their children.
14. The report says parents need to think more carefully about names.
15. The article says parents who wake up early choose better names.
16. Lots of people name their children after movie stars and singers.
17. Britney and Brad are popular names for children nowadays.
18. People who have strange names are embarrassed every time they have to introduce themselves to anyone.
19. The report suggested teachers have to try not to smile at some names.
20. The banker Rob Mee and the lawyer Sue Mee are married.



TASK 1.5. ANSWER THE FOLLOWING QUESTIONS.

1. May the people in America have more than one name?
2. What is the first of these names chosen from?
3. What is the synonym for the word combination *middle name*?
4. What may the middle name be?
5. Is the middle name always written out in full?
6. What is the last link in the chain of names?

7. What kind of study has a website in Britain just released?
8. Did all the parents realise the implications at the time when named their children?
9. What do the parents need to do when choosing names for their children?
10. What are popular names for children today?



TASK 1.6. COMPLETE THE TEXT WITH THE WORDS FROM THE TABLE.

<i>a) reason</i>	<i>b) strange</i>	<i>c) initials</i>	<i>d) combination</i>	<i>e) choosing</i>
<i>f) curious</i>	<i>g) middle</i>	<i>h) surname</i>	<i>i) honoured</i>	<i>j) vary</i>
<i>k) Christian</i>	<i>l) godparent'</i>	<i>m) smiles</i>	<i>n) unlucky</i>	<i>o) recognized</i>

1. The two or more standing before a foreign name do not always denote the name and patronymic.
2. In Western Europe the number of names may
3. The name is often not a name from the point of view of the Ukrainian language.
4. The first is chosen from the numerous generallynames such as John, Mary, etc.
5. The middle name may be the child's name.
6. The middle name may the surname of any person in the family.
7. The middle name may be the of sounds having no meaning.
8. In the United States, as a rule, the name is written out in full
9. The last link in the chain of names is the
10. A website in Britain has just released a study into the names some people have.
11. The names include Jo King, Justin Case, Barry Cade and Mary Christmas.
12. A spokesperson for the website gave one for why people have these names.
13. Parents really do need to think carefully though when names for their children.
14. Sometimes teachers must hold back their when they listen to students names.
15. Americans also have some names, such as Carrie Oakey and Bill Board.

TASK 2. 1. STUDY THE PHRASES

NAME	
What is your name?	Як вас звати?
My name is...	Мене звать ...
What is your surname (last name) ?	Яке у вас прізвище?
My surname (last name) is...	Моє прізвище ...
How do you spell your surname?	Як пишеться Ваше прізвище?
Let me introduce myself.	Дозвольте представитися.
Meet my friend, Mr. Smith!	Познайомтеся з моїм другом, містером Смітом.
AGE	
How old are you?	Скільки вам років?
I am twenty.	Мені двадцять років.
When were you born?	Коли ви народилися?
I was born on the 15th of May, 1995.	Я народився 15 травня 1995 року.
GREETING	
Hello! Hi!	Привіт!
Good morning!	Доброго ранку!
Good afternoon!	Добрий день!
Good evening!	Добрий вечір!
How do you do!	Вітаю!
How are you?	Як поживаєте?
I am quite well, thank you!	Почуваюся добре, дякую Вам!
I am all right. Thank you.	Дуже добре. Дякую
So-so.	Так собі.
I had a bad period, but now it's OK.	Був важкий період, але зараз – все добре!
Thanks for asking, I'm fine, how are you?	Дякую, я в порядку, а у Вас як справи?
How are you doing? It's good to see you!	Як поживаєте? Радий Вас бачити!
Have we met before?	Ми зустрічалися з Вами раніше?
I think we've already met.	Думаю, ми вже зустрічалися.
What a good thing I have met you!	Як добре, що я вас зустрів!
You are the very man I wanted to see.	Ти якраз той, кого я хотів бачити.
I am pleased to have met with you.	Я щасливий, що зустрівся з вами.
You are welcome! / Welcome!	Ласкаво просимо!
Is it your first time at the conference/workshop?	Ви перший раз на конференції/тренінгу?
FORMS OF ADDRESS	
Excuse me, but ...	Перепрошую, але ...
Ladies and Gentlemen!	Пані та панове!
I beg your pardon.	Дуже прошу вас вибачити мені!
Just a moment, Tom!	Одну хвилиночку, Томе!
SAYING "GOOD BYE"	
Good bye! / Bye-Bye!	До побачення!
So long! See you later!	Бувай! Побачимося!
See you next week!	Побачимося наступного тижня!
Till tomorrow!	До завтра!
Hope to see you again!	Сподіваюся, ще побачимося!
Have a nice trip!	Вдалої поїздки!
THANKS	
Thank you.	Дякую.
Thank you very much / Thank you so much	Щиро дякую.
PERSONAL INFORMATION	
What do you do? / What are you?	Чим Ви займаєтеся?
Where are you from? I'm from Italy.	Звідки Ви? Я родом з Італії.
Where do you live? I live in London.	Де Ви живете? Я живу в Лондоні.
Could you tell me your phone number, please?	Не могли б Ви сказати Ваш номер телефону, будь ласка?
What's your email address?	Яка у Вас електронна адреса?
Are you married?	Ви одружені (заміжня)?

TASK 2.2. STUDY THE FOLLOWING CONVERSATIONS

Conversation 1. MEETING A NEW TEAM MEMBER.

(You can listen to the conversation by using the following link:
<https://learnenglish.britishcouncil.org/skills/listening/a1-listening/meeting-a-new-team-member>)



Peter: Hi, my name's Peter. What's your name?

Carla: Hi, Peter. I'm Carla. I'm new here.

Peter: Welcome to the company, Carla.

Carla: Thanks, Peter. I'm happy to be here and it's nice to meet you.

Peter: It's nice to meet you too.

Carla: Where do you work?

Peter: I work in the design team. We sit over there.

Carla: I'm in the marketing team. I started last week.

Peter: You work in marketing? That's very interesting.

Carla: Yes, it is. I'm enjoying it. But there are a lot of new things to learn.

Peter: I'm sure there are. I'm happy to help you if I can.

Carla: Thank you, Peter. What do you do in the design department?

Peter: I design new products.

Carla: That sounds interesting. I plan marketing events for new products. So I think we'll work together sometimes.

Peter: That would be great. So, where are you from, Carla?

Carla: Brazil. And you?

Peter: I'm from the UK.

Carla: How long have you been here?

Peter: I've worked here for three years but I actually moved here from the UK five years ago, to study.

Conversation 2. WHO IS WHO IN THE OFFICE (You can listen to the conversation by using the following link: <https://learnenglish.britishcouncil.org/skills/listening/a2-listening/whos-who-in-the-office>)



Jani: Welcome to the department, Yuki. Let me show you around and tell you about your new colleagues. I'll introduce you to them all later.

Yuki: Great. Thanks. So, who are those people over there?

Jani: That's the order management team. Luciana deals with the new orders. She's the one with short, dark hair.

Yuki: In the purple dress?

Jani: Yeah, that's right. You'll probably work closely with her while you are learning about our ordering process.

Yuki: Got it, thanks. And who's that over there? The guy who's on the phone?

Jani: Oh, you mean the one by the window? In the green shirt? Ah, that's Ian. He's the marketing director. And that's Maria beside him. She's responsible for the internal IT systems.

Yuki: OK, I'll try to remember all of this. I should probably be taking notes!

Jani: Don't worry about it. For now it's just good to put some faces to names.

Yuki: OK, great – and who do I talk to about setting up my mobile phone with email access? Is that also Maria?

Jani: No, you need to talk to Sebastian who works in communications. He can help you. That's him over there, next to the printer.

Yuki: Thanks. I'll introduce myself to him later.

TASK 2.3. USE INFORMATION FROM TASK 2.1 AND 2.2 TO MAKE YOUR OWN CONVERSATION (It should include not less than 20 phrases)

1. A	
2. B	
3. A	
4. B	
5. A	
6. B	
7. A	
8. B	
9. A	
10. B	
11. A	
12. B	
13. A	
14. B	
15. A	
16. B	
17. A	
18. B	
19. A	
20. B	

TASK 3. ANSWER THE QUESTIONS.

1	What is your name? What is your last name?
2	Spell your name, please. How many letters are there in your name?
3	What do you do? Where do you work / study?
4	Where do you live? What is your home address?
5	Where is your birth place? What country & city?
6	What is your phone number?
7	What is your E-mail address?
8	What's your nationality?
9	What is your birth date? How old are you?
10	What is your marital status? Who do you live with?
11	Do you live in a house or in apartment?
12	Do you like traveling? What countries have you visited?
13	What are your hobbies? What do you do in your free time?
14	Do you like reading? Why? \ Why not?
15	What's your favorite sport? Why?
16	Do you have any bad habits? Why?
17	Do you enjoy meeting new people?
18	Where are some good places to meet people?
19	Why do you learn English?
20	What languages do you speak?
21	What is something you do well?
22	What is something you do not do well?
23	What are your plans for future 10 years?
24	Describe yourself using only five words.
25	What makes you happy?

TASK 4.1. STUDY THE GRAMMAR THEORY

SIMPLE TENSES (ПРОСТІ ЧАСИ)

PRESENT SIMPLE (INDEFINITE) TENSE



(Теперішній простий (неозначений) час)



Стверджувальне речення

Стверджувальне речення в **Present Simple (Present Indefinite)** утворюється за допомогою підмета (хто? що?) та присудка (здебільшого він виражається смисловим дієсловом в першій формі).

I study French. – Я вчу французьку мову.

Якщо підмет виражений іменником або займенником в третій особі однини, тоді до дієслова додається закінчення **-s** або **-es**.

She speaks English. – Вона розмовляє англійською.



Заперечне речення

Заперечне речення в **Present Simple** утворюється за допомогою допоміжного дієслова **do** або **does** (з підметом, вираженим третьою особою однини (**he, she, it**)), з заперечною часткою **not (do not=don't, does not=doesn't)**, що ставиться після підмета. Після допоміжних дієслів вживається смислове в формі інфінітиву без частки **to**.

I do not speak English. – Я не розмовляю англійською.

She does not speak English. – Вона не розмовляє англійською.



Питальне речення

Питальне речення (загальне питання) в **Present Simple** утворюється за допомогою допоміжного дієслова **do (does)**, що стоїть перед підметом. Після підмета йде смислове дієслово в першій формі.

Do you speak English? – Ти розмовляєш англійською?

Does he play the guitar? – Він грає на гітарі?

Спеціальне питання в **Present Simple** утворюється за допомогою необхідного **питального слова** або фрази, що ставиться на початок речення. Подальший порядок слів такий самий, як і в загальному питанні з **Present Simple**.

Why do you speak English? – Чому ти розмовляєш англійською?

Where does she play the violin? – Де вона грає на скрипці?

Використання Present Simple

1) Використовується для вираження певного факту або інформації, що не зв'язані з певним часовим проміжком, а є актуальними загалом. Часто це чийсь звички або вподобання.

He likes to be in the focus of attention. – Йому подобається бути в центрі уваги.

2) Використовується для опису загальновідомих істин, наукових фактів, явищ природи, того, що за думкою мовця завжди є незмінним.

The Earth revolves around the Sun. – Земля обертається навколо Сонця.

3) Використовується для вираження дій, що регулярно відбуваються або часто повторюються. Часто це звички або щоденний розклад людини.

I wake up at 6:15 a.m. – Я прокидаюсь о 6:15 ранку (регулярно, кожного дня).

4) Використовується для вираження розкладу чогось (потягів, автобусів, телепрограм тощо), а також певної чіткої домовленості про зустріч (побачення, збори, візит до лікаря), навіть якщо мається на увазі виконання дії в майбутньому часі.

The train leaves at 7 o'clock. – Потяг відправляється о сьомій годині.

5) Використовується для зображення або опису послідовних дій, що відбуваються в цей момент, наприклад, в спортивних оглядах, коментування новин, матчів, переказі історій тощо.

Fewhard advances the puck and freezes it. – Ф'югард веде шайбу та затримує її в своїй зоні.

Маркери часу

always – завжди

often – часто

usually – звичайно

regularly – постійно, регулярно

from time to time – час від часу

sometimes – інколи

seldom – зрідка, подеколи

rarely – рідко

never – ніколи

every day (month, year) – кожного дня (тижня, року)

at 7 o'clock – о 7-й годині (в розкладах)

three times a week – три рази (тричі) на тиждень

on Mondays – щопонеділка

PAST SIMPLE TENSE

(Минулий простий час)



Стверджувальне речення

Past Simple (Past Indefinite) утворюється за допомогою використання форми минулого часу смислового дієслова. Якщо дія виражена **правильним** дієсловом, то його форма минулого часу утворюється за допомогою додавання закінчення **-ed** до його словникової форми. Якщо вживається **неправильне** дієслово, тоді використовується його друга форма з таблиці неправильних дієслів (Див. Додаток 1).

*She **worked** abroad.* – Вона працювала за кордоном.

*Harry **wrote** a lot of books.* – Гаррі написав багато книг.



Заперечне речення

Заперечення в **Past Simple** утворюється за допомогою допоміжного дієслова **did** та заперечної частки **not (did not = didn't)**, що стоять після підмета та перед смисловим дієсловом. **Did** вживається для всіх осіб однини та множини.

*She **did not work** abroad.* – Вона не працювала за кордоном.

Питальне речення



Загальне питання в **Past Simple** утворюється за допомогою допоміжного дієслова **did**, що ставиться на початку речення перед підметом.

Did she work abroad? – Вона працювала за кордоном?

Спеціальне питання в **Past Simple** утворюється за допомогою питального слова або фрази, що ставиться на початок речення перед допоміжним дієсловом. Подальший порядок слів такий самий, як і в загальному питанні для **Past Simple**.

Where did she work? – Де вона працювала?

Використання Past Simple

1) Використовується для вираження нетривалих дій у минулому, як правило із зазначенням часу, коли дія відбулася.

She worked abroad 2 years ago. – Вона працювала за кордоном два роки тому.

2) Використовується для вираження дій, що завершилися в минулому та не мають відношення (видимих результатів) у теперішньому.

He was a famous singer. – Він був відомим співаком. (Він більше не співає)

3) Вживається для перерахування декількох дій у минулому, що відбувалися послідовно, одна за одною.

I woke up, washed my face and brushed my teeth. – Я прокинувся, умився та почистив зуби.

Маркери часу

yesterday – вчора

the day before yesterday – позавчора

the other day – на днях

last week (month, year, century) – минулого тижня (місяця, року, століття)

an hour ago – годину тому назад

two weeks ago – два тижня назад

in 1992 – в 1992 році

at 6 o'clock – в 6 годин

FUTURE SIMPLE TENSE

(Майбутній простий час)



Стверджувальне речення

Future Simple (Future Indefinite) утворюється за допомогою допоміжного дієслова **will** або **shall** (will або shall='ll) та форми простого інфінітиву без частки **to**.

Will в сучасній англійській мові вживається для всіх осіб однини та множини. **Shall** використовується з першою особою **I, We**, але його використання зараз вважається застарілим. **Shall** ще можна зустріти в газетах, старих або офіційних текстах, в художній літературі.

I will go for a walk tomorrow. – Завтра я піду на прогулянку.



Заперечне речення

В заперечних реченнях в **Future Simple** додається заперечна частка **not** після допоміжного дієслова **will** або **shall** (*will not = won't, shall not = shan't*). Загальний порядок слів у реченні не змінюється.

I will not go for a walk tomorrow. – Я не піду завтра на прогулянку.



Питальне речення

Утворення загального питання в **Future Simple** відбувається шляхом винесення допоміжного дієслова **will** або **shall** на початок речення перед підметом.

Will I go for a walk tomorrow? – Я піду завтра на прогулянку?

Спеціальне питання в **Future Simple** твориться за допомогою питального слова або фрази, що ставиться в самий початок речення. Подальший порядок слів такий самий, як і в загальному питанні для **Future Simple** (**will** + підмет + інфінітив).

Where will I go tomorrow? – Куди я піду завтра?

Використання Future Simple

1) Використовується для описання поодиноких, повторюваних або послідовних дій у майбутньому.

*They **will go** to the cinema, **buy** some snacks, and **watch** good movie next Monday. – Наступного понеділка вони підуть у кіно, придбають щось перекусити та будуть дивитися хороший фільм.*

2) Використовується для вираження припущень або здогадок про майбутні дії або події. В такому випадку **Future Simple** часто використовується в складних реченнях, де перша частина виражена дієсловом в Present Simple: **think** (думати, вважати), **believe** (вірити), **expect** (очікувати), **be afraid** (боятися), **be sure** (бути впевненим) або ж прислівниками: **probably** (можливо), **perhaps** (мабуть), **certainly** (безумовно, точно) тощо.

*I think he **will win** this competition. – Я думаю, він виграє це змагання.*

3) Використовується для вираження обіцянок, описання чийось сподівань та надій щодо майбутнього. Часто цей час у реченні використовується зі словами: **promise** (обіцяти), **swear** (клястися), **guarantee** (гарантувати), **hope** (сподіватися), **threat** (погрожувати), **warn** (попереджати), **request** (прохати, робити запит), **offer** (пропонувати).

*I promise we **will go** to the seaside next year. – Я обіцяю, що ми поїдемо на море наступного року.*

4) Використовується для вираження того, що неодмінно здійсниться в майбутньому, і на що ми не можемо вплинути.

*The great storm **will be** tomorrow. – Завтра буде сильний шторм.*

5) Виражає спонтанні, миттєві рішення або дії, які не були заплановані заздалегідь, а тільки-но спали на думку.

*I **will take** this dress. – Я візьму цю сукню. (незапланована покупка в магазині)*

Маркери часу

tomorrow – завтра

the day after tomorrow – післязавтра

tonight – сьогодні ввечері

soon – скоро

as soon as – як тільки

later – пізніше

next week (month, year, century) – наступного тижня (місяця, року, століття)

in a week (month) – через тиждень (місяць)

in three year(two days) – через три роки (два дні)

УЗАГАЛЬНЕННЯ

INDEFINITE – ACTIVE (Неозначений час в активі)

	СТВЕРДЖУВАЛЬНА	ПИТАЛЬНА	ЗАПЕРЕЧНА	МАРКЕРИ
ТЕПЕРІШНІЙ	I We } You } work They } He } She } works It }	Do { I } we } you } work they } Does { he } she } it }	I We } You } do They } } not work He } She } does It }	always - завжди usually - зазвичай often - часто sometimes - іноді seldom - рідко rarely - рідко never - ніколи everyday - щодня every week - щотижня every month - щомісяця every year - щороку on Mondays - по понеділках at weekends - у вихідні from time to time - час від часу every other day - через день
МИНУЛИЙ	I We } You } worked They } He } She } It }	Did { I } we } you } work they } he } she } it }	I We } You } did not work They } He } She } It }	yesterday - вчора the day before yesterday - позавчора two hours (days) ago – 2 години (дні) тому two hours (days) later – 2 години (дні) по тому in 1999 - у 1999 році last week - минулого тижня last month - минулого місяця last year - минулого року once upon a time - якось at that time - тоді long ago - давним давно
МАЙБУТНІЙ	I We } You } will work They } He } She } It }	Did { I } we } you } work they } he } she } it }	I We } You } will not work They } He } She } It }	tomorrow - завтра the day after tomorrow - післязавтра in 2030 - у 2030 році soon - скоро in two hours - через дві години in two days - через два дні next week - наступного тижня next month - наступного місяця next year - наступного року

PRACTICE



Task 4.2. Complete the sentences with the correct form of the verb or axillary verb in Present Simple. Put the letter a, b or c.

1. I usually _____ library on Saturday.

- a) *visits* b) *visited* c) *visit*

2. There _____ 30 students in our group now.

- a) *were* b) *was* c) *are*

3. I can _____ English very well.

- a) *spoke* b) *speaks* c) *speak*

4. Do you _____ to university? Yes, I _____.

- a) *go, did* b) *go, do* c) *to go, do*

5. We _____ how to use Moodle platform every day.

- a) *learned* b) *learn* c) *learns*

6. Nick _____ to work every day.

- a) *goes* b) *went* c) *go*

7. Jane _____ meat. She is vegetarian.

- a) *didn't...eat* b) *won't ... eat* c) *doesn't... eat*

8. I usually _____ my parents in the evening.

- a) *helped* b) *helps* c) *help*

9. I _____ pizza very much.

- a) *likes* b) *is like* c) *like*

10. The banks _____ on Sundays.

- a) *doesn't open* b) *don't open* c) *not open*

Task 4.3. Complete the sentences with the correct form of the verb in Past Simple. Put the letter a, b or c.

11. _____ they _____ to the conference with us last month?

- a) *did go* b) *will go* c) *do go*

12. I _____ to my friend's place yesterday.

- a) *goed* b) *went* c) *goes*

13. He _____ his holidays in America last summer.

- a) *spend* b) *spended* c) *spent*

14. My book _____ on the table yesterday, but it isn't there now.

- a) *was* b) *were* c) *are*

15. She _____ us about her job last Monday.

- a) *told* b) *tell* c) *did tell*

16. Where _____ you last week?

- a) *are* b) *did* c) *were*

17. My friend _____ lectures last week.

- a) *did attend* b) *attended* c) *isn't*

18. Alex _____ some years ago.

- a) *didn't worked* b) *didn't work* c) *doesn't work*

19. _____ you Jody's new dog yesterday?

- a) *Are see* b) *Did see* c) *Do see*

20. The two cousins _____ at the airport for the first time 2 hours ago.

- a) *met* b) *meet* c) *meeted*

Task 4.4. Complete the sentences with the correct form of the verb in Future Simple. Put the letter a, b or c.

21. He _____ on time.

- a) *will arrive* b) *is arrive* c) *arrive*

22. _____ your folks _____ before Tuesday?

- a) *Will leaving* b) *Will leave* c) *Leaves*

23. We _____ there until after dark.

- a) *will got* b) *won't get* c) *will'nt get*

24. We _____ what your father says.

- a) *will see* b) *will to see* c) *will seeing*

25. I don't think I _____ swimming today.

- a) *'ll go* b) *go* c) *goes*

26. It _____ tomorrow.

- a) *will snow* b) *snows* c) *be snowing*

27. We _____ until we get there.

- a) *won't knowing* b) *won't have know* c) *won't know*

28. I _____ back before Friday.

- a) *'ll be* b) *will* c) *am being*

29. _____ you _____ to the cafe on Saturday?

- a) *will go* b) *will be* c) *will have*

30. I'm going to the grocery store. I think _____ buy a turkey.

- a) *I've* b) *I'll* c) *I'd*

Task 4.5. Choose correct form of the verb in Present Simple, Past Simple or Future Simple.

31. _____ the colleagues _____ to the meeting with us next month?

- a) *Did... go* b) *Will... go* c) *Do... go*

32. My family _____ me yesterday.

- a) *visited* b) *visits* c) *will visit*

33. My cousin _____ his holidays in Spain every summer.

- a) *spend* b) *spended* c) *spends*

34. My laptope _____ on the desk yesterday, but it isn't there now.

- a) *was* b) *were* c) *are*

35. They _____ their plans for next weekend 3 days ago.

- a) *discuss* b) *discussed* c) *will discuss*

36. Where _____ he last lesson?

- a) *was* b) *did* c) *were*

37. My friend _____ lectures next week.

- a) *did not attend* b) *will not attend* c) *does not attend*

38. Serhii _____ in our company some years ago.

- a) *didn't worked* b) *did worked* c) *worked*

39. _____ you Jackson's new car yesterday?

- a) *Are see* b) *Did see* c) *Do see*

40. Train _____ to the station 20 minutes ago.

- a) *arrived* b) *will arrive* c) *arrive*

Task 4.6. Complete the sentences with the correct form of the verb in Present Simple, Past Simple or Future Simple.

41. We _____ (*go*) roller-skating last Saturday.
42. Our granny _____ (*bake*) meat-pies every weekend.
43. We _____ (*write*) an essay tomorrow.
44. Where _____ your husband _____ (*work*) five years ago?
45. Where _____ she usually _____ (*celebrate*) her birthdays?
46. _____ you _____ (*have*) a big family?
47. Newton _____ (*invent*) the telescope in 1668.
48. When _____ this accident _____ (*happen*)?
49. I always _____ (*send*) Christmas cards to my grandparents.
50. How many books _____ they _____ (*bring*) tomorrow?
51. The rain _____ (*stop*) an hour ago.
52. Hao Yi and his brother _____ (*go*) to the park every Sunday.
53. All _____ (*come*) home very late last night.
54. I _____ (*see*) you later.
55. My mother _____ (*enjoy*) cooking.
56. I _____ (*send*) you the information in two hours.
57. My sister _____ (*learn*) Spanish last summer.
58. Tomorrow, the sun _____ (*rise*) at 6 am.
59. Mr Tan _____ (*catch*) the train every working day.
60. It usually _____ (*rain*) every day here.

Task 4.7. Translate the sentences into English.

61. Ми відвідуємо тренінги тричі на тиждень.
62. Вчора я познайомився з новою колегою.
63. В Європі люди зазвичай мають декілька імен.
64. Мій дідусь мав дуже незвичайне прізвище.
65. Минулого року я працюю у компанії Самсунг.
66. Наступного тижня ми переїдемо до нового будинку.
67. Де ти навчався, коли жив у Києві?
68. Коли ти зустрічаєш когось вперше, то слід привітатись.
69. Мій колега завжди проводить вихідні з родиною.
70. У тебе багато родичів?

UNIT 2. JOB APPLICATION. JOB INTERVIEW. CV WRITING.



VOCABULARY	Job application. CV writing.
READING, TRANSLATING, DISCUSSING.	Job interview. Questions to Expect at an Interview. CV writing.
COMMON PHRASES.	Working environment. Discharge. Out of work. Payment. Job vacancy.
CONVERSATION	Job interview.
GRAMMAR	Continious Tenses (Present, Past, Future)

VOCABULARY

JOB APPLICATION. CV WRITING.		
occupation	зайнятість, професія	[ɒkjʊ 'peɪʃn]
profession	професія	[prə'feɪʃn]
proficiency	досвідченість, уміння	[prə'fɪʃnsɪ]
trade	заняття, ремесло	[treɪd]
regular business	постійне заняття	['regjʊlə 'bɪznɪs]
ability	здатність	[ə'bɪlɪtɪ]
practice	практика	['præktɪs]
experience	досвід	[ɪk'spɪəriəns]
advance	просуватися, рости	[əd'vɑ:ns]
advancement	просування	[əd'vɑ:nsmənt]
promote	підвищувати	[prə'məʊt]
promotion	підвищення	[prə'məʊʃn]
office	офіс	['ɒfɪs]
position	посада	[pə'zɪʃən]
employee	працівник	[ɪm'plɔɪ-i:] [ɪmplɔɪ 'i:]
employer	роботодавець	[ɪm'plɔɪə]
earn	заробляти	[z:n]
earnings	заробітки	['z:ɪnɪŋz]
salary	платня, оклад	['sæləri]
wages	заробітна плата	['weɪdʒɪz]
means	засоби	[mi:nz]
hours	години, робочий день	['aʊəz]
shift	зміна	[ʃɪft]
duty	обов'язки	['dju:tɪ]
full time	повна зайнятість	['fʊl ,taɪm]
short time	короткий день	['ʃɔ:t ,taɪm]
parttime	часткова зайнятість	['pɑ:t ,taɪm]
half time	на півставки	['hɑ:f ,taɪm]
half-pay	на півставки	['hɑ:f 'peɪ]
piece-work	робота за вихід	['pi:s ,wɜ:k]
day-work	робота по днях	['deɪ ,wɜ:k]
leave	відпустка	[li:v]
sick-leave	лікарняний	['sɪk ,li:v]
vacation	відпустка, канікули	[və'keɪʃn]
break	перерва	[breɪk]
hire	наймати на роботу	['haɪə]
resign	йти у відставку	[rɪ'zaɪn]
retire	йти на пенсію	[rɪ'taɪə]
fire, dismiss, discharge, lay off	звільняти, усувати	['faɪə] [dɪs'mɪs] [dɪs'tʃɑ:dʒ] [leɪ 'ɒf]
Master degree (MA, MS)	Ступінь магістра	['mɑ:stər dɪ'grɪ:]
Bachelor degree (BA, BS)	Ступінь бакалавра	['bætʃələr dɪ'grɪ:]
Doctor of Philosophy (PhD)	Ступінь доктора філософії	[dɒktər əv fɪ'lɒsəfɪ]
notice	попереджати про звільнення	['nəʊtɪs]
reduction of staff	скорочення штату	[rɪ'dʌkʃn ɒv 'stɑ:f]
downsizing	скорочення штатів	['daʊnsaɪzɪŋ]
vacancy	вакансія	['veɪkənsɪ]
applicant	заявник	['æplɪkənt]
application	заява	[æplɪ'keɪʃn]
well-paid job	добре оплачувана робота	['wel ,peɪd 'dʒɒb]
underpaid	недоплачувана робота	['ʌndə ,peɪd]
award	нагорода	[ə'wɔ:d]

VOCABULARY

benefit	пільги, привілеї	['benɪt]
honor	нагорода	['ɒnə]
reward	винагорода	[rɪ'wɔ:d]
bonus	Винагорода, премія	['bɒʊnəs]
appointment	призначення на посаду	[ə'pɔɪntmənt]
assign	давати, доручати	[ə'saɪn]
assignment	призначення, посада	[ə'saɪnmənt]
competence	вміння, здатність	['kɒmpɪtəns]
competitor	суперник, претендент	[kɒm'petɪtə]
cope	справлятися з чим-небудь	[kəʊp]
direction	вказівка, інструкція	[dɪ'rekʃn]
hold	обіймати посаду	[həʊld]
placement	призначення на посаду	['pleɪsmənt]
reference	рекомендація	['refrəns]
obligation	обов'язок	[.ɒblɪ'geɪʃn]
responsibility	відповідальність	[rɪ,spɒnsə'bɪlɪtɪ]
schedule	розклад, графік	['ʃedju:l] ['skedʒəl]
social security	соціальне забезпечення	['səʊʃəl sɪ'kjʊərɪtɪ]
staff	штат, персонал	[stɑ:f]
personnel	штат, персонал	[pɜ:sə'nel]
personnel department	відділ кадрів	[pɜ:sə'nel dɪ'pa:tmənt]
in charge of	на чолі	[ɪn 'tʃɑ:dʒ ɒv]
freelance	позаштатний	['fri:lɑ:ns]
counselor	консультант	['kaʊnsələ]
secretary	секретар	['sekrətəri]
manager	менеджер	['mænɪdʒə]
chief executive officer (CEO)	головний виконавчий директор	['tʃi:f ɪgz'ekjʊtɪv 'ɒfɪsər]
bookkeeper	бухгалтер, обліковець	['bʊk'ki:pə]
veterinary doctor (vet)	ветеринарний лікар	['vetərɪnəri 'dɒktər]
biotechnologist	біотехнолог	[baɪɒ'tek'nɒlədʒɪst]
ecologist	еколог	[i'kɒlədʒɪst]
engineer	інженер	[.endʒɪ'nɪər]
agronomist	агроном	[ə'grɒnəmɪst]
information department	відділ інформації	[.ɪnfə'meɪʃən dɪ'pa:tmənt]
statistics department	відділ статистики	[stə'tɪstɪk dɪ'pa:tmənt]
department of sales	відділ продажу	[dɪ'pa:tmənt ɒv ,seɪl]
advertising department	відділ реклами	['ædvətaɪzɪŋ dɪ'pa:tmənt]
development department	відділ розробки	[dɪv'eləpmənt dɪ'pa:tmənt]
accounts department	відділ бухгалтерії	[ə'kaʊnt dɪ'pa:tmənt]
import-export department	відділ імпорту–експорту	['ɪmpɔ:t 'eksɒ:t dɪ'pa:tmənt]
staff department	відділ кадрів	[stɑ:f dɪ'pa:tmənt]
regime-secret department	режимно-секретний відділ	[reɪ'zɪ:m 'sɪ:kri:t dɪ'pa:tmənt]
social department	відділ соціальної допомоги	['səʊʃl dɪ'pa:tmənt]
unemployment	безробіття	[.ʌnɪm'plɔɪmənt]
unemployed	безробітний	[.ʌnɪm'plɔɪd]

TASK 1.1. MATCH A WORD (PHRASE) (1-12) AND PICTURES (a-l).

- | | | | |
|------------------|----------------------|----------------|-------------|
| 1) job interview | 2) veterinary doctor | 3) schedule | 4) bonus |
| 5) diploma | 6) application | 7) vacation | 8) employer |
| 9) salary | 10) staff | 11) sick-leave | 12) break |

<p>a)</p> 	<p>b)</p> 	<p>c)</p> 
<p>d)</p> 	<p>e)</p> 	<p>f)</p> 
<p>g)</p> 	<p>h)</p> 	<p>i)</p> 
<p>j)</p> 	<p>k)</p> 	<p>l)</p> 



TASK 1.2. MATCH THE WORDS IN THE LEFT COLUMN WITH THEIR DEFINITIONS IN THE WRITE ONE.

1) <i>achievement</i>	a) an advanced college or university degree
2) <i>applicant</i>	b) a fixed amount of money paid for an employee
3) <i>bonus</i>	c) something very difficult that you have succeeded in doing
4) <i>deadline</i>	d) the process of teaching or learning, especially in a school or college
5) <i>diploma</i>	e) a time or day by which something must be done
6) <i>duty</i>	f) knowledge or skill from doing, seeing, or feeling things
7) <i>education</i>	g) something that it is your job or duty to deal with
8) <i>experience</i>	h) a letter that is written by someone who knows you, to describe you and say if you are suitable for a job
9) <i>employer</i>	i) the regular work that a person does to earn money
10) <i>hobby</i>	j) refer to people working together as a group
11) <i>job</i>	k) a situation in which someone is not strong or successful
12) <i>job interview</i>	l) a job in a company or organization
13) <i>Master degree</i>	m) an activity that someone does for pleasure
14) <i>post</i>	n) a document given by a college or university to show that you have passed a particular exam or finished your studies
15) <i>reference</i>	o) something that you have to do because it is part of your job
16) <i>responsibility</i>	p) someone who has applied for a job
17) <i>salary</i>	q) an ability to do an activity or job well
18) <i>skill</i>	r) an extra amount of money given as a reward for good work
19) <i>team</i>	s) a person or organization that pays people to work for them
20) <i>weakness</i>	t) a meeting in which an employer asks the people applying for a job questions to see whether they would be the right person to do that job



TASK 1.3. READ THE TEXTS

JOB INTERVIEW



There are two basic kinds of interviews: a screening interview and a line one. For the screening interview numerous applicants are invited so that a company can narrow down the candidates. For the line interview the employer invites only a few selected applicants to the company's office. Phone interviews are becoming common recently. It is when the candidates are screened by phone. They are highly efficient and costless than bringing the candidates over in person.

You can prepare for an interview by doing some investigation about the type of job you will be doing: learn about the job's duties, and review the technical skills most relevant for the job. You may also want to find out background information on the company from trade literature, industrial indexes and annual reports. Learn its history, products, services, organizational structure, branch locations, competitors, contributions to the field or the community.

Pay special attention to your appearance because it is the first thing the interviewer will notice. It should be favorable and professional because the dress code is an important part of an organization's culture. How to dress for the interview depends on the position, but it seldom hurts to be formal.

During the interview you can expect questions about your education, job experience, and personal style. An interviewer will want to discover your good points as well as your bad ones. Being late for an interview makes a very poor impression. Leave yourself enough time to allow for traffic and other delays. Remember that you are supposed to meet the interviewer at the designated time, not just enter the building.

QUESTIONS TO EXPECT AT AN INTERVIEW



- 1. Tell us something about yourself.** You can present a short one-minute oral presentation of yourself. Make a short, organized statement of your education and professional achievements.
- 2. Why do you want to work for us?** Apply your own job goals to the position under discussion. Describe your qualifications for the job. State the contributions you could make to the company.
- 3. What qualifications do you have for the job?** Mention educational achievements in addition to your work experience. Tell that you look forward to the opportunity to gain more practical skills in addition to your knowledge.
- 4. What is your greatest strength?** Being a team player, cooperation, willingness to learn, ability to grasp difficult concepts easily, and taking criticism easily are good answers.
- 5. What is your greatest short coming?** Be honest here and mention it, but then turn to ways in which you are improving. Do not admit any quality that hampers job performance, such as laziness, or lack of concentration, etc.
- 6. How do you feel about pressure, deadlines, travel, relocation, overtime, weekend work?** Sound as flexible as possible. You probably will not see them. The company wants to know that you can be counted on in any emergency.
- 7. What do you like doing in your free time?** The interviewer may seek for your job skills outside your professional experience. For example, hobbies such as chess or bridge demonstrate analytical skills. Reading, music, and painting are creative hobbies.
- 8. Why are you looking to leave your present job?** Do not criticize your present position. One good answer is that you like your present job very much, but your potential for growth is limited because of its size.
- 9. What kind of people has trouble getting along with you?** The interviewer will not believe you if you answer "none". So you might say that people who do not work as fast as you.
- 10. What are your salary expectations / requirements?** Be honest here and state the rate you would expect at that position. Don't exaggerate, but also don't be modest here.



TASK 1.4. MARK THE SENTENCES T (TRUE) OR F (FALSE).

1. There are three basic kinds of job interviews.
2. Only selected applicants are invited for the screening interview.
3. A lot of applicants are invited for the line interview in company's office.
4. Phone interviews are highly efficient and costless.
5. Before the interview you should learn some information about your future job.
6. It is a good idea to review the technical skills that can be relevant for your future job.
7. You don't need to study the information about history and competitors of your future company.
8. You don't need to pay attention to your appearance during the interview.
9. It is better to wear formal clothes for the interview.
10. An interviewer wants to know only about your good points.
11. Being late for an interview makes not very very good impression.
12. You can prepare some statement of your education and professional achievements before the interview.
13. Willingness to learn and taking criticism are your weaknesses.
14. You can be asked a question about your goals in the company.
15. You mustn't tell about your shortcomings during the interview.
16. During a job interview you can be asked a question about your attitude to extra work.
17. The interviewer is not interested in the information about your hobbies.
18. You can criticize your present position.
19. It is better to say that the main reason of leaving your present job is the company size which can limit your potential for growth.
20. It's better to exaggerate your salary expectations.



TASK 1.5. ANSWER THE FOLLOWING QUESTIONS.

1. How many types of basic job interviews are there?
2. Why are numerous applicants invited for the screening interview?
3. How can you prepare for an interview?
4. Should you pay attention to your appearance during the interview?
5. What questions can you expect during the interview?

6. How can you present your educational and professional achievements?
7. What greatest strength are welcomed by future employes?
8. Why does the interviewer ask questions about your hobbies?
9. What shouldn't you say about your present position and reasons for looking another one?
10. How should you answer the questions about your expected salary?



TASK 1.6. COMPLETE THE TEXT WITH THE WORDS FROM THE TABLE.

<i>a) achievements</i>	<i>b) reports</i>	<i>c) skills</i>	<i>d) hampers</i>	<i>e) formal</i>
<i>f) rate</i>	<i>g) designated</i>	<i>h) line</i>	<i>i) contributions</i>	<i>j) review</i>
<i>k) screening</i>	<i>l) investigation</i>	<i>m) opportunity</i>	<i>n) personal</i>	<i>o) limited</i>

1. For the interview company invites a lot of applicants.
2. For theinterview the employer invites only a few selected applicants to the company's office.
3. You can the technical skills most relevant for the job.
4. You can prepare for an interview by doing some about the future job.
5. You can find out background information on the company from annual
6. It is better to wear clothes for the interview.
7. During the interview you can expect questions about your job experience and style
8. You are supposed to meet the interviewer at the time.
9. You can make a short, organized statement of your education and professional
10. State the you could make to the company.
11. Tell that you look forward to the to gain more practical skills.
12. Do not admit any quality that job performance.
13. The interviewer may seek for your job outside your professional experience.
14. Your potential for growth is because of the company's size.
15. Be honest about your future salary and state the you would expect at that position .

TASK 1.7. STUDY THE INFORMATION ABOUT CV (RESUME) WRITING.

CURRICULUM VITAE (CV) WRITING

Curriculum Vitae (CV) is a summary of a person's life story showing details of education and qualification.

A CV contains in brief all information about you that is relevant for the job: personal information, education, work experience etc. The CV shows what qualifications and experiences you have that make you an ideal candidate for the position.

STRUCTURE AND CONTENT

Personal Information

name, address, phone number, email, nationality, date of birth

Summary of Qualifications (where appropriate)

Work Experiences (current experiences first)

period of time, company name and address, position, brief description of your responsibilities and achievements

Education and Training (current experiences first)

period of time, name of institution, qualifications

Further Information


other skills (e.g. foreign language skills), additional information that may support your objective and qualifications

Put work experiences before education/training. Employers often just skim CVs, so it's better to put important things first. For the same reasons you may even want to include a summary of qualifications at the beginning of your CV.

CV OR RESUME?

Sometimes the terms CV (Curriculum Vitae) and resume are synonymous, although people in the UK normally use the term CV, not resume. In the USA, a resume (1-2 pages) is not as long and detailed as a CV, which is usually required when applying for a position in an academic field.

TASK 1.8. STUDY THE FOLLOWING EXAMPLE OF CV:

 <p>Jane Anna Holmes</p> <p>Address (home): 47 Baker Street London, L20 4LZ Telephone: 0121 423170 Email: j.holmes@gmail.com</p>	<p>A well-organized and outgoing Business Economics student graduating in June 2017 with good communication and analytical skills, looking to develop a career as an economist within an international business environment. Fluent Spanish speaker experienced in the use of spreadsheets, databases, and similar business software.</p>
<p>Education and qualifications:</p>	<p><i>September 2014 - June 2017</i> BA (Hons) in Business Economics City University, Bristol</p>
<p>Work experience:</p>	<p><i>July-September 2017</i> Administrative Assistant Hordon & Co (Accountants), London Duties included: using spreadsheets to sort and chart financial information, assisting PA with routine admin tasks</p> <p><i>July 2018-August 2022</i> Various jobs (including voluntary and hotel work) and travel in Spain and Latin America, gaining a valuable insight into the culture and spoken language of those countries.</p>
<p>Skills:</p>	<p>Advanced Certificate in MS Word, MS Excel, and MS Access (evening course, September - July 2016) Driving license (B)</p>
<p>Interests & extra information:</p>	<p>Volleyball, travel, swimming</p>
<p>Reference:</p>	<p>Dr Thomas Clark Senior Lecturer in Business and Management Department of Business Organization and Strategy City University Bristol BS1 2ER</p>

TASK 1.9. READ THE EXAMPLE OF A STUDENT'S CV AND FIND 3 MISTAKES IN IT.

CV

Name	Karpenko
Surname	Ivan
Nationality	Ukraine
Date of birth	09.08.1991
Marital status	single
Address	Ukraine , Dnipro, 99, Haharin Street, Flat 60
Telephone (mobile)	(066) 284-63-42
E-mail	i.karpenko@gmail.com
Education : 2016 – present	Master degree student Dnipropetrovsk State University of Agriculture and Economics Faculty of Veterinary Medicine
2008-2012	Bachelor degree in Veterinary Medicine Dnipropetrovsk State University of Agriculture and Economics
Objective :	Post of veterinary doctor
Work experience : 29.12.2012 – 03.12.2012	«Demis- Agro » Company Ltd , assistant of veterinary doctor ;
06.2010 – 17.05.2011	Private agrarian company «Agro-Soyuz» , assistant of veterinary doctor;
17.07.2010 – 15.06.2010	«Nasinya –Servise » Company Ltd, trainee ;
Skills :	Driving license (B); computer skills; language skills (elementary English).
Hobby and interests :	Hiking, drawing, reading

TASK 1.10. WRITE YOUR OWN CV.

CV	
Name	
Surname	
Nationality	
Date of birth	
Marital status	
Address	
Telephone (mobile)	
E-mail	
Education :	
Objective :	
Work experience :	
Skills :	
Hobby and interests :	

WORKING ENVIRONMENT	
What do you do?	Чим Ви займаєтесь?
What is your position (post)?	Яка у Вас посада?
I work as an economist for Agroteck company.	Я працюю економістом в компанії Агротек.
I entered the position a year ago.	Я влаштувався на посаду рік тому.
Do you have big staff?	У вас великий штат?
What are your business hours? From 9 till 5.	Які ваші робочі години? З 9 до 5.
We have a seven-hour shift.	У нас семигодинна робоча зміна.
I have a full (short, part-time) working day.	Я працюю повний (неповний) день.
I'm on half-pay.	Я на половинному окладі.
I have this day off.	Цей день у мене вільний.
I'm on my sick-leave now.	Я відтепер на лікарняному.
It's time for a break.	Час зробити перерву.
He is an experienced worker.	Він досвідчений співробітник.
I'm out of practice.	Я не маю практики.
Today I'm facing a busy day.	Сьогодні в мене зайнятий день.
Lots of work is waiting for me.	На мене чекає багато роботи.
DISCHARGE	
I am going to resign.	Я збираюся звільнитися.
She was dismissed on reduction of staff.	Вона була звільнена через скорочення штату.
He was discharged (fired, layed off).	Його звільнили.
It's time for him to retire.	Йому вже час на пенсію.
OUT OF WORK	
I'm out of work (job) now.	Я наразі без роботи.
I'm looking for a job.	Я шукаю роботу (місце, посаду).
Is there a vacancy (an opening) for an agronomist ?	Чи є там вакансія агронома?
The vacancy is still open.	Вакансія все ще відкрита.
Why don't you apply?	Чому ви не подаєте заяву?
PAYMENT	
Wages run from the 1st of February.	Заробітна плата нараховується Вам з 1 лютого.
What is the pay? (What are the wages?)	Яка оплата? (Яка заробітна платня?)
Is it a well-paid job?	Робота добре оплачується?
He gets (earns, makes) ... pounds a week.	Він заробляє ... фунтів(ти) на тиждень.
Our wages were scaled down (raised).	Наша заробітна плата була знижена (підвищена).
Have you got your travelling expenses?	Ви отримали відрадження (гроші)?
JOB VACANCY	
They have an immediate opening for a veterinary doctor	У них термінова вакансія ветеринара.
They are looking for a specialist in this field.	Вони шукають фахівця у цій галузі.
Can you come tomorrow for a job interview?	Чи зможете ви завтра прийти на співбесіду?
You shouldn't miss this opportunity.	Вам не треба було втрачати таку можливість.
I'm a bit afraid because of my poor English.	Я трохи побоююся цієї зустрічі через неглибокі знання англійської.
All you have to do is to explain your previous experience.	Єдине, що від вас вимагають – з'ясувати, який у вас попередній досвід.
You've to show your proficiency.	Вам треба показати власний професіоналізм.
Ask for a personnel department.	Запитайте у відділі кадрів.

TASK 2.2. STUDY THE FOLLOWING CONVERSATION.

Conversation 1. A JOB INTERVIEW (You can listen to the the conversation by using the following link: <https://learnenglish.britishcouncil.org/skills/listening/c1-listening/a-job-interview>)



Interviewer: Hello, Maria. Thanks for coming in for the interview.

Maria: It's my pleasure. Thanks for inviting me.

Interviewer: Well, as you know, the company has been expanding and we have an opening in our HR department. We're creating a new role for someone to lead our training and development within the company.

Maria: Yes, I very much think that my skills and experience are a good fit for what you're looking for.

Interviewer: That sounds great. So, your CV looks strong, though it would be good if you could give us an overview, in your own words, of what you've been doing over the past four years or so.

Maria: Well, in my first job, four years ago, I was working for a small HR services provider which offered HR services, including L&D, to corporate clients.

Interviewer: OK, so it was only B2B?

Maria: Yes, we only offered services to other companies, not B2C.

Interviewer: Right, and it says here you then left that company about three years ago.

Maria: Yes, that's right. I was looking for a little more stability and also to be part of a larger organisation. So I joined a company with around one hundred staff and a small HR team. As there are only a few of us, we each deal with a range of HR topics. In addition to payroll, one of the areas I was responsible for was learning and development.

Interviewer: I see. And, so why do you want to change jobs now?

Maria: Well, I very much like the L&D side of my role and I've always had particularly good feedback for my work in this area. I believe I excel in that field. So, I'm looking to specialise, and as your company has around 2,000 people, right ...?

Interviewer: Yes, that's right.

Maria: Well, an organisation of this size would give me the scope to specialise in L&D. I'm also a big follower of your brand and feel fully aligned with your image and values.

Interviewer: Well, that all sounds good. And I can see you have an L&D qualification.

Maria: Yes, I got a diploma two years ago. I am also currently working on a further diploma in psychology, with a specific focus on learning and performance management.

Interviewer: Very good. Well, it looks like you have the qualifications and experience we're looking for. What do you think will be the main challenges of coming to a much larger company?

Maria: I can see that it might be perceived as a weakness to not have experience in an organisation of this size, though I see that it could also be a benefit. I won't be bringing too many preconceived and possibly inflexible ideas with me to the role.

Interviewer: Yes, that would be a good thing.

Maria: Also, I'm used to taking a very personal approach to employee development. I realise that such an approach with 2,000 staff members will have to happen in a different way, but I bring many ideas with me that can be replicated on a larger scale.

Interviewer: I see what you mean. Right, so, do you have any questions for me?

Maria: Um, I think we've covered many of the areas I had wanted to address. I have two quick questions though.

Interviewer: Go on.

Maria: Who would I mostly work with on a daily basis?

Interviewer: Well, there's the HR manager who you would report to. And then the HR team, which currently has six people in it. There's usually an intern or two who you can get some support from also.

Maria: OK. Thanks. That's all really clear. And my other question is how performance in this role will be measured. What does success look like?

Interviewer: That's a good question. As you know, we have a performance management system in place, and from that we have identified some learning and development needs within the organisation. But we haven't devised a strategy. Your role would be to devise and then successfully implement this strategy.

Maria: Thank you. That sounds interesting.

Interviewer: Great. So, thanks again for coming in today. We'll be discussing all candidates next week and then I'll get back to you by the end of next week to let you know the outcome.

Maria: Thank you for your time. I'd welcome the opportunity to continue discussing this role with you.

TASK 2.3. USE INFORMATION FROM TASK 2.1 AND 2.2 TO MAKE YOUR OWN CONVERSATION (It should include not less than 20 phrases)

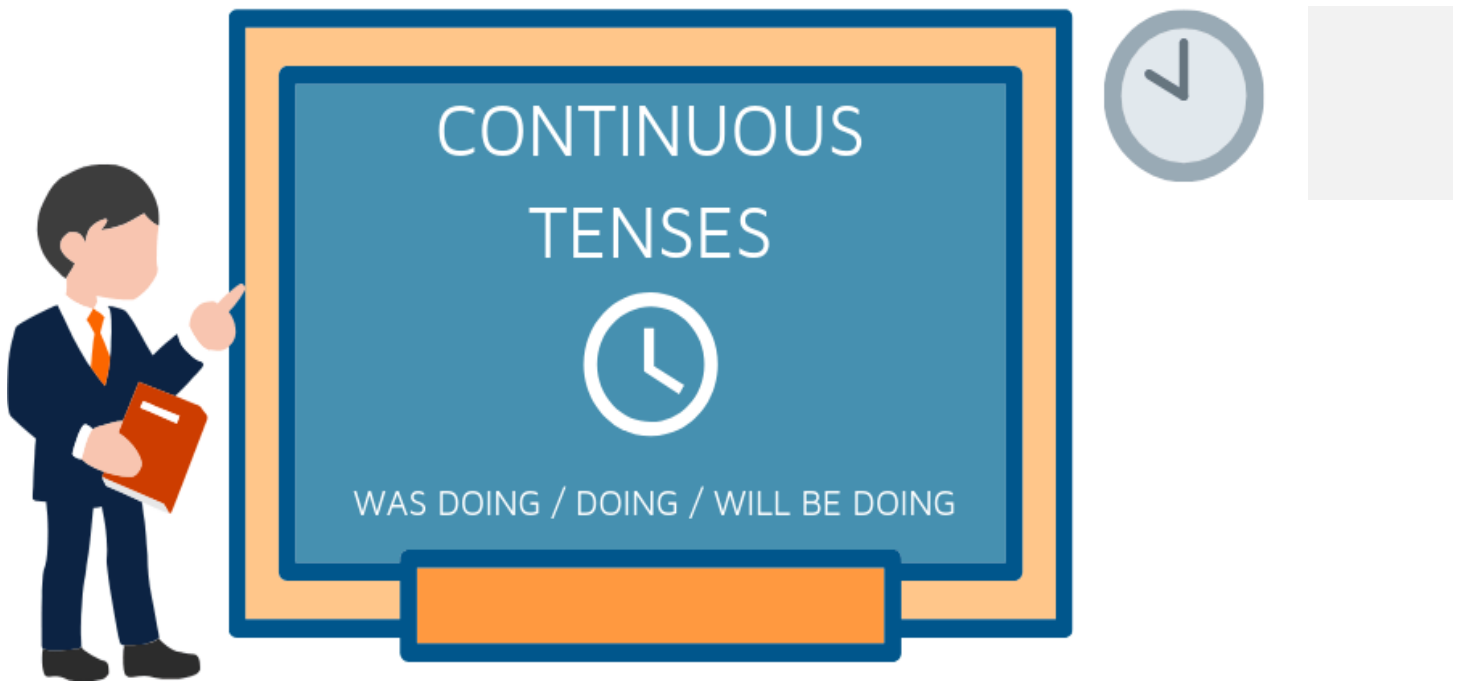
1. A	
2. B	
3. A	
4. B	
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13. A	
14. B	
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16. B	
17. A	
18. B	
19. A	
20. B	

TASK 3. ANSWER THE QUESTIONS

JOB, QUALIFICATION EMPLOYMENT WORK EXPERIENCE	
1	What do you do?
2	Would you like you have a part-time or a full-time job? Why?
3	What degrees do you have? In what field?
4	What university did you got your previous degree in?
5	What is your present position? What position would you like to have if you don't work?
6	Do you like your job? / Would you like your job? Why or why not?
7	What do you like most about your job?
8	What are you responsible for?
9	What place do you work?
10	Do you have to do a lot of paperwork? Why?
11	Do you have to work overtime? If so, how often?
12	Do you have to work at weekends? Why?
13	What influenced your choice of job? (Why did you choose your job?)
14	How long have you been working at your present job?
15	What is an average salary of people in the same field ? How do you know it?
16	What are the qualities a good boss should have?
17	In what five adjectives would you describe yourself as a worker?
18	Do you think it is more important to make a lot of money or to enjoy your job? Why?
19	What do you think is the best job? What do you think is the worst?
20	What are some common jobs for men and for women in your country?
21	If you could have your own business, what would it be?
22	How personal and professional qualities do you need to start your own business?
23	What is the fastest and easiest way to find a job?
24	Do you ever visit employment agency?
25	Would you like to do the same job for the rest of your life?

TASK 4.1 STUDY THE GRAMMAR THEORY

CONTINUOUS TENSES (ТРИВАЛІ ЧАСИ)



PRESENT CONTINUOUS. (Теперішній тривалий час)

Task 1. Study the theoretical material.



Стверджувальне речення

Граматичний час **Present Continuous (Present Progressive)** утворюється за допомогою допоміжного дієслова **be** у формах **am, is** або **are** та форми **Present Participle** (першої форми смислового дієслова з закінченням **-ing**).

Вибір необхідної форми допоміжного дієслова залежить від підмета. *I* → **am**; *he, she, it* → **is**; *you, we, they* → **are**

I am working now. Я працюю зараз

We are working now. Ми працюємо зараз.



Заперечне речення

Заперечне речення в **Present Continuous** утворюється за допомогою заперечної частки **not**, що ставиться після допоміжного дієслова **am, is** або **are**. Загальний порядок слів при цьому не змінюється.

I'm not working now. Я не працюю зараз.

We aren't working now. Ми не працюємо зараз.

She isn't working now. Вона не працює зараз.



Питальне речення

Загальне питання в **Present Continuous** утворюється шляхом винесення допоміжного дієслова **am, is** або **are** на початок речення перед підметом.

Am I working now? Я зараз працюю?

Are we working now? Чи ми працюємо зараз?

Is she working now? Чи вона зараз працює?

Використання Present Continuous

1. Використовується для вираження певної дії, що відбувається прямо зараз, в момент говоріння, а також вказує на одночасні дії, що відбуваються саме в цей момент.

I'm washing my clothes at the moment. – Я перу свій одяг в цей момент.

2. Використовується для вираження тимчасової дії, що відбувається не в даний момент часу, а загалом в найближчий часовий проміжок – «around now» (приблизно в цей час).

My brother is looking for a job these days. – Мій брат зараз шукає роботу. (Не факт, що він зайнятий пошуками прямо зараз, але загалом, він шукає роботу)

3. Для вираження дії, що була запланована на найближче майбутнє, особливо якщо час та місце виконання дії заздалегідь відомі та сплановані.

They're moving to Kyiv next Monday. – Вони переїжджають до Києва наступного понеділка.

4. Використовується для вираження ситуацій, що розвиваються або змінюються, тобто для вираження певних тенденцій.

More men are taking paternity leave nowadays. – В наш час все більше чоловіків беруть декретну відпустку.

Маркери часу

now – зараз
right now – прямо зараз
still – все ще
currently – тепер, в цей час
at the moment – в цей момент
at present – в теперішній час
this morning – цього ранку, цим ранком
this evening – цього вечора
this afternoon – сьогодні після обіду
today – сьогодні (удень)
tonight – сьогодні (ввечері)
these days – на днях
nowadays – в наші дні

PAST CONTINUOUS (Минулий тривалий час)



Стверджувальне речення

Past Continuous утворюється за допомогою допоміжного дієслова **was** або **were** та форми простого дієприкметника теперішнього часу (дієслово з закінченням **-ing**). Коли підмет виражений займенником або іменником в однині (**I, he, she, it**), то використовується допоміжне дієслово **was**, коли підмет виражений займенником або іменником у формі множини (**we, they**) або ж разом з займенником **you** (ти, ви, ввічливе Ви), то використовується допоміжне дієслово **were**.

I was working at six o'clock. Я працював о 6-й годині.

You were working at six o'clock. Ви працювали о 6-й годині.



Заперечне речення

Заперечення в **Past Continuous** утворюється за допомогою додавання частки **not** після допоміжного дієслова **was** або **were**. Загальний порядок слів в реченні не змінюється.

I wasn't working at six o'clock. Я не працював о 6-й годині.

You weren't working at six o'clock. Ви не працювали о 6-й годині.



Питальне речення

Загальне питання в Past Continuous утворюється шляхом винесення допоміжних дієслів *was* або *were* на початок речення перед підметом.

Was I working at six o'clock? Чи я працював о 6-й годині?

Were you working at six o'clock? Чи ви працювали о 6-й годині?

Використання Past Continuous

1. Використовується для вираження дій, що відбувалися в конкретний, точно відомий момент або проміжок часу в минулому.

At 5 o'clock yesterday evening, my sister was flying from Sydney. – Вчора о 5-й моя сестра летіла з Сіднея.

2. Точний момент часу в **Past Continuous** може уточнюватися або перериватися іншою короткочасною дією, вираженою в Past Simple.

She was cleaning the house when the phone rang. – В той час, коли вона прибиралася в домі, задзвонив телефон.

Слова **while** («в той час, як», «поки») та **when** («коли») підкреслюють та використовуються з різними частинами складнопідрядного речення. Як правило, після слова *while* вживається Past Continuous, а після *when* вживається Past Simple.

3. Використовується для вираження в одному реченні декількох дій, що відбувалися одночасно в минулому.

She was doing her makeup while she was talking over the telephone. – Вона робила макіяж в той час, коли розмовляла по телефону.

Маркери часу

at that moment – в той момент

at the same time – в цей же час (у минулому)

while – в той час, як; поки

as – так як

all (the whole) morning (night, evening, day) – протягом всього ранку(всієї ночі, всього вечора, дня)

FUTURE CONTINUOUS

(Майбутній тривалий час)



Стверджувальне речення

Граматичний час **Future Continuous** утворюється за допомогою допоміжного дієслова **will + be** та форми Present Participle (першої форми смислового дієслова з закінченням **-ing**). Форма *will be* вживається з усіма особами підмета. *I, he, she, it, you, we, they* → *will be*

I will be working at five. Я буду працювати о 5.



Заперечне речення

Заперечне речення в **Future Continuous** утворюється за допомогою заперечної частки **not**, що ставиться після допоміжного дієслова **will**.

(will not = won't)

I won't be working at 5. Я не буду працювати о 5.



Питальне речення

Загальне питання в **Future Continuous** утворюється шляхом винесення допоміжного дієслова **will** на початок речення перед підметом.

Will I be working at 5? Я буду працювати о 5?

Використання Future Continuous

1. Використовується у випадках, коли коротша дія перериває довготривалу дію. Це може бути дійсним перериванням дії або лише перериванням у часі. В таких випадках часто використовується слово-показчик **when**.

I will be watching TV when she arrives tonight. – Я буду дивитися телевізор, коли вона прибуде вночі.

2. Використовується для позначення довготривалої дії, що відбуватиметься або не відбуватиметься в майбутньому.

At midnight tonight, we will still be driving through the desert. – Сьогодні опівночі ми все ще будемо їхати через пустелю.

3. Використовується для опису дій, що будуть відбуватися в майбутньому паралельно.

Tonight, they will be eating dinner, discussing their plans, and having a good time. – Сьогодні вночі вони будуть їсти вечерю, обговорювати їхні плани та просто добре проводити час.

4. Використовується для описання події, що неодмінно відбудеться в найближчому майбутньому, так як вона була спланована або неминуча через певні обставини.

We have made a deal. I will be working instead of her next month. – Ми уклали угоду. Я буду працювати замість неї наступного місяця.

Маркери часу

at 5 o'clock – о 5-ій годині

at that moment – в той момент

this time tomorrow – в цей час завтра

the same time next week – в цей самий час наступного тижня

meanwhile – тим часом, в той час, коли

meantime – тим часом, між тим

in the meantime – тим часом, між тим, в той же час

from two till three – з другої до третьої

during the day – протягом дня

for 2 hours – протягом двох годин

УЗАГАЛЬНЕННЯ

CONTINUOUS – ACTIVE (Тривалий час в активі)

	СТВЕРДЖУВАЛЬНА	ПИТАЛЬНА	ЗАПЕРЕЧНА	МАРКЕРИ
ТЕПЕРІШНІЙ	I am he she } is it } we you } are they } working	am I is he she } it } are we you } they } working?	I am he she } is it } we you } are they } not working	now – зараз at the moment – цієї миті at present – зараз nowadays – в наші дні while – поки still – все ще meanwhile – тим часом
МИНУЛИЙ	I was he she } it } we you } were they } working	I was he she } it } were we you } they } working?	I was he she } it } we you } were they } not working	at 3 o'clock yesterday – о 3 годині вчора from 5 till 6 yesterday – з 5 до 6 вчора when I came – коли я прийшов at that moment – тієї миті for 2 hours yesterday – протягом 2-х годин вчора all day (long) yesterday – весь день вчора during the night – протягом ночі those days – в ті дні
МАЙБУТНІЙ	I will be he she } it } we you } they } working	I will he she } it } we you } they } be working?	I will he she } it } we you } they } not be working	at 3 o'clock tomorrow – о 3 годині завтра from 5 till 6 tomorrow – з 5 до 6 завтра when I come – коли я прийду at that moment – цієї миті for 2 hours tomorrow – протягом 2-х годин завтра all day (long) tomorrow – весь день завтра during the day – протягом дня

I am working at the moment. Я працюю цієї миті.

He was working at 3 o'clock yesterday. Він працював о третій годині вчора.

They were working all day long yesterday. Вони працювали весь день вчора.

You will be working for 2 hours tomorrow. Ти працюватимеш дві години завтра.

PRACTICE



Task 4.2. Complete the sentences with the correct form of the verb or axillary verb in Present Continuous. Put the letter a, b or c.

1. _____ they coming over for dinner?
a) *Is* b) *Are* c) *Am*
2. Maxwell _____ not sleeping on our sofa.
a) *are* b) *is* c) *am*
3. My mother-in-law is _____ at our house this week.
a) *stay* b) *staying* c) *be staying*
4. I _____ my dinner right now.
a) *eat* b) *eating* c) *am eating*
5. My sister _____ Spanish.
a) *learn* b) *is learning* c) *learning*
6. I _____ at the hair salon until September.
a) *be working* b) *work* c) *am working*
7. We _____ at a fancy restaurant tonight. Jason decided this yesterday.
a) *are eating* b) *eat* c) *eats*
8. Why _____ playing football tomorrow?
a) *he not is* b) *he isn't* c) *isn't he*
9. They are _____ a new shopping mall downtown.
a) *opening* b) *openning* c) *oppening*
10. Melissa is _____ down on her bed.
a) *lieing* b) *liying* c) *lying*

Task 4.3. Complete the sentences with the correct form of the verb, axillary verb or preposition in Past Continuous. Put the letter A, B or C.

11. My brother and sister _____ playing tennis at 11am yesterday.

- a) *are* b) *was* c) *were*

12. _____ you still working at 7 pm last night?

- a) *were* b) *are* c) *was*

13. At 8.30am today I _____ driving to work.

- a) *were* b) *am* c) *was*

14. We _____ sleeping when the police came.

- a) *weren't* b) *was* c) *won't*

15. Why _____ he having lunch at 4pm?

- a) *does* b) *was* c) *were*

16. Was he _____ his homework at 5 yesterday?

- a) *do* b) *done* c) *doing*

17. Snow _____ lightly. Suddenly a reindeer appeared.

- a) *fell* b) *was falling* c) *is falling*

18. Somebody threw a shoe at him _____ he was speaking.

- a) *after* b) *when* c) *while*

19. They _____ TV when I arrived.

- a) *watched* b) *were watched* c) *were watching*

20. I was reading a detective story _____ I heard a noise.

- a) *during* b) *while* c) *when*

Task 4.4. Complete the sentences with the correct form of the verb in Future Continuous.

Put the letter a, b or c.

21. Why are you in a hurry? If you arrive at 8 o'clock, they _____ the meal.

a) *are still be cooking* b) *will be still cooking* c) *still are cooking*

22. He _____ when you come back tonight.

a) *would be sleeping* b) *will be sleeping* c) *slept*

23. I _____ for my exam on Philosophy all day tomorrow.

a) *will be working* b) *have been working* c) *am working*

24. Next Friday, the President _____ ten years in power.

a) *will celebrate* b) *will be celebrating* c) *will be celebrated*

25. I _____ more about that topic in my next lecture.

a) *will be saying* b) *will say* c) *am saying*

26. After the classes we _____ some sport.

a) *will not be doing* b) *don't* c) *won't do*

27. She _____ every day until the end of the month.

a) *be performing* b) *will be performing* c) *will perform*

28. We _____ to my brother's house tomorrow at 6.

a) *go* b) *will be going* c) *are going*

29. I _____ football on TV with Tom on Tuesday evening.

a) *watch* b) *will be watching* c) *will watch*

30. We _____ you in half an hour.

a) *will be joining* b) *was join* c) *join*

Task 4.5. Complete the sentences with the correct form of the verb in the Present, Past or Future Continuous. Put the letter a, b or c.

31. I _____ along the street when I met an old friend.

- a) *was walking* b) *will be walking* c) *is walking*

32. When her train got to the station, we _____ on the platform.

- a) *was waiting* b) *were waiting* c) *are waiting*

33. Look. He _____ his CV at the moment.

- a) *was typing* b) *is typing* c) *are typing*

34. We _____ Rome the same time next week.

- a) *will be visiting* b) *is visiting* c) *visiting*

35. Why _____ you _____ when I came into the room?

- a) *will be... smiling* b) *was... smiling* c) *were ...smiling*

36. They _____ in Germany now.

- a) *is working* b) *are working* c) *were working*

37. At 7 pm yesterday, we _____ to music.

- a) *is listening* b) *was listening* c) *were listening*

38. When I left the house, it _____ .

- a) *was snowing* b) *is snowing* c) *will be snowing*

39. He _____ in a bank when he met his wife.

- a) *was working* b) *is working* c) *will be working*

40. What _____ you _____ when I called you last night?

- a) *was... doing* b) *were ... doing* c) *are ... doing*

Task 4.6. Write the correct form of the verb (present, past, future continuous)

41. Right now, I _____ (*watch*) TV.
42. Tomorrow at this time, I _____ (*do*) my homework.
43. Yesterday at 4 p.m., I _____ (*go*) to the beach.
44. When the phone rang and I _____ (*talk*) to client.
45. We _____ (*do*) exercises at the fitness center at the moment.
46. While you _____ (*study*) at home, Magda was in the class.
47. When I got to the party, Sally and Doug _____ (*dance*) .
48. I am sick of rain and bad weather! Hopefully, when we wake up tomorrow morning, the sun _____ (*shine*).
49. My niece _____ (*listen*) to folk music at the moment.
50. I'm at the doctor's now. He _____ (*prescribe*) a new medicine for me.
51. While you _____ (*do*) paperwork , I (*lie*) _____ on a sunny, tropical beach during my last vacations.
52. We _____ (*hide*) when Tony arrived at his surprise party.
53. When I got to the meeting, Max and Sara _____ (*discuss*) something very loudly.
54. When you get off the plane, I _____ (*wait*) for you.
55. Father _____ (*fix*) his bicycle at the moment.
56. We _____ (*have*) meeting tomorrow at 10.30 a.m.
57. My colleagues _____ (*play*) computer games the whole day yesterday.
58. At 3.00 a.m. tomorrow I _____ (*sleep*) in the plane flying to London.
59. _____ you _____ (*write*) an English test at this moment?
60. What _____ (*do*) he _____ yesterday at 7 p.m.?

Task 4.7. Translate the sentences into English.

61. Наша компанія зараз розробляє новий проєкт.
62. Коли до кімнати зайшов директор, ми обговорювали плани на майбутнє.
63. Завтра в цей же час я буду летіти у відрядження до Іспанії.
64. Вчора у мене була була співбесіда з 4 до 5 години.
65. Я цьому тижні я працюю керівником відділу кадрів.
66. Чому ти так довго шукала нову роботу?
67. Я вчора цілий день писала своє резюме.
68. Я зустріла свого чоловіка, коли працювала у компанії Агротек.
69. Він навчався в університеті, коли отримав першу роботу.
70. Ти зараз навчаєшся на магістерському курсі в університеті?

UNIT 3. ARRANGEMENT OF WORKING PLACE. WORKING ENVIRONMENT.



VOCABULARY	Workplace. Stationary. Working environment.
READING, TRANSLATING, DISCUSSING	Office. Space arrangement in offices. Office buildings. Class A office space.
COMMON PHRASES	Working environment. Job duties.
CONVERSATION	Working in an office. Changing a meeting time.
GRAMMAR	Perfect Tenses (Present , Past , Future)

VOCABULARY

WORKING PLACE

receptionist's office	приймальня	[rɪˈsɛpʃənɪsts ˈɒfɪs]
secretary's office	кабінет секретаря	['sekɹətərɪz ˈɒfɪs]
facsimile machine	факсимільна машина	[fæk'sɪmɪli məʃiːn]
received copy	отримана копія	[rɪˈsiːvd ˈkɒpi]
wall calendar	настінний календар	[wɔːl ˈkælɪndə]
document file	тека з документами	['dɒkjʊmənt ˌfaɪl]
stock of paper	пачка паперу	['stɒk ɒv ˈpeɪpə]
switchboard	комутатор	['swɪtʃˌbɔːd]
handset, receiver	слухавка	['hændˌset] [rɪˈsiːvə]
schedule	розклад	['ʃedjuːl] ['skɛdʒʊl]
telephone	телефон	['telɪˌfəʊn]
dial	номерний диск	['daɪəl]
internal telephone list	список внутрішніх телефонів	[ɪnˈtɜːnəl ˈtelɪˌfəʊn ˌlɪst]
folder	папка-швидкозшивач	['fəʊldə]
stack of forms	стопка бланків	['stæk ɒv ˈfɔːmz]
set of forms	комплект бланків	['set ɒv ˈfɔːmz]
shorthand pad	блокнот для записів	['ʃɔːtˌhænd ˈpæd]
letter	лист	['letə]
calculator	калькулятор	['kælkjʊˌleɪtə]
swivel chair	обертове крісло	['swɪvəl ˌtʃɛə]
desk	письмовий стіл	[desk]
diary	записна книжка-календар	['daɪəri]
desk lamp	настільна лампа	['desk ˌlæmp]
safe	сейф	[seɪf]

STATIONARY

pen	ручка	[pen]
pencil	олівець	['pensl]
ruler	лінійка	['ruːlə]
rubber, eraser	гумка	['rʌbə] [ɪˈreɪzə]
book	книга	[bʊk]
copybook	зошит	['kɒpiˌbʊk]
notebook	записна книжка	['nəʊtˌbʊk]
scissors	ножиці	['sɪzəz]
glue	клей	[gluː]
cardboard	картон	['kɑːdˌbɔːd]
ink	чорнило	[ɪŋk]
thumbtack	кнопка	['θʌmtæk]
pencil sharpener	тесачка, стругачка	['pensl ˌʃɑːpənə]
box	коробка	[bɒks]
paper	папір	['peɪpə]

WORKING ENVIRONMENT

location	розташування	[ləʊˈkeɪʃən]
space	простір	[speɪs]
conditions	умови	[kənˈdɪʃən]
security	безпека	[sɪˈkjʊərɪti]
cubicle	кабінетна перегородка	['kjʊːbɪkəl]
requirement	вимога	[rɪˈkwaɪəmənt]
open space office	офіс відкритого типу	[ɒpən ˈspeɪs ˈɒfɪs]
duty	борг, обов'язок	['djuːti]
task	задача, завдання	[tɑːsk]
position	посада	[pəˈzɪʃən]
to employ	наймати	[ɪmˈplɔɪ]
post	поштова служба	['pəʊstəl ˈsɜːvɪs]

TASK 1.1. MATCH A WORD (PHRASE) (1-12) AND PICTURES (a-l).

- | | | | |
|-----------------|--------------|-----------------------|--------------------|
| 1) receiver | 2) telephone | 3) document file | 4) folder |
| 5) swivel chair | 6) desk | 7) ruler | 8) rubber (eraser) |
| 9) scissors | 10) glue | 11) open space office | 12) thumbtack |

a)



b)



c)



d)



e)



f)



g)



h)



i)



j)



k)



l)





TASK 1.2. MATCH THE WORDS IN THE LEFT COLUMN WITH THEIR DEFINITIONS IN THE WRITE ONE

1. <i>chair</i>	a) a very hard building material made by mixing together cement, sand, small stones, and water
2. <i>company</i>	b) a sticky substance used for joining things
3. <i>concrete</i>	c) a strong metal that is a mixture of iron and carbon
4. <i>desk</i>	d) a place inside an office building where visitors go when they first arrive
5. <i>facility</i>	e) types of container used to store papers, letters, and other documents
6. <i>file</i>	f) a place or position
7. <i>glue</i>	g) an empty area that is available to be used
8. <i>location</i>	h) a building with more than 4 floors which can go up to twelve or more floors
9. <i>meeting room</i>	i) protection of a person or a building against threats such as crime
10. <i>multi-story building</i>	j) a building or room where people perform their jobs
11. <i>office</i>	k) a seat for one person that has a back, usually four legs
12. <i>PC</i>	l) a machine or tool for making things such as pencils sharper
13. <i>reception</i>	m) one of the parts that something is divided into
14. <i>scissors</i>	n) a small computer used in homes and offices
15. <i>section</i>	o) a type of table that you can work at
16. <i>security</i>	p) the buildings, equipment, and services provided for a particular purpose
17. <i>sharpener</i>	q) a room that is used for meetings
18. <i>space</i>	r) an organization that sells goods or services in order to make money
19. <i>steel</i>	s) a device used for cutting materials such as paper, cloth, and hair, consisting of two sharp blades that are joined in the middle
20. <i>workplace</i>	t) a room or part of a building in which people work, especially sitting at tables with computers, phones, etc.



TASK 1.3. READ THE TEXTS

OFFICE



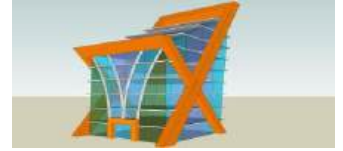
An office is generally a room or other area in which people work. Office as place is originally referring to the location of one's duty. When used as an adjective, the term *office* may refer to business-related tasks. A company or organization has offices in any place where it has an official presence, even if that presence is a storage facilities rather than an office. An office is an architectural and design phenomenon and a social phenomenon, whether it is a tiny office such as a bench in the corner of the room (home office) through entire floors of buildings up to and including massive buildings dedicated entirely to one company. In modern terms an office usually refers to the location where white-collar workers are employed.

SPACE ARRANGEMENT IN OFFICES



There are many different ways of arranging the space in an office. They vary according to function, managerial fashions and the culture of specific companies. Choices include how many people will work within the same room. Each individual worker can have his own room. A large open plan office can be made up of a room with tens or hundreds of people working in the same space. Open plan offices put multiple workers together in the same space. Some studies have shown that those workers can improve short term productivity, i.e. within a single project. At the same time, the loss of privacy and security can increase the incidence of theft and loss of company secrets. A type of compromise between open plan and individual rooms is provided by the cubicle, which solves visual privacy to some extent, but often fails on acoustic separation and security.

OFFICE BUILDINGS



Offices can be built in almost any location in almost any building. Though recently some modern requirements for offices make this more difficult. Some requirements such as security and flexibility of layout have led to the creation of special buildings which are dedicated only or primarily for use as offices. The primary purpose of an office building is to provide a workplace and working environment primarily for administrative and managerial workers. These workers usually occupy set areas within the office building, and usually are provided with desks, PCs and other equipment they may need within these areas. An office building will be divided into sections for different companies or may be dedicated to one company. In either case, each company will typically have a reception area, one or several meeting rooms, singular or open-plan offices, as well as toilets. Many office buildings also have kitchen facilities and a staff room, where workers can have lunch or take a short break.



CLASS A OFFICE SPACE

Class A Office Space describes the highest quality office space, which is locally available. The architecture of Class A office always prioritizes design and visual appeal over cost, and sometimes over practicality. Class A building can be considered a monument and a testament to the success and power of its tenants. Class A offices are often built in multi-story buildings with structural steel and concrete construction.

Office buildings are classified according to a combination of location and physical characteristics. Class B and Class C buildings are always defined in reference to the qualities of Class A buildings. There is no formula by which buildings can be placed into classes. Class A space can be characterized as buildings that have excellent location and access, attract high quality tenants, and are managed professionally. Building materials are high quality and rents are competitive with other new buildings. Class B buildings have good locations, management, and construction, and tenant standards are high. Class C buildings are typically 15 to 25 years old but are maintaining steady occupancy.



TASK 1.4. MARK THE SENTENCES T (TRUE) OR F (FALSE)

1. An office is generally an area or a building where white-collar workers work.
2. An office is an architectural, design and a social phenomenon.
3. A room with a bench in the corner of the room cannot be called office.
4. Arranging the space in an office may vary according to function and the culture of specific companies.
5. Office arrangement depends on the number of people who will work within the same room.
6. It is very easy to find some private place in an office.
7. The loss of privacy can decrease the incidence of theft and loss of company secrets.
8. Cubicle solves the problem of visual privacy and acoustic separation.
9. Modern requirements led to the creation of special buildings which can be used only as offices.
10. The only purpose of an office building is to provide a working environment for administrative workers.
11. Office workers are usually provided with desks, PCs and other equipment they may need.
12. A company may divide an office building into sections.
13. An office building is always used only by one company.
14. A company office typically has a reception, meeting rooms, offices and toilets.
15. Office buildings can also have kitchens and staff rooms.
16. Office workers usually have long breaks.
17. The architecture of Class A office prioritizes design and visual appeal over cost and practicality.
18. Class A buildings represent the success and power of its tenants.
19. Class A offices are often built with structural steel and concrete construction.
20. Class B and C buildings are typically 15 to 25 years old.



TASK 1.5. ANSWER THE FOLLOWING QUESTIONS

1. What is an office?
2. What phenomenon can an office be?
3. What does an office usually refer to in modern terms?
4. How does arranging the space in an office vary?
5. What is an open plan office?
6. Where can offices be built?
7. What requirements have led to the creation of special buildings that can be used only as offices?
8. What are workers usually provided with?
9. What facilities can the offices usually have ?
10. How many classes of offices are there and what are the main differences between them?



TASK 1.6. COMPLETE THE TEXT WITH THE GIVEN WORDS.

- | | | | | |
|--------------------|----------------------|--------------------|------------------|------------------------|
| a) <i>cubicle</i> | b) <i>facilities</i> | c) <i>official</i> | d) <i>tenant</i> | e) <i>open plan</i> |
| f) <i>physical</i> | g) <i>concrete</i> | h) <i>divided</i> | i) <i>built</i> | j) <i>white-collar</i> |
| k) <i>office</i> | l) <i>arranging</i> | m) <i>security</i> | n) <i>social</i> | o) <i>equipment</i> |

1. An is generally a room or other area in which people work
2. A company has offices in any place where it has an presence.
3. Nowadays term *office* usually refers to the location where workers are employed.
4. An office is an architectural, design and a phenomenon.
5. A large office can be made up of a room with huge number of people working in the same space.
6. A type of compromise between open plan and individual rooms is provided by the
7. Offices can be in almost any location in almost any building.
8. Some requirements such as and flexibility of layout have led to the creation of special buildings which are dedicated only or primarily for use as offices.
9. There are many different ways of the space in an office.
10. Office workers are usually provided with desks, PCs and other
11. An office building will be into sections for different companies.
12. Many office buildings have kitchen where workers can have lunch.
13. Class A offices are built in multi-story buildings with structural steel and construction.
14. Office buildings are classified according to a combination of location and characteristics.
15. Class B buildings have good locations, management, construction and high standards.

TASK 2.1. STUDY THE PHRASES	
WORKING ENVIRONMENT. JOB DUTIES.	
Would you come in for a moment, please?	Зайдіть до мене на хвилинку, будь ласка.
I want to discuss with you the forthcoming conference.	Я хочу обговорити з вами майбутню конференцію.
We have to do some preliminaries.	Нам потрібно провести попередні заходи.
And what about the agenda? Are its points ready?	А щодо порядку? Чи готові його пункти?
Please, type the agenda, make the needed number of copies, and distribute them.	Будь ласка, надрукуйте порядок, зробіть потрібну кількість копій і поширьте їх.
Prepare some valuable information for my report.	Підготуйте цінну інформацію для моєї доповіді.
I'll tell you a bit later what kind of information I need.	Я оголошу пізніше, яка саме інформація мені потрібна.
I guess I will also have to prepare all the necessary equipment for the conference hall.	Я вважаю, що я повинен буду підготувати все необхідне обладнання для конференц-зали.
Please, prepare office stationery, mineral water, tea, coffee and so on.	Підготуйте канцелярське приладдя, мінеральну воду, чай, каву і т. д.
You'll have to prepare and send invitations to the conference.	Ви повинні підготувати і розіслати запрошення на конференцію.
Hello, I'm looking for the office-manager.	Добрий день. Я шукаю офіс-менеджера.
Good afternoon. It's me. What can I do for you?	Доброго дня. Це я. Чим можу бути корисна?
I was given an assignment to make a draft order.	Мені дали доручення зробити проект наказу.
Would you be so kind to explain me how to do it?	Чи не були б ви так ласкаві пояснити мені це зробити?
Find an order form on the computer, in the bank of reference data.	Знайдіть бланк наказу в комп'ютері, у банку довідкових матеріалів.
Copy an order form onto your desktop.	Скопіюйте бланк наказу собі на робочий стіл.
You'll be able to type the text in order form.	Ви зможете друкувати текст у бланку наказу.
Could you show me some samples of order?	Могли б ви показати мені зразки наказу?
I'll send you some samples of order by e-mail.	Я відправлю вам зразки наказу на e-mail.
You can make all the correction sin samples required.	Ви можете коригувати зразки на вимогу.
When your draft order is ready, please, show it to me.	Коли Ваш проект наказу буде готовий, покажіть його мені, будь ласка.
I'll examine it and give you some advice if you need	Я його перевірю і надам вам поради, якщо потрібно.
The draft order should be signed by specialists and the legal department without fail.	Проект наказу повинен бути підписаний фахівцями і юридичним відділом обов'язково.
On obtaining all the signatures, please, hand the draft order over to the secretariat to be signed by the General Director of the company.	Після узгодження, будь ласка, передайте проект наказу в канцелярію на підпис генеральному директору компанії.
Could you make the instruction notice for our specialists, explaining how to write a business letter in a proper way?	Чи могли б ви підготувати пам'ятку для наших фахівців, яка пояснює, як правильно писати ділові листи?
At the last briefing we discussed the point that business letters are not drawn up in a proper way in our company.	На останній оперативці ми обговорювали питання, що у компанії неправильно оформляють ділові листи.
Parts of the letter are located in the wrong places.	Реквізити листа розташовані у помилкових місцях.
Neglecting of our firm style is harmful to our company's image.	Нехтування нашим фірмовим стилем шкодить іміджу компанії.
When should I present the instruction notice?	Коли я повинна представити пам'ятку?
You have to send the sample for all the staff by e-mail.	Ви повинні розіслати зразок всьому персоналу електронною поштою.
I'll ask my deputy assistant to help you to make it.	Я попрошу свого заступника допомогти Вам це зробити
Whom can I talk to about purchasing of your products?	З ким можна обговорити купівлю ваших товарів?
Which documents confirm these facts?	Які документи засвідчують ці факти?
Here are all the necessary certificates.	Ось тут у нас усі необхідні сертифікати.

TASK 2.2. STUDY THE FOLLOWING CONVERSATIONS

Conversation 1. WORKING IN AN OFFICE (You can listen to the the conversation by using the following link: <https://www.oxfordonlineenglish.com/working-in-an-office>)



Man: So this is your office? Wow, it's really nice!

Woman: Yeah, typical tech company office, right?

Man: Is that a pool table?

Woman: Yeah. We have table tennis, too. Want a game?

Man: I can't believe this. Do you ever do any work?

Woman: Sure, we do a lot of work! Sometimes you just need to take a break and clear your head, you know?

Man: You're so lucky... You should see where I work.

Woman: You don't like it?

Man: It's just a cubicle farm. We all sit there in rows, no one talking to each other... It's miserable, actually.

Woman: So why not move? With your background I'm sure you wouldn't have to look too hard to find something better.

Man: I've thought about it, but I think if I put a couple more years in, I could move up in the company. If I leave now, the time I spent will have been for nothing.

Woman: If that's how you feel about it, why would you want to stay? You really think being a manager would be any better?

Man: I hope so... Anyway, I don't want to think about it any more. How about that game of table tennis?

Woman: Alright, but I should warn you, I've been practising a lot...

Conversation 2. CHANGING A MEETING TIME

(You can listen to the the conversation by using the following link:
<https://learnenglish.britishcouncil.org/skills/listening/a2-listening/changing-a-meeting-time>



Lucy: Hi, Anna. Do you have a minute to talk about the meeting next Tuesday?

Anna: Sure. We said 11, didn't we?

Lucy: Yeah, we did. But I have a bit of a problem with the time. Would it be possible to move it?

Anna: Oh, I see. We could postpone it to the afternoon, to 1 p.m., for example. Or bring it forward to earlier in the morning. What would suit you?

Lucy: Could we make it 9 o'clock? That would really help me. I have another important meeting in the central office at 12.

Anna: No problem. It's important you're there.

Lucy: Thanks a lot, Anna.

Anna: Do you need help with any preparation? Did you get the agenda I sent out?

Lucy: Yes, I did. And no, that's all fine, thanks. My report is ready and I'm looking forward to presenting it.

Anna: Great.

Lucy: I can tell Sven about the time change. I'll see him later.

Anna: Don't worry about telling Sven. I'll send an email to everyone to confirm the time has changed and with an updated meeting invite.

Lucy: Great. Thanks, Anna.

Anna: OK. I'm happy that works for you. We really need you there and it's good we don't have to cancel it.

Lucy: See you then. Have a good weekend in the meantime.

Anna: You too.

TASK 2.3. USE INFORMATION FROM TASK 2.1 AND 2.2 TO MAKE YOUR OWN CONVERSATION (It should include not less than 20 phrases)

1. A	
2. B	
3. A	
4. B	
5. A	
6. B	
7. A	
8. B	
9. A	
10. B	
11. A	
12. B	
13. A	
14. B	
15. A	
16. B	
17. A	
18. B	
19. A	
20. B	

TASK 3. ANSWER THE QUESTIONS

OFFICE	
1	What is an office?
2	What location is the best for an office?
3	What are modern requirements to the office buildings?
4	What kinds of duties are there in the office?
5	What are the ways of arranging the space in the office?
6	What are the typical office facilities and equipment?
7	What furniture do workers need in the office?
8	Would you like to work at the office? Why?
9	What kind of office would you like to work in ? Why?
10	Is your desk or working place full of paper?
11	What are typical activities at offices?
12	What do you think are the three most important pieces of technique in the office?
13	What are good and bad points of using computers in the office?
14	What takes up most of workers time in the office?
15	What skills do you need to do office work?
16	What things would you like always to be done with technology?
17	How does the environment in your office affect your quality of work?
18	Is it real to have privacy in the office? Why?
19	Do you like to be busy, or do you like to have an easy schedule?
20	Do you manage time, or does time manage you at work?
21	Do you schedule out what you have to do every day in the office?
22	Should the Internet use for private purposes be allowed in the offices?
23	What stationary do you use at your work or study?
24	Are you patient enough to do a lot of paper work in the office?
25	What is the most difficult thing about office work?

TASK 4.1 STUDY THE GRAMMAR THEORY

PERFECT TENSES (ДОКОНАНІ ЧАСИ)



Task 1. Study the theoretical material.

PRESENT PERFECT (ТЕПЕРІШНІЙ ДОКОНАНИЙ ЧАС)



Стверджувальне речення

Граматичний час **Present Perfect** утворюється за допомогою допоміжного дієслова **have** або **has** та форми Past Participle (третьої форми смислового дієслова).

Past Participle для правильних дієслів утворюється шляхом додавання до їх словникової форми закінчення **-ed**. Для неправильних дієслів використовуються їхні особливі треті форми, що можна взяти з таблиці неправильних дієслів. (див. додаток 1(Appendix 1))

В залежності від особи та числа, в якому стоїть підмет у реченні, використовується та чи інша форма допоміжного дієслова **have**.

I, We, You, They → **have** (для 1-ї, 2-ї особи та форм множини) He, She, It → **has** (для 3-ї особи однини)

*He **has** just **finished** his first book.* – Він тільки-но закінчив свою першу книгу.

Скорочення: have='ve, has='s



Заперечне речення

В заперечних реченнях в **Present Perfect** після допоміжного дієслова **have** або **has** додається заперечна частка **not**.

*He **has not** finished his first book.* – Він не закінчив свою першу книгу.

*We **haven't** bought all the furniture.* – Ми не придбали всі меблі.



Питальне речення

Загальне питання в **Present Perfect** утворюється шляхом винесення допоміжного дієслова **have** або **has** на початок речення перед підметом.

***Have** we **bought** all the furniture?* – Ми придбали всі меблі?

***Has** he just **finished** his first book?* – Він тільки-но закінчив свою першу книгу?

Спеціальне питання в **Present Perfect** утворюється за допомогою питального слова або фрази, що ставиться на самий початок речення перед допоміжним дієсловом. Подальший порядок слів такий самий, як і в загальному питанні з **Present Perfect**.

***What** **has** he just **finished**?* – Що він тільки-но закінчив?

***Where** **have** we **bought** all the furniture?* – Де ми придбали всі меблі?

Використання Present Perfect

1) Використовується для передачі важливості результату минулої дії у теперішньому часі **без точного зазначення часу** виконання дії. Дія була виконана колись у минулому (часто нещодавно), і результат цієї дії можна побачити в теперішньому часі.

*She **has found** this kitten outside.* – Вона знайшла це кошеня на вулиці.

2) Використовується для вираження дій, що почалися в не зовсім відомий момент в минулому (неважливо, коли), але ще можуть бути незавершеними, а результат таких дій можна побачити в теперішньому часі.

*They **have played** in the orchestra since high school.* – Вони грали в оркестрі зі старшої школи. (Вони все ще грають там)

Маркери часу

ever – коли-небудь

never – ніколи

already – вже

yet – ще, вже

lately – останнім часом

just – тільки-но

recently – нещодавно, на днях

once – одного разу

many times – багато разів

several times – декілька разів

today – сьогодні

this week (month, year) – цього тижня(місяця, року)

for an hour (two weeks) – протягом години(двох тижнів)

since twelve o'clock (15 January, July) – с дванадцятої години (15 січня, липня)

PAST PERFECT (МИНУЛИЙ ДОКОНАНИЙ ЧАС)



Стверджувальне речення

Past Perfect формується за допомогою допоміжного дієслова **had** та форми Past Participle (третя форма дієслова).

I had booked the table by 6 p.m. – Я замовила (забронювала) столик до 6 години.



Заперечне речення

Для того, щоб утворити заперечення в **Past Perfect**, слід додати заперечну частку **not** після допоміжного дієслова **had**. (*had not = hadn't*)

I had not booked a table by 6 p.m. – Я не забронювала столик до 6 години.



Питальне речення

Загальне питання в **Past Perfect** формується шляхом винесення допоміжного дієслова **had** на початок речення перед підметом.

Had you booked a table by 6 p.m? – Ти забронювала столик до 6 години?

Спеціальне питання в **Past Perfect** утворюється за допомогою питального слова або фрази, що стоїть на самому початку речення. Подальший порядок слів такий самий, як і в загальному питанні для **Past Perfect** (**had** + підмет + третя форма дієслова).

What had I done? – Що я зробила?

Where had she washed this cup? – Де вона мила цю чашку?

Використання Past Perfect

1) Використовується для вираження дії, яка передує іншій дії у минулому або ж відбувалася до певного моменту в минулому.

*She told you she **had met** your mother.* – Вона сказала тобі, що зустріла твою мати. (Вона спочатку зустріла мати, а потім через деякий час розповіла про це)

2) Використовується для вираження дій, що завершилися в минулому й результат цих дій був також спостерігався у минулому.

*She was upset. She **had torn** her favorite dress.* – Вона була засмучена. Вона розірвала свою улюблену сукню.

МАРКЕРИ ЧАСУ

before – до того як

never before – ніколи раніше

after - після, після того, як

no sooner... than – лише, щойно, тільки-но, не встиг

hardly... when – тільки-но, щойно, ледь, не встиг і

by two o'clock (that time, by the 2nd of July – до 2-ї години (до того часу, до 2-го липня)

FUTURE PERFECT (МАЙБУТНІЙ ДОКОНАНИЙ ЧАС)



Стверджувальне речення

Future Perfect утворюється за допомогою допоміжного дієслова **will** та форми доконаного інфінітиву Perfect Infinitive (**have** + смислове дієслово в третій формі) без частки **to**.

Will в сучасній англійській мові вживається для всіх осіб однини та множини, проте **shall** ще можна зустріти в газетах, старих або офіційних текстах, в художній літературі.

I will have done this work by 5 o'clock tomorrow – Я виконаю цю роботу до 5-ї години завтра



Заперечне речення

Заперечення в **Future Perfect** твориться шляхом додавання частки **not** після допоміжного дієслова **will**.

I will not have done this work by 5 o'clock tomorrow. – Я не виконаю цю роботу до 5-ї години завтра.



Питальне речення

Утворення загального питання в **Future Perfect** відбувається шляхом винесення допоміжного дієслова **will** на початок речення перед підметом.

Will I have done this work by 5 o'clock tomorrow? – Я виконаю цю роботу до 5-ї години завтра?

Спеціальне питання в **Future Perfect** утворюється за допомогою певного питального слова або фрази, що ставиться на початку речення. Подальший порядок слів такий самий як і в загальному питанні для **Future Perfect**.

What will I have done by 5 o'clock tomorrow? – Що я виконаю до 5-ї години завтра?

Використання Future Perfect

1) Використовується для описання дії у майбутньому, яка почнеться та закінчиться до певного моменту або до іншої дії в майбутньому, або ж буде тривати в цей певний момент у майбутньому.

I will have found a new job by next month. – Я знайду нову роботу до наступного місяця.

МАРКЕРИ ЧАСУ

before – до, перед тим, як

till – до (тільки для заперечних речень)

until – до (тільки для заперечних речень)

by then – до того часу

by the time – к того часу, як; коли

by 3 p.m. (tomorrow, next week) – до 3-ї вечора (до завтра, до наступного тижня)

УЗАГАЛЬНЕННЯ

PERFECT – ACTIVE (Доконаний час в активі)

	СТВЕРДЖУВАЛЬНА	ПИТАЛЬНА	ЗАПЕРЕЧНА	МАРКЕРИ
ТЕПЕРІШНІЙ	I we } you } have they } he } she } has it } } worked	I we } you } they } He } she } it } have } has } } worked?	I we } you } they } he } she } it } have } has } } not } worked	just – щойно ever – коли-небудь never – ніколи already – вже yet – ще lately – в останній час recently – в останній час since – з for – протягом today – сьогодні this week – цього тижня this month – цього місяця this year – цього року for a long time – довгий час
МИНУЛИЙ	I we } you } they } he } she } it } } had worked	I we } you } they } He } she } it } had } } worked?	I we } you } they } he } she } it } } had not worked	by 5 o'clock yesterday – до 5 години вчора by the time – до того часу by that time – до того часу by last Friday – до мин. п'ятниці by the 1 st of September 1993 – до першого вересня 1993 before – до того, як after / when – після / коли never ... before – ніколи до цього no sooner ... than – не встигли, як
МАЙБУТНІЙ	I we } you } they } he } she } it } } will have } worked	I we } you } they } he } she } it } will } } have } worked?	I we } you } they } he } she } it } } will have } not worked	by 5 o'clock tomorrow – до 5 години завтра by then – до того часу by that time – до того часу by next Friday – до наст. п'ятниці by the 1 st of September 2030 – до 19 першого вересня 2030 by the year 2040 – до 2040 року before – до того, як till – до until – до

He has worked out this project recently. Він розробив цей проект нещодавно.

He said he had worked out this project by that time. Він сказав, що він розробив цей проект до того часу.

They will have worked out this project by 5 o'clock. Вони розроблятимуть цей проект до 5 години.

PRACTICE

Task 4.2. Complete the sentences with the correct form of the verb in Present Perfect. Put the letter a, b or c.

1. I _____ my passport.

a) *have lost* b) *have lose* c) *has lost*

2. Where's Rebecca? - She _____ to bed.

a) *has go* b) *has went* c) *has gone*

3. Bob is away on holiday. Oh, where _____ he _____?

a) *have gone* b) *has gone* c) *has ... go*

4. Can I take this newspaper? _____ you _____ with it?

a) *Have ... finished* b) *Has ... finished* c) *Have ... finish*

5. She _____ the door.

a) *have closed* b) *has closed* c) *has close*

6. I'm looking for Paula. _____ you _____ her?

a) *has ... seen* b) *have ... seen* c) *have ... saw*

7. Sue is having a party tonight. She _____ a lot of people.

a) *have invited* b) *has invited* c) *has invite*

8. I know that woman but I _____ her name.

a) *have forgot* b) *have forget* c) *have forgotten*

9. Has Nicola started her new job _____?

a) *already* b) *yet* c) *just*

10. What time is Paul arriving? - He has _____ arrived.

a) *just* b) *ever* c) *yet*

Task 4.3. Complete the sentences with the correct form of the verb in Past Perfect. Put the letter a, b or c.

11. There was no food left when I returned. They _____ everything!

a) *had eaten* b) *ate* c) *were eating*

12. I _____ the bags before we left on holiday.

a) *checked* b) *had been checking* c) *had checked*

13. By the time the presentation began, they _____ their discussion.

a) *were completing* b) *had completed* c) *completed*

14. When I got home, the children already _____ to bed.

a) *had gone* b) *went* c) *gone*

15. When I turned on the television, my favourite program _____.

a) *had already finished* b) *had finished already* c) *already had finished*

16. When we arrived at the cinema, the film _____ .

a) *had already started* b) *started* c) *start*

17. When I found my bag, I noticed that someone _____ my phone.

a) *stolen* b) *had stolen* c) *stole*

18. Tom felt great because he _____ up late the night before.

a) *stayed* b) *had stayed* c) *have stayed*

19. Mandy was exhausted because she _____ over 55 hours a week.

a) *had worked* b) *worked* c) *was worked*

20. The flat was lovely and tidy because my flatmate _____ it.

a) *had cleaned* b) *was cleaning* c) *cleaned*

Task 4.4 Complete the sentences with the correct form of the verb in Future Perfect. Put the letter a, b or c.

21. By 2021 our students _____ to speak English.

- a) *learn* b) *will learn* c) *will have learnt*

22. How long _____ you _____ English by the end of this term?

- a) *will have studied* b) *will studied* c) *will study*

23. By the end of the next month I _____ in London for exactly three years.

- a) *will be living* b) *will living* c) *will have lived*

24. He hopes he _____ a million pounds by the time he is thirty.

- a) *will make* b) *will have made* c) *will be going to make*

25. I _____ this book by tomorrow night.

- a) *will have read* b) *will be reading* c) *will read*

26. Don't worry about your next exam. I'm sure you _____ it successfully.

- a) *are going to pass* b) *will pass* c) *will have passed*

27. Do you think the teacher _____ our homework by Monday morning?

- a) *will mark* b) *will be marking* c) *will have marked*

28. William _____ souvenirs for all his friends before he leaves for the USA.

- a) *will buy* b) *will have bought* c) *will be buying*

29. By Thursday afternoon, Lesley _____ the report for her boss.

- a) *will prepare* b) *will be preparing* c) *will have prepared*

30. By the time her kids arrive, Nadine _____ dinner.

- a) *will cook* b) *will have cooked* c) *will be cooking*

**Task 4.5. Write the correct form of the verb in Present Perfect or Past Simple.
Put the letter a, b or c.**

31. _____ lunch yet? We're going to the canteen if you'd like to join us.

- a) *Did you have* b) *Have you had* c) *Has you had*

32. I _____ here since I left school.

- a) *have worked* b) *worked* c) *has worked*

33. Where _____ this morning? I tried to call you but your phone was off.

- a) *were you* b) *have you been* c) *was you*

34. I _____ to Australia when I was a student.

- a) *went* b) *have been* c) *has gone*

35. '_____ to Australia?' 'No, never.'

- a) *Have you ever been* b) *Did you ever go* c) *Have you ever gone*

36. There _____ an accident in the town centre and the road is closed to traffic.

- a) *has been* b) *was* c) *have been*

37. I _____ running twice this week.

- a) *have been* b) *went* c) *go*

38. Oh no! I _____ my phone. Have you seen it anywhere?

- a) *lost* b) *have lost* c) *losted*

39. I _____ a cake. It's in the kitchen if you'd like a piece.

- a) *made* b) *have made* c) *has made*

40. 'How long _____ in London?' 'For two years. From 2000 - 2002.'

- a) *have you lived* b) *did you live* c) *you lived*

Task 4.6. Write the correct form of the verb (Present, Past, Future Perfect)

41. She _____ (*act*) in two films recently.
42. The patient _____ (*die*) before they took him to hospital.
43. I _____ (*already / read*) 10 novels written by Jack London.
44. They _____ (*live*) in New York for 3 years before they moved to Seattle.
45. _____ (*you / finish*) the course by this time next year?
46. By the time you received this letter yesterday, Dina _____ (*leave*) for Algeria.
47. She _____ (*recover*) from her surgery by the time we visit her next Saturday.
48. Debi _____ (*do*) her homework when her father arrives.
49. _____ (*you / see*) the news? You won't believe your eyes.
50. I bought a new dress last week, but I _____ (*not / wear*) it yet
51. She _____ (*finish*) studying in France by 2025.
52. I _____ (*want*) to get a dog since I was little.
53. The students _____ (*work*) hard in class so they earned a pizza party.
54. We _____ (*study*) a lot for the test before we finally took it yesterday.
55. You _____ (*finish*) the course by the end of the year?
56. Dave _____ (*look*) at that brand many times before he bought new shoes.
57. Sneakers _____ (*be*) the most popular footwear for decades.
58. By the end of the day, she _____ (*not/run*) ten miles.
59. Sam _____ (*earn*) enough money for a new car by next June?
60. We _____ (*not/eat*) before we came home.

Task 4.7. Translate the sentences into English.

61. Наша компанія вже збудувала нові офіси.
62. Він закінчив свій звіт до того як розпочалася нарада.
63. Ми закінчимо реорганізацію нашого приміщення до кінця тижня.
64. Ми ще не забезпечили всіх працівників робочими місцями.
65. Вони закінчили поділ офісного приміщення для різних компаній до кінця літа.
66. Ви вже обладнали ваш офіс необхідною системою безпеки?
67. Секретар вже замовила усі необхідні канцелярські вироби?
68. Шеф оглянув умови роботи в офісах до того, як ми почали в них працювати.
69. Ми не закінчимо наш проєкт до наступного тижня.
70. Я щойно закупила ножиці та папір для відділу маркетингу.

UNIT 4. MODERN COMMUNICATION TECHNOLOGIES IN AGRIBUSINESS



VOCABULARY	Internet. Telephone. Computer engineering.
READING, TRANSLATING, DISCUSSING	Telephone etiquette. Computers. Internet and modern life. Netiquette.
COMMON PHRASES	Telephone. Short answers.
CONVERSATION	Leaving a message. A request from your boss.
GRAMMAR	Present, Past, Future Perfect Continuous

VOCABULARY

INTERNET		
archive	файл, що містить кілька окремих стислих файлів	['ɑ:kɑ:v]
blog (weB LOG)	веб-сторінка, веб-журнал	[blɒg]
bookmark	інтернет-адреса збережена у листі користувача	['bɒk.mɑ:k]
browse	перегортати, переглядати, безладно читати	[braʊz]
browser	програма для перегляду сторінок (провідник WWW)	['braʊzə]
comment spam	робити зауваження щодо спаму	['kɒment sp'æm]
contextual advertising	контекстна реклама	[kən'tekstʃuəl 'ædvɛtaɪzɪŋ]
cookie	файл, автоматично створений сервером, до якого зверталися на машині користувача	['kʊki]
domain	домен – частина мережі Інтернет, що визначається державою і типом організації протоколів	[dəʊ'meɪn]
download	копіювання файлів з віддаленого комп'ютера або мережі (Інтернету), завантаження файлів	['daʊnləʊd]
egress traffic	вихідний трафік – кількість інформації, передана з комп'ютера користувача в Інтернет	['i:gres 'træfɪk]
error	помилка, відхилення, похибка	['erə]
freeware	вільні програмні засоби	['fri:weə]
icon	невеликий графічний символ для позначення програми або файлу в графічному інтерфейсі	['aɪkɒn]
ingress traffic	вхідний трафік – кількість інформації, отримана з Інтернету в комп'ютер користувача	['ɪngres 'træfɪk]
IP address	IP-адреса (для ідентифікації вузла в мережі і для визначення інформації маршрутизації)	['aɪpɪ: ə'dres]
keyword	ключове слово, пошукове слово	['ki:wə:d]
link	посилання на сторінку в Інтернеті	[lɪŋk]
log in	ввійти до системи, розпочати сеанс	[lɒg 'i:n]
log out	вийти зі системи, завершити сеанс	[lɒg 'aʊt]
network	мережа, сукупність комп'ютерів, що використовують той самий протокол для обміну інформацією	['netwɜ:k]
password	пароль, секретне слово для входу в систему	['pɑ:swə:d]
podcast	цифровий аудіо- або відео- файл в Інтернеті для завантаження в iPod, щостворений у спеціальному форматі	['pɒdkɑ:st]
portal	портал-сайт, що слугує провідником до інших сайтів та містить список лінків, поштовик, пошуковик	['pɔ:tl]
WWW world wide web	“Всесвітня павутина” – зібрання гіпертекстових та інших документів, доступних у всьому світі через мережу Internet	['wɜ:ld 'waɪd 'web]
search engine (machine)	пошукова система – засіб для фільтрування інформації, що не відноситься до теми запиту	[,sɜ:tʃ 'endʒɪn]
server	сервер – комп'ютер, що обслуговує комп'ютери користувачів й управляє доступом до ресурса мережі	['sɜ:və]
shareware	програми, для використання копій яких потрібно сплатити ліцензію, чого, однак, рідко дотримуються	['ʃeəweə]
site	сайт – сукупність веб-сторінок, якими оперують як єдиним цілим (комплекс графіки й аудіо)	[saɪt]
site map	карта сайту	['saɪt ,mæp]
spam	даремна інформація (зазвичай реклама), яку розсилають значній кількості абонентів електронною поштою	[spæm]
spyware	програма-шпигун, записана на комп'ютері користувача без відома користувача	['spaɪweə]
traffic	кількість переданих або отриманих даних	['træfɪk]
trojan program	програма, що видає себе за іншу програму з метою отримання інформації або інших функцій	['trɔ:dʒən 'prəʊgræm]
upload	передача файлів на віддалений комп'ютер або в мережу (Інтернет), вивантаження файлів	['ʌpləʊd]
URL uniform resource	адреса розміщення файлів мережі	[,ju ,ɑ:r 'el]

VOCABULARY

access	доступ	['ækses]
anti-virus software	антивірусна програма	['ænti 'vaɪərəs 'sɒft.weə]
database	база даних	['deɪtəbeɪs]
dial-up	підключення	['daɪəl.ʌp]
host	хост	[həʊst]
index	індекс, покажчик, каталог	['ɪndeks]
offline	поза мережею	['ɒflaɪn]
online	В мережі	['ɒnl'aɪn]
service provider	постачальник послуг	['sɜ:vɪs prə'vaɪdə]
sign in	увійти	[saɪn 'i:n]
sign up	підписатися, зареєструватися	[saɪn 'ʌp]
user name	ім'я користувача	['ju:zə ,neɪm]
web page	web-сторінка	['web 'peɪdʒ]
Wi-Fi wireless fidelity	бездротова точна передача	['waɪə(r)lɪs fɪ'delətɪ]
wireless	бездротовий	['waɪə(r)lɪs]
TELEPHONE		
public telephone	телефон-автомат	['pʌblɪk 'telɪ ,fəʊn]
coin-box telephone (payphone)	таксофон	['kɔɪn ,bɒks 'telɪ ,fəʊn]
dial	набирач номера	['daɪəl]
push-button keyboard	набирач номера	[pʊʃ 'bʌtən 'ki: ,bɔ:d]
call buttons	кнопки виклику	[,kɔ:l 'bʌtənz]
receiver (phone receiver)	слухавка	[rɪ'si:və] ['fəʊn rɪ'si:və]
handset	слухавка	['hændset]
earpiece	раковина телефонної трубки	['ɪəpi:s]
mouthpiece, microphone	мікрофон	['maʊθpi:s] ['maɪkrəfəʊn]
receiver cord	телефонний дріт	[rɪ'si:və ,kɔ:d]
switchboard	телефонний комутатор	['swɪtʃbɔ:d]
COMPUTER ENGINEERING		
main system unit	головний системний блок	['meɪn 'sɪstəm 'ju:nɪt]
monitor	монітор	['mɒnɪtə]
CPU central processing unit	центральний процесор	['sentrəl 'prəʊsesɪŋ 'ju:nɪt]
System(mother) board	материнська плата	['sɪstəm ,bɔ:d]
winchester	вінчестер	['wɪntʃɪstə]
hard disk	жорсткий диск	['hɑ:d ,dɪsk]
operating system	операційна система	['ɒpəreɪtɪŋ 'sɪstəm]
DOS - disk operating system	дискова операційна система	[,dɪsk 'ɒpəreɪtɪŋ 'sɪstəm]
graphics card	відеокарта	['græfɪks 'kɑ:d]
main memory	операційна пам'ять	['meɪn 'meməri]
CD-ROM drive	дисковод	[sɪdi-'rɒm ,draɪv]
floppy disk drive	дискретний привід	['flɒpi ,dɪsk 'draɪv]
floppy disk	дискета	['flɒpi ,dɪsk]
keyboard	клавіатура	['ki:bɔ:d]
mouse	миша	[maʊs]
loudspeaker	колонка	['laʊd ,spi:kə] [,laʊd'spi:kə]
modem	модем	['mɔdəm]
fax	факс	[fæks]
color ink jet printer	кольоровий струменевий принтер	['kɒlə ,ɪŋk ,dʒet 'prɪntə]
control panel	панель управління	[kən'trəʊl 'pænel]
paper tray	лоток для паперу	['peɪpə ,treɪ]
laser printer	лазерний принтер	['leɪzə 'prɪntə]
scanner	сканер	['skænə]
driver	драйвер	['draɪvə]
folder (directory)	папка	['fəʊldə][dɪ'rektəri]

TASK 1.1. MATCH A WORD (PHRASE) (1-12) AND PICTURES (a-l).

- | | | | |
|--------------|--------------|--------------|----------------------------------|
| 1) flashcard | 2) printer | 3) hard disk | 4) central processing unit (CPU) |
| 5) memory | 6) keyboard | 7) monitor | 8) speakers |
| 9) hardware | 10) software | 11) mouse | 12) fax |

<p>a)</p> 	<p>b)</p> 	<p>c)</p> 
<p>d)</p> 	<p>e)</p> 	<p>f)</p> 
<p>g)</p> 	<p>h)</p> 	<p>i)</p> 
<p>j)</p> 	<p>k)</p> 	<p>l)</p> 



TASK 1.2. MATCH THE WORDS IN THE LEFT COLUMN WITH THEIR DEFINITIONS IN THE WRITE ONE.

1) <i>browser</i>	a) an object or machine that has been invented for a particular purpose
2) <i>device</i>	b) a piece of electronic equipment that connects computer networks
3) <i>download</i>	c) a computer program that makes it possible for a computer to use other pieces of equipment such as a printer
4) <i>driver</i>	d) a short piece of information that is sent to someone
5) <i>error</i>	e) a machine that prints onto paper using ink
6) <i>hardware</i>	f) a computer program that makes it possible for you to read information on the internet
7) <i>keyboard</i>	g) a flat open container used for holding papers, documents, etc.
8) <i>load</i>	h) a small device that you use to move a cursor on your computer screen
9) <i>message</i>	i) a device that changes images or text into electronic form
10) <i>mouse</i>	j) to put information or a program onto a computer
11) <i>operating system</i>	k) a secret word or phrase that is used to obtain access to a computer system
12) <i>paper tray</i>	l) a mistake
13) <i>password</i>	m) a computer program that finds information on the internet by looking for words that you have typed in
14) <i>printer</i>	n) the physical and electronic parts of a computer
15) <i>router</i>	o) to copy programs or information into a computer's memory
16) <i>scanner</i>	p) the instructions that control what a computer does; computer programs
17) <i>search engine</i>	q) a piece of computer through which sound can be heard
18) <i>server</i>	r) a set of programs that control the way a computer system works
19) <i>software</i>	s) the set of keys on a computer that you press in order to make it work
20) <i>speaker</i>	t) a central computer from which other computers get information



TASK 1.3. READ THE TEXTS



TELEPHONE ETIQUETTE

A telephone is a device that is used to transmit and receive sound (most commonly speech). A telephone number is a sequence of numbers used to call from one telephone line to another in a telephone network. The call may use land line, cell phone, satellite phone.

The way in which someone perceives their first interaction with an individual or an employee is extremely important. Telephone conversations are a preferred method of business communication because it's personal and serves as an opportunity to create a good first impression of the organization.

Phone etiquette is a way for you to showcase your manners and properly represent yourself or your business to others. Positive interactions create lasting impressions that are instrumental to business success. Telephone etiquette consists of active listening skills, choice of words and tone of voice.



COMPUTERS

A computer is a machine that manipulates data according to a list of instructions. The ability to store and execute lists of instructions, called programs, makes computers extremely versatile.

Computer hardware is the physical part of a computer, including its digital circuitry. Computer software are program applications executing within the hardware. The hardware of a computer is infrequently changed. Most computer hardware is not seen by normal users. It is embedded systems in personal computers, automobiles, microwave ovens, compact disc players, and other devices.

Computer software is a general term used to describe a collection of computer programs, procedures and documentation that perform some tasks on a computer system. Computer software includes application software, system software, and middleware. Application software is word processors which perform productive tasks for users. System software is operating systems, which interface with hardware to provide the necessary services for application software. Middle ware controls and co-ordinates distributed systems. Software is readily created, modified or erased on the computer.

INTERNET AND MODERN LIFE



The Internet has already entered our ordinary life. Everybody knows that the Internet is a global computer network, which embraces hundreds of millions of users all over the world and helps us to communicate with each other. Invention of modems, special devices has opened doors to the Internet for millions of people.

Nowadays the most popular Internet service is e-mail. Most of the people use the network only for sending and receiving e-mail messages. They can do it either they are at home or in the internet clubs or at work. Other popular services are available on the Internet too. It is reading news, available on some dedicated news servers, telnet, FTP servers, etc. However, there are some problems. The most important problem is security. When you send an, your message can travel through many different networks and computers. The data is constantly being directed towards its destination by special computers called routers. Because of this, it is possible to get into any of the computers along the route, intercept and even change the data being sent over the Internet. But there are many encoding programs available.

NETIQUETTE



Netiquette, abbreviation of Internet etiquette or network etiquette, is guidelines for courteous communication in the online environment. It includes proper manners for sending e-mail, conversing online, and so on. Much like traditional etiquette, which provides rules of conduct in social situations, the purpose of netiquette is to help construct and maintain a pleasant, comfortable, and efficient environment for online communication, as well as to avoid placing strain on the system and generating conflict among users. Netiquette includes rules that provide guidance for appropriate social interaction and technical performance online. What constitutes good netiquette varies among the many subcultures of the Internet, and, of course, netiquette issues change with time and technology.



TASK 1.4. MARK THE SENTENCES T (TRUE) OR F (FALSE).

1. A phone number can include numbers and letters used to call from one telephone line to another.
2. Telephone conversation is an opportunity to create a good first impression of the organization.
3. Telephone conversations are an effective method of business communication.
4. Telephone etiquette consists of active speaking skills, choice of words and tone of voice.
- 5 A computer is a device that manipulates information according to a list of instructions.
6. The ability to store and execute lists of instructions makes computers extremely versatile.
7. Computer software is the physical part of a computer, including its digital circuitry.
8. The hardware of a computer is often changed.
9. Computer hardware can be embedded in automobiles and microwave ovens.
10. Computer software is a collection of computer programs, procedures and documentation.
11. System software interfaces with hardware to provide the necessary services for application software.
12. It is very difficult to modify or erase software on the computer.
13. A huge number of users can communicate with each other thanks to the Internet .
14. The Internet connects millions of users all over the world.
15. Only a few people use the network for sending and receiving e-mail messages.
16. People can use the Internet only for work.
17. News reading is not very popular serviceon the Internet.
18. Your e-mail always travel through many different networks and computers.
19. It is possible to change the data being sent over the Internet.
20. Netiquette is guidelines for polite communication in the online environment.



TASK 1.5. ANSWER THE FOLLOWING QUESTIONS.

1. What is a telephone?
2. What is a telephone number?
3. Why should you know phone etiquette?
4. What is a computer?
5. What is computer hardware?
6. What is computer software?
7. What is the most popular Internet service nowadays?
8. What is the most important problem of Internet using?
9. What is a netiquette?
10. What is the purpose of netiquette?



TASK 1.6. COMPLETE THE TEXT WITH THE WORDS FROM THE TABLE.

<i>a) comfortable</i>	<i>b) device</i>	<i>c) destination</i>	<i>d) procedures</i>	<i>e) data</i>
<i>f) interaction</i>	<i>g) distributed</i>	<i>h) middleware</i>	<i>i) physical</i>	<i>j) manners</i>
<i>k) guidelines</i>	<i>l) network</i>	<i>m) numbers</i>	<i>n) receiving</i>	<i>o) security</i>

1. A telephone is a that is used to transmit and receive sound.
2. A telephone number is a sequence ofused to call from one telephone line to another.
3. Phone etiquette is a way for you to showcase your
4. A computer is a machine that manipulates according to a list of instructions.
5. Computer hardware is the part of a computer, including its digital circuitry.
6. Computer software is a collection of computer programs, and documentation.
7. Computer software includes application software, system software, and.....
8. Middle ware controls and co-ordinates systems.
9. The data is constantly being directed towards its by routers.
10. The Internet is a global computer, which helps people to communicate with each other.
11. Most of the people use the network only for sending and e-mail messages.
12. The most important problem of the message sending via the Internet is
13. Netiquette is for courteous communication in the online environment
14. The purpose of netiquette is to maintain a pleasant,, and efficient environment for online communication.
15. Netiquette includes rules that provide guidance for appropriate social and technical performance online.

TASK. STUDY THE PHRASES AND MAKE A DIALOGUE

TELEPHONE	
This is ...	З Вами говорять ...
Who is speaking?	Хто говорить?
Who is calling, please?	Хто дзвонить?
Local call.	Місцевий дзвінок.
International call.	Міжнародний дзвінок.
Go ahead.	Нумо, продовжуй.
I have to give a phone call.	Мені потрібно зробити дзвінок.
Hang up and call again, please.	Передзвоніть, будь ласка.
I'll call back later.	Я передзвоню пізніше.
I'll call again later.	Я передзвоню пізніше.
Hello, may I speak to Mr. Brown, please?	Алло, чи можу я поговорити з містером Брауном?
He's not in now.	Його зараз немає. Він вийшов.
She's on another line now.	Вона зараз розмовляє по іншому телефону.
Hold the line, please.	Залишайтеся на лінії, будь ласка.
Don't hang up yet, please.	Не кладіть поки що слухавку, будь ласка.
Please ask him to call me.	Будь ласка, попросіть його мені зателефонувати.
Could you leave a message for him?	Ви можете залишити йому повідомлення?
What time is he expected back?	О котрій годині чекають на його повернення?
Yes, sir. Hold on, please.	Так, одну хвилинку, будь ласка.
The line is busy.	Лінія зайнята.
I got the wrong number.	Я помилився номером.
Please, may I use your phone?	Я можу скористатися вашим телефоном?
Thank you for calling.	Дякую за дзвінок.
I would like to make a call to Munich.	Я хотів би зателефонувати до Мюнхена.
Where can I find a public phone around here?	Де я можу знайти телефон-автомат поблизу?
The number is unlisted.	Цього номера немає в довіднику.
Can I dial directly?	Можна мені набирати напрямки?
I'm sorry, you have the wrong number.	Вибачте, ви помилилися номером.
I'd like to make an overseas call.	Я хотів би зателефонувати за кордон.
May I make an international call?	Можна мені зробити міжнародний дзвінок?
It's a long distance call.	Це міжнародний (міжміський) дзвінок.
May I make a call to Paris?	Можна мені зателефонувати до Парижу?
What's the minimum charge for a call to Rome?	Який мінімальний тариф за дзвінок до Риму?
It's about 6 dollars for a three minute call.	Близько 6 доларів за 3-хвилинний дзвінок.
I want to make a collect call to London.	Я хотів би зробити дзвінок до Лондону за рахунок адресата.
Make it a person-to-person call, please.	Розмова з повідомленням, будь ласка.
Give me extension 212 (two-one-two), please.	З'єднайте мене з додатковим 212, будь ласка.
How do you spell that?	Як це пишеться?
SHORT ANSWERS	
Yes.	Так.
Yes, indeed.	Так, дійсно.
Yes, that's true.	Так, правильно.
That's right.	Правильно.
That's alright.	Усе в порядку.
I'm sure of that.	Я в цьому впевнений.
I see.	Зрозуміло.
O.K.	Добре.
Very well.	Дуже добре.
That's a good idea.	Це гарна ідея.
Of course.	Звичайно.
No.	Ні.
Certainly not.	Звичайно, ні.
That isn't true.	Це не так.
No, I can't tell you.	Ні, я не зможу сказати Вам.

Conversation 1. LEAVING A MESSAGE

You can listen to the the conversation by using the following link:
<https://learnenglish.britishcouncil.org/skills/listening/a2-listening/leaving-a-message>



Jane: Hello, this is the Sales department. Jane Solomon speaking.

Peter: Hello, is Maria Fernandez there, please?

Jane: No, I'm sorry. She's not in the office at the moment. She's on her lunch break.

Peter: Oh. Could you take a message, please? Could you tell her that Peter Griffin called?

Jane: Sure. Could you give me your number?

Peter: It's 0-7-4-6-0 double 9-0-1 double 8.

Jane: Thanks. That's 0-7-4-6-0 2-9-0-1-2-8.

Peter: Sorry, no. It's 0-7-4-6-0 9-9-0-1-8-8.

Jane: 9-9-0-1-8-8.

Peter: Yes. Please ask her to call me back, and tell her it's about the PXO project. I need the new project figures.

Jane: The PXO project. Right. I'll give her your message when she comes back to the office.

Peter: Thank you. In case I'm in a meeting when she calls back, can I give you my email address too?

Jane: Of course.

Peter: Great. It's P-E-T-E-R dot G-R-I-F-F-I-N at F-R-E-S-H dot com.

Jane: Can I read that back to you?

Peter: Sure.

Jane: That's P-E-T-E-R dot G-R-I-F-F-I-N at F-R-E-S-H dot com.

Peter: Yes, that's it.

Jane: OK. I'll tell her you called.

Peter: Thank you. Goodbye.

Jane: Goodbye.

Conversation 2. A REQUEST FROM YOUR BOSS

You can listen to the the conversation by using the following link:
<https://learnenglish.britishcouncil.org/skills/listening/a1-listening/a-request-from-your-boss>



Susanne: Hi, Mario. Can you help me prepare some things for the next month?

Mario: OK, sure. What can I help you with?

Susanne: I need to visit the customer in Germany. It's important.

Mario: What can I do to help?

Susanne: Can you send an email to the customer? Ask them when I can visit them next week. Please do this first. It's a priority and very urgent.

Mario: Right. I'll do it today.

Susanne: Thanks. This next task is also important. Can you invite everyone to the next team meeting?

Mario: Yes, I will.

Susanne: But first you need to book a meeting room. After that, please send everyone an email about it.

Mario: Yes, of course.

Susanne: And finally, can you write a short report about our new project? I have to give a presentation to our managers next month. Please do it when you have time – sometime in the next two or three weeks. It's not too urgent.

Mario: Sure, no problem. I can do it this week.

Susanne: There's no hurry. Take your time.

TASK 2.3. USE INFORMATION FROM TASK 2.1 AND 2.2 TO MAKE YOUR OWN CONVERSATION (It should include not less than 20 phrases)

1. A	
2. B	
3. A	
4. B	
5. A	
6. B	
7. A	
8. B	
9. A	
10. B	
11. A	
12. B	
13. A	
14. B	
15. A	
16. B	
17. A	
18. B	
19. A	
20. B	

TASK 3. ANSWER THE QUESTIONS**TELEPHONE, COMPUTER, INTERNET**

1	How important is the telephone to you? How many calls do you make every day?
2	What are some of the advantages and disadvantages of mobile phones?
3	What cellphone company do you use? Are you happy with it?
4	Do you have an Internet connection on the phone? What do you use it for?
5	Do you call a business (airlines, insurance, bank, etc.) for information?
6	How many text messages do you send a day?
7	What kind of features does your cell phone have?
8	Do you think it should be illegal to speak on your cell phone while driving?
9	Do you have a computer? How often do you use a computer?
10	Do you have a computer at work and at home? What do you use a computer for?
11	Do you access the Internet with your computer? What do you use home Internet for?
12	Do you have a printer and a scanner?
13	Do you know any computer programming languages?
14	What operating system do you use? Have you tried Mac-OS, Windows and Linux?
15	What is the difference between software and hardware? What software do you use the most often?
16	Does having a computer make life more complicated or less complicated?
17	Do you often use the Internet? How often do you use the Internet?
18	Do you use the Internet for work, fun or education?
19	Is online banking popular in your country? What is its advantage?
20	Have you ever bought anything using the Internet?
21	Do you think our lives have been improved by the Internet?
22	Which company is your Internet provider? Why did you choose this company?
23	The Internet can help people to work or study from home. Is that a good or bad thing?
24	What are the sites you most commonly access?
25	Do you have many e-mail addresses? Why do you need more than one e-mail address?

TASK 4.1 STUDY THE GRAMMAR THEORY

PERFECT CONTINUOUS TENSES

(ДОКОНАНО-ТРИВАЛІ ЧАСИ)

PAST PERFECT CONTINUOUS

PRESENT PERFECT CONTINUOUS

PRESENT PERFECT CONTINUOUS

Future Perfect Continuous

Langformula.ru

(Теперішній доконано-тривалий час)

Стверджувальне речення



Стверджувальне речення в **Present Perfect Continuous** утворюється за допомогою комплексного допоміжного дієслова **have been** (форми Present Perfect дієслова to be) у поєднанні з формою Present Participle (першої форми дієслова з закінченням **-ing**).

I have been watching this trick all this time. – Я дивилася на цей трюк весь цей час.

She has been waiting for you for half an hour. – Вона чекала (чекає) на тебе з півгодини.



Заперечне речення

В **Present Perfect Continuous** заперечення утворюється за допомогою заперечної частки **not**, що ставиться після **have** або ж **has** та перед **been**. (*have not been = haven't been* *has not been = hasn't been*)

I have not been watching this trick all this time. – Я не дивилася на цей трюк весь цей час.



Питальні речення

Загальне питання в **Present Perfect Continuous** утворюється за допомогою винесення допоміжного дієслова **have** або **has** на початок речення перед підметом.

Have you been watching this trick all this time? – Ти дивилася на цей фокус весь цей час?

Спеціальне питання в **Present Perfect Continuous** утворюється за допомогою питального слова або фрази, що ставиться на самий початок речення перед допоміжним дієсловом. Подальший порядок слів такий самий, як і в загальному питанні в **Present Perfect Continuous**.

What have I been doing all this time? – Що я робила весь цей час?

Використання Present Perfect Continuous

1) Використовується для вираження дії, що почалася в певний момент у минулому та тривала до теперішнього моменту або ж досі триває у теперішньому часі. Якщо дія завершилася, то її результати можна побачити у теперішньому часі. Ця конструкція ставить наголос саме на тривалість дії і відповідає на питання «**як довго відбувається дія?**».

I've been standing here for two hours. – Я простояла тут протягом двох годин. (і я все ще стою тут) / Я тут вже стою протягом двох годин.

2) Використовується з прийменником часу **since** (з, починаючи з), де для відліку часу після **since** може вживатися конкретна дата або ж інша подія, дія у минулому, виражена в часі Past Simple. та з прийменником **for** (тривалість дії).

We have been living here since 1980. – Ми живемо тут з 1980-го року.

I've been working here for 15 years. – Я працюю тут 15 років.

Маркери часу

since 10 o'clock (last month) – з десятої години (минулого місяця)

all day (long) – весь день

all morning / the whole morning(evening) – весь ранок (вечір)

for half an hour (3 days) –протягом півгодини (трьох днів)

PAST PERFECT CONTINUOUS

(Минулий доконано-тривалий час)



Стверджувальне речення

Стверджувальне речення в **Past Perfect Continuous** утворюється за допомогою комплексного допоміжного дієслова **had been** (форма Past Perfect від допоміжного дієслова be), що використовується для всіх осіб однини та множини, та форми Present Participle (першої форми смислового дієслова з закінченням **-ing**).

*We **had been searching** for a room for two hours before we found a free one. – Ми шукали кімнату дві години, поки не знайшли вільну.*



Заперечне речення

В **Past Perfect Continuous** заперечення формується за допомогою заперечної частки **not**, що ставиться після допоміжного дієслова **had**. Загальний порядок слів в реченні при цьому не змінюється. (*had not = hadn't*)

*We **had not been searching** for a room for two hours before we found a free one. – Ми не шукали кімнату з дві години, поки не знайшли вільну.*



Питальне речення

Для того, щоб утворити загальне питання в **Past Perfect Continuous**, необхідно **had** (частину комплексного дієслова) винести на початок речення перед підметом (так званий непрямої порядок слів). Спеціальне питання в **Past Perfect Continuous** утворюється за допомогою питального слова або фрази, що ставиться на початок речення.

***Had you been searching** for a room for two hours before you found a free one? – Ви шукали кімнату дві години, поки не знайшли вільну?*

***What had we been doing** for two hours before we found a free room? – Що ми робили протягом двох годин, поки не знайшли вільну кімнату?*

Використання Past Perfect Continuous

1) Використовується для того, щоб підкреслити саме тривалість певної дії, що почалася, тривала та завершилась до певного моменту або ж іншої дії у минулому. Результат такої тривалої дії також був відчутний в минулому.

*She **had been running** for two hours before she saw a village. – Вона бігла протягом двох годин, поки не побачила якесь село.*

МАРКЕРИ ЧАСУ

before – до

till, untill – до (здебільшого в заперечних реченнях)

for an hour (a day, a week, 3 months) – протягом години(дня, тижня, 3 місяців)

all morning / the whole morning (day, year) – весь ранок(день, рік)

since 5 o'clock (last week, 1991) – з 5-ї години (минулого тижня, 1991року)

FUTURE PERFECT CONTINUOUS

(Майбутній доконано-тривалий час)



Стверджувальне речення

Future Perfect Continuous утворюється за допомогою допоміжного дієслова **will** (або ж рідше **shall**) та форми доконано-тривалого інфінітиву Perfect Continuous Infinitive без частки to (have been + дієслово із закінченням -ing).

Will в сучасній англійській мові вживається для всіх осіб однини та множини. Shall використовується з першою особою I, We, але його використання зараз вважається застарілим.

*I **will have been driving** for 2 hours before the moment we reach New York. – Я буду (вже) їхати дві години до того моменту, коли ми доїдемо до Нью-Йорка.*



Заперечне речення

Заперечення в **Future Perfect Continuous** утворюється шляхом додавання частки **not** після допоміжного дієслова **will (shall)**.

I will not have been driving for 2 hours before the moment we reach New York. – Я не буду їхати дві години до того моменту, коли ми доїдемо до Нью-Йорка.



Питальне речення

Утворення загального питання в **Future Perfect Continuous** відбувається шляхом винесення допоміжного дієслова **will (shall)** на початок речення перед підметом.

Will I have been driving for 2 hours before the moment we reach New York? – Чи буду я їхати протягом двох годин до того часу, коли ми доберемося до Нью-Йорка?

Спеціальне питання в **Future Perfect Continuous** утворюється за допомогою питального слова або фрази, яка виноситься на початок речення. Подальший порядок слів такий самий, як і в загальному питанні для **Future Perfect Continuous** (**will + підмет + have been...**).

What will they have been doing for 2 year by the end of the autumn? – Що вони будуть робити протягом (вже) двох років на кінець осені?

Використання Future Perfect Continuous

1) Використовується для підкреслення того, як довго (або до якого моменту) буде тривати певна дія. При цьому в реченні вказується або мається на увазі точний момент часу у майбутньому або ж проміжок часу, в який ця дія буде відбуватися.

I'll have been working on this project for 2 months by the end of this week. – Я буду працювати над цим проектом протягом двох місяців на кінець цього тижня.

МАРКЕРИ ЧАСУ

till, until – до того, як; допоки (тільки в заперечних реченнях)

for 2 hours (3 weeks) – протягом двох годин (трьох тижнів)

by the end of the morning – на кінець ранку

by the end of the month (year) – до кінця місяця, на кінець місяця (року)

узагальнення

PERFECT-CONTINUOUS – ACTIVE (Доконано-тривалий час в активі)

	СТВЕРДЖУВАЛЬНА	ПИТАЛЬНА	ЗАПЕРЕЧНА	МАРКЕРИ
ТЕПЕРІШНІЙ	I we } you } have they } he } she } it } has } been working	I we } you } they } he } she } it } have } has } been working?	I we } you } they } he } she } it } have } has } not been working	how long – скільки (часу) for – протягом for two hours – протягом 2 г. for a month – протягом місяця for some time – певний час since – з since five o'clock – з п'ятої год. all his life – все його життя all day long – весь день
МИНУЛИЙ	I we } you } they } he } she } it } had been working	I we } you } they } he } she } it } had } been working?	I we } you } they } he } she } it } had not been working	for... by... – протягом ... до ... for 2 hours by 5 o'clock – протягом 2 годин до 5 години for 2 hours till he came – протягом 2 годин до того, як він прийшов
МАЙБУТНІЙ	I we } you } they } he } she } it } will have been working	I we } you } they } he } she } it } will } have been working?	I we } you } they } he } she } it } will have not been working	for... by... – протягом ... до ... for 2 hours by 5 o'clock – протягом 2 годин до 5 години for 2 hours till he comes – протягом 2 годин до того, як він прийде

We have been working over this project for two days. Ми працювали над цим проектом 2 дні.
She has been working over this project since five o'clock. Вона працювала над цим проектом з 5 години.
They had been working over this project for 2 hours by 5 o'clock.
 Вони працювали над цим проектом 2 години до п'ятої години.
He will have been working over this project for 2 hours till he comes.
 Він працюватиме над цим проектом дві години до того, як він прийде.

PRACTICE



Task 4.2. Complete the sentences with the correct form of the verb or axillary verb in Present Perfect Continuous. Put the letter a, b or c.

1. My dad _____ in the garage the whole morning.

a) *has working* b) *had working* c) *has been working*

2. The printer _____ well for 3 days. You should call to service centre.

a) *hasn't been working* b) *hadn't working* c) *has not working*

3. _____ the players _____ by the rules?

a) *has been playing* b) *have been playing* c) *be playing*

4. _____ the programmers _____ the whole day?

a) *have been work* b) *has been working* c) *have been working*

5. I have to write an essay. I _____ about half of it so far.

a) *have written* b) *have been writing* c) *wrote*

6. Our pool pump _____ properly since morning.

a) *had not have running* b) *hasn't been running* c) *hadn't being running*

7. My sister's roommate is upset. She _____ for Tom for 3 hours.

a) *had been waiting* b) *have been waiting* c) *has been waiting*

8. _____ the driver _____ for 12 hours? I think he is very tired.

a) *has been working* b) *had been working* c) *have been working*

9. We are shocked to see her. We _____ been expecting her.

a) *aren't* b) *haven't* c) *not*

10. I _____ my mom all day.

a) *'d been calling* b) *have called* c) *have been calling*

Task 4.3. Complete the sentences with the correct form of the verb in Past Perfect Continuous. Put the letter a, b or c.

11. I was really relieved when I found the documents. I _____ them whole morning.

a) had been looking for b) had been looked for c) had looked for

12. I was really upset when the thieves stole my car. I _____ it for years.

a) have b) had had c) have had

13. When I arrived home, my mom _____.

a) already had been cooking b) had been cooking already c) had already been cooking

14. I _____ for her for hours before she came.

a) had been waited b) had been waiting c) has been waiting

15. I was very nervous while holding my speech. I _____ in front of so many people.

a) hadn't never been standing b) hadn't been standing never c) had never been standing

16. When I first met Ann, she _____ in Samsung for 15 years.

a) have been working b) had worked c) had been working

17. She was very tired. She _____ letters all day long.

a) had typed b) had been typing c) has been typing

18. Jenny was annoyed. Jim _____ her every night for the whole week!

a) has been calling b) had been calling c) had called

19. I _____ here for hour last Monday before the bus came.

a) had waited b) had been waiting c) have been waiting

20. She _____ chemistry before she became a journalist.

a) had been teaching b) had been taught c) had been teached

Task 4.5. Complete the sentences with the correct form of the verb or axillary verb in Future Perfect Continuous in Simple. Put the letter *a*, *b* or *c*.

21. My mom _____ for two days by the time I see her.

a) has been travelling b) will have been travelling c) will has been travelling

22. They'll be exhausted by dinner. They will have been _____ hockey for seven hours.

a) playing b) played c) play

23. Will you _____ here for ten years by the time of the Christmas party?

a) have been worked b) have to work c) have been working

24. It's a 24-hour relay. They'll only have been _____ for half the time by 6pm.

a) ran b) run c) running

25. We _____ been waiting long.

a) will not have b) have not will c) will have not

26. I _____ working for two years.

a) willn't have been b) won't have been c) not have been

27. Won't they _____ travelling for two weeks by then?

a) have been b) had been c) has been

28. The teachers will _____ for a month by the time the deal is made.

a) have been striking b) will strike c) will be striking

29. The films run all night. We _____ movies for six hours by the time the feature comes on.

a) watched b) will have been watching c) will watch

30. She'll still be groggy. She _____ undergoing surgery for three hours.

a) will has been b) will have been c) will be have

Task 4.5. Write the correct form of the verb in Perfect Simple or Perfect Continuous. Put the letter a, b or c.

31. I was so tired because I _____ so hard before.

- a) *has been working* b) *have been working* c) *had been working*

32. There's no milk left in the fridge. I _____ both bottles.

- a) *have drunken* b) *will have drunken* c) *had drunken*

33. I _____ a new pair of shoes. How do you like them?

- a) *just have bought* b) *have just bought* c) *had just bought*

34. _____ reading the newspaper? Could you give it to me then?

- a) *Have you been finishing* b) *Have you finished* c) *Had you finished*

35. I _____ a new novel for three years. I'll never finish it!

- a) *have been writing* b) *had been writing* c) *has written*

36. Look at how she's sweating. She _____ for hours.

- a) *have been running* b) *had been running* c) *has been running*

37. How long _____ programming before you started to work?

- a) *had you been learning* b) *have you been learning* c) *will have you been learning*

38. I am not surprised your eyes are hurting. You _____ computer games ever since you got up.

- a) *have played* b) *have been playing* c) *had played*

39. Cleaning company _____ our office. It is very tiny now.

- a) *have been already cleaning* b) *have already cleaned* c) *has already cleaned*

40. I _____ a new job and I can start next Wednesday.

- a) *have found* b) *has found* c) *had found*

Task 4.6. Write the correct form of the verb (Present, Past, Future Perfect Continuous)

41. It is already 9:30 PM and she _____ (*wait*) Tom here for over an hour.

42. By the time he finally arrived, I _____ (*wait*) for him for 3 hours.

43. Did you hear that Ben was fired last month? He _____ (*work*) for that import company for more than ten years.

44. When Melanie came into the office yesterday, her eyes were red and watery. I think she _____ (*cry*) for a long time.
45. She _____ (*teach*) German since 1970.
46. Kate _____ (*ride*) a horse for five hours before she reached the town.
47. We _____ (*work*) for 5 hours when you return.
48. Wake up! You _____ (*sleep*) for 12 hours!
49. Mark _____ (*choose*) a new telephone for an hour before he bought it.
50. By tonight I _____ (*keep*) to a diet for 2 weeks already.
51. Ben _____ (*lose*) weight for three months, before he got fit.
52. She _____ (*read*) a book since morning.
53. He _____ (*travel*) for two months before he came to England.
54. The band _____ (*sing*) for twenty minutes before we arrive.
55. I _____ (*write*) a letter for three hours before I finished it.
56. _____ your mom _____ (*cook*) food in this café for many years before she retired?
57. They _____ (*ride*) a bicycle for two hours before they get to our town.
58. He _____ (*try*) to learn French for three years.
59. She _____ (*do*) a job in our company for five years.
60. _____ I _____ till 2030? (*win*)

Task 4.7. Translate the sentences into English.

61. Я дуже втомилася, бо працювала за комп'ютером 16 годин.
62. Принтер не працював цілий тиждень, поки майстри його не відремонтували.
63. Марк буде робити звіт для керівника весь ранок.
64. Він працює в цій компанії вже 10 років.
65. Програмісти встановлюють нове програмне забезпечення вже 3 години.
66. Чому ти шукала нову роботу 6 місяців?
67. Марина була дуже розлючена, бо цілий ранок телефонувала до комп'ютерного сервісу.
68. Наша компанія буде шукати інтернет провайдерів до тих пір, поки не знайде найкращих.
69. Я користуюсь послугами телефонної компанії Водафон вже 5 років і дуже задоволений.
70. Ми будемо тестувати нове комп'ютерне обладнання до кінця цього місяця?

UNIT 5. BUSINESS TRAVEL EXPENSES. MONEY TRANSACTIONS.



VOCABULARY	Bank. Money. ATM. Cheque / Check.
READING, TRANSLATING, DISCUSSING	Bank. Bank account. Automated teller machine. Digital currency.
COMMON PHRASES	Bank. General, money. Payment.
CONVERSATION	Setting up a bank account. Making a deposit. Transferring money. Making a withdrawal
GRAMMAR	Passive Voice

VOCABULARY

BANK

bank branch	відділення банку	['bæŋk ,bra:ntʃ]
cashier	касир	[kæ'ʃiə]
cash desk	каса	['kæʃ ,desk]
bank account	банківський рахунок	['bæŋk ə'kaʊnt]
current account	поточний рахунок	['kʌrənt ə'kaʊnt]
savings account	ощадний рахунок	['seivɪŋz ə'kaʊnt]
payroll accounting	нарахування заробітної плати	['peɪrəʊl ə'kaʊntɪŋ]
checking account	рахунок, що працює за чеками	['tʃekɪŋ ə'kaʊnt]
bank charges	банківська комісія	[,bæŋk 'tʃɑ:dʒəz]
balance	стан рахунку	['bæləns]
opening balance	відкриття рахунку	['əʊpənɪŋ 'bæləns]
closing balance	закриття рахунку	['kləʊzɪŋ 'bæləns]
credit card	кредитна карта	['kredɪt 'kɑ:d]
debit card	платіжна картка	['deɪt 'kɑ:d]
deposit	внесок	[dɪ'pɒzɪt]
payroll deposit	платіжна відомість за вкладом	['peɪrəʊl dɪ'pɒzɪt]
deposit account	депозитний рахунок	[dɪ'pɒzɪt ə'kaʊnt]
interest	відсоток	['ɪntrəst]
interest rate	відсоткова ставка	['ɪntrəst reɪt]
payee	одержувач платежу	[peɪ'i:]
paying-in slip	платіжна квитанція	['peɪɪŋ ɪn slɪp]
(account) overdraft	перевищення обмежень, кредит за поточним рахунком	[ə'kaʊnt 'əʊvədra:ft]
statement	звіт, баланс, відомість	['steɪtmənt]
chequebook	чекова книга	['tʃek ,bʊk]
loan	позика	[ləʊn]
mortgage	іпотека, іпотечна застава	[' mɔ:ɡɪdʒ]
borrow	позика, кредит	['bɒrəʊ]
income, profit	прибуток, дохід	['ɪŋkəm] ['prɒfɪt]
charges	витрати	['tʃɑ:dʒəz]
MONEY		
banknote	банкнота	['bæŋk ,nəʊt]
coin	монета	['kɔɪn]
change	дріб'язок, дрібні гроші	[tʃeɪndʒ]
currency	валюта	['kʌrənsɪ]
cash	готівка	[kæʃ]
money order	грошовий переказ	['mʌni 'ɔ:də]
be in funds	мати гроші	['bi: ,ɪn 'fʌndz]
be short/out of cash	не мати грошей	[,bi: 'ʃɔ:t] ['aʊt ,ɒv 'kæʃ]
big banknote	великі гроші	[,bɪɡ 'bæŋknəʊt]
small change	дрібні гроші	[,smɔ:l 'tʃeɪndʒ]
earn money	заробляти гроші	[,z:n 'mʌni]
save money	збирати, економити гроші	['seɪv 'mʌni]
spend money	витрачати гроші	[,spend 'mʌni]
ATM		
Automatic Teller Machine	банкомат	[,ɔ:tə'mætɪk 'telə(r) mə'ʃi:n]
Automatic Cash Dispenser	банкомат	[,ɔ:tə'mætɪk 'kæʃ dɪ'spensə]
withdraw	знімати гроші	[wɪð'drɔ:]
CHEQUE / CHECK		
travellers' cheque/check	туристичний чек	['trævələz ,tʃek]
cash a check	платити на підставі чека	[,kæʃ ə 'tʃek]
issue, write out a check	виписати чек	['ɪʃu:] [,raɪt 'aʊt ə 'tʃek]
draw a check on a bank	виписати чек на рахунок у банку	['drɔ: ə 'tʃek ɒn ə 'bæŋk]
endorse a check	підписувати чек на суму	[ɪn'dɔ:s ə 'tʃek]



TASK 1.1. MATCH A WORD (PHRASE) (1-12) AND PICTURES (a-l).

- | | | | |
|--------------|----------------|----------------|-------------|
| 1) cash desk | 2) banknote | 3) coins | 4) ATM |
| 5) cash | 6) credit card | 7) bank | 8) wallet |
| 9) clerk | 10) currency | 11) piggy bank | 12) bitcoin |



**TASK 1.2. MATCH THE WORDS IN THE LEFT COLUMN WITH THEIR DEFINITIONS IN THE WRITE ONE.**

1) <i>account</i>	a) the money that is used in a particular country at a particular time
2) <i>ATM</i>	b) a machine from which you can take money out using a special card
3) <i>balance</i>	c) money that you keep, usually in a bank account, instead of spending it
4) <i>bank</i>	d) to take money from a bank pay it back over a period of time
5) <i>banknote</i>	e) to receive money as payment for work that you do
6) <i>borrow</i>	f) to put money into something to make a profit
7) <i>card</i>	g) a small, round piece of metal, usually silver or copper coloured, that is used as money
8) <i>cash</i>	h) give someone money for a period of time which they then pay back with interest
9) <i>cheque</i>	i) a small, rectangular piece plastic that allows you to make a payment or get money from a bank
10) <i>coin</i>	j) to lend something, esp. money
11) <i>currency</i>	k) an organization where people and businesses can invest or borrow money
12) <i>digital money</i>	l) a piece of printed paper that has a particular value as money
13) <i>earn</i>	m) money that is charged by a bank or other financial organization for borrowing money
14) <i>interest</i>	n) an arrangement with a bank to keep your money there and to allow you to take it out when you need to
15) <i>invest</i>	o) any means of payment that exists purely in electronic form
16) <i>lend</i>	p) money in the form of notes and coins
17) <i>loan</i>	q) the amount of money you have in a bank account
18) <i>saving</i>	r) money paid to the government, usually a percentage of personal income or of the cost of goods or services bought
19) <i>tax</i>	s) to take money out of an account
20) <i>withdraw</i>	t) a printed form, used instead of money, to make payments from your bank account



TASK 1.3. READ THE TEXTS.



BANK

A bank is a financial institution which acts as a payment agent for customers to borrow and lend. It provides many other financial activities. For example banks are important players in financial markets and offer financial services such as investment funds. In some countries such as Germany, banks are the primary owners of industrial corporations while in other countries such as the United States banks are prohibited from owning non- financial companies.

Banks act as payment agents by conducting checking or current accounts for customers, paying cheques drawn by customers on the bank, and collecting cheques deposited to customers' current accounts. Banks also enable customer payments via other payment methods such as telegraphic transfer and ATM.

Banks borrow money by accepting funds deposited on current account, accepting term deposits and by issuing debt securities such as banknotes and bonds. Banks lend money by making advances to customers on current account, by making installment loans, and by investing in marketable debt securities and other forms of lending.



BANK ACCOUNT

A bank account is a financial account with a banking institution recording the financial transactions between the customer and the bank and the resulting financial position of the customer with the bank. Bank accounts may have a positive or debit balance where the bank owes money to the customer; a credit or negative balance where the customer owes the bank money.

Bank accounts designed to process large numbers of transactions may offer credit and debit facilities. A transactional account is held at a bank for the purpose of securely and quickly providing frequent access to funds on demand, through a variety of different channels. Transactional accounts are meant neither for the purpose of earning interest nor for the purpose of savings, but for convenience of the business or personal client. These transactional accounts are called by different names in different countries: in the U.S. and Canada, they are checking accounts, in the UK current accounts or cheque accounts.

AUTOMATED TELLER MACHINE (ATM)



An automated teller machine (ATM) is a computerized telecommunications device that provides the customers of a financial institution with access to financial transactions in a public space without the need for a human clerk. On most modern ATMs, the customer is identified by inserting a plastic ATM card with a magnetic stripe or a plastic smartcard with a chip that contains a unique card number and some security information. Security is provided by the customer entering a personal identification number (PIN). Using an ATM, customers can access their bank accounts in order to make cash withdrawals and check their account balances as well as purchasing Mobile Cell Phone Prepaid credit. ATMs are known by various casual terms including automated banking machine, money machine, bank machine, cash machine, and cashpoint, bancomat (in Ukraine).

DIGITAL CURRENCY



Digital currency (digital money, electronic money or electronic currency) is any currency, money, or money-like asset that is primarily managed, stored or exchanged on digital computer systems, especially over the internet. Types of digital currencies include cryptocurrency, virtual currency and central bank digital currency. Digital currency may be recorded on a distributed database on the internet, a centralized electronic computer database owned by a company or bank, within digital files or even on a stored-value card.

This type of currency may be used to buy physical goods and services, but may also be restricted to certain communities such as for use inside an online game.

In our digital age, e-money has greatly diminished the role of cash – in some countries, it might even replace it entirely, at some point in the future.



TASK 1.4. MARK THE SENTENCES T (TRUE) OR F (FALSE).

1. A bank is a financial institution which can borrow and lend money.
2. Banks can offer such financial services as investment funds.
3. Banks are major players in financial markets.
4. In Germany banks are prohibited from owning non- financial companies.
5. In the United States banks could own non- financial companies.
6. Banks borrow money by accepting funds deposited on checking account.
7. Banks enable customer payments via telegraphic transfer.
8. Bank accounts may have only a positive balance.
9. A positive balance means that bank owes money to the customer.
10. Bank accounts designed to process a lot of transactions may offer credit and debit facilities.
11. Transactional accounts are for convenience of the business or personal client.
12. A transactional account provides fast access to funds on demand.
13. Transactional accounts are called checking accounts in UK.
14. ATM is a device providing access to financial transactions in a public space.
15. ATM provides access to financial transactions with help of human clerk.
16. A plastic smartcard chip contains a unique card number and some security information.
17. ATM security is provided by entering a personal identification number.
18. Digital currency is managed, stored or exchanged on digital computer systems
19. Digital currency may not be recorded on a stored-value card.
20. All types of digital currency may be used to buy physical goods and services.



TASK 1.5. ANSWER THE FOLLOWING QUESTIONS.

1. What is a bank?
2. Where are banks important players?
3. What countries are banks the primary owners of industrial corporations in?
4. What countries are banks prohibited from owning non- financial companies?
5. What do the banks act as?
6. What do the bank anable?
7. What is a bank account?
8. What may bank accounts designed to process large numbers of transactions offer?
9. Why is a transactional account held at a bank?
10. What is ATM?



TASK 1.6. COMPLETE THE TEXT WITH THE WORDS FROM THE TABLE.

<i>a) on demand</i>	<i>b) borrow</i>	<i>c) stripe</i>	<i>d) identification</i>	<i>e) cheque</i>
<i>f) current</i>	<i>g) withdrawals</i>	<i>h) negative</i>	<i>i) provides</i>	<i>j) owes</i>
<i>k) be restricted</i>	<i>l) cryptocurrency</i>	<i>m) stored</i>	<i>n) telegraphic</i>	<i>o) advances</i>

1. Banksmany financial activities.
2. Banks act as payment agents by conducting checking or accounts.
3. Banks enable customer payments via transfer.
4. Banks money by accepting funds deposited on current account.
5. Banks lend money by making to customers on current account.
6. Bank accounts may have a positive or balance.
7. Credit balance means that the customer the bank money.
8. A transactional account is held at a bank for secure and quick access to funds
9. Transactional accounts are called accounts in UK.
10. On modern ATMs, the customer is identified by inserting a plastic card with a magnetic
11. Security is provided by the customer entering a personal number.
12. ATM helps customers to access their bank accounts in order to make cash
13. Digital currency is any currency that is primarily managed, or exchanged on digital computer systems.
14. Digital currencies include, virtual currency and central bank digital currency.
15. Digital currency can to certain communities such as for use inside an online game.

TASK 2.1. STUDY THE PHRASES.

BANK	
How late is the bank open?	До котрої години банк відчинений?
I would like to open an account.	Я хотів би відкрити рахунок.
I want to withdraw ...	Я хочу зняти з рахунку ...
I'd like to open a saving account, please.	Я хочу відкрити ощадний рахунок.
I'd like to deposit some money.	Я хочу покласти на рахунок трохи грошей.
This is my identification.	Ось моє посвідчення.
How quickly can this be done?	Як швидко можна це зробити?
Where can I change money?	Де я можу обміняти гроші?
What is the exchange rate for dollars?	Який обмінний курс долара?
Can you give me change for five pounds?	Ви можете розміняти мені п'ять фунтів.
Could you break this 100 (hundred) dollar bill?	Чи не могли б ви розміняти 100 \$ купюру?
Could you give me change for this bill?	Розмінняйте, будь ласка, цю купюру.
Could you include some small change too?	Чи не могли б ви частину дати дріб'язком?
I'd like some change.	Мені потрібен дріб'язок.
I'd like coins of all sizes.	Мені потрібні монети всіх вартостей.
GENERAL, MONEY	
Where is the nearest bank?	Де знаходиться найближчий банк?
Where is the nearest exchange office?	Де знаходиться найближчий обмінний пункт?
I'm in money difficulties.	У мене складнощі з грошми (грошима).
I'm short of money.	У мене дуже мало грошей.
I have spent all my money.	Я витратив усі свої гроші.
I have only 10 dollars on me.	У мене з собою тільки 10 доларів.
I have no change.	У мене немає дрібних грошей.
I have to borrow some money.	Мені доведеться позичити трохи грошей.
Unfortunately, I've left all my money at home.	На жаль, я залишив удома всі свої гроші.
I'll try to save up some money.	Я понамагаюся заощадити деякі гроші.
How big is the commission?	Який розмір комісії?
PAYMENT	
I would like to cash this traveler's check.	Я хотів би перевести в готівку дорожній чек.
Bill, please.	Рахунок, будь ласка.
Could I have the bill, please?	Можна попросити рахунок, будь ласка?
I would like to pay now, please.	Я б хотів розрахуватися зараз.
How much do I owe you?	Скільки я вам винен?
How much is the total?	Скільки всього?
Does the bill include the service charge?	Чек включає плату за обслуговування?
I believe the bill is added up wrong.	Мені здається, що в рахунку помилка.
The bill is on me.	Я заплачу за рахунком.
Put it on my bill, please.	Запишіть на мій рахунок, будь ласка.
I am paying for everything.	Я плачу за все.
We are paying separately.	Ми платимо окремо.
Let's split the bill.	Давайте заплатимо нарівно.
Let me pay my share.	Дозвольте мені заплатити мою частину.
Keep the change, please.	Решти не потрібно.
I'm not prepared to pay such a large sum.	Я не готовий платити такі великі гроші.
Check, please.	Чек, будь ласка.
Can I get the check, please?	Можна чек, будь ласка?
Is service charge included?	Плата за обслуговування включена до рахунку?
Where do I pay?	Де я можу заплатити?
Do you accept credit cards?	Ви приймаєте кредитні картки?
Can I have a personal check?	Можна заплатити персональним чеком?
Do you accept foreign currency?	Ви приймаєте іноземну валюту?
Can you give me a cash discount?	Ви можете дати мені знижку через розрахунок готівкою?
Isn't there a mistake in the bill?	Тут в рахунку немає помилки?
You gave me the wrong change.	Ви неправильно дали мені решту.
I have already paid.	Я вже заплатив.
Here's my receipt.	Ось мій чек.

TASK 2.2. STUDY THE FOLLOWING CONVERSATIONS

Conversation 1. SETTING UP A BANK ACCOUNT (You can listen to the the conversations by using the following link: <https://www.eslfast.com/robot/topics/bank/bank01.htm>)

A: How are you doing today?

B: Great. Thanks.

A: What can I help you with?

B: I would like to open a bank account.

A: What kind would you like to open?

B: I need a checking account.

A: Would you also like to open a savings account?

B: That's fine.

A: In order to open these accounts, you need to deposit a minimum of \$50.

B: I want to deposit \$300.

A: I'll set up your accounts for you right now.

B: Make sure to put \$150 in each account.



Conversation 2. MAKING A DEPOSIT (You can listen to the the conversations by using the following link: <https://www.eslfast.com/robot/topics/bank/bank03.htm>)

A: How are you doing?

B: Great. Thanks for asking.

A: What can I do for you today?

B: I would like to deposit some money.

A: Are you depositing cash or a check?

B: I want to deposit cash.

A: How much are you depositing?

B: I would like to deposit \$300.

A: What account do you want your money in?

B: I want to deposit it into my checking account.

A: Do you need anything else?

B: No. That's all. Thank you.



Contersation 3. TRANSFERRING MONEY (You can listen to the the conversations by using the following link: <https://www.eslfast.com/robot/topics/bank/bank06.htm>)

A: How are you doing?

B: Great. Thanks.

A: May I help you with something?

B: I would like to transfer some money.

A: Where would you like to transfer money from?

B: Take it from my savings account.

A: Where would you like the money transferred?

B: I want it transferred into my checking account.

A: How much would you like to transfer?

B: I would like to transfer \$200.

A: Will that be all today?

B: That's it for today. Thank you.



Contersation 4. MAKING A WITHDRAWAL (You can listen to the the conversations by using the following link: <https://www.eslfast.com/robot/topics/bank/bank04.htm>)

A: How are you doing today?

B: Great. Thank you.

A: What can I do for you?

B: I need to withdraw some money.

A: How much would you like to take out?

B: I need to withdraw \$300.

A: Which account would you like to take the money from?

B: I want to take it from my checking account.

A: Here you go.

B: Thank you very much.

A: Can I do anything else for you?

B: No. That'll be all.



TASK 2.3. USE INFORMATION FROM TASK 2.1 AND 2.2 TO MAKE YOUR OWN CONVERSATION (It should include not less than 20 phrases)

1. A	
2. B	
3. A	
4. B	
5. A	
6. B	
7. A	
8. B	
9. A	
10. B	
11. A	
12. B	
13. A	
14. B	
15. A	
16. B	
17. A	
18. B	
19. A	
20. B	

TASK 3. ANSWER THE QUESTIONS

BANK, MONEY, PAYMENTS, CREDIT CARDS	
1	What famous world banks do you know?
2	What are the good things about banks?
3	How much money do you usually spend each day and what for?
4	Do you compare prices at different stores when you shop?
5	Do you give tips at a restaurant or to taxi drivers?
6	Have you ever taken out a bank loan ?
7	Has a bank ever made a mistake with your account/money? Which one?
8	Are banks the best place to keep your money? Why?
9	What banking services do you like most?
10	Have you ever found any money? If so, what did you do with it?
11	What was the last thing you bought for yourself?
12	How much do you usually spend each month on transportation?
13	How much do you usually spend each month on food?
14	Do you usually pay by credit card or cash? Why?
15	What's the most expensive thing you have ever bought?
16	Who would you trust with your credit card details?
17	What qualities must a person have to make BIG money?
18	If you needed to earn some extra money, how would you do that?
19	Have you or your family ever won any money or prize in a lottery?
20	Do you think taxes in your country are too high/low?
21	Are you good at saving money?
22	Do you ever give money to charity?
23	How important is money to you?
24	If someone gave you a million dollars, what would you do with it?
25	How much money do you need for happiness?

PASSIVE VOICE (ПАСИВНИЙ СТАН ДІЄСЛОВА)



Task 1. Study the theory.

В англійській мові вживаються два граматичні стани: активний (дійсний) стан та пасивний стан.

Активний стан (Active Voice) - це граматична категорія, яка вказує, що дія в реченні (присудок) виконується підметом.

His parents love him. – Батьки його люблять.

Пасивний стан (Passive Voice) – це граматична категорія, яка вказує, що підмет (хто? що?) не виконує самостійно дію, зазначену в реченні, а відчуває цю дію на собі, тобто є об'єктом цієї дії. Той (те), над ким (чим) виконується дія, називається **passive subject** (пасивний суб'єкт, пасивний підмет).

He is loved by his parents. – Його батьки його люблять. (Він любимий батьками)

My homework was done by me yesterday. – Моє домашнє завдання було виконано мною вчора.



Пасивний стан утворюється за допомогою допоміжного дієслова **to be** в необхідній часовій формі та форми Past Participle (третьої форми смислового дієслова). Тільки **перехідні** дієслова можуть утворювати форми пасивного стану.

Пасивний стан використовується практично у всіх граматичних часах, для кожного часу допоміжне дієслово **to be** має свою особливу форму. (Див. таблицю 5.1)

Таблиця 5.1

Форми пасивного стану дієслова

Tense	Active	Passive
Present Simple	<i>Andrii brings the document.</i> (Андрій приносить документ)	<i>The document is brought.</i> (Документ приносять).
Past Simple	<i>Andrii brought the document a day ago.</i> (Андрій приніс документ один день тому назад)	<i>The document was brought two days ago.</i> (Документ був принесений два дні тому)
Future Simple	<i>Andrii will bring the document.</i> (Андрій принесе документ)	<i>The document will be brought.</i> (Документ буде принесено)
Present Continuous	<i>Andrii is writing a letter now.</i> (Андрій зараз пише листа)	<i>The letter is being written right now.</i> (Лист пишуть прямо зараз).
Past Continuous	<i>Andrii was writing a letter at 5 p.m. yesterday.</i> (Андрій писав листа вчора о 5-й годині вечора)	<i>The letter was being written at 5 p.m. yesterday.</i> (Лист писали вчора о 5-й годині вечора).
Future Continuous	<i>Andrii will be writing a letter Andriiorrow at 5 p.m.</i> (Андрій буде писати листа завтра о 5-й вечора)	не існує
Present Perfect	<i>Andrii has already brought the document.</i> (Том вже приніс пакунок).	<i>The document has already been brought.</i> (Документ вже принесли).
Past Perfect	<i>Andrii had brought the document before you came.</i> (Андрій приніс документ до того, як ти прийшов)	<i>The document had been brought before you came.</i> (Документ принесли перед тим, як ти прийшов)
Future Perfect	<i>Andrii will have brought the document by 10 o'clock Andriiorrow.</i> (Андрій принесе документ до 10-ї ранку завтра)	<i>The document will have been brought by 10 o'clock tomorrow.</i> (Документ принесуть завтра до 10-ї ранку)



Заперечне речення

Для заперечного речення з пасивним станом необхідно після допоміжного дієслова (або першої частини комплексного допоміжного дієслова) в потрібній часовій та особовій формі поставити заперечну частку **not**.

*This article **is not written** by Jane. – Ця стаття не написана Джейн.*

*I **was not informed** about this concert. – Мене не проінформували про цей концерт.*



Питальне речення

Для того, щоб утворити загальне питання в пасивному стані, необхідно допоміжне дієслово (або першу частину комплексного допоміжного дієслова) в необхідній часовій та особовій формі поставити перед **Passive Subject** (пасивним підметом). Інша частина складного дієслова залишається після підмета.

*Are you **punished**? – Тебе покарано?*

*Has the job **been** already **done**? – Робота вже виконана?*

Спеціальне питання в пасивному стані утворюється за допомогою додавання питального слова або фрази на початок речення перед допоміжним дієсловом. Подальший порядок слів у реченні такий самий, як і в загальному питанні в пасивному стані.

*When **will** the document **be brought**? – Коли принесуть пакунок?*

*How often **was** the document **brought**? – Як часто приносили пакунок?*

Використання Passive Voice

1) Пасивний стан використовується, якщо виконавець дії **неважливий** для змісту речення, невідомий або очевидний з контексту. Пасивний стан широко використовується в ділових листах, статтях, новинах, газетних заголовках, інструкціях, рекламі тощо

I was robbed three weeks ago. – Мене пограбували три тижня тому.

(Ми не знаємо, ким був грабіжник)

A new school will have been opened by the beginning of this school year. – Нову школу відкриють до початку цього навчального року.

(Нам не важливо, хто відкриє школу; новини)

Якщо необхідно вказати на того, хто саме виконує дію, то використовується непрямий додаток з прийменником **by**.

I am punished by my teacher. – Я покараний своїм вчителем.

2) Пасивний стан використовується для вираження несприятливих, негативних подій або для того, щоб не згадувати винуватців таких подій.

The article has been written awfully. – Стаття була написана жахливо.

3) В пасивному стані використовуються безособові конструкції - особливі звороти, в яких не зазначається, ким або чим виконується дія. Частіш за все такі безособові звороти використовуються з дієсловами **think** (думати), **believe**(вірити), **say** (говорити), **report** (повідомляти), **know** (знати), **expect** (очікувати), **consider** (розглядати, вважати), **understand** (розуміти).

It is expected that I will pass the exam. – Очікується, що я здам екзамен.

4) Пасивний стан часто використовується з дієсловами, що потребують після себе використання прийменників: **to speak to** (говорити з), **to talk to, of, about** (розмовляти з, про), **to look at, after** (дивитися на, за), **to laugh at** (сміятися з, над), **to send for** (посилати за), **to listen to** (слухати), **to rely (up) on** (покладатися, довіряти) тощо. В таких реченнях прийменник ставиться після дієслова, а не перед іменником, до якого він може належати.

The professor is listened to attentively. – Професора слухають уважно.

УЗАГАЛЬНЕННЯ

PASSIVE VOICE – ПАСИВНИЙ СТАН

Present Indefinite	Am is + дієслово-ed / III форма are	The documents are delivered here. <i>Документи доставляють сюди.</i> Cheese is made from milk. <i>Сир роблять з молока.</i>
Past Indefinite	Was were + дієслово-ed / III форма	The letter was received last week. <i>Лист отримали минулого тижня.</i>
Future Indefinite	will be + дієслово-ed / III форма	He will be met at the station. <i>Його зустрінуть на станції.</i> The dog will be given some food in 10 minutes. <i>Собаці дадуть поїсти через 10 хвилин.</i>
Present Continuous	Am is + being + дієслово-ed / III форма are	She is being examined by doctor now. <i>Її оглядає лікар зараз.</i> A new law is being learned by students now. <i>Новий закон вивчають студенти зараз.</i>
Past Continuous	Was were + being + дієслово-ed / III форма	My car was being washed at that time. <i>Мою машину мили в той час.</i>
Present Perfect	Have has + been + дієслово-ed / III форма	All the books have been sold. <i>Всі книги розпродані.</i> The child has been taken for a walk. <i>Дитину забрали на прогулянку.</i>
Past Perfect	had + been + дієслово-ed / III форма	He said the papers had been signed by him. <i>Він сказав, що бумага були підписані ним.</i>
Future Perfect	will have + been + дієслово-ed / III форма	This work will have been finished by 7 p.m. <i>Цю роботу закінчать до 7 години.</i> The guest will have been met by 3 p.m. <i>Гостя зустрінуть до 3 години.</i>

PRACTICE



Task 4.2. Choose the correct variant to complete the sentences. Put a, b or c.

1. She _____ for the job yesterday.

- a) *was being interviewed* b) *was interviewed* c) *has been interviewed*

2. The letter _____ by Tom now.

- a) *was written* b) *is being written* c) *has been written*

3. English _____ often _____ by everyone.

- a) *is understood* b) *has been understood* c) *was understood*

4. He _____ by the professor not to talk in class 5 minutes ago.

- a) *has been told* b) *was told* c) *was being told*

5. Women _____ to be smarter than men.

- a) *were being said* b) *were said* c) *are said*

6. The house _____ by the fire recently.

- a) *has been destroyed* b) *was being destroyed* c) *is destroyed*

7. I _____ by this tomorrow.

- a) *would have been surprised* b) *will be surprised* c) *am surprised*

8. We _____ by a loud noise at night.

- a) *woke up* b) *are woken up* c) *were woken up*

9. A new supermarket is going to _____ next year.

- a) *build* b) *be built* c) *be building*

10. 'Where _____?' 'In London'.

- a) *were you born* b) *are you born* c) *did you born*

11. There was a fight at the party, but nobody _____ .

- a) *was hurt* b) *were hurt* c) *hurt*

12. Jane _____ to phone me last night, but she didn't.

- a) *supposed* b) *is supposed* c) *was supposed*

13. The fence _____ during the storm.

- a) *were collapsed* b) *was collapsed* c) *collapsed*

14. This car _____ always _____ by the John in the race.

- a) *is driven* b) *to be drive* c) *are driven*

15. The new computer system _____ next month.
a) are being installed b) will be installed c) is been installed
16. The children _____ to the zoo yesterday.
a) were taken b) being taken c) were taking
17. The cheese _____ by mice.
a) have eaten b) have been eaten c) has been eaten
18. Jim and Jack _____ to the party 3 hours ago.
a) was invited b) were invited c) was been invited
19. After the volcanic eruption of 1957 the railway station _____.
a) destroyed completely b) was completely destroyed c) has destroyed
20. When _____?
a) was the letter posted b) has the letter posted c) did the letter post
21. Over a million dollars in cash _____ from a bank in Los Angeles.
a) has stolen b) has been stolen c) stole
22. I'll have to come by bus as my car _____ .
a) is repairing b) is being repaired c) are repaired
23. The gold _____ in a cave near the top of the mountain.
a) was discovered b) discovered c) were discovered
24. The meeting _____ until the end of the month.
a) has postponed b) has been postponed c) is been postponed
25. VW cars _____ in Germany and the Czech Republic.
a) making b) are made c) make
26. Helmets must _____ on the site.
a) wear b) are worn c) be worn
27. Vehicles parked in front of these gates will _____.
a) removing b) be removed c) are removed
28. People _____ following a demonstration in central London.
a) have arrested b) have been arrested c) has been arrested
29. All bills must _____ promptly.
a) settle b) settled c) be settled
30. Two men _____ following a robbery in the city centre.
a) are questioning b) are being questioned c) are questioning

Task 4.3. Choose correct passive voice. Put a, b or c.

31. Shekespear wrote a book.

- (A) *A book is written by Shekespear.* (B) *A book was being writting by Shekespear.*
(C) *A book was written by Shekespear.*

32. The carpenter makes the tables.

- (A) *The tables is being made by the carpenter.* (B) *The tables was made by the carpenter.*
(C) *The tables are made by the carpenters.*

33. Some players are playing football in the ground.

- (A) *Football are being played by some players in the ground.*
(B) *Football is being playing by some players in the ground.*
(C) *Football is being played by some players in the ground.*

34. The washerman did not wash the clothes.

- (A) *The clothes are not washed by the washerman.*
(B) *The clothes was not washed by the washerman.*
(C) *The clothes were not washed by the washerman.*

35. Lata will type a letter.

- (A) *A letter is typed by Lata.* (B) *A letter was typed by Lata.*
(C) *A letter will be typed by Lata.*

36. Our class teacher was teaching us English.

- (A) *We are being taught English by our class teacher.*
(B) *English is being taught us by our class teacher.*
(C) *We were being taught English by our class teacher.*

37. Why have you written this poem?

- (A) *Why has this poem been written by you?* (B) *Why have this poem written by you?*
(C) *Why was this poem written by you?*

38. Is the cleaner washing the car?

- (A) *Is the car being washed by the cleaner?* (B) *Is the car being washing by the cleaner?*
(C) *Is the car being wash by the cleaner?*

39. The gardener waters the plants every day.

- (A) *The plants are being watered by the gardener.*
(B) *The plants are watered by the gardener.* (C) *The plants is watered by the gardener.*

40. Are they doing exercise?

- (A) *Is exercise being done by them?* (B) *Are exercise being done by them?*
(C) *Are exercise being doing by them?*

Task 4.4. Write the verbs given in brackets in the correct passive form.

41. My car _____ (*wash*) last Thursday.
42. The results _____ (*announce*) tomorrow morning.
43. Yesterday he went to school on foot because his bicycle _____ (*repair*).
44. Customers at restaurants _____ (*serve*) by waiters and waitresses.
45. The papers _____ (*not / sign*) by the principal yet.
46. The plants _____ (*water*) twice this week.
47. On my last birthday, I _____ (*give*) the most beautiful ring I've ever seen.
48. The Greens' house _____ (*paint*) right now.
49. Rice _____ (*grow*) in many countries around the world.
50. This application _____ (*develop*) by my friend last year.
51. My car _____ (*repair*) at the moment.
52. Mary _____ (*give*) a ticket by the police last week for illegal parking.
53. The country house _____ (*already/ sell*) to a famous actor.
54. Our garden _____ (*take*) care of by the gardener once every two weeks.
55. The actors gave an amazing performance and _____ (*admire*) by everybody.
56. Romeo and Juliet _____ (*write*) by Shakespeare in 1594.
57. The Maths problem _____ (*not/solve*) by all the students yet.
58. The music for Sleeping Beauty _____ (*compose*) by Tchaikovsky.
59. The tickets _____ (*send*) to your address in two days.
60. Mr Jameson _____ (*accompany*) to the opera by his wife last night.

Task 4.5. Translate the sentences into English.

61. Це відділення банку було збудовано 5 років тому.
62. Кожного дня обслуговуються тисячі клієнтів.
63. Зараз обговорюється питання про видачу займу.
64. До кінця грудня всі транзакції буде здійснено.
65. Працівника банку було нещодавно звільнено .
66. На ваші питання надаються відповіді по телефону.
67. Йому пообіцяли високооплачувану посаду в банку.
68. Її борги були виплачені її родичами.
69. Кредитна карта може використовуватися для оплати.
70. Банкомат зараз ремонтують.

UNIT 6. BOOKING A HOTEL FOR BUSINESS TRIP



VOCABULARY	Hotel, accommodation. Kinds of rooms. Classification according to meals. Arriving, booking, payment. Hotel staff. Amenities & services. In the room.
READING, TRANSLATING, DISCUSSING	Hotel service. Online hotel reservation. Arriving and departure. Damages and Breakages.
COMMON PHRASES	Hotel, booking. Checking in. Servising. Checking out.
CONVERSATION	Booking a hotel. Booking a guest house.
GRAMMAR	Conditionals: zero, first, second, third, mixed.

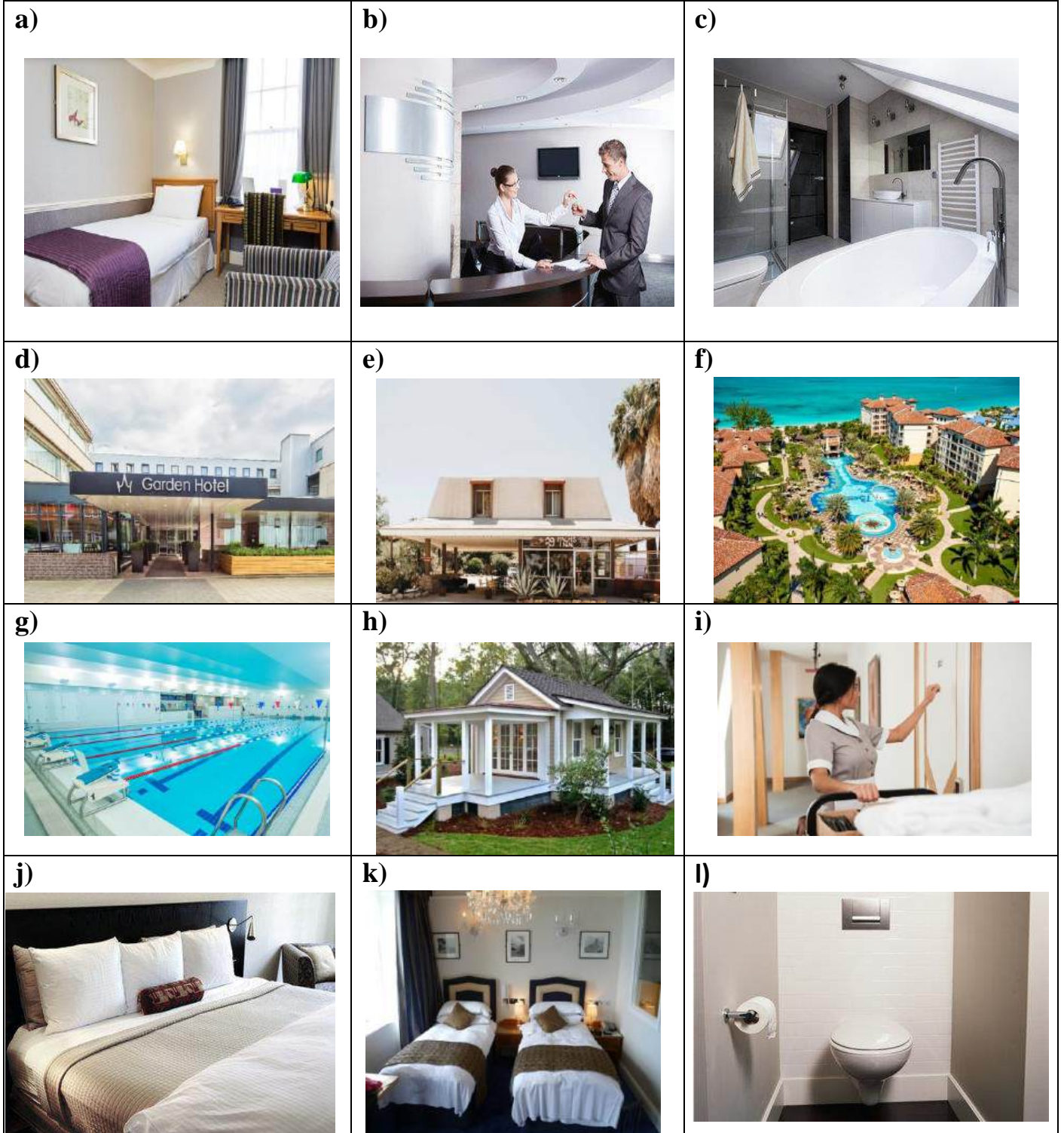
VOCABULARY

HOTEL, ACCOMMODATION		
hotel	готель	[həʊ'tel]
guesthouse	готель, гостинний дім	[ˈgest,haʊs]
youth hostel	гуртожиток	[ˌju:θ'hɒstəl]
inn	заїзний (постоялий) двір	[ɪn]
resort	курорт	[rɪ'zɔ:t]
KINDS OF ROOM		
single room	одномісний номер	[ˈsɪŋgl,rom]
double room	двомісний номер (з одним великим ліжком)	[ˈdʌbl,rom]
twin room	двомісний номер (з двома одномісними ліжками)	[ˈtwɪn,rom]
single with bath	одномісний номер з ванною	[ˈsɪŋgl wɪð bɑ:θ]
room number	номер кімнати	[ˈrʊm'nʌmbə]
standard room	стандартний номер	[ˈstændəd,rom]
superior room	покращений номер	[su:'piəriə,rom]
junior suite room	спрощений люкс	[ˈdʒu:njə'swi:t,rom]
suite room	номер люкс	[ˈswi:t,rom]
CLASSIFICATION ACCORDING TO MEALS		
B&B bed and breakfast	ночівля і сніданок	[ˈbedænd'brekfəst]
HB half board	частковий пансіон	[ˈhɑ:f,bɔ:d]
FB full board	повний пансіон	[ˈfʊl,bɔ:d]
all inclusive	“все враховано”	[ˌɔ:lm'klu:sɪv]
complimentary breakfast	безкоштовний сніданок	[ˌkɒmplɪ'mentəri'brekfəst]
ARRIVING, BOOKING, PAYMENT		
reservation, booking	резервування	[ˌrezə'veɪʃən] [ˈbʊkɪŋ]
confirmation	підтвердження	[ˌkɒnfə'meɪʃən]
in advance	завчасно	[ɪnəd'vɑ:ns]
discount	знижка	[dɪs'kaʊnt]
check-in time	час заселення	[tʃek'ɪn,tɑɪm]
check-out time	час виселення	[tʃek'aʊt,tɑɪm]
local currency	місцева валюта	[ˈləʊkəl'kærənsɪ]
pay for services	оплата за послуги	[ˈpeɪ,fɔ:'sɜ:vɪsɪz]
way of payment	спосіб оплати	[ˈweɪ,ɒv'peɪmənt]
cash	готівка	[kæʃ]
credit card	кредитна карта	[ˈkredɪt,kɑ:d]
personal check	чек	[ˈpɜ:sənl,tʃek]
traveler's check	туристичний чек	[ˈtrævələz,tʃek]
HOTEL STAFF		
doorman	портье, швейцар	[ˈdɔ:mæn]
chief receptionist	головний адміністратор	[ˌtʃi:f rɪ'sepʃənɪst]
bellboy, porter	коридорний, швейцар	[ˈbel,bɔɪ] [ˈpɔ:tə]
room maid	покоївка	[ˈrʊm,meɪd]
valet	працівник готелю	[ˈvælət] [ˈvæleɪ]
AMENITIES & SERVICES		
information desk	дошка оголошень	[ˌɪnfə'meɪʃn,desk]
money exchange	обмін валют	[ˈmʌniks'tʃeɪndʒ]
newsstand	преса	[ˈnju:z,stænd]
restaurant	ресторан	[ˈrestə,rɒŋ] [ˈrestərənt]
shoe shine	чищення взуття	[ˈʃu:ʃaɪn]
health / fitness center	фітнес-центр	[helθ / 'fɪtnɪs'sentə]
indoor / outdoor pool	внутрішній / зовнішній басейн	[ˈɪn,dɔ: / 'aʊt'dɔ:'pu:l]
sitting area in lobby	місце для відпочинку в холі	[ˈsɪtɪŋ'eəriə,ɪn'lɒbi]
laundry service	пральня	[ˈləʊndri'sɜ:vɪs]
IN THE ROOM		
extra bed (rollaway)	додаткове ліжко	[ˈekstrə,bed] [ˈrəʊləweɪ]
queen (king)-size bed	ліжко великого розміру	[ˈkwi:n ('kɪŋ),saɪz'bed]
morning call	ранковий дзвінок	[ˈmɔ:niŋ'kɔ:l]
cable TV	кабельне телебачення	[ˈkeɪbəl ti:'vi:]
service bell panel	панель виклику	[ˈsɜ:vɪs,bel'pænəl]
hotel bill	рахунок за проживання і послуги	[həʊ'tel,bɪl]
tip	чайові гроші	[tɪp]



TASK 1.1. MATCH A WORD (PHRASE) (1-12) AND PICTURES (a-l).

- | | | | |
|---------------|----------------|--------------|-------------------|
| 1) hotel | 2) single room | 3) twin room | 4) double room |
| 5) guesthouse | 6) toilet | 7) resort | 8) reception |
| 9) shower | 10) room maid | 11) inn | 12) swimming pool |





TASK 1.2. MATCH THE WORDS IN THE LEFT COLUMN WITH THEIR DEFINITIONS IN THE WRITE ONE.

1) <i>accommodation</i>	a) to register guests arriving at a hotel
2) <i>booking</i>	b) a small hotel, usually in the countryside
3) <i>check in</i>	c) clothing, bed sheets, etc., that have been or need to be washed
4) <i>check out</i>	d) the place in a hotel where people go when they first arrive
5) <i>conciierge</i>	e) a place where meals are prepared and served to paying customers
6) <i>double room</i>	f) an artificial area of water for swimming
7) <i>hotel</i>	g) a room in a hotel for two people with one double bed
8) <i>inn</i>	h) the large room into which the main entrance door opens in a hotel
9) <i>laundry</i>	i) an arrangement you make to have a hotel room at a particular time
10) <i>lobby</i>	j) a room in a hotel for two people with two single beds
11) <i>reception</i>	k) a building where you pay to have a room to sleep in, and where you can sometimes eat meals
12) <i>resort</i>	l) to leave a hotel after paying and returning your room key
13) <i>restaurant</i>	m) a room in a hotel for one person
14) <i>room maid</i>	m) a small room containing steam that you can sit in to relax and to clean your skin
15) <i>single room</i>	o) someone who is employed in a hotel to help guests with everything
16) <i>steam room</i>	p) a person who cleans and prepares rooms for use by guests
17) <i>suite room</i>	q) a person who arranges hotel rooms for people going on holiday
18) <i>swimming pool</i>	r) a place to live, work, stay, etc. in
19) <i>travel agent</i>	s) a set of rooms in a hotel that has been designed for a particular purpose
20) <i>twin room</i>	t) a place where people can go on vacations to relax or for an activity they enjoy



TASK 1.3. READ THE TEXTS

HOTEL SERVICE



A hotel is an establishment that provides paid lodging, usually on a short-term basis. In big cities there are a lot of good hotels. Accommodations as well as rates vary from hotel to hotel.

Rooms in most hotels have all modern conveniences: central heating, air conditioning, bathroom, hairdryer, trouser press, telephone, satellite TV and others. Service is usually quite satisfactory. You can take a single room, a double room or a suite, charges varying accordingly.

At the hotel you can get various services. If you want to have your suit pressed or dry cleaned, your shirt ironed, or your laundry done, you should ring for the maid and she will see to it that everything is done.

In the lobby of a hotel there are a lot of offices: a booking office, post and telegraph offices, an information desk supervised by the concierge. At the information desk you can enquire about the departures and arrivals of trains and flights, about telephone numbers and addresses of offices and private individuals and about a lot of other things. Concierges are always ready to help the guests and provide them with all kinds of useful information. Besides, there is a newsstand, a bookstall, a kiosk selling picture postcards and souvenirs. Cosmetics and liquor are sold too, but with a sales tax. At the airport you can buy them tax-free. At the booking office they can book for you seats at the theatre or on the plane, or hotel accommodation in another town.

In the same building there are also restaurants, bars, cafeterias, beauty parlours, saunas, steam rooms and massage rooms, along with fully equipped supervised gyms and swimming pools.

ONLINE HOTEL RESERVATIONS



Online hotel reservations are a popular method for booking hotel rooms. Travelers can book rooms on a computer by using online security to protect their privacy and financial information and by using several online travel agents to compare prices and facilities at different hotels.

Prior to the Internet, travelers could write, telephone the hotel directly, or use a travel agent to make a reservation. Nowadays, online travel agents have pictures of hotels and rooms, information on prices and deals, and even information on local resorts. Many also allow reviews of the traveler to be recorded with the online travel agent.

Online hotel reservations are also helpful for making last minute travel arrangements. Hotels may drop the price of a room if some rooms are still available. There are several websites that specialize in searches for deals on rooms.

ARRIVAL AND DEPARTURE



Your accommodation will be available to you from 1 p.m. on the day of arrival, unless otherwise arranged. We may not be able to accommodate you if you arrive earlier than the agreed time as we will be busy preparing your rooms. Please ensure you contact us no later than 6 p.m. to let us know if you will be arriving late.

Please be ready to leave the accommodation by 10.30 a.m. on the day of departure, unless otherwise arranged. We will provide you with an invoice, payable on departure for any additional services you may have used during your stay.

DAMAGES AND BREAKAGES



Please take care when staying in our property. You are responsible and liable for any breakages or damages which you cause to the accommodation or its contents. All we ask is that you report any incidents as they occur. We do not normally charge for minor breakages, but we may send you an invoice for repair if the damage or breakage is significant, and we may make an additional charge of 150 if you did not report this.



TASK 1.4. MARK THE SENTENCES T (TRUE) OR F (FALSE).

1. Hotels always provide paid lodging on a short-term basis.
2. Prices for hotel rooms are always the same.
3. You can book a single room, a double room or a suite in a hotel.
4. All hotels have such modern conveniences as central heating and air conditioning.
5. If you want to have your laundry done, you should ring for receptionist.
6. Service in all hotels are always acceptable.
7. In the lobby of a hotel you can find a booking office.
8. An information desk is usually supervised by doorman.
9. At the information desk you can enquire information about trains and flights timetable.
10. Cosmetics and liquor can be sold in the hotels without a sales tax.
11. At the booking office you can reserve seats at the theatre.
12. Hotels can have fully equipped supervised gyms and swimming pools.
13. Online hotel booking isn't often used the travelers.
14. Online travel agents have photos of hotels and rooms.
15. You must be ready to leave the hotel room by check-out time.
16. You shouldn't pay for any additional services you may have used during your stay.
17. Guests are responsible for any breakages or damages in the the accommodation.
18. Hotels administration does not normally charge for minor breakages.
19. You must pay for significant damage or breakage.
20. You must pay 300 euros if you didn't report about damage or breakage in your room.



TASK 1.5. ANSWER THE FOLLOWING QUESTIONS.

1. What is a hotel?
2. What can vary from hotel to hotel?
3. What do the rooms in most hotels have?
4. What kind of rooms can you book in a hotel?
5. What kind of services can you have in a hotel?
6. What are there in the lobby of a hotel?
7. What information can you find at the information desk?
8. Who are always ready to provide visitors with all useful information?
9. What can be booked at the booking office?
10. What other facilities are there in hotels?



TASK 1.6. COMPLETE THE TEXT WITH THE GIVEN WORDS.

- a) *suite* b) *telephone* c) *steam* d) *vary* e) *room maid*
f) *pictures* g) *establishment* h) *guests* i) *last minute* j) *agents*
k) *departures* l) *repair* m) *liquor* n) *property* o) *accommodation*

1. A hotel is an that provides paid lodging.
2. Accommodations as well as rates from hotel to hotel.
3. You can take a single room, a double room or a
4. If you want to have your suit pressed you should ring for the
5. Concierges are always ready to provide with needed information.
6. At the information desk you can enquire about the and arrivals of trains and flights.
7. The hotel can have beauty parlours, saunas, rooms and massage rooms.
8. Cosmetics and can be sold in hotels too, but with a sales tax.
9. Travelers can book rooms by using several online travel to compare prices.
10. Travelers could write or the hotel to make a reservation.
11. Online travel agents have of hotels and rooms, information on prices and deals.
12. Online hotel reservations are also helpful for making travel arrangements.
13. Your will be available to you from 1 p.m. on the day of arrival.
14. You should care about hotel when staying in.
15. Hotel may send you an invoice for if the damage or breakage is significant.

TASK 2.1. STUDY THE PHRASES.

HOTEL, BOOKING	
I have made a reservation.	Я зробив резервування.
Reservations have been made for my family.	Місця були зарезервовані для моєї родини.
The reservation has been confirmed in Paris.	Замовлення було підтверджено в Парижі.
Do you have any vacancies?	У вас є вільні місця?
I would like a room.	Мені потрібна кімната.
I'd like a single room.	Я хотів би одномісний номер.
I'd like a room with a bath.	Я хотів би номер з ванною.
I would like a room with two beds.	Я хотів би номер з двома ліжками.
I'll take this room for a week (month).	Я зніму цей номер на тиждень (місяць).
I'll stay two nights.	Я буду два дні.
My name is...	Мене звуть ...
CHECKING IN	
I need a hotel accommodation.	Мені потрібен номер у готелі.
I need a single (a double) room.	Мені потрібна кімната для одного (для двох).
What do you charge for the room per day?	Скільки коштує номер на добу?
Does the charge for the room include meals?	Вартість номера включає харчування?
What is the rate?	Яка вартість? Який тариф?
Is there anything cheaper?	Чи є що-небудь дешевше?
Is the service charge included?	Плату за обслуговування включена?
How much is a room including breakfast?	Скільки коштує номер зі сніданком?
Is breakfast included?	Сніданок включено?
Do you need my passport?	Вам потрібен мій паспорт?
Do you need a deposit?	Вам потрібна застава?
What is check-out time?	О котрій звільняється номер?
What's my room number?	Який мій номер?
Where do I sign?	Де мені поставити підпис?
Would you please show me a larger room?	Чи не могли б ви показати мені кімнату побільше?
SERVISING	
I would like to put some valuables in the safety-deposit box.	Я хотів би здати для зберігання деякі цінні речі.
I'd like my valuables back.	Я хотів би забрати мої цінності.
Would you please send the luggage to my room?	Відправте, будь ласка, багаж до мого номера.
Please send someone for my baggage.	Будь ласка, відправте кого-небудь за моїм багажем.
Please bring me some hot water.	Будь ласка, принесіть мені гарячої води.
Would you give me another blanket?	Чи не могли б ви дати мені ще одну ковдру?
How do I use cable TV?	Як увімкнути кабельне телебачення?
Can I have breakfast in my room?	Можна замовити сніданок у мій номер?
Here's my order.	Ось моє замовлення.
Where is the dining room?	Де знаходиться їдальня?
Is there a mini-bar in my room?	У моїй кімнаті є міні-бар?
Do you have a garage?	У вас є гараж?
Is there a swimming pool (sauna)?	Чи тут є басейн (сауна)?
Is there a beauty shop?	Чи тут є косметичний салон?
Where is the emergency exit?	Де аварійний вихід?
CHECKING OUT	
Please, prepare all my bills by the time I leave.	Приготуйте, будь ласка, всі рахунки до мого від'їзду.
I would like to leave one day earlier.	Я хотів би виїхати на день раніше.
When do I have to vacate the room?	Коли мені потрібно звільнити кімнату?
I'm leaving tomorrow morning.	Я їду завтра вранці.
Where can I find a taxi?	Де можна знайти таксі?
How can I order a taxi?	Як мені замовити таксі?
Take me to the airport.	Відвезіть мене в аеропорт.
Take me to the railway station.	Відвезіть мене на вокзал.
May I have the bill?	Можна отримати рахунок?
What's this bill for?	За що цей рахунок?

TASK 2.2. STUDY THE FOLLOWING CONVERSATIONS

Conversation 1. BOOKING A HOTEL. (You can listen to the the conversations by using the following link: https://www.examenglish.com/A2/A2_listening_accommodation.htm)



1. **Receptionist:** Hello, Plaza Hotel, Liverpool?
2. **Robert:** Hello, I'd like to book a room, please, from the 19th to the 23rd of May.
3. **Receptionist:** Single or double?
4. **Robert:** Single, thanks.
5. **Receptionist:** I'll just check ... Hmm, I'm afraid we're fully booked on the 19th and 20th. I can give you a twin room for the other nights.
6. **Robert:** Hmm, well I don't really want to change rooms in the middle of the conference. How much is it a night?
7. **Receptionist:** £95, and that includes breakfast.
8. **Robert:** Hmm, it's a bit expensive, but that's okay. My company is paying! Okay, well, I'll leave it for now, thanks. I will call back if I can't find anything else.
9. **Receptionist:** Okay, thanks for calling.

Conversation 2. BOOKING A GUEST HOUSE



1. **Woman:** Hello, Belleview?

2. **Robert:** Sorry, is that Belleview Guest House?

3. **Woman:** Yes, it is.

4. **Robert:** Do you have any vacancies for the 19th to the 23rd of May, please?

5. **Woman:** Four nights?

6. **Robert:** Yes please.

7. **Woman:** Single or double?

8. **Robert:** Just a single.

9. **Woman:** Well, I've got a double room, but no singles. You can have it for the price of a single room.

10. **Robert:** That sounds fine.

11. **Woman:** It's on the top floor. Three sets of stairs. Is that okay? We don't have a lift here.

12. **Robert:** That's fine. I can manage that.

13. **Woman:** And it doesn't have its own bathroom. You'll have to share with the people in the triple room. And the bathroom's on the floor below.

14. **Robert:** That's fine. I'm happy with anything. All the hotels in the area are fully booked.

15. **Woman:** Well, as long as you know. I don't like guests complaining when they get here.

16. **Robert:** No problem.

17. **Woman:** There's a washbasin in the room. There's also a television, and a kettle for tea and coffee.

18. **Robert:** Lovely.

19. **Woman:** Do you want breakfast? We do a full English, included in the price.

20. **Robert:** Definitely. How much is the room?

21. **Woman:** It's £40 a night.

22. **Robert:** Great! I'll take it.

23. **Woman:** Okay. I'll need your credit card number, to reserve it.

24. **Robert:** Sure.

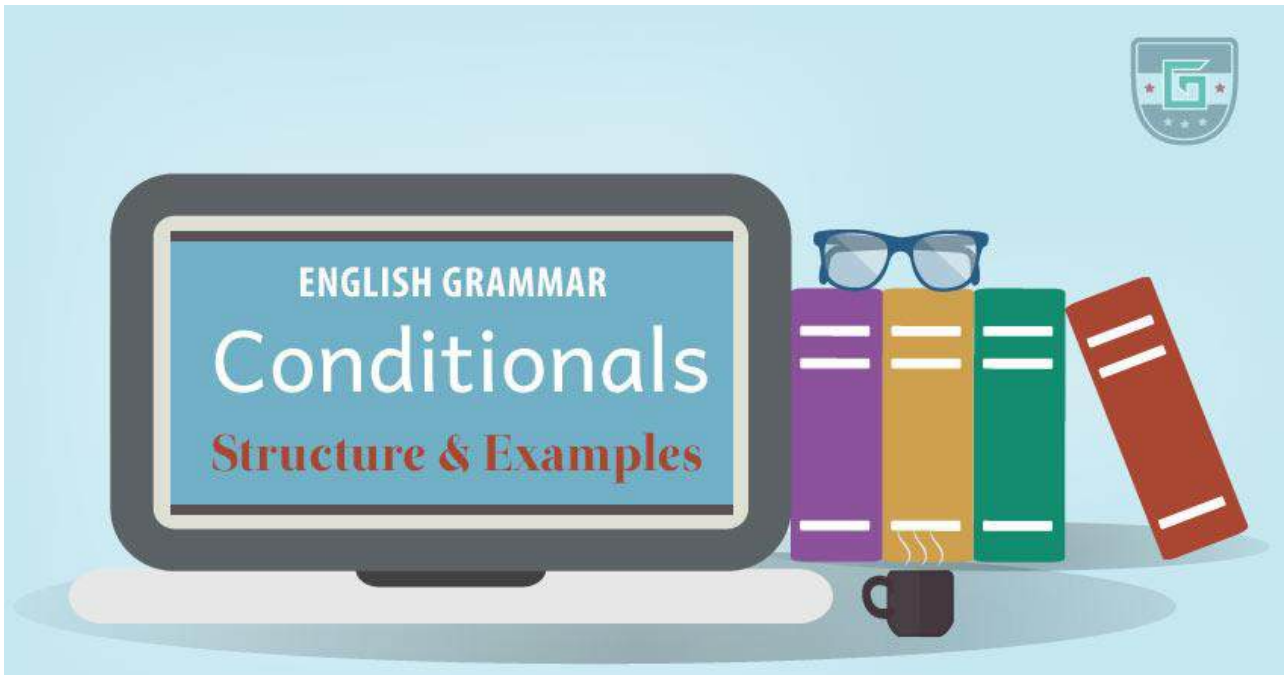
TASK 2.3. USE INFORMATION FROM TASK 2.1 AND 2.2 TO MAKE YOUR OWN CONVERSATION (It should include not less than 20 phrases)

1. A	
2. B	
3. A	
4. B	
5. A	
6. B	
7. A	
8. B	
9. A	
10. B	
11. A	
12. B	
13. A	
14. B	
15. A	
16. B	
17. A	
18. B	
19. A	
20. B	

TASK 3. ANSWER THE QUESTIONS.

HOTEL, CHECKING IN, ROOMS	
1	Do you like staying in hotels? Why?
2	What do you like about hotels? What don't you like?
3	Describe your dream hotel (location, landscape, materials, interior design etc.).
4	What kind of a room do you prefer – standard room, superior room, junior suite or suite? Why?
5	Is security important in a hotel? Why?
6	What kind of accommodation would you prefer – a hotel, a guesthouse, or a youth hostel? Why?
7	Make a list of the 5 most important things you would look for when choosing a hotel to stay in.
8	What modern facilities are available in hotels?
9	Is it important for you to have a room with a television and Internet access?
10	What are your thoughts about pets in hotels?
11	Does the room service irritate you when you are staying in?
12	What is the difference between a hotel, a hostel, and a motel?
13	Do you prefer to have your dinner in the hotel restaurant or somewhere in the city? Why?
14	Would you attend a hotel swimming pool, gymnasium?
15	Did you use online payment systems when booking hotel?
16	What do you prefer to take – a half board or a full board? Why?
17	Would you use the hotel laundry service? Why?
18	Do you usually use hotel sightseeing tours? Why?
19	Do you leave tips to your room service? Why?
20	Is it important for you where your room windows face? Why?
21	Do you prefer to have your room high upstairs? Why?
22	Do / Would you use car rent service in the hotel? Why?
23	Do you learn discounts and “hot offers” before choose the hotel? Why?
24	Have you ever stayed in a hotel room with no windows? How did you feel?
25	Do you always find out what extra services the hotel offers?

CONDITIONALS (ТИПИ УМОВНИХ РЕЧЕНЬ В АНГЛІЙСЬКІЙ МОВІ)



Conditionals (умовні конструкції або умовні речення) – особливий вид складнопідрядних речень, коли в підрядній частині виражається певна умова, а в головному – наслідки такої умови. Такі речення часто називаються **if-sentences** (речення зі сполучником **if**).

В залежності від умови, вираженої у реченні, умовні конструкції поділяються на чотири типи: умовні конструкції **нульового типу**, **першого**, **другого** та конструкції **третього типу**. Також виокремлюють **змішаний тип** умовних речень.

Умовні конструкції нульового типу

Zero Conditional (умовне речення нульового типу) – умовне речення, що передає загальні істини, природні або наукові факти, правила або ж часто повторювані події, що стали правилом. В таких реченнях сполучник підрядності **if** (якщо) може бути замінений на **when** (коли).

В умовних реченнях нульового типу завжди використовується **Present Simple** як в головному, так і в підрядному реченні.

*Ice cream **melts** if we **heat** it. – Морозиво розтає, якщо ми його нагріємо.*

*If you **don't water** plants, they **die**. – Якщо ти не будеш поливати рослини, вони загинуть.*

Умовні конструкції першого типу

First Conditional (умовне речення 1-го типу) – умовне речення, що виражає **реальну** або дуже **ймовірну** ситуацію в теперішньому або майбутньому часі.

В умовних реченнях **1-го типу** в підрядній частині завжди використовується час **Present Simple**, а в головній частині, в залежності від ситуації, може використовуватися **Future Simple**, **спонукальний спосіб** або ж **модальні дієслова** can, must, may тощо з інфінітивом без частки **to**.

If I like this dress, I will buy it. – Якщо мені сподобається ця сукня, я її придбаю.

If you see Jessica tonight, give her this book, please. – Якщо ти побачиш Джессіку сьогодні ввечері, дай їй цю книгу, будь ласка.

В умовних реченнях 1-го типу в підрядній частині з заперечним значенням замість сполучника **if** можна використовуватися **unless** (якщо не) та дієслово в **стверджувальній** формі.

I will be very angry unless you clean your room. – Я буду дуже розлючена, якщо ви не приберетесь у своїй кімнаті.

Second Conditional (Умовні конструкції 2-го типу)

Second Conditional (умовне речення 2-го типу) – умовне речення, що передає **нереальну** ситуацію в теперішньому часі. Підрядне речення передає **уявну** ситуацію, що суперечить фактам в теперішньому часі, тому така ситуація **неможлива** або **маловірогідна** в теперішньому або майбутньому часі.

В умовних реченнях **2-го типу** в підрядній частині завжди використовується **Past Simple**, причому дієслово **were** (а не **was**) використовується для всіх осіб. В головній частині таких речень використовуються **модальні дієслова** **would, could, might** з інфінітивом дієслова без частки **to**.

If I were him, I would never do that. – Якщо б я був на його місці, я б ніколи так не робив.

The children might play outside if the weather were nice. – Діти могли б пограти на вулиці, якщо б погода була хорошою.

Third Conditional (Умовні конструкції 3-го типу)

Third Conditional (умовне речення 3-го типу) – умовне речення, що виражає **нереальну** ситуацію в минулому та її **нереальні** наслідки, тобто ця **уявна** ситуація так і не відбулася. В більшості випадків умовні конструкції 3-го типу передають **відтінок докори, критики, прикrostі** через щось, що не було виконано у минулому.

В умовних реченнях **3-го типу** в підрядній **if-частині** використовується час **Past Perfect**, а також інколи **Past Perfect Continuous**, а в головній частині – **модальні дієслова** **would, could, might** з формою **доконаного інфінітиву** без частки **to**.

If they had asked me for help, I would have helped them. – Якщо б вони мене попросили про допомогу, я б їм допоміг (але вони не просили, тому я не допоміг)

Mixed Conditionals (Змішані умовні конструкції)

Mixed Conditionals (умовні речення змішаного типу) – умовні речення, в яких ситуації або дії в підрядній та головній частинах відносяться до різних часів. Між собою можуть змішуватися тільки **умовні речення 2-го та 3-го типів**. Існує два види змішаних умовних речень.

В **першому виді змішаних речень** певна умова в підрядній **if**-частині відноситься до минулого часу, а результат в головному реченні – до теперішнього часу. В такому випадку в підрядному **if**-реченні використовується час **Past Perfect** (як в third conditional), а в головному – модальні дієслова **would, could, might** с формою простого інфінітиву без частки **to** (як в second conditional).

If I had got that job, I could be rich now. – Якщо б я отримав ту роботу, я б був зараз багатим.

Matt would feel better today if he hadn't gone to the party yesterday. – Метт відчував би себе краще сьогодні, якщо б не пішов на вчорашню вечірку.

В **другому типі змішаних речень** умова в підрядній **if**-частині не відноситься до конкретного часу, а є загальною постійною характеристикою чогось. Однак, результат або наслідки такої умови відбулися в минулому. В такому випадку в підрядному **if**-реченні використовується час **Past Simple** (як при second conditional), а в головному – модальні дієслова **would, could, might** з формою доконаного інфінітиву без частки **to** (як при third conditional).

I wouldn't have helped you if we weren't friends. – Я б тобі не допомагала, якщо б ми не були друзями.

If I spoke French, I could have been appointed to that position. – Якщо б я розмовляв французькою, мене б призначили на цю посаду.

Кома в умовних реченнях

В умовних реченнях, якщо підрядне **if**-речення стоїть після головної частини, то кома між ними **не ставиться**.

I will buy this balloon for you if you behave well. – Я куплю тобі цю кульку, якщо ти будеш добре себе поводити.

Якщо підрядна частина стоїть перед головною, то вони **відокремлюються** одна від одної **комою**.

If you hold an ice cube in your hand, it melts. – Якщо ти потримаєш кубик льоду в долоні, він розтане.

УЗАГАЛЬНЕННЯ

Види умовних речень в англійській мові

I тип умовних речень

Перший тип умовних речень передає «реальну» умову дії, про яку йдеться в реченні. Події цього умовного речення стосуєтьсядо майбутнього. У всіх умовних реченнях використовують союзи: як, якщо – if, коли – when, як тільки – as soon as, до того як – before, до – till, until, після – after.

Головне речення в Future Indefinite	if when as soon as before after till (until)	Підрядне речення в Present Indefinite
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If you hear her singing, you will be impressed by her voice.

When this museum is open, we will go for an excursion there.

Якщо ви почуєте, як вона співає, нас вас велике враження справить її голос.

Коли музей відкриється, ми підемо туди на екскурсію.

II тип умовних речень

Другий тип умовних речень виражає малоймовірну умову, яка може стосуватися як теперішнього, так і майбутнього.

Головне речення would + V₀	if	Підрядне речення в Past Indefinite Past Continuous
---	-----------	---

If I were you, I would discuss this question with your boss.

She would be happy, if she was invited at the party.

Якщо б я був на твоєму місці, я б обговорив це питання з твоїм начальником.

Вона була б щаслива, якби її запросили на вечірку.

III тип умовних речень

Третій тип умовних речень виражає нереальну умову. У цих реченнях нереальна умова стосуєтьсядо минулого, тому її вже не можливо виконати.

Головне речення Would + have+ V₃	if	Підрядне речення в Past Perfect
---	-----------	--

If you had warned me about the danger, I would not have participated in this competition.

If I had known about your disease I would have visited you at the hospital.

Якби ти попередив мене про небезпеку, я б не брав участь у цих змаганнях (а змагання вже пройшли, і нічого змінити не можна).

Якби я знав про твою хворобу, я б відвідав тебе в лікарні (а я не знав, а ти вже одужав).

PRACTICE



Task 4.2. Complete the sentences with the correct form of the verb. Put the letter a, b or c.

1. If I had had enough money, I _____ that radio
a) bought b) would buy c) would have bought
2. If it rains, you _____ wet
a) will get b) would get c) get
3. She would go to the Job Centre if she _____ .
a) had wanted b) will want c) wanted
4. The dog _____ you if it hadn't been tied up.
a) would bite b) will bite c) would have bitten
5. It _____ easy to paint pictures if you knew how to.
a) would be b) had been c) would have been
6. If I come, I _____ you.
a) saw b) would see c) will see
7. She _____ pleased if you came.
a) would be b) would have been c) would has been
8. If it _____ I would stay at home.
a) rains b) rained c) has rained
9. You will catch the train if you _____ earlier.
a) left b) leaves c) leave
10. If he _____ thirsty, he would have drunk some water.
a) was b) had been c) is

11. If I hadn't overslept, I _____ on time.

a) *will have been* b) *would have been* c) *will be*

12. If you had eaten a good breakfast, you _____ so hungry now.

a) *wouldn't have been* b) *can't be* c) *won't be*

13. I _____ that car if I had had more money at the time.

a) *could have bought* b) *could buy* c) *will buy*

14. That horse could have won the race if he _____ hurt his leg.

a) *doesn't hurt* b) *hasn't hurt* c) *hadn't hurt*

15. If I _____ harder for the test I would have gotten a better grade.

a) *had studied* b) *will study* c) *did study*

16. If it hadn't rained, we _____ to the park.

a) *will have gone* b) *will go* c) *would have gone*

17. If only we _____ the directions!

a) *will follow* b) *did follow* c) *had followed*

18. If the road hadn't been icy, we _____ an accident.

a) *won't have* b) *wouldn't have had* c) *didn't have*

19. He would have gone to work if he _____ sick.

a) *hadn't been* b) *won't be* c) *didn't be*

20. If I had known you were coming, I _____ a cake.

a) *will bake* b) *would have baked* c) *would bake*

21. If _____ when my alarm went off, I wouldn't have been late.

a) *I got up* b) *I'd got up* c) *I would get up*

22. If we _____ to London, we'd be able to visit National museum.

a) *go* b) *would go* c) *went*

23. If he does well in the exams, _____ him out for a treat.

a) *we had taken* b) *we would take* c) *we'll take*

24. If there are plenty of people, _____ a great party.
a) *it has been* b) *it would be* c) *it'll be*
25. If he'd done well in the exams, he _____ to university.
a) *could have gone* b) *could go* c) *would have been*
26. If I get up at six, _____ to the airport on time.
a) *I would get* b) *I'll get* c) *I had got*
27. If you go to bed late, _____ tired tomorrow.
a) *you would have been* b) *you'll be* c) *you'd be*
28. If I _____ to bed earlier, I wouldn't be so tired in the mornings.
a) *had gone* b) *go* c) *went*
29. If you _____ me, I'll be worried about you.
a) *wouldn't call* b) *didn't call* c) *don't call*
30. If you didn't call me every day, I _____ worried about you.
a) *had been* b) *would have been* c) *would be*
31. If you _____ , I'd have been worried about you.
a) *didn't call* b) *wouldn't call* c) *hadn't called*
32. If I _____ my driving test, I'll buy a car.
a) *had passed* b) *would pass* c) *pass*
33. If I'd passed my driving test, _____ a car.
a) *I'd have bought* b) *I would buy* c) *I'd bought*
34. If there _____ more people, it would be more fun.
a) *are* b) *were* c) *had been*
35. If there _____ more people, it would have been a good party.
a) *had been* b) *would be* c) *were*

Task 4.3. Open the brackets to form conditionals.

36. If they left now, they _____ (*be*) in London by lunchtime.
37. You _____ (*not fail*) the exam if you'd studied a bit harder.
38. If we'd brought a map with us, we _____ (*not be*) lost now.
39. I _____ (*not speak*) to him again unless he apologises.
40. I'd go out tonight if I _____ (*not have to*) work tomorrow.
41. If hotel manager (*be*) _____ here I would have seen him.
42. Porter would not agree even if you (*ask*) _____ him.
43. If hotel staff (*mention*) _____ this yesterday, everything would have been done.
44. If I (*find*) _____ that form, I'll show it to you.
45. If I (*be*) _____ you, I wouldn't go to the hostel kitchen.
46. The boss (*be*) _____ very disappointed if you aren't at the meeting tomorrow.
47. Liza will send a telegram to the hotel if she (*arrive*) _____ with a delay.
48. If the plane had left on time they (*be*) _____ in hotel now.
49. If they hadn't walked 4 km looking for hotel location, they (*not / be*) _____ so exhausted now.
50. If I meet my colleagues, I (*invite*) _____ them for dinner in the lobby restaurant.
51. If it (*snow*) _____, the children will play snowballs.
52. If you (*ring*) _____ me up, I'll tell you his address.
53. If you (*be*) _____ a poet, you'd write beautiful poetry.
54. If he didn't read so much, he (*not/know*) _____ American literature so well.
55. If he (*come*) _____ to our house yesterday, he'd have met his friend.
56. If she (*not/pass*) _____ the exam, she'll not get a scholarship.
57. If you (*not/help*) _____ me, I'd have been in a very difficult situation.
58. My father would have more free time if he (*not/read*) _____ so many newspapers.
59. If I were a famous singer, I (*get*) _____ a lot of flowers every day.
60. If only you had let me know, I (*go*) _____ there immediately.

Task 4.4. Translate the sentences into English.

61. Наш готель поверне Вам гроші, якщо Ви передумаєте.
62. На Вашому місці, я б не зупинявся в цьому готелі.
63. Ви могли б забронювати номер в готелі онлайн, якби Ви знали як це зробити.
64. Якщо в готелі буде басейн, то я плаватиму в ньому кожного дня.
65. Ви зможете замовити доставку в номер, якщо Ви забажаєте перекусити.
66. Якби ми приїхали в готель раніше зазначеного часу, ми б повідомили про це адміністрацію.
67. Якби ми знали що в готелі є спортивна зала, то ми користувалися б нею.
68. Якщо Ви зустрінете покоївку, скажіть їй, що в нас закінчилось мило.
69. Вам слід звернутись до консьєржа, якщо Ви щось пошкодите в номері.
70. Якби я був багатим, я б селився у найкращих і найдорожчих готелях світу.

UNIT 7. BUSINESS CORRESPONDENCE. FORMAL POST AND E-MAIL LETTERS WRITING



VOCABULARY	Correspondence.
READING, TRANSLATING, DISCUSSING	General Rules of Business Correspondence. Sender's address. The Date. The Inside Address. Salutation. Body. Complimentary close. The Signature. Language typical for business letters
COMMON PHRASES	Request formal letter writing. Application email letter writing.
GRAMMAR	Gerund. Infinitive.

VOCABULARY

CORRESPONDENCE	
Dear Mr. Brown	Шановний пане Brown
Dear Ms. White	Шановна пані White
Dear Sir/Madam	Шановні панове
We are writing	Ми пишемо, щоб:
- to inform you that ...	- повідомити вам, про
- to confirm ...	- підтвердити...
- to request ...	- попросити...
- to enquire about ...	- дізнатися про...
I am contacting you for the following reason...	Я зв'язуюся з вами з такої причини...
I recently read/heard about and would like to know	Я недавно читав / чув про ... і хотів би дізнатися ...
Having seen your advertisement in ..., I would like to ...	Побачивши ваше оголошення у ... я хотів би ...
I would be interested in (obtaining / receiving) ...	Я був би зацікавлений в (отриманні / передачі)
I received your address from – and would like to ...	Я отримав вашу адресу від і хотів би
salutation	вітання в листі
formal	офіційний; використовує набори форматування для бізнесу
informal	неофіційний, неформальний, без дотримання формальностей
format	структура, форма, формальні параметри (документа); організація документа
heading	заголовок або назва документа; слово або словосполучення, що відображає зміст нижче поданого тексту
body	зміст листа, між привітанням і підписом
inside address	поштова адреса одержувача
recipient	особа, яка отримує лист (адресат)
postage	вартість відправлення листа через поштове відділення
enclosure	вкладка, додаток; додатковий документ або зображення, що додається до листа
confidential, personal	приватний, особистий
diplomacy, diplomatic	демонстрації поваги і люб'язності
direct mail, junk mail	пряме поштове розсилання; маркетинг листа, адресованого широкій аудиторії
double space	формат, в якому порожній рядок залишається між рядками тексту
letterhead	фірмовий бланк; спеціалізований папір з логотипом компанії або надрукованою назвою зверху
logo	логотип; символ або образ, що ідентифікує конкретну організацію
bullets	дрібні темні крапки, що використовуються для виділення пунктів у пронумерованому списку
certified mail	важливий лист, відправлений поштою з додатковою оплатою і підвищеною відповідальністю за доставку
indent	додаткові пробіли на початку параграфа
punctuation	знаки, що використовують у / після пропозицій і фраз (наприклад, крапки, коми)
margin	берег поля (сторінки); відступ, що обмежує кінці сторінки
memorandum (memo)	службова записка, доповідна записка; документ, укладений всередині компанії, представлений у короткій формі
attachment	додатковий документ або зображення, що додається до електронної пошти

GENERAL RULES OF BUSINESS CORRESPONDENCE

You should be familiar with two kinds of letters: business letters and personal letters. Business organisations usually use printed letter-head for their business letters. Private business letters are typed on plain paper.

You should answer all letters promptly: within ten days at the outside. If you can't fully answer them within that period, the least you can do is to acknowledge them and explain your delay.

Let everyone involved know what action has been taken on a letter.

You should always write a thank-you note to anyone who has given you a letter of introduction, reporting at the same time how well you were received or what results the introduction produced.

You should sign and send out only the letters that are well typed, well spaced, faultlessly neat and inviting to the eye, i.e. letters that make a good first impression. The letter you write is always a mirror which reflects your appearance, taste and character.

When writing a business letter in English, be careful not to use an old-fashion commercial instruction book as a guide. The style of writing is changing rapidly. Every year it gets simpler and less formal. Business correspondents prefer simple English to express what they want to say as effectively as possible. But a writer of a business letter must create a good impression, so a few words to promote a feeling of friendship and good will be just to the place.

Business letters typically contain the following parts (although they may **NOT** all appear in the same letter):

- Sender's address (1)
- Date (2)
- Inside address (3)
- Salutation (4)
- Body of the letter (5)
- Complimentary close (6)
- Signature (7)



SENDER'S ADDRESS

In correspondence that does not have a LETTERHEAD, the sender's address is placed in the top right-hand corner of the page. It is also acceptable, but less common, to place it in the top left-hand corner. Punctuation is rarely used in addresses these days.

The BLOCKED STYLE is most widely used, i.e. each line starts directly below the one above.

DATE

The date is written directly below the sender's address, separated from it by a space.

The month in the date should not be written in figures as this can be confusing; for example, 11.05.2019 means *11 May 2019* in British English, where the sequence is day-month-year, but *5 November 2019* in American English, where the sequence is month-day-year.

It is acceptable to write the date with or without the abbreviation *-th* and *-nd*, e.g. *14th April* or *14 April*, and to transpose the date and the month, e.g. *14 April* or *April 14*. These are matters of the personal preference.

INSIDE ADDRESS

The INSIDE ADDRESS is written below the sender's address and on the left-hand side of the page. It usually gives the name and possibly the business title of the person who will receive the letter, the name of the company or agency, if any, the person's or the company's street address or postal box number, the city, state, and Zip Code.

SALUTATION

The salutation is the greeting. In it, capitalize the first word and all nouns.

- If you do not know the name and the sex of the person you are writing to, use *Dear Sir or Madam*.
- If you know the name of the person you are writing to, use courtesy titles with surnames.

For a man use the title *Mr*. The title *Mrs* shows that a woman is married; *Miss* shows that she is unmarried; *Ms* shows only that she is a woman. For example, *Mr. Smith, Miss White, Mrs. Brown, Ms. Brown*.

Other courtesy titles include academic, medical or military titles, e.g. *Doctor (Dr), Professor (Prof), Captain (Capt.), General (Gen.)*,

BODY

The body of the letter contains the paragraphs that state your business. Leave an **EXTRA** line of space between the salutation and the first paragraph. Start a new paragraph for each new idea or subject. Leave a line space between each paragraph. Do not break words at the end of a line.

COMPLIMENTARY CLOSE

The complimentary close is the word or phrase that conventionally appears before the sender's signature or name at the end of a letter. It is always connected with the greeting.

If the letter begins with *Dear Sir or Madam, Dear Sir, Dear Sirs, Dear Madam* or *Dear Madams*, the complimentary close should be *Yours faithfully*

If the letter begins with a personal name, e.g. *Mr. Smith, Miss White, Mrs. Brown, Ms. Brown* the complimentary close should be *Yours sincerely*.

A letter to a person who you know well may close with more informal phrases, e.g. *Best wishes / Regards / Truly yours*

SIGNATURE

The signature is, of course, your name and, if relevant, your job title. Place your signature under the complimentary close, and be sure to write your full name. If your letter is handwritten, print your name under your signature.

Here is some of the *language typical for business letters.*

1. Opening and closing greetings

If you don't have a contact name:

Dear Sir or Madam

Yours faithfully

If you know the name of the person:

Mr / Mrs / Miss / Ms Jones

Yours sincerely

If you know the person as a friend or close business colleague:

Dear James

Best wishes/Regards

2. Stating the reference at the beginning of the letter

You can start with either:

Subject: _____

Reference _____

Re: _____

or an expression like:

With reference to ...

I thank you for your letter of 1 July.

Further to our telephone conversation, ...

3. Requesting

I would be grateful if you could ...

I would appreciate it if you could ...

Could you please ...? (more informal)

4. Explaining the reason for writing

I am writing to inform you that/apply for/request, etc. ...

5. Thanking

Thank you for ...

We were very pleased to ...

6. Enclosing document

Where other documents are included with the letter, you can say:

Please find enclosed/attached ...

7. Apologizing

I regret that ...

I am afraid that ...

I am sorry that ...

I apologize for ...

8. Expressing urgency

... at your earliest convenience

... without delay

... as soon as possible

9. Confirming

I am pleased to confirm that ...

I confirm that ...

This is to confirm that ...

10. Ending the letter

I look forward to ...

I am sure that ...

I hope ...

See you soon. (informal)

TASK 2.1. READ AND TRANSLATE THE EXAMPLE OF THE LETTER. (Find inside address, date, opening and closing greetings, explaining the reason for writing, phrase that ends the letter)

Sales Manager

Digital World Company

6539 79th Street

Los Angeles, LA 84733

27th May, 2022

Dear Sir,

We have seen your advertisement in the Business Weekly Journal, and we shall appreciate it if you will send us more detailed description of your microscopes. We should also like to know the discounts that you provide.

Our company specializes in distributing microscopes in Ukraine. For your information we may add that our company was established seven years ago. If your goods meet our requirements, and we receive a favourable offer, we will be able to represent your microscopes in our country.

We are looking forward to your reply.

Yours faithfully,

Robert Stenley

Export-Import Manager

TASK 3.1 READ THE INFORMATION ABOUT EMAIL BUSINESS LETTER WRITING

Electronic mail, also known as email or e-mail, is a method of exchanging digital messages an author to one or more recipients.

Your business email address should reflect how clients and partners see you, so use your real name (it can be abbreviated) and surname to create your business email. Name of the company can be used too.

To: Human Resources Manager, i.petrenko@agrotek.com

From: Angela Tanama A.Tanama@i.ua

Date: 20th of May 2022

Subject: Application letter

SUBJECT AND ITS CONTENT

Give the message a subject/title. E-mail messages without a subject may not be opened because of a fear of viruses.

Keep the subject short and clear but avoid such headings as: *Good News, Hello, Message from Mary*. Short but specific headings are needed,

e.g. *Order No. 1243 / Conference invitation / Laboratory Equipment Order*

ATTACHMENTS

Make sure you refer, in the main message, to any attachments you are adding and of course make extra sure that you remember to include the attachment(s). If you use an attachment, make sure the file name describes the content, and is not too general;

e.g. *message.doc* is bad, but *QA Report 2022.doc* is good.

NAMES

Include your name at the end of the message. It is very annoying to receive an email which does not include the name of the sender. The problem is that often the email address of the sender does not indicate exactly who it is from, e.g. 0385915d@polyu.edu.hk

TASK 3.2 READ AND TRANSLATE THE EXAMPLE OF THE EMAIL LETTER.

<i>To:</i>	<i>HR Manager, W. White @gmail.com</i>
<i>From:</i>	<i>Petro Myhailenko, P.Myhailenko@i.ua</i>
<i>Date:</i>	<i>May 17, 2022</i>
<i>Subject:</i>	<i>Application letter</i>

Dear Mr. White,

I am writing to apply for the agronomist position advertised on the site *Job.ua*. As requested, I am enclosing my certification, my CV and a reference.

In addition to my experience and personal qualities, I have a solid educational foundation and a passion for sustainable crop management. Apart from being well educated and a dedicated employee, if efficient, hard-working and a quick learner is what you are looking for, I am proud to say that I possess these qualities and we can put it to good use.

I love the industry and the ability to research and learn new methods and processes of my position every day to optimize this field. I am highly competent, as my colleagues will attest, and I look to bring this knowledge, experience, dedication, and enthusiasm to your exciting position of Agronomist.

If you require any further information, I can be reached at 632-555-1234 (during regular business hours), or at 632-555-6789 (during regular business hours).

Sincerely yours,

Petro Myhailenko

TASK 4.1 STUDY THE GRAMMAR THEORY

GERUND. INFINITIVE (ГЕРУНДІЙ. ІНФІНІТИВ)

Task 1. Study the theoretical material.

VERBS FOLLOWED BY

GERUNDS and INFINITIVES

GERUND (ГЕРУНДІЙ)

Герундій (Gerund) – це безособова форма дієслова з закінченням **-ing**, що поєднує у собі властивості іменника та дієслова. Герундій не виражає число, особу, способи та не вживається з артиклями. В українській мові форми герундія відповідають іменникам, що утворилися від дієслів (reading - читання), форма інфінітиву, а також в деяких випадках дієприкметники та дієприслівники (being seen - помічений, walking - гуляючи).

Eating hamburgers is not good for you. – Вживання (в їжу) гамбургерів не добре для вас.

Частка **not**, а також **no** ставиться **перед герундієм**, до якого вона відноситься.

No playing and no talking after 10 p.m.! – Ніяких ігор та розмов після 10-ї вечора!

I am thinking of not going to the party. – Я думаю про те, щоб не піти на вечірку.

Герундій має дві форми в активному стані (Indefinite та Perfect Gerund Active) та дві форми пасивного стану (Indefinite та Perfect Gerund Passive).

ФОРМИ ГЕРУНДІЯ

Tense	Active Voice	Passive Voice
Indefinite Gerund неозначений герундій	studying дієслово з закінченням ing	being studied being + третя форма дієслова
Perfect Gerund доконаний герундій	having studied having + третя форма дієслова	having been studied having been + третя форма дієслова

ФУНЦІЇ ГЕРУНДІЯ

Герундій в реченні може вживатися у якості підмета, додатку або ж іменної частини складного присудка, так як ця форма може виконувати ті ж самі функції, що й іменник.

Підмет : *Smoking can destroy your health.* – Куріння може знищити твоє здоров'я.

Додаток : *Jane likes making people happy.* – Джейн любить дарувати людям щастя.

Іменна частина складного присудка: *Our duty is taking care of those, who need help.* – Наш обов'язок – це турбота про тих, кому необхідна допомога.

Обставина: Відповідаючи на питання як?, де?, коли?, навіщо?, чому? та ін. герундій у реченні виконує функції обставини. Коли герундій грає роль обставини, йому завжди передує прийменник, і він може перекладатися іменником, дієприслівником або як присудок підрядного речення. В таких випадках використовується прийменники:

in - при, в той час як

on – після, коли

after – після

before – до

for – за

though – через, за допомогою, завдяки

by – за допомогою, шляхом

without – без

instead – замість

besides – крім

In copying the text, he made several mistakes. – При переписуванні тексту він припустився помилок.

She called me before leaving the house. – Вона подзвонила мені перед від'їздом з дому.

After watching this video, he closed browser. Після перегляду відео, він закрив браузер.

ВЖИВАННЯ GERUNDIA

1. Герундій завжди використовується після наступних простих та фразових дієслів.

<i>admit</i> – визнавати, допускати	<i>Imagine</i> – уявляти
<i>appreciate</i> – цінувати, бути вдячним	<i>keep (on)</i> – продовжувати
<i>avoid</i> – уникати	<i>leave off</i> – переставати, покидати
<i>burst out</i> – починати, спалахувати	<i>like</i> – подобатися
<i>consider</i> – розглядати, обговорювати, вважати	<i>mind</i> – заперечувати, бути проти (в заперечних та питальних реченнях)
<i>continue</i> – продовжувати	<i>miss</i> – сумувати, скучити
<i>deny</i> – заперечувати	<i>postpone</i> – відкладати
<i>dislike</i> – не подобатися	<i>practice</i> – практикувати
<i>enjoy</i> – насолоджуватися	<i>prefer</i> – надавати перевагу
<i>excuse</i> – вибачати	<i>prevent</i> – запобігати, попереджати
<i>fancy</i> – уявляти, думати, радити (в окличних реченнях)	<i>put off</i> – відкладати
<i>finish</i> – закінчувати, завершувати	<i>regret</i> – жалкувати
<i>forgive</i> – простити, вибачати	<i>remember</i> – пам'ятати
<i>give up</i> – здаватися, полишити	<i>quit</i> – припиняти, полишити
<i>go</i> – займатися (спортом)	<i>save</i> – зберігати
<i>go on</i> – продовжувати, тривати	<i>stop</i> – зупинитись
<i>hate</i> – ненавидіти	<i>suggest</i> – пропонувати

*Fancy **meeting** you here!* – Не міг навіть уявити, що зустріну тебе тут!

*Relax. Imagine **lying** on the beach and **drinking** cocktails.* – Розслабся. Уяви собі, що ти лежиши на пляжі та п'єш коктейлі.

2. Герундій використовується після дієслів та виразів з прийменниками, що зазначені нижче.

<i>cannot help</i> – бути не в змозі зупинитися	<i>to complain of</i> – скаржитися, жалітися
<i>cannot stand</i> – не переносити	<i>to depend on</i> – залежати
<i>cannot stop</i> – не мати змоги зупинитися	<i>to have trouble</i> – мати труднощі з
<i>not to like the idea of</i> – не поділяти намір	<i>to insist on</i> – наполягати
<i>agree to</i> – погоджуватися	<i>to look forward to</i> – чекати з нетерпінням
<i>approve of</i> – схвалювати	<i>to look like</i> – схоже, що, збиратися
<i>to be aware of</i> – знати, бути у курсі	<i>to miss an opportunity of</i> – упустити можливість
<i>to be busy in</i> – бути зайнятим	<i>to object to</i> – заперечувати, бути проти
<i>to be capable of</i> – бути спроможним	<i>to persist in</i> – наполягати, наполегливо продовжувати
<i>to be displeased at</i> – бути незадоволеним	<i>to prevent from</i> – вберегти, зашкодити
<i>to be fond of</i> – любити	<i>to rely on</i> – покластися, довіряти
<i>to be guilty of</i> – бути винуватим	<i>to speak of</i> – висловлюватися
<i>to be pleased at</i> – бути задоволеним	<i>to succeed in</i> – мати успіх, досягти успіху
<i>to be proud of</i> – пишатися, гордитися	<i>to suspect of</i> – підозрювати
<i>to be sure of</i> – бути певним у	<i>to thank for</i> – бути вдячним, дякувати
<i>to be surprised at</i> – бути здивованим	<i>to think of</i> – думати, збиратися
<i>to be used to</i> – бути звичним до	
<i>to be worth</i> – бути гідним, достойним	

*It looks like **raining**.* – Схоже, (скоро) задощить.

*I was thinking of **inviting** Paul to my party.* – Я думав про те, щоб запросити Пола на свою вечірку.

3. Герундій також вживається в певних сталих виразах.

Is it worth ...? Чи варто... ?

it is no use ... – немає сенсу, необхідності в ...

it is (no) good ... – недобре (добре) ...

what is the use of ..? – яка необхідність в ..?

there is no point in ... – немає сенсу в ...

in addition to ... – на додаток (до) ..

*In addition to **cleaning and washing**, I had to cook as well. –*

На додаток до прибирання та прання я повинна була ще й готувати.

*What is the use of **going** to that party? We can hang out here. –*

Який сенс їти на ту вечірку? Ми можемо тусити й тут.

ІНФІНІТИВ (INFINITIVE)

Інфінітив – це безособова або неозначена форма дієслова, що відповідає на питання «що робити?», «що зробити?». Інфінітив називає тільки дію і не виражає категорії особи, числа або способу. Відмінною особливістю форми інфінітиву є частка **to**, однак в деяких випадках вона може не вживатися (так званий голий інфінітив).

*I would love **to come** but I'm busy now. – Я б хотів прийти, та я зараз зайнятий.*

В реченнях заперечна частка **not** ставиться перед **інфінітивом**, до якого вона належить.

*I will try **not to be** late. – Я постараюся не запізнитися.*

*I asked you **not to scream**. – Я попросив тебе не кричати.*

ФОРМИ ІНФІНІТИВУ

Інфінітив в англійській мові може вживатися в чотирьох особливих формах, що відповідають чотирьом видам дієслів. Інфінітиви **перехідних дієслів** можуть мати форми активного та пасивного стану.

Tense	Active Voice	Passive Voice
Indefinite Infinitive простий інфінітив	to eat (їсти) to + перша форма дієслова	to be eaten (з'їстися) to be + третя форма дієслова
Continuous Infinitive тривалий інфінітив	to be eating to be + дієслово з закінченням -ing	не вживається
Perfect Infinitive доконаний інфінітив	to have eaten to have + третя форма дієслова	to have been eaten to have been + третя форма дієслова
Perfect Continuous Infinitive доконано-тривалий інфінітив	to have been eating to have been + дієслово з закінченням -ing	не вживається

ІНФІНІТИВ В АКТИВНОМУ СТАНІ

Простий або неозначений інфінітив (*Indefinite або Simple Infinitive*) означає дію, що відбувається одночасно з іншою дією, що виражена дієсловом в особовій формі, або ж дію, виконання якої не пов'язане з певним часом. В цьому випадку час (граматичний час) дії визначається за дієсловом-присудком, що у реченні вживається в певній особовій формі.

I am glad to meet Peter. – Я радий зустрітися з Пітером.

I was glad to meet Peter. – Я був радий зустрітися з Пітером.

Тривалий інфінітив (*Continuous Infinitive*) вказую на тривалу дію, що відбувається одночасно з іншою дією, вираженою у реченні дієсловом-присудком в особовій формі.

The weather seems to be changing. – Здається, погода змінюється (буде зараз змінюватись).

The weather seemed to be changing. – Здавалось, що погода змінюється.

Доконаний інфінітив (*Perfect Infinitive*) вживається для вираження дії або стану, що були виконані перед іншою дією, вираженою дієсловом-присудком.

It is very nice of Matt to have come to us. – Це чудово, що Метт прийшов до нас.

It was very nice of Matt to have come to us. – Це було чудово, що Метт прийшов до нас.

Доконаний інфінітив після дієслів **to mean** (мати намір), **to hope** (сподіватися), **to intend** (збиратися, хотіти), **to expect** (очікувати) у формі Past Simple вказує на те, що дія повинна була відбутися, однак цього не сталося.

Ann hoped to have arrived in time. – Енн сподівалася, що приїде вчасно.

Chris intended to have married Jane. – Кріс збирався одружитися з Джейн.

Доконано-тривалий інфінітив (*Perfect Continuous Infinitive*) вказує на дію, що розпочалась та тривала певний час до іншої дії, вираженої дієсловом в особовій формі (дієсловом-присудком), або ж ця дія продовжується. Ця форма інфінітиву підкреслює тривалість дії у часі.

Jack seems to have been living here since his childhood. – Здається, Джек живе тут з дитинства.

Інфінітив у реченні може виконувати різноманітні функції: бути підметом, додатком, частиною складного присудка, означенням тощо.

Підмет: *To love and to be loved is the biggest happiness. – Кохати та бути коханим – найбільше щастя.*

Додаток: *Chris asked me to help him with his homework. – Кріс попросив мене допомогти йому з домашнім завданням.*

Означення: *I have my children to look after. – У мене є діти, про яких я повинен піклуватися.*

ПОВНА ФОРМА ІНФІНІТИВУ

Повна форма інфінітиву (to-infinitive) – це інфінітив, що вживається з часткою **to**.

1. Повний інфінітив використовується для вираження цілі або наміру дії.

*I go shopping **to buy** some food for my party. –*

Я йду по магазинам, щоб купити їжі для моєї вечірки.

2. Інфінітив з **to** завжди використовується після наступних смислових дієслів.

to agree – погоджуватися

to encourage – надихати

to prepare – приготуватися

to aim – мати наміром,

to expect – очікувати

to pretend – робити вигляд,

намагатися, цілитися

to fail – зазнавати невдачі,

прикидатися

to appear – виявлятися, виявитися

to get – отримати дозвіл, мати

to promise – обіцяти

to arrange – домовлятися,

потребу

to refuse – відмовлятися

урегулювати

to happen – виявитися, статися

to remember – пам'ятати

to ask – просити

to hesitate – вагатися, не

to seem – здаватися, мати вигляд

to be allowed – бути дозволеним

наважуватися

to swear – клястися

to be able – бути в змозі, могли

to hope – сподіватися

to tend – мати тенденцію,

to begin – починати

to hurry – поспішати

схилитись, прагнути

to choose – вибирати

to intend – мати намір, збиратися

to threaten – погрожувати,

to dare – наважуватися, сміти,

to learn – вчитися

залякувати

мати сміливість

to manage – впоратися, зуміти

to wait – чекати

to decide – вирішити, прийняти

to need – потребувати, мати

to want – хотіти

рішення

потребу

to wish – хотіти, бажати

to demand – вимагати, просити

to plan – планувати

to would like – хотіти

*My children refuse **to drink** milk. – Мої діти відмовляються пити молоко.*

*Kate wanted **to enter** her flat but she forgot her keys. –*

Кейт хотіла увійти до своєї кімнати, однак забула ключі.

4. Після прикметників і дієприкметників: **glad, pleased, happy, sorry, able, afraid, ready, useless, fortunate, ashamed, possible, impossible, difficult.**

*I am pleased **to meet** you. Дуже раді Вас бачити.*

*Sorry **to have missed** you in the airport. Вибачте, що не зустріли Вас в аеропорту.*

3. Інфінітив з **to** використовується після прикметників, що вказують на емоції, почуття або пов'язані з характером людини, його персональними якостями. Часто такі речення починаються конструкцією **it is**.

*I was pretty lucky **to get** this job. – Мені дуже пощастило отримати цю роботу.*

*James was reluctant **to agree** to their offer. –*

Джеймсу не хотілося погоджуватися на їхню пропозицію.

4. Інфінітив з **to** вживається у вставних словах та виразах.

to be honest – чесно кажучи

to put it mildly – м'яко кажучи

to begin with – для початку, по-перше

to sum up – на завершення

to cut a long story short – коротше кажучи

to tell the truth – сказати правду

***To be honest**, you were unfair. – Чесно кажучи, ти був несправедливим.*

***To sum up**, I would like to quote one famous scientist. – На завершення я б хотів процитувати одного відомого вченого.*

ГОЛИЙ ІНФІНІТИВ

Голий інфінітив (Bare Infinitive або Zero Infinitive) – це форма інфінітиву без частки **to**.

1. Інфінітив без **to** вживається після допоміжних дієслів.

*Shall we **dance**? – Потанцюємо?*

*I don't **understand** this text. – Я не розумію цей текст.*

2. Інфінітив без **to** використовується після модальних дієслів, окрім дієслова **ought (ought to)** та модальної конструкції **have to**. Однак, дієслова **dare** (насмільюватися) та **need** (мати необхідність) у якості смислових дієслів, а не модальних, використовуються з **повним інфінітивом** (з часткою **to**).

*Matthew **can run** really fast! – Метью може бігати дійсно швидко!*

*You **should have** helped that old lady. – Тобі слід було б допомогти цій літній леді.*

3. Інфінітив без **to** вживається після дієслів **to let** (дозволяти, надавати право), **to make** в значенні «змушувати», **to have** в значенні «змушувати, наказувати, дозволяти», **to see** в значенні «бачити», **to watch** в значенні «бачити, спостерігати», **to notice** в значенні «помічати». Після дієслова «**help**» (допомагати) інфінітив може використовуватися як з часткою «to», так і без неї. Після цих дієслів вживається займенник в об'єктному відмінку (*her, him, them, it, me, us, you*)

*Merry saw him **leave** his house. Мері бачила, як він вийшов зі свого будинку.*

*I can't watch you **do** this. Я не можу дивитися, як ти це робиш.*

*Let me **rest** a bit. – Дай мені трохи відпочити.*

*I helped Carrie (**to**) **write** this article. Я допоміг Карі написати цю статтю.*

Stop + gerund – перестати, припинити: *Girls, stop **whispering**, please.*

Stop + infinitive – зупинитися з метою щось зробити: *I did not know how to get to your house, so I stopped **to ask** the way.*

Forget + gerund – забути про вже зроблене: *I'll never forget **travelling** to New Zealand.*

Forget + infinitive – забути, що треба зробити: *I'm terribly sorry! I clean forgot **to give** your brother the message.*

Remember + gerund – пам'ятати про вже зроблене: *I'll always remember **going** for a date for the first time in my life.*

Remember + infinitive – пам'ятати, що потрібно зробити: *Remember **to lock** the door when you leave!*

Regret + gerund – шкодувати про вже зроблене: *Sarah told them some things she later regretted **telling**.*

Regret + infinitive – шкодувати про те, що доведеться зробити: *We regret **to inform** you your application for a loan has been denied.*

Want + gerund – потребувати: *You hair wants **cutting**.*

Want + infinitive – хотіти: *Do you want **to try** the cake I've made?*

Go on + gerund – продовжувати виконувати ту саму дію: *Please go on **singing**, do not stop!*

Go on + infinitive – перейти до іншого дії: *The manager described my duties and then went on **to explain** the safety rules.*

Mean + gerund – означати, мати на увазі: *Working in London means **getting up** at 6 am.*

Mean + infinitive – збиратися, мати на увазі, хотіти: *Oh, I did not mean **to scare** you.*

Try + gerund – пробувати в якості одного з варіантів: *If the soup is bland, try **adding** some spices.*

Try + infinitive – намагатися досягти мети: *The salesperson tried **to persuade** me to buy the dress.*

Be afraid + gerund – боятися того, що може трапитися: *It was too dark in the kitchen, so Mike was afraid **of stepping** on broken glass.*

Be afraid + infinitive – боятися виконувати дію: *She was afraid **to travel** by plane, and we had to go by bus.*

УЗАГАЛЬНЕННЯ

ГЕРУНДІИ

ФОРМИ ГЕРУНДІА

	Active
Indefinite(Simple)	writing
Perfect	having written

ВЖИВАННЯ ФОРМ ГЕРУНДІА

Проста форма (**Simple**) вказує на те, що дія, яка виражена герундієм, відбувається **одночасно** з дією, що виражена дієсловом-присудком, або **безвідносно до якогось певного часу**.

She tried **opening** the window but couldn't.

Вона спробувала **відкрити** вікно, але не змогла.

I like **inviting** friends to my place.

Я люблю **запрошувати** друзів до себе.

That's going **without saying**.

Це зрозуміло саме собою (**без розмов**).

Переклад українською мовою

Інфінітивом	Seeing is believing. Побачити – значить повірити.
Іменником	No parking. Стоянка заборонена.
Дієприслівником	Before leaving, turn off the light. Виходячи, вимикайте світло.
Присудком підрядного речення	Thank you for coming. Дякую, що ви прийшли.

ІНФІНІТИВ

ФОРМИ ІНФІНІТИВА

	Active
Indefinite	to write
Continuous	to be writing
Perfect	to have written
Perfect Continuous	to have been writing

INFINITIVE без частки to вживається після:

can, may, must, should, will
hear, see, smell, watch, notice, observe
to let у значенні "давайте, дозволити"
to make у значенні "заставляти"
to have у значенні "заставляти"

You **must be** back at 12 o'clock.

Ти **повинен повернутися** о 12:00.

They **heard him go up**.

Вони **чули, що він піднімається**.

Let us **be** the best friends!

Давай будемо найкращими друзями!

What **makes you think so**?

Що змушує вас так думати?

I **had them take** my baggage.

Я **примусив їх взяти мій багаж**.

PRACTICE



Task 4.2. Choose the right answers to complete the following sentences in English. Put the letter a, b, c or d.

1. Greg enjoys _____ in the rain.
a) *to be walking* b) *walk* c) *walking* d) *to walk*
2. I'd like _____ Molly an e-mail now.
a) *send* b) *sending* c) *to send* d) *to be sent*
3. What does Steve want _____?
a) *do* b) *doing* c) *to do* d) *to be doing*
4. The coach let his team _____ the football match.
a) *play* b) *playing* c) *to be played* d) *to play*
5. I prefer _____ detective stories.
a) *read* b) *reading* c) *to read* d) *to be reading*
6. Would you like something _____?
a) *drink* b) *to be drunk* c) *drinking* d) *to drink*
7. Harry looked so funny that I couldn't help _____.
a) *to laugh* b) *laughing* c) *laugh* d) *to be laughing*
8. My parents let me _____ at Molly's house last weekend.
a) *to stay* b) *staying* c) *stay* d) *to be staing*
9. Mel hates _____ the phone.
a) *answering* b) *to answer* c) *to be answered* d) *answer*
10. Polly can't _____ to the cinema today. She's busy at work.
a) *going* b) *go* c) *to go* d) *to be gone*
11. Baroness Bertha von Suttner encouraged Alfred Nobel _____ a prize for peace.
a) *establish* b) *to establish* c) *establishing* d) *to be established*
12. The police officer made Neil get out of the car and demanded _____ his driver's licence.
a) *see* b) *seeing* c) *to see* d) *to be seen*
13. In the time of Peter the Great the noblemen were not allowed _____ beards.
a) *have* b) *to have* c) *having* d) *having had*
14. They wouldn't let _____ the country without the entry visa, would they?

a) *him to enter* b) *he enters* c) *him enter* d) *him entering*

15. Fred couldn't make _____ that he had caught the huge fish himself.

a) *i believed* b) *me believe* c) *me believed* d) *me to believe*

16. Nick was very close to the phone-box and Mary noticed him _____ the number,

a) *to dial* b) *dialing* c) *to be dialed* d) *dial*

17. Nick was seen _____ the hall.

a) *enter* b) *be entered* c) *to enter* d) *to have entered*

18. It's too late now, but I will always regret _____ John to do the work.

a) *to ask* b) *asking* c) *ask* d) *to be asked*

19. My friend Moira stopped _____ whole milk because she is on a diet.

a) *to buy* b) *buying* c) *buy* d) *to be bought*

20. They were allowed _____ discussing the plans, so their partner introduced himself and went on to talk about the project.

a) *to continue* b) *continuing* c) *continue* d) *to be continued*

Task 4.3. Complete the sentences with a gerund or an infinitive.

21. It's five in the morning. I'm not used _____ (*get*) up this early,

22. It's impossible _____ (*cut*) with this knife. It's blunt.

23. My father enjoys _____ (*listen*) to jazz music.

24. I'm sorry _____ (*hear*) that your mother isn't well.

25. I couldn't help them _____ (*find*) what they were looking for.

26. I'd like _____ (*cook*) something special when guests come.

27. My dad promised _____ (*buy*) me a bike if I passed my exams well.

28. I hate _____ (*wait*) in queues. It really annoys me.

29. It's difficult _____ (*concentrate*) when there's loud playing on the radio.

30. He can't afford _____ (*hire*) a taxi every day.

31. Is it worth _____ (*run*) such an awful risk?

32. Would you mind _____ (*fetch*) another chair?

33. I offered _____ (*pay*) for the meal, but she refused.

34. I'm sorry _____ (*disturb*) you, but could you tell me the time?

35. My younger sister can't stop _____ (*eat*) sweets.

36. He dislikes _____ (*spend*) money on car repairs.

37. I remember _____ (*go*) to Venice as a child.

38. I suggested _____ (*call*) a taxi so we wouldn't be late.

39. I can't stand _____ (*wait*) in queues.
40. Did you remember _____ (*send*) your sister a card? It is her birthday today.
41. What do you want _____ (*do*) when you leave university ?
42. Do you enjoy _____ (*work*) in a team?
43. The perfect job is difficult _____ (*find*).
44. You should practise _____ (*answer*) questions before you go to an interview.
45. Are you thinking about _____ (*work*) with animals?
46. Some people do voluntary work _____ (*get*) some experience first.
47. We've finished _____ (*prepare*) for the meeting.
48. He helped his flatmate _____ (*clean*) the kitchen
49. I would like you _____ (*see*) her tonight
50. I don't mind _____ (*come*) early.
41. Jim always forgets _____ (*eat*).
42. I would like _____ (*travel*) around the world, but it requires a lot of time and money.
43. You promised _____ (*buy*) me a diamond ring.
44. Alan can't stand _____ (*ride*) on trains.
45. Mr. Harris enjoys _____ (*invite*) people out to dinner.
46. Don't waste my time _____ (*complain*) about your salary.
47. Eva is having trouble _____ (*concentrate*) on the exam.
48. Please allow me _____ (*join*) your Facebook page.
49. Do you want _____ (*call*) your boss now?
50. He doesn't mind _____ (*have*) some coffee.

Task 4.4. Translate the sentences into English.

61. Дозвольте надати Вам поради щодо написання ділових листів.
62. Він не любить писати поштові листи.
63. Джон вмiє друкувати дуже швидко.
64. Я хотiв би порекомендувати вам цю книгу.
65. Ви пам'ятаєте , що Вам потрібно прийти вчасно?
66. Я терпiти не можу ходити на пошту.
67. В ділових листах потрібно використовувати офіційний стиль написання.
68. Я віддiаю перевагу написанню електронних листів.
69. Компанія запроувала оплатити ділову подорож до Англії найкращому працівникові.
70. Дуже важко сконцентруватися над роботою, коли поряд багато людей.

UNIT 8. AIRLINE BUSINESS TRAVEL.



VOCABULARY	Airport. In the airplane. Flight. Tickets, booking tickets. Luggage.
READING, TRANSLATING, DISCUSSING	Airport. Airliner classes. Seats. Passenger service units. Overhead bins.
COMMON PHRASES	Airport. Booking tickets. Registration. In the plane.
CONVERSATION	Checking in at the airport. A flight attendant is giving instructions.
GRAMMAR	Modal verbs.

VOCABULARY

AIRPORT

waiting lounge	зал очікування	['weɪtɪŋ 'laʊndʒ]
gate	вихід	[geɪt]
check-in point	пункт реєстрації	[ˌtʃek 'ɪn 'pɔɪnt]
luggage lockers	камери схову	[ˈlʌɡɪdʒ 'lɒkəz]
duty free shop	магазин безмитної торгівлі	[ˈdju:ti 'fri: 'ʃɒp]
loading bridge	посадковий трап	[ˈləʊdɪŋ 'brɪdʒ]
metal detector	металошукач	[ˈmetəl dɪ'tektə]
customs / customs officer	митниця, митний службовець	[ˈkʌstəmz] 'ɒfɪsə]
departures	виліт, відправлення	[di: 'pa:stʃəs]
arrivals	приліт, прибуття	[ə 'raɪvəlz]

IN THE AIRPLANE

flight attendants	бортпровідники	['flaɪt ə'tendənt]
steward, stewardess	стюард, стюардеса	['stjʊəd] ['stjʊədɪs]
lavatory compartment	туалет, вбиральня	[ˈlævətəri kəm'pa:tment]
row	ряд	[rəʊ]
aisle	прохід	[aɪl]
aisle / window seat	місце біля проходу / ілюмінатора	['aɪl ,si:t] ['wɪndəʊ ,si:t]
call button	кнопка виклику	['kɔ:l 'bʌtən]
seat belt	ремінь (пасок) безпеки	['si:t 'belt]
oxygen mask	киснева маска	[ˈɒksɪdʒən 'mɑ:sk]
first aid kit	аптечка	['fɜ:st ,eɪd 'kɪt]
life vest, life jacket	рятувальний жилет	['laɪf ,vest] ['laɪf 'dʒækɪt]

FLIGHT

delay	затримка рейсу	[dɪ'leɪ]
to land	приземлятися	[lænd]
to take off	злітати	[teɪk 'ɒf]
to board \ to embark	заходити на борт	[bɔ:d] [ɪm'bɑ:k]
boarding pass	посадковий талон	[bɔ:dɪŋ 'pɑ:s]
airsick, air sickness	повітряна хвороба	[ˈeə,sɪk] [eə'sɪknɪs]

TICKETS, BOOKING TICKETS

airline	авіакомпанія	[ˈeə ,laɪn]
airfare	вартість перельоту	[ˈeə ,feə]
international flight	міжнародний рейс	[ˌɪntə'næʃənəl 'flaɪt]
domestic flight	рейс на внутрішніх лініях	[də'mestɪk 'flaɪt]
direct flight	прямий рейс	[dɪ'rekt 'flaɪt]
e-ticket	електронний квиток	[i:'tɪkɪt]
first class	перший клас	['fɜ:st 'kla:s]
economic class	економ-клас	[ˌi:kə'nɒmɪk 'kla:s]
overbooking	продаж більшої кількості квитків, ніж місць	[ˈəʊvə ,bu:kɪŋ]

LUGGAGE

hand luggage	ручний багаж	['hænd 'lʌɡɪdʒ]
heavy luggage	важкий багаж	['hevi 'lʌɡɪdʒ]
excess baggage	надлишковий багаж	[ɪk'ses 'bæɡɪdʒ]
luggage receipt	багажна квитанція	[ˈlʌɡɪdʒ rɪ'si:t]
to have one's luggage labeled	прикріпити ярлик	['hæv 'lʌɡɪdʒ 'leɪbəld]
luggage rack	сітка для багажу	[ˈlʌɡɪdʒ ,ræk]
left-luggage office	камера схову	['left 'lʌɡɪdʒ 'ɒfɪs]
luggage compartment	багажний відсік	[ˈlʌɡɪdʒ kəm'pa:tment]



TASK 1.1. MATCH A WORD (PHRASE) (1-12) AND PICTURES (a-l).

- 1) overhead locker 2) baggage 3) boarding pass 4) check-in point
- 5) duty-free shop 6) aircraft 7) flight attendant 8) seat belt
- 9) departures board 10) gate 11) airport 12) life jacket

<p>a)</p> 	<p>b)</p> 	<p>c)</p> 
<p>d)</p> 	<p>e)</p> 	<p>f)</p> 
<p>g)</p> 	<p>h)</p> 	<p>i)</p> 
<p>j)</p> 	<p>k)</p> 	<p>l)</p> 



TASK 1.2. MATCH THE WORDS IN THE LEFT COLUMN WITH THEIR DEFINITIONS IN THE WRITE ONE.

1) <i>airplane</i>	a) bags, cases, etc. that you take with you when you travel
2) <i>airsick</i>	b) the place at an airport where travelers' bags are examined for illegal goods
3) <i>aisle</i>	c) flight between two points by an airline with no change in flight numbers
4) <i>arrivals</i>	d) a place at an airport where you can leave your bags for some period of time
5) <i>baggage</i>	e) a vehicle designed for air travel that has wings and one or more engines
6) <i>boarding pass</i>	f) a person who is travelling on a plane, but is not flying it, or working on it
7) <i>check in</i>	g) someone who serves passengers on an aircraft
8) <i>customs</i>	h) something that fastens around you when you are travelling in an aircraft
9) <i>departure lounge</i>	i) a part of an airport where travellers are allowed to get on a particular aircraft
10) <i>direct flight</i>	j) leaves the ground and begins to fly
11) <i>flight attendant</i>	k) having the feeling that you will vomit because of the movement of an aircraft you are travelling in
12) <i>gate</i>	l) to show your ticket at an airport so that you can be told where you will be sitting
13) <i>hand luggage</i>	m) to arrive on the ground or other surface after moving down through the air
14) <i>land</i>	n) the area in an airport where passengers wait before getting onto an aircraft
15) <i>left-luggage office</i>	o) a chemical element that is a gas with no smell or colour
16) <i>oxygen</i>	p) a long, level piece of ground with a specially prepared smooth, hard surface on which aircraft take off and land
17) <i>passenger</i>	q) a long, narrow space between rows of seats in an aircraft
18) <i>runway</i>	r) a card that a passenger must have in order to be allowed to get on an aircraft
19) <i>seat belt</i>	s) the part of an airport that deals with passengers who are arriving
20) <i>take off</i>	t) small bags that can be taken into the cabin of a plane by its passengers



TASK 1.3. READ THE TEXTS

AIRPORT



An airport is a facility where airplanes and helicopters take off and land. An airport consists of at least one surface such as a runway, a helipad, or water for take offs and landings, and often includes buildings such as hangars and terminal buildings. Airports also include parking lots, public transportation train stations, tank farms and access roads. Airside areas include all areas accessible to aircraft, including runways, taxiways, ramps and tankfarms.

Airports can be towered or non-towered, depending on air traffic density and available funds. Due to their high capacity and busy airspace, many international airports have air traffic control located on site. Airports with international flights have customs and immigration facilities. Several mid-large size airports also have facilities for premium passengers. In the US, these lounges are typically for international or long-haul first and business class passengers, paid members, and elite-level frequent fliers on long haul flights.



AIRLINER'S CLASSES

An airliner is a large fixed-wing aircraft with the primary function of transporting paying passengers. Such aircrafts are usually operated by an airline which owns or leases the aircraft.

An airliner may have several classes of seating: first class, business class, and/or economy class (which may be referred to as coach class or tourist class, and sometimes has a separate "premium" economy section with more legroom and amenities). The seats in more expensive classes are wider, more comfortable, and have more amenities such as "lie flat" seats for more comfortable sleeping on long flights. Generally, the more expensive the class, the better the beverage and meal service.

Domestic flights generally have a two-class configuration, usually first or business class and coach class, although many airlines instead offer all-economy seating. International flights generally have either a two-class configuration or a three-class configuration, depending on the airline, route and aircraft type. Many airliners offer movies or audio/video on demand (this is standard in first and business class on many international flights and may be available on economy). Cabins of any class are provided with lavatory facilities.

AIRLINER'S CABIN SEATS



The seats are designed to withstand strong forces so as not to break or come loose from their floor tracks during turbulence or accidents. The backs of seats are often equipped with a fold-down tray for eating, writing, or as a place to set up a portable computer, or a music or video player. Seats without another row of seats in front of them have a tray that is either folded into the armrest or that clips into brackets on the underside of the armrests. Seatbacks now often feature small color LCD screens for videos, television and video games. Controls for this display as well as an outlet to plug in audio headsets are normally found in the armrest of each seat.



PASSENGER SERVICE UNITS

Above the passenger seats are Passenger Service Units (PSU). These typically contain a reading light, air vent, and a flight attendant call button. The units frequently have small "Fasten Seat Belt" and "No Smoking" illuminated signage and may also contain a speaker for the cabin public address system. The PSU will also normally contain the drop-down oxygen masks which are activated if there is a sudden drop in cabin pressure. These are supplied with oxygen by means of a chemical oxygen generator.



OVERHEAD BINS

The overhead bins are used for stowing carry-on baggage and other items. While the airliner manufacturer will normally supply a standard product, airlines may choose to have bins of differing size, shape, or color installed.



TASK 1.4. MARK THE SENTENCES T (TRUE) OR F (FALSE).

1. An airport is a place where only airplanes take off and land.
2. An airport always includes buildings such as hangars and terminal buildings.
3. Airport also include all areas accessible to aircrafts including runways and ramps.
4. All airports are towered.
5. A lot of international airports have air traffic control located on site.
6. Middle-sized airports don't have facilities for premium passengers.
7. Airports with international flights have customs and immigration facilities.
8. An airliner is a large fixed-wing aircraft used for transporting paying passengers.
9. Aircrafts are usually owned or leased by different airlines.
10. An airliner can have a separate "premium" economy section with more legroom.
11. The seats in more expensive classes have more space and more amenities.
12. The quality of the beverage and meal service depends on seat price.
13. Domestic flights generally have a three-class configuration.
14. Class of international flights depends on the airline, route and aircraft type.
15. Cabins of economy class aren't provided with lavatory facilities.
16. The seats are designed to withstand strong forces during turbulence or accidents.
17. Seats without another row of seats in front of them have a tray that is usually folded into the armrest.
18. Seatbacks always feature small color LCD screens for videos and television.
19. Passenger Service Units (PSU) is above the passenger seats..
20. Oxygen masks are activated if there is a sudden drop in cabin pressure.



TASK 1.5. ANSWER THE FOLLOWING QUESTIONS.

1. What is an airport?
2. What does the airport consist of?
3. What buildings does the airport include?
4. What do the airports with international flights have?
5. What is an airliner?
6. How many classes of seating does the airplane usually have?
7. What things are better in more expensive class?
8. What do the international flights configuration depend on?
9. What does the Passenger Service Units (PSU) typically contain?
10. What are the overhead bins used for?



TASK 1.6. COMPLETE THE TEXT WITH THE WORDS FROM THE TABLE.

- | | | | | |
|--------------------|-----------------------|----------------------|---------------------|----------------------|
| <i>a) business</i> | <i>b) call button</i> | <i>c) armrest</i> | <i>d) shape</i> | <i>e) traffic</i> |
| <i>f) overhead</i> | <i>g) water</i> | <i>h) signage</i> | <i>i) fold-down</i> | <i>j) beverage</i> |
| <i>k) runways</i> | <i>l) on demand</i> | <i>m) "lie flat"</i> | <i>n) generator</i> | <i>o) fixed-wing</i> |

1. An airport can have a runway, a helipad, or for take offs and landings.
2. Airports can be towered or non-towered, depending on air density.
3. Airside areas include , taxiways, ramps and tankfarms.
4. An airliner is a large aircraft used for transporting passengers.
5. An airliner may have first class, class, and/or economy class.
6. The more expensive the class, the better the and meal service.
7. The seats in more expensive classes can have seats for more comfortable sleeping on long flights.
8. The backs of seats are often equipped with a tray.
9. Many airliners offer movies or audio/video
10. Controls for display are normally found in the of each seat.
11. PSU contains a reading light, air vent, and a flight attendant.....
12. PSU has small "Fasten Seat Belt" and "No Smoking" illuminated
13. The bins are used for stowing carry-on baggage.
14. Oxygen masks are supplied with oxygen by a chemical oxygen
15. Airlines may choose to have bins of differing size, , or color installed.

TASK 2. STUDY THE PHRASES

AIRPORT	
Where is the airport building?	Де будівля аеропорту?
Where is the luggage office?	Де камера схову?
Where is the check in point?	Де пункт реєстрації?
BOOKING TICKETS	
Is that a direct flight?	Це прямий рейс?
What flights are there to London?	Які є рейси до Лондона?
Please, check other airlines.	Будь ласка, перевірте в інших компаніях.
Would you please check whether there are seats on the flight?	Не могли б ви уточнити, чи є квитки на цей рейс?
How much baggage can one take free (of charge)?	Скільки багажу можна перевезти з собою
How much is the ticket?	Скільки коштує квиток?
Are there any discounts?	Чи є які-небудь знижки?
Please, reserve the next flight to London.	Забронуйте місце на найближчий рейс до Лондона.
One business class ticket to London.	Один квиток до Лондона, бізнес-клас.
I would like to cancel my ticket to Warsaw.	Я хотів би повернути свій квиток до Варшави.
I want to change my reservation.	Я хочу змінити замовлення.
REGISTRATION	
I am a transit passenger to San Francisco.	Я транзитний пасажир до Сан-Франциско.
Where do I check in?	Де мені зареєструватися?
When is the boarding time?	Коли посадка?
What is the gate number?	Який номер виходу?
Where can I check my luggage?	Де я можу здати багаж?
I can't find my baggage.	Я не можу знайти свій багаж.
My baggage is broken, and some things are missing.	Мій багаж пошкоджений, і деяких речей не вистачає.
How much does one pay for overweight?	Скільки сплачують за понаднормовий багаж?
How do you take to flying?	Як Ви переносите політ?
IN THE PLANE	
Where is this seat?	Де це місце?
Could I change seats with you?	Чи не могли б ми помінятися місцями?
Could you give me a pillow, please?	Принесіть подушку, будь ласка.
Can I have another drink?	Можна мені ще один напій?
Is there a stewardess on board who can speak English?	Чи є на борту стюардеса, яка говорить англійською?
I feel sick.	Мені погано.
What time do we arrive?	Коли ми прибуваємо?
The plane landed safely.	Літак приземлився вдало (безпечно).
I missed the plane.	Я запізнився на літак.
Do you think we will be in time to catch the plane?	Ви думаєте, що ми встигнемо на літак?
We will be under way soon.	Ми незабаром відлітаємо.
When do we take off?	Коли ми вилітаємо?
Has the plane taken off?	Літак уже злетів?
The plane isn't towed into position yet.	Літак ще не вивели на злітну смугу.
They have cleared the runway; we will take off now.	Злітну смугу очистили; ми зараз злетимо.
It lifts very smoothly indeed.	Він і справді піднімається дуже плавно.
All aboard! (Am.)	Посадку закінчено!
This plane is appointed to take off in an hour's time.	Літак повинен злетіти через годину.
The plane is taking off.	Літак злітає.

TASK 2.2. STUDY THE FOLLOWING CONVERSATIONS

Conversation 1. CHECKING IN AT THE AIRPORT. (You can listen to the the conversation by using the following link: <https://www.oxfordonlineenglish.com/checking-in-airport>)



Woman: Good morning, sir. Where are you flying today?

Man: Paris, via Dubai.

Woman: Can I take your passport?

Man: Yes, here you are.

Woman: Have you already checked in online?

Man: No, I haven't.

Woman: OK. How many bags will you be checking in?

Man: Just one.

Woman: OK, put it on the belt for me, please. Hmm, it's a little overweight.

Man: Oh, really? I'm sorry...

Woman: No problem, I'll let you off this time.

Man: Oh, thanks very much.

Woman: Do you have any hand luggage ?

Man: No, I don't.

Woman: Here's your passport, and your boarding pass . Gate number 25. You need to be at the gate forty minutes before departure.

Man: Thanks. By the way, do I have to pick up my bag in Dubai?

Woman: No, your baggage is checked through to Paris.

Man: Great!

Woman: Have a nice flight!

Conversation 2. A FLIGHT ATTENDANT IS GIVING INSTRUCTIONS. (You can listen to the conversations by using the following link: <https://english-practice.net/listening-exercises-a2-air-travel/>)

Instruction 1.

A: Could you put your seat forward now, sir? We'll be landing shortly.

B: So soon? Great!

Instruction 2.

A: Could you fill out this customs form before we arrive, please?

B: Sure.

A: Thank you.

Instruction 3.

A: I'm sorry, sir. Please put out your cigarette. There's no smoking.

B: I'm sorry, I forgot. I'll put it out right away.

A: Thank you, sir.

Instruction 4.

A: Could you fasten your seat belt, sir?

B: Excuse me?

A: The pilot's turned on the "Fasten Seat Belt" sign. We may be having some turbulence.

B: I hope it doesn't get too bumpy.

A: I'm sure it will be fine. Whoops!

Instruction 5.

A: I'm collecting the headphones. We'll be landing in a few minutes. Would you mind passing them to me, please?

B: No problem. Here you go.

Instruction 6.

A: Excuse me, ma'am?

B: Yes?

A: Let me put that bag in the overhead compartment for you. It's too big to leave under your seat.

B: Oh, okay. Thanks.

TASK 2.3. USE INFORMATION FROM TASK 2.1 AND 2.2 TO MAKE YOUR OWN CONVERSATION (It should include not less than 20 phrases)

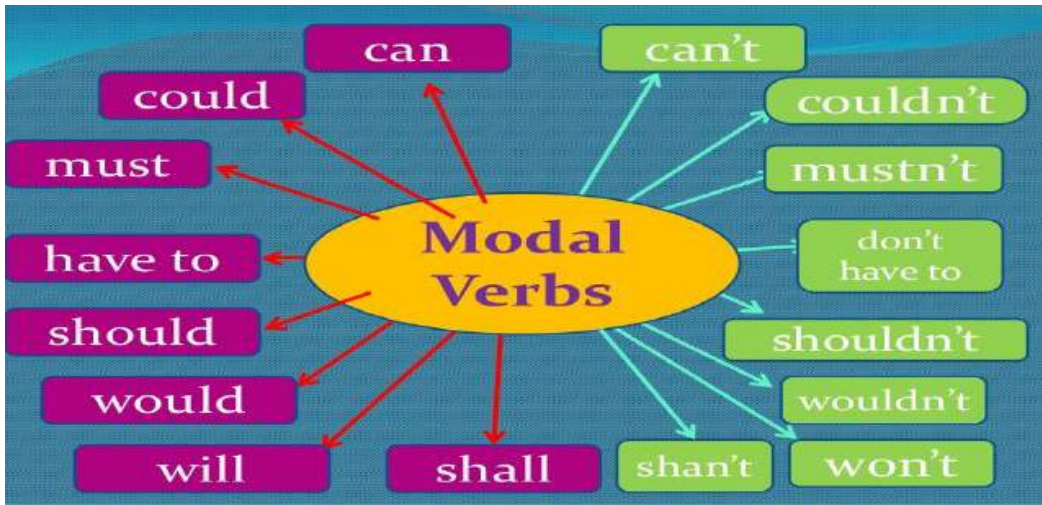
1. A	
2. B	
3. A	
4. B	
5. A	
6. B	
7. A	
8. B	
9. A	
10. B	
11. A	
12. B	
13. A	
14. B	
15. A	
16. B	
17. A	
18. B	
19. A	
20. B	

TASK 3. ANSWER THE QUESTIONS

AIRLINES, FLYING, AIRPORT, AIRPLANE, FLIGHT	
1	Do you like to travel by airplane? Why?
2	What are the advantages of traveling by airplane? What are the disadvantages?
3	Which airlines would you recommend (or not) and why?
4	How safe do you think flying is? Why?
5	What are the worst things about flying?
6	Where is the best place to buy plane tickets nowadays?
7	What travel safety tips do you have for a first-time traveller?
8	Do you prefer direct flights? Why?
9	Do you always ask for any discounts in airline companies? Why?
10	What would you do if your baggage is broken, and some things are missing?
11	What questions should you ask when buying airplane tickets?
12	What things can you see in an airport?
13	What questions do they ask you when you check-in at the airport?
14	What questions do they ask you when going through immigration and customs at the airport?
15	Are there many stamps and visas in your passport?
16	Do you usually leave your baggage in the baggage-office?
17	How much luggage do you usually take with you?
18	Do you know how to fill in the declaration form?
19	What seat do you prefer: window, center or aisle? Why?
20	Would you like to be a flight attendant? Why?
21	Do you always listen to what the pilot says in the airplane? Why?
22	How has air travel changed the world?
23	What are three things you're supposed to do before the flight takes off?
24	What do you like to do during the flight?
25	Can you sleep during the flight?

TASK 4.1 STUDY THE GRAMMAR THEORY

MODAL VERBS (МОДАЛЬНІ ДІЄСЛОВА)



Модальні дієслова – це такі дієслова, які виражають не дію або стан, а відношення особи, що має в реченні функцію підмета, до дії або стану, виражених інфінітивом. Модальне дієслово в поєднанні з інфінітивом утворює в реченні складений дієслівний присудок.

CAN (COULD)

Модальне дієслово **can** має багато відтінків значення, і його можна перекласти українською як «можу», «можна», «не може бути», «невже...?»

Форми дієслова CAN

Минулий час

Could

Теперішній час

Can / Could

Майбутній час

Will be able to



Заперечне речення. Питальне речення.

Заперечні речення з **can** або **could** утворюються шляхом додавання заперечної частки **not** після самих модальних дієслів. Питальні речення з **can** або **could** утворюються шляхом винесення модального дієслова на початок речення перед підметом (або після питального слова).

*I **can not** find the key to my car. – Я не можу знайти ключ до своєї машини.*

***Can** you swim? – Ти вмєєш плавати?*

Також **could** є більш ввічливою формою питання, ніж **can**, і вони можуть вільно замінити один одного в питаннях теперішнього часу.

***Can** you switch off the air conditioning? – Ти можєш вимкнути кондиціонер?*

***Could** you switch off the air conditioning? – Чи не мїг би ти вимкнути кондиціонер?*

Вживання модального дієслова **can (could)**

1. Виражає розумову або фізичну здатність або нездатність щось виконати або зробити, вміння та навички людини.

*Harry Potter **can** talk to snakes. – Гаррі Поттер може (вміє) розмовляти зі зміями.*

2. Використовується для вираження дозволів, прохань або ж заборони робити щось.

***Can** I speak to your boss? – Можна я побалакаю з твоїм босом?*

3. Модальне дієслово **can** або **could** можуть бути використані в питальних реченнях для вираження сумніву або невпевненості мовця у чомусь.

***Can** she be right? – Невже вона права?*

***Could** she have been right? – Невже вона була права?*

TO BE ABLE TO

Конструкція **to be able to** (бути спроможним, мати можливість) може замінити собою модальне дієслово **can** в значенні можливості або ж здатності виконати щось. Різниця між ними (конструкцією та модальним дієсловом) в тому, що **to be able to** виражає можливість виконати дію в якомусь конкретному випадку, а не фізичну або розумову здібність людини до чогось, її навички. Однак, в майбутньому часі модальний **can** завжди замінюється на конструкцію **to be able to**, адже **can** не має форми майбутнього часу. **To be able to**, як і будь-яке інше дієслово, може вживатися як в теперішньому та минулому часі, так і в майбутньому.

*I **can** play football. – Я можу (вмію) грати в футбол. (досвід)*

*I'm **able to** play football today. – Я можу пограти в футбол сьогодні. (можливість за певними обставинами)*

*I **was able to** play football last Saturday. – Я міг пограти в футбол минулої суботи.*

MUST

Модальне дієслово **must** вживається без частки **to** та має тільки одну форму для всіх осіб та чисел.

Must не має власних форм минулого та майбутнього часів, тому в таких випадках він замінюється модальною конструкцією **have to**.

Минулий час

Теперішній час

Майбутній час

had to

must

will have to



Заперечне речення. Питальне речення.

Заперечна форма утворюється шляхом додання частки **not** після дієслова **must** (**must not = mustn't**). Питальні речення з **must** утворюються шляхом винесення модального дієслова на початок речення перед підметом (або після питального слова).

*You **must not** walk on the grass. – (Вам) заборонено ходити по траві.*

***Must** I do my homework? – Мені потрібно робити домашнє завдання?*

Особливості вживання модального дієслова **must**

1. Виражає суворий наказ або сувору заборону.

*You **must** leave the room right now! – Залиште кімнату негайно.*

*Students **mustn't** leave the classroom before the bell rings. – Студентам не дозволяється покинути клас, доки не прозвонить дзвінок.*

Коли треба сказати, що немає необхідності або необов'язково виконувати певну дію в теперішньому часі, то використовується дієслово **need** в заперечній формі (модальний - **need not**, смисловий - **don't need to**) або ж заперечна форма конструкції **have to** (**don't have to**).

*You **need not** be here. – Вам не обов'язково знаходитися тут.*

2. Передає значення припущення, впевненості мовця в чомусь, що стосується теперішнього або минулого часів.

*He **must** be at home now. – Він, мабуть, зараз вдома.*

*They **must** have forgiven us. – Вони, напевно, вибачили нас.*

MUST чи HAVE TO?

Модальне дієслово **must** використовується, коли розмова йде про необхідність або обов'язок щось зробити стосовно теперішнього часу, коли це усвідомлений вибір самої людини або ж певне правило.

Для того, щоб передати значення змушування, примушення або необхідності зробити щось через певні обставини, використовується модальна конструкція **have to**.

*Children **must** clean their room. – Діти повинні прибиратися у своїй кімнаті (це правило).*

*Children **have to** clean their room. – Діти вимушені прибратися у своїй кімнаті (їх примусили).*

MAY (MIGHT)

Модальне дієслово **may** має форму минулого часу **might**, що використовується для позначення дії в минулому часі та при узгодженні часів. Також **might** є більш ввічливою формою дієслова **may**.

May не має форми майбутнього часу, тому замінюється на конструкцію **to be allowed to** (мати дозвіл) в формі майбутнього часу **will be allowed to** або ж значення можливості передається опосередковано (за допомогою прислівників тощо).

Минулий час

Теперішній час

Майбутній час

Might

May / Might

Will be allowed to

Заперечне речення. Питальне речення.



Заперечна форма утворюється фляхом додання частки **not** після дієслова **may** (**may not**). В питальних реченнях модальне дієслово **may** (**might**) виноситься перед підметом або ж після питального слова.

*They **may not** touch the picture. – Їм неможна чіпати картину.*

***May** I take that book? – Можна я візьму ту книгу?*

Особливості вживання модального дієслова **may** (**might**)

1. Вживаються для вираження дозволу на виконання певної дії або ж заборони (**may not**).

*You **may** come at any time. – Можеш приходити в будь-який час.*

*I knew I **might not** take your book. – Я знав, що мені не можна взяти твою книгу.*

2. Використовується в побажаннях та вітаннях, при цьому **may** виноситься на початок речення.

***May** all your wishes come true! – Нехай здійсняться всі твої бажання!*

3. Можуть виражати сумнів, здогадки, припущення щодо чогось, невпевненість у певній інформації або явищі. В цьому значенні **may** та **might** можуть вільно замінити один одного, однак **might** виражає більший ступінь сумніву або невпевненості, аніж **may**.

He **might** be right. – Може бути, він правий.

She **may** have been living in England for several years as her English is perfect. – Може, вона жила в Англії декілька років, адже її англійська ідеальна.

Модальне дієслово **may** (**might**) в значенні дозволу або можливості певної дії може замінятися на **can** (**could**). Однак, **may** передає значення особистого дозволу, що був наданий мовцем або іншою особою. Модальне дієслово **can** має значення того, що дія може бути виконана через відсутність певних перешкод або ж правил. Тим не менш, в сучасній англійській мові такі відмінності у значенні часто нехтуються та не враховуються.

You **may** take this book. – Ти можеш взяти цю книгу. (я тобі дозволяю)

You **can** take this book. – Ти можеш взяти цю книгу. (тобі ніщо не заважає це зробити)

SHOULD. OUGHT TO

Модальні дієслова **should** та **ought to** використовуються тільки в одній формі для всіх осіб однини та множини. В більшості випадків вони не розрізняються за значенням та можуть вільно заміняти один одного.

Після **ought** завжди використовується форма інфінітиву смислового дієслова з часткою **to**, а після **should** частка **to** не використовується ніколи.



Заперечне речення. Питальне речення.

В заперечних реченнях з модальними дієсловами **should** та **ought to** частка **not** приєднується після модальних дієслів (**should not** и **ought not to**). В питальних реченнях **should** та **ought to** ставляться на початок речення перед підметом або ж після питального слова. Також іноді зустрічаються заперечні питання «**Shouldn't..?**» та «**Oughtn't to..?**», які перекладаються як «невже?», «чи не так?».

You **should not** go outside late. – Тобі не слід виходити з дому пізно.

Why **ought** Matt **to** do this? – Чому Метту слід зробити це?

Should I come to your house and help you? – Чи треба мені прийти до тебе та допомогти?

Особливості вживання модальних дієслів **should** та **ought to**

1. Виражають пораду, певний обов'язок, припущення або очікування мовця, можливість чогось тощо.

*It's late already. You **should** go to bed. – Вже пізно. Тобі слід йти спати.*

2. **Should** часто вживається в конструкціях після дієслів **suggest** (пропонувати, радити), **propose** (пропонувати, робити пропозицію), **recommend** (рекомендувати), **insist** (наполягати), **demand** (вимагати), але він може й опускатися без втрати значення.

*Janice demands that Jack **should** apologize to her. – Дженіс вимагає, щоб Джек вибачився перед нею.*

3. **Should** також використовується в конструкціях з прикметниками **important** (важливий), **essential** (необхідний), **strange** (дивний), **odd** (незвичний), **funny** (кумедний), **typical** (типовий), **natural** (природний), **interesting** (цікавий), **surprised** (здивований), **surprising** (дивовижний) для більшої виразності речення.

*It is typical that Lauren **should** forget to do her homework. – Це звична справа для Лорен забути виконати своє домашнє завдання.*

*I was surprised that Matt **should** behave like that. – Я здивувався, що Метт так себе поводить.*

Модальні дієслова **should** та **ought to** практично не розрізняються за своїм значенням та можуть вільно замінити один одного в реченнях. Однак в сучасній англійській мові частіш за все використовується саме дієслово **should**, так як воно більш універсальне за своїм значенням та використовується в інструкціях, порадах тощо. **Ought to** підкреслює моральний обов'язок, поклик серця. а кож **should** частіше використовується для вираження вірогідності або припущення щодо чогось.

Іноді обидва модальних дієслова **should** та **must** перекладаються однаково як «повинен», «зобов'язаний». Однак їх слід розрізняти, адже **should** менш категоричний, він виражає більше пораду або припис, а **must** – це суворий наказ, вказівка або ж заборона.

*You **should** be on time tomorrow. – Ти повинен (постаратися) прийти вчасно завтра*

*You **must** be on time tomorrow. – Ти повинен прийти вчасно завтра*

WOULD

Модальне дієслово **would** в англійській мові має значення ввічливого спонукання. Воно не змінюється за особами та числами:

Однина	Множина
I would (would not/wouldn't)	We would (would not/wouldn't)
You would (would not/wouldn't)	You would (would not/wouldn't)
He/She/It would (would not/wouldn't)	They would (would not/wouldn't)

Особливості вживання модального дієслова **would**

1. Дуже часто модальне дієслово **would** використовують за умов, коли потрібно когось ввічливо попросити про щось:

Would you take care of my kid for a 10 minutes, please? – Чи не змогли б ви доглянути за моєю дитиною протягом 10 хвилин?

2. Часто **would** використовують тоді, коли співрозмовнику щось ввічливо пропонують:

Would you like coffee with milk or without? – Вам каву з молоком чи без нього?

3. **Would** використовується також для позначення дій, що постійно відбувалися в минулому. В даному випадку він є аналогом **used to**. Проте варто пам'ятати, що **would** вживається лише зі словами, що не є статичними (тобто з **to think, to hate** та ін. його вживати не можна):

I would sit and watch the sunset in the evenings. – Вечорами я сидів та дивився за заходом сонця.

4. **Would** також може використовуватися у реченнях, в яких є припущення або здогадки:

I just saw a small girl over there, who would she be? – Я щойно бачив маленьку дівчинку там, хто це? Oh, that would be Christie's daughter. – А, це, мабуть, дочка Крісті.

5. **Would** використовується у часах групи **Future in the Past** або в умовних реченнях

She told me that she would come. – Вона сказала мені, що прийде.

If I liked that dress, I would buy it. – Якби мені сподобалась та сукня, я б її придбала.

УЗАГАЛЬНЕННЯ

МОДАЛЬНІ ДІЄСЛОВА

Модальне дієслово	Переклад, значення	Приклад	Переклад
must	1. Повинен 2. Зобов'язаний	He must obey the law. She must follow the rules.	Він повинен підкорятися закону. Вона повинна дотримувати правил.
can	1. Можу (фізично, розумово) 2. Вмію	I can learn this poem. I can swim.	Я можу вивчити цей вірш. Я вмію плавати.
could	1. Зміг би 2. Міг, умів у минулому	I could do this. He could swim.	Я зміг би зробити це. Він міг плавати.
would	Було б	It would be great!	Це було б чудово.
should	1. Слід (рекомендація)	You should call him.	Тобі слід зателефонувати йому.
may	1. Дозволяється, можна 2. Можливо на 80%	You may take my book. He may be late.	Тобі можна взяти мою книгу. Можливо , він запізниться.
might	1. Ймовірно 2. Можливо на 30%	It might rain soon. He might be late.	Ймовірно , скоро піде дощ. Можливо , він запізниться (хоча, може, і ні).

PRACTICE



Task 4.2 Choose the correct modal form to fit the sentence.

1. He ... (*can't/couldn't*) open the window as it was stuck.
2. Interpreters ... (*may/must*) translate without dictionaries.
3. ... (*Would /May*) I use your bike for today?
4. ... (*May/Could*) you give me the recipe for this cake?
5. Jane ... (*can /might*) have moved to Africa. I don't see her here.
6. Take an umbrella. It ... (*may/can*) rain.
7. You ... (*could/should*) stop smoking. You know it's dangerous for your health.
8. You ... (*may/must*) finish the article as soon as possible.
9. Liz doesn't ... (*ought to/have to*) to keep a diet anymore.
10. I think Lara ... (*can/might*) get a play station for her birthday.
11. You ... (*must not/may not*) read in the dark. It is bad for your eyes.
12. My grandfather is retired, so he ... (*shouldn't/doesn't have to*) go to work.
13. The fridge is full, so we ... (*must not/needn't*) go shopping.
14. Our employees ... (*can/must*) sign this agreement.
15. We ... (*may/ought to*) reserve a table in advance if we want to have dinner there.
16. I ... (*can't/needn't*) believe it!
17. Ann ... (*must / can*) do Math very well.
18. Sorry, I'm late. I ... (*could/had to*) wait for the plumber.
19. What time do we ... (*may /have to*) be at the railway station?
20. Don't wait for me tonight. I ... (*might/must*) be late.
21. I ... (*may not/can't*) watch this film. It's too boring.
22. Your friend is in the hospital, so you ... (*should /must*) visit her.
23. You look very pale, I think you ... (*can/should*) stay at home.
24. ... (*Could/Might*) you, please, pass me the salt?
25. You (*may / must*) use my camera if you need it.

Task 4.3. Match 26 – 35 to a - j.

- a) *You needn't get up early* b) *You don't have to get up early* c) *We can't miss it* d) *We mustn't miss it*
e) *You can be her sister* f) *You can't be her sister*
g) *I have to buy a ticket* h) *I must buy a ticket* i) *He may come tomorrow*
j) *He must come tomorrow*

26. It is a very good film. _____
27. He is not sure now. _____
28. She is so different. _____
29. It is the last train. _____
30. It's Sunday today. _____
31. This exhibition is not free of charge. _____
32. I'll prepare breakfast myself. _____
33. The coach leaves tonight and it takes twelve hours to get here. _____
34. Your address is the same. _____
35. We have plenty of time. _____

Task 4.4. Choose the correct modal form to fit the sentence. Write a, b or c.

36. I have no idea about computers, but John _____ help you.
a) *can* b) *must* c) *need*
37. The cafeteria was full. I _____ find a seat anywhere.
a) *couldn't* b) *cannot* c) *had to*
38. This is my brother's birthday tomorrow. I _____ buy him a present.
a) *must* b) *should* c) *can*
39. I am sure, it _____ be easy for Mary. Her parents died when she was only 4 years old.
a) *mustn't* b) *shouldn't* c) *can't*
40. John's usually home by now, but today he _____ be late. He has a big project to finish.
a) *should* b) *might* c) *must*
41. England are going to win the World Cup. You _____ be joking!
a) *must* b) *ought to* c) *would*
42. I _____ buy a new computer. This one keeps breaking down.
a) *have to* b) *must* c) *can*
43. The test starts at 10.30. Students _____ be at class at 10.25.

a) *must* b) *may* c) *can*

44. The boss says that I _____ use your computer today. Mine is broken.

a) *may* b) *must* c) *can*

45. Why were you late? You _____ be here at 10.30!

a) *should* b) *ought to* c) *had to*

46. Let's meet for lunch tomorrow. We _____ discuss our holiday plans.

a) *can* b) *will be able to* c) *have*

47. Yuta played very well yesterday, but in the end I _____ beat him!

a) *must* b) *was able to* c) *can*

48. At first she didn't want to go with me, but I _____ make her change her mind.

a) *should* b) *was able to* c) *were able to*

49. I _____ play golf recently. I've been too busy.

a) *couldn't* b) *must* c) *might*

50. Where's Miho? - I don't know. She _____ home already.

a) *can have gone* b) *must go* c) *must have gone*

41. The phone is ringing. It _____ be Charlotte; she said she would call this morning.

a) *must* b) *ought to* c) *would*

42. She _____ be in love with him. She told me she hates him.

a) *might not* b) *must* c) *cannot*

43. He _____ be at the gym right now. Sometimes he goes there at this time.

a) *must* b) *might* c) *can*

44. This is not possible. You _____ be serious!

a) *may not* b) *must not* c) *cannot*

45. _____ you like some help?

a) *Should* b) *Ought to* c) *Would*

46. Teacher says that we _____ to go home now. Lesson is over.

a) *may* b) *will* c) *ought*

47. I'm afraid you _____ sit there. That table is reserved!

a) *can't* b) *isn't able to* c) *would not*

48. _____ I borrow the car tomorrow? I need to go to the shopping mall to buy a lot of food.

a) *Should* b) *May* c) *Must*

49. Mike _____ play the piano very well. And what about you?

a) *can* b) *should* c) *must*

50. When we were at school, we _____ wear a uniform.

a) *ought to* b) *had to* c) *must*

Task 4.5. Put must, mustn't or needn't.

51. Teachers _____ wear suits for work, but their clothes must be neat and clean.
52. Students _____ use their mobile phones during the lessons.
53. You _____ arrive on time for lessons. It's important not to be late.
54. You _____ eat lunch in the university canteen. Some students prefer to go home for lunch.
55. Students and teachers _____ be polite to each other.
56. You _____ buy a coursebook, your teacher will give you one.
57. You _____ eat or drink in any of the classrooms.
58. Students _____ take an exam at the end of the year.
59. You _____ park here. It is prohibited.
60. Students _____ attend lectures.

Task 4.6. Translate the sentences into English.

61. Вам краще приїхати в аеропорт не пізніше ніж за 3 години до вильоту літака.
62. Пасажирів повинні пройти паспортний та митний контроль.
63. Ви не можете перевозити на борту рідину об'ємом більше 100 мл.
64. Ви можете залишити автомобіль на стоянці, якщо будете відсутні кілька днів.
65. Пасажирам дозволяється брати з собою у літак лише ручну поклажу.
66. Є невеликий шанс, що ми можемо полетіти до Англії сьогодні. Погода жахлива.
67. Ви не повинні мати гострих предметів у ручній поклажі. Це заборонено.
68. Я можу побачити Ваш паспорт і посадковий талон, будь ласка?
69. При бажанні сувеніри можна придбати в магазині безмитної торгівлі.
70. Це лише моя порада, але ви повинні спробувати цю захоплюючу подорож.

UNIT 9. BUSINESS TRIPS BY RAILWAY.



VOCABULARY	Railway station. Train. Tickets. Baggage.
READING, TRANSLATING, DISCUSSING	Railway station. Train. Tickets. Vagons.
COMMON PHRASES	Railway station, train, tickets, baggage.
CONVERSATION	Train ticket problem. Problems at the train.
GRAMMAR	Reported speech.

VOCABULARY

RAILWAY STATION

railroad (railway) station	вокзал	['reil, rəʊd] ['reil, wei 'steɪʃən]
timetable board	дошка розкладів	['taɪm, teɪbəl 'bɔ:d]
train times (schedule)	розклад руху потягів	[,treɪn, taɪms 'ʃedju:l]
ticket office	каса	['tɪkɪt 'ɒfɪs]
ticket hatch	віконце каси	['tɪkɪt hæʃ]
waiting lounge	зал очікування	['weɪtɪŋ, laʊndʒ]
parcels office	зал поштових відправлень	['pɑ:səlz 'ɒfɪs]
left-luggage office	камера зберігання (схову)	[,left 'lʌɡɪdʒ 'ɒfɪs]
information office	довідкове бюро	[,ɪnfə'meɪʃən 'ɒfɪs]
foreign exchange desk	пункт обміну валют	['fɔrɪn ɪks'tʃeɪndʒ, desk]
notice board	дошка оголошень	['nəʊtɪs, bɔ:d]
first aid station	медпункт	[,fɜ:st, eɪd 'steɪʃən]
map of the town	карта міста	[,mæp əv ðə 'taʊn]
railway map	карта залізниць	['reil, wei, mæp]
tunnel to the platforms	перехід до платформ	['tʌnəl 'plætfɔ:m]
railway platform	платформа	['reil, wei 'plætfɔ:m]
track	шлях, колія	[træk]
rail, sleeper (tie)	рейки, шпала	[reɪl] ['sli:pə] ['taɪ]
crossing	переїзд	['krɒsɪŋ]
porter, red cap (Am.)	носій	['pɔ:tə] ['red, kæp]
destination indicator	табло відправлень	[,destɪ'neɪʃən 'ɪndɪ,keɪtə]
departure time indicator	табло часу відправлень	[dɪ'pɑ:tʃə, taɪm 'ɪndɪ,keɪtə]
delay indicator	табло запізнення	[dɪ'leɪ 'ɪndɪ,keɪtə]
to catch the train	встигнути на потяг	['kætʃ ðə 'treɪn]
to miss the train	запізнитися на потяг	['mɪs ðə 'treɪn]
to get on the train	сісти на потяг	[get 'ɒn ðə 'treɪn]
to get off the train	зійти з потяга	[get 'ɒf ðə 'treɪn]

TRAIN

express train, fast train	експрес, швидкісний поїзд	[ɪk'spres, treɪn] ['fɑ:st, treɪn]
passenger train	пасажирський потяг	['pæsɪndʒə, treɪn]
long distance train	поїзд далекого прямування	[,lɒŋ 'dɪstəns, treɪn]
local train	приміський поїзд	['ləʊkəl, treɪn]
carriage, car	вагон	['kærɪdʒ] [kɑ:]
luggage-van	товарний вагон	['lʌɡɪdʒ, væn]
sleeping car	спальний вагон	[sli:pɪŋ kɑ:]
dining-car, restaurant car	вагон-ресторан	['daɪnɪŋ, kɑ:] ['restərənt, kɑ:]
compartment	купе	[kəm'pɑ:tmənt]
bunk, berth	полиця	[bʌŋk] [bɜ:θ]
ticket collector	контролер	['tɪkɪt kə'lektə]
free seat	вільне місце	[,fri: 'si:t]
reserved seat	зайняте місце	[rɪ'zɜ:vɪd 'si:t]
change of trains, transfer	пересадка	[tʃeɪndʒ əv treɪnz] [træns'fɜ:]

TICKETS

railway (railroad) ticket	залізничний квиток	['reil, wei 'tɪkɪt] ['reil, rəʊd]
cancellation	повернення квитка	[,kænsɪ'leɪʃən]
round trip ticket	квиток туди й назад	['raʊnd, trɪp 'tɪkɪt]
one-way (single) ticket	квиток в один кінець	['wʌn, wei 'tɪkɪt] ['sɪŋɡl]
return ticket	зворотний квиток	[rɪ'tɜ:n 'tɪkɪt]
adult fare	вартість квитка для дорослого	['ædʌlt] [ə'dʌlt, feə]
child fare	вартість дитячого квитка	['tʃaɪld, feə]
reduced fare ticket	пільговий квиток	[rɪ'dju:st, feə 'tɪkɪt]
child's ticket	дитячий квиток	['tʃaɪldz 'tɪkɪt]












BAGGAGE

hand (heavy) luggage	ручний багаж	['hænd 'lʌɡɪdʒ] ['hevi]
luggage receipt	багажна квитанція	['lʌɡɪdʒ rɪ'si:t]
to have luggage labeled	прикріпити ярлик	[,hæv 'lʌɡɪdʒ 'leɪbəl]



TASK 1.1. MATCH A WORD (PHRASE) (1-12) AND PICTURES (a-l).

- 1) railway station 2) train 3) ticket office 4) seat
- 5) ticket inspector 6) station buffet 7) ticket machine 8) platform
- 9) timetable 10) ticket 11) track 12) berth

a) 	b) 	c) 
d) 	e) 	f) 
g) 	h) 	i) 
j) 	k) 	l) 



TASK 1.2. MATCH THE WORDS IN THE LEFT COLUMN WITH THEIR DEFINITIONS IN THE WRITE ONE.

1. <i>departure time</i>	a) the time of the train coming into the station
2. <i>arrival time</i>	b) a ticket for travel to back again
3. <i>baggage car</i>	c) a ticket for travel to a place and back again
4. <i>conductor</i>	d) a person who is travelling in a train but is not driving it or working on it
5. <i>berth</i>	e) a place with one or more buildings and platforms where trains stop for people to get on or off
6. <i>one-way ticket</i>	f) the time of the train leaving the station
7. <i>sleeping car</i>	g) a long, flat raised structure at a railway station, where people get on and off trains
8. <i>return ticket</i>	h) a bed in a train
9. <i>passenger</i>	i) a railway engine connected to carriages for carrying people and goods
10. <i>restaurant car</i>	j) a list of the times when particular activities or events will happen
11. <i>railway station</i>	k) the sheets and covers that you put on a bed
12. <i>train</i>	l) a ticket that allows a passenger to travel only to their destination, without returning
13. <i>ticket office</i>	m) a railway carriage in which large bags are transported
14. <i>timetable</i>	n) a printed piece of paper or card which shows that you have paid to go on a trip
15. <i>platform</i>	o) a place where passengers can buy train tickets
16. <i>ticket</i>	p) a large wheeled container for transporting goods, that is pulled by a train
17. <i>track</i>	q) a person who is in charge on a train and also sells or checks tickets
18. <i>round-trip ticket</i>	r) a carriage with beds for passengers to sleep in
19. <i>car</i>	s) the pair of long metal bars fixed on the ground at an equal distance from each other, along which trains travel
20. <i>bed clothes</i>	t) a railway carriage in which passengers are served meals



TASK 1.3. READ THE TEXTS

RAILWAY STATION



A train station, railway station, railroad station, or station yard is a facility at which passengers may board and alight from trains. Rail-transported freight may also be loaded or unloaded there. A station usually consists of at least one building for passengers plus other installations associated with the functioning of the railway or railroad.

Stations are sited either adjacent to a railway line, or at the end of one. Platforms may be connected by subways, footbridges, or level crossings. As well as providing services for passengers and loading facilities for goods, stations often had locomotive and rolling stock depots.

Railway stations usually include either ticket booths, or ticket machines. Ticket sales may also be provided with customer service desks.

Larger stations usually have fast-food or restaurant facilities. In some countries, such stations also have a bar, or pub. Other station facilities include: toilets, left-luggage, lost-and-found, departures and arrivals boards, luggage carts, waiting rooms, taxi ranks and bus bays. A halt, in railway parlance, is a small railway station, usually unstaffed and with few facilities and trains only halt there "on request.

TRAIN



A train is a connected series of vehicles that move along a track to transport freight or passengers from one place to another. The track usually consists of two rails, but might also be a monorail guideway. Most modern trains are powered by diesel locomotives or by electricity supplied by overhead wires or additional rails. A passenger train is one which includes passenger-carrying vehicles. It may be a self-powered multiple unit or railcar, or else a combination of one or more locomotives and one or more unpowered trailers known as coaches, cars or carriages. Passenger trains travel between stations where passengers may join or leave the train.

TICKETS



You can buy tickets at a railway station. Of course you'd better do it in advance. When going to the railway station don't forget to take passport with you. It's necessary for buying tickets on a train. Besides you will need a passport when boarding the train. Just show it with your ticket to a controller standing near your wagon. By the way the wagon number and your place are pointed in the ticket. Besides buying it you'll more likely be told what kind of place you have – upper or lower one, usual or lateral one, near to the start or the finish of a wagon. You can also buy ticket by Internet.



VAGONS

There are several types of wagons. They are divided by the level of comfort. Wagons of 3rd class suit the most unpretentious. Its main difference from the others is the absence of doors between passenger rooms and common corridors and also presence of lateral places. There you practically don't have an opportunity to be alone.

Compartment is a next wagon class. In a compartment there are doors in passenger rooms. One room is for 4 people. The room includes 2 upper and 2 lower places.

Soft-seated (1st class) wagons are more comfortable. Its main advantage is that a room here is for 2 persons. Also so called wagon of higher comfort have started to work here. They can be equipped with TV, conditioners, access to Internet and shower rooms.

Actually every wagon has a conductor. And you always can refer to him or her. The conductor can make tea for you. Also you can buy bed-clothes from him or her of course if that is not included into the cost of a ticket.

In every wagon there are 2 toilets at the start and at the end of it. Besides if you need some hot water you can get it too. Also you can find a special radio here, but it works till eleven o'clock p.m. But if you want to sleep earlier just turn it off yourself. Furthermore, you can familiarize with the schedule of train moving. It's usually hung out at the start of wagon. Here you can get the information about stations which train passes, the length of stops, and the arrival time to this or that station.



TASK 1.4. MARK THE SENTENCES T (TRUE) OR F (FALSE).

1. A railway station is a facility at which passengers may board and alight from trains.
2. Goods can be transported by tarains too.
3. Stations are always sited at the end of railway line.
4. Large stations usually have restaurants, departures and arrivals boards, taxi ranks and bus bays.
5. A halt is a small railway station usually with a few workers.
6. A train is a connected series of cars moving along a track to transport passengers and goods.
7. The track always consists of two rails.
8. All modern trains are powered by electricity supplied by overhead wires or additional rails.
9. A passenger train cannot be a self-powered multiple unit or railcar.
10. You don't need a passport with you when going to travel by train.
11. The wagon number, your seat and conductor name are pointed in the ticket.
12. You can buy train ticket by Internet.
13. Wagons are divided by the level of comfort.
14. There are no doors between passenger rooms in the 3rd class wagons.
15. Lateral places can be found in the compartment.
16. Compartment is a room for 2 people.
17. 1st class wagons can be equipped with conditioners, access to Internet and shower rooms.
18. You always must buy bed-clothes from conductor.
19. Every wagon has its own conductor.
20. From the schedule of train moving you can get the information about the length of stops.



TASK 1.5. ANSWER THE FOLLOWING QUESTIONS.

1. What is a railway station?
2. What does a train station usually consist of?
3. What do larger stations usually have?
4. What other station facilities are there?
5. What is a train?
6. What are most modern trains powered by?
7. What do you need to have and to buy when going to the railway station?
8. What are the main difference of the 3rd class wagons from the others?
9. What are soft-seated wagons can be equipped with?
10. What is usually hung out at the start of wagon to inform you about stations which train passes, the length of stops, and the arrival time to this or that station?



TASK 1.6. COMPLETE THE TEXT WITH THE WORDS FROM THE TABLE.

<i>a) lost-and-found</i>	<i>b) arrival time</i>	<i>c) subways</i>	<i>d) schedule</i>	<i>e) upper</i>
<i>f) conductor</i>	<i>g) soft-seated</i>	<i>h) passengers</i>	<i>i) join</i>	<i>j) overhead wires</i>
<i>k) train</i>	<i>l) halt</i>	<i>m) vehicles</i>	<i>n) passport</i>	<i>o) shower</i>

1. A station is a facility at which passengers may board and alight from trains.
2. A station usually consists of at least one building for
3. Platforms may be connected by , footbridges, or level crossings.
4. Station facilities are toilets, left-luggage, , departures and arrivals boards, and waiting rooms.
- 5 A is a small railway station where trains stop "on request".
6. Most modern trains are powered by electricity supplied by or additional rails.
7. A passenger train is one which includes passenger-carrying
8. Passenger trains travel between stations where passengers may or leave the train.
9. When you boarding the train you will need a
10. Compartment is a room is for 4 people with 2 and 2 lower beds.
11. The wagons are for 2 persons.
12. Wagons of higher comfort can be equipped with TV, conditioners, access to Internet and rooms.
13. Theof train moving is usually hung out at the start of wagon.
14. The information about the to this or that station can be taken from train schedule.
15. There is a in each wagon.

RAILWAY STATION, TRAIN, TICKETS, BAGGAGE	
What trains are there to ...?	Які потяги йдуть до ...?
What time does train number ... leave / arrive?	Коли відбуває / прибуває поїзд номер ...?
When does the train arrive to ...?	Коли потяг прибуває до ...?
Which line goes to Chicago?	Які потяги слідуєть до Чикаго?
I would like a ticket to London.	Мені потрібен квиток до Лондона.
How much does a ticket to ... cost?	Скільки коштує квиток до ...?
How much is a ticket to Paris?	Скільки коштує квиток до Парижа?
What is the fare to Rome?	Яка вартість квитка до Рима?
Do I have to change trains?	Мені потрібно робити пересадку?
Where should I change trains?	Де мені потрібно робити пересадку?
Where do I have to change?	Де я повинен пересідати?
How can I get to this place from here?	Як мені дістатися звідси до цього місця?
What platform does train number ... leave from?	З якої платформи відбуває поїзд номер ...?
Which platform does the train depart from?	З якої платформи відправляється потяг?
How many days is my ticket valid?	Скільки діб дійсний мій квиток?
I would like two tourist class tickets, please.	Два квитки туристичного класу, будь ласка.
I'd like to reserve a seat on this train.	Я хотів би забронювати місце на цей поїзд.
I missed the train. When does the next one depart?	Я запізнився на потяг. Коли йде наступний?
Is this a direct train to Hamburg?	Це прямий потяг на Гамбург?
This train goes to London, doesn't it?	Цей поїзд йде до Лондона, чи не так?
How long is the delay?	Як тривала буде затримка?
Is this train an express or a local?	Це поїзд швидкісний чи приміський?
Is there a dining car?	Тут є вагон-ресторан?
Is the dining car at the front or rear of the train?	Вагон-ресторан у голові чи у хвості поїзда?
Is this seat taken?	Це місце зайняте?
I think this is my seat.	Я думаю, що це місце моє.
I prefer a seat by the window.	Я віддаю перевагу місцю біля вікна.
It is very hot (cold) here.	Тут дуже спекотно (холодно).
May I open the window?	Можна відкрити вікно?
Where are we passing now?	Де ми зараз проїжджаємо?
How long does the train stop here?	Скільки часу потяг стоїть тут?
Where is the next stop?	Яка наступна зупинка?
Which stop should I get off at?	На якій зупинці мені виходити?
How late does the subway run?	До котрої працює метро?
How many stops are there from here?	Скільки зупинок звідси?
I would like some tea!	Я б хотів чаю.
Could I put my bag there?	Чи можу я поставити свою сумку там?
Could you switch the light on?	Чи могли б ви включити світло?
Switch the light off please!	Вимкніть світло, будь ласка!
Where can I get my baggage?	Де можна отримати багаж?
Here is my claim tag.	Ось моя багажна квитанція.
I can't find my baggage.	Я не можу знайти свій багаж.
I didn't receive the claim tag when I checked in.	Я не отримав багажну квитанцію, коли
My baggage is broken, and some things are missing.	Мій багаж пошкоджений і деяких речей бракує.
Where can I find a porter?	Де можна знайти носія?
Please take this baggage to the taxi stand.	Будь ласка, віднесіть цей багаж до стоянки таксі.
There are fragile things in the baggage.	У багажі є ламкі предмети.
Please be careful carrying it.	Будьте обережні під час перенесення, будь ласка.
May I use this baggage cart?	Можна скористатися цим багажним візком?
Where is my seat in the carriage?	Де моє місце у вагоні?
Do you like lateral seats in the carriage?	Вам подобаються бічні місця у вагоні?
Have you traveled in a compartment or a first class?	Ви їхали в купе чи в першому класі?
May I address to the attendant in the carriage?	Чи можу я звернутися до провідника у вагоні?
Did you travel alone in the compartment?	Ви подорожували в купе самі?
Do you worry about train safety?	Ви турбуєтесь про безпеку поїздки в потязі?
Should I show my passport when traveling?	Мені треба показувати паспорт під час подорожі?

TASK 2.2. STUDY THE FOLLOWING CONVERSATIONS

Conversation 1. TRAIN TICKET PROBLEM.

(You can listen to the conversation by using the following link:
<https://www.oxfordonlineenglish.com/train-tickets>)



Woman: I'd like a ticket to London, please.

Man: Are you coming back today?

Woman: Why do you need to know?

Man: Well, if you're coming back today, you can buy a day return ticket, which is cheaper. Otherwise, you need a period return.

Woman: Okay, a day return please.

Man: And what time are you coming back?

Woman: Why are you asking me all these questions? I just want my ticket.

Man: I'm sorry, madam, but if you want to come back at peak time, you'll need a more expensive ticket.

Woman: I want to come back around 5.30.

Man: Well, that's peak time I'm afraid. You'll either need to buy a peak-time ticket, or you'll only be able to take slow trains.

Woman: This is ridiculous. It's so complicated! I just want a ticket... So how much is a peak ticket.

Man: £60. Off-peak tickets are £22.

Woman: That's crazy!

Man: I'm sorry, madam, I understand it's annoying⁴, but I don't make the rules.

Woman: So if I take an off-peak ticket, how do I know what trains I can take?

Man: Here's a list. You have to change either at Didcot or at Reading.

Woman: These take twice as long⁵. Aren't there any direct⁶ trains?

Man: Yes, I know. If you wait until 6.00, you can...

Woman: Just give me the ticket, please.

Conversation 2. PROBLEMS AT THE TRAIN STATION.

(You can listen to the conversation by using the following link:

<https://learnenglishteens.britishcouncil.org/skills/speaking/intermediate-b1-speaking/problems-train-station>



Station manager: Good afternoon. How can I help you?

Makayla: Hello ... Erm ... yes. I've just missed my train!

Station manager: Ah. Where are you going?

Makayla: To Manchester.

Station manager: Ah yes. That was the 16:20.

Makayla: What time's the next one?

Station manager: Let's see. The next train to Manchester leaves at 17:15 from platform 2.

Makayla: 17:15 ... so that's quarter past five ... platform 2. What time does it get to Manchester?

Station manager: At 18:30.

Makayla: Half past six ... erm ... Can I use the same ticket?

Station manager: Just a moment, please. Can I see your ticket?

Makayla: Yes, here you are.

Station manager: Ah, sorry, no ... You can't use this ticket on the 17:15 train.

Makayla: Really? Why not?

Station manager: This ticket is valid on trains before 5 and after 7 o'clock. During rush hour tickets are more expensive.

Makayla: Oh ... do I have to buy another ticket?

Station manager: Yes, well, I can change your old ticket for a new ticket. Your ticket cost £7.50 and the new ticket is £11.00. So you just pay the difference, which is £3.50.

Makayla: Ah, OK, erm ... What platform is it from?

Station manager: Platform 2. Just over there, on the other side.

Makayla: OK, thanks. Bye.

Station manager: All right. Bye bye!

TASK 2.3. USE INFORMATION FROM TASK 2.1 AND 2.2 TO MAKE YOUR OWN CONVERSATION (It should include not less than 20 phrases)

1. A	
2. B	
3. A	
4. B	
5. A	
6. B	
7. A	
8. B	
9. A	
10. B	
11. A	
12. B	
13. A	
14. B	
15. A	
16. B	
17. A	
18. B	
19. A	
20. B	

TASK 3. ANSWER THE QUESTIONS

RAILWAY STATION, TRAINS	
1	Do you like traveling by train? Why?
2	Describe the trip of your dream.
3	What do you like and dislike about trains?
4	Do you ever worry about train safety?
5	Do you like long-distance train journeys? Why?
6	Where is the most appropriate seat in the carriage?
7	What berth do you like to sleep on?
8	Do you appreciate an opportunity to be alone in the compartment?
9	Did you travel by express train? Did you like it?
10	Have you ever traveled in compartment or first class?
11	Do you take breakfast or tea in the carriage?
12	Do you travel with a lot of baggage or do you like to travel light? How much baggage do you usually carry?
13	What travel safety tips do you have for a first-time traveler?
14	Do you attend restaurant car when traveling?
15	Do you like to listen to the train radio or it would be better to have another entertainment?
16	Have you ever done a cancellation?
17	Do you prefer to make a phone booking?
18	Do you like big train stations?
19	What was the most interesting railway station you have ever visited?
20	What do you do if you miss your train?
21	Do you like to sit in a waiting lounge?
22	Do you leave your baggage in the left-luggage office?
23	Do you usually go to the railway station buffet?
24	Do you like to get acquainted with new people in the carriage?
25	How do you find your platform and board the train when you arrive at the station?

TASK 4.1 STUDY THE GRAMMAR THEORY

REPORTED (INDIRECT) SPEECH (НЕПРЯМА МОВА)



В англійській мові існує два способи для того, щоб передати чиєсь висловлювання: **пряма мова** та **непряма мова**.

Direct speech (пряма мова) – це дослівна передача чийогось висловлювання (а також своїх власних слів), передача чиєїсь мови слово в слово. Пряма мова з обох сторін завжди **виділяється лапками** та відокремлюється від вставних слів комою (рідше двокрапкою).

“Leave me alone!” Jenny screamed. – “Дай мені спокій!” – крикнула Дженні.

Indirect or Reported speech (непряма мова) – це певний переказ чиєїсь мови або ж своїх власних слів. Непряма мова передається підрядним реченням за допомогою сполучників або ж без них. В такому випадку кома перед підрядним реченням не вживається. Також не використовуються лапки.

Jenny implored to leave her alone – Дженні благала дати їй спокій.

Загальні правила

1. Якщо мовець передає чийсь чужі слова, то особові займенники **I, we** (1-а особа) змінюються на займенники **he, she, they** (3-я особа).

She said, "Oh dear, I'm so tired!" – Вона сказала: "Матінко, я так втомилася!" (пряма мова)

She said she was very tired. – Вона сказала, що вона сильно втомилася. (непряма мова)

2. В непрякій мові, якщо дієслово головного речення стоїть в формі минулого часу, обов'язково вступають у дію правила узгодження часів. (Див таблицю 9.1)

Таблиця 9.1.

Правила узгодження часів

DIRECT SPEECH	INDIRECT SPEECH
Simple Present <i>"I never eat meat", he explained.</i>	Simple Past <i>= He explained (that) he never ate meat.</i>
Present Continuous <i>"I'm waiting for Ann", he said.</i>	Past Continuous <i>= He said (that) he was waiting for Ann.</i>
Present Perfect <i>"I have found a flat", he said.</i>	Past Perfect <i>= He said (that) he had found a flat.</i>
Present Perfect Continuous <i>He said, "I've been waiting for ages".</i>	Past Perfect Continuous <i>= He said (that) he had been waiting for ages.</i>
Simple Past <i>"I took it home with me", she said.</i>	Past Perfect <i>= She said (that) he had taken it home with her.</i>
Future <i>He said, "I will/shall be in Paris on Monday".</i>	Conditional <i>= He said (that) he would be in Paris on Monday.</i>
Future Continuous <i>"I will/shall be using the car myself on the 24h", she said.</i>	Conditional Continuous <i>= She said (that) she'd been using the car herself on the 24th.</i>
Conditional <i>I said, "I would like to see it".</i>	Conditional <i>= I said (that) I would like to see it.</i>

3. В непря́мій мові при узгодженні часів також змінюються й вказівні займенники, прислівники та інші слова, що вказують на час дії.

Here (тут) → there (там)

This (цей) → that (той)

These (ці) → those (ті)

Now (зараз) → then (тоді)

At the moment (в цей момент) → at that moment (в той момент)

Today (сьогодні) → that day (в той день)

Yesterday (вчора) → the day before, the previous day (минулого, попереднього дня)

Tomorrow (завтра) → the next day, the following day (наступного дня)

Ago (до) → before (перед)

Last (минулий) → previous (попередній)

4. Непрямою мовою можуть передаватися питання (загальні або ж спеціальні). В такому випадку в питанні змінюється порядок слів на прямий. В непря́мій мові не використовується знак питання.

При передачі загальних питань непрямою мовою, вони приєднуються до головного речення за допомогою сполучників **if** (якщо, чи) або ж **whether** (чи). В непря́мій мові замість дієслова **to say** (сказати) використовується **to ask** (питати). (див. таблицю 9.2)

Таблиця 9.2.

Запитання у непря́мій мові

Запитання	Трансформація питання
Present Simple V / Vs Nick: "Where do you study?" Kate: "Does she play the piano?"	Past simple V2 Nick asked where you studied. Kate asked if / whether she played the piano.
Present Continuous To be (am/is/are) + Ving Nick: "Where are you studying?" Kate: "Is she playing the piano?"	Past Continuous To be (was/were) + Ving Nick asked where you were studying. Kate asked if / whether she was playing the piano.
Present Perfect Have/has + V3 Nick: "Where have you studied?" Kate: "Has she played the piano?"	Past Perfect Had + V3 Nick asked where you had studied. Kate asked if / whether she had played the piano.
Present Perfect Continuous Have/has been + Ving Nick: "Where have you been studying?" Kate: "Has she been playing the piano?"	Past Perfect Continuous Had been + Ving Nick asked where you had been studying. Kate asked if / whether she had been playing the piano.
Past Simple V2 Nick: "Where did you study?" Kate: "Did she play the piano?"	Past Perfect Had + V3 Nick asked where you had studied. Kate asked if / whether she had played the piano.
Past Continuous To be (was/were) + Ving Nick: "Where were you studying?" Kate: "Was she playing the piano?"	Past Perfect Continuous Had been + Ving Nick asked where you had been studying. Kate asked if / whether she had been playing the piano.
Will Nick: "Where will you study?" Kate: "Will she play the piano?"	Would Nick asked where you would study. Kate asked if / whether she would play the piano.

5. В непрямій мові, в залежності від значення та смислу висловлювання, дієслово **to say** може бути замінений на **to tell** (сказати комусь), **to announce** (повідомляти), **to inform** (інформувати), **to declare** (заявляти, проголошувати, стверджувати), **to promise** (обіцяти), **to remind** (нагадувати), **to assure** (запевняти), **to admit** (визнавати, допускати), **to deny** (заперечувати, не визнавати, відкидати, відмовлятися) тощо.

Kate said, "I promise I'll come on time." – Кейт сказала: "Я обіцяю: я прийду вчасно".

Kate promised to come on time. – Кейт пообіцяла прийти вчасно.

6. В непрямій мові після дієслів **to tell** (говорити комусь, розповідати) та **to inform** (інформувати) слід вказувати тих, кому адресоване повідомлення.

She told us that she would go shopping. – Вона сказала **нам**, що піде в магазин.

The teacher informed his students that they would have their exams the following week. – Вчитель проінформував **своїх студентів**, що їхні екзамени будуть на наступному тижні.

7. Поради та пропозиції в непрямій мові в більшості випадків передаються за допомогою форми інфінітиву дієслова, однак бувають в винятки.

Пропозиції в непрямій мові передаються за допомогою дієслів **to offer** (пропонувати) та **to suggest** (пропонувати, радити, висувати варіант дії). Після **to suggest** використовується форма герундія або ж також може бути використане допоміжне дієслово **should**.

He said to me, "Shall I help you?" – Він сказав мені: "Вам допомогти?"

He offered to help me. – Він запропонував мені свою допомогу.

8. Прохання та накази в непрямій мові також передаються за допомогою форми інфінітиву дієслова. Здебільшого для передачі **наказів** та **команд** в непрямій мові використовуються дієслова **to tell** (сказати, веліти), **to order** (наказувати), **to command** (наказувати, командувати), а також **to request** (просити, рекомендувати) в значенні м'якого та ввічливого наказу.

Mum said, "Wash your hands!" – Мама сказала: "Вимий руки!"

Mum told us to wash our hands. – Мама сказала нам вимити руки.

PRACTICE



Task 4.2. Choose the best response. Write a, b or c.

1. "He will come tomorrow". She told me that he _____ the following day.
a) *is coming* b) *will come* c) *would come*
2. "I see the clouds". He told me that she _____ the clouds.
a) *sees* b) *is seeing* c) *saw*
3. "My mother is taking the bus to work tomorrow". He told me that his mother _____ the bus to work the following day.
a) *is taking* b) *was taking* c) *will take*
4. "I will call you". I told her that I _____ her.
a) *will call* b) *would call* c) *would have called*
5. "I have been there". She told me that she _____ there.
a) *had been* b) *has been* c) *was*
6. "I will be studying tomorrow". I told him that I _____ the following day.
a) *will be studying* b) *would be studying* c) *will study*
7. "Open the window, please!". He asked me _____ the window.
a) *to open* b) *open* c) *opened*
8. "I am happy". She told me that she _____ happy.
a) *has been* b) *is* c) *was*
9. "I have seen that movie". He told me that he _____ that movie.
a) *had seen* b) *will have seen* c) *has seen*
10. "I am flying to India tomorrow". He told me that he _____ the following day.
a) *is flying* b) *was flying* c) *will fly*
11. He said that he _____ the sea bus the following day.
a) *will catch* b) *is going to catch* c) *would catch*
12. I said, "Two fixed menus for us, please. I _____ our meal 2 hours ago".
a) *ordered* b) *had ordered* c) *have ordered*
13. Tom said that Jane _____ but he couldn't prove it.

a) *is lying* b) *are lying* c) *was lying*

14. The tourists said that _____ to go to Sultanahmet.

a) *we want* b) *we wanted* c) *they wanted*

15. "I am leaving the city tomorrow," the lecturer said. He said _____ leaving the city ____ .

a) *he is / tomorrow* b) *he was / previous day* c) *he was / the following day*

16. "He is coming today" the mother said. She said that he _____ .

a) *was coming the day before* b) *was coming that day* c) *would come the next day*

17. "I came here last week" he said. He said he _____ here _____ .

a) *had come / the previous week* b) *came / last week* c) *had come / last week*

18. He said that he _____ the sea bus the day before.

a) *would missed* b) *will miss* c) *had missed*

19. "Go to the blackboard," said the teacher. The teacher _____ to the blackboard.

a) *ordered me to go* b) *advises me going* c) *asked me to went*

20. Jessica: "Don't play football in the garden." Jessica told me _____ football in the garden

a) *not to play.* b) *not play* c) *doesn't play*

Task 4.3. Change the direct speech into reported speech. Use 'She said (asked) ' at the beginning of each answer.

For example: "He works in a bank." *She said that he worked in a bank.*

21. "We went out last night"

22. "Are you coming?"

23. "He lives in London"

24. "I was waiting for the bus from 5 till 6".

25. "I'd never been there before."

26. "I didn't go to the party."

27. "Will Lucy come to the party tomorrow?"

28. "He hasn't eaten breakfast."

29. "I don't like chocolate."

30. " Did you visit your parents at the weekend?"

31. "We traveled to Paris last year"

32. " Do they like drinking coffee in a new coffee bar?"

33. "Is Ann going to live in London next year"

34. " Are we meeting tomorrow at 6?"
35. "Are you hungry?"
36. "I will come tomorrow"
37. "What are you doing?"
38. "Who was this fantastic man?"
39. "Are you happy?"
40. "They have finished doing their homework"

Task 4.4. Choose the correct reported sentence. Write a, b, or c.

41. *I can swim really fast.*

- a) He said me that he could swim really fast.
- b) He told that he could swim really fast.
- c) He said that he could swim really fast.

42. *'There was an accident outside the supermarket.'*

- a) He said there had been an accident outside the supermarket.
- b) He said there were an accident outside the supermarket.
- c) He said there has been an accident outside the supermarket.

43. *Tom said 'I'm going to London tomorrow.'*

- a) Tom said he is going to London the following day.
- b) Tom said he was going to London the following day.
- c) Tom said he was going to London tomorrow.

44. *Which sentence is NOT correct?*

- a) Lisa said she didn't have a map.
- b) Karen said she was going to be late.
- c) James said he will help me.

45. Which words complete the sentence? *Maria apologized for not coming. She said she had been busy _____.*

- a) that day b) the following day c) previous day

46. *Paul: 'I won't be at the meeting tomorrow.'*

- a) Paul said that he wouldn't be at the meeting the following day.
- b) Paul said that he didn't be at the meeting the following day.
- c) Paul said that he wouldn't be at the meeting the tomorrow.

47. *Me: 'I've done it!'*

- a) I told you that I have done it. b) I told you that I had done it.
c) I told you that I had did it.

48. *Danny: 'I'm going to be late'.*

- a) Danny told me that he is going to be late.
b) Danny told me that he were going to be late.
c) Danny told me that he was going to be late.

49. *George: "I can't chat because I'm working".*

- a) George said that he cannot talk because he was working.
b) George said that he could not talk because he was working.
c) George said that he could not talk because he is working.

50. *Hannah: "I want to go to the football match, but I don't have enough money".*

- a) Hannah said that she wanted to go to the football match, but she didn't have enough money.
b) Hannah said that she wants to go to the football match, but she didn't have enough money.
c) Hannah said that she wanted to go to the football match, but she doesn't have enough money.

51. *Tom said, 'I want to visit my friends this weekend.'*

- a) Tom said he wants to visit his friends that weekend.
b) Tom said he wanted to visit his friends that weekend.
c) Tom said he wanted to visit his friends this weekend.

52. *Jerry said, 'I'm studying English a lot at the moment.'*

- a) Jerry said he was studying English a lot at that moment.
b) Jerry said he was studying English a lot at the moment.
c) Jerry said I was studying English a lot at that moment.

53. *They said, 'We've lived here for a long time.'*

- a) They said they have lived there for a long time.
b) They said they lived here for a long time.
c) They said they had lived there for a long time.

54. *He asked me, 'Have you finished reading the newspaper?'*

- a) He asked me if had I finished reading the newspaper.
b) He asked me if I had finished reading the newspaper.
c) He asked me if I finished reading the newspaper.

55. *'I get up every morning at seven o'clock.', Peter said.*

- a) Peter said he got up every morning at seven o'clock.
b) Peter said I got up every morning at seven o'clock.

c) Peter said he had got up every morning at seven o'clock.

56. *Susan reassured me, 'I can come tonight.'*

a) Susan told me I could come that night.

b) Susan told me she could come that night.

c) Susan told me she could come tomorrow evening.

57. *She said, 'I really wish I had bought that new car.'*

a) She told me she really wished she bought that new car.

b) She told me she really had wished she had bought that new car.

c) She told me she really wished she had bought that new car.

58. *Jack said, 'He must be guilty!'*

a) Jack said he must have been guilty.

b) Jack said he must have be guilty.

c) Jack said he must has been guilty.

59. *Cheryl asked her, 'How long have you lived here?'*

a) Cheryl asked her how long she has lived there.

b) Cheryl asked her how long she lived there.

c) Cheryl asked her how long she had lived there.

60. *He said, 'I must get going. Otherwise, I'm going to be late.'*

a) He told me he had to get going. Otherwise, he was going to be late.

b) He told me he had to get going. Otherwise, I was going to be late.

c) He told me he has to get going. Otherwise, he was going to be late.

Task 4.5. Translate the sentences into English.

61. Він сказав, що вони приїдуть поїздом завтра.

62. Пасажир попросив мене, щоб я відкрив вікно.

63. Мої друзі сказали, що вони щасливі, що зараз подорожують таким поїздом.

64. Турист сказав, що він хоче купити зворотній квиток до Києва.

65. Дівчина зауважила, що вона не бачила цього нового розкладу.

66. Кондуктор повідомив, що поїзд прибув 5 хвилин тому.

67. Пасажири сказали, що вони вчора запізнились на поїзд.

68. Працівник зазізничі попередив, щоб я не стояв на краю платформи.

69. Працівник каси запитав чи не хочу я придбати білет в обидві сторони.

70. Мій керівник повідомив, що він забронював 2 квитки до Риму вчора.

UNIT 10. BUSINESS TRAVELING. TIPS ON HOW TO PLAN A BUSINESS TRIP



VOCABULARY	Traveling. Transport for travelling. Places to visit. Business trip.
READING, TRANSLATING, DISCUSSING	Traveling. Business trips. MICE tourism. Top tips on how to plan a business trip
COMMON PHRASES	Packing. Seeing off. Sightseeing.
CONVERSATION	Giving directions. Asking for information-at-a-tourist-office
GRAMMAR	Complex subject

VOCABULARY

TRAVELING

tourist	турист	[ˈtʊərɪst]
camera	фотоапарат	[ˈkæməərə]
photo	світлина, фото	[ˈfəʊtəʊ]
guidebook	путівник	[ˈgaɪd bʊk]
catalogue	каталог	[ˈkætə lɒg]
timetable	розклад	[ˈtaɪm teɪbl]
sightseeing tour	екскурсія	[ˈsaɪt si:ɪŋ ˈtʊə]
souvenir	сувенір	[ˌsu:və ˈniə] [ˌsu:vəniə]
information office	довідкове бюро	[ˌɪnfəˈmeɪʃən ˈɒfɪs]

TRANSPORT FOR TRAVELLING

train	потяг, поїзд	[treɪn]
plane, aeroplane	літак, самоліт	[pleɪn] [ˈeərə pleɪn]
bus, minibus	автобус, мікроавтобус	[bʌs] [ˈmɪni bʌs]
double-deck bus	двоповерховий автобус	[ˈdʌbəl dek ˈbʌs]
bicycle, bike	велосипед	[ˈbaɪsɪkl] [baɪk]
motorbike, motorcycle	мотоцикл	[ˈməʊtə baɪk (, saɪkəl)]
underground, subway	метро	[ˈʌndə ˈgraʊnd] [ˈsʌb weɪ]
train	потяг, поїзд	[treɪn]
ship	корабель	[ʃɪp]
harbour	порт, гавань	[ˈhɑ:bə]
quay, dock	причал, набережна	[ki:] [dɒk]
gangway	трап	[ˈgæŋ weɪ]
deck	палуба	[dek]

PLACES TO VISIT







art gallery	художня галерея	[ˈɑ:t ˈgæləri]
art exhibition	виставка мистецтв	[ˈɑ:t ˌeksɪ ˈbɪʃən]
museum	музей	[ˈmju:ziəm]
theatre	театр	[ˈθiətə]
ballet	балет	[ˈbæleɪ] [bæˈleɪ]
opera house	опера	[ˈɒpərə ˈhaʊs]
church	церква	[tʃɜ:tʃ]
cathedral	собор	[kəˈθi:drəl]
abbey	абатство	[ˈæbi]
monastery	монастир	[ˈmɒnəstəri]
castle	замок	[ˈkɑ:sl]
theme park	парк відпочинку з атракціонами	[ˈθi:m ˈpɑ:k]
town centre	центр міста	[ˈtaʊn ˈsentə]
shopping centre	торговий центр	[ˌʃɒpɪŋ ˈsentə]
restaurant	ресторан	[ˈrestə ˌrɒŋ] [ˈrestərənt]
night club	нічний клуб	[ˈnaɪt ˌklʌb]
concert hall	концертний хол	[ˈkɒnsɜ:t ˌhɔ:l]

BUSINESS TRIP

pack essentials	пакувати речі першої необхідності	[pæk ɪ ˈsenʃəlz]
long term trip	довгострокова поїздка	[lɒŋ tɜ:m tri:p]
short term trip	короткострокова поїздка	[ʃɔ:t tɜ:m tri:p]
itinerary	маршрут	[aɪ ˈtɪnərəri]
incentive	заохочення, стимул	[ɪn ˈsentɪv]
make contract	укласти договір	[meɪk ˈkɑ:ntrækt]
conference	конференція	[ˈkɒnfərəns]
exhibition	виставка	[ˌeksɪ ˈbɪʃən]
do consultancy	надавати консультації	[du: kən ˈsʌltənsɪ]
have tests	мати випробування	[hæv test]
improve professional skills	вдосконалювати професійні навички	[ɪm ˈpru:v prə ˈfeʃənəl skɪlz]
financial report	фінансовий звіт	[faɪ ˈnænʃəl rɪ ˈpɔ:t]
traffic jam	пробка	[ˈtræfɪk ˌdʒæm]
traffic lights	світлофор	[ˈtræfɪk ˌlaɪts]
red (green) light	червоне (зелене) світло	[ˌred (ˌgri:n) ˈlaɪt]
amber light	жовте світло	[ˈæmbə ˈlaɪt]

TASK 1.1. MATCH A WORD (PHRASE) (1-12) AND PICTURES (a-l).

- | | | | |
|---------------|------------------|---------------------|---------------|
| 1) crossing | 2) sign post | 3) art exhibition | 4) motorway |
| 5) roundabout | 6) traffic light | 7) guidebook | 8) crossroads |
| 9) castle | 10) church | 11) double-deck bus | 12) square |

<p>a)</p> 	<p>b)</p> 	<p>c)</p> 
<p>d)</p> 	<p>e)</p> 	<p>f)</p> 
<p>g)</p> 	<p>h)</p> 	<p>i)</p> 
<p>j)</p> 	<p>k)</p> 	<p>l)</p> 

TASK 1.2. MATCH THE WORDS IN THE LEFT COLUMN WITH THEIR DEFINITIONS IN THE WRITE ONE.

1. <i>art gallery</i>	a) an office that supplies information to people who are visiting an area for pleasure or interest
2. <i>camera</i>	b) a building or a group of buildings containing a lot of different stores
3. <i>castle</i>	c) the activity of travelling around a city or region to see the interesting places that tourists usually visit
4. <i>church</i>	d) a building for Christian religious activities
5. <i>concert hall</i>	e) a large permanent area for public entertainment, with entertaining activities and big machines to ride on or play games on etc.
6. <i>double-deck bus</i>	f) water, especially from a river or stream, dropping from a higher to a lower point
7. <i>guidebook</i>	g) a detailed plan or route of a journey
8. <i>information office</i>	h) a place that is open late into the night, where people can go to drink and dance
9. <i>itinerary</i>	i) a journey in which you go somewhere, usually for a short time
10. <i>night club</i>	j) a building where works of art can be seen by the public
11. <i>shopping centre</i>	k) a railway system in which electric trains travel through tunnels below ground
12. <i>sightseeing tour</i>	l) a large strong building, built in the past to protect the people inside from attack
13. <i>souvenir</i>	m) one of a set of red, yellow, and green lights that control the movement of vehicles
14. <i>theme park</i>	n) a large building in which concerts are performed
15. <i>timetable</i>	o) something you buy or keep to help you remember a holiday
16. <i>tourist</i>	p) a device for taking photographs or making films
17. <i>traffic light</i>	q) a list of the times when buses, trains, and planes leave and arrive
18. <i>trip</i>	r) a book that gives information for visitors about a place
19. <i>underground</i>	s) someone who visits a place for pleasure and interest
20. <i>waterfall</i>	t) a bus with two levels



TASK 1.3. READ THE TEXTS

TRAVELING



Millions of people all over the world spend their holidays traveling. They travel to see other continents, modern cities and the ruins of ancient towns, they travel to enjoy picturesque places, or just for a change of scene. It's always interesting to discover new things, different ways of life, to meet different people, to try different food, to listen to different musical rhythms. Those who live in the country like to go to a big city and spend their time visiting museums and art galleries, looking at shop windows and dining at exotic restaurants. City-dwellers usually like a quiet holiday by the sea or in the mountains, with nothing to do but walk and bathe and laze in the sun. Most travelers and holiday-makers take a camera with them and take pictures of everything that interests them - the sights of a city, old churches and castles, views of mountains, lakes, valleys, plains, waterfalls, forests; different kinds of trees, flowers and plants, animals and birds. Later, perhaps years later, they will be reminded by the photos of the happy time they have had.



BUSINESS TRIPS

On a business trip people might meet colleagues and business partners. Business trips are just part of doing business. Companies can arrange such trips both in and outside the country. There are many reasons of going on business, for example, to make a contract, to discuss different terms of delivery, payment or shipment, to have tests, to do consultancy, to improve once professional skills, to work etc. Usually itinerary of the trip is carefully planned by the head of the department or an executive. A business trip can be a long term or a short term one. Often an employee must give a financial report to the chief.

As a rule businessman has a chance to go sightseeing or to visit theatres, cultural events, or just have some rest after the working day. They also try to buy gifts or presents to relatives, friends and colleagues. These trips are important because they contribute to the expansion of a company's business relationships and help that company succeed in the competitive world market.

MICE TOURISM



MICE stands for meetings, incentives, conferences, exhibitions. These are four important areas of the corporate travel market.

Many people will travel to attend meetings. Although, with the growth of the shut-in economy and software programmes such as Zoom and Microsoft Teams, travel for meetings has decreased significantly.

Incentive travel is travel which is given as a reward for good performance at work. It is designed to act as a motivator for staff; encouraging them to work harder, achieve better results and ultimately make more money for the business.

Conferences and exhibitions are an important tool for sharing ideas and networking. Similarly to meetings, many of these have now been moved online. However, it is unlikely that the conference market will disappear completely, as networking via a computer screen will never yield the same benefits as having a face-to-face conversation.



TOP TIPS ON HOW TO PLAN A BUSINESS TRIP



- ✓ Pack the essentials.
- ✓ Check the local weather.
- ✓ Make travel arrangements in advance.
- ✓ Load important addresses into your phone ahead of time.
- ✓ Plan your hotel check-in for an early or overnight flight.
- ✓ Create an itinerary.
- ✓ Prepare for your meeting or event.
- ✓ Print materials ahead of time.
- ✓ Prepare for the unexpected.
- ✓ Get enough sleep.
- ✓ Schedule time to relax.



TASK 1.4. MARK THE SENTENCES T (TRUE) OR F (FALSE).

1. A huge number of people all over the world spend their holidays traveling.
2. People always travel just for a change of scene.
3. It's not interesting to try different food.
4. City-dwellers like visiting museums and art galleries.
5. Most travelers take videocamera with them.
6. Photos can remind people happy time they have had.
7. On a business trip people might meet relatives and business partners.
8. One of the reasons of going on business is a contract making.
9. Emploeoers can have busuness trips to improve their professional skills.
10. Itinerary of the trip is always planned by the traveler.
11. Companies arrange business trips only outside the country.
12. An employee don't need to give a financial report to the chief after the business trip.
13. Employee can't go sightseeing or visit cultural events during a business trip.
14. Business trips help company to be successful in the competitive world market.
15. There are six important areas of the corporate travel market.
16. Appearance of such software programmes as Zoom and Microsoft Teams has led to decreased number of business trips.
17. Incentive travel is given to those employeoers who do their work well.
18. You don't need to check the weather in the place where you are going on business trip.
19. You don't usually have unexpected situations during your business trip.
20. You should have enough sleep before the business trip.



TASK 1.5. ANSWER THE FOLLOWING QUESTIONS.

1. How do millions of people all over the world spend their holidays?
2. Why do people travel?
3. Where do the people living in the country like to go?
4. Why do most travelers take a camera with them?
5. What are the main reasons of going on business?
6. Who is itinerary of the trip planned by?
7. Why business trips are important?
8. What does MICE stand for?
9. What is incentive travel?
10. What are important tools for sharing ideas and networking?

TASK 1.6. COMPLETE THE TEXT WITH THE WORDS FROM THE TABLE.

<i>a) relax</i>	<i>b) exotic</i>	<i>c) colleagues</i>	<i>d) ancient</i>	<i>e) city-dwellers</i>
<i>f) tool</i>	<i>g) expansion</i>	<i>h) reward</i>	<i>i) conferences</i>	<i>j) discover</i>
<i>k) itinerary</i>	<i>l) report</i>	<i>m) results</i>	<i>n) addresses</i>	<i>o) print</i>

1. People travel to see other continents, cities and towns.
2. It's always interesting to new things and to meet different people.
3. Those who live in the country like dining at restaurants.
4. usually like a quiet holiday by the sea or in the mountains.
5. On a business trip people might meet and business partners.
6. of the trip is carefully planned by the head of the department.
7. An employee must give a financial to the chief after a trip.
8. Business trips contribute to the of a company's business relationships.
9. MICE stands for meetings, incentives,, exhibitions.
10. Incentive travel is travel which is given as a for good performance at work.
11. Incentive travel encourage employees to achieve better
12. Conferences and exhibitions are an important for sharing ideas and networking.
13. It is better to load important into your phone ahead of time.
14. You should all needed materials in advance.
15. It is better to schedule time to during the business trip in advance.

TASK 2.1 STUDY THE PHRASES**PACKING**

What do we take with us when we travel?	Що ми беремо з собою, коли вирушаємо у
I like traveling light.	Я люблю подорожувати без нічого.
We take only the first essentials (things of prime necessity, things of urgent necessity).	Ми беремо тільки найпотрібніше (предмети першої потреби).
What's the rush?	Що за поспіх?
Come! Let's make haste.	Вирушаймо!
Take it easy! We've got plenty of time	Не поспішайте. У нас безліч часу.
This has been a stirring day.	Сьогоднішній день був сповнений метушні.
The suit-case is stuffed full.	Валіза наповнена до краю.
The suit-case will not hold any more.	У валізу більше нічого не вміститься.
There's no room for this book in my bag.	Ця книга не вміщається в моєму портфелі.
You forgot to put your knife.	Ви забули покласти ніж.
Everything was in a tumble.	Усе було догори дригом.
Everything was in a mess.	Усе було в безладді (жужмом).
I will need everything from the boots to the hat.	Мені знадобиться все, від черевиків до капелюха.
Let's get a move on. Let's hurry up.	Поспішаймо!.
Now hurry up (haste up), or we'll be late.	Поспішай, а то ми не встигнемо.
There's hardly any time left.	Часу майже не залишилося.
You can't imagine how impatient I am to start.	Ви навіть не можете собі уявити, як мені не
This delay is rather annoying.	Ця затримка неабияк дратує.
You'll be late. That's going to be the end of it.	Ви запізнетесь. На цьому все і скінчиться.
It annoys me when I can't find something.	Мене дратує, коли я не можу знайти що-небудь.

SEEING OFF

You haven't left anything behind, have you?	Ви ж нічого не забули. Чи не так?
Please don't forget to write!	Будь ласка, не забувайте писати.
We will miss you badly, Ann.	Ми будемо дуже за тобою сумувати, Енн.
You won't be away long I hope.	Я сподіваюся, що ти не довго будеш у від'їзді.
Good luck, Ann!	Успіхів, Енн!
A pleasant journey! (I wish you a pleasant journey.)	Щасливої подорожі! Бажаю приємної подорожі!
Farewell!	Прощайте! (Бувайте!)
I wish you joy. I wish you good speed.	Зичу всіх благ. Бажаю доброї швидкості.
Let me know by phone. (Send me a fax.)	Розкажи по телефону. (Надішли мені факс.)
It was very nice of you to come to see me off.	Як добре, що ви прийшли провести мене.
I hate parting with people.	Я ненавиджу розлучатися.
All the well-wishers told us goodbye.	Усі добродії (прихильники) попрощалися з нами.
Your friend has left without saying us good-bye.	Твій товариш пішов, не прощаючись з нами.
She waved me a kiss.	Вона надіслала мені повітряний поцілунок.
The send-off was quite an affair, you know.	Розставання було напрочуд справжнім, як завжди.

SIGHTSEEING

What special sights are there?	Які видатні місця (принади) там є?
What sightseeing tours are available?	Які екскурсії пропонують?
Can you recommend an interesting tour?	Ви можете порекомендувати цікаву екскурсію?
Would you please tell me what museums there are here?	Чи не могли б ви розповісти, які тут є музеї?
Where is the theater?	Де знаходиться театр?
How much is this tour?	Скільки коштує ця екскурсія?
Please give me a map of the town.	Будь ласка, дайте мені мапу міста.
What other interesting things are there to see?	Що ще цікавого можна тут подивитися?
Excuse me, could you tell me how to get to ...?	Вибачте, ви не підкажете, як мені пройти до ...?
Am I right for ...?	Я правильно йду до ...?
I'm afraid, I've no idea.	Мабуть, я не знаю.
You're going in the wrong direction.	Ви йдете в неправильному напрямку.
Which is the shortest way?	Який найкоротший шлях?
What bus must I take?	На який автобус я повинен сісти?

TASK 2.2. STUDY THE FOLLOWING CONVERSATIONS.

Conversation 1. ASKING FOR INFORMATION AT A TOURIST OFFICE

You can listen to the the conversation by using the following link: <https://www.oxfordonlineenglish.com/asking-for-information-at-a-tourist-office-listening-lesson-a1>



Woman: Good morning.

Man: Hello.

Woman: What can I do for you?

Man: I'd like some information about Moreton Art Gallery, please.

Woman: Moreton Art Gallery? Certainly. It's definitely worth a visit.

Man: OK, great.

Woman: What would you like to know?

Man: Is it open every day?

Woman: Umm... let me check. It's open every day... except Tuesday.

Man: Closed on Tuesdays. OK, no problem. What time does it open?

Woman: During the week the opening hours are 10am until 4.30 pm.

Man: From 10am until 4.30 pm. Right.

Woman: ... and on Saturday and Sunday it closes a bit later, at 6 pm.

Man: OK, thanks. Oh, just a minute. How much does it cost?

Woman: It's £5.50 for adults and £2.00 for children under 16.

Man: Right. Sorry. Just one more question. Does the gallery have guided tours?

Woman: Yes, it does. There are free guided tours, but only at the weekend.

Man: OK, wonderful. I think that's everything. Thanks very much for all your help.

Woman: You're welcome

Conversation 2. GIVING DIRECTIONS

You can listen to the the conversation by using the following link: <https://www.oxfordonlineenglish.com/giving-directions>



Woman: Excuse me?

Man: Yeah?

Woman: I'm sorry to bother you, but I'm completely lost. Are you from here?

Man: Where are you trying to get to?

Woman: Well, I was looking for the art museum, but I think I've taken a wrong turn somewhere.

Man: I think so! You're miles away.

Woman: Really? This always happens to me. Directions are just not my thing, I suppose.

Man: I think the best thing is to take a bus. It'll take ages if you walk from here.

Woman: That's a shame... I wanted to walk around and get a feel for the city.

Man: I wouldn't worry, there's nothing to see around here, anyway. Take the bus into the centre and walk around there, it's much more interesting.

Woman: Oh, okay. Where can I take the bus?

Man: It's about five minutes' walk from here. You see that hotel, on the corner, there?

Woman: The one that says "Royal Hotel"?

Man: That's right. Go down that street to the end, then turn right. Take the first left and go on until you see a junction with traffic lights. Go over the junction, keep going straight, and you'll see a bus stop on your left.

Woman: Go to the end, first left, turn right at the traffic lights...

Man: No, no. Go straight on, past the traffic lights.

Woman: Oh! Yes, and then...

Man: It'll be on your left.

Woman: Right! Got it, I think...

Man: Well, you can always ask someone else. Good luck!

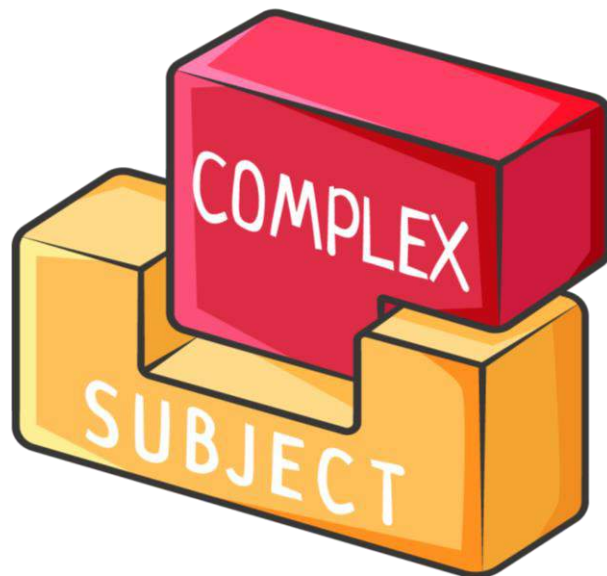
Woman: Thanks!

TASK.**ANSWER THE QUESTIONS**

TRAVELING, SIGHTSEEING	
1	Why do people travel?
2	What are popular tourist destinations in your country? Have you been to any of them?
3	What is the most interesting city to visit in your country?
4	What are some things that you always take with you on a trip?
5	Would you prefer to stay at a hotel/motel or camp while on vacation?
6	Would you rather visit another country or travel within your own country?
7	Have you ever taken a package tour? Which is better, package tour or a tour you organize and book yourself?
8	Do you prefer active or relaxing holidays? Why?
9	Do you prefer summer vacation trips or winter vacation ones?
10	Do you prefer to travel by train, bus, plane or ship?
11	How do you feel after a long vacation?
12	Are you afraid of going abroad alone?
13	What is the best kind of holiday for different ages of people? Children, teenagers, adults, elderly people.
14	Would you like to work in the travel industry?
15	Did you encounter any problems during your vacation? How did you resolve them?
16	Did you notice any cross-cultural differences during your vacation?
17	Do you like sightseeing?
18	What historical sites did you visit and what did you learn?
19	Have you ever been to any art gallery, museum, cathedral abroad?
20	Did you take any sightseeing tours round the cities?
21	What do you like to visit more – historical places or modern technology exhibition centers?
22	What do you usually do in the evening when you travel far – visit nightclubs, restaurants, concert halls?
23	Do you like to take pictures, when you travel? How important is taking pictures?
24	What is eco-tourism? Do you think it's a good idea?
25	Is tourism something that only rich people take part in?

TASK 4.1. STUDY THE GRAMMAR THEORY

COMPLEX SUBJECT (СКЛАДНИЙ ПІДМЕТ)



Складний підмет в англійській мові (Complex Subject; інколи його ще називають The Subjective Infinitive Construction або The Nominative-with-the-Infinitive Construction) – це конструкція, що схожа за своєю будовою на Complex Object, оскільки тут також використовується інфінітив. Однак, на відміну від складного доповнення, в складному підметі основними складовими елементами крім інфінітива є або іменник в загальному відмінку, або займенник у називному відмінку. А інфінітив в Complex Subject в англійській мові може бути у всіх своїх шести формах. (Simple Infinitive – *to see*, Continuous Infinitive – *to be seeing*, Perfect Infinitive – *to have seen*, Perfect Continuous Infinitive – *to have been seeing*, Simple Infinitive Passive – *to be seen*, Perfect Infinitive Passive – *to have been seen*).

У реченнях зі складним підметом ще одним основним елементом є присудок, особливо дієслово, яким воно виражено. Бо саме від дієслова залежатиме, в активному чи пасивному стані стоятиме присудок. Речення з конструкцією Complex Subject в англійській мові зазвичай перекладаються на українську мову за допомогою таких зворотів, як «*говорять, повідомляють, думають, бачили, чули, виявилось, сталося*» і т.п.

Схема конструкції складного підмета у пасивному стані

<i>іменник</i>	<i>дієслово в пасивному стані</i>	<i>Інфінітив</i>
Mr Bin	is known	to be a good singer
<i>Містер Бін</i>	<i>відомий</i>	<i>як хороший співак.</i>
Jul	happened	to meet Alex
<i>Вийшло так,</i>	<i>що Джул</i>	<i>зустріла Пола.</i>
The glass	was heard	to have been dropped.
<i>Було чути,</i>	<i>як розбилося</i>	<i>скло.</i>

Використання Complex subject

1. З дієсловами, що висловлюють знання, твердження:

to know – *знати*, to think – *думати*, to state – *заявляти*, to report – *повідомляти*, to say – *говорити*, to announce – *оголошувати* та інші.

He is known to live in London. – *Відомо, що він живе в Лондоні.*

She was thought to be working here. – *Думали, що вона працює тут.*

2. З дієсловами, що висловлюють припущення:

to expect – *розраховувати*, to suppose – *припускати*, to believe – *вірити*, to consider – *розглядати*, та інші.

The writer is expected to be famous. – *Розраховують, що письменник буде відомим.*

The train was believed to come in time. – *Вірили, що поїзд прийде вчасно.*

3. З дієсловами, що передають сприйняття:

to see – *бачити*, to hear – *чути*, to notice – *помічати* та інші.

He was seen to enter the building. – *Бачили, як він ввійшов до будівлі.*

They were heard to leave the town. – *Чули, як вони полишають місто.*

4. Також Complex Subject вживається після таких дієслів:

to be likely – *скоріше за все*, to be certain – *неодмінно*, to be unlikely – *маловірогідно*, to be sure – *обов'язково*

He is unlikely to succeed. – *Маловірогідно, що він досягне успіху.*

She is sure to become famous. – *Вона обов'язково досягне успіху.*

Всі перераховані дієслова можуть стояти в будь-якому часі, але тільки в пасивному стані (*Passive voice*).

Активний стан у реченнях зі складним підметом вживається лише з цими словами:

to appear – *з'являтися*, to seem – *вбачатися, здаватися*, to happen – *траплятися*, to prove – *доводити*, to turn out – *виявлятися*

She seems to be tired. – *Вона виглядає стомленою.*

The journey turned out to be uninteresting. – *Сталося так, що подорож виявилася нецікавою.*

узагальнення

Суб'єктний інфінітивний зворот ("складний підмет") – Complex Subject

Вживається з дієсловом-присудком в пасивному стані (Passive):

Підмет (іменник або займенник в назив.відм.)	+	am, is, are, was, were, will be	+	3-тя форма дієслова	+	Інфінітив	
She		is		known		to write	poems.

Відомо, що вона пише вірші.

З дієсловами, що означають:

<i>повідомлення</i>	<i>думку, припущення, сподівання</i>	<i>чуттєве сприймання</i>
announce - оголошувати describe - описувати report - повідомляти say - говорити state - заявити	believe - вважати, вірити consider - вважати expect - сподіватися know - знати think - думати	feel - відчувати hear -(по)чути notice, observe - помічати see - бачити, дивитися taste - відчувати (на) смак
She was announced to be the winner. Оголосили, що вона перемогла. He is said to be very ill. Кажуть, що він дуже хворий.	She is considered to be the best singer. Її вважають найкращою співачкою. I was supposed to meet him. Передбачалося, що я зустріну його.	Birds were heard to sing . Було чути, як співають пташки. He was seen to enter the house. Бачили, як він входив у будинок.

Вживається з дієсловом-присудком в активному стані (Active):

Підмет (іменник або займенник в називному відмінку)	+	Присудок (дієслово в формі активного стану)	+	Інфінітив	
He		seems		to know	them.

Здається, що він їх знає.

Вживається з дієсловами та виразами:

appear, seem - здаватися, справляти враження	chance, happen - траплятися prove, turnout - виявлятися	to be + certain , to be + sure - напевно to be + likely - ймовірно, очевидно
He appeared to know her new address. Здавалося, що він знає її нову адресу.	Do you happen to know her name? Ви, випадково, не знаєте, як її звати?	He is likely to come . Він, напевно, прийде. He is sure to go . Безсумнівно, він поїде.

PRACTICE



Task 4.2. Translate the sentences into Ukrainian paying special attention to Complex Subject.

1. He is said to know all about it.
2. The American astronaut Neil Armstrong is known to be the first man to walk on the moon.
3. He is believed to be innocent of the crime.
5. The exhibition of 19th century French painting is expected to open by the end of next week.
6. The number of the unemployed is reported to be increasing with every year.
7. The President of Ukraine was reported to speak to the nation on television tonight.
8. He is supposed to be a very good actor.
9. She was known to be an honest and hard-working girl.
10. He was expected to arrive at the weekend.

Task 4.3. Choose the correct form to complete the sentences with Complex Subjects. Write a, b or c.

11. Michael appeared _____ in love with Rachel for many years.
a) *to have been* b) *to be* c) *be*
12. He is known _____ an outstanding scientist.
a) *to be* b) *being* c) *-*
13. He doesn't _____ to understand English.
a) *seems* b) *seem* c) *seeming*
14. John was said _____ the strongest guy in the town.
a) *to have being* b) *be* c) *to be*
15. All the guests _____ to be wearing black suits.
a) *are supposed* b) *is supposed* c) *have supposed*

16. The weather was expected _____ nice, but it rained all days.
 a) *being* b) *to be* c) *be*
17. He seems _____ the task.
 a) *to have finished* b) *to finished* c) *finishing*
18. The workers were expected _____ the bridge by the end of the month.
 a) *to have finished* b) *to finish* c) *to be finishing*
19. Mike is expected _____ to a good college. He's one of the best students.
 a) *to gone* b) *to go* c) *to be go*
20. She was heard _____ in the ballroom at the ceremony.
 a) *singing* b) *to be singing* c) *sing*
21. He is reported _____ around the world.
 a) *to have travelled* b) *travel* c) *have travelled*
22. J.Dawson _____ to be the best player of the team.
 a) *believing* b) *is believed* c) *believed*
23. Jim didn't seem _____ to her story.
 a) *to listening* b) *to be listening* c) *listening*
24. The musician was announced _____ his final concert.
 a) *to play* b) *to playing* c) *playing*
25. The meeting is expected _____ in an hour.
 a) *to have start* b) *to start* c) *being start*
26. That building _____ have been already sold.
 a) *is said to* b) *was say to* c) *is said*
27. The model _____ to be wearing a red dress.
 a) *is expected* b) *expected* c) *is expecting*
28. He _____ to be a great book lover.
 a) *are known* b) *knows* c) *is known*
29. The new book of this author _____ to be interesting.
 a) *is believed* b) *are believed* c) *were believed*
30. The glass _____ to have been dropped.
 a) *were heard* b) *heard* c) *was heard*

Task 4.4. Make up correct sentence with Complex Subject.

Model: the guests, to arrive, tomorrow, to expect

The guests are expected to arrive tomorrow.

31. to seem, the kitchen, to be small

32. the curtain, to be torn, happen

33. the shelf, to prove, to be shaky

34. the vase, to have bought, 10 years ago, to know

35. to come in time, to expect, everybody

36. people, to suppose, to wash hands before meals

37. to seem, the basin, to be leaking

38. to seem, the house, by the earthquake, to have been damaged

39. not to seem, he, to have returned

40. to seem, to have returned, he

Task 4.5. Paraphrase the sentences with Complex Subjects. Use the given parts of the sentences and the verbs in brackets.

Example: It is known that Mr Anders is a good writer.

(*known*) Mr Anders is known to be a good writer

41. Somebody has told me that Ann is at home.

(*said*) Ann _____ at home.

42. It is thought that life on our planet was brought by aliens.

(*thought*) The life on our planet _____ by aliens.

43. Many people believe that Shakespeare wrote more poems than we know of.

(*believed*) Shakespeare _____ more poems than we know of.

44. Some people believed that somebody had helped Alison during the test.

(believed) Alison _____ during the test.

45. People suppose that disasters are an inevitable part of our lives.

(supposed) Disasters _____ an inevitable part of our lives.

46. Some people suppose that this abandoned house was a museum in the past.

(supposed) This abandoned house _____ a museum in the past.

47. They thought that Andrew committed that crime.

(thought) Andrew _____ that crime.

48. Everyone believes that Chelsea is the most expensive team.

(believed) Manchester United _____ the most expensive team.

49. Everyone believed that Chelsea is the most expensive team.

(believed) Chelsea _____ the most expensive team.

50. Everyone believed that Chelsea was the most expensive team.

(believed) Chelsea _____ the most expensive team.

Task 4.6. Write the verbs given in brackets using the Complex Subject.

Example: He _____ in New-York (*to say, to live*)

He is said to live in New-York

51. He _____ a good musician. (*to consider, to be*)

52. James _____ a report next Wednesday. (*to expect, to make*)

53. Mozart _____ a lot of wonderful pieces of music. (*to know, to compose*)

54. She _____ in the laboratory from 2 to 6 p.m. tomorrow. (*to suppose, to work*)

55. He _____ the business himself. (*to expect, to manage*)

56. The delegation _____ Prague tonight at 11 a.m. (*to report, to leave*)

57. He _____ at an urgent problem now. (*to see, to work*)

58. The prices at the hotel _____ reasonable. (*to turn out, to be*)

59. He _____ now. (*to think, to study*)

60. Steve _____ them to solve a problem when they were in trouble. (*to know, to help*)
61. He _____ a good musician. (*to consider, to be*)
62. James _____ a report next Wednesday. (*to expect, to make*)
63. Mozart _____ a lot of wonderful pieces of music. (*to know, to compose*)
64. She _____ in the laboratory from 2 to 6 p.m. tomorrow. (*to suppose, to work*)
65. He _____ the business himself. (*to expect, to manage*)
66. The delegation _____ Prague tonight at 11 a.m. (*to report, to leave*)
67. He _____ at an urgent problem now. (*to see, to work*)
68. The prices at the hotel _____ reasonable. (*to turn out, to be*)
69. He _____ now. (*to think, to study*)
70. Steve _____ them to solve a problem when they were in trouble. (*to know, to help*)

Task 4.7. Translate the sentences into English.

71. Містер Вайт відомий як хороший мандрівник.
72. Кажуть, що цей колега знає декілька мов.
73. Вірили, що поїзд прийде вчасно.
74. Відомо, що він живе в Сполучених Штатах.
75. Кажуть, що Біл подорожує в різні країни у справах кожного місяця.
76. Припускають, що він зараз подорожує містом.
77. Бачили, як він увійшов до будівлі аеропорту.
78. Сталося так, що подорож виявилася нецікавою.
79. Оголосили, що Мері виїхала до Канади.
80. Передбачалося, що я зустріну Ендрю на вокзалі, але я запізнився.

ТАБЛИЦЯ ТРАНСЛІТЕРАЦІЇ УКРАЇНСЬКОГО АЛФАВІТУ ЛАТИНЕЦЕЮ

Український алфавіт	Латиниця	Позиція у слові	Приклади	
			українською	латиницею
Аа	Aa		Алушта Андрій	<i>Alushta</i> <i>Andrii</i>
Бб	Bb		Борщагівка Борисенко	<i>Borshchahivka</i> <i>Borysenko</i>
Вв	Vv		Вінниця Володимир	<i>Vinnytsia</i> <i>Volodymyr</i>
Гг	Hh		Гадяч Богдан Згурський	<i>Hadiach</i> <i>Bohdan</i> <i>Zghurskyi</i>
Ґґ	Gg		Ґалаґан Ґорґани	<i>Galagan</i> <i>Gorgany</i>
Дд	Dd		Донецьк Дмитро	<i>Donetsk</i> <i>Dmytro</i>
Ее	Ee		Рівне Олег Есмань	<i>Rivne</i> <i>Oleh</i> <i>Esman</i>
Єє	Ye ie	на початку слова в інших позиціях	Єнакієве Гаєвич Короп'є	<i>Yenakieve</i> <i>Haievych</i> <i>Koropie</i>
Жж	Zh zh		Житомир Жанна Жежелів	<i>Zhytomyr</i> <i>Zhanna</i> <i>Zhezheliv</i>
Зз	Zz		Закарпаття Казимирчук	<i>Zakarpattia</i> <i>Kazymyrchuk</i>
Ии	Yu		Медвин Михайленко	<i>Medvyn</i> <i>Mykhailenko</i>
Іі	Ii		Іванків Іващенко	<i>Ivankiv</i> <i>Ivashchenko</i>
Її	Yi i	на початку слова в інших позиціях	Їжакевич Кадиївка Мар'їне	<i>Yizhakevych</i> <i>Kadyivka</i> <i>Marine</i>
Йй	Y i	на початку слова в інших позиціях	Йосипівка Стрий Олексій	<i>Yosypivka</i> <i>Stryi</i> <i>Oleksii</i>
Кк	Kk		Київ Коваленко	<i>Kyiv</i> <i>Kovalenko</i>
Лл	Ll		Лебедин Леонід	<i>Lebedyn</i> <i>Leonid</i>
Мм	Mm		Миколаїв Маринич	<i>Mykolaiv</i> <i>Marynych</i>

Український алфавіт	Латиниця	Позиція у слові	Приклади	
			українською	латиницею
Нн	Nn		Ніжин Наталія	<i>Nizhyn</i> <i>Nataliia</i>
Оо	Oo		Одеса Онищенко	<i>Odesa</i> <i>Onyshchenko</i>
Пп	Pp		Полтава Петро	<i>Poltava</i> <i>Petro</i>
Рр	Rr		Решетилівка Рибчинський	<i>Reshetylivka</i> <i>Rybchynskiyi</i>
Сс	Ss		Суми Соломія	<i>Sumy</i> <i>Solomiia</i>
Тт	Tt		Тернопіль Троць	<i>Ternopil</i> <i>Trots</i>
Уу	Uu		Ужгород Уляна	<i>Uzhhorod</i> <i>Uliana</i>
Фф	Ff		Фастів Філіпчук	<i>Fastiv</i> <i>Filipchuk</i>
Хх	Kh kh		Харків Христина	<i>Kharkiv</i> <i>Khrystyna</i>
Цц	Ts ts		Біла Церква Стеценко	<i>Bila Tserkva</i> <i>Stetsenko</i>
Чч	Ch ch		Чернівці Шевченко	<i>Chernivtsi</i> <i>Shevchenko</i>
Шш	Sh sh		Шостка Кишеньки	<i>Shostka</i> <i>Kyshenky</i>
Щщ	Shch shch		Щербухи Гоща Гаращенко	<i>Shcherbukhy</i> <i>Hoshcha</i> <i>Harashchenko</i>
Юю	Yu iu	на початку слова в інших позиціях	Юрій Корюківка	<i>Yurii</i> <i>Koriukivka</i>
Яя	Ya ia	на початку слова в інших позиціях	Яготин Ярошенко Костянтин Знам'янка Феодосія	<i>Yahotyn</i> <i>Yaroshenko</i> <i>Kostiantyn</i> <i>Znamianka</i> <i>Feodosiia</i>

ПРИМІТКИ:

1. Буквосполучення “зг” відтворюється латиницею як “*zgh*” (наприклад, Згорани — *Zghorany*, Розгон — *Rozghon*) на відміну від “*zh*” — відповідника української літери “ж”.
2. М'який знак і апостроф латиницею не відтворюються.
3. Транслітерація прізвищ та імен осіб і географічних назв здійснюється шляхом відтворення кожної літери латиницею.

НЕПРАВИЛЬНІ ДІСЛОВА З ТРАНСКРИПЦІЄЮ ТА ПЕРЕКЛАДОМ

1. arise [ə'raɪz]	arose [ə'rouz]	arisen [ə'rɪzn] - піднімати (ся)
2. be [bi:]	was [wɒz], were [weə]	been [bi:n] - бути
3. bear [beə]	bore [bɔ:]	born [bɔ:n] - нести, народжувати
4. become [bɪ'kʌm]	became [bɪ'keɪm]	become [bɪ'kʌm] - ставати
5. begin [bɪ'gɪn]	began [bɪ'gen]	begun [bɪ'gʌn] - починати(ся)
6. bite [baɪt]	bit [bɪt]	bitten [bɪtn] - кусати
7. bleed [bli:d]	bled [bled]	bled [bled] - сходити кров'ю
8. blow [bləʊ]	blew [blu:]	blown [bləʊn] - дути
9. break [breɪk]	broke [brəʊk]	broken ['brəʊkn] – ламати(ся)
10. breed [bri:d]	bred [bred]	bred [bred] - вирощувати
11. bring [brɪŋ]	brought [brɔ:t]	brought [brɔ:t] - приносити
12. build [bɪld]	built [bɪlt]	built [bɪlt] - будувати
13. burn [bɜ:n]	burnt [bɜ:nt]	burnt [bɜ:nt] - горіти, палити
14. buy [baɪ]	bought [bɔ:t]	bought [bɔ:t] - купувати
15. catch [kætf]	caught [kɔ:t]	caught [kɔ:t] - ловити
16. choose [tʃu:z]	chose [tʃɔuz]	chosen ['tʃɔuzn] - вибирати
17. come [kʌm]	came [keɪm]	come [kʌm] - приходити
18. cost [kɒst]	cost [kɒst]	cost [kɒst] - коштувати
19. cut [kʌt]	cut [kʌt]	cut [kʌt] - різати
20. dig [dɪg]	dug [dʌg]	dug [dʌg] - рити, копати
21. do [du:]	did [dɪd]	done [dʌn] - робити, виконувати
22. draw [drɔ:]	drew [dru:]	drawn [drɔ:n] - малювати,
23. dream [dri:m]	dreamt [dremt]	dreamt [dremt]- мріяти, снитися
24. drink [drɪŋk]	drank [draeŋk]	drunk [drʌŋk] - пити
25. drive [draɪv]	drove [drəʊv]	driven [drɪvn] - керувати авто
26. eat [i:t]	ate [et]	eaten [i:tn] - їсти

27. fall [fɔ:l]	fell [fel]	fallen [fɔ:ln] - падати
28. feed [fi:d]	fed [fed]	fed [fed] - годувати
29. feel [fi:l]	felt [felt]	felt [felt]- почувати (себе)
30. fight [faɪt]	fought [fɔ:t]	fought [fɔ:t] - битися, боротися
31. find [faɪnd]	found [faʊnd]	found [faʊnd] - знаходити
32. fly [flaɪ]	flew [flu:]	flown [flaʊn] - літати
33. forget [fə'get]	forgot [fə'gɒt]	forgotten [fə'gɒtn] - забувати
34. get [get]	got [gɒt]	got [gɒt] - отримувати
35. give [gɪv]	gave [geɪv]	given ['gɪvn] - давати
36. go [gəʊ]	went [went]	gone [gɒn] - іти, їхати .
37. grow [grəʊ]	grew [gru:]	grown [grəʊn] - виростити
38. hang [hæŋ]	hung [hʌŋ]	hung [hʌŋ] - висіти
39. have [hev]	had [hæd]	had [hæd] - мати (щось)
40. hear [hɪə]	heard [hə:d]	heard [hə:d] - чути
41. hide [haɪd]	hid [hɪd]	hidden ['hɪdn] - ховатися
42. hit [hɪt]	hit [hɪt]	hit [hɪt] - вдарити
43. hold [həʊld]	held [held]	held [held] - тримати
44. keep [ki:p]	kept [kept]	kept [kept] - тримати, зберігати
45. know [nəʊ]	knew [nju:]	known [nəʊn] - знати
46. lead [li:d]	led [led]	led [led] - вести за собою
47. learn [lɜ:n]	learnt [lɜ:nt]	learnt [lɜ:nt] - вчити(ся)
48. leave [li:v]	left [left]	left [left] - залишати, покидати
49. lend [lend]	lent [lent]	lent [lent] - позичати
50. let [let]	let [let]	let [let] - дозволяти,
52. lose [lu:z]	lost [lɒst]	lost [lɒst] - втрачати
53. make [meɪk]	made [meɪd]	made [meɪd] - робити
54. mean [mi:n]	meant [ment]	meant [ment] - означати
55. meet [mi:t]	met [met]	met [met] - зустрічати
56. put [put]	put [put]	put [put] - класти

57. read [ri:d]	read [red]	read [red] - читати
58. ride [raid]	rode [rɔud]	ridden ['ridn] - кататися
59. rise [raiz]	rose [rɔuz]	risen ['rizn] - підніматися
60. run [rʌn]	ran [ræn]	run [rʌn] - бігти,
61. say [sei]	said [sed]	said [sed] - сказати
62. see [si:]	saw [sɔ:]	seen [si:n] - бачити
63. sell [sel]	sold [sɔuld]	sold [sɔuld] - продавати
64. send [send]	sent [sent]	sent [sent] - посилати
65. set [set]	set [set]	set [set] - встановити
66. shine [ʃaɪn]	shone [ʃɔn]	shone [ʃɔn] - світити
67. shoot [ʃu:t]	shot [ʃɒt]	shot [ʃɒt] - стріляти
68. shut [ʃʌt]	shut [ʃʌt]	shut [ʃʌt] - закривати
69. sing [sɪŋ]	sang [sæŋ]	sung [sʌŋ] - співати
70. sit [sit]	sat [sæt]	sat [sæt] - сидіти
71. sleep [sli:p]	slept [slept]	slept [slept] - спати
72. speak [spi:k]	spoke [spɔuk]	spoken ['spɔukn] - говорити
73. spend [spend]	spent [spent]	spent [spent] - проводити (час)
74. stand [stænd]	stood [stud]	stood [stud] - стояти
75. steal [sti:l]	stole [stɔul]	stolen ['stɔuln] - красти
76. swim [swim]	swam [swæm]	swum [swʌm] - плавати
77. take [teɪk]	took [tuk]	taken ['teɪkn] - брати
78. teach [ti:tʃ]	taught [tɔ:t]	taught [tɔ:t] - навчати
79. tell [tel]	told [tɔuld]	told [tɔuld] - розповідати
80. think [θɪŋk]	thought [θɔ:t]	thought [θɔ:t] - думати
81. understand [ʌndə 'staend]	understood	understood [ʌndə'stu:d] - розуміти
82. wake [weɪk]	woke [wɔuk]	woken [wɔukn] - прокидатися
83. wear [weə]	wore [wɔ:]	worn [wɔ:n] - носити
84. win [wɪn]	won [wʌn]	won [wʌn] - перемагати
85. write [raɪt]	wrote [rɔut]	written [rɪtn] - писати

SUPPLEMENTARY TEXTS FOR READING AND DISCUSSION

MEETING AND GREETING ETIQUETTES IN DIFFERENT CULTURES

Every culture has its distinct customs and traditions. Much of the thrill of travelling comes from stepping yourself in a foreign culture whose customs and traditions may be vastly different from the ones you're used to back home.

United Kingdom

The British are reserved, which may cause them to appear cool and indifferent or overly formal. In fact, they are very friendly and helpful to foreigners.

DON'T bring a gift. It is usually not a part of doing business in England.

Shake hands with everyone present — men, women, and children — at business and social meetings. Shake hands again when leaving.

DON'T rush a business decision. Business decision-making happens much slower in England than in the U.S.

Handshakes are light — not firm. Women should extend their hand to men first.

DON'T sit with your arms folded during a meeting. This could send the message to your colleagues that you are disinterested in the meeting.

DON'T be late. Always call if you expect to be more than five minutes late.

Use last names and appropriate titles until specifically invited by your British hosts or colleagues to use their first names.

United States

American greetings are generally quite informal. This is not intended to show lack of respect, but rather a manifestation of the American belief that everyone is equal.

Although it is expected in business situations, some Americans do not shake hands at social events. Instead, they may greet you with a casual "Hello" or "How are you?" or even just "Hi." In larger groups, many may not greet you at all. In social situations, Americans rarely shake hands upon leaving.

"See you later" is just an expression. People say this even if they never plan to see you again.

Stand while being introduced. Only the elderly, the ill and physically unable persons remain seated while greeting or being introduced. Use professional titles when you are introducing people to each other. Example: "Judge Susan Olson, meet Dr. John Harmon." If you are introducing yourself, do not use your professional title. Handshakes are usually brief. Light handshakes are considered distasteful. Use a firm grip. Eye contact is important when shaking someone's hand.

Germany

Greetings generally differ in formality depending on whether a German knows the other person well or not.

The most common greeting is a handshake with direct eye contact.

Men usually greet women first and wait for them to extend their hand.

Close friends may hug to greet and younger people may kiss one another on the cheek.

"Guten Tag" (Good day) or "Hallo" (Hello) are the most common verbal greetings used in Germany. In the South, some people may say "Grüß Gott" (literally translating as 'Greet God').

In formal situations, one should address another person with their title and last name, "Herr" (Mr.) for men and "Frau" (Mrs.) for women. It is polite to continue to use formal titles until the person invites you to move on to a first-name basis.

India

In many parts of India and during formal occasions, it is common for people to greet with the traditional Hindu greeting of “Namaste” (‘I greet the divine within you’). This is accompanied with a nod of the head or a bow depending on the status of the person you are greeting.

A common gesture when greeting is pressing the palms together with the fingertips facing upwards (i.e. in a prayer position). This greeting is sometimes accompanied with a slight bow.

Muslims may greet by shaking the hand of their counterpart accompanied by the phrase, “Salaam”.

It is generally appropriate for men and women to shake hands. However, it is advisable to wait for a woman to extend her hand first. Some Muslim or Hindu men and women may not wish to touch a person of the opposite gender.

Avoid greeting someone with a hug or a kiss unless you know the person well.

Indians expect people to greet the eldest or most senior person first. When greeting elders, some Indians may reach down and touch the ground or the elder’s feet as a sign of respect.

It is advisable to address people by their title (Mr, Mrs, etc.) and last name until they have indicated that you may move on to a first-name basis.

China

Handshakes are accepted but it is probably best to wait to see if your Chinese associate initiates the handshake. DO shake hands upon greeting someone. When shaking hands with a Chinese woman, only give a light handshake. Aside from that, people in China tend to prefer not to be touched, especially older people.

During greetings and introductions, a lack of expression and a gentle or timid handshake are to be expected and should never be interpreted as shyness or weakness.

When introduced to a Chinese group, they may greet you with applause. Applaud back.

Senior persons begin greetings. Greet the oldest, most senior person before others. During group introductions, line up according to seniority with the senior person at the head of the line.

Japan

Greetings are very context-dependent in Japan. The formality and social context of a situation dictates what gestures and phrases are used to greet people. Thus, there are a variety of greetings used.

In Japan, the most common gesture when greeting is a bow. The depth, length and style of bow depends on the social context. Bowing takes place in many instances where handshakes would be common in the English-speaking West. Nonetheless, many Japanese are understanding and are likely to shake hands when meeting non-Japanese people.

The type of honorific title used when greeting someone depends on their age and gender. The most common title used when greeting someone is ‘-san’. This suffix implies a level of familiarity and can be used to address both females and males. This form of address can also be used with either the person’s given name or surname (e.g. Haruki-san or MURAKAMI-san), as well as with the title of their occupation (e.g. hon’ya-san would mean ‘Mr/Ms Bookseller’).

TYPES OF FLEXIBLE WORK ARRANGEMENTS

TASK 1. READ AND TRANSLATE THE TEXT.

The popularity of flexible work arrangements is growing significantly, especially as many workers now regard a good work/life balance almost as highly as a good salary, while employers are also becoming increasingly aware of the benefits. But flexible work has numerous variations, each with its own set of pros and cons for employer and employee.

Hybrid Work

While definitions can vary, hybrid work can be defined as a working arrangement where some staff will work on-site, some will work off-site via telecommuting or remote working, and others will have the freedom to work on-site on some days and off-site on others, based on circumstances, objectives, and personal preferences.

Hybrid work is one of the most flexible work arrangements, completely removing the concept of location by placing the importance on how employees work instead of where they work. Organizations that embrace the hybrid work concept will generally provide a variety of work arrangements for different employees within the same company, with a goal of creating a happier, harder-working workforce through greater autonomy and better well-being.

In some settings, this may also mean flexibility in terms of when work is done, as long as it is done before the agreed deadline. This can be especially useful for workers who feel at their most productive outside of the conventional working hours, those who prefer to perform high-focus tasks away from office distractions, or those who balance working life with other responsibilities such as care duties.

Telecommuting

Telecommuting is the practice of working from outside of the employer's office or physical workplace. Often it will mean working from home, but it could equally mean working from a public library, co-working space, coffee shop, or anywhere else with public WI-FI, depending on the devices available and the individual company policy.

For employers, the main challenge is providing access to the technology needed to carry out work and connect with colleagues while maintaining security and productivity. However, telecommuting can be an extremely effective arrangement and potential benefits include reduced absenteeism and improved morale.

One important thing to note is that, according to many definitions, while someone telecommuting will not be working from the physical workplace, they may still need to attend the workplace on occasions, such as for meetings or catch-up sessions. For this reason, telecommuting typically describes off-site work for people who live nearby.

Remote Work

The terms remote work and telecommuting are often used interchangeably, and there are no strict definitions separating the two concepts. However, remote work can differ from telecommuting in terms of whether physical attendance is ever required and whether employees need to live in close proximity to the workplace.

As a blog post from Glassdoor explains, a remote worker will be able to do their job from anywhere in the world, as long as they have the necessary equipment and technology, such as a computer and access to the internet. Often, companies employing remote workers will have staff located in different countries.

Remote workers are not usually required to attend team-building sessions or office-based meetings, although they may participate through video conferencing. However, not all companies are aware of the distinction between remote work and telecommuting, so jobs are sometimes advertised as being remote, even if they do not meet the criteria.

Condensed Workweeks

A condensed workweek, also known as a compressed workweek, is an arrangement where the standard full-time working hours are still worked, but they are condensed down into fewer days than normal. Most often, this will result in a four-day working week rather than a five-day working week, although the exact arrangement may vary.

One common reason why employees might prefer this arrangement is because it allows for an extended three-day weekend rather than simply having two days off. Nevertheless, some employees might instead opt to have a day off in the middle of the week, allowing them to break the working week up or fit in other tasks.

An article for The Balance Careers highlights the fact that condensed workweeks can allow for a better work/life balance. The arrangement can also allow employers to retain staff who might otherwise look elsewhere for the flexibility they need. At the same time, it does also mean each individual day will be longer, which may not suit everyone.

Flextime

As a basic definition, flextime – also known as flexitime – refers to flexible working arrangements where employees are given the freedom to select when their working day begins and ends, as long as they work their contracted number of hours. Most commonly, this means simply adjusting precisely when their daily working hours take place.

So, for example, rather than working from 9 am to 5 pm each day, an employee may opt to work from 11 am to 7 pm on one day, and from 8 am to 4 pm on another. In some arrangements, workers may also extend their hours on one day to reduce their hours on another, as long as their weekly or monthly contracted hours are met.

Flextime can be especially useful for employees who might need to fit work around other commitments, such as dropping kids off at school or studying a college course. In some cases, the ability to adjust start and finish times can also assist with their commute, making it easier to access public transport, or avoid rush hour traffic.

Part-Time Work

Part-time work describes any form of employment that provides fewer weekly hours than a full-time job. Although the definition of what constitutes full-time work varies from location to location, a common cut-off point is 30 hours per week. In the United States, part-time work is defined as anything ranging from one hour to 34 hours per week.

For employers, part-time positions can be useful, allowing them to employ people to carry out work that will not take up sufficient time to justify a full-time position. For employees, part-time work can often be desirable, allowing them to earn money alongside other responsibilities, such as studying or raising children.

In certain industries, there may be 'off-season' periods during the year, but employers may still need some staff to continue to keep the business operational, and this may be another good example of when part-time employment can be beneficial. Part-time workers are usually not entitled to the same employee benefits as full-time staff.

Shift Work

Shift work describes an arrangement where the working day is divided into different shifts, which are then allocated to employees, meaning different groups of workers will be carrying out their duties at different times of the day. It is an especially common approach for employers who operate 24-hours a day, seven days a week.

As a result, employees may be asked to work hours which differ from conventional 9 to 5 working hours, and they may also have to work different hours from one day to the next or from one week to the next. For some employees, there may also be the option of working night shifts rather than day shifts.

For employers, shift work offers advantages in ensuring work can be carried out at all times of the day. However, shift work has also been linked with a variety of negative side effects related to employee well-being, which means it needs to be carefully managed in order to avoid putting undue stress on the workforce.

Job Sharing

Finally, job sharing is another flexible work arrangement, where two people are employed on a part-time basis, combining to carry out the work that would otherwise be done by one person employed on a full-time basis.

For employees, the appeal of job sharing is similar to the appeal of a part-time job, allowing greater flexibility to work alongside other commitments. For employers, it may sometimes be easier to find two people willing to work part-time hours, and theoretically, the amount of work done is the same as if a full-time employee were hired. It can also be beneficial in instances where one employee takes leave, meaning the role can still be fulfilled in some capacity.

Successful job-sharing arrangements rely on work being divided up cleanly so that everyone knows what they are doing at all times. Good communication between the employees sharing the role – and between the employees and the employer – is also necessary. Aside from greater flexibility, the reduced hours can have benefits in terms of reducing absences and improving well-being, especially in stressful roles.

The global workforce is changing rapidly and demand for flexibility in the workplace is growing, especially as remote work and telecommuting have become more viable and as people have become more aware of the importance of achieving a good work/life balance. For employers, the key is finding which of the flexible work arrangements will provide sufficient flexibility to keep workers happy without suffering a negative impact on productivity or work quality.

NEW TECHNOLOGIES IN MODERN FARMING

Innovation is more important in modern agriculture than ever before. The industry as a whole is facing huge challenges, from rising costs of supplies, a shortage of labor, and changes in consumer preferences for transparency and sustainability. Major technology innovations in the space have focused around areas such as indoor vertical farming, automation and robotics, livestock technology, modern greenhouse practices, precision agriculture and artificial intelligence, and blockchain.

Indoor Vertical Farming

Indoor vertical farming can increase crop yields, overcome limited land area, and even reduce farming's impact on the environment by cutting down distance traveled in the supply chain. Indoor vertical farming can be defined as the practice of growing produce stacked one above another in a closed and controlled environment. By using growing shelves mounted vertically, it significantly reduces the amount of land space needed to grow plants compared to traditional farming methods. This type of growing is often associated with city and urban farming because of its ability to thrive in limited space. Vertical farms are unique in that some setups don't require soil for plants to grow. Most are either hydroponic, where vegetables are grown in a nutrient-dense bowl of water, or aeroponic, where the plant roots are systematically sprayed with water and nutrients. In lieu of natural sunlight, artificial grow lights are used.

Vertical farming can control variables such as light, humidity, and water to precisely measure year-round, increasing food production with reliable harvests. The reduced water and energy usage optimizes energy conservation - vertical farms use up to 70% less water than traditional farms. Labor is also greatly reduced by using robots to handle harvesting, planting, and logistics, solving the challenge farms face from the current labor shortage in the agriculture industry.

Farm Automation

Farm automation, often associated with "smart farming", is technology that makes farms more efficient and automates the crop or livestock production cycle. An increasing number of companies are working on robotics innovation to develop drones, autonomous tractors, robotic harvesters, automatic watering, and seeding robots. Although these technologies are fairly new, the industry has seen an increasing number of traditional agriculture companies adopt farm automation into their processes.

New advancements in technologies ranging from robotics and drones to computer vision software have completely transformed modern agriculture. The primary goal of farm automation technology is to cover easier, mundane tasks. Some major technologies that are most commonly being utilized by farms include: harvest automation, autonomous tractors, seeding and weeding, and drones. Farm automation technology addresses major issues like a rising global population, farm labor shortages, and changing consumer preferences. The benefits of automating traditional farming processes are monumental by tackling issues from consumer preferences, labor shortages, and the environmental footprint of farming.

Livestock Farming Technology

The traditional livestock industry is a sector that is widely overlooked and under-served, although it is arguably the most vital. Livestock provides much needed renewable, natural resources that we rely on every day. Livestock management has traditionally been known as running the business of poultry farms, dairy farms, cattle ranches, or other livestock-related agribusinesses. Livestock managers must keep accurate financial records, supervise workers, and ensure proper care and feeding of animals. However, recent trends have proven that technology is revolutionizing the world of livestock management. New developments in the past 8-10 years have made huge improvements to the industry that make tracking and managing livestock much easier and data-driven. This technology can come in the form of nutritional technologies, genetics, digital technology, and more.

Livestock technology can enhance or improve the productivity capacity, welfare, or management of animals and livestock. The concept of the ‘connected cow’ is a result of more and more dairy herds being fitted with sensors to monitor health and increase productivity. Putting individual wearable sensors on cattle can keep track of daily activity and health-related issues while providing data-driven insights for the entire herd. All this data generated is also being turned into meaningful, actionable insights where producers can look quickly and easily to make quick management decisions.

Animal genomics can be defined as the study of looking at the entire gene landscape of a living animal and how they interact with each other to influence the animal’s growth and development. Genomics help livestock producers understand the genetic risk of their herds and determine the future profitability of their livestock. By being strategic with animal selection and breeding decisions, cattle genomics allows producers to optimize profitability and yields of livestock herds.

Sensor and data technologies have huge benefits for the current livestock industry. It can improve the productivity and welfare of livestock by detecting sick animals and intelligently recognizing room for improvement. Computer vision allows us to have all sorts of unbiased data that will get summarized into meaningful, actionable insights. Data-driven decision making leads to better, more efficient, and timely decisions that will advance the productivity of livestock herds.

Modern Greenhouses

In recent decades, the Greenhouse industry has been transforming from small scale facilities used primarily for research and aesthetic purposes (i.e., botanic gardens) to significantly more large-scale facilities that compete directly with land-based conventional food production. Combined, the entire global greenhouse market currently produces nearly US \$350 billion in vegetables annually.

Nowadays, in large part due to the tremendous recent improvements in growing technology, the industry is witnessing a blossoming like no time before. Greenhouses today are increasingly emerging that are large-scale, capital-infused, and urban-centered.

The entire global greenhouse market currently produces nearly US \$350 billion in vegetables annually.

As the market has grown dramatically, it has also experienced clear trends in recent years. Modern greenhouses are becoming increasingly tech-heavy, using LED lights and automated control systems to perfectly tailor the growing environment. Successful greenhouse companies are scaling significantly and located their growing facilities near urban hubs to capitalize on the ever-increasing demand for local food, no matter the season. To accomplish these feats, the greenhouse industry is also becoming increasingly capital-infused, using venture funding and other sources to build out the infrastructure necessary to compete in the current market.

Precision Agriculture

Agriculture is undergoing an evolution - technology is becoming an indispensable part of every commercial farm. New precision agriculture companies are developing technologies that allow farmers to maximize yields by controlling every variable of crop farming such as moisture levels, pest stress, soil conditions, and micro-climates. By providing more accurate techniques for planting and growing crops, precision agriculture enables farmers to increase efficiency and manage costs.

Precision agriculture companies have found a huge opportunity to grow. A recent report by Grand View Research, Inc. predicts the precision agriculture market to reach \$43.4 billion by 2025. The emerging new generation of farmers are attracted to faster, more flexible startups that systematically maximize crop yields.

Blockchain

Blockchain's capability of tracking ownership records and tamper-resistance can be used to solve urgent issues such as food fraud, safety recalls, supply chain inefficiency and food traceability in the current food system. Blockchain's unique decentralized structure ensures verified products and practices to create a market for premium products with transparency.

Due to the nature of perishable food, the food industry at whole is extremely vulnerable to making mistakes that would ultimately affect human lives. When foodborne diseases threaten public health, the first step to root-cause analysis is to track down the source of contamination and there is no tolerance for uncertainty.

Blockchain can be used to solve urgent issues such as food fraud, safety recalls, supply chain inefficiency and food traceability in the current food system.

Consequently, traceability is critical for the food supply chain. The current communication framework within the food ecosystem makes traceability a time-consuming task since some involved parties are still tracking information on paper. The structure of blockchain ensures that each player along the food value chain would generate and securely share data points to create an accountable and traceable system. Vast data points with labels that clarify ownership can be recorded promptly without any alteration. As a result, the record of a food item's journey, from farm to table, is available to monitor in real-time.

The use cases of blockchain in food go beyond ensuring food safety. It also adds value to the current market by establishing a ledger in the network and balancing market pricing. The traditional price mechanism for buying and selling relies on judgments of the involved players, rather than the information provided by the entire value chain. Giving access to data would create a holistic picture of the supply and demand. The blockchain application for trades might revolutionize traditional commodity trading and hedging as well. Blockchain enables verified transactions to be securely shared with every player in the food supply chain, creating a marketplace with immense transparency.

Artificial Intelligence

The rise of digital agriculture and its related technologies has opened a wealth of new data opportunities. Remote sensors, satellites, and UAVs can gather information 24 hours per day over an entire field. These can monitor plant health, soil condition, temperature, humidity, etc. The amount of data these sensors can generate is overwhelming, and the significance of the numbers is hidden in the avalanche of that data.

The idea is to allow farmers to gain a better understanding of the situation on the ground through advanced technology (such as remote sensing) that can tell them more about their situation than they can see with the naked eye. And not just more accurately but also more quickly than seeing it walking or driving through the fields.

Remote sensors enable algorithms to interpret a field's environment as statistical data that can be understood and useful to farmers for decision-making. Algorithms process the data, adapting and learning based on the data received. The more inputs and statistical information collected, the better the algorithm will be at predicting a range of outcomes. And the aim is that farmers can use this artificial intelligence to achieve their goal of a better harvest through making better decisions in the field.

THE MOST FAMOUS CURRENCIES IN THE WORLD

US dollar (USD) - \$

The US dollar is the official currency of the United States. There are several reasons for its popularity. Firstly, the US is the world's largest economy and a powerhouse in international trade. Secondly, the US dollar is the world's primary 'reserve currency', held by central and commercial banks for the purposes of international transactions and investment – estimated to make up nearly 63% of currency reserves by volume. And thirdly, many commodities are priced in dollars, including gold, oil and copper.

Ecuador, Panama and El Salvador use the dollar – either officially or as their de facto currency.

Coin – cent, 1 dollar = 100 cents

Euro (EUR) - €

The euro is the official currency of the European Union (EU) and it is issued by the European Central Bank (ECB).

The popularity of the euro is primarily down to the scale and economic clout of the area in which it is used – the eurozone. This comprises 19 of the 28 countries within the EU.

Coin – cent, 1 Euro = 100 cents

Japanese yen (JPY) - ¥

The Japanese yen is the official currency of Japan. It is also the third biggest reserve currency – estimated to make up around 4.9% of global currency reserves. It is issued by the Bank of Japan (BoJ).

Coin – sen, 1 yen = 100 sen

The pound sterling (GBP) - £

The pound sterling is the official currency of the United Kingdom and its territories. It is also the fourth biggest reserve currency – estimated to account for 4.5% of global reserves by value.

Coin – penny, 1 pound = 100 pence

Chinese renminbi (RMB) - ¥

The Chinese renminbi – sometimes referred to colloquially as the 'yuan' – is the official currency of the People's Republic of China. It is also the seventh most held reserve currency – estimated to account for 1.23% of global reserves. It is issued by the People's Bank of China (PBoC).

1 renminbi = 100 fen

THE MOST FAMOUS BUSINESS HOTELS IN THE WORLD

InterContinental Dubai Festival City, an IHG Hotel (Dubai, United Arab Emirates)

InterContinental Dubai Festival City boasts a convenient location merely a 10 minute drive from Dubai airport and in close proximity to many places of interest, making it an ideal destination for business travellers. The hotel also offers Executive rooms and suites with all the amenities for a comfortable stay, as well as 19 spacious and lavish venues for business meetings, corporate events and conferences.

Price of twin room per night \$ 838.

Lotte Hotel World (Seoul, South Korea)

This luxurious business hotel features a spacious and fully-equipped business centre at the lobby floor, which offers translation/interpretation services, workstations with computers, internet access, conference rooms with capacity of up to 11 guests, printing and fax services and many more. The business centre is open on weekdays from 8:30 to 20:00 and on weekends and holidays from 9:00 to 18:00.

Price of twin room per night \$ 485.

Trump International New York (New York NY, United States)

Located in an impressive skyscraper building, just a few steps away from Central Park and the Fifth Avenue, Trump International New York is an ideal hotel for all business travelers. It features comfortable and elegant rooms and suites with workspace for those who have visited New York for business purposes, as well as spacious meeting venues where you can organize the most successful business meetings and events.

Price of twin room per night \$ 1149.

Shangri-La Tokyo (Tokyo, Japan)

This luxury hotel boasts a privileged location right in the heart of Tokyo, while also offering a sophisticated and tranquil atmosphere, ideal for business travellers and corporate events. Private meeting rooms and larger venues are available at the hotel's 27th floor, along with expert staff who can guide you throughout the planning of your business event. Business guests can choose one of the hotel's Presidential Suites, which are spacious and lavish, with plush bedding and sprawling views over the city.

Price of twin room per night \$ 2 131.

Grand Hyatt Hong Kong (Hong Kong, Hong Kong)

Apart from a convenient location facing the famous Victoria Harbour, Grand Hyatt Hong Kong is an ideal choice for business travellers who want to combine work with a luxurious stay. The hotel offers modern and elegant rooms and venues for business meetings and corporate events, some of which have floor-to-ceiling windows with sweeping views. All rooms are fully equipped with the latest technological equipment, allowing guests to seamlessly conduct their business.

Price of twin room per night \$ 630.

THE MOST FAMOUS INTERNATIONAL AIRPORTS IN THE WORLD

Hong Kong International Airport (HKG)

Hong Kong's international airport offers fast connections to the city from its island aerie, via an Airport Express that whisks travelers from terminal to city center in 24 minutes. It's also one of the region's top connecting hubs, with service to dozens of destinations in mainland China alone. Passengers on a layover appreciate the wide array of premium class lounges, amenities like nap rooms, and the Regal Airport Hotel, which Skytrax consistently ranks as one of the world's best airport hotels. Beyond mere convenience, the Regal includes seven bars, restaurants, and patisseries and the Thai-inspired OM Spa, which offers treatments like an aromatherapy massage with blue chamomile, ylang ylang, and rosemary.

Dubai International Airport (DXB)

Dubai International Airport is so staggeringly enormous that its Terminal 3 alone covers 18.4 million square feet, ranking it the second-largest building in the world by floor space. Unsurprisingly for a city that loves luxury, the airport also houses one of the world's biggest duty-free shopping centers, and over the years it's hosted such attention-grabbing amenities as a resident DJ program. As the base for flag airline Emirates, a Readers' Choice favorite, it is also served by scores of international airlines, and it's long been a popular stopover destination for North American travelers heading to East Asia or the South Pacific. Amenities like zen gardens and nap pods help pass the time on a stay of any length.

Abu Dhabi (AUH)

With boutiques like Coach, Fendi, Burberry, and Rolex, the home airport of Etihad Airways is a posh—if dangerously tempting—place to spend a layover, though there's also a luxury wellness spa if your tastes run more toward massages and manicures than retail therapy. If you aren't flying first or business class, the Al Dhabi Lounge in Terminal 1 offers surprisingly reasonable walk-in rates (about \$57 for three hours or \$100 for six hours), which gives you access to a hot buffet, showers, a work station, movies, and more. And for those traveling elsewhere in the United Arab Emirates, Etihad offers complimentary coach service to the airport from Dubai and Al Ain.

Zurich Airport (ZRH)

As Switzerland's largest international airport, Zurich is also the main hub for Swiss, which operates business-class and first-class lounges—and those clubs are no joke, thanks to champagne and whiskey bars. Looking for a place to buy some duty-free chocolate? There are dozens of shops here to browse. Travelers also like the variety of restaurants and bars, and if the weather cooperates, there's an outdoor observation deck with sweeping views of the action on the runways.

Seoul Incheon International Airport (ICN)

Seoul's main international airport opened 21 years ago on reclaimed land in the port city of Incheon and has been expanding ever since: A second passenger terminal debuted in 2018, part of the airport's aim to double its capacity to 100 million passengers annually. Primarily serving the country's two main airlines, Korean and Asiana, Incheon International also earns points for its spacious VIP lounges and amenities, including an indoor skating rink, a spa, and a "Cultural Street" with local cuisine and dance performances. While it's 30 miles from the capital, a high-speed rail link makes the trip from terminal to city center in 43 minutes.

Singapore Changi Airport (SIN)

Changi may have fallen one spot since last year, but it'll always be a Readers' Choice Awards mainstay, given that it's home to your favorite carrier, Singapore Airlines. In addition to being an ideal gateway to dozens of locations in the region, Changi has emerged as a destination in its own right: In 2019, the airport debuted the Moshe Safdie-designed Jewel, which includes indoor forests and waterfalls and the 14,000-square-foot Canopy Park, all under a massive glass dome. Elsewhere, you'll find open-air decks, the world's first airport butterfly garden, a free 24-hour movie theater, and even a rooftop pool and hot tub overlooking the runways.

Istanbul Airport (IST)

For centuries, Istanbul has sat at the crossroads of international trade and travel, so it's only natural that the Turkish city has finally stepped into its position as a global transport hub in the age of air travel as well. Opened in 2018 amid great fanfare—and bold ambitions to become the world's biggest airport—the new IST gets praise for its modern design by Grimshaw Architects, which has netted awards for its emphasis on efficiency and sustainability. With high-tech touches like a fleet of robots to direct passengers through the 818-million-square-foot hub and runway capacity to move a total of 90 flights per hour, the airport is poised to take off as a major global player.

Tokyo Haneda Airport (HND)

For years, Tokyo's Haneda was primarily a domestic airport, but it's gaining long-distance flights—and a strong international following. What accounts for its popularity? Simply put, it's not Narita, the country's bustling international hub that's a 45-mile drive from the capital, notorious for, among other things, the \$200 cab fare it takes to get there. Haneda, by contrast, is just ten miles from the city center, but it's not just proximity that wins over fliers: Haneda gets high marks for the comfort and cleanliness of its terminals, a wide array of shopping and dining options, and fast and efficient transportation links to downtown Tokyo.

Munich Airport, Germany

Munich Airport is Europe's only airport to be rated five-stars by air transport ranking organisation Skytrax, maintaining its high quality from the first award in 2015 to its renewal in March 2017.

A number of activities are on offer for passengers spending their time at the airport, including mini-golf, a stationary surf wave, a brewery, and Napcabs, as well as a Christmas market.

The airport has a Visitor's Park with its own railway station for sightseers. It features a Visitors Hill for a view of the apron, as well as a display of three historic aircraft. On the roof of Terminal 2, there is a Visitor's Terrace with a balcony and seating areas for both passengers and the public.

THE MOST FAMOUS INTERNATIONAL RAILWAY STATIONS IN EUROPE

Gare Du Nord Train Station, Paris

Gare du Nord in Paris (Gare word meaning in French is Train Station, Nord in French is North) is the busiest train station in Europe. There are close to 700,000 passengers that pass through the train station daily. The train station is located close to the 10th arrondissement in the North of Paris, so most of the passengers are Parisians. Only 3% of the train's passengers are tourists that arrive from or to the UK by Eurostar train.

The busiest train station in Europe was built in 3 years, between 1861 and 1864. The architect designed 9 remarkable statues that decorate the train station inside and 23 statues decorate the station's facade. The statues represent the main European cities that the train connects to Paris.

The remarkable train station was expanded twice over the years and is expected to be expanded again due to the growing number of passengers and rail lines.

Paris-Nord is the train station for traveling to Northern France and international destinations, for example, Germany, London, and Amsterdam. Thus, this busy train station will provide you with all the travel essentials for your holidays in France. There are shops, a tourist information center, coffee shops, and baggage lockers if you want to explore Paris comfortably for a few hours before your train departs.

Hamburg Hbf, Germany

More than 500,000 passengers pass through Hamburg Hbf (Hbf is the short word for Hauptbahnhof which translates to Central station) train station in Germany. Thus, it is the second busiest train station in Europe.

The train station was built in 4 years and the architects Heinrich Reinhardt and Georg Subenguth designed it. The train station was opened in 1906 and in 1991 a shopping center was added to the northern bridge, where there are restaurants, kiosks, a pharmacy, and service centers.

If you are planning to train travel to Germany, you could enjoy classical music. So, while you are shopping for last-minute souvenirs, travel essentials, and grabbing a bite to eat, you are most welcome to listen and enjoy Vivaldi's Four Seasons.

Zurich HB Central Railway Station, Switzerland

The largest train station in Switzerland is in Zurich. The Zurich HB (HB is like Hbf and it means Hauptbahnhof = Central Station) train station is one of the busiest railway stations in Europe. The busy Swiss train station connects Switzerland with cities across the country and with neighboring countries. There are 13 platforms and 2,915 trains depart to Germany, Italy, France, and Austria daily. Therefore, the Zurich railway station is one of the busiest train stations in the world.

Another thing that makes this train station the busiest in Europe is that there is actually hustling & bustling city life inside the station. For instance, depending on your time of travel, you could enjoy Christmas markets and street parades.

The Zurich train station is located in the Old Town of Zurich. The Sihl river passes through the station, this means that there are railway tracks above and below it.

Also, the Zurich train station connects Switzerland to France, Germany, Italy, Czech Republic, and Austria.

Similar to the other international train stations, there is a currency exchange office, ticket office, luggage storage, tourist information center, and Wi-Fi internet in Zurich's train station. So, in case you have forgotten to pack something for your vacation in Switzerland, no worries because at the station you can find everything.

Rome Termini Train Station, Italy

Up to 150 million passengers arrive and depart the Rome railway station every year.

Rome railway station connects Rome Termini with other cities in Italy via Trenitalia. In addition, the rail station connects Italy to neighboring countries via 29 platforms. For example, from Rome Termini, you can travel to Geneva in Switzerland, Munich in Germany, and Vienna in Austria.

Rome train station has everything a traveler might need to train travel in Europe or Italy. Therefore, at the entrance hall, you will find a currency exchange office, restaurants, taxi services, and luggage facilities. Everything is planned and designed to make your travels go as smoothly as possible.

Munich Hauptbahnhof Train Station, Germany

Today there are 32 platforms in one of the busiest train stations in Europe. In addition, there are InterCity and EuroCity train services to most of Germany, and Italy, France, Switzerland, and Austria. From Munchen Hauptbahnhof railway station you can travel to Berlin, Frankfurt, Vienna or take a train to Venice and Rome in Italy, Paris, and Zurich.

Around 127 million passengers visit the Munich train station annually. This outstanding number makes the station one of the busiest train stations in Europe.

Similar to the other train stations mentioned above, the Munich train station offers many facilities and services to travelers. For instance, you can find food shops, gift shops, and even a children & youth museum in the train station.

Outside of the station, you will find the U-Bahn underground metro, taxi services, and tram lines that will take you anywhere in Munich.

St. Pancras station, London

St. Pancras railway station, also known as London St Pancras or St Pancras International is a central London railway terminus on Euston Road in the London Borough of Camden. The station is the London terminus for Eurostar's high-speed trains to Paris, Brussels, Amsterdam and Lille via the Channel Tunnel.

St. Pancreas station was opened in 1868 and is one of the wonders of Victorian engineering. Along with the former Midland Grand Hotel, it is a masterpiece of Victorian Gothic architecture and one of the most elegant stations in the World.

The station has an impressive range of shops including Fortnum & Mason, Calvin Klein, Chanel, Hamleys, Marks & Spencer, Paperchase and the White Company. There are also a selection of fantastic bars and restaurants like The Booking Office, Prime Burger, Yo! Sushi, and Searcys Brasserie & Champagne Bar.

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Вихідні дані

Навчальне видання

СТАСЮК ТЕТЯНА ВАЛЕРІЇВНА
ОЛЕНА СЕРГІЇВНА РЕЗУНОВА

ДІЛОВА АНГЛІЙСЬКА МОВА

Навчальний посібник

