

С. А. Шевелева

АНГЛИЙСКИЙ ЯЗЫК ДЛЯ ЭКОНОМИСТОВ ГРАММАТИКА

УЧЕБНОЕ ПОСОБИЕ



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Данное учебное пособие по грамматике английского языка предназначается для студентов экономических вузов. Пособие состоит из 70 разделов, включающих правила (на русском языке), примеры (с переводом на русский язык) и упражнения по основным грамматическим темам. Ключи к упражнениям даются в конце пособия.

Примеры и упражнения используют экономическую и общебытовую лексику, небольшие газетные и журнальные статьи, диалоги, выступления, графики и различные схемы. В приложении дается словарь и необходимый суммирующий материал.

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Шевелева Светлана Александровна

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Учебное пособие

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Данное учебное пособие в первую очередь предназначено для студентов экономических факультетов высших учебных заведений. Оно может также использоваться учащимися других учебных заведений экономической, коммерческой, деловой направленности обучения. Пособие можно также рекомендовать всем, кто хотел бы улучшить свои знания грамматики английского языка по аспекту «Экономика и деловая активность».

Основная часть пособия состоит из 70 грамматических тем, каждая из которых предлагается в одном формате: одна страница правил с примерами и три страницы несложных упражнений.

Грамматический материал отобран при соблюдении особенностей функциональной грамматики по теме «Экономика и деловая активность». Правила излагаются на русском языке. Приводимые примеры даются с переводом на русский язык.

Абсолютное большинство примеров, иллюстрирующих правила, и материалы упражнений строятся на материалах газеты Financial Times, журнала The Economist, а также современных учебников соответствующей направленности, изданных в последние годы в Англии.

Пособие направлено на развитие навыков говорения и перевода с английского языка на русский, и наоборот. Упражнения пособия включают большое количество творческих заданий на базе кратких текстов, графиков, диаграмм, таблиц.

В конце пособия предлагается англо-русский словарь экономической и околоделовой лексики, сводный материал по глаголам, употребление которых, как знают все преподаватели, связано с возникновением типичных ошибок. Кроме того, здесь же приводятся небольшие подборки глаголов и других частей речи, сделанные по принципу практических целей высказываний. В помощь учащимся также дается сводный материал по описанию соответствующих графических изображений. И, конечно, даются ключи ко многим упражнениям пособия. Но не спешите в них заглядывать!

Надеюсь, что это пособие вам очень пригодится.

Желаю вам успехов в учебе и работе!

1

Настоящее простое время (Present Simple или Present Indefinite)

Примеры

- 1 They usually **raise** their prices at the beginning of the year.
Обычно они повышают цены в начале года.
- 2 How often **do** they **publish** reports?
Как часто они публикуют обзоры?
- 3 The conference **starts** on September 30.
Конференция начинается 30 сентября.

Образование

<i>Утвердительная форма</i>	<i>Отрицательная форма</i>	<i>Вопросительная форма</i>
I work 6 hours a day. We/you/they work ... He/she/it works ...	I do not (don't) write reports. We/you/they do not (don't) write... He/she/it does not (doesn't) write...	Do you need more information? Do we/you/they need ...? Does he/she/it need ...?

Значение

Настоящее простое время употребляется для выражения:

- 1 **Обычного, повторяющегося действия в настоящем времени:**
They often **visit** this plant in South America.
Они часто посещают этот завод в Южной Америке.
- 2 **Постоянной характеристики или данных для настоящего времени:**
The company **manufactures** a wide range of plastics.
Компания производит широкий ассортимент изделий из пластмассы.
- 3 **Продолжающегося действия в настоящем времени (в заголовках газетных и журнальных статей):**
Spanish property boom **ends**.
Бум на недвижимость в Испании заканчивается.
- 4 **Будущего действия, которое произойдет в соответствии с графиком или расписанием:**
When **does** the new plant **open**? — It **opens** officially on July 1.
Когда открывается новый завод? — Официально он открывается 1 июля.

Употребление

С настоящим простым временем часто употребляются следующие наречия:

usually always often sometimes rarely seldom

Данные наречия могут стоять перед глаголом или в начале предложения:

Absenteeism **usually** increases before Christmas.

Usually absenteeism increases before Christmas.

Абсентизм обычно увеличивается перед Рождеством.

Exercise 1

Read and translate these sentences:

- 1 They always provide a good service.
- 2 The company often has face-to-face meetings with customers.
- 3 This company occasionally employs external consultants.
- 4 They do not grow vegetables.
- 5 We do not need timber to do this job.
- 6 Capital markets face a critical period.
- 7 This rate normally hovers slightly above the Federal Funds rate.
- 8 Tokyo hopes to use Japan's strength in developing devices such as mobile phones and car navigation systems.
- 9 Some experts question if a state-led project is capable of overhauling Google.

Exercise 2

Use the verbs in Present Simple:

- 1 Large industrial installations often (*to create*) problems with pollution and noise.
- 2 This factory (*to produce*) washing machines and microwave cookers.
- 3 It (*to help*) firms to increase outputs of diesel locomotives.
- 4 They (*to grow*) wheat, rye and potatoes in these lands.
- 5 Production (*to include*) the outputs of physical goods and services.
- 6 Economic growth (*to require*) more investments for the production of more capital goods.
- 7 His aids (*to believe*) the next election will be won by neutralising the issue of the economy and fighting Labour on the state of public services.

Exercise 3

Choose the right verb and use it in Present Simple:

to employ to use to supply to work to develop

Softcraft produces computer software for business applications. The company (1) ... programmes for general business applications. In addition, Softcraft (2) ... customised software for individual requirements. Softcraft (3) ... 85 people. About 40 of these (4) ... in programme development. The company also (5) ... external consultants.

Exercise 4

Translate into English:

- 1 Обычно они производят стиральные машины.
- 2 Как правило, они используют труд женщин.
- 3 Они увеличивают выпуск продукции каждый год.
- 4 На этих землях они иногда выращивают рожь.
- 5 Компании требуются большие инвестиции.

Exercise 5

Use the verbs in Present Simple, negative:

- 1 The corporation (*to operate*) like an asset-management fund.
- 2 Mr Lee (*to serve*) as the corporation chairman.
- 3 Authorities (*to refuse*) to give a breakdown on the ethnic composition of the workforce.
- 4 The factory managers (*to cut*) orders.
- 5 Policymakers (*to fear*) that this will threaten economic growth.
- 6 They (*to expect*) the Fed to cut interest rates this month.
- 7 They (*to want*) to cut banks' profit on loans.

Exercise 6

Translate into English:

- 1 Они не хотят использовать кредиты.
- 2 Бизнесмены не надеются на снижение процентной ставки.
- 3 Он не является руководителем фирмы.
- 4 Он не отказывается снижать цены.
- 5 Они не боятся, что это будет угрожать экономическому росту.

Exercise 7

Write questions to these sentences starting with the given words:

- 1 The gross domestic product figure shows an increase of just 0.3 per cent.
What increase
- 2 They sometimes publish unauthorised information.
Do
- 3 The Association groups the EU's 13 leading vehicle-makers.
How many
- 4 The Transport and Environment campaign group suggests a rating by car size.
Who
- 5 Chinese officials now see a pressing need to secure long-term gas supplies.
Do
- 6 The production depends on many factors.
Does

Exercise 8

Write a short dialogue using these instructions and prompts for answers:

- | | | |
|-------------------------------------|---|------------------|
| Ask what the company produces. | → | office equipment |
| Ask about the number of employees. | → | 500 |
| Ask about the type of products. | → | TV sets |
| Ask about the volume of production. | → | ... sets daily |

Exercise 9

Translate into English:

- 1 Кто обычно производит эти автомобили?
- 2 От чего зависят их поставки газа?
- 3 Вы видите эти цифры?
- 4 Сколько автомобилей они производят за год?
- 5 Что он предлагает?
- 6 Где они обычно встречаются?
- 7 Какие вопросы они обсуждают в этих случаях?

Exercise 10

Underline the verbs and translate these titles of newspaper items:

BMW's profit falls 38 per cent

FERRARI DRIVES ITS WAY TO TOP

**EU states agree to loosen
TV product placement rules**

WARSAW THREATENS TO SCUPPER EU-RUSSIA ENERGY SUMMIT

Russian gas deal with China raises
fears of cuts to Europe

RUSSIAN SHIPPING GROUP SEEKS SALE TO STATE

Investors fail to warm to Peugeot's big plan

PRESSURE TO REFORM MOUNTS ON GERMAN BANKS

GERMANY DEBATES MORE AFGHAN AID

Kazakhstan seeks \$10bn oil damages from Eni

Exercise 11

Read and retell this extract from an article published in the Financial Times:

FUEL NEEDS FORCE CHINA BACK TO GAS MARKETS

The agreement sets a new benchmark for LNG supplies into China and underlines Shell's commitment to Chinese LNG customers and to the Gordon project. China realises Iran has a lot of challenges with LNG.

Note: LNG — liquid natural gas.

Примеры

- 1 This equipment **is** outdated.
Это оборудование устарело.
- 2 This question **is not (isn't)** very clear.
Вопрос не очень ясен.
- 3 What **are** their profits?
Какова их прибыль?

Образование

Утвердительная форма	Отрицательная форма	Вопросительная форма
I am ('m) an economist. He/she is ('s) ... You are ('re) ... We/you/they are ('re) economists.	I am ('m) not a banker. He/she is not (isn't) ... You are not (aren't) ... We/you/they are not (aren't) accountants.	Are you an accountant? Is he/she...? Are we/you/they accountants?

Значение

Глагол **to be** в настоящем простом времени выражает постоянную или временную характеристику:

- 1 **Лица/лиц:**
They **are** very reliable customers.
Они очень надежные клиенты.
- 2 **Предмета/предметов:**
These prices **are** quite competitive.
Эти цены вполне конкурентоспособны.
- 3 **События/событий:**
The latest events in this country **are** very important.
Последние события в этой стране очень важны.
- 4 **Факта/фактов:**
This information **is** very dubious.
Это очень сомнительная информация.

Употребление

Наречия **always, usually, often, sometimes, rarely, seldom** обычно ставятся после глагола **to be**:

He says such negotiations are **always** a gamble.
Он говорит, что такие переговоры всегда рискованны.
Is he **always** right?
Он всегда прав?
This is not **always** the case.
Это не всегда так.

Exercise 1

Read and translate these sentences:

- 1 The merger of Suez and Gas de France is a template for the development of the continent's energy policy.
- 2 The question is how Japanese companies like Sharp and Matsushita can be encouraged to provide services.
- 3 The message is the recent turbulence in the banking sector.
- 4 We are ready to start a new page in our relations with Indonesia.
- 5 Half of their investments are in equities.
- 6 From the Commission's perspective, the deal is vastly preferable.
- 7 Their views are absolutely contradictory.
- 8 It is the lack of transparency that has provoked the most controversy.

Exercise 2

Use the verb *to be* in Present Simple:

- 1 It... a good start to the year.
- 2 This... a global trend.
- 3 These sales... essential to boost their market share.
- 4 Porsche... one of the world's most profitable carmakers.
- 5 The board of Volkswagen... a major shareholder in Swedish truckmaker Scania.
- 6 His comments... the latest indications of the invasion of the Asian furniture market.
- 7 Best Buy, the largest electronic chain in the US, ... in talks to buy a stake in its Chinese rival, Five Star Appliance.

Exercise 3

Translate into English:

- 1 Эта тенденция наблюдается во многих странах.
- 2 Компания является ведущим производителем автомобилей.
- 3 Это его последние замечания.
- 4 Их продажи очень значительны.
- 5 Это важный для нас рынок.

Exercise 4

Make these sentences negative like this:

(The inflation rate is very high.)

The inflation rate isn't very high at the moment.

- 1 Their reaction is very nervous.
- 2 Entry regulations are strict.
- 3 It is a good sign.
- 4 Their relations are stable and mutually beneficial.

- 5 Their current targets are only 3 per cent.
- 6 Most of their plants are outdated.
- 7 These markets are active in most countries.

Exercise 5

Translate into English:

- 1 Инфляция в этом месяце невелика.
- 2 Их правила не очень строгие.
- 3 Рынок сейчас неактивен.
- 4 Их реакция неясна.
- 5 Наши отношения сейчас не очень хорошие.

Exercise 6

Write mini-dialogues using this example:

(Investing is a hazardous business.)
— *Is investing a hazardous business?*
— *Oh, yes, it is. / I wouldn't say so.*

- 1 These countries are as dependent as ever.
- 2 RTL is Europe's largest broadcaster.
- 3 South Korea's flagship carrier is ready for free competition in Asia.
- 4 Peter Harbison is the head of the Centre for Asia Pacific Aviation.
- 5 The Shanghai domestic-currency market is still up 20 per cent since the start of the year.
- 6 Tony Tan, the former prime minister, is the executive director of the corporation now.
- 7 The agenda of the meeting is unclear.

Exercise 7

Translate into English:

- 1 Это самая большая вещательная компания во Франции?
- 2 Это повестка дня для следующего собрания?
- 3 Документ уже готов?
- 4 Он является главой фирмы?
- 5 Это новый рынок для Китая?

Exercise 8

Use the verbs in Present Simple:

- 1 Phil Murtaugh (*to be*) the former head of General Motors in China who now (*to run*) Shanghai Auto's International branch.
- 2 Arcelor Mittal (*to be*) the world's biggest steelmaker and it (*to want*) to sell one of the two large steel plants in the US.

- 3 We (*not to think*) fixed-price contracts (*to be*) appropriate for development activity.
- 4 The star lot at Christie's (*to be*) Andy Warhol's *Green Car Crash* of 1963, which it (*to expect*) to sell for \$25m to \$35m.
- 5 The New York sales (*to start*) tomorrow and the experts (*to be*) very optimistic.
- 6 This (*to be*) a desktop computer equipped with a Via processor that (*to run*) on a maximum of 20 watts.

Exercise 9

- a** Read this extract from an article published in the Financial Times:

IKEA STICKS WITH FOCUS ON EUROPE

Ikea, Europe's largest home furnishings group, sees scope for 'endless' expansion in the region, although it criticises the European Union for slow progress with harmonising business conditions in member states.

Ikea is not a public company and does not disclose its financial performance. Ikea plans to build at least 10 smaller city-centre outlets in the UK. Next in line is a store in Ashton, near Manchester, due to open in October.

- b** Match the verbs and their translations into Russian, say in what forms they are used in the text:

- 1 to stick
- 2 to see
- 3 to criticise
- 4 to be
- 5 to disclose
- 6 to plan
- 7 to open

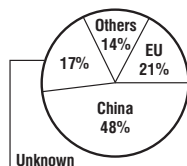
- a** видеть
- b** раскрывать
- c** планировать
- d** открывать
- e** быть
- f** критиковать
- g** оставаться, придерживаться

- c** Translate the text into Russian.

Exercise 10

Look at this pie chart and answer the questions given on the right:

Dangerous consumer products



Rapex notifications
(the year share by country of origin
of notified product)

- 1 Do you know that Rapex is European rapid alert system for dangerous products?
- 2 Does the chart reflect the high level of imports to the European Union countries from China?
- 3 What else does the chart show?

Примеры

- 1 Last year the labour law **changed**.
В прошлом году трудовое законодательство изменилось.
- 2 At that time they **did not (didn't) need** to ask the bank for an overdraft.
В это время им не нужно было просить в банке овердрафт.
- 3 — When **did** they **finish** stocktaking?
— They **put** the final details into the system three days ago.
— Когда они закончили инвентаризацию?
— Они внесли последние изменения в систему (учета) три дня тому назад.

Образование

Утвердительная форма	Отрицательная форма	Вопросительная форма
Last year I/you/he/she/it/ we/they worked in personnel. Last year I/he/she was a student. Last year you/we/they were students.	At that time I/you/he/she/it/ we/they did not (didn't) know the forecast. At that time I/he/she was not (wasn't) in Moscow. At that time you/we/they were not (weren't) in Moscow.	Did I/you/he/she/it/ we/they know the answer? Was I/he/she in London? Were you/we/they in London?

Значение

Прошедшее простое время употребляется для выражения:

- 1 **Действия, совершившегося или совершавшегося в прошлом:**
I **heard** about this takeover last week.
Я услышал об этом поглощении фирмы на прошлой неделе.
- 2 **Ряда последовательных действий в прошлом:**
Last year they **introduced** a new quality control system. After that the number of rejects **reduced** by 10 per cent.
В прошлом году они ввели новую систему контроля качества. Вскоре после этого количество брака сократилось на 10%.

Употребление

С прошедшим простым временем часто употребляются следующие указатели прошлого:

<i>yesterday</i>	<i>on + day/date (on Monday, on 6 November, 1917)</i>
<i>ago</i>	<i>in + month/year (in May, in 1945)</i>
<i>last</i>	<i>at that time</i>

Данные указатели обычно ставятся в начале/конце предложения или после глагола **to be**:

They cancelled all the flights due to labour unrest **yesterday**.

Вчера из-за забастовки они аннулировали все рейсы.

He was **yesterday** on an official visit to Italy.

Вчера он был в Италии с официальным визитом.

Exercise 1

Read and translate the sentences:

- 1 Hu Jintao, China's president, presided over the signing of a 20-year agreement between PetroChina and Royal Dutch Shell.
- 2 France and Germany launched a plan of their own more than two years ago.
- 3 The Commission reaffirmed its projections.
- 4 Its move reflected policymakers' optimism.
- 5 The impact of the US subprime mortgage crisis on the European economy proved limited.
- 6 The company refused to give information about a failed attempt to set up a branch.
- 7 At this week's conference the president called this policy a success.
- 8 The Portuguese president was keen to put the limits on European integration.
- 9 Washington rejected North Korea's claim.

Exercise 2

Use the verbs in Past Simple in this extract and retell the text:

On Monday Diano Ltd. (*to report*) increased profits for the year. Exports (*to climb*) by 20 per cent last year but domestic sales (*to fall*) by 5 per cent. Two months ago the company (*to set up*) new sales offices in France and Singapore. On the Milan Stock Exchange yesterday the company's share price (*to rise*) by 1.1 euro to 1.5.

Exercise 3

Write a short history of LINCO using this information:

Jan	TELCO reports profits of \$28m (increase of 25 per cent)
June	TeleResearch (TR) produces prototype of Linco Mobile Phone
Sept	TR offers TELCO a licence agreement
Oct	TELCO offers to buy Linco Mobile Phone for \$2.5m TR rejects the offer
Nov	TELCO suggests a joint venture negotiations begin
Jan	TELCO and TR form a joint venture company, LINCO

Exercise 4

Translate into English:

- 1 Он использовал эту информацию для доклада.
- 2 Они заключили лицензионное соглашение в прошлом году.
- 3 Переговоры начались вчера.
- 4 Они организовали совместное предприятие в начале года.
- 5 В прошлом месяце они предложили купить эту фирму.

Exercise 5

Make these sentences negative like this, and translate them into Russian:

(They resolved the dispute last week.)

They didn't resolve the dispute last week.

- 1 They pledged to remove these barriers.
- 2 The company adopted this strategy at its annual meeting last year.
- 3 They complained about the use of its trademark name.
- 4 The businessmen forged some kind of secret verbal deal.
- 5 They were partners for a few years.
- 6 Their criticism was fierce.

Exercise 6

Translate into English:

- 1 Вчера они не решили всех проблем.
- 2 Тогда они не были партнерами.
- 3 Вчера его здесь не было.
- 4 Мы не забыли названия их фирмы.
- 5 Они не использовали это наименование.

Exercise 7

Complete this interview using the verbs in Past Simple:

-
- Journalist:* When... negotiations with the American company...?
(to begin)
- Mr Smith:* We... three months ago. (to start)
- Journalist:* And... you... agreement this morning? (to reach)
- Mr Smith:* That's right.
- Journalist:* Was the original idea yours or the American company's?
- Mr Smith:* At first we... the American company and we... some out-
line proposals. (to approach, to put forward)
- Journalist:* ...you... any major problems? (to have)
- Mr Smith:* No, as you know, we... many times and we... agreement
yesterday. (to meet, to reach)
-

Exercise 8

Translate into English:

- 1 Когда начались эти важные переговоры?
- 2 Они выдвинули это предложение вчера?
- 3 Почему они не достигли соглашения по этому вопросу?
- 4 Когда вы узнали об этом?
- 5 Что вы хотели посмотреть в этом городе?

Exercise 9

a Read this extract from a newspaper article:

ECONOMIC GROWTH IN US LOSES MOMENTUM

The US economy suffered a serious loss of momentum in the first three months of this year, new figures revealed yesterday, as growth fell to 1.3 per cent, its lowest in four years. The annualised growth rate fell a full half-point short of market expectations.

However, after an initial sharp response, financial markets recovered as investors took comfort in more detailed data suggesting that the underlying trajectory of the US economy was closer to 2 per cent growth.

b Match these verbs and their translations:

- | | |
|---------------------|---|
| 1 to lose | a предлагать |
| 2 to suffer | b брать |
| 3 to reveal | c падать |
| 4 to fall | d быть |
| 5 to recover | e терять |
| 6 to take | f восстанавливать(ся) |
| 7 to suggest | g испытывать, страдать, претерпевать |
| 8 to be | h показывать, раскрывать |

c Write the above verbs in Past Simple.

d Translate the text into Russian.

Exercise 10

Read this extract and answer the questions that follow:

Fast track: London-Paris record

Britain finally joined Europe's high-speed rail club yesterday when a Eurostar train set a record time of just over two hours from Paris to St Pancras station in London. The train hit speeds of 325 kph along a 39km stretch of track linking Ebbsfleet on the English coast to St Pancras.

Questions:

- 1** What was the record time of the journey from Paris to London?
- 2** What was the speed of the train in kilometres per hour?
- 3** On what stretch of track did the train run at this speed?
- 4** Do you remember when the Channel tunnel service began?
- 5** How long does it now take one to get from London to Paris by a Eurostar?

4

Будущее простое время (Future Simple или Future Indefinite)

Примеры

- 1 They expect that this decision **will cause** a lot of controversy.
Они думают, что это решение вызовет много споров.
- 2 They **will not (won't) sign** the document.
Они не будут подписывать этот документ.
- 3 When **will they be able** to come to an agreement?
Когда они смогут прийти к соглашению?

Образование

Утвердительная форма	Отрицательная форма	Вопросительная форма
I/you/he/she/it/we/they will arrive next Sunday.	I/you/he/she/we/they will not (won't) agree to this proposal.	Will you/he/she/they participate in the Fair?

Note: иногда для 1-го лица (I, we) используется вспомогательный глагол **shall** вместо **will**.

Значение

Будущее простое время употребляется для выражения действия, которое совершится или может совершиться в будущем:

They expect the report **will be** ready on Monday.

Они надеются, что обзор будет готов в понедельник.

This tendency **will probably reverse** in the months ahead.

Эта тенденция, возможно, изменится в следующие месяцы.

Употребление

- 1 Будущее простое время часто употребляется в придаточных предложениях дополнения после главного предложения с глаголами **to expect, to hope, to think, to believe, to assume**:

Toyota expects their operating profits **will surge** 35 per cent.

«Тойота» полагает, что их прибыль от производственной деятельности увеличится на 35%.

- 2 С будущим простым временем часто употребляются следующие наречия:
certainly, probably, most probably, possibly, perhaps, evidently.

Arc Mittal **will most certainly sell** this plant.

Со всей определенностью можно сказать, что «Арк Митал» продаст этот завод.

- 3 С будущим простым временем могут употребляться следующие указатели будущего времени:

next on + day/date in + month/quarter/year

The annual motor show **will close** next Sunday.

Ежегодный автосалон закроется в следующее воскресенье.

Analysts write that the countries **will reduce** their imports in a few months.

Аналитики пишут, что эти страны снизят импорт через несколько месяцев.

Note: в этих случаях может также употребляться Present Indefinite.

Exercise 1

Read and translate into Russian:

- 1 The experts believe the company will implement the reduction of energy and pollution emission.
- 2 The company expects global sales will rise between zero and 5 per cent this year to as much as \$43.6bn.
- 3 The Federal Reserve will take action before the middle of the year.
- 4 Brussels will call for legislation to force carmakers to improve the fuel efficiency of fleets.
- 5 It is highly unlikely that the government will allow the crisis at Alitalia to get out of hand.
- 6 It will place economic foundation for peace in the Middle East.
- 7 Reformists and pragmatists will encourage him to take these steps.
- 8 They will try to revise banking regulations.
- 9 It will not be easy for the president to steer the nation on a different course.

Exercise 2

Choose the right verb and use it in Future Simple:

to visit to do to try to help to be to force to drop

- 1 That does not mean they... so.
- 2 They... to maximise their profits.
- 3 Perhaps things... different this time.
- 4 This... their central banks to continue tightening credit conditions.
- 5 Then net profit... to €587m.
- 6 The president... the Middle East early next month.
- 7 It... rebuild broken relationship.

Exercise 3

Translate into English:

- 1 Они сделают это завтра.
- 2 Он посетит нашу страну в следующем году.
- 3 Я постараюсь поговорить с ним.
- 4 Я думаю, цены на этот товар скоро упадут.
- 5 Они скоро пересмотрят эти правила.

Exercise 4

Make these sentences negative like this:

(They will be able to come to an agreement.)

They will not be able to come to an agreement, as newspapers write.

- 1 They will resume the talks in the very near future.
- 2 He will be a prominent reform-minded economist.

- 3 The Party will accept defeat in the country's national elections.
- 4 China will sign its first-ever long-term loan agreement next week.
- 5 Power production will outpace this year's figures.
- 6 This tendency will prevail in most countries.
- 7 They will form a special committee for this purpose.

Exercise 5

Translate into English:

- 1 Я думаю, что переговоры не возобновятся.
- 2 Они не подпишут этого соглашения.
- 3 Они не смогут прийти к соглашению.
- 4 Компания не сможет увеличить производство в этом году.
- 5 Они не смогут так быстро сформировать комитет.

Exercise 6

Write answers to the following questions using this example:

(When do you think they will sign the protocol?)

Most probably they will sign it next week.

- 1 When do you think they will open their first store in the city?
- 2 How many companies will participate in the project?
- 3 What will their profit be, to their estimation?
- 4 What do you think about the possibility of their doing more business in Europe?
- 5 Are they afraid of losing their share of the market?
- 6 Who will participate in the talk?
- 7 When will the negotiations start?

Exercise 7

Translate into English:

- 1 Когда они откроют этот магазин?
- 2 Кто будет участвовать в этом проекте?
- 3 Каков будет их доход, по их оценке?
- 4 Какую долю рынка они будут иметь, по их оценке?
- 5 Сколько времени у них уйдет на строительство, по их оценке?

Exercise 8

a Read this extract from a newspaper article:

NOKIA CALLS THE TUNE

Nokia believes that securing a dominant position in emerging economies will lead to sales of more expensive handsets and services. It says that more than 60 per cent of all emerging market business will come from existing Nokia owners upgrading to other Nokia devices and that 58 per cent of global devices to be sold next year will be to emerging markets, up from 51 per cent last year.

b Match the English and Russian equivalents:

- | | |
|-------------------------------|---------------------------------|
| 1 to call the tune | a обеспечивать положение |
| 2 to secure a position | b полагать |
| 3 to lead to sales | c задавать тон |
| 4 to believe | d приходить |
| 5 to come | e продавать |
| 6 to sell | f новые рынки |
| 7 to emerge | g приводить к продажам |
| 8 emerging markets | h появляться |

c Translate the text into Russian.

Exercise 9

a Read the text:

Jakarta and Moscow in trade deals

Jakarta and Moscow are set to sign a few deals valued at billions of dollars tomorrow during the first visit to the country by Russia's President. Jakarta will use a \$1bn soft credit facility repayable over 15 years to buy helicopters, tanks, submarines. A \$350m commercial credit will pay for fighter jets. The trip will include the signing of preliminary energy and mining agreements that could bring \$10bn of Russian investment into Indonesia.

b Translate into Russian:

- 1** намереваются подписать
- 2** будет использовать льготный кредит
- 3** будет погашать кредит в течение 15 лет
- 4** будет включать подписание нескольких соглашений
- 5** привлечет инвестиции

c Retell the text using this construction:

The article says that...

В статье говорится, что...

Примеры

- 1 If the price of oil **rises**, the price of petrol will rise too.
Если цена на нефть вырастет, вырастет и цена на бензин.
- 2 The Committee will make a statement after it **meets** today.
Комитет сделает заявление после того, как сегодня пройдет его заседание.
- 3 They will discuss the matter before the inspector **visits** them.
Они обсудят этот вопрос до того, как приедет инспектор.

Употребление

- 1 В придаточных предложениях условия и времени для выражения будущего действия употребляется настоящее время, но не будущее.
- 2 Придаточные предложения условия вводятся союзом **if**, придаточные времени — союзами **when, after, before, as soon as**.
If Mr Sarkozy **rejects** a European France the outcome will then be conflict between France and Europe.
Если г-н Саркози отвергнет идею Европейской Франции, это выльется в конфликт между Францией и Европой.
- 3 **Unless, until.**
The Bank will consider raising rates around the turn of the year unless the labour market **changes** very little.
Банк рассмотрит вопрос о повышении ставки ближе к концу года, если рынок труда изменится очень незначительно.
- 4 Придаточные условия и времени следует отличать от придаточных предложений дополнения, которые могут вводиться такими же союзами. Но в придаточных предложениях дополнения будущее время употребляется:
Amro's largest investors ask if this **deal will be approved**.
Самые крупные инвесторы Амро спрашивают, будет ли одобрена такая сделка.
- 5 Придаточные предложения условия (с союзом if) следует отличать от придаточных предложений (также с союзом if), которые выражают просьбу. В таких предложениях употребляется will ('ll) + инфинитив:
If you'll **wait** a few minutes I shall be glad to help you find out the date.
Если вы подождете несколько минут, я с удовольствием помогу вам найти эту дату.

Exercise 1

Translate these sentences into Russian:

- 1 If there is a slump in world trade, many British industries will be affected by a fall in the demand for exports.
- 2 The existing agreement will be automatically extended when it expires at the end of the year.
- 3 The growth in prices will continue for at least this year if the estimates set by the two big auction houses, Sotheby's and Christie's, are realised.
- 4 Poland is threatening to block the start of talks between the European Union and Russia unless Moscow signs the transit protocol of the energy charter treaty.
- 5 They say they will invite this country to the club as soon as they learn the rules.
- 6 If they vote against the plan it will attract much public attention.
- 7 They will propose other measures if the plan fails.

Exercise 2

Translate into English:

- 1 Если они не придут к соглашению, они тут же уедут.
- 2 Если этот план будет неудачным, они предпримут другие меры.
- 3 Как только мы получим приглашение, мы сообщим вам.
- 4 Если произойдет падение производства, это скажется на ценах.
- 5 После того как спрос на этот товар увеличится, они увеличат производство.

Exercise 3

Use the verbs in the right Tenses:

- 1 Steel prices will remain strong unless increased supply (*to depress*) prices in the second half of the year.
- 2 Australia will boost its production and export of uranium if the opposition Labour Party (*to abandon*) its long-standing policy of restricting the mining of the ore.
- 3 The consortium refuses to provide further details until ABN (*to agree*) to accept a conditional bid for LaSalle.
- 4 If prices (*to moderate*), the producers will face the unappetising prospect of cutting their own output.
- 5 If the changes (*to prove*) insufficient they (*to follow*) a slower process.
- 6 After the talks (*to be*) over he (*to get*) a seat on the company's seven-member board.
- 7 If they (*to ignore*) our request we (*to take*) legal action.

Exercise 4

Translate into English:

- 1 Если цены останутся по-прежнему высокими, они пересмотрят соглашение.
- 2 Соглашение будет пересмотрено автоматически, если они не направят нам никакого письма.
- 3 Они заблокируют эту сделку, если условия не изменятся.
- 4 После того как совет директоров проведет совещание, он подпишет протокол.
- 5 Если они не одобряют эти меры, фирма закроет проект.

Exercise 5

a Read this extract from a newspaper article:

ACCIONA COULD SELL ENDESA STAKE

Acciona will sell its 21 per cent stake in Endesa if German bidder Eon succeeds in winning management control of the Spanish utility.

In an interview with Reuters on the sidelines of the World Economic Forum in Davos, chairman Jose Manuel Entrecanales said: "If Eon manages to win, we're out."

b Match the English and Russian equivalents:

- | | |
|-------------------|---------------------------|
| 1 to sell a stake | a выигрывать |
| 2 to succeed | b быть не у дел; вылететь |
| 3 to win | c продавать пакет акций |
| 4 to manage | d преуспевать |
| 5 to be out | e удаваться |

c Underline the verbs in Present Tenses and explain their usage.

d Translate the text into Russian.

e Translate into English:

- 1 Они продадут свою часть акций, если цены упадут.
- 2 Когда они встретятся, он задаст ему этот вопрос.
- 3 Если он останется не у дел, он займется чем-нибудь другим.

Exercise 6

a Read this extract from a discussion:

- Can you explain the effect of falling exchange rates on the company?
- It's quite simple, really. The effects are numerous but two stand out as very significant. First of all, about 65 per cent of components we use to build our cars are bought in, many from abroad. That means that the value of the national currency affects the prices we pay for these components. It will of course increase the prices if the currency loses value on the international exchange.

b Translate these verbs into Russian:

to explain	to mean
to fall	to affect
to stand out	to pay
to buy	to increase

c Underline the verbs in Present Tenses and explain their usage.

d Translate into English:

- 1 Это увеличит цены, если данная валюта понизится в цене на между-народных биржах.
- 2 Если курс валюты изменится, это естественно скажется на ценах.
- 3 Если цены на импорт изменятся, это скажется на положении многих компаний.

Exercise 7

Look at the cartoon, translate the gentleman's words and complete the sentence given below:



If the gentleman talks...

Примеры

- There is** a good demand for such cars.
На такие автомашины существует хороший спрос.
- There are** two types of limited companies.
Имеется два типа компаний с ограниченной ответственностью.
- There are** many investors who oppose this decision.
Есть много инвесторов, которые возражают против этого решения.

Образование

Утвердительная форма	Отрицательная форма	Вопросительная форма
There is only one source of supply of these goods. There was little risk in these operations. There will be a reduction in production.	There is not (isn't) any disagreement on this. There was not (wasn't) good fund buying. There will not (won't) be any dispute.	Is there any different opinion? Was there any discussion? Will there be any instruction?

Значение

Конструкция **there is** выражает наличие или существование лица, предмета или явления где-либо или когда-либо. На русский язык данная конструкция переводится с помощью слов **существует, имеется, есть, находится, наблюдается, насчитывается** и др. Часто предложения с данной конструкцией переводятся с конца:

There are some five billion people in the world.

В мире живет около пяти миллиардов человек.

Употребление

- В данной конструкции употребляется глагол **to be** в различных временах или различные модальные глаголы с глаголом **to be**:
There can be quite large differences in the interest rates.
В процентных ставках могут быть большие расхождения.
There must be a significant increase in their prices.
В их ценах, должно быть, произойдет значительное увеличение.
- Иногда вместо глагола **to be** в данной конструкции может употребляться другой глагол:
There exist different approaches to this problem.
Существуют разные подходы к этой проблеме.

Exercise 1

Read and translate these sentences:

- 1** As real incomes continue to rise, there is an increasing demand for services of all kinds.
- 2** Lenders believe there is less risk in making a loan to a large firm.
- 3** There are certain circumstances where small firms have distinct advantages over larger firms.
- 4** There were small markets for very expensive goods such as luxury yachts, expensive limousines and high-quality sports cars.
- 5** There is no public ownership of land and capital in that country.
- 6** There are two ways to address some of the tensions that globalisation is producing in world economy.
- 7** At some stage there will have to be a deal between advanced and emerging economies.
- 8** There is no proposal of their accession.
- 9** At the core there will be proposals to free up access to gas pipelines and electricity grids.

Exercise 2

Translate into English:

- 1** На этот товар существует значительный спрос.
- 2** Пока нет предложений об их желании войти в эту организацию.
- 3** Сейчас существует несколько новых рынков в этой части мира.
- 4** В стране нет частной собственности на землю.
- 5** Существует несколько небольших рынков для этих предметов роскоши.

Exercise 3

Write two variants of negative sentences as in the example:

(There is a sign that the company is doing well.)

There isn't any sign that the company is doing well.

There is no sign that the company is doing well.

- 1** There is a proof that medical services are improving.
- 2** There is a certain preventive measure they are going to take.
- 3** There are structural problems that can force money into the stock market.
- 4** There are many domestic bonds and bank deposits which keep pace with inflation.
- 5** There is a danger that rates will rise above 5.75 per cent.
- 6** There is little sign that rate increases had much impact on activity levels.
- 7** There is now evidence for the Bank of England to revise its estimates.

Exercise 4

Translate into English:

- 1 Нет никаких признаков изменений на рынке.
- 2 Нет никаких доказательств их вмешательства.
- 3 Я думаю, нет никаких сомнений в их намерениях.
- 4 Газеты пишут, что существуют серьезные проблемы с банковскими депозитами.
- 5 Существует два пути решения этого вопроса.

Exercise 5

Make questions like this using these words:

(figures / text)

Are there any figures in the text?

- 1 names / article
- 2 hints / his words
- 3 quotations / report
- 4 promises / announcement
- 5 mistakes / speech
- 6 optimism / opening speech
- 7 pessimism / letter

Exercise 6

Translate into English:

- 1 В статье есть какие-нибудь цифры?
- 2 В докладе есть упоминание об этом?
- 3 В обзоре есть эти данные?
- 4 Здесь нет ошибок?
- 5 В газете есть статьи об экономическом положении этих стран?

Exercise 7

a Read this extract from a newspaper article:

Some of the most important American companies, notably Allen Morland and KRD, are experiencing problems in their home markets. In particular, a growth in competition from Asian producers is affecting formerly secure positions. The leading producer in Korea, namely Reto Inc, has gained a large market share, 23 per cent. In other words, there are big changes happening in the world market. There is a lot more competition. Technically speaking, we are witnessing a diversification due to increased market penetration by hereto unknown producers. There are no easy way to face these changes. There are plenty of inappropriate short-term solutions, such as governments erecting trade barriers, for example.

b Match the English and Russian equivalents:

- 1** to experience problems
- 2** to affect
- 3** to gain a large market share
- 4** to witness a diversification
- 5** to penetrate
- 6** to face changes
- 7** to solve
- 8** to erect trade barriers

- a** проникать
- b** видеть диверсификацию
- c** иметь проблемы
- d** сталкиваться с изменениями
- e** решать
- f** сказаться на
- g** создавать барьеры для торговли
- h** завоевать большую долю рынка

c Underline the constructions *there is* and translate the sentences where they are used.

d Answer these questions:

- 1** What problems are the American companies experiencing?
- 2** What competition is growing, according to the newspaper?
- 3** How big is the market share of Reto Inc?
- 4** Is it absolutely clear what diversification the newspaper speaks about?

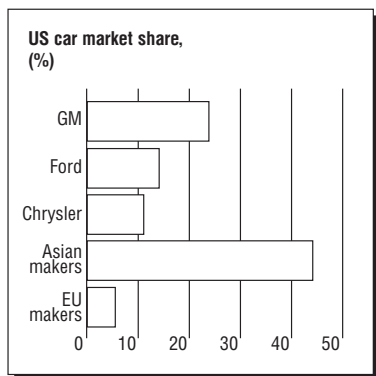
e Retell the text.

f Translate into English:

- 1** Здесь есть некоторые изменения.
- 2** Существуют определенные проблемы.
- 3** Существуют различные решения этого вопроса.
- 4** В торговле с этими странами имеются определенные барьеры.
- 5** В их производстве присутствует определенная диверсификация.

Exercise 8

Look at the horizontal bar graph and translate the text:



Historically, there is a strong correlation between the volume of automobile exports from Japan to the US and the yen/dollar exchange rate. The 'Big Three' US carmakers will have to lift their game to capitalise on any exchange rate move. With luck Chrysler, in new hands, will also shake up Ford and General Motors. But Detroit will have to be quick, for there is likely to be an economic hit from the subprime crisis, too. Still, if US manufacturers can grab back some market share, they may emerge stronger.

7

Настоящее продолженное время (Present Continuous)

Примеры

- 1 The company **is expanding** at the moment.
В настоящее время компания расширяется.
- 2 What **is happening** in the Marketing Department? — They **are just finishing** the watch market research.
Что сейчас делается в отделе маркетинга? — Они заканчивают исследование рынка часов.

Образование

Утвердительная форма	Отрицательная форма	Вопросительная форма
I am ('m) checking the figures. He/she is ('s) checking... We/you/they are ('re) checking...	I am ('m) not consulting this paper. He/she is not (isn't) consulting... We/you/they are not (aren't) consulting...	Am I doing it correctly? Is he/she doing... ? Are we/you/they doing... ?

Значение

Настоящее продолженное время употребляется для выражения:

- 1 **Длительного действия, совершающегося в настоящий момент:**
What **are you doing**? — I'm writing a report.
Что вы сейчас делаете? — Я пишу отчет.
- 2 **Длительного действия, совершающегося в настоящий период времени:**
They **are setting up** a number of independent service centres.
Они организуют несколько самостоятельных сервис-центров.
- 3 **Будущего действия, если имеется намерение или уверенность в его совершении:**
He **is presenting** the new company structure at next month's meeting.
На следующем заседании он представит новую структуру компании.

Употребление

С настоящим продолженным временем часто употребляются следующие указатели настоящего времени:

at present *now*
at the/this moment *currently*

Указатели **at present, at the/this moment** могут стоять в начале или в конце предложения.
At **present** their net profits are falling.
Сейчас их чистые прибыли уменьшаются.

Указатели **now, currently** могут стоять в начале/конце предложения или после глагола **to be**:

Starwood Capital is **now** planning to roll out this brand worldwide.
Сейчас Старвуд Капитал планирует выпустить этот бренд на мировой рынок.

Exercise 1

a Underline the verbs in Present Continuous and explain its usage:

The department is presently undergoing major reorganisation. We are reducing the number of office staff and relocating some personnel in other departments. This month we are also advertising for two new senior management posts. Our present director is leaving at the end of the year.

b Match the verbs and their translation:

- | | |
|-----------------------|----------------------------------|
| 1 to undergo | a рекламировать |
| 2 to reduce | b покидать |
| 3 to relocate | c проходить |
| 4 to advertise | d сокращать |
| 5 to leave | e производить перемещения |

c Translate the text into Russian.

d Translate into English:

- 1 Они рекламируют новый товар.
- 2 Они дают рекламу о двух вакансиях.
- 3 Сейчас в отделе идет реорганизация.
- 4 Они уменьшают количество работающих.
- 5 Директор уходит в конце года.

Exercise 2

Use the verbs in Present Continuous:

- 1 They (*to modernise*) railways and (*to build*) new motorways.
- 2 The company (*to suffer*) a serious fall in the demand for their products.
- 3 The demand for this type of goods (*to increase*) steadily.
- 4 The productivity of labour (*to increase*).
- 5 The living standards of the population (*to improve*).
- 6 RTL, Europe's largest broadcaster, (*to work*) with private equity backers on a possible £5bn-plus offer for ITV.
- 7 The American hotel company (*to examine*) possible locations of new luxury hotels in Boston, Chicago, Moscow, as well as in China and the Middle East.
- 8 The proposal (*to gain*) support in the European parliament.
- 9 Yet some pillars of this policy still (*to stand*).

Exercise 3

Translate into English:

- 1 Они модернизируют железные дороги.
- 2 Производительность труда растет.
- 3 Жизненный уровень также повышается.

- 4 Правительство рассматривает этот вопрос.
- 5 Предложение находит поддержку граждан.

Exercise 4

Write full answers using the prompts given in brackets:

- 1 What are they planning now? —→ (a new project)
- 2 With what department are you working at the moment? —→ (the Research and Development department)
- 3 What are they currently installing? —→ (a new network)
- 4 How many contracts are they negotiating at present? —→ (two, as newspapers say)
- 5 Where are they advertising these goods? —→ (on TV and in magazines)

Exercise 5

Translate into English:

- 1 Какие у них сейчас планы?
- 2 С какими фирмами они работают?
- 3 Что они рекламируют в этом журнале?
- 4 Какие отделы они расширяют?
- 5 Над чем они сейчас работают?

Exercise 6

a Read this extract from a newspaper article:

PEPSI PLANS EXPANSION THROUGH TAKEOVERS

PepsiCo is planning an aggressive push on acquisitions and is eyeing deals worth several billion dollars, according to Indra Nooyi, chief executive. The UK group is preparing to split its drinks and confectionery businesses, and is running an auction on its American soft drinks operations.

b Match the English and Russian equivalents:

- | | |
|----------------|--|
| 1 to expand | a раскалывать(ся); расщеплять(ся) |
| 2 to take over | b расширять(ся) |
| 3 to push on | c стоять |
| 4 to acquire | d ускорять |
| 5 to eye | e приобретать |
| 6 to be worth | f пристально разглядывать |
| 7 to split | g взять под свой контроль и управление |

c Underline the verbs and explain their use.

d Translate this text into Russian.

e Translate these sentences into English:

- 1** Компания планирует действовать очень активно.
- 2** Они планируют купить эту компанию.
- 3** Фирма рассматривает сейчас возможность осуществить эту сделку.
- 4** Они готовятся к разделению фирмы на две части.
- 5** Сейчас они проводят аукцион.

Exercise 7

a Read commercial announcement placed in the Financial Times:

*Are we talking about luxury brands,
or Web 2.0?*

The Luxury Sector is changing rapidly, but the web world is transforming even faster. The Walpole Special Focus seminar aims to inspire, inform and encourage debate by gathering together a rich mix of experts and business leaders to examine the challenge — and provide some answers and insights. The seminar is debating such topics as how to maximise online sales and insights into how high net worth individuals use the internet. Walpole is investigating the future of social networking, the impact of online auctions on luxury brands and the latest trends.

b Translate these verbs into Russian:

to aim to inspire to encourage to provide to investigate

c Write a few sentences of your own using the following:

- 1** to talk about a few topics
- 2** to speak at the seminar
- 3** to tell the audience that...
- 4** to say something of great importance
- 5** the announcement says that...

d Translate the text into Russian.

e Translate into English:

- 1** О каком товаре вы говорите?
- 2** Изменения происходят очень быстро.
- 3** Мы изучаем эту проблему.
- 4** Семинар состоится в Лондоне.
- 5** В семинаре принимают участие технические специалисты и представители делового мира.

- 1** Простое настоящее время часто выражает обычное, повторяющееся действие, а настоящее продолженное время — длительное действие в данный момент или период времени. При этом оба времени переводятся на русский язык настоящим временем.

They usually **try** to provide a kind of insurance against non-payment of corporate loans.

Обычно они стараются обеспечить страхование против непогашения корпоративных кредитов.

The Channel Tunnel operator **is still trying** to arrange talks.

Оператор тоннеля под Ла-Маншем все еще пытается провести переговоры.

- 2** Для выражения длительного действия ряд глаголов употребляется в настоящем простом времени, а не в настоящем продолженном времени:

<i>to believe</i>	<i>to know</i>	<i>to understand</i>	<i>to mean</i>	<i>to contain</i>
<i>to want</i>	<i>to seem</i>	<i>to prefer</i>	<i>to concern</i>	<i>to consist</i>
<i>to cost</i>	<i>to equal</i>	<i>to involve</i>	<i>to depend</i>	<i>to own</i>
<i>to remain</i>	<i>to require</i>	<i>to remember</i>	<i>to forget</i>	<i>to recognise</i>
<i>to aim</i>	<i>to be</i>	<i>to hope</i>	<i>to see</i>	<i>to hear</i> и др.

They **believe** the Federal Reserve's next move will be to cut rates.

Они считают, что следующим шагом Федеральной резервной службы будет понижение ставки.

OPEC **wants** to make cuts at this juncture.

ОПЕК хочет провести сокращение добычи именно в этот момент.

Activity in the housing market **remains** robust.

Рынок жилья остается очень активным.

Note: в отдельных случаях, когда необходимо придать особую, эмоциональную окраску высказыванию, некоторые из этих глаголов могут употребляться в настоящем продолженном времени:

Paladin Resources **is hoping** to complete the purchase of the uranium deposit this week.

Паладин Рисосиз очень надеется завершить покупку месторождения урановой руды на этой неделе.

- 3** Оба времени могут выражать будущее действие и переводиться на русский язык будущим временем. При этом настоящее простое время обычно выражает будущее действие, связанное с графиком или расписанием, а настоящее продолженное время — будущее действие, если подчеркивается намерение или уверенность в его совершении.

The first session **takes place** on February 5.

Первое заседание пройдет 5 февраля.

Some EU finance ministers **are meeting** in Brussels early next week.

Несколько министров финансов стран Европейского союза встретятся в Брюсселе в начале следующей недели.

Exercise 1

Explain the use of Tenses in these sentences:

- 1 Which project are they working on?
- 2 How long do they usually work on such projects?
- 3 Developing countries are growing much faster than the high-income countries.
- 4 Productivity generally grows when output per man-hour is raised.
- 5 Unemployment usually rises in the winter months, but it is falling at the moment.
- 6 It normally takes me about two weeks to prepare a report, but this one is taking longer than usual.
- 7 They normally use a London firm, but this time they are taking somebody local so they can keep an eye on every detail.
- 8 The negotiations start early next week.
- 9 The managing director is making a speech at the opening ceremony tomorrow.

Exercise 2

Translate into English:

- 1 Я думаю, они обсуждают важный вопрос.
- 2 Их экспорт растёт очень быстро.
- 3 Безработица сокращается.
- 4 Он выступает на конференции завтра.
- 5 Обычно он делает доклад на английском языке.
- 6 Сейчас он готовится к выступлению.
- 7 Он просматривает последние публикации.

Exercise 3

Use the verbs in the right Tense (Present Simple or Present Continuous):

- 1 This joint venture, Baltic Beverage Holding, (*to own*) Russia's biggest brewery, Baltika.
- 2 They (*to build*) a new brewery in Sweden.
- 3 Analysts (*to think*) that on Thursday Shall will report net income for the previous year.
- 4 The largest mortgage lenders (*to report*) 25–30 per cent loan growth at present.
- 5 The operator of Heathrow and Gatwick airports (*to aim*) to sell bond denominated in euros and sterling.
- 6 Malaysia (*to want*) to retain a system of reserved corporate shareholdings for ethnic Malays to restrain racial tension.
- 7 Typically they (*to increase*) prices once a year, from January the first, but this time they (*to increase*) the dollar prices immediately because of the big change in the exchange rate.

- 8 The company (*not to borrow*) more than it needs at the best of times, and they (*to borrow*) a penny more than they need with interest rates at 12%.
- 9 This fund (*not to perform*) very well at the moment.

Exercise 4

Translate into English:

- 1 Фирма функционирует нормально.
- 2 Обычно они увеличивают цены в начале года.
- 3 Мы хотим сохранить эту систему.
- 4 В этой форме они указывают чистый доход.
- 5 Мы строим новый завод недалеко от этого города.
- 6 Они берут большие кредиты.
- 7 Мы берем кредиты в больших банках.

Exercise 5

a Read this extract from a newspaper article:

HAMMERSON PROPERTY

Property group Hammerson is rebuilding the old London Stock Exchange building. It also plans to apply for permission for a 200,000 sq ft tower at Paddington some time later.

The group owns 7.5bn of property, of which 4.7bn is in retail and 1.9bn in offices.

The company is pushing ahead with a 1m sq ft retail scheme in Leeds in the north of England and another on a similar scale in nearby Sheffield.

Hammerson shares are trading at a discount of 19 per cent reflecting fears that the company could be hit by falling values in parts of the commercial property market.

b Match the English and Russian equivalents:

- | | |
|-------------------------------|--------------------------------|
| 1 to apply for permission | a продвигаться вперед |
| 2 to own property | b продаваться с дисконтом |
| 3 to push ahead | c отражать опасения |
| 4 to trade at a discount | d владеть собственностью |
| 5 to reflect fears | e пострадать из-за падения цен |
| 6 to be hit by falling values | f обратиться за разрешением |

c Answer the following questions:

- 1 In what business does Hammerson specialise?
- 2 What famous building in London is it reconstructing?
- 3 What is its plan about Paddington?
- 4 Is Paddington one of the rail terminals in central London?
- 5 What are the figures of the property that the company owns?

- 6 What plans about Leeds and Sheffield does the company have?
- 7 How is the commercial proper market changing, according to the article?
- 8 How does this affect the prices of the shares of the company?

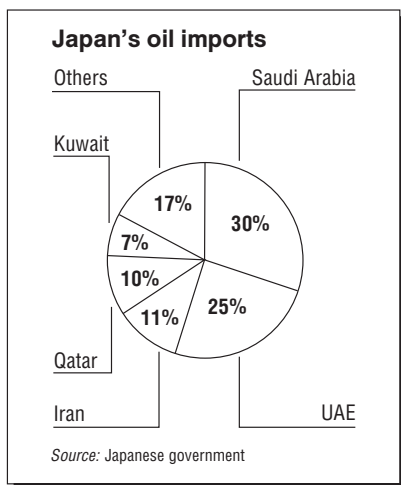
d Translate the text into Russian.

e Translate these sentences into English:

- 1 Они перестраивают здание биржи.
- 2 Группа владеет значительной недвижимостью.
- 3 Они планируют расширять строительство торговых предприятий.
- 4 Их акции продаются с дисконтом.
- 5 Цены на недвижимость падают.

Exercise 6

a Study this pie chart:



b Write a few sentences based on the chart using the example:

Saudi Arabia accounts for 30% of Japan's oil imports.

c Write a few similar questions and your own answers to them:

From what countries is Japan importing oil at present?

d Translate these sentences into English:

- 1 На долю этой страны приходится 50% мировых продаж.
- 2 На экспорт идет 30% их продукции.
- 3 Этот концерн обеспечивает 10% мирового рынка.
- 4 Что они экспортируют?
- 5 В какие страны они экспортируют свои товары?

Примеры

- 1 They **are going to end** the conference on Friday.
Они закончат конференцию в пятницу.
- 2 The company **is going to boost** coal production.
Компания планирует значительно увеличить добычу угля.
- 3 They **are not going to demolish** any houses in this area.
Они не собираются сносить никаких домов на этой территории.
- 4 When **are you going to have** that report ready?
Когда у вас будет готов отчет?
- 5 What percentage of its workforce **is the manufacturer going to cut**?
Какой процент рабочей силы производитель хочет сократить?

Образование

Утвердительная форма	Отрицательная форма	Вопросительная форма
I am ('m) going to publish this article. He/she is ('s) going to publish... We/you/they are ('re) going to publish...	I am ('m) not going to prepare any documents. He/she is not (isn't) going to prepare... We/you/they are not (aren't) going to prepare...	Am I going to contact a solicitor? Is he/she going to contact...? Are we/you/they going to contact...?

Значение

Конструкция **to be going to do something** употребляется для выражения будущего действия. На русский язык эта конструкция переводится или глаголом в будущем времени, настоящем времени или с помощью глаголов **собираться, намереваться, хотеть** и др.

Употребление

В этой конструкции не употребляются инфинитивы **to go, to come, to arrive**. Для выражения будущего действия эти глаголы сами употребляются в настоящем продолженном времени:

The delegation **is going to** Paris on April 15.

Делегация приезжает в Париж 15 апреля.

Austria's economy minister **is arriving** in Moscow tomorrow.

Министр экономики Австрии прибывает в Москву завтра.

Note: в английском языке для выражения будущего действия используются следующие глагольные формы:

- 1 Будущее простое время.
- 2 Настоящее продолженное время.
- 3 Конструкция **to be going to do smth.**
- 4 Настоящее простое время.
- 5 Будущее продолженное время.

Exercise 1

Translate these sentences into Russian:

- 1 The negotiations are going to be very difficult.
- 2 They are going to analyse the results of the financial year next Monday.
- 3 The company is going to subcontract part of the assembly next year.
- 4 Laconte & Cie are going to open a plant in Rouen.
- 5 There is no way this situation can continue. The manager is going to insist on a different strategy.
- 6 There is going to be a new range of products very soon.
- 7 What are they going to do about the supply problem?
- 8 At what project are they going to work next year?
- 9 They are not going to interfere in these company's affairs.

Exercise 2

Translate into English using the construction *to be going to do smth*:

- 1 Они не будут вмешиваться в наши дела.
- 2 Фирма хочет открыть офис в этом городе.
- 3 Мы проанализируем результаты финансового года.
- 4 Они хотят получить заказ на эти подрядные работы.
- 5 Мы собираемся увеличить поставки.

Exercise 3

Write mini-dialogues like this using the prompts below:

(they / to reconsider their offer)

— *I am afraid they are going to reconsider their offer.*

— *Let us live and see. / I share your opinion.*

- 1 the company / to reconsider their prices
- 2 the group / to withdraw from the negotiations
- 3 he / to change his opinion
- 4 she / to support the opponents' plan
- 5 they / to delay this discussion
- 6 the committee / to delay the discussion
- 7 the authorities / to reconsider the tariffs

Exercise 4

Translate into English using the construction *to be going to do smth*:

- 1 Таможенные органы не хотят уменьшать тарифы.
- 2 Власти не хотят пересматривать систему налогов.
- 3 Он не хочет менять своего мнения.
- 4 Фирма не хочет задерживать отгрузку.
- 5 Мы не хотим задерживать платеж.

Exercise 5

Write questions starting with the words indicated:

- 1 They are going to provide funding for this project.
Are they really
- 2 The company is going to make a big investment in this industry.
Who
- 3 They are going to set a joint venture.
When
- 4 The government is going to establish a new special economic zone?
Where
- 5 The company is going to replace the foreign investor.
With whom
- 6 The board is going to entrust him with the control functions.
Why
- 7 They are going to insist on this appointment.
What

Exercise 6

Translate into English using the construction *to be going to do smth*:

- 1 Кому вы хотите доверить эту работу?
- 2 Когда вы планируете сделать эти инвестиции?
- 3 Где они хотят организовать эту специальную экономическую зону?
- 4 Когда они собираются назначить эту встречу?

Exercise 7

a Read this extract from a newspaper article:

Charles Johnson, the founder and chairman of Frank Temple Investments, is in Tianjin now. He is going to discuss ways his firm could be involved in establishing the new venture capital funds, according to senior officials.

b Match the English and Russian equivalents:

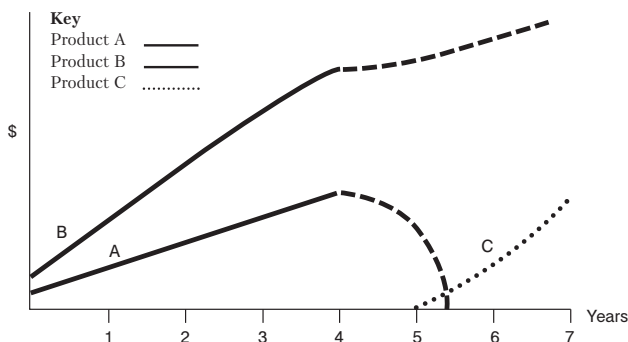
- 1 to found/to establish/to set up a firm
- 2 to be involved in
- 3 to establish a venture capital fund

- a быть задействованным в
- b создать фонд венчурного капитала
- c основать фирму

c Retell the text.

Exercise 8

- a** Study the graph showing sales and expected sales for the three products (A, B and C):



- b** Complete the following paragraph using the construction *to be going to do smth*:

Product A is an old product, nearing the end of its life. As the graph shows, sales for Product A (*to fall*) whereas sales for Product B, which is very profitable, (*to rise*). Because of this, we (*to cut*) production of A and at the same time concentrate efforts on B. In addition, we (*to launch*) a new Product C.

- c** Describe the graph.

- d** Translate into English:

- Этот продукт уже заканчивает свое существование.
- Они хотят создать совсем новый продукт.
- Они планируют сократить производство устаревшего продукта уже в следующем месяце.

Exercise 9

- a** Look at these three cartoons:



- b** Choose the right words to complete the sentences in the cartoons:

- a** going to peak **b** going to bottom out **c** probably going to halve

Примеры

- 1 Some workers **were trying** to find alternative work, when most went on strike.
Некоторые рабочие старались найти другую работу, когда большинство начало забастовку.
- 2 While the union **was seeking** a solution, they were doing everything to oppose it.
Пока профсоюз искал решения вопроса, они делали все возможное против него.
- 3 — Which team **was he working** with last year?
— With Paul's team. They **were trying** to cut fuel costs.
— С какой группой он работал в прошлом году?
— С группой Поля. Они старались сократить себестоимость горючего.

Образование

Утвердительная форма	Отрицательная форма	Вопросительная форма
I/he/she was checking figures. We/you/they were checking...	I/he/she was not (wasn't) expecting many mistakes. We/you/they were not (weren't) expecting...	What was I doing at this time last year? What were we/you/they doing... ?

Значение

Прошедшее продолженное время употребляется для выражения:

- 1 **Длительного действия, происходившего в какой-то момент в прошлом:**
The Health and Safety Committee **were discussing** hazards when the fire started.
Комитет по охране труда обсуждал вопрос о различных опасностях на производстве, когда начался пожар.
- 2 **Двух или нескольких длительных действий, происходивших одновременно, одно на фоне другого:**
While the fire brigade **were fighting** the fire, the employees were trying to save some of their documents.
Пока пожарные боролись с огнем, работники старались спасти некоторые документы.

Сравнение прошедшего продолженного времени
и прошедшего простого времени

Для выражения длительного действия происходившего в прошлом в течение указанного периода употребляется прошедшее простое время, но не прошедшее длительное:

She **worked** with John for 10 years.

Но: She **was working** with John when the fire broke out.

Exercise 1

Read and translate the sentences:

- 1 Life expectancy was going up.
- 2 Inflows of capital were lagging behind.
- 3 The rate of employment was rising.
- 4 In truth, however, the European Union was already running out of ideas on what to do about the neighbours.
- 5 Even before this summer there were anecdotal reports that prices were falling across many parts of this sector.
- 6 Agents were reporting that the transactional prices paid for 'secondary properties' — such as old shopping centres in poor locations — were 10 per cent below their peak of last autumn.
- 7 Three quarters of airports in China were lossmaking at that time.

Exercise 2

Translate into English:

- 1 Газеты пишут, что они в это время несли большие потери.
- 2 Шел отток капитала.
- 3 В те дни газеты много писали о ценах на вторичном рынке недвижимости.
- 4 В то же самое время цены стремительно росли.

Exercise 3

Write questions:

- 1 They were discussing the price problem at that moment.
What
- 2 The company was simultaneously having negotiations with their competitors.
With whom
- 3 The market was expanding very quickly.
Was
- 4 The domestic capital market was growing at a high pace.
What market
- 5 The economy was recovering very slowly.
Was
- 6 The prices were steadily increasing during this period.
Were
- 7 This time last year they were negotiating with Turkey.
With whom

Exercise 4

Translate into English:

- 1 Цены в этот период росли?
- 2 Рынок расширялся?

- 3 Было заметно какое-либо оживление экономики?
- 4 С кем они расширяли деловые контакты?
- 5 Почему они не вели переговоров с вашей фирмой?

Exercise 5

Use the verbs in the right Tense (Past Continuous or Past Simple):

- 1 They (*to review*) safety procedures when the accident (*to happen*).
- 2 While the workers (*to clean*) the tanks the chemicals (*to pollute*) the river.
- 3 The plant (*to operate*) at full capacity when the explosion (*to happen*).
- 4 The company (*to turn off*) the supply because the pipe (*to leak*).
- 5 As the equipment (*to get old*) the manager (*to decide*) to replace it.
- 6 The market mistook the statement for a signal that the central bank (*to prepare*) to cut interest rates.
- 7 Analysts estimated that the average steel export prices (*to jump*) more than 60 per cent in the first quarter.
- 8 They (*to understand*) these industries (*to threaten*) to undermine the country's economic growth.
- 9 To cope with congestion and booming aviation they (*to start*) constructing new airports about two years ago.

Exercise 6

Translate into English:

- 1 Они начали строительство аэропорта в прошлом году.
- 2 Они уже строили этот завод, когда приехала группа английских специалистов.
- 3 Новые виды индустрии угрожали подрывом их экономики.
- 4 Экспортные цены выросли на 10%.
- 5 Процентные ставки сократились на 1%.

Exercise 7

- a Read this extract from a report on an accident at a construction site. Use the verbs in the right Tense (Past Continuous or Past Simple):

On Monday at 16.30 a construction worker was hurt at the Irbas plant. The foreman said that four men (*to work*) on a roof when a crane (*to hit*) the wall of the building. One of the men (*to slip*) and (*to fall*) to the ground. The crane driver (*to try*) to lift a metal pipe when he (*to lose*) control.

A preliminary report identifies three factors which contributed to the accident: the injured worker (*not to wear*) a safety harness. The crane (*to work*) in a prohibited area. It (*to rain*), so work should have been stopped.

b Answer the following questions:

- 1** At what moment was the worker hurt?
- 2** Was the worker wearing safety outfit?
- 3** Was the area, where the crane was working, safe?
- 4** What was the weather like at the moment?
- 5** Who do you think wrote this report?
- 6** Why was it necessary to write the report?
- 7** Who was responsible for the accident?

c Translate into English:

- 1** На своем рабочем месте пострадал один рабочий.
- 2** В это время четверо рабочих работали на крыше.
- 3** Крановщик пытался поднять трубу.
- 4** Кран вышел из-под контроля.
- 5** Это был несчастный случай на производстве.

Exercise 8

a Read this extract from a newspaper article:

CBS chief tunes into a fragmented media world

Les Moonves, the CBS chief executive, was beaming on Wednesday as he sat in his office at the company's famed Black Rock tower in Manhattan.

The night before, Katie Couric, the star TV personality Mr Moonves pried away from rival NBC with a \$60m contract, had debuted on CBS as the first woman to anchor a major network newscast by herself.

The ratings data were still filtering in, but the early results already confirmed that Ms Couric had dominated the evening. "I thought it was a terrific first episode," Mr Moonves gushed.

b Match the English and Russian equivalents:

- | | |
|-----------------------|-------------------------------------|
| 1 to tune | a бросать якорь; закреплять |
| 2 to beam | b настраивать(ся) |
| 3 to pry away | c подтверждать |
| 4 to anchor | d превалировать |
| 5 to filter in | e сиять; лучезарно улыбаться |
| 6 to confirm | f извлекать с трудом |
| 7 to dominate | g проникать, поступать |

c Underline the verbs and explain the use of Continuous and Simple Tenses and translate the text into Russian.

Примеры

- 1 Business confidence **has dropped** as a result of the recession.
В результате спада деловой активности доверие к бизнесу упало.
- 2 They **have led** this market niche since last year.
Они занимают лидирующее положение в этой нише рынка с прошлого года.
- 3 **Have you seen** the new legislation on environmental protection?
Вы видели новое законодательство о защите окружающей среды?

Образование

Утвердительная форма	Отрицательная форма	Вопросительная форма
I/you/we/they have read this article. He/she has read ...	I/you/we/they have not (haven't) seen this material yet. He/she has not (hasn't) seen ...	Have I/you/we/they ever come across this word? Has he/she ever come across ...?

Значение

Настоящее совершенное время употребляется для выражения:

- 1 **Действия, совершившегося к данному моменту:**
The government **has reduced** interest rates.
Правительство (уже) снизило процентные ставки.
- 2 **Действия, совершающегося вплоть до данного момента:**
Up to now they **have bought** three companies.
До настоящего времени они купили три компании.
- 3 **Действия, совершившегося в пределах неистекшего периода времени (today, this week, this month, this year):**
Quality **has improved** this year.
В этом году качество улучшилось.

Употребление

В предложениях с глаголами в настоящем совершенном времени также употребляются наречия **just, just now, already, recently, lately, never, yet** и др.

They **have just signed** the protocol.

Они только что подписали протокол.

We **have already changed over** to the new version.

Мы уже перешли на новую версию.

Наречие **yet** обычно ставится в конце предложения:

Have you made an appointment yet?

Вы уже договорились о встрече?

They **have not given** their answer yet.

Они еще не дали ответа.

Exercise 1

Explain the difference in the use of Tenses in these sentences:

- 1 They have recruited six new workers this year.
- 2 They recruited six new workers at the beginning of May.
- 3 She has worked as Purchase Manager but now she wants to retire.
- 4 She worked as Purchase Manager a few years ago.
- 5 The company has operated from this site for five years but now wants to change the location.
- 6 The company operated from this site last year.
- 7 ABN has already launched an offensive to convince shareholders that it was right.
- 8 They launched this campaign a few weeks ago.

Exercise 2

Translate into English:

- 1 Они приняли на работу двух новых менеджеров.
- 2 Когда фирма приняла их на работу?
- 3 Она работала в этой фирме в прошлом году.
- 4 Он проработал в этой компании пять лет и сейчас уходит на пенсию.

Exercise 3

- a Read this extract from a speech and use the verbs in the right Tense (Present Perfect or Past Simple):**

.....
Last year our company (*to report*) a small increase in profits. This year we (*to see*) continued improvement and our turnover (*to rise*) by 15 per cent. This is very good news in a difficult world market.
In fact internationally, the market (*to fall*). Naturally, our costs (*to go up*) and so the rise in profits is not so great. It is true that our domestic performance has been helped by the collapse of our competitor, Capra & Pecora, which (*to go out of business*) in January.
.....

- b Translate these verbs into Russian:**

- 1 to rise / to go up / to increase
- 2 to increase production
- 3 to raise taxes/prices

- c Write short sentences of your own using the above verbs.**

Exercise 4

Translate into English:

- 1 В этом году их цены увеличились на 5%.
- 2 Они значительно увеличили цены в конце года.
- 3 В прошлом году они увеличили производство на 10%.

- 4 Когда они увеличили этот налог?
5 Они увеличили эти налоги в начале года.

Exercise 5

a Read another extract from a speech and choose the right variant of the verb:

For our sector, recent times (were, have been) difficult. However, it is clear that we are not alone. The world economy (have suffered, has suffered) a downturn and all sectors of industry (have experienced, has experienced) difficulties. But this year we (already saw, have already seen) signs of improvement; I am sure you know that especially in Asia there (was, has been) increased growth and this will benefit us greatly.

b Translate into English:

- 1 Для них последние годы были очень тяжелыми.
- 2 Мировая экономика переживала сильный спад.
- 3 В этом году появились признаки улучшения.

Exercise 6

Read and translate the sentences into Russian:

- 1 The strategy has started to produce results.
- 2 These changes have affected employment in engineering and agriculture.
- 3 By contrast, consumption has lagged behind.
- 4 Non-performing loans have fallen to 1.8 per cent of total loans.
- 5 The participants have agreed that external imbalances often reflect international problems.
- 6 They have announced measures to achieve this objective.
- 7 There has been a significant increase in the importance of Japan as a source of imports.
- 8 For more than 30 years the policy towards its neighbours has been straightforward.
- 9 In the Elysee Palace's grand plan for the French energy sector, execution has often trailed ambition.

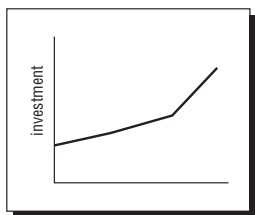
Exercise 7

Translate into English:

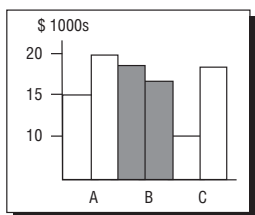
- 1 Такая стратегия начала давать свои результаты.
- 2 Потребление несколько отставало.
- 3 Эти меры отрицательно сказались на производстве.
- 4 Такие диспропорции отражают глобальные проблемы.
- 5 Их роль значительно возросла.
- 6 Они объявили о некоторых реформах в области энергетики.
- 7 Количество невозвратных кредитов увеличилось.

Exercise 8

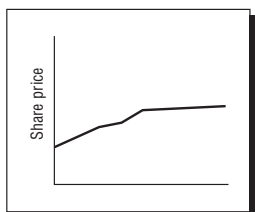
- a** Look at the graphs, complete the sentences on the right and explain the use of Tenses:



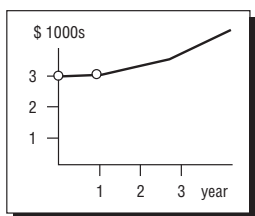
- 1** Investment shows:
a a sharp increase;
b a slight increase;
c a slight fall.



- 2** Sales of Product A have:
a raised by \$5,000;
b risen by \$5,000;
c developed by \$5,000.



- 3** After a period of continual increase the share price:
a has remained stable;
b has fallen slightly;
c has expanded.



- 4** In the first year costs:
a stood by \$3,000;
b are standing at \$3,000;
c stood at \$3,000.

- b** Describe each graph.

- c** Translate these sentences into English:

- 1** Инвестиции немного выросли.
- 2** В этом году затраты составляли...
- 3** Цены их акций остались стабильными.
- 4** Продажи увеличились на...
- 5** Продажи увеличились до...

Примеры

- 1 When they installed the new software, it **had already become** obsolete.
Когда они установили новое программное обеспечение, оно уже устарело.
- 2 They devised an action plan to counter their weaknesses when they **had identified** these weaknesses.
Они разработали новый план действий для устранения слабых мест, когда они определили эти слабые места.
- 3 The Financial Director reported that the company **had had** a satisfactory year.
Финансовый директор доложил, что для компании (предыдущий) год был удовлетворительным.

Образование

<i>Утвердительная форма</i>	<i>Отрицательная форма</i>	<i>Вопросительная форма</i>
I/he/she/you/we/they had read the report by that time.	I/he/she/you/we/they had not (hadn't) completed the work by that time.	Had I/he/she/we/you/they completed the analysis before that?

Значение

Прошедшее продолженное время употребляется для выражения действия, совершившегося до определенного момента или действия в прошлом:

Mr Hill admitted they **had bought** this division of British insurance giant by 1 June.
Г-н Хилл признал, что они купили это отделение английского страхового гиганта до 1 июня.

Before they appointed the new chairman, their share prices **had been** very low.
До того как они назначили нового председателя, цены на их акции были очень низкими.

Сравнение прошедшего продолженного времени
и прошедшего простого времени

Для выражения ряда последовательных действий, упоминающихся в хронологической последовательности, обычно употребляется прошедшее простое время:

After the new logo **was designed**, the image of the company definitely **improved**.
После того как был создан новый логотип компании, образ компании определенно улучшился.

Но: The image of the company definitely **improved** after the new logo **had been designed**.

Exercise 1

Explain the use of Tenses in these sentences:

- 1 Manufactured imports have soared.
- 2 Manufactured imports had soared by the second half of the year.
- 3 Japan has initiated many reforms to encourage profitability.
- 4 Japan had initiated this reform by the end of the year.
- 5 There have been a lot of mergers and spin-offs.
- 6 Before the company entered the market there had been a lot of mergers.
- 7 Foreign direct investment has doubled from a very low base.
- 8 When they started doing business, foreign direct investment had already doubled from a very low base.
- 9 Since the March meeting, the risks to inflation have diminished a little.
- 10 The risks to inflation were diminishing when they opened this branch.

Exercise 2

Translate into English:

- 1 В этом году они выступили с инициативой новых реформ.
- 2 Импорт промышленной продукции значительно возрос.
- 3 Они знали, что предыдущие реформы не дали никаких положительных результатов.
- 4 Еще до начала переговоров они объявили о слиянии компаний.
- 5 Слияние компаний и сопутствующие мероприятия уже закончились.
- 6 Он понимал, что риск инфляции увеличился.
- 7 Объем инвестиций в этот сектор уже сократился.

Exercise 3

Use the verbs in Past Perfect and translate these sentences:

- 1 Before they had a meeting they (*to agree*) the design.
- 2 More women than men (*to buy*) clothes in the previous week.
- 3 Before he joined the company he (*to work*) in marketing.
- 4 The speaker added that this sector (*to grow*) rapidly.
- 5 Eight months earlier, Sumner Redstone, the billionaire media mogul, (*to split*) Viacom into two in an effort to boost its flagging shares.
- 6 But eight months later, CBS share (*to gain*) more than 10 per cent while Viacom slumped.
- 7 Long before the meeting the shareholders (*to express*) concern about the dominance of German businessmen in the combined group.
- 8 The newspapers wrote the political season (*to start*) as if a campaign was imminent.
- 9 By that time the government of Singapore (*to maintain*) a low-key presence in global financial and property markets.

Exercise 4

Translate into English:

- 1 До того как он пришел на фирму, он работал в обрабатывающей промышленности.
- 2 До проведения заседания они подписали этот важный контракт.
- 3 Он подчеркнул, что обрабатывающая промышленность несколько сократила свои объемы.
- 4 Они заявили, что уже приняли решение о разделении концерна на две части.

Exercise 5

Write and act out mini-dialogues like this using the verbs in Past Perfect:

(Both France and Germany (to voice) strong opposition long before that.)
— *Both France and Germany had voiced strong opposition long before that.*
— *According to the newspapers, they had not.*

- 1 By the beginning of the year the premier *(to refuse)* to rule out an election.
- 2 Long before the visit its foreign activity *(to stir)* much less controversy than the Holding.
- 3 The company *(to be able)* to act without attracting much notice.
- 4 The corporation *(to become)* a fertile recruitment ground.
- 5 The International Monetary Fund *(to make)* that recommendation.

Exercise 6

Translate into English:

- 1 Еще задолго до этой встречи они выразили свое несогласие.
- 2 Газеты писали, что эти страны отказались от участия в проекте.
- 3 В статье говорилось, что эти меры вызвали большие возражения.
- 4 Официальные лица заявили, что министерство не давало таких рекомендаций.

Exercise 7

Write questions based on these sentences starting with the given words:

- 1 They had refused to provide data on some aspects of economic policy.
Had they really
- 2 London bankers had called for the Bank of England to intervene.
Who
- 3 Pressure in the sterling money market had been very strong.
In what
- 4 The Bank had refrained from any emergency measures.
Why
- 5 The company had confirmed their interest in the acquisition.
What

Exercise 8

Translate into English:

- 1 Они действительно отказались предоставить эти данные еще до начала встречи?
- 2 Почему банк воздерживался от этих мер до опубликования этих цифр?
- 3 Они подтвердили свою заинтересованность в слиянии фирм еще до 30 декабря прошлого года?

Exercise 9

a Read this extract from a newspaper article:

UPS SOUNDS A WARNING ON SLUGGISH US ECONOMY

UPS, the world's largest package delivery company, yesterday sounded a warning on the US economy, saying that 'sluggish' growth had contributed to a drop in earnings in the first three months of the year.

The comments by one of the most reliable US economic bellwethers highlight the challenges posed by the slowing economy to American companies with a large proportion of sales in the domestic market.

UPS, which derives about two thirds of revenues from the US and dominates the market for small package delivery, said the strength of its international operations had helped to cushion the effect of a flat domestic market.

b Match the English and Russian equivalents:

- | | |
|-------------------------------------|---------------------------------------|
| 1 to sound a warning | a способствовать падению |
| 2 to contribute to a drop | b получать доходы |
| 3 to highlight a challenge posed... | c выступить с предупреждением |
| 4 to derive revenues | d смягчить эффект |
| 5 to cushion effect | e широко освещать вызов, брошенный... |

c Underline all the verbs in the text and explain their usage.

d Translate the text into Russian.

e Translate these sentences into English:

- 1 Они заявили, что медленные темпы роста экономики способствовали резкому сокращению экспортных поступлений.
- 2 Он подчеркнул, что две трети поступлений идет от внутреннего рынка и рынка США.
- 3 Он добавил, что внутренний рынок остается пассивным уже несколько месяцев.

13 Настоящее совершенное продолженное время (Present Perfect Continuous)

Примеры

- 1 They **have been selling** their ordinary shares since October.
Они продают свои обычные акции начиная с октября.
- 2 **Have they been leasing** this equipment long?
Они уже давно сдают в аренду это оборудование?
- 3 How long **have they been doing business** on the world market?
Сколько времени они уже торгуют на мировом рынке?

Образование

<i>Утвердительная форма</i>	<i>Вопросительная форма</i>
I/you/we/they have been reading these newspapers for an hour. He/she has been reading these newspapers for an hour.	How long have I/you/we/they been negotiating the contract? How long has he/she been negotiating the contract?

Значение

Настоящее совершенное продолженное время употребляется для выражения:

- 1 **Действия, которое продолжалось в указанный период и продолжается в настоящее время:**
Both the number and the size of supermarkets **have been increasing** in recent years.
Последние годы увеличивается как количество, так и размеры супермаркетов.
- 2 **Действия, которое продолжается длительное время и в настоящее время:**
China **has been trying** to reduce reliance on exports and investment.
Китай пытается снизить зависимость от экспорта и капиталовложений.

Сравнение настоящего совершенного продолженного времени с другими временами

- 1 В отличие от настоящего совершенного продолженного времени настоящее совершенное время выражает действие, законченное к настоящему времени (обычно не продолжающееся в данный момент):
Their incomes **have been increasing** in recent years.
Их доходы увеличиваются в последние годы.
Their incomes **have increased** significantly.
Их доходы значительно увеличились.
- 2 В отличие от настоящего совершенного продолженного времени настоящее продолженное время выражает действие, происходящее в данное время (неважно, как долго оно длилось ранее):
Gold prices **have been languishing**.
Цены на золото падают.
Gold prices **have slightly fallen**.
Цены на золото немного упали.

Exercise 1

Read the following sentences. Decide which stress a period of time and which stress the completion of action. Write 'period' or 'completion':

- 1 He has been working too hard recently.
- 2 He has made a lot of mistakes.
- 3 He has been travelling all over the country.
- 4 He's even had a couple of minor road accidents.
- 5 He's asked for some time off work.
- 6 We've been thinking of ways to help him.
- 7 They have developed a new model.
- 8 The company has been developing a new model.
- 9 The scientist has been working on this for two years.

Exercise 2

Translate into English:

- 1 Они сделали несколько важных заявлений.
- 2 Фирма рассматривает это предложение уже несколько недель.
- 3 Они работают над новой моделью с самого начала года.
- 4 Мы значительно усовершенствовали эту установку.
- 5 К сожалению, они допустили несколько ошибок.

Exercise 3

Use the verbs in Present Perfect Continuous, read and translate the sentences:

- 1 Egypt (*to liberalise*) its economy for far longer.
- 2 Demand (*to push*) copper.
- 3 US crude oil prices (*to rise*) over the past few years.
- 4 Capital flight (*to take*) several forms in recent years.
- 5 VIA (*to concentrate*) on ultra-low power solutions and solutions for ultra mobile PCs.
- 6 Vidafone (*to sell off*) minority stakes in telecoms companies in Sweden and Belgium.
- 7 They (*to accumulate*) certain sums of money to pay for particularly expensive items.
- 8 Since that year substantially more people (*to retire*) from their entering the labour market in Finland.
- 9 The environment and industry directorates (*to dispute*) for months.

Exercise 4

Translate into English:

- 1 Они ведут споры уже несколько месяцев.
- 2 Цены на этот металл растут уже несколько недель.

- 3** Компания производит эту модель несколько лет.
4 Фирма инвестирует большие средства в это строительство начиная с прошлого года.

Exercise 5

Write questions based on these sentences using the given starting words:

- 1** Carlsberg has been delivering decent growth in sales and profits.
What company?
2 They have been trying to solve the problem for years.
How long?
3 His aids have been stoking election rumours.
Who?
4 They have been developing this residential area since last year.
What area?
5 The city authorities have been working with this developer for years.
What authorities?
6 The exhibition centre has been arranging fairs here for ten years.
How long?
7 These builders have been constructing the hotel for a few months.
How long?

Exercise 6

Translate into English:

- 1** Сколько времени они торгуют с этой страной?
2 Почему они так долго поддерживают эти слухи?
3 Как долго они ведут строительство этой дороги?
4 Какая фирма ведет строительство аэропорта?
5 Сколько времени они обсуждают этот вопрос?

Exercise 7

Write and act out mini-dialogues like this:

(gold / to languish)

— *Gold has been languishing in recent weeks.*

— *I have noticed this trend.*

- 1** silver / to fall
2 platinum / to drop
3 these shares / to fall in price
4 their production / to slow down
5 their sales / to go down
6 our imports / to decrease
7 the number of road accidents / to go down

Exercise 8

Translate into English:

- 1 Золото растёт в цене начиная с мая.
- 2 Оно выросло на 2% в прошлом месяце по сравнению с началом года.
- 3 В этом году цены выросли на 3%.
- 4 Рост цен в этом году очень заметен.

Exercise 9

a Read this extract from a newspaper item:

INTESA SANPAOLO BRANCH SALES TALKS

For more than ten days Intesa Sanpaolo has been negotiating with a consortium of regional Italian banks to sell 198 branches in Italy, according to a source close to one of the purchasers. Intesa Sanpaolo has been selling the branches to outside contenders for more than six months.

b Imagine the article is published today and answer the following questions:

- 1 How long has Intesa Sanpaolo been negotiating with the consortium?
- 2 For what period has it been trying to sell the branches?
- 3 To whom have they been trying to sell the branches?

c Translate these sentences into English:

- 1 Они ведут переговоры начиная с прошлого понедельника.
- 2 Когда они закончили переговоры?
- 3 Я не знаю точно, когда закончились эти переговоры.

Exercise 10

Use the following prompts to produce a short internal memo about recruitment problems in a clothing distribution company:

M E M O

To: **B.J.McCusker**
(Sales)

From: **H.V.**

Subject: **Recruitment of Sales Director (Northern Region)**

We / to advertise / for six months / national newspapers. We / to interview / five candidates but / to be not able to fill / position.

This month / to place / advertisement / Sales & Marketing Journal.

I / to talk to / 'Head Hunting' agency. This seems to be any increasingly probable solution. Any comments?

Примеры

- 1 The company **decided** to develop RT200 two years ago.
- 2 The company **will launch** LP345 this month.
- 3 Next year they **will move** into Eastern Europe.
- 4 If the demand **increases**, they **expect** to have a 20 per cent share in five years.
- 5 They **have been discussing** the possibility of joint ventures.
- 6 The Marketing Director **has said** that he **is going to move** quickly into the Far East.

Значение и употребление

- 1 Глаголы употребляются в форме действительного залога (Active Voice), если подлежащее обозначает лицо/предмет, совершающее действие. Подлежащее в утвердительном предложении обычно стоит перед глаголом (который является сказуемым предложения):
The organisation **offers** services.
- 2 Если предложение начинается с конструкции **there is**, подлежащее ставится после этой конструкции:
There is a person who disagrees with this opinion.
There is some disagreement.
There have been a lot of discussion.
- 3 Глаголы в форме действительного залога могут быть переходными (transitive verbs) или непереходными (intransitive verbs). Переходные глаголы требуют употребления прямого дополнения (прямое дополнение отвечает на вопрос *что?*):
The organisation **offers** a wide range of legal services.
First we **shall discuss** the client's problem.
Magna shares **lost** 2 per cent in early trading yesterday.
После переходных глаголов могут также употребляться придаточные предложения дополнения (отвечающие на вопрос *что?*):
A spokesman for IBM **said** the company had not seen the court judgement.
The Chinese media **reported** that the bank had not supplied any information.
They **confirmed** that they had risen the price by 3 per cent.
- 4 После непереходных глаголов прямое дополнение или придаточное предложение дополнения не употребляются:
An explosion **happened** at the plant.
Such problems often **arise** during the installation.
They **will compete** against satellite providers such as EchoStar and DirecTV.

Exercise 1

Mark the sentences containing transitive verbs with T, and those containing intransitive verbs – with I:

- 1 The cost of living is rising faster than ten years ago.
- 2 They need to reduce costs.
- 3 Manufacturing companies are experiencing major problems.
- 4 Service companies are doing better.
- 5 Unemployment is increasing in many European countries.
- 6 Property values show a slight fall.
- 7 In spite of the problems economists are optimistic.
- 8 The plant does not manufacture products during the August holiday.
- 9 Is the laboratory testing the new product?
- 10 Canteen staff do not cook food at the weekends.

Exercise 2

Translate into English:

- 1 Прожиточный минимум растёт из года в год.
- 2 Сколько времени растут цены на пищевые продукты?
- 3 Они стараются снизить себестоимость их продукции.
- 4 Им необходимо обсудить вопрос о стоимости недвижимости.
- 5 Несмотря на это, экономисты настроены оптимистично.

Exercise 3

a Read this extract from a radio news report:

The National Bank will probably decide today to raise the cost of borrowing. Interest rates will increase by 2 per cent. Many companies have already large debts and are paying heavy costs. Any new increase will definitely make problems worse. A representative of the Industrial Federation said, 'Many businesses will close. Profits are non-existent for many companies. This new increase in the cost of borrowing is a disaster.'

b Underline the verbs and explain the use of tenses.

c Use the right verb in the right Tense in the sentences based on the above text:

to say to worsen to pay to be to raise to increase

- 1 The bank... interest rates.
- 2 The cost of borrowing... by 2 per cent.
- 3 Many companies... heavy costs.
- 4 An interest rate rise... industry's problems.
- 5 A representative... the news... a disaster.

d Translate these sentences into English:

- 1** Возможно, банк повысит стоимость кредитования.
- 2** За этот год процентные ставки увеличились на 2%.
- 3** У многих компаний имеется большая задолженность.
- 4** Многие компании закроются, если положение не изменится.
- 5** Их положение ухудшается вот уже несколько месяцев.

Exercise 4

a Read and translate the sentences into Russian:

- 1** They have an educated workforce.
- 2** The company will compete effectively in the information-age economy.
- 3** The Group has invested heavily in the US in San Francisco and Boston.
- 4** They are going to remove these buyers from the financial market.
- 5** We know the result of this policy.
- 6** Shares of this Holding jump up yesterday.
- 7** Leighton shares are rising.

b Make each of the above sentences negative.

c Translate into English:

- 1** Акции этой компании постоянно растут в цене.
- 2** Вчера стоимость акций резко увеличилась.
- 3** Они хотят устранить этих покупателей с финансового рынка.
- 4** Компания сделала большие инвестиции в промышленность этой страны.
- 5** Они успешно конкурируют на нефтяном рынке.

Exercise 5

Write mini-dialogues matching questions and answers:

Questions

- 1** Are their shares rising now?
- 2** At what problem is he working now?
- 3** What is the latest news?
- 4** Have you read today's papers?
- 5** Do you sometimes visit plants?
- 6** When are you going to speak?
- 7** Had they met before yesterday?

Answers

- a** A new chemical installation.
- b** They rose 3 per cent yesterday.
- c** Not yet.
- d** Not very often.
- e** I hoped to hear it from you.
- f** No, as far as I know.
- g** In a few minutes.

Exercise 6

Translate into English:

- 1** Каковы новости с этого рынка?
- 2** Рынок ценных бумаг очень активен.
- 3** Цены на пшеницу выросли на 2%.

- 4 Кто выступал на этой конференции вчера?
5 Я не знаю, закончилась конференция или нет.

Exercise 7

a Read this extract from a newspaper article:

BEACON TO CLOSE \$4BN OFFICE FUND TO INVESTORS

Beacon Capital partners, the US private real estate investment firm, will announce this week that it has closed the largest ever global office-focused fund, worth \$4bn.

The fund is already 80% committed and includes Beacon's most recent purchases in London, such as CityPoint, on the northern edge of the City, and Mid City Place. The company is also developing the AXA Tower in Paris, which, when completed, will be the capital's tallest structure after the Eiffel Tower.

b Imagine it is today's news. Answer the following questions:

- 1 What announcement is the investment firm going to make soon?
- 2 How big is the fund it is planning to close?
- 3 What purchases has the firm made in London?
- 4 Has it made any purchases in Paris?
- 5 Is the fund wholly committed?

c Translate into English:

- 1 Это крупная американская фирма по привлечению инвестиций.
- 2 На 80% этот фонд уже обеспечен инвестициями.
- 3 Общая сумма фонда составляет 4 млрд долларов.
- 4 Фонд ориентирован на строительство офисных зданий.

Exercise 8

a Write six sentences using these prompts, which outline the usual steps a company follows to process an order and despatch goods:

- 1 First / the lorry / to load / goods
- 2 After that / lorry / to take the goods / port
- 3 Then / the driver / to hand over / docket
- 4 Next / customs / to sign / docket
- 5 The driver / to keep / docket
- 6 Finally / the company / to file / docket

b Translate into English:

- 1 Товары уже погружены.
- 2 Товар еще не прибыл в порт.
- 3 Водитель сдает в таможенную записку заполненный бланк квитанции об уплате пошлин.
- 4 Водитель вернет квитанцию отправителю.

Переходные и некоторые непереходные глаголы употребляются в форме страдательного залога (Passive Voice), если подлежащее обозначает лицо/предмет, подвергающееся действию. При этом часто не указывается, со стороны кого или кем совершается действие.

Если необходимо подчеркнуть, кем выполняется действие, то употребляется дополнение с предлогом *by*:

The contract **is** always **signed** by both parties to the contract.

Контракт всегда подписывается обеими сторонами, заключающими контракт.

Времена страдательного залога употребляются в соответствии с правилами для действительного залога.

Страдательный залог настоящего простого времени

Примеры

- 1 The prices of these shares **are published** daily.
Стоимость этих акций публикуется ежедневно.
- 2 Nowadays most goods **are moved** by road.
Сейчас большинство товаров перевозят автотранспортом.
- 3 These goods **are** usually **packed** into boxes.
Этот товар обычно упаковывается в коробки.

Образование

Утвердительная форма	Отрицательная форма	Вопросительная форма
About 80 per cent of their portfolio is invested in the US and Japan. Около 80% процентов их портфеля инвестировано в США и Японии.	The company is not required to report to parliament. Компания не обязана отчитываться перед парламентом.	Is the company prepared to take all the risks? Компания готова принять на себя все риски?
Their machines are exported to Europe. Их станки экспортируются в Европу.	They are not allowed to change the terms without the previous consent of the other party. Им не разрешается изменять условия без предварительного согласия другой стороны.	Are these goods licenced ? Эти товары лицензированы? / Этот товар лицензирован?

Exercise 1

Read and translate these sentences:

- 1 The system is complicated by the involvement of three different ministries — finance, transportation and trade.
- 2 China's economic development is basically driven by domestic demand.
- 3 Analysts think that Smiths is regarded one of the UK's leading chains.
- 4 The trade talks are stalled partly as a result.
- 5 A common energy policy is similarly much talked about.
- 6 This industry is dominated by a single firm.
- 7 The outputs of farmers are very much influenced by variations in the weather.

Exercise 2

Translate into English:

- 1 Обстановка усложняется несколькими факторами.
- 2 Их экономическое развитие определяется спросом на внутреннем рынке.
- 3 Эта фирма считается одной из ведущих торговых фирм, имеющих широкую сеть магазинов по всей стране.

Exercise 3

Make the sentences negative like this:

(They are supposed to sign this agreement.)

They are not supposed to sign this agreement.

- 1 This country is allowed to give its farmers heavy subsidies.
- 2 They are pressed for faster banking consolidation.
- 3 Such proposals are usually approved.
- 4 Their reforms are usually rejected.
- 5 Very substantial changes are required in these cases.

Exercise 4

Translate into English:

- 1 Им разрешается предоставлять субсидии индивидуальным фермерам.
- 2 От них требуется скорейшее решение вопроса о поставках.
- 3 Такие предложения обычно принимаются быстро.
- 4 Их предложения часто отвергаются без объяснений.

Exercise 5

Write and act out short mini-dialogues like this:

— *Is the conglomerate barred from investing in Singapore?*

— *As far as I know, it is not.*

- 1 Is the deal scheduled to start this year?
- 2 Are these deals scheduled to close next year?

- 3 Are they normally invited to international fairs?
- 4 Is much money allotted to the project?
- 5 Is the exhibition scheduled for next month?

Exercise 6

Translate into English:

- 1 Насколько я знаю, заключение сделки намечается на следующий год.
- 2 Для осуществления проекта выделяются огромные суммы.
- 3 Проект намечается закончить в конце года.
- 4 Их часто приглашают к участию на промышленных выставках.

Exercise 7

Write questions based on these sentences and starting with the given words:

- 1 A few companies are invited to participate in tenders.
Are many
- 2 The participants are announced on the eve.
When
- 3 Such goods are usually paid for in advance?
How
- 4 The contract is made in two copies.
In how many
- 5 The delivery is usually made within a few weeks.
How quickly

Exercise 8

Translate into English:

- 1 Сколько стран приглашается к участию в книжной ярмарке?
- 2 Когда обычно объявляются имена участников?
- 3 Участие обычно оплачивается заранее?
- 4 Какие документы при этом подписываются?

Exercise 9

Choose the right verb and use it in Present Simple Passive:

<i>to make up</i>	<i>to make</i>	<i>to power</i>	<i>to operate</i>	<i>to take</i>
<i>to transmit</i>	<i>to process</i>	<i>to display</i>	<i>to store</i>	

- 1 This machine is... of four basic parts.
- 2 The frame... of lightweight plastic.
- 3 The machine... by a small electric motor.
- 4 It... by pressing this small orange button.
- 5 Readings... by a small electronic sensor.
- 6 The information... to the machine's inbuilt computer.

- 7 The readings... on the visual display unit.
 8 Previous readings... in the computer's memory.

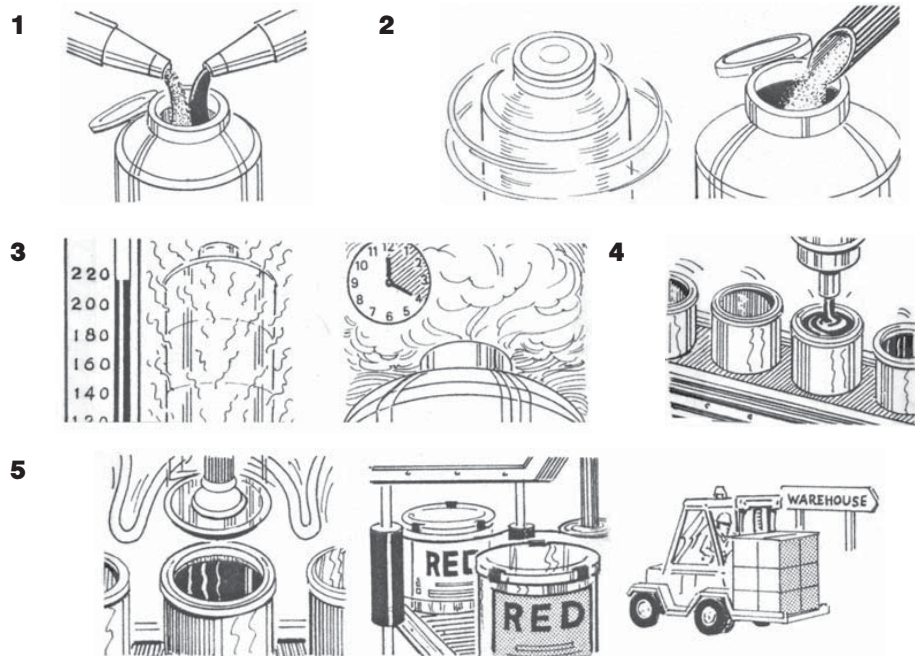
Exercise 10

Translate into English:

- 1 Эта установка состоит из двух основных частей.
 2 Каркас делается из металла.
 3 Прибор включается нажатием кнопки.
 4 Все показания прибора записываются и передаются в офис.

Exercise 11

Look at these pictures showing the usual production process and describe the production process using the sentences in the right order (using the verbs in Present Simple Passive):



- a The mixture (*to heat*) to 220°C and (*to leave*) to cool.
 b They (*to mix*) and material C (*to add*).
 c Liquids A and B (*to pour*) into a container.
 d The tins (*to close*), labels (*to apply*) and the goods (*to convey*) to the warehouse.
 e Then the mixture (*to pour*) into small cans.

Примеры

- 1 The investment **was made** in the last quarter.
Эти инвестиции были сделаны в прошлом квартале.
- 2 The rate of income tax **was reduced** last year.
Ставка подоходного налога была снижена в прошлом году.
- 3 All the costs **were borne** by the producer.
Все расходы нес производитель.

Образование

<i>Утвердительная форма</i>	<i>Отрицательная форма</i>	<i>Вопросительная форма</i>
<p>The discussion was adjourned for an hour. Дискуссия была приостановлена на час.</p> <p>The talks were held on April 2. Переговоры проходили 2 апреля.</p>	<p>This fact was not taken into account. Этот факт не был принят во внимание.</p> <p>Fortunately the worst fears were not realised. К счастью, самые худшие опасения не оправдались.</p>	<p>Was the solution found very quickly? Решение было найдено очень быстро?</p> <p>Were all the questions discussed yesterday? Вчера были обсуждены все вопросы?</p> <p>When was this tax levied? Когда был введен этот налог?</p> <p>Why were these measures taken? Почему были предприняты эти меры?</p>

Exercise 1

Read and translate the sentences:

- 1 The former chairman of China's construction bank was jailed for ten years.
- 2 The information was obtained from a reliable inside source.
- 3 These Chinese officials were recently sacked for corruption.
- 4 The rival Middle East contracts were launched in June by a joint venture between the New York Mercantile Exchange and Dubai and Oman governments.
- 5 It was reported that some members of the group were dissatisfied with the format of the reports.
- 6 Agreement on the future of the RB150 project was reached after a heated debate lasting over an hour.
- 7 Without coming to any agreement on Point 8 on the agenda, the meeting was adjourned.

Exercise 2

Translate into English:

- 1 Информация была получена из надежных источников.
- 2 Они были уволены за коррупцию.
- 3 Выполнение контракта было начато несколько месяцев назад.
- 4 Сделка была заключена товарной биржей и правительством.
- 5 Сообщалось, что многие бизнесмены недовольны этим решением.

Exercise 3

Use the verbs in the right form (Past Simple Active or Past Simple Passive):

- 1 There have been rumours about a possible hostile takeover of the company, but this (*to deny*) by headquarters in Zurich.
- 2 It (*to account*) for by the growth of private transport.
- 3 Problems (*to root*) in a lack of central-bank liquidity.
- 4 He (*to support*) by two trusted executives.
- 5 Many products (*to sell*) at premium prices.
- 6 India (*to compare*) with China, but the countries have differing approaches to capitalist development.
- 7 These two chemical units near Hull, in northern England, (*to put up*) for sale in mid-March.

Exercise 4

Translate into English:

- 1 Мы сравнили показатели за два года.
- 2 Было выдвинуто несколько предложений.
- 3 Проблема заключалась в отсутствии ликвидных средств.
- 4 Это объяснялось падением спроса.
- 5 Как вы объяснили это падение?

Exercise 5

Make these sentences passive as in the example:

(The government reduced private property to a minimum.)

Private property was reduced to a minimum.

- 1** The government limited private enterprise to a small area in the economy.
- 2** They permitted the citizens to have personal property.
- 3** The central authority planned the economy over a number of years.
- 4** The authorities provided large numbers of workers for the ten new factories.
- 5** The State organised the whole economic effort of the nation.
- 6** The Bank of England provided extra liquidity.
- 7** The joint venture generated revenue of €2.9bn.

Exercise 6

Make the sentences negative like these:

- a** *(The budget was cleared at their last meeting.)*

The budget was not cleared at their last meeting.

- 1** The letters and parcels were collected this morning.
- 2** The documents were printed yesterday.
- 3** The goods were shipped in November.
- 4** They were properly inspected.
- 5** This medicine was tested on animals.

- b** *(The decision was made yesterday.)*

No decision was made yesterday.

- 1** New barriers were imposed last month.
- 2** Special measures were implemented.
- 3** A central logistics and materials supply centre was set up.
- 4** A special food inspection fee was levied.
- 5** Satellite radios were installed in these trucks.

Exercise 7

Translate into English:

- 1** Вчера бюджет не был принят.
- 2** Все необходимые документы были подписаны еще на прошлой неделе.
- 3** В прошлом месяце была установлена плата за проведение экспертизы этих продуктов.

Exercise 8

Write and act out mini-dialogues like this:

(the contract / to sign)

— *When was the contract signed?*

— *If I am not mistaken, it was signed last week.*

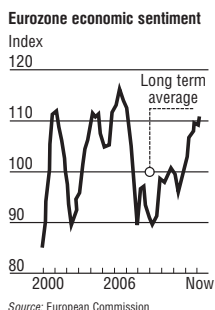
- 1 the proposal / to agree
- 2 the mistake / to make
- 3 the words / to omit
- 4 the sum / to add
- 5 the message / to receive

Exercise 9

Translate into English:

- 1 Когда был подписан этот протокол?
- 2 Неужели была допущена ошибка?
- 3 Почему была опущена эта строка?
- 4 Когда был добавлен этот пункт?
- 5 Откуда было отправлено это сообщение?

Exercise 10



a Look at the graph and translate this sentence:

The European Commission reported that its eurozone economic sentiment index, at 111.0 in April, was barely changed from March's six-year high of 111.1.

b Describe the graph.

Exercise 11

Read and translate this announcement published in a newspaper:

PAN-HOLDING Luxembourg

The Annual General Meeting was held on April 24.

The proposed resolutions were all adopted.

The report on the fiscal year is available at the registered office of the Company.

During the year, the net asset value of a capital share of Pan-Holding expressed in US dollars, which is the reference currency of the Company, had risen 14.8% in GBP.

Примеры

- 1 The price **will be quoted** later.
Цена будет названа позже.
- 2 50 per cent of the production **will be made** at their Bahrain plant.
50% продукции будет производиться на их заводе в Бахрейне.
- 3 The issue **will be discussed** by foreign ministers in Brussels today.
Этот вопрос будет обсуждаться сегодня в Брюсселе министрами иностранных дел.

Образование

<i>Утвердительная форма</i>	<i>Отрицательная форма</i>	<i>Вопросительная форма</i>
<p>The consumer will be satisfied. Потребитель будет удовлетворен.</p> <p>The wholesalers will be informed in due time. Оптовики будут своевременно проинформированы.</p>	<p>The advertising agency will not be penalised. Рекламное агентство не будет оштрафовано.</p> <p>Their legal advisers will not be invited. Их юристы не будут приглашены.</p>	<p>Will the proposal be adopted unanimously? Предложение будет принято единогласно?</p> <p>Will these clauses be included in the Addendum? Эти пункты будут включены в Дополнение?</p> <p>When will the calculations be made? Когда будут сделаны расчеты?</p> <p>Against what risks will the goods be insured? Против каких рисков будет застрахован товар?</p> <p>How will the premium be paid? Как будет выплачиваться страховая премия?</p>

Exercise 1

Use the verbs in Future Simple Passive and translate the sentences:

- 1 He (*to abuse*) of paying bribes to take contracts away from this company.
- 2 The local economy will strengthen and new jobs (*to create*).
- 3 Regulation of hotels and their facilities (*to tighten*).
- 4 All the facilities including two championship-standard golf courses (*to maintain*).
- 5 For the first time foreign investment (*to invite*) in the sector.
- 6 The project (*to approve*) in the very near future.
- 7 A special investigation (*to launch*).
- 8 The growth in the country's net exports (*to measure*) by the growth in its trade surplus.
- 9 The recovery (*to focus*) heavily on the export sector.

Exercise 2

Translate into English:

- 1 На заводе будет создано более тысячи новых рабочих мест.
- 2 Правила будут ужесточены.
- 3 Будут созданы дополнительные удобства и услуги.
- 4 К участию будут приглашены иностранные инвесторы.
- 5 Рост экономики будет измеряться ростом положительного сальдо торгового баланса.

Exercise 3

Choose the right verb and use it in Future Simple Passive:

<i>to send</i>	<i>to cover</i>	<i>to hit</i>	<i>to encourage</i>
<i>to exhibit</i>	<i>to provide</i>		<i>to set up</i>

- 1 The country... very hard.
- 2 Financial innovation...
- 3 Prices of these two commodities... by markets in opposite directions.
- 4 All the big exporting and importing markets... by the report.
- 5 These bank... to act as wholesale financiers.
- 6 Cheap money... in the form of deposits.
- 7 A few new models... at the motor show.

Exercise 4

Translate into English:

- 1 Будут приветствоваться финансовые инновации.
- 2 Все изменения будут отражены в его докладе.
- 3 Для финансирования этих работ будет создан специальный банк.

Exercise 5

Use the verbs in the right form (Future Simple Passive or Present Simple Passive):

- 1 Nobody knows who (*to appoint*) the company's chief executive.
- 2 If he (*to engage*) they will meet their targets.
- 3 They hope the sources of demand (*to rebalance*) soon after these reforms.
- 4 They do not know when his identity (*to verify*).
- 5 If nothing (*to do*) France (*to advise*) to maintain stricter budgetary controls.
- 6 If this investment (*to make*) it will change the prospects to the better.
- 7 Nobody knows when the agreement (*to sign*).

Exercise 6

Translate into English:

- 1 Никто не знает, когда будет назначен новый управляющий.
- 2 Если они привлекут новые источники финансирования, они выполнят строительство в срок.
- 3 Мы уверены, что будут использованы все возможные ресурсы.
- 4 Министерству финансов будет предписано ужесточить меры по контролю за этими расходами.

Exercise 7

Write and act out mini-dialogues like this:

(*this work / not to do / tomorrow*)

— *This work will not be done tomorrow.*

— *And when will it be done?*

- 1 this addendum / to complete / today
- 2 the test / not to translate / this week
- 3 the goods / not to ship / this month
- 4 the passport / not to issue / this week
- 5 the invitation / not to confirm / tomorrow

Exercise 8

Translate into English:

- 1 Когда товар будет отгружен?
- 2 Товар будет оплачен в этом месяце?
- 3 Когда будут выданы визы для участников конференции?
- 4 Где будет напечатан отчет о конференции?
- 5 Кто будет приглашен на заключительную встречу?
- 6 Когда будет сделан перевод этой статьи?

Exercise 9

a Read this extract from an article published in The Economist journal:

Plenty of analysts argue that the country is insulated from the economic consequences. Japan's five-year-old recovery is led by domestic demand, and by business investment in particular.

Optimists also point out that any American slowdown will presumably be felt most in the construction industry, a sector to which Japanese exports are not heavily exposed.

b Match the English and Russian equivalents:

- 1 to argue
- 2 to insulate
- 3 to recover
- 4 to lead
- 5 to point out
- 6 to expose

- a** изолировать
- b** вести; руководить
- c** спорить, убеждать, доказывать
- d** указывать
- e** подвергать (риску, опасности, воздействию)
- f** выздоравливать; восстанавливаться

c Translate the text into Russian.

d Translate these sentences into English:

- 1 Замедление темпов экономического роста скоро почувствуется.
- 2 Этот сектор экономики не будет сильно задет.
- 3 Большие суммы будут инвестированы в эти исследования.

Exercise 10

Read and translate this announcement published in the Financial Times:



NESTLÉ S.A.

NESTLÉ S.A., Cham and Vevey

Payment of dividend

Notice is hereby given to shareholders that following a resolution of the Annual General Meeting held on June 19, the following dividend for the previous financial year will be paid to them from June 25.

Gross CHF 10.40 per share

Less Swiss federal withholding tax of 35%.

All dividends will be paid by bank transfer to the shareholder's account or by cheque, in accordance with the instructions received from the shareholders.

The Board of Directors

Примеры

- 1 The recent GDP figures **have been published** this week.
Последние данные по ВВП были опубликованы на этой неделе.
- 2 The merger proposal **has been made**.
Предложение о слиянии компаний уже сделано.
- 3 No reply **has been received** so far.
Ответ до сих пор не получен.

Образование

<i>Утвердительная форма</i>	<i>Отрицательная форма</i>	<i>Вопросительная форма</i>
<p>This tax has been levied recently. Этот налог был введен совсем недавно.</p> <p>They have been approached for information. К ним обратились за информацией.</p>	<p>The sale has not (hasn't) been finalised yet. Вопрос о продаже еще полностью не решен.</p> <p>These targets have not (haven't) been achieved. Эти плановые цифры не достигнуты.</p>	<p>Has the plan been approved this month? План одобрен в этом месяце?</p> <p>Have all the necessary documents been submitted? Представлены все документы?</p> <p>How many reports have been made at the conference so far? Сколько докладов уже сделано на этой конференции?</p> <p>What sectors of its economy have been transformed by the foreign investment? Какие секторы экономики этой страны значительно трансформированы благодаря иностранным инвестициям?</p>

Exercise 1

Read and translate the sentences:

- 1 Losses have been reduced to 1.4 per cent this year.
- 2 This management decision has been taken by the directors.
- 3 The task has not been carried out yet.
- 4 The agenda has been largely dominated by difficult energy ties.
- 5 The risks to inflation have diminished a little, while the growth data have been mixed.
- 6 Much of its portfolio has been built up by buying minority stakes and then seeking full control later.
- 7 Policy commitments have been offered that serve the countries' own interests.

Exercise 2

Translate into English:

- 1 Решение о строительстве здесь еще одного супермаркета уже принято.
- 2 Не все задачи еще выполнены.
- 3 Эта сложная работа сделана очень хорошо.
- 4 Портфель акций сформирован именно таким путем.

Exercise 3

Use the verbs in the right form (Present Perfect Active or Present Perfect Passive):

- 1 Multinational food and drink companies (*to start*) to try to pass on price increases to consumers.
- 2 Talks with Thailand (*to interrupt*) by the Thai political coup.
- 3 Some of the provisions of the agreement (*to criticise*) by trade economists.
- 4 A rash of bilateral trade deals (*to plan*).
- 5 Over the past few months, a few international groups (*to look*) to either expand or set up in China.
- 6 The market for consumer electronics products in China (*to grow*) at an average of more than 15 per cent a year since then.
- 7 Their shocking statement (*to release*) today.

Exercise 4

Translate into English:

- 1 По этой причине переговоры прерваны.
- 2 Они прервали переговоры.
- 3 Ответ фирме отправлен по электронной почте.
- 4 Это соглашение критиковали многие экономисты.
- 5 Заявление опубликовано в нескольких центральных газетах.

Exercise 5

Make the sentences passive as in the example:

(The government has changed the policy.)

The policy has been changed.

The policy has not been changed, according to this source.

- 1 The committee has prepared a special scheme.
- 2 They have discovered various valuable minerals in that area.
- 3 Prospects for an expansion have spurred corporate consolidation.
- 4 GM has revised its net second-quarter loss.
- 5 Nortel has restructured its operations.
- 6 The country has made a lot of progress.
- 7 He has proposed a big tax rise on consumers.

Exercise 6

Use the verbs in Present Perfect Passive and translate the sentences:

- 1 A 41 per cent drop in third-quarter earnings (*to report*).
- 2 A few aggressive promotions (*to launch*).
- 3 This powerful computer (*to market*) to Chinese companies.
- 4 All access limits to these markets (*to remove*).
- 5 Their proposal (*to reject*).
- 6 The investors (*to contact*) on this issue.
- 7 This investment (*to delay*).

Exercise 7

Translate into English:

- 1 Сообщали о новом падении цен.
- 2 Были начаты новые рекламные кампании.
- 3 Неизвестно, почему эти предложения были отклонены.
- 4 Они сообщают, что товар уже отгружен.
- 5 Нам еще не сообщили о платеже.

Exercise 8

a Read and translate this extract from an article published in The Economist:

On the supply side of the economy, the City will be hit hard as deals dry up. That matters because it lies at the heart of Britain's financial and business services. This sector, worth just over a quarter of the economy, has recently been contributing about half of GDP growth. Consumer spending looks particularly vulnerable, since households are already burdened by high debt and disposable incomes have been squeezed. People have been able to carry on spending mainly because rising house prices have increased homeowners' wealth.

b Say what these forms are:

- 1** has been contributing
- 2** have been squeezed
- 3** have increased

c Translate these sentences into English:

- 1** ВВП страны растёт уже несколько лет.
- 2** В этом году цены на этот металл были увеличены на 2%.
- 3** Расходы потребителей несколько сократились.
- 4** Количество сделок на бирже на этой неделе сократилось.
- 5** Их задолженность увеличилась в этом году.

Exercise 9

a Read this extract from a newspaper article:

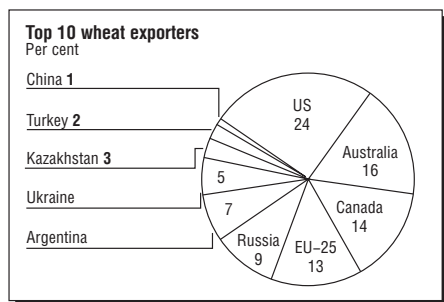
Cereal traders are worried that hot and dry weather in southern hemisphere is endangering the next wheat crop. Australia has suffered below-average rainfall for the last two months, according to cereal traders. Australia's crop has already been damaged. "The question now is how severe it is going to be," said Mr Brodie, a partner at London-based commodities hedge fund.

b Match the English and Russian equivalents:

- | | |
|-----------------------------|--|
| 1 to endanger a crop | a страховать от потерь |
| 2 to suffer | b наносить ущерб |
| 3 to damage | c угрожать урожаю |
| 4 to hedge | d страдать от, испытывать, переживать |

c Translate the text.

d Look at the pie chart and write a few sentences like the one on the right:



Australia accounts for 16 per cent of global wheat exports.

e Translate into English:

- 1** На долю России приходится 9% рынка пшеницы.
- 2** В соответствии с этой диаграммой на долю Китая приходится всего лишь 1% рынка.

Примеры

- 1 He knew the company **planned** to take a controlling stake in AsiaEC.
Он знал, что компания планирует получить контрольный пакет акций АзияЭК.
- 2 He doubted if their profits **had fallen** 38 per cent.
Он сомневался, что их доход сократился на 38%.
- 3 He was sure they **would not mount** a counter-bid.
Он был уверен, что они не будут делать никакого контрпредложения.

Правила согласования времен соблюдаются в придаточных предложениях дополнения (отвечающих на вопрос *что?*), если глагол/сказуемое главного предложения употребляется в прошедшем времени. Глагол/сказуемое придаточного предложения употребляется также в одном из прошедших времен:

- 1 Если глагол придаточного предложения выражает действие, одновременное с действием главного предложения, то он употребляется в Past Simple или Past Continuous:
They understood there **were** multiple opportunities for acquisitions.
Они понимали, что существуют различные возможные пути для приобретения компаний.
- 2 Если глагол придаточного предложения выражает действие, предшествующее действию главного предложения, то он употребляется в Past Perfect:
They hoped the Federal Reserve **would not take action** before the middle of the year.
Они надеялись, что Федеральная резервная система США не предпримет никаких действий до середины года.
- 3 Если глагол придаточного предложения выражает действие, следующее за действием главного предложения, то он употребляется в Future in the Past (будущее время в прошедшем, которое образуется по формуле: **would + verb**):
They believed that China and India **would account** for 60 per cent of the expected sales.
Они полагали, что на долю Китая и Индии придется 60% ожидаемого объема продаж.

Note: правила согласования времен не соблюдаются, если придаточное предложение дополнения выражает:

- 1 **Неоспоримую истину:**
He knew that GDP **stand** for Gross Domestic Product.
Он знал, что буквы ВВП обозначают валовый внутренний продукт.
- 2 **Предшествующее действие, произошедшее в точно указанном прошлом:**
He remembered that the strike **broke out** on September 28.
Он помнил, что забастовка началась 28 сентября.
- 3 **Действительное будущее время:**
She knew that the conference **will start** on July 12. (*If July 12 is yet to come.*)
Она знала, что конференция начнется 12 июля. (*Если 12 июля еще фактически не наступило.*)

Exercise 1

Underline the verbs, explain the use of Tenses and translate these sentences into Russian:

- 1 The chief executive knew rising raw materials costs posed risks this year.
- 2 Yesterday's statistics showed growth in eurozone lending for house purchases decelerated from 9.4 per cent in February to 8.9 per cent in March.
- 3 People close to the situation knew the talks between Best Buy and Five Star, which is controlled by its management, were advancing.
- 4 Data on sales of new homes showed fewer houses had been sold than expected last month.
- 5 They knew the GBL group had taken a 5 per cent stake in the French drinks group.
- 6 The Bureau reported that durable goods orders were up 3.4 per cent in October.
- 7 The company forecast global demand for steel this year would increase by 5.9 per cent.

Exercise 2

Translate into English:

- 1 Он знал, что спрос на этот металл увеличился.
- 2 Газеты сообщали, что компания приобрела 10% акций этой иностранной фирмы.
- 3 Эти данные говорили о том, что производство многих товаров сократилось.
- 4 Они надеялись, что выпуск товаров длительного пользования вырастет в следующем году.

Exercise 3

Use the verbs in the right Tense form (Past Simple or Past Perfect):

- 1 Ms Schwab was sure there (*to be*) no immediate prospect of ministerial meetings starting again.
- 2 They were sure the economic activity to support new jobs (*to slow down*).
- 3 He believed their net profits (*to go up*) substantially the previous year.
- 4 He hoped their net earnings (*to climb*) well.
- 5 He knew Finland (*to be*) famous for its research and development.
- 6 We were sure they (*to publish*) these estimates.

Exercise 4

Translate into English:

- 1 Они не знали, какая компания выпускает эти приборы.
- 2 Все были уверены, что контракт подписан.

- 3** Мы полагали, что чистый доход выше этой цифры.
4 Мы знали, что они уже опубликовали эти данные.

Exercise 5

Combine these pairs of sentences as in the example:

(This quantity of goods will be produced.

The planners decided it.)

The planners decided what quantity of goods would be produced.

- 1** These goods and services will be produced.
The central authorities decided it.
- 2** These prices will be charged for the goods.
The planners discussed it.
- 3** This quality will be the most suitable.
The government considered it.
- 4** This commercial activity will be useful in the next few year.
The planning authority decided it.
- 5** These changes will be made in the organisation of the factory.
The employers and employees discussed it.
- 6** These conditions will affect the national economy in the next ten years.
The economists considered the matter.

Exercise 6

Translate into English:

- 1** Экономисты считали, что рост будет более значительным.
- 2** Они решили, что будут введены ограничения на экспорт сырья.
- 3** Работодатели считали, что они легко привлекут дополнительную рабочую силу.
- 4** Они знали, что это отрицательно скажется на экономике страны.

Exercise 7

- a** Use the verbs in Past Perfect Passive as in the example, and translate the sentences:

(He knew nothing (to do) to solve the problem.)

He knew nothing had been done to solve the problem.

- 1** The newspapers wrote that Storebrand *(to regard)* until then as one of the most likely acquisition targets.
- 2** He knew that the Auto Pact *(to cite)* as a model for free trade between Canada and the US.
- 3** They learned that the French investors *(to offer)* better terms.
- 4** We informed them that the matter *(to refer)* to arbitration.
- 5** They knew that two arbitrators *(to appoint)*.

b Translate into English:

- 1** Он знал, что дело передано в арбитраж.
- 2** Они помнили, что новые правила вступили в силу уже в прошлом месяце.
- 3** Мы знали, что вопрос о слиянии фирм уже решен.

Exercise 8

a Write each sentence in two variants, as in the example, and translate the sentences:

(... that she was right.)

He doubted if she was right.

He didn't doubt that she was right.

- 1** ... these estimates varied.
- 2** ... Asia's low-cost airlines were set for 'explosive' growth.
- 3** ... it would create a financial problem.
- 4** ... they would be offered membership.
- 5** ... entrepreneurs were discriminated.
- 6** ... special efforts would be made to encourage young people to become entrepreneurs.
- 7** ... these efforts would be a success.
- 8** ... risk-taking would be deterred.

b Translate into English:

- 1** Они не сомневались, что наша оценка будет другой.
- 2** Они сомневались, что это создаст какие-либо проблемы.
- 3** Мы не сомневались, что он будет хорошим предпринимателем.
- 4** Мы сомневались, что они быстро предпримут эффективные меры.

Exercise 9

a Read and translate this short text:

They knew well that in business circles high rates of personal tax were commonly cited as a problem. Most analysts agreed that the things that make up Finland's potential attrac-

tiveness to investors — size, location and homogenous society — were also part of the problem when it came to attracting foreign direct investment (FDI).

b Translate into English:

- 1** Мы не сомневались, что будут нужны прямые иностранные инвестиции.
- 2** Они согласились, что такие условия привлекут и внутренних инвесторов.
- 3** Мы помнили, что они снизили налоги в прошлом году.
- 4** В газетах сообщалось, что этот налог был снижен на 1%.

Примеры

- 1 He says that the assets in Europe **are** cheaper.
Он говорит, что капитал в Европе дешевле.
- 2 He said that the revenue growth **was** rather slight.
Он сказал, что рост доходов очень незначителен.
- 3 He confirmed they **had completed** the acquisition of the company.
Он подтвердил, что они завершили процесс покупки компании.
- 4 He said they **would extend** the validity of the letter of credit.
Он сказал, что они продлят срок действия аккредитива.

Правила

- 1 Если глагол/сказуемое главного предложения употребляется в настоящем времени, то глагол/сказуемое придаточного предложения дополнения может употребляться в любом времени:
He says (that) salaries on the continent **are** much higher.
Он говорит, что уровень заработных плат на континенте намного выше.
He emphasises (that) they **will try to** cut administrative costs.
Он подчеркивает, что они постараются сократить хозяйственно-административные затраты.
- 2 Если глагол/сказуемое главного предложения употребляется в прошедшем времени, то употребление времени глагола/сказуемого придаточного предложения дополнения подчиняется правилам согласования времен:
He stressed (that) net profits in the first quarter **jumped** a third on the back of a strong demand.
Он подчеркнул, что чистый доход за первый квартал подскочил на одну треть благодаря хорошему спросу.
She said she **did not know** his e-mail.
Она сказала, что не знает его адреса по электронной почте.
- 3 При обращении прямой речи в косвенную обычно производятся следующие лексические замены в придаточных предложениях:

<i>this</i> — that	<i>today</i> — that day	<i>next year</i> — the next year
<i>these</i> — those	<i>yesterday</i> — the previous day	<i>in a few years</i> — a few years later
<i>now</i> — then	<i>tomorrow</i> — the next day	

She confirmed the talks **would be restarted** the next week.

Она подтвердила, что переговоры будут возобновлены на следующей неделе.

She said she **had seen** him the previous day.

Она сказала, что видела его накануне.

Note: в главных предложениях употребляются следующие глаголы:

to say	to report	to inform	to announce	to stress
to agree	to answer	to state	to claim	to indicate
to emphasise	to explain	to highlight	to imply	to disclose и др.
to affirm	to convey	to declare	to add	

Exercise 1

Read and translate the sentences:

- 1 He explained that a number of British companies had made exploratory visits to the country.
- 2 He reminded that a peace deal was signed in the south of the country in May.
- 3 The speaker underlined that competition between the two giants had trans-fixed the industry.
- 4 He said some politicians in Europe and North America had been blaming China for problems in their own economies.
- 5 He admitted they had failed to tackle those problems themselves.
- 6 The company said it would cease immediately to pursue new business in Sudan.
- 7 He added that withdrawal would not have a material impact on its sales and profits.

Exercise 2

a Use the verbs in Past Perfect and translate the sentences:

- 1 He stressed that the standards bodies (*to indicate*) their support.
- 2 He said demand for the company's 'at home' products (*to increase*).
- 3 The company said it (*to raise*) its global vehicle sales.
- 4 The businessman added that trading volume (*to recover*).
- 5 He underlined they (*to suffer*) heavy losses.

b Translate into English:

- 1 Она подчеркнула, что статистические органы дают другие цифры.
- 2 Он добавил, что объем торговли с этой страной вернулся на свои прежние позиции.
- 3 Он сказал, что объем продаж за этот период возрос на 5%.
- 4 Он сказал, что они несут большие убытки.

Exercise 3

a Use the verbs in Future in the Past and translate the sentences:

- 1 He said yesterday the country (*to seek*) \$10bn of compensation for economic damage.
- 2 Sony said it (*to list*) its financial unit on the Tokyo Stock Exchange.
- 3 The General Manager denied that the delay in deliveries (*to hit*) sales.
- 4 He said they (*to take*) this risk.
- 5 The official stressed the measures (*to be*) temporary.

b Translate into English:

- 1 В статье сообщалось, что они требуют возмещения убытков.
- 2 Компания заявила, что она является участником этой биржи.

- 3 Они отрицали, что фирма взяла на себя эти риски.
- 4 Он сказал, что это лишь временная мера.

Exercise 4

- a** Choose the right verb and use it in the right Tense in this extract from a newspaper report on a political meeting:

to ask to warn to believe to say to remind

The Minister (1) ... the audience that 20 years ago things were very different. He (2) ... the time had come to face realities and he (3) ... we had to choose between cooperation or isolation. He (4) ... that major problems would arise if we made the wrong choice and (5) ... if we wanted to be an isolated and friendless country.

- b** Translate into English:

- 1 Он предупредил, что они примут самые серьезные меры.
- 2 Они полагали, что это сотрудничество будет взаимовыгодным.
- 3 Мы напомнили, что их фирма сделала не совсем правильный выбор в прошлом году.
- 4 Они требовали, чтобы вопрос был рассмотрен еще раз.
- 5 Компания не раз говорила, что не хочет оказаться в полной изоляции.

Exercise 5

- a** Read this extract from a short speech made at a meeting:

I am afraid there are a number of problems with this agreement. First of all, we feel that your company has not been reliable on several occasions in the past. We are particularly unhappy about the fact that there have been a number of late deliveries and these have caused us considerable problems. Another problem is that on at least five occasions you have supplied faulty parts and we had to return these to you. There is also the problem of discount. Originally you promised us a 10% discount. I am not very happy about the prices you charge either.

- b** Fill in the gaps using the above text:

- 1 He said... a number of problems with the agreement.
- 2 In particular, they felt that the company... reliable on several occasions.
- 3 There... a number of late deliveries and he said that the company... faulty parts on at least five occasions.
- 4 He also mentioned that there... the problem of discount.
- 5 Originally the company... a 10 per cent discount.
- 6 And he concluded he... about the prices either.

Exercise 6

Translate these sentences into English:

- 1 Он заявил, что они столкнулись с рядом неожиданных проблем.
- 2 Он подчеркнул, что они всегда были надежными партнерами.
- 3 Мы согласились, что задержали отгрузку.
- 4 Мы также сказали, что несем полную ответственность за это.
- 5 Они требовали, чтобы им была предоставлена скидка.

Exercise 7

a Read this extract from a newspaper article:

FRESH PRICE RISE FOR HOVIS LOAVES

Consumers will pay up to 8p more for a loaf of Hovis after Premier Foods, Britain's biggest food producer, said it would raise the price of bread for the second time this year after an 'unprecedented' surge in wheat costs. The company, which makes Hovis, Mother's Pride, increased prices by about 5p in February but said it had been forced to push through another rise after wheat prices more than doubled in the past year following poor harvest.

b Match the English and Russian equivalents:

- | | |
|-------------------|-------------------------------|
| 1 to rise | a повышать |
| 2 to raise | b повышаться |
| 3 surge | c вынуждать |
| 4 to force | d проталкивать(ся); проводить |
| 5 to push through | e повышение |

c Complete the sentences using the text and translate the sentences:

- 1 Premier Foods said it would...
- 2 Mother's Pride said it had...

d Write the following in Indirect Speech:

Robert Schofield, chief executive of Premier, said, 'Wheat prices have seen an unprecedented level of increase over the last few weeks. We shall implement price rises for our bread and flour products very soon.'

e Translate into English:

- 1 Он подчеркнул, что цены на пшеницу достигли небывало высокого уровня.
- 2 Затем он добавил, что они применяют повышение цен на свой товар.

Примеры

- 1 ('Which results are they talking about?' he asked me.
«О каких результатах они говорят?» — спросил он меня.)
He asked me which results they **were talking** about.
Он спросил меня, о каких результатах они говорят.
- 2 ('When will the materials be ready?' the secretary asked him.
«Когда материалы будут готовы?» — спросила его секретарь.)
The secretary asked him when the materials **would be ready**.
Секретарь спросила его, когда будут готовы материалы.
- 3 ('Has the agreement been signed?' the director of finance inquired.
«Соглашение уже подписано?» — спросил финансовый директор.)
The director of finance inquired if the agreement **had been signed**.
Финансовый директор спросил, подписано ли уже соглашение.

Правила

- 1 При трансформации вопросительных предложений в косвенную речь используется прямой порядок слов, т. е. в придаточном предложении подлежащее предшествует сказуемому:
(‘Whom would you like to see?’ the receptionist asked the visitor.
«Кого вы хотели бы видеть?» — спросила посетителя секретарь в приемной.)
The receptionist asked the visitor whom he **wanted** to see.
Секретарь в приемной спросила посетителя, кого он хочет видеть.
- 2 При трансформации в косвенную речь специальных вопросов они сохраняют вопросительное слово:
(‘When will Mr Poll most probably come?’ the visitor wondered.
«Когда г-н Пол придет?» — поинтересовался посетитель.)
The visitor wondered when Mr Poll **would** most probably **come**.
Посетитель поинтересовался, когда придет г-н Пол.
- 3 При трансформации в косвенную речь общих вопросов в начале придаточного предложения ставится союз *if/whether*.
(‘Does the company provide investment advice?’ he asked the legal adviser.
«Компания оказывает консультационные услуги по инвестициям?» — спросил он юрисконсульта.)
He asked the legal adviser if the company **provided** investment advice.
Он спросил юрисконсульта, оказывает ли компания консультационные услуги по инвестициям.

Exercise 1

Transform these special questions into Indirect Speech as in the example:

('What guarantee period do you usually grant?' he asked me.)

He asked me what guarantee period we usually granted.

- 1 'How do you usually ship the goods?' he enquired the businessman.
- 2 'What terms of payment do you usually practice?' he asked then.
- 3 'What discount do you give to your regular customers?' he wondered.
- 4 'On what terms do you normally deliver the goods?' he asked.
- 5 'When are goods usually tested?' he wondered.

Exercise 2

Translate into English:

- 1 Мы спросили его, с какими странами они торгуют.
- 2 Мы заинтересовались, где они проводят выставки.
- 3 Он спросил, как они обычно готовятся к выставкам.
- 4 Журналист спросил, кто обычно участвует в таких выставках.
- 5 Он также заинтересовался, как они обычно рекламируют свой товар.

Exercise 3

Make transformations like this:

('How did you test the machines?' he enquired the Sellers.)

He inquired how the Sellers had tested the machines.

- 1 'How did you pack the goods?' he then asked the Sellers.
- 2 'Why did you choose this way of packing?' he also wondered.
- 3 'To whom did you send the shipping documents?' he asked.
- 4 'Who signed the invoice?' he demanded.
- 5 'How many copies of the original Bill of Lading were attached to the invoice?' he wondered.

Exercise 4

Translate into English:

- 1 Он спрашивал, почему они не снизили цену.
- 2 Он интересовался, какие изменения были внесены в конструкцию.
- 3 Они не спрашивали, кто присутствовал на испытаниях.
- 4 Они не спросили, где проводились испытания.
- 5 Он не интересовался, когда закончились эти испытания.

Exercise 5

Make transformations like this:

('When will you open your showroom?' I asked him.)

I asked him when they would open the showroom.

- 1 'When will you start advertising the goods?' he wondered.
- 2 'Where will advertising be arranged?' she enquired.
- 3 'How many dealers will you have?' their representative asked.
- 4 'How much will these services cost?' the manager asked.
- 5 'How often will you send accounts of sales?' the accountant enquired.

Exercise 6

Translate into English:

- 1 Он спросил финансового директора, когда будет готов бизнес-план.
- 2 Он также спросил главного бухгалтера, когда будет готов баланс.
- 3 Она поинтересовалась, где будет заседание.
- 4 Она спросила, кто будет присутствовать.
- 5 Она спросила секретаря, кто будет выступать.

Exercise 7

Transform these general questions into Indirect Speech as in the examples:

- a (*Do you usually speak English at the negotiations?*)
He wondered if the businessman spoke English at the negotiations.
 - 1 Do you sometimes ask an interpreter for help?
 - 2 Do you usually often visit the Seller's plants?
 - 3 Do you usually sign a protocol of intent before a contract is made?
 - 4 Do you normally prepare proforma invoices?
 - 5 Are the goods always insured for all the period of transportation and storage?
- b (*Did you visit the fair yesterday?*)
He wondered if the Manager had visited the Fair the previous day.
 - 1 Did you like our exhibits?
 - 2 Were the goods nicely displayed?
 - 3 Were there many visitors?
 - 4 Did you call London yesterday?
 - 5 Did the General Manager agree to come to Moscow next week?
- c (*Are you going to make another contract with this company?*)
The journalist asked the businessman if they were going to make another contract with the company.
 - 1 Are you going to extend your trade relations with this country?
 - 2 Are you planning to increase your visible trade?
 - 3 Will you arrange a few other exhibitions this year?

Exercise 8

Translate into English:

- 1 Журналист спросил, расширяют ли они торговлю видимыми статьями экспорта.

- 2 Он поинтересовался, будут ли они предлагать свои финансовые услуги.
- 3 Он также спросил, будет ли расширяться туризм с этими странами.
- 4 Он поинтересовался какие потребительские товары им нужны.
- 5 Она спросила, заинтересованы ли они в этом.

Exercise 9

Write these sentences in your own way using Indirect Speech and these questions:

- 1 (Has the protocol of intent been signed?)
- 2 (Have the deals been completed?)
- 3 (Did you speak at the conference yesterday?)
- 4 (Has trade been rising between these Asian countries?)
- 5 (Will they try to comply with international demands?)

Exercise 10

Translate into English:

- 1 Директор спросил, когда они подпишут протокол о намерениях.
- 2 Он поинтересовался, сколько сторон будет участвовать в проекте.
- 3 Она спросила, сколько времени они уже изучают этот вопрос.
- 4 Мы спросили финансового директора, будет ли участвовать фонд.
- 5 Мы поинтересовались, будет ли он на переговорах.

Exercise 11

- a** Read this extract of an interview between a journalist and a Finance Minister:

<i>Journalist:</i>	Has the policy of the government changed?
<i>Minister:</i>	No, we are working towards increasing the quality of services and making the economy strong.
<i>Journalist:</i>	What do you predict as a level of inflation over the next 12 months?
<i>Minister:</i>	Inflation will continue at present levels — about 2.5 per cent.
<i>Journalist:</i>	Are you confident that economic growth will remain strong?
<i>Minister:</i>	Economic growth is now at 2 per cent and should rise to 4 per cent over the coming year.

- b** Complete the sentences which follow and write a short newspaper report:

- 1 The journalist... if the policy of the government...
- 2 The journalist also inquired what level of inflation...
- 3 Then the journalist... if the Minister... confident...

Примеры

- 1 ('Please send confirmation as soon as possible,' I asked him.
«Отправьте, пожалуйста, подтверждение как можно скорее», — попросил я его.)
I asked him **to send** confirmation as soon as possible.
Я попросил его отправить подтверждение как можно скорее.
- 2 ('Come in please,' he invited us.
«Входите, пожалуйста», — пригласил он.)
He invited us **to come in**.
Он пригласил нас войти.
- 3 ('Don't delay the delivery of the goods,' we asked them.
«Не задерживайте поставку товара», — попросили мы их.)
We asked them **not to delay** the delivery of the goods.
Мы попросили их не задерживать поставку товара.

Правила

- 1 Если придаточное предложение выражает просьбу или приказ в утвердительной форме, то глагол в придаточном предложении употребляется в форме инфинитива (с частицей **to**):
(‘Repeat it please,’ he asked me.
«Повторите, пожалуйста», — попросил он меня.)
He asked me **to repeat** the words.
Он попросил меня повторить, что я сказал.
(‘Could you stay and work for another hour?’ he asked her.
«Вы не могли бы задержаться и поработать еще час?» — спросил он ее.)
He asked her **to stay** and work for another hour.
Он попросил ее задержаться и поработать еще час.
- 2 Если придаточное предложение выражает просьбу или приказ в отрицательной форме, то глагол в придаточном предложении употребляется в форме отрицательного инфинитива (**not to do**):
(‘Don't miss the meeting tomorrow. It starts at 8.30,’ she warned me.
«Не пропустите завтрашнее заседание», — предупредила она меня.)
She warned me **not to miss** the meeting tomorrow.
Она предупредила меня, чтобы я не пропустил завтрашнее заседание.

Notes:

- 1 Форма **do not** в повелительных предложениях выражает строгий запрет и обычно употребляется в текстах запретительных вывесок:
Do not obstruct these gates.
Не ставьте машины у этих ворот.
Do not enter without protective clothing.
Не входить без защитной одежды.
- 2 Косвенную речь могут вводить следующие глаголы:
to ask to invite to direct to instruct to order
 to persuade to warn to tell (велеть)

Exercise 1

Read and translate the sentences:

- 1 The bank told the company to suspend its operations until a full investigation could be completed.
- 2 The suppliers asked the purchasing director to send them the shipping instructions as soon as possible.
- 3 He asked the manager to accept the resignation.
- 4 They invited the accountants to review the finances as quickly as possible.
- 5 Most teams have asked not to have theoretical training courses.
- 6 The boss asked the secretary to attach the receipt to the letter.
- 7 The chairman asked her to be laconic and precise.
- 8 He warned her to avoid any spelling mistakes.
- 9 He asked his assistant to send the letter the same day.

Exercise 2

Translate into English:

- 1 Он попросил директора принять его отставку.
- 2 Председатель попросил выступающих быть более лаконичными.
- 3 Он предупредил ее, чтобы она не делала таких ошибок.
- 4 Он попросил секретаря связаться с ними по телефону.
- 5 Он велел помощнику заняться сразу этим вопросом.
- 6 Таможенник попросил приложить счет.
- 7 Поставщик просил прислать инструкции по отгрузке.

Exercise 3

Transform these requests into Indirect Speech as in the example:

('Have a look at this page, please,' he asked me.)

He asked me to have a look at that page.

- 1 'Make three copies, please,' he asked the secretary.
- 2 'Please, check these figures thoroughly,' she asked her assistant.
- 3 'Will you explain the meaning of this term, please?' the trainee asked.
- 4 'Submit the documents by registered mail,' he ordered the secretary.
- 5 'Send an application letter and a two-page detailed resume to the address below,' the employee instructed candidates.
- 6 'Speak louder, please,' the interviewer asked her.
- 7 'Say a few words about the situation on the global wheat market at the moment,' the journalist asked the businessman.

Exercise 4

Translate into English:

- 1 Он попросил помощника подготовить материалы.
- 2 Он попросил проверить все цифры.

- 3 Она попросила объяснить структуру фирмы.
- 4 Рекламодатель просил дать калькуляцию.
- 5 Журналист попросил его повторить эти слова.

Exercise 5

Make the transformations like this:

('Don't open the window, please,' the old lady asked me.)

The old lady asked me not to open the window.

- 1 'Don't park the car here, please,' the traffic warden asked the driver .
- 2 'Don't use this paper,' the secretary warned.
- 3 'Don't wait for me, if I am late,' the girl asked.
- 4 'Don't be nervous,' the interviewer advised.
- 5 'Don't take pictures here,' the guardian of the gallery warned.
- 6 'Don't make so much noise,' the guardian told the children.
- 7 'Don't write here,' the official instructed.

Exercise 6

Translate into English:

- 1 Смотритель выставки попросил их не делать никаких снимков.
- 2 Фоторепортер попросил их не отвращиваться.
- 3 Таможенник попросил их не заполнять эту страницу.
- 4 Служащий попросил ее не подходить пока к стойке.
- 5 Я попросил его помочь мне заполнить эту форму.

Exercise 7

Use the right verb and translate the sentences:

to be to be late to put up to take part to postpone

- 1 He asked me not... as he knew I had often been late for the talks.
- 2 He advised me not... the decision which they hoped would be positive.
- 3 They warned the Sellers not... their prices by more than the annual rate of inflation.
- 4 They invited a few institutions... in the conference.
- 5 We persuaded the student... the first speaker.

Exercise 8

Translate into English:

- 1 Мы убедили его выступить на английском языке.
- 2 Они пригласили всех участников пройти в зал.
- 3 Он предупредил их выступать не более трех минут.
- 4 Мы посоветовали ему дать несколько примеров.
- 5 Мы попросили его нарисовать график.

Exercise 9

Write this short dialogue in Indirect Speech:

- *Have you read the latest issue of The Economist?*
- *Yes, there are a lot of interesting articles.*
- *Did you pay attention to the section of letters?*
- *I'm afraid I overlooked it. Anything special?*
- *Read it by all means. Very curious!*

Exercise 10

Complete the sentences in your own way:

- 1 He instructed his secretary...
- 2 The journalist asked...
- 3 The official told...
- 4 The lecturer asked...
- 5 The instructor invited...
- 6 The shop assistant...
- 7 The shop owner...
- 8 The customs official...
- 9 The traffic warden...

Exercise 11

a Look at the cartoon:



Come back about two-ish.

b Answer the following questions:

- 1 Who do you think this man is?
- 2 What was the time by the clock you see in the left-hand corner?
- 3 What did the signboard say?
- 4 When did the man invite the lady to come?
- 5 Did he look and sound friendly, to your mind?

c Describe this episode.

Примеры

- 1 ***If they pay the tax on time***, they won't be liable for any further payment.
Если они вовремя заплатят этот налог, им не нужно потом делать никакие другие платежи.
- 2 This drain on cash will only be a short-term problem, ***provided they take action soon***.
Отток наличных средств будет краткосрочной проблемой, если они примут меры в самое ближайшее время.
- 3 ***Should the bill not be paid within 60 days***, we reserve the right to reclaim the goods.
Если счет не будет оплачен в течение 60 дней, мы имеем право потребовать возврата товара.

Правила

- 1 Придаточные предложения реального условия выражают возможное действие в настоящем или будущем времени и вводятся союзами ***if, provided, providing (that), on condition that, in case, in the event that***. Для выражения возможного будущего действия в таких предложениях употребляется одно из настоящих времен (Present Simple, Present Perfect, Present Continuous):
If a company pays well, it will attract good workers.
Если компания будет хорошо платить, это привлечет хороших рабочих.
If we have received the offer this week, we will sign a contract this month.
Если мы получим предложение на этой неделе, мы подпишем контракт в этом месяце.
- 2 Если придаточное предложение вводится союзом ***unless***, глагол/сказуемое придаточного предложения употребляется в утвердительной форме:
We will not renew our contract ***unless you are able to offer better terms***.
Мы не будем возобновлять наш контракт, если вы не предложите более выгодные условия.
- 3 Иногда в придаточных предложениях используется особая конструкция ***should you do smth.*** Союз в этих случаях не употребляется:
Should the supplier fail to deliver on time, a penalty clause will be applied.
Если поставщик не осуществит поставку вовремя, будет применен пункт о штрафных санкциях.

Exercise 1

Read and translate the sentences:

- 1 If you agree to all these terms we shall sign the contract today.
- 2 If you give us a 10 per cent discount we shall be able to increase the order.
- 3 We shall speed up delivery if supply of the raw materials is undertaken by the Buyers.
- 4 If the Buyers waive inspection the tests will be carried out in the inspector's absence.
- 5 If you waive inspection we shall ship the goods ahead of schedule.
- 6 If we detect any defects during the test a detailed investigation will be undertaken.

Exercise 2

Translate into English:

- 1 Они подпишут это соглашение, если мы согласимся с этими условиями.
- 2 Если цены останутся неизменными, они увеличат производство.
- 3 Они представят различные потребительские товары на выставке, если она будет проходить в начале года.
- 4 Если они увеличат заказ, мы дадим скидку.
- 5 Если они откажутся от инспекции, мы ускорим отгрузку.

Exercise 3

a Use the right Tense and translate the sentences:

- 1 In the event you (*to fail*) to deliver the goods in November, please contact our legal department.
- 2 We will replace the equipment on condition that the purchaser (*to follow*) the service schedule.
- 3 Customers are reminded to keep proof of purchase in case they (*to wish*) to make a complaint.
- 4 Should you (*to have*) a problem, remember that our representatives are on hand to help.
- 5 Please, contact us in case you (*to have*) any questions.

b Translate into English:

- 1 В случае если контракт не будет подписан, они понесут большие убытки.
- 2 Они будут проводить выставку в том случае, если будет более 50 участников.
- 3 Случись так, что возникнут проблемы, обратитесь к нашему представителю.

Exercise 4

a Read these legal contract clauses and change the *if-constructions* into the inverted constructions (*should...*):

- 1 If the policyholder wishes to extend this policy, he must notify the company before the policy expiry date.
- 2 If the policyholder does not contact the company before the expiry date, the company shall be entitled to terminate the agreement.
- 3 If the policyholder subsequently decides to renew the policy, the company will be entitled to charge an introductory fee.
- 4 However, if the company decided not to renew the policy, for whatever reason, they must inform the policyholder within seven days.
- 5 If the company does not inform the policyholder within the specified time, they may not refuse to renew the policy.
- 6 The company may terminate the contract if the policyholder:
 - a does not disclose all the relevant information;
 - b does not complete all the sections;
 - c has failed to pay the full premium by the agreed time.

b Translate into English:

- 1 Если они хотят продлить полис, они должны связаться со страховой компанией.
- 2 Они должны уведомить страхователя, если они не хотят возобновлять полис.
- 3 Если вы не заполните этот пункт, мы не сможем вас застраховать.

Exercise 5

Read and act out these mini-dialogues:

- And when could you issue my visa?
- If you fill in this form today you will be invited to an interview next week.
 - When can I have my money back?
 - I shall refund your purchase if you have the bill.
- When can I telephone you?
- We shall contact you if you leave your telephone number.
 - When can I have your reply?
 - If you phone me tomorrow I shall let you know the reply.
- Is it necessary to send a letter by e-mail?
- If you send a letter by mail do it as quickly as possible.

Exercise 6

Match the beginnings and the endings of the sentences:

- 1 If you need to speak to me next week...
- 2 If you don't mind waiting for a few minutes...
- 3 If you let me have your card...
- 4 If you order a box today...
- 5 If you let me know what exactly you want...
- 6 If you come back at three o'clock...
- a ... I'll send you an information pack.
- b ... we can design something that meets your specific requirements.
- c ... my colleague will be happy to speak to you as soon as he is free.
- d ... please, give me a ring. Here is my business card.
- e ... I'll introduce you to our Sales Manager. He should be back by then.
- f ... we will be able to offer you a special discount.

Exercise 7

a Read and retell this extract from a tour operator's terms and conditions:

Deposit and payment

No holiday booking will be accepted unless it is accompanied by the necessary deposit. A confirmation will then be issued once the deposit has been received. The balance may be paid at any time provided it is not later than eight weeks before departure.

b Match the English and Russian equivalents:

- | | |
|----------------|--------------------------|
| 1 to book | a принимать к исполнению |
| 2 to accept | b подтверждать |
| 3 to accompany | c выдавать |
| 4 to issue | d сопровождать |
| 5 to confirm | e заказывать |

c Translate the text into Russian.

d Translate into English:

- 1 Если вы не внесете аванс, нельзя будет забронировать тур.
- 2 После того как они получают аванс, они вскоре дадут подтверждение бронирования.
- 3 Остальную часть суммы нужно заплатить не позднее чем за 8 недель до отъезда.

Примеры

- 1 ***If I knew French*** I would regularly read this newspaper.
Если бы я знал французский язык, я бы регулярно читал эту газету.
- 2 ***If I were you*** I would not read this magazine.
Я бы на вашем месте не стал читать этот журнал.
- 3 ***If I had seen him yesterday*** I would have told him about this meeting.
Если бы я увидел его вчера, я бы сказал ему об этом заседании.

Правила

- 1 Придаточные предложения нереального (или маловероятного) условия, относящиеся к настоящему времени, обычно вводятся союзом ***if***. При этом употребляется сослагательное наклонение:
в придаточном предложении — форма, совпадающая с Past Indefinite,
а в главном предложении — **would + инфинитив**:
If they had good advertising, the product would be a success.
Если бы они давали хорошую рекламу, товар бы хорошо продавался.
- 2 Глагол ***to be*** в придаточном предложении имеет форму ***were***:
If the advertising campaign were better, the sales would be better.
Если бы рекламная кампания была лучше, то и продажи были бы лучше.
- 3 Иногда в таких придаточных предложениях используется особая конструкция ***were... to do smth.*** Союз в этих случаях не употребляется:
Were the supplier to deliver late, a penalty clause would be applied.
В случае поставки товара с задержкой, конечно, был бы применен пункт о штрафных санкциях.
- 4 Придаточные предложения нереального условия, относящиеся к прошедшему времени, также вводятся союзом ***if***. При этом употребляются другие формы сослагательного наклонения:
в придаточном предложении — форма, совпадающая с Past Perfect,
а в главном предложении — **would + перфектный инфинитив**:
If they had not rescheduled the debt, they would have certainly gone bankrupt.
Если бы они не реструктурировали долг, они бы обанкротились.
- 5 Иногда в этих придаточных предложениях используется инверсия. Союз при этом не употребляется:
Had the customer refused to accept the goods, we would have terminated the contract.
Если бы покупатель отказался принять товар, мы бы прекратили действие контракта.
- 6 Сослагательное наклонение также употребляется в простых предложениях:
I would be very glad to discuss this matter tomorrow.
Я был бы очень рад обсудить этот вопрос завтра.

Exercise 1

a Read and translate these sentences. Explain the use of the forms of the verbs:

- 1 If the sales were poor we would do something about it.
- 2 If the harvest were good they would be more than satisfied.
- 3 If the investors came it would improve the situation.
- 4 The economy would be very strong if they had some subsidies.
- 5 If the growth were smaller it would be strongly criticised.

b Translate into English:

- 1 Если бы урожай был выше, они бы не имели сейчас столько проблем.
- 2 Ситуация была бы совершенно другой, если бы у нас был крупный инвестор.
- 3 Если бы имели государственные субсидии, положение было бы совершенно другим.

Exercise 2

Read and act out these mini-dialogues:

- It's a pity he isn't studying statistics.
- He would study statistics if he had some spare time.
 - You are going to buy a car, aren't you?
 - If I had more money, I would, but...
- I am sure you like mathematics.
- Oh, no. But I would if you helped me.

Exercise 3

a Read and translate these sentences. Explain the use of the forms of the verbs:

- 1 If you had come earlier we would have discussed this material in every detail.
- 2 If there had been an easy solution we would have avoided the problems.
- 3 If we had taken your advice we would have spent more money.
- 4 They would not have paid us the interest if we had delayed payment.
- 5 If you had insured your house you would have got the insured sum last month.

b Translate into English:

- 1 Если бы я прочел эту статью раньше, я бы упомянул ее в докладе.
- 2 Если бы они закончили обсуждения, они бы уехали вчера.
- 3 Если бы ставки увеличились на прошлой неделе, они бы уже напечатали об этом в прессе.
- 4 Если бы он застраховал дом, он бы получил возмещение.

Exercise 4

Read the dialogues using the verbs in the right forms:

- This is very good advice, isn't it?
- If you had given me this advice earlier I (*to take*) it by all means.
 - It's a pity you were not here yesterday.
 - I know. If I had been here you (*not to make*) this mistake.
- Why didn't he make this report?
- If he hadn't been ill that day he (*to make*) it. I am absolutely sure.

Exercise 5

Use these verbs as in the example and translate the sentences:

(These measures (to allow) common ownership.)

These measures would allow common ownership.

- 1 Truly competitive markets (*to allow*) strong pan-European energy companies to emerge.
- 2 The EU regulator (*to like*) to see more competition and less consolidation in the sector.
- 3 They refused to give information that (*to be given*) in other countries.
- 4 The deal, if completed, (*to continue*) the wave of consolidation in the industry.
- 5 As a combined company they (*to be*) in a much stronger position than as separate units.

Exercise 6

Translate into English:

- 1 Это бы сократило наши расходы.
- 2 Это бы вызвало большие дебаты.
- 3 Такие меры привели бы к снижению темпов роста экономики.
- 4 Данная сделка дала бы им возможность поправить свои дела.
- 5 После слияния их положение стало бы намного прочнее.

Exercise 7

Write three conditional sentences for each situation described by events and consequences. The first one has been done for you:

Events

Consequences

- 1 an increase in sales

to increase production

If there is an increase in sales we will increase production.

If there were an increase in sales we would increase production.

If there had been an increase in sales we would have increased production.

Events

- 2 poor sales
- 3 high demand overseas
- 4 a world recession

Consequences

- to change the distribution network
- to increase the Export Sales team
- a drop in the world market

Exercise 8

Imagine you are working in insurance business. Write six sentences to tell the customer (who has not made up his mind about insurance with your company) about possible consequences of various disasters. The first one has been done for you:

- 1 accident → to stop work
If you had a serious accident you would have to stop work.
- 2 to stop work → no protection for family
- 3 to spend a period in hospital → no cover for hospital fees
- 4 house fire → insufficient cover to replace lost items
- 5 road accident → no cover for legal expenses
- 6 death → no life assurance
- 7 no life assurance → family with no money

Exercise 9

a Read and translate this newspaper item:

SCREEN TEST • *New York taxi drivers are angry*

The city wants to install global positioning systems so passengers can watch their progress, or lack of it on a video-screen map. Passengers would also have the option of watching television and, most significantly, they could at last pay their fare by credit card.

The cab drivers say the credit card system would be most undesirable. The system would end up costing them because passengers would probably subtract the processing fee from their tips.

b Translate into English:

- 1 Насколько я знаю, эта система пока не действует в Нью-Йорке.
- 2 Если бы такая система уже действовала, я бы знал об этом.
- 3 Мои знакомые написали бы мне об этом.
- 4 Газеты также написали бы что-нибудь об этом.
- 5 Если бы система была введена, водители такси были бы очень недовольны.

Примеры

- 1 You **can** use this card for phone calls.
Вы можете использовать эту карточку для телефонных звонков.
- 2 He **couldn't** authorise outside visits.
Он не мог выдавать разрешение на визиты посетителей.
- 3 **Could** I speak to Mr Brown, please?
Можно поговорить с г-ном Брауном?

Образование

Утвердительная форма	Отрицательная форма	Вопросительная форма
I can see you tomorrow. You could find this material in the library.	I cannot (can't) print it now. I could not (couldn't) meet him yesterday.	Can I help you? Could you do me a favour?

- 1 Модальный глагол **can** выражает возможность, способность, умение выполнить действие в настоящем или будущем времени:
They **can** start legal proceedings against the company.
Они могут начать судебное дело против компании.
- 2 Прошедшее время глагола (**could**) выражает возможность, способность, умение выполнить действие в прошлом:
When we were in the old building we **couldn't** access all the files.
Когда мы были в старом здании, у нас не было подхода ко всем папкам.
- 3 Глагол could переводится на русский язык как **мог**. Для передачи значения *смог* используются глаголы **to manage, to succeed** и сочетание **to be able**:
They **could** sign the contract yesterday. But they did not manage to come to terms about payment.
Они могли подписать контракт вчера. Но они не пришли к единому мнению по платежам.
- 4 В отрицательной форме глагол **couldn't** может переводиться как *не мог* или как *не смог*:
We **couldn't** sign the contract yesterday.
Мы не могли/смогли подписать контракт вчера.
Очень часто для передачи значения *не смог* употребляются не только вышеуказанные слова (to manage, to succeed, to be able), но и глагол **to fail**:
We **failed** to agree on the price.
Мы не смогли договориться о цене.
- 5 Модальный глагол в сослагательном наклонении (**could**) выражает вопрос-просьбу в настоящем или будущем времени:
Could you phone in a few minutes?
Не могли бы вы перезвонить через несколько минут?

Exercise 1

Read and translate the sentences:

- 1 Rents in the City of London could stop rising as a result of the turmoil in financial markets.
- 2 Recent market turmoil could undermine the listing.
- 3 The company can offer up to 70,000 existing shares.
- 4 About 55 per cent of the shares on offer can be allocated to domestic investors.
- 5 This brand could disappear from certain product segments or certain geographical markets.
- 6 This trend can end if banks start to retrench.
- 7 It is hardly possible the company could squeeze into the US market after years of failures.
- 8 The borrowers can enjoy the easy credit conditions now.
- 9 A number of factors could help him produce a consensus by 18 October.

Exercise 2

Translate into English:

- 1 Арендная плата может перестать расти в следующем году.
- 2 Недавний переполюх на рынке может нанести большой ущерб.
- 3 Эта тенденция может сохраниться.
- 4 Вряд ли они смогут проникнуть на этот рынок.
- 5 Эти заемщики могут иметь льготные условия.

Exercise 3

Use the right verb from this list and translate the sentences:

to install to sell to launch to guarantee to take to meet to happen

- 1 We can't... that the offer will be available tomorrow.
- 2 In the past many companies could... insurance policies in the UK.
- 3 Next year, after we move to new offices, we can... a complete network.
- 4 We have no idea what can... to our positions next week.
- 5 It's a company rule — personnel can't... less than half an hour for lunch.
- 6 They can... the merger process very soon.
- 7 The American President can... him prior to the APEC summit.

Exercise 4

Translate into English:

- 1 Они могут скоро инициировать процесс слияния фирм.
- 2 Мы не можем долго игнорировать их позицию.
- 3 Они не могут гарантировать завершение строительства в этом году.
- 4 Компания может расширить сеть своих магазинов.
- 5 Они могут установить новое оборудование очень быстро.

Exercise 5

Rewrite this dialogue, changing the words in *italics* for new phrases with *can* or *could* and a negative form where appropriate:

- A:** *Is it possible for me to see you next week?*
B: *Of course it is possible. Are you able to come on Monday?*
A: *No, sorry, I'm unable to come then. If it is okay with you, it is possible for me to come on Tuesday.*
B: *Excellent. Is it possible for you to confirm by fax?*
A: *Certainly. It is possible for me to do that now. Oh, another question. Is it okay if I bring my colleague, Mr Lee Wang?*
B: *Of course it's okay. I look forward to meeting him.*
A: *Thank you very much. See you next week.*

Exercise 6

Translate into English:

- 1 Можно позвонить вам завтра?
- 2 Можно направить вам эти документы на следующей неделе?
- 3 Боюсь, что я не смогу встретиться с вами во вторник.
- 4 Я смогу подтвердить эту дату позднее.
- 5 Мы можем сделать платеж через несколько дней.

Exercise 7

Read and complete these mini-dialogues in your own way:

- When could you get this material for me?
— Most probably...
- How many foreign languages can he speak?
— As far as I know...
- I am sorry I could not translate this article yesterday.
— I hope you will be able...

Exercise 8

Write sentences using *can* or *could* and a negative form if appropriate. The first has been done for you:

- 1 (*present possibility*) only lower-grade personnel / to take part in the training course
Only lower-grade personnel can take part in the training course.
- 2 (*future possibility*) they / to find the theory difficult
- 3 (*past permission*) the manager told Pietro / to do the course

- 4 (*future ability*) after the course you/ to carry out major maintenance
- 5 (*impossibility*) this course / not available last year / so / not possible / that Gautier / to have this qualification.

Exercise 9

Translate into English:

- 1 Я не могу пройти этот курс в следующем году.
- 2 Они смогут провести наладку оборудования в следующем месяце.
- 3 Когда они смогут приехать на наш новый завод?
- 4 Они не могут дать ответ сразу.
- 5 Где мы можем видеть образцы вашей продукции?

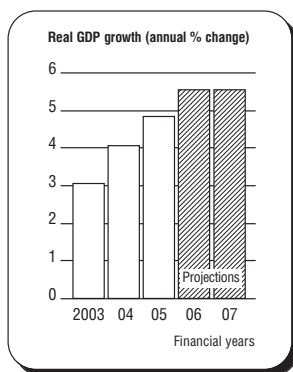
Exercise 10

Read and translate this extract from a newspaper article:

In an interview with the Financial Times, Mireya Moscoso, the former Panamanian president who started the free-trade initiative between the two countries when she was in office, said she feared that the election of Pedro Miguel Gonzales, a member of the ruling PRD party, could bring grave economic consequences for the Central American nation.

Exercise 11

Look at this bar chart and answer the questions below:



Questions:

- 1 How could real GDP grow in the next financial year?
- 2 How could it change in a few years?

Примеры

- 1 The contract **can** be signed tomorrow morning.
Контракт может быть подписан завтра утром.
- 2 They **can't** still be negotiating the contract.
Не может быть, чтобы они все еще вели переговоры по этому контракту.
- 3 The meeting has been going on for two hours, so they **could** have decided by now.
Заседание идет уже два часа. Возможно, они уже приняли решение.
- 4 He said they **could** contact him later.
Он сказал, что они могут связаться с ним позднее.

Употребление

- 1 После глагола **can/could** может употребляться:
простой инфинитив:
Due to company cuts the department **could not spend** money on the course.
Из-за сокращений расходов компанией отдел не мог произвести затрат на этот курс обучения;
инфинитив в страдательном залоге:
I am afraid no more money **can be spent** on this experiment.
Боюсь, на этот эксперимент уже нет средств;
длительный инфинитив:
They **can't be spending** a lot of money on this construction.
Не может быть, чтобы они тратили такие деньги на это строительство;
перфектный инфинитив:
They **can't have spent** so much money on the first stage of the project.
Не может быть, чтобы они потратили столько денег на первую стадию проекта.
 - 2 В соответствии с правилами согласования времен модальный глагол **can** употребляется в форме **could**:
(‘We can complete the project next month,’ he said.
«Мы можем закончить этот проект в следующем месяце», — сказал он.)
He said that they **could** complete the project the next month.
Он сказал, что они могут закончить проект в следующем месяце.
- При этом модальный глагол в сослагательном наклонении (**could**) не изменяется:
(‘Could I use your pen, please?’ he asked.)
He asked me if he **could** use my pen.

Exercise 1

Read and translate these sentences:

- 1 A large range of options can be identified for this company's future.
- 2 They didn't meet yesterday, so they can't/couldn't have made the decision yet.
- 3 These products can be produced by mass-production methods.
- 4 He was assured that the increase could not amount to more than 4 per cent.
- 5 She can't have been promoted so quickly.
- 6 He can't have completed the work by now.
- 7 She can't be still reading this manual.
- 8 Little can be done to stop the merger.
- 9 New York-based Indus Capital Partners could not be reached for comments.

Exercise 2

Translate into English:

- 1 Сейчас нельзя найти этот журнал.
- 2 Не может быть, чтобы такая статья была напечатана в этом журнале.
- 3 Я не знаю, что сейчас можно сделать.
- 4 Не может быть, чтобы они все еще выпускали такие приборы.
- 5 Не может быть, чтобы они снизили цены.

Exercise 3

Use the right form of Infinitive (Active or Passive):

- 1 Personal income can (*to spend*) or (*to save*).
- 2 This sum of money can (*to borrow*) from our bank.
- 3 A large firm can (*to buy*) its materials in large quantities at lower prices.
- 4 Economic activities can (*to classify*) into three broad groups.
- 5 We can (*to divide*) the activities of insurance companies into two main groups.
- 6 Britain can only (*to obtain*) many agricultural products by means of international trade.
- 7 If the workers are made redundant, their skills can (*to use*) in another industry.
- 8 The pending free-trade agreement could (*to endanger*) by this decision.
- 9 If the Fed does not cut rates, it could (*to trigger*) fresh financial turmoil.

Exercise 4

Translate into English:

- 1 Эту сумму можно потратить на новую установку.
- 2 Они могут потратить всю сумму на организацию выставки.
- 3 Когда эта сумма могла быть потрачена?
- 4 Они не могли взять кредит в банке.
- 5 Эти расходы можно разделить на три группы.

Exercise 5

Match the English and the Russian equivalents:

- 1** They can transport the goods by air.
 - 2** They could transport the goods by air.
 - 3** They couldn't transport the goods by air.
 - 4** They can't have transported the goods by air.
 - 5** Can they be transporting the goods by air?
- a** Не может быть, чтобы они перевезли этот товар самолетом.
 - b** Они могли перевезти этот товар самолетом.
 - c** Они не могли/смогли перевезти этот товар самолетом.
 - d** Они могут перевезти этот товар самолетом.
 - e** Неужели они перевозят этот товар самолетом?

Exercise 6

Translate into English:

- 1** Не может быть, чтобы они уже отгрузили товар.
- 2** Они не могли отгрузить товар в прошлом месяце.
- 3** Не может быть, чтобы они отгрузили товар в прошлом месяце.
- 4** Мы не смогли оплатить этот счет вовремя.
- 5** Неужели они не оплатили этот счет?

Exercise 7

Read and act out these mini-dialogues:

- Can I help you?
- Yes, can you put me through to extension 237?
- I'm afraid I can't. The line is busy at the moment.
 - Could I speak to Mr Morrison, please?
 - Could you give me your name, please?
 - Morrison from Grand Company.
- Could you give me the address of that person you mentioned last week?
- Ah, you mean Jim Hill. I don't know his address offhand. But I can easily look it up for you. I'll ring you back in a few minutes.
- Thank you.

Exercise 8

Translate into English:

- 1** Чем могу быть полезен?
- 2** Можно переговорить с г-ном Витером?
- 3** Не могли бы вы дать мне его адрес электронной почты?
- 4** Когда вы можете принять меня?
- 5** Не могли бы мы встретиться во вторник?

Exercise 9

a Read this extract from an oral report:

During the first three years of the project the Board agreed we could increase investment in the TT5 each year by 5%. Now we are told that we can increase investment by only 3%. But we need to recruit more people. Without increased technical support we cannot compete with our rivals who, with better resources, could find solutions within one or two years. With more support we could have produced a prototype last year. The Board say we can do this within six months — which is very optimistic. My view is that it could take four years.

b Match the English and Russian equivalents:

- | | |
|---------------------------------|--------------------------------------|
| 1 to increase investment | a нам говорят |
| 2 to decrease investment | b мы сказали |
| 3 we are told | c брать на работу |
| 4 we told | d находить решение |
| 5 to recruit | e конкурировать с соперниками |
| 6 to compete with rivals | f уменьшать инвестиции |
| 7 to find solution | g увеличивать инвестиции |

c Answer the following questions:

- 1** Who do you think the speaker is?
- 2** When could they increase investment by 5 per cent?
- 3** How much can they increase investment now, according to the speaker?
- 4** Can they easily compete with their rivals then?
- 5** When could they have produced a prototype?

d Translate the text into Russian.

e Translate into English:

- 1** Совет директоров согласился, что инвестиции можно увеличивать на 3% ежегодно.
- 2** Сначала нам говорили, что увеличение может составлять только 2%.
- 3** Без этого мы не могли бы выдержать конкуренции.
- 4** Они могли бы сделать это еще в прошлом году.

Примеры

- 1 You **may** keep this booklet.
Вы можете оставить себе эту брошюру.
- 2 **May** I have another look at this graph?
Можно еще раз взглянуть на этот график?
- 3 He **may** come to Moscow next week.
Он, возможно, приедет в Москву на следующей неделе.

Употребление

- 1 Модальный глагол **may** выражает разрешение или запрещение выполнить действие в настоящем или будущем времени. В прошедшем времени глагол имеет форму **might**:
Landowners **may** build factories in these places.
Землевладельцы могут строить заводы в этих местах (*они имеют разрешение*).
They **might** build a factory here last year, but not now.
Они могли построить здесь завод в прошлом году, но не сейчас.
Now they **may not** do this. It is illegal.
Сейчас они этого не могут сделать. Это противозаконно.
- 2 Модальный глагол **may/might** в вопросительной форме выражает просьбу, в отличие от модального глагола **can** такие просьбы несколько деликатнее.
May/might I just interrupt you for a moment?
Можно прервать вас на секунду?
- 3 Модальный глагол **may/might** может выражать предположение. При этом **may** выражает немного меньшую степень уверенности в совершении действия, чем **can**:
I think the meeting **may/might** be over now.
Я думаю, что заседание, скорее всего, уже закончилось.
- 4 После модального глагола **may** могут употребляться следующие формы инфинитива:

простой инфинитив:

There **may** be a downturn in business at the end of the year.
В конце года в деловой активности может произойти спад;

инфинитив в страдательном залоге:

Confidential documents **may not** be photocopied without prior approval.
Документы для служебного пользования нельзя копировать без разрешения;

перфектный инфинитив:

The computer system has just crashed. I think we **might have** lost a lot of data.
Компьютер вышел из строя. Я думаю, мы, скорее всего, потеряли многие данные.

- 5 В косвенной речи при согласовании времен модальный глагол **may** может оставаться без изменения или меняться на форму **might**:
(‘We **may** relocate next year,’ he said. «Мы можем переехать в следующем году», — сказал он.
He said they **might** relocate next year. Он сказал, что они могут переехать в следующем году.
(‘The press **may** come,’ he said. «Журналисты могут прийти», — сказал он.)
He said the press **may** come. Он сказал, что журналисты могут прийти.

Exercise 1

Write a few short dialogues like these:

- 1 – May/might I make a comment at this point?
– Yes, of course, you may.
- 2 – May/might we point out a mistake in the figures?
– Yes, of course, you may or one of your colleagues may.

Exercise 2

Translate into English:

- 1 Можно высказать свое мнение?
- 2 Можно задать вопрос?
- 3 Можно прервать вас на секунду?
- 4 Можно обратить ваше внимание вот на эту цифру?
- 5 Как вы можете это объяснить?

Exercise 3

Complete these answers using *may* or *might*. Use a negative form if appropriate:

- 1 – Do you think this is a high risk product?
– Yes, it... damage our reputation.
- 2 – Why do you think we need to explain the project to the press?
– If we don't, the public... misunderstand our intentions.
- 3 – What are you going to do?
– We'll have an 'open' day when everyone... visit the factory.
- 4 – Why do you want to explain everything about the product?
– If we don't, we... get the support we want.

Exercise 4

Translate into English:

- 1 Они могут получить нашу поддержку.
- 2 Это может нанести ущерб их репутации.
- 3 Они могут неправильно истолковать мои слова.
- 4 Вы, конечно, можете посетить наш завод.
- 5 Вы можете прислать нам это по обычной почте.

Exercise 5

Read and translate these sentences:

- 1 She may have seen all these documents.
- 2 Interest rates may be held above 5 per cent for a prolonged period.

- 3 At that time it might have been possible to persuade him to change his mind.
- 4 The rate of exchange for the pound may be expressed in terms of dollars, euros, yens and many other currencies.
- 5 Germany and France may be showing an underlying recovery in construction demand.
- 6 Europe does not need to limit its influence in this way with countries that might — one day — enter the club.
- 7 The French may seek to create a third national energy champion.
- 8 Al Gore may have lost the disputed 2000 presidential election to George Bush.
- 9 The government may attempt to wrest shares from the group as part of a strategy to bolster state control over the industry.

Exercise 6

Translate into English:

- 1 Возможно, она уже исправила эту ошибку.
- 2 Возможно, секретарь уже его нашла.
- 3 Может быть, это повлияло на положение их валюты.
- 4 Возможно, они сохраняют эту ставку еще некоторое время.
- 5 Может быть, им нужно ограничить влияние этого холдинга.

Exercise 7

Rewrite the sentences using *may* or *might* and a negative form if necessary. Retain the original meaning:

- 1 It is possible that stock levels will rise in the final quarter of the year.
- 2 I don't know if we have this product in stock
- 3 We are considering changing to a just-in-time method of procurement.
- 4 It is possible that we will need to increase the quantity we hold in stock.
- 5 There is a slight possibility that our suppliers will not be able to meet our needs.
- 6 If the quality is not good enough it is possible that we will change our suppliers.
- 7 Is it okay if I check stock levels today instead of tomorrow?
- 8 There is a certain possibility that this merger will serve as a model for further consolidation.
- 9 Still, some bankers hope new initiatives will emerge as early as tomorrow.

Exercise 8

Translate into English:

- 1 В конце квартала запасы, возможно, увеличатся.
- 2 Никто не знал, когда может измениться такое положение.
- 3 Возможно, они консолидируют свои усилия.
- 4 Маловероятно, что они согласятся на это.

- 5 Может быть, они уже решили этот вопрос.
- 6 Может быть, он еще ждет нашего ответа.
- 7 Может быть, он уже уехал.

Exercise 9

a Read this extract from a newspaper article:

Tough talks loom as buy-out terms are renegotiated

Investment bankers and private equity executives say that it is hard to predict which takeovers are likely to be renegotiated.

Renegotiating some deals will be difficult — and costly.

But deals that provide for large reverse break-up fees may be less vulnerable to renegotiation.

The high cost of backing away may make it harder for buy-out groups and investment banks to adopt a tough stance.

b Match the English and Russian equivalents:

- | | |
|-----------------------------------|---|
| 1 to loom | a вести переговоры |
| 2 to negotiate | b вести переговоры заново |
| 3 to renegotiate | c выкупать |
| 4 to predict | d разбивать, делать разбивку |
| 5 to provide for fees | e предсказывать |
| 6 to break up | f выйти из игры |
| 7 to be vulnerable | g предусматривать комиссионные |
| 8 to buy out | h занять твердую позицию |
| 9 to back away | i быть уязвимым |
| 10 to adopt a tough stance | j принимать преувеличенные, угрожающие размеры |

c Find the English equivalent in the text:

Предсказать, какие слияния компаний, скорее всего, будут пересматриваться.

d Translate the text into Russian.

e Translate these sentences into English:

- 1 Они, возможно, ведут сейчас переговоры с этой фирмой.
- 2 Возможно, это очень трудные переговоры.
- 3 Возможно, они заняли твердую позицию.
- 4 Никто не знает, что может случиться затем.
- 5 Они, возможно, выйдут из игры.

Примеры

- 1 The alarm system **must** be on at night, it needn't be on during the day.
Система тревоги должна быть включена ночью, днем ее не нужно включать.
- 2 We **mustn't** forget to include this news in the bulletin.
Мы не должны забыть включить в бюллетень эту новость.
- 3 The money was sent a week ago, it **must** have arrived by now.
Деньги были отправлены неделю назад, должно быть, они уже пришли.

Употребление

- 1 Модальный глагол **must** может выражать:

необходимость, обязанность, долг:

Investors **must** complete the application form shown below.

Инвесторы должны заполнить форму заявки, указанную ниже;

запрещение:

Unauthorised personnel **must not** cross this line.

Работники, не имеющие специального разрешения, не должны пересекать эту линию.

Note: обратите внимание на близкие значения:

In our offices, employees **mustn't** / **can't** / **may not** smoke, except in certain areas.

В наших офисах запрещено / не разрешается курить, за исключением специально отведенных для курения мест;

логический вывод:

We orderd 500 units. There are only 300 in this box. There **must** be another box somewhere.

Мы заказывали 500 единиц. В этой коробке только 300. Значит, где-то должна быть еще одна коробка.

- 2 Для выражения необходимости совершения действия в прошедшем времени (включая косвенную речь) вместо глагола **must** употребляются эквиваленты **have to do smth** и **to be to do smth**:

We **had to make** the payment yesterday.

Мы должны были (были вынуждены) сделать платеж вчера.

He said they **were to make** the payment by a letter of credit.

Он сказал, что они должны были (в соответствии с контрактом) платить по аккредитиву.

- 3 Для выражения отсутствия необходимости вместо глагола **must** употребляется глагол **need** в отрицательной форме:

I am not in a hurry; you **needn't** do it right now. Я не спешу, вам не нужно делать это сейчас.

They **didn't need** to do it immediately. Им не нужно было делать это сразу же.

- 4 После модального глагола **must** кроме простого инфинитива может употребляться длительный инфинитив, перфектный и в страдательном залоге:

They **must be constructing** a new supermarket here.

Должно быть, они строят здесь новый супермаркет.

He **must have signed** all the documents.

Должно быть, он уже подписал все документы.

Exercise 1

Explain the use of *must* in the following short text:

The colour of the plastic is not right. The liquid must have been too hot. This batch must be withdrawn but we need not stop the production. Obviously we must check the temperature control. We mustn't leave it as it is or the same thing will happen tomorrow.

Exercise 2

Translate into English:

- 1 Они должны проверить температуру жидкости.
- 2 Вы не должны подходить близко к установке.
- 3 Это нужно убрать отсюда.
- 4 Аппарат должен быть включен.
- 5 Должно быть, его включили несколько минут назад.

Exercise 3

Write sentences using the prompts given below the pictures to describe these situations:



- 1 obviously / not /
pollute / rivers



- 2 build / expensive
production plant



- 3 make small changes in
production methods

Exercise 4

Translate into English:

- 1 Мы не должны делать эту установку очень дорогой.
- 2 Где они должны изыскать ресурсы?
- 3 Что они должны предпринять?
- 4 Должно быть, они разрабатывают новый план.
- 5 Должно быть, они внесли небольшие изменения.

Exercise 5

Change the following text into the past form:

We must look at our production control procedures. We needn't examine every step in the process, but we must ask all employees how we can improve the system. Of course, the management fix the rules: but we have to implement them.

Exercise 6

Translate into English:

- 1 Мы должны еще раз взглянуть на эти образцы.
- 2 Мы должны поговорить с рабочими.
- 3 Вы, должно быть, уже говорили с ними.
- 4 По-моему, нет никакой необходимости возвращаться к этому вопросу.
- 5 Мы вынуждены были обсудить этот вопрос еще раз.

Exercise 7

Use the right modal from this list and translate the sentences:

didn't need to must must have have to mustn't had to needn't

- 1 The manager is late. He had another meeting this morning but it... finished by now.
- 2 The goods are faulty so we... pay for them.
- 3 The production costs are too high. We... reduce them.
- 4 The system is dangerous. We... continue using it.
- 5 The valve broke, so we... replace it.
- 6 The supervisor says we... report any leakage. Last year we... report small leaks.

Exercise 8

Translate these sentences:

- 1 The agreement must also be approved by the European parliament.
- 2 He has long insisted that international studios must cut prices.
- 3 Each shipment of mangoes must be accompanied by certificates issued in India.
- 4 The shareholders must approve the merger.
- 5 It must submit audited accounts to the President of the corporation.
- 6 Some funds must have been forced to pay down these debts.
- 7 Demographic developments will increase the costs of providing pensions, healthcare and care for the elderly, which must be met by improving the productivity of the public sector.

Exercise 9

Translate into English:

- 1 Это решение должно быть одобрено советом директоров.
- 2 Должно быть, они поддержат его.
- 3 Мы должны подписать этот документ завтра.
- 4 Аудиторы, должно быть, еще проверяют наши отчеты.
- 5 Они должны завершить работу завтра.

Exercise 10

Read and translate the sentences paying attention to *have to do smth*:

- 1 Any future fall in sterling will have to be scrutinised.
- 2 He said such reforms would have to be gradual.
- 3 However, many now believe Sony Ericsson will have to expand its portfolio.
- 4 Income taxes of Finnish entrepreneurs are heavy and dividends are double-taxed, so entrepreneurs have to give up much of the gains from their hard work.
- 5 He confirmed they would have to increase the oil production levels.

Exercise 11

a Read this extract from a newspaper article:

LEHMAN TO CUT A FURTHER 850 JOBS

Lehman Brothers bank announces it will have to cut another 850 jobs as it restructures its mortgage business in the US and UK, and closes its Korean mortgage operation.

The cuts will come on top of the 1,200 jobs that Lehman had to announce last month.

Some analysts have suggested other banks will have to cut their securitisation staffs by 10 to 15 per cent to reflect the drop in demand for some banking products.

b Match the English and Russian equivalents:

- | | |
|------------------------------------|---|
| 1 to cut jobs | a намекать, говорить о |
| 2 to cut securitisation staff | b сокращать количество рабочих мест |
| 3 to restructure mortgage business | c сократить персонал, занимающийся ценными бумагами |
| 4 to close mortgage operation | d отражать сокращение спроса |
| 5 to suggest | e закрыть операции по ипотеке |
| 6 to reflect drop in demand | f реструктурировать ипотечный бизнес |

c Translate the text into Russian.

Примеры

- 1 You **should** have this statement ready at the beginning of the month.
Вы должны подготовить эту выписку в начале месяца.
- 2 **Shall** I go through the minutes of the last meeting first?
Сначала зачитать протокол последнего совещания?
- 3 **Should** I leave this point until the end?
Оставить этот пункт на конец?

Употребление

- 1 Модальный глагол **should** выражает:
совет, рекомендацию, относящиеся к настоящему или будущему времени:
 You **shouldn't** sign the document until you have read it through.
 Не следует подписывать документ, пока вы его не прочтете;
вероятность действия в настоящем или будущем времени:
 The goods **should** be at the port of destination now.
 Товар сейчас должен быть в порту назначения.

Note: вероятность может быть выражена модальными глаголами *must* (наибольшая степень уверенности), *should*, *may*, *might*.

- 2 В косвенной речи модальный глагол **should** не изменяется:
 He said I **should** first give a short overview of last year's performance.
 Он сказал, что я сначала должен дать краткую информацию по прошлому году.
- 3 Модальные глаголы **should** и **shall** могут выражать вопрос *что делать далее?*
 При этом *should* звучит несколько мягче, чем *shall*:
Shall we get started? Начнем?
Should I move on to the next point on the agenda now?
 Я могу переходить к следующему пункту повестки дня?
- 4 Если за модальным глаголом **should** следует перфектный инфинитив, *should* выражает:
или упрек за то, что действие не было совершено:
 You **should** have asked her for advice.
 Вы должны были бы попросить ее совета;
или вероятность того, что действие уже совершилось:
 They shipped the goods last month; so the consignment **should** have arrived by now.
 Они отгрузили товар в прошлом месяце, поэтому, очевидно, груз уже прибыл.
- 5 **Should** может употребляться в начале условных предложений:
Should you wish to discuss this matter, please contact our London office.
 Если вы хотите обсудить этот вопрос, свяжитесь с нашим офисом в Лондоне.
- 6 Модальный глагол **shall** часто употребляется в документах и выражает обязательство. В этих случаях *shall* и последующий инфинитив переводятся на русский язык настоящим временем или с помощью глагола *должен*:
 Payment **shall** be made by a letter of credit.
 Платеж производится по аккредитиву.

Exercise 1

a Read the dialogue and explain the use of *should* and *shall*:

Nick: Shall we wait for Peter?
Ann: Yes, he should be along any moment.
Nick: Is he staying all morning?
Ann: He certainly should. We've important things to discuss.
Nick: While we're waiting, shall I show you the report?
Ann: No, I shall look at it in detail this afternoon. I think you shouldn't say anything about it until Peter's here. Should it be controversial, he'd want to be the first to know.

b Complete these sentences based on the above dialogue:

- 1 First Nick asked Ann if they...
- 2 Ann said that Peter...
- 3 Ann also said that Peter...
- 4 Then Nick asked Ann if he...
- 5 Ann answered that... afternoon.
- 6 She added that Nick... until Peter came.
- 7 In conclusion she said... the first to know.

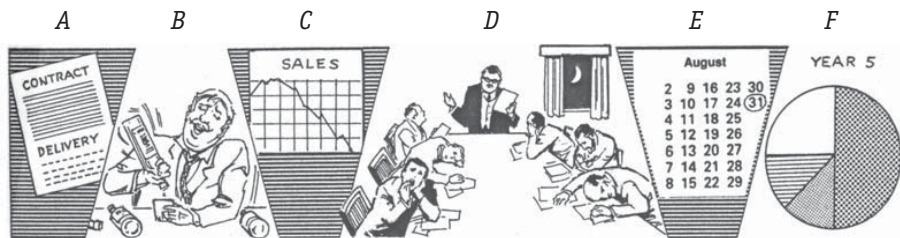
Exercise 2

Translate into English:

- 1 Мы должны подождать его.
- 2 Вы должны поговорить с ними. Это будет вполне естественно.
- 3 Он сказал, что должен посмотреть эти бумаги еще раз.
- 4 Что мне сейчас делать?
- 5 Он спросил, что ему делать после того, как закончит перевод.

Exercise 3

Match each picture to a quote below:



- 1 'Henry! You shouldn't drink before a meeting with the Vice-President!'
- 2 'Should the delivery be late, the company will be entitled to compensation.'

- 3 'I think the Sales Team should resign.'
- 4 'The delivery should be before the end of August.'
- 5 'We shall have 50 per cent of market share in five years time.'
- 6 'Shall we finish now?'

Exercise 4

Rewrite these sentences using *shall* or *should*, and a negative form if appropriate:

- 1 What about having some lunch now?
- 2 Is it a good idea for us to change the schedule?
- 3 I think it would be crazy for you to continue with this.
- 4 I think she will arrive at about 5 o'clock.
- 5 The report will probably be a good one.
- 6 If you want to see the machine in operation, please contact us.

Exercise 5

Translate into English:

- 1 Мы должны сейчас пообедать.
- 2 Нам следует немного отдохнуть.
- 3 Вам не следует соглашаться на эту работу.
- 4 Это предложение следует немного изменить.
- 5 Следует представить еще одну таблицу или график.

Exercise 6

a Read and translate the sentences borrowed from newspapers:

- 1 This, of course, goes to the heart of the debate over where Europe's borders should be drawn.
- 2 The Commission should be resolute in promoting this approach.
- 3 They should stringently limit themselves to an impartial statement of the facts.
- 4 Should Pegout succeed in meeting this goal, this would put it among top-of-the-league European carmakers.
- 5 Some analysts said the company's projections were in part to defend itself from being seen as a low-growth group that could fare badly should the global economy slow down.

b Translate into English:

- 1 Им следует ограничить дебаты.
- 2 Если рост экономики замедлится, они должны будут принять срочные меры.
- 3 Если им удастся выполнить эту задачу, мы все их поддержим.

Exercise 7

a Use the right verb from this list and translate the sentences:

to accept to try to be to serve to use

- 1 He said Europe should... that momentum to tackle the remaining barriers.
- 2 Emerging economies should... the need to give the IMF a stronger role in monitoring domestic macroeconomic policies.
- 3 However, the first quarter should... the low point for the year.
- 4 The president is sure the energy sector should... French strategic interests.
- 5 They said mortgage service companies should... to pursue appropriate strategies.

b Translate into English:

- 1 Им следует принять их предложение.
- 2 Нам следует принять во внимание их мнение.
- 3 Вам следовало посмотреть этот документ заранее.
- 4 Почему я должен был выступать?
- 5 Вы должны постараться помочь им.

Exercise 8

a Read and translate these sentences borrowed from contracts:

- 1 The customer shall notify the supplier of any defects discovered within five days.
- 2 10% advance payment of the total Contract value shall be made within 30 days of the effective date of the Contract.
- 3 The delivery of the equipment under the present Contract shall begin in eight months and shall be completed in twenty-six months of the effective date of the Contract.
- 4 The Buyer shall insure at his expense all the equipment for its full value.

b Translate into English:

- 1 Покупатель должен производить платеж равными частями.
- 2 Продавец должен поставить товар в течение 10 месяцев.
- 3 Товар должен быть застрахован в Ингосстрахе.
- 4 Продавец должен взять эти расходы на себя.
- 5 Покупатель должен сообщить о получении документов в течение трех дней.

Примеры

- 1 **Will** you, please, let me see her fax before the next meeting?
Разрешите мне, пожалуйста, посмотреть на ее факс до следующего заседания.
- 2 **Would** you reconsider your offer, please?
Не могли бы вы пересмотреть ваше предложение?
- 3 We talked to them for hours, but they **wouldn't** renegotiate the terms.
Мы проговорили с ними несколько часов, но они никак не хотели пересматривать свои условия.

Употребление

- 1 Модальный глагол **will** выражает сильное желание или обещание выполнить действие в настоящем или будущем времени:
— How did the discussions go?
— Quite well. They **will** accept our terms.
— Как прошли обсуждения?
— Вполне нормально. Они согласны принять наши условия.
- 2 Форма **wouldn't** выражает твердое нежелание выполнить действие в прошедшем, настоящем или будущем времени:
— Did they approve the payment period?
— No, I'm afraid they **wouldn't** accept the 30-day clause.
— Они одобрили период платежа?
— Нет, боюсь, что они никак не согласны принять пункт о 30 днях.
- 3 Модальный глагол **will/would** часто используется для выражения просьбы. При этом would звучит более вежливо.
Will you call me back later, please?
Перезвоните мне, пожалуйста, попозже.
Would you sit down, please?
Присаживайтесь, пожалуйста.
- 4 Модальный глагол **will** также употребляется в ответах на просьбу с выражением готовности совершить действие:
— **Will** you call me back later, please?
— Yes, of course. I **will**. At what time?
— Перезвоните мне, пожалуйста, попозже.
— Да, я обязательно перезвоню. В какое лучше время?
- 5 В косвенной речи модальные глаголы **will/would** обычно употребляются без изменений:
They confirmed they **would** accept the terms.
Они подтвердили, что они (обязательно) примут эти условия.

Note: для выражения просьбы используются и другие модальные глаголы. Разница в значениях и оттенках минимальна:

Can you help me, please?

Could you write this for me, please?

May I use your phone, please?

Might I just interrupt you for a moment?

Exercise 1

- a** Read this conversation of two partners discussing a contract for the transport of good. Use contractions (*'ll, wouldn't, don't, 'm, 're*) where appropriate:

Mr Morris: This is the contract for the transport of the order to Singapore. Would you check it for me?
Mr Burnet: Of course. I will do it now.
Mr Morris: You will see, they would not agree to pay the insurance.
Mr Burnet: Really? I think that other company, TransWorld, would pay for it.
Mr Morris: No, on the contrary, they would not. But if you like I will ask them.
Mr Burnet: No, I do not. I am sure you are right.

- b** Translate into English:

- 1** Вы не проверите эти цифры?
- 2** Я уверен, они не хотят ни за что вносить эти изменения.
- 3** Вы не хотите задать ему этот вопрос?

Exercise 2

Underline *will's* and *would's*, explain their use, read and act out this dialogue:

Helena: Oh, Martina. You know about the despatch of the order tomorrow? Would you check that the transporters will arrive early?
Martina: Of course I will. I'll phone them now.
Helena: And do you know if they will reach the ferry terminal in time for the 2 o'clock sailing?
Martina: I spoke to them yesterday. They said they would.
Helena: And did they agree to bring back the faulty goods?
Martina: No, they wouldn't do that this time because the lorry is going on to Bari with other goods. They said they would bring the faulty goods another time.
Helena: I see. That's a pity.

Exercise 3

Translate into English:

- 1** Вы не посмотрите перевод этого слова в словаре?
- 2** Они согласятся забрать дефектный товар сразу?
- 3** Они никак не хотят этого делать.
- 4** Боюсь, они ни за что не примут наши условия.
- 5** Он никак не хочет выполнять их просьбу.

Exercise 4

What will you say in these cases? Write appropriate sentences using the prompts, and *will/would* or contractions:

- 1 Ask someone to help you book a flight to Manchester.
'Excuse me,
- 2 Someone asks you to phone a colleague, Ms Cally. What do you say?
'Of course,
- 3 You are telephoning a haulage company who are going to deliver some goods to you tomorrow. Offer to help them unload the goods.
'If you want,
- 4 Answer the following: 'Will the ship arrive by the end of the month?'
'Yes,
- 5 Answer the following: 'Are they going to present all the documentation to the customs?'
'No,

Exercise 5

a Complete the sentences in your own way:

- 1 Will you repeat...?
- 2 Would you write..?
- 3 Would you mind bringing...?
- 4 Would you... the window?
- 5 Will you turn off...?

b Translate into English:

- 1 Повторите, пожалуйста, еще раз.
- 2 Переверните, пожалуйста, этот лист.
- 3 Не принесете еще немного бумаги?
- 4 Будьте любезны, закройте, пожалуйста, окно.
- 5 Вы не откроете дверь?

Exercise 6

a Read and act out these mini-dialogues:

- Have you opened the door?
- No. I tried a few times. But it wouldn't open.
 - May I see another box?
 - Is anything wrong?
 - It wouldn't open.

b Translate into English:

- 1 Дверь никак не открывается.
- 2 Портфель никак не могу закрыть.

- 3 Ручка никак не пишет.
- 4 Степлер не работает.
- 5 Телефон никак не хочет включаться.

Exercise 7

a Read and translate these sentences borrowed from business letters:

- 1 We assure you there would be no difficulties in issuing a visa for you.
- 2 Perhaps you would be good enough to let us know when the test start.
- 3 If you agree to our proposal, will you please let us know as soon as possible.
- 4 We would like to assure you that we shall do our best to provide the equipment by the contractual date of delivery.
- 5 We would be pleased to have your reply by return.

b Complete the sentences in your own way:

- 1 We would like to assure you...
- 2 We would be pleased to see...
- 3 If you agree to come to Moscow at this time, will you...
- 4 We assure you it would...
- 5 Perhaps you would be good enough to...

Exercise 8

Read these sentences and say what forms the words in italics are. Then translate the sentences into Russian:

- 1 He added the property market *will be healthier* in the next two to three years.
- 2 The reason is the company's weak brand recognition in the US which *would take up* to \$100m to improve, with no certain result.
- 3 This *would give* the company a basis from which to build new momentum.
- 4 They do not know whether the target *would remain* structurally sound.
- 5 Unfortunately, the laws of economics mean that the benevolent collectivity *will be destroyed* by 2050 unless something along the lines of reforms Mr Katainen, the Finnish minister of finance, is suggesting is put in place.
- 6 This changing market structure *will make* multi-brand strategies a necessity.
- 7 Senior officials have repeatedly said the fund *will not be able* to sell its stake.
- 8 They *will fund* the deal from cash reserves.
- 9 He said economic data from the US this week *would be important* in shaping the Federal Reserve's decision on US interest rate in September.

Примеры

- 1 They plan **to reduce** the energy consumption next year.
Они планируют сократить потребление энергии в следующем году.
- 2 **To give** every employee a share in this company would be financially impossible.
В финансовом отношении было бы невозможно выдать каждому работнику определенное количество акций (какую-то долю) компании.
- 3 They appear **to be making** very good progress.
Кажется, они продвигаются очень успешно.

Употребление

- 1 Инфинитив выполняет в предложении следующие функции:

подлежащее:

To advertise in the national press is very expensive.
Реклама в центральной прессе — дело очень дорогое;

прямое дополнение:

He told her **to wait**. Он велел ей подождать;

часть сказуемого:

We are pleased **to inform** you that you are invited to an interview.

Мы рады сообщить вам, что вы приглашаетесь на интервью.

They began **to negotiate** the contract the day before yesterday.

Позавчера они начали переговоры по контракту;

определение:

It is a good question **to discuss**.

Это очень хороший вопрос, который следует обсудить;

обстоятельство цели:

He came to Moscow **to take part** in the exhibition.

Он приехал в Москву, чтобы принять участие в этой выставке.

- 2 В большинстве случаев простой инфинитив употребляется с частицей **to**. Исключением являются случаи употребления инфинитива после модальных глаголов:
It must **be** a very serious problem.
Это, должно быть, очень серьезная проблема.

Note: после глагола **to help** инфинитив может употребляться с или без частицы **to**:

She helped (**to**) **introduce** the new management practices.

Она помогла внедрить новую практику менеджмента.

- 3 Отрицательная форма инфинитива образуется с помощью **not**.
They have decided **not to proceed** with the project.
Они решили не продолжать этот проект.

- 4 Длительный и перфектный инфинитивы употребляются с большинством модальных глаголов и с некоторыми другими глаголами:
We seem **to be discussing** a wrong proposal.
Кажется, мы обсуждаем неправильное предложение.

Exercise 1

Read and translate the sentences. Underline the Infinitives and say in what functions they are used:

- 1** These countries hope to import more Australian uranium to help power their fast growing economies.
- 2** The program targeted to set up a political and economic partnership.
- 3** They agreed to release basic financial data.
- 4** Last year the corporation sought to obtain an international credit rating to raise funds.
- 5** The contracts have failed to attract enough critical mass.
- 6** The company managed to substantially lift profitability.
- 7** Mr Wang seeks to further calm investor concerns.
- 8** Barclays' investment banking arm made a profit in August despite being forced to write down the value of assets hit by market turmoil.

Exercise 2

Translate into English:

- 1** Они надеются увеличить экспорт в ближайшее время.
- 2** Он поставили себе задачу создать новую компанию.
- 3** Они согласились опубликовать все финансовые показатели.
- 4** Им не удалось заинтересовать этих покупателей.
- 5** Компания старалась успокоить обеспокоенных инвесторов.

Exercise 3

Use the right Infinitive from this list and translate the sentences:

<i>to allow</i>	<i>to impliment</i>	<i>to become</i>	<i>to stand down</i>
<i>to lead</i>	<i>to be sold</i>	<i>to grow</i>	<i>to overhaul</i>

- 1** They have an ambitious plan... Europe's most competitive car company with-
in eight years.
- 2** Miles Flint's decision... as president of Sony Ericsson surprised many.
- 3** China's plan... individual investors to buy overseas securities has not materi-
alised yet.
- 4** This is an ideal time... long-term reforms that will allow individual economies
to grow faster and adapt better to changes.
- 5** The Swedish company still has significant potential... in the rest of Europe.
- 6** Ms Reding's comments presage a sweeping plan... the rules to be presented in
May or June.
- 7** He clearly welcomed the opportunity... his own company.
- 8** 57 per cent of global devices... next year will be to emerging markets.

Exercise 4

Translate into English:

- 1 Газеты писали о планах компании расширить производство.
- 2 Их решение перенести сроки выставки вызвало много вопросов.
- 3 Все приветствовали возможность создания новых рабочих мест.
- 4 Эта идея пригласить всех директоров всем понравилась.
- 5 План организации нового отдела вызвал много возражений.

Exercise 5

a Read and translate the sentences. Say in what functions the Infinitives are used in these sentences:

- 1 They are considering relaxing restrictions to allow the import from America.
- 2 Many now believe Sony Ericsson will move into low-priced phones to avoid being marginalised.
- 3 Sasol was set up under white minority rule to help South Africa to develop its own source of fuel.
- 4 Meanwhile, in Europe, the high-yield market is looking to €400m bond issue from Tiscali, the internet service provider, to fund the acquisition of rival Pipex.
- 5 China's spectacular manufacturing growth has left air freight carriers scrambling to develop their activities in the country. But it could be a case of too much, too soon.
- 6 Japanese regulators are putting pressure on the government not to expose foreign-backed hedge funds to a punitive 40 per cent tax regime.

b Translate into English:

- 1 Они рассматривают возможные ограничения импорта в эти страны.
- 2 Фирма предприняла ряд мер, чтобы избежать эти трудности.
- 3 Они хотят помочь нам начать проектные работы.
- 4 Представители приехали для того, чтобы провести ряд переговоров.

Exercise 6

Match the beginnings and the endings of the sentences and translate them:

- 1 The Ontario Chamber of Commerce complained in a report last week that as governments in the world are looking to decrease trade and travel barriers, Canada — US relationship seems...
 - 2 This time his plan is...
 - 3 'We will continue...
- a to establish the undisputed world leader in nuclear power.
b to be heading in opposite directions.
c to improve detailed regulations,' Shang Fulin, chairman of the China securities Regulating Commission, said at the World Economic Forum.

Exercise 7

- a** Read this internal memo concerning an advertising contract and use the right verbs (Infinitives) from this list:

<i>to take on</i>	<i>to clarify</i>	<i>to reach</i>	<i>to resolve</i>
<i>to tell</i>	<i>to agree</i>	<i>to discuss</i>	<i>to want</i>

M E M O

It is going to be difficult (1) ... agreement with the Emmy over the advertising material. Their principal negotiator, Stella Regione, appears (2) ... a large down payment on signature of contract — probably near 50 per cent. We plan (3) ... her that this is impossible. We are happy (4) ... the possibility of an advance but personally I believe it would be a mistake (5) ... to anything above 20 per cent. (6) ... our position immediately could save us time. I suggest we inform Miss Regione of our views on the matter. We should also make it clear that Moreille are happy (7) ... the project and their reputation for high standards is as good as Emmy's.

We need (8) ... this very soon, as time is short.

- b** Translate into English:

- 1 Нам необходимо посмотреть этот план.
- 2 Мы рады иметь возможность встретиться с вами снова.
- 3 Они планируют начать платежи в следующем месяце.

Exercise 8

The board of a car manufacturing company is discussing falling sales. Read and retell this part of the discussion:

We need to increase research to develop a completely new model. To have begun the research earlier would have cost much less money. However, to delay now will cost even more. Some members of the board appear to be recommending simple modifications to the existing range. This is a very short-sighted strategy. To rely on old model during a fall in the market is quite wrong. We have to plan for a long-term development of our product range. As I said, it would have been better to have put more cash into the project two years ago. Now, it is not sensible to talk about continued production of range that is declining.

This, to me, is absolutely clear. If we want to be in control of the situation in the future, we have to understand it now.

Примеры

- 1 They have asked the bank **to notify** them of all transactions.
Они просили банк сообщать им о всех сделках.
- 2 Last year the Business School invited all the companies **to send** in their suggestions for training programmes.
В прошлом году Школа бизнеса пригласила все компании направить предложения по программам обучения.
- 3 The new guidelines let us allocate our own budgets. In fact, they don't make us **report** outside our division.
Эти новые ориентиры позволят нам самим распределить наши собственные средства. Фактически они не заставляют нас выдавать информацию за пределы нашего подразделения.

Употребление

Оборот сложное дополнение (Complex Object) состоит из существительного/местоимения и инфинитива, который употребляется:

с частицей to после глаголов to want, to ask, to expect, to enable, to persuade, to order, to warn, to invite, to allow и др.:

They want **us to work** on the new plans immediately.

Они хотят, чтобы мы немедленно приступили к разработке новых планов.

Improved quality will enable **us to sell** our products throughout Europe.

Улучшенное качество позволит нам продавать наш продукт по всей Европе;

с частицей to после форм would like, would prefer:

We would prefer **them to extend** the guarantee period.

Мы бы хотели, чтобы они продлили гарантийный срок;

без частицы to после глаголов to let, to make, to see, to watch, to observe и др.:

The new personnel policy let **us take initiative**.

Это новое отношение к персоналу позволяет нам проявлять свою инициативу;

с или без частицы to после глагола to help:

A consultant can help **you (to) draw up** a marketing plan.

Консультант может помочь вам составить план по маркетингу.

Exercise 1

Underline the Complex Object constructions, read and translate the sentences:

- 1 These changes on the world market forced the companies to raise prices significantly.
- 2 The industrial circles expected Volvo to make a productivity gain.
- 3 The company's interference enabled the parties to come to an agreement.
- 4 The new tariffs will enable consumers reduce their spending on foodstuffs.
- 5 The company expected sales to grow to almost to €3bn.
- 6 The lower interest rate helped the market grow last quarter.
- 7 Germany's banking market has been the worst hit in Europe in the credit market turbulence which forced politicians to engineer two successive bail-outs.
- 8 Mr Steibruck warned the regional governments not to delay further the 'inevitable' shake-up of the public sector banks.
- 9 The chief executive asked 10 working groups to help him devise his three-year plan.

Exercise 2

Translate into English:

- 1 Это заставило и другие компании увеличить цены.
- 2 Они ожидали, что продажи уменьшатся.
- 3 Фирма предупредила продавца, чтобы они ни в коем случае не задерживали поставок.
- 4 Забастовка на транспорте заставила их задержать отгрузку.
- 5 Из-за этих проблем они не получили товар в срок.

Exercise 3

Read this advertisement, underline the Complex Objects, and translate the text:

OFFICESPACE • *We will help you solve your space problems!*

We invite you to share in a whole new concept in office design!

Our modern office systems allow you to create additional space at little extra expense. We can enable you to redesign working areas to maximum advantage!

If you would like us to send you details of this amazing offer, fill in the reply coupon below. Or if you would prefer to telephone us, simply ring 08000 and ask for Freefone Officespace.

Exercise 4

a Use the verbs in the right way (with or without particle *to*):

- 1 It will force them (*to sell*) their electricity grids and pipeline networks.
- 2 Unforeseen technical difficulties forced the company (*to rewrite*) the development plan.
- 3 The recent credit market turbulence caused two banks (*to collapse*).
- 4 The Board of Directors wanted Mr Stein (*to focus*) on managing the fund's money directly.
- 5 Singapore's ambitions to become a regional financial centre could force the government (*to relax*) rules on disclosure of information.
- 6 The report made us (*to review*) our forecasts.
- 7 We wanted them (*to respect*) the terms of the contract.
- 8 The contract does not permit us (*to increase*) the price.
- 9 They asked us (*to advance*) the order by two months.
- 10 We would like you (*to come*) to the meeting.

b Translate into English:

- 1 Новая технология заставит их сделать серьезные капиталовложения.
- 2 Эти работы заставят их изменить программу подготовки специалистов.
- 3 Инженеры не разрешили устанавливать здесь эти приборы.
- 4 Его слова заставили его просмотреть последние статистические данные.

Exercise 5

a Read and act out these mini-dialogues:

- Whom do you want to prepare the next report?
- I would like Ann to make a report on Wednesday.
- Who helped him to collect all this information?
- As far as I know, he had asked Nick to bring the latest issue of the journal where he found many interesting things.
 - Allow me to introduce Mr Brian.
 - How do you do, Mr Brian.
 - How do you do.
- Let me introduce Allan.
- Glad to meet you.
- Likewise.

b Translate into English:

- 1 Разрешите представить вам членов нашей делегации.
- 2 Я хотел, чтобы каждый сказал сам несколько слов о себе.
- 3 Вы хотите, чтобы они говорили по-английски?

Exercise 6

- a** Read this memo and write a similar one warning or advising someone not to be persuaded to do something:

M E M O
From: PH
To: Fred
I advise you not to speak to GUB Ltd. They will try to persuade you to order goods we do not want. I advise you to send them away.

M E M O
From:
To:

- b** Translate and complete the sentences:

- 1 Советую вам не говорить с ними...
- 2 Они хотят, чтобы мы сделали...
- 3 Советую вам написать...

Exercise 7

- a** Read and translate this short text:

The European Central Bank expects inflation to accelerate again in coming months, especially due to the effects of a three-percentage point rise in German Value Added Tax. Rodrigo Rato, managing director of the International Monetary Fund, gave some support to the Bank yesterday, when he said in Brussels that eurozone price stability in the medium term required 'further interest rate to rise if the expansion develops as expected'.

- b** Match the English and Russian equivalents:

- | | |
|-----------------|------------------------|
| 1 to expect | a развивать(ся) |
| 2 to accelerate | b ожидать |
| 3 to require | c ускорять(ся) |
| 4 to develop | d требовать |

- c** Translate the text.

- d** Translate into English:

- 1 Они надеются, что темпы инфляции скоро снизятся.
- 2 Это заставит их разработать новую программу развития.
- 3 Все полагают, что они сделают это уже в текущем году.

Примеры

- 1 Exports appear **to have grown** to a certain extent.
Очевидно, что экспорт вырос в определенной степени.
- 2 It is impossible **for us to function** without the services of banks.
Мы не можем работать без услуг банков.
- 3 **The company** is expected **to open** eight stores in the city before the end of the year.
Ожидают, что компания откроет в этом городе восемь магазинов до конца года.

Употребление

- 1 Инфинитив употребляется в оборотах с предлогом *for* (for-phrases):
This is **for you to decide**.
Решать вам.
Is is not easy **for them to make** predictions.
Им нелегко делать прогнозы.
- 2 Инфинитив широко употребляется в оборотах именительный падеж с инфинитивом (Nominative with the Infinitive). Оборот состоит из существительного/местоимения и инфинитива, который всегда употребляется с частицей *to*. При этом сказуемое предложения может быть выражено:

глаголами в страдательном залоге (*was expected, was reported, was announced, was said* и др.):

The delegation was expected to arrive the next week.

Ожидалось, что делегация прибудет на следующей неделе;

глаголами в действительном залоге *to appear, to seem, to prove* и др.:

They seem to like the idea.

Казалось, им нравится эта идея;

сочетаниями типа *to be likely, to be unlikely, to be certain* и др.:

European economic **growth is likely to ease** in the second half of this year.

Вероятно, экономический рост в Европе замедлится во второй половине года.

- 3 В оборотах употребляются не только простые инфинитивы, но и **длительные инфинитивы**:

The prices for these product are reported to be rising.

Как сообщается, цены на эти товары растут;

перфектные инфинитивы:

The negotiations are reported to have ended in a failure.

Сообщается, что переговоры закончились ничем;

инфинитивы в страдательном залоге:

The project is expected to be approved at a meeting of the Board on Wednesday.

Надеются, что проект будет одобрен на заседании совета директоров, который состоится в среду.

Exercise 1

a Read and translate the sentences:

- 1 These reforms appear to be very popular with voters.
- 2 Its economy seems to be growing rapidly with low flat rates of taxes.
- 3 The country has proved to have a wide range of funds for starts-up.
- 4 Small innovative technology companies prove to have won a place on the world stage.
- 5 The goods have proved to be defective.

b Write a few sentences like this using the prompts below:

The dollar seems to be weakening.

the euro	to rise
the rouble	to stabilise
the yen	to fall

c Translate into English:

- 1 Кажется, доллар понемногу стабилизируется.
- 2 Реформы кажутся очень популярными среди большинства граждан.
- 3 Кажется, экономическое положение улучшается.
- 4 Реформы оказались неудачными.
- 5 Товар оказался дефектным.

Exercise 2

a Underline the *for-phrases*, read and translate the sentences:

- 1 The prices were too high for the households to make any savings.
- 2 The traditional method of distribution is for producers to supply goods in bulk to wholesalers.
- 3 They call for the mining restrictions to be kept.
- 4 They called for all commercial vehicle drivers to join the strike.
- 5 The company announced plans for several new models to be launched next year.

b Complete these sentences in your own way:

- 1 It will not be very easy for...
- 2 It is essential for...
- 3 Is it really necessary for...?
- 4 I don't think it is necessary for...

c Translate into English:

- 1 Для них будет нелегко выполнить данные обещания.
- 2 Им необходимо ускорить начало строительства комплекса.
- 3 Для них было важно привлечь к участию иностранный капитал.
- 4 Участники конференции призвали все страны подписать это обращение.

Exercise 3

Underline the Nominative with the Infinitive Constructions, read and translate the sentences:

- 1** An asset is said to be liquid when it can easily and quickly be converted into cash.
- 2** A large firm is likely to sell in both home and overseas markets.
- 3** Annual growth this year is likely to be about 1 per cent.
- 4** The decline in employment in farming, manufacturing and construction is expected to continue.
- 5** These subsidies will cover losses which are thought to have great social benefits.
- 6** The European Commission is unlikely to revise its decision to approve the deal.
- 7** China is expected to announce further energy deals.
- 8** The ideological split is not expected to have an impact on the deal.
- 9** The European Central Bank is also likely to stress the underlying robustness of eurozone growth.

Exercise 4

Translate into English:

- 1** Ожидается, что Китай заключит еще несколько таких сделок.
- 2** Полагали, что несколько других стран присоединятся к договору.
- 3** Похоже, что фирма продаст свое отделение в Глазго.
- 4** Считалось, что этот концерн их основной конкурент.
- 5** Похоже, что промышленность скоро выйдет из застоя.

Exercise 5

a Choose the right variant and translate the sentences:

- 1** The issue (*expects, is expected*) to spark intense debate today.
- 2** German gross domestic product growth (*expects, is expected*) to rise to 2.6 per cent.
- 3** Investment inflows (*are likely, likes*) to remain flat.
- 4** The prices are reported (*to discuss, to be discussed*) next week.
- 5** They (*consider, are considered*) to win the competition.
- 6** The group is known (*to be based, to base*) in Saudi Arabia.
- 7** They were reported (*to have increased, to be increasing*) their profits by 1 per cent.

b Translate into English:

- 1** Полагают, что ВВП увеличится в этом году на 4,8%.
- 2** Сообщалось, что переговоры пройдут в Мюнхене.
- 3** Известно, что несколько таких специалистов сейчас безработные.
- 4** Полагали, что эта проблема сейчас обсуждается в Лондоне.

Exercise 6

Combine the beginnings and the endings and translate the sentences:

- 1** A monopoly is likely to have more...
- 2** Their move to nationalise major oil fields is likely to have...
- 3** The Commission is expected this month...
- 4** The speculation is unlikely...
- 5** The slowdown in homebuilding was unlikely directly...
- a** the reverse effect.
- b** resources for research and development that the small firms in the competitive industry.
- c** to disappear.
- d** to impinge economic growth.
- e** to present detailed proposals.

Exercise 7

a Read this extract from a newspaper article:

The headline measure for eurozone inflation in October, due on Thursday, is expected to remain unchanged from the initial estimate of 1.6 per cent. Preliminary third-quarter eurozone GDP, due tomorrow, is expected to remain unchanged at 2.7 per cent, due partly to France which had a sharp slowdown in growth in the period.

b Match the English and Russian equivalents:

- | | |
|-----------------------------------|-----------------------------------|
| 1 to remain unchanged | a оценить (ориентировочно) |
| 2 to estimate | b оставаться неизменным |
| 3 initial estimate | c наступающий (о сроках) |
| 4 due on | d благодаря |
| 5 due to | e иметь резкое замедление |
| 6 to have a sharp slowdown | f первоначальная оценка |

c Translate the text.

d Translate into English using Nominative with the Infinitive Constructions:

- 1** Известно, что процентные ставки увеличились на 1%.
- 2** Сообщалось, что темпы роста значительно выросли.
- 3** Очевидно, цены на сырье в этом месяце выроснут.

Примеры

- 1 He meant that subsidies are grants **paid** by the government to suppliers of products for export.
Он имел в виду, что субсидии — это гранты, выдаваемые правительством поставщикам продукции на экспорт.
- 2 They had the itinerary **prepared** very quickly.
Ему подготовили график поездки очень быстро.
- 3 It is a **listed** company.
Это компания, акции которой котируются на фондовой бирже.

Значение и употребление

- 1 Причастие прошедшего времени имеет пассивное значение и выражает действие, одновременное с действием сказуемого или предшествовавшее действию сказуемого:
The indicator **compiled** by this research institute estimates that GDP growth will be 1.8 per cent.
Показатель, разработанный этим исследовательским институтом, определяет, что рост ВВП составит примерно 1,8%.
- 2 Если причастие относится к существительному и не имеет слов, непосредственно связанных с причастием, причастие может ставиться перед существительным или после него.
They try to take into account all the expenses **incurred**.
Они постарались учесть все понесенные расходы.
- 3 Если причастие относится к существительному и имеет непосредственно связанные с ним слова, то причастие с этими словами ставится после существительного:
Money **saved** at home in a tin box will earn no interest.
Деньги, хранящиеся дома в банке, не принесут никаких процентов.
- 4 Причастие прошедшего времени, как и инфинитив, может входить в состав оборота сложное дополнение. Сложное дополнение с причастием употребляется после глаголов *to want, to wish, to like, to hate* и др.:
They **wanted the work done** immediately.
Они хотели, чтобы работа была выполнена немедленно.
- 5 Обратите внимание на сложное дополнение с причастием прошедшего времени после глагола *to have*:
He **had the letter posted** the same day.
Это письмо отправили в тот же день.

Но: Он отправил это письмо в тот же день.

He **posted** the letter the same day.

Exercise 1

Read and translate the sentences:

- 1 The authorities may regulate the prices charged by monopolistic suppliers.
- 2 Tariffs are taxes placed on imports.
- 3 They wanted the exact figures cited.
- 4 They could not estimate the value of all the benefits derived.
- 5 The government boosted prices closer to levels seen on its black market.
- 6 A stable policy framework, backed by an independent central bank, has helped raise the growth rate.
- 7 The €40m invested in World Cup related activities helped to raise sales.
- 8 They criticised, for example, the prices charged by Telecom, the listed telecoms group.
- 9 The fund is requesting that foreign investors in a fund established in Japan, be completely exempt from the 40% income tax.
- 10 According to a Eurobarometer survey, 68 per cent of Finns are employees, compared to a European Union average of 50 per cent.

Exercise 2

Translate into English:

- 1 цены, установленные монополистами
- 2 налоги, введенные на импорт
- 3 прибыли, полученные от этих операций
- 4 предложения, поддерживаемые этой фирмой
- 5 фонд, основанный для этих целей в прошлом году

Exercise 3

Use the Past Participle of these verbs and translate the sentences:

- 1 Investors can apply for subsidies (*to target*) at regional development or small and medium-size business.
- 2 Mr Smith said Tullett would raise its second-half forecasts, (*to base*) on the stronger-than-expected growth in volumes in July and August.
- 3 This company is the mobile operator (*to own*) by Spain's Telefonica.
- 4 Thierry Breton, the former French finance minister, (*to displace*) after this spring's presidential election, has been hired by Rotshield & Cie, the investment bank.
- 5 The index of China Enterprise stocks (*to list*) in Hong Kong, gained 2.4 per cent.
- 6 He pointed to the strength of overseas demand in the weekly sales (*to report*) yesterday by the US Department of Agriculture.
- 7 Royal Dutch Shell has signed a deal with Tatneft, an oil company (*to control*) by the government of the Russian Republic of Tatarstan.

Exercise 4

Translate into English:

- 1 субсидии, направленные на развитие региона
- 2 компания, находящаяся под контролем иностранных инвесторов
- 3 компания, зарегистрированная на бирже
- 4 фирма, принадлежащая этому бизнесмену
- 5 названная цена

Exercise 5

Underline the Past Participles and translate the sentences:

- 1 The increased probability will encourage firms to increase production.
- 2 Falling employment in British agriculture has been accompanied by increased production.
- 3 They try to reduce the need for discounted sales.
- 4 The covered bond market has also seen renewed signs of life in Europe.
- 5 The state-run Gasprom said earlier this week it would pay more than the indicated price.
- 6 It is a clearly defined product.
- 7 Bankers also report an increased confidence in recent months among the region's chief executives about managing overseas acquisitions.

Exercise 6

Translate into English:

- 1 увеличившаяся вероятность
- 2 возросшая уверенность
- 3 указанная цена
- 4 застрахованный товар
- 5 возросшее производство
- 6 сниженные цены

Exercise 7

Read and translate these combinations of Past Participles and Nouns:

- 1 proposed changes
- 2 reduced export earnings
- 3 increased demand
- 4 the taxes listed above
- 5 the taxes levied on the owners of property
- 6 payments made by UK residents
- 7 the contributions paid into the National Insurance Fund
- 8 the outflow of foreign currency caused by spending on foreign goods
- 9 income earned abroad
- 10 income paid

Exercise 8

Translate into English:

- 1** произведенные платежи
- 2** платежи, произведенные в прошлом месяце
- 3** увеличившийся спрос
- 4** перечисленные выше товары
- 5** отток валюты, вызванный изменениями на мировом рынке

Exercise 9

Write sentences of your own using the following word combinations:

- 1** the quality required...
- 2** the goods and services produced...
- 3** imported raw materials...
- 4** centrally planned economy...
- 5** increased production...
- 6** revised prices...
- 7** advanced industrialized countries...
- 8** in the most simplified manner...

Exercise 10

Translate into English:

- 1** баланс, проверенный аудиторами
- 2** баланс, подписанный главным бухгалтером
- 3** проделанные испытания
- 4** купленный товар
- 5** размещенные средства
- 6** средства, депонированные в банке
- 7** закупленное оборудование

Exercise 11

Read and act out these short dialogues:

- a** — Can I have this list verified?
— Yes, certainly.
— And when do you think you will complete the job?
— In an hour or so.
— Very good.
- b** — How long did it take you to do this translation?
— I didn't do it myself. I had it done at our Bureau of Translations. I always turn to them for help. Very experienced people work there.
— Can I also turn to them?
— I think so.

Примеры

- 1 Aggregate demand falls, **bringing** with it falls in output and employment.
Совокупный спрос падает, вызывая падение производства и сокращение занятости рабочей силы.
- 2 **Increasing** productivity means that the cost per tonne of wheat will be falling.
Увеличивающаяся производительность означает, что себестоимость тонны пшеницы будет все время падать.
- 3 The trade unions **representing** health service workers, teachers, local government officers and managerial staff are now amongst the largest in the UK.
Профсоюзы, представляющие работников здравоохранения, учителей, работников органов местного самоуправления и управленческого персонала, сейчас являются крупнейшими в Великобритании.

Значение и употребление

- 1 Причастие настоящего времени имеет активное значение и обычно выражает действие, одновременное с действием сказуемого:
The government tried to force the company to accept a fixed price contract **shifting** financial risk to the company.
Правительство старалось заставить компанию принять к исполнению контракт с фиксированными ценами, перекладывая все финансовые риски на плечи компании.
- 2 Иногда перед причастием настоящего времени употребляются союзы *when* или *while*:
In a perfectly free market, the individual consumer is in a weak position **when dealing** with suppliers of goods and services.
На идеально свободном рынке потребитель находится в незащищенном положении, сталкиваясь с поставщиком товаров и услуг.
- 3 Если причастие относится к существительному и не имеет слов, непосредственно связанных с причастием, причастие ставится перед существительным:
The banks, under pressure to curb **financing** risks, will be striving to renegotiate the terms.
Банки, вынужденные уменьшать финансовые риски, будут стремиться изменить эти условия путем переговоров.
- 4 Если причастие относится к существительному и имеет непосредственно связанные с ним слова, причастие ставится после существительного:
The UK has a high population density **averaging** about 600 persons per square mile.
В Великобритании высокая плотность населения, составляющая в среднем 600 человек на кв. милю.

Exercise 1

Underline the Present Participles, read and translate the sentences:

- 1 The problem for Beijing is that it is hard to temper growth using its preferred administrative measures.
- 2 Toyota is becoming Isuzu's third largest shareholder assuming some preference shares are converted into ordinary shares.
- 3 The European awards — including five special awards — will be announced in Dublin on May 15.
- 4 He also pointed to seven 'serious' areas ranging from the need to cut the trade surplus to lifting rural incomes.
- 5 Revealing details of his three-year plan he also set a target for 2010.
- 6 China's economy went into overdrive heightening the prospect of further rate rises.
- 7 Just 15 years ago India was reeling in a financial crisis pawning its gold reserves and desperately trying to install an economic regime.

Exercise 2

Translate into English:

- 1 сократить темпы инфляции, используя данные меры
- 2 выступать, надеясь на быстрое оживление экономики
- 3 включая многие страны
- 4 привлекая внимание мировой общественности
- 5 используя иностранную рабочую силу

Exercise 3

a Use Present Participle of these verbs and translate the sentences:

- 1 The Holding seeks two further acquisitions while (*to launch*) a Europe-wide marketing campaign.
- 2 The government has shown a willingness to meddle in the private sector (*to criticise*), for example, the prices charged by Telecom.
- 3 Siemens, the German technology group, pulled out of Sudan, (*to cite*) similar reasons.
- 4 Still many executives suggest they will wait to see how passengers react when (*to fly*) by kingfisher.
- 5 The rapid expansion of McDonald's came at the expense of quality and customer service, (*to cause*) the brand to tarnish.

b Translate into English:

- 1 вызвав падение цены
- 2 причинив большой ущерб
- 3 критикуя участников пула
- 4 назвав аналогичные причины

Exercise 4

Write sentences of your own using the following:

- 1 industries producing cigarettes, beverages, processed food, cars and television...
- 2 companies modifying...
- 3 companies implementing information systems...
- 4 diagram describing...
- 5 table showing...

Exercise 5

a Underline the Present Participles, read and translate the sentences:

- 1 The increasing world demand is an important factor raising the prices of imported raw materials.
- 2 America is a giant car manufacturing economy.
- 3 At the start of the year the business was reeling from rising credit losses.
- 4 This is their highest advertising budget.
- 5 Wrigley plans to fight back with new versions of two of its existing brands.
- 6 Its best-selling brand is Extra.
- 7 Both Wrigley and Cadbury have a lot at stake from the coming battle.

b Translate into English:

- 1 увеличивающийся спрос
- 2 растущие цены
- 3 сокращающееся производство
- 4 обрабатывающая промышленность

Exercise 6

Match these English and Russian equivalents:

- | | |
|--------------------------|---|
| 1 working capital | a покупательная способность |
| 2 operating profit | b оборотный капитал |
| 3 purchasing power | c перерабатывающая промышленность |
| 4 increasing overheads | d обрабатывающая промышленность |
| 5 manufacturing industry | e завод-изготовитель |
| 6 manufacturing plant | f растущие накладные расходы |
| 7 processing industry | g прибыль от производственной деятельности |

Exercise 7

a Translate these combinations of Present Participles and Nouns:

- 1 rising prices
- 2 changing proportions
- 3 declining shoes sales

- 4 working population
- 5 coming year
- 6 existing markets
- 7 emerging economies

b Translate into English:

- 1 наступающий год, прошедший год
- 2 существующие рынки
- 3 вновь появляющиеся рынки
- 4 уходящие на пенсию работники
- 5 работающие граждане

Exercise 8

Write sentences of your own using these word combinations:

- 1 increasing world demand...
- 2 weakening demand...
- 3 rising costs...
- 4 existing stores...
- 5 electricity trading market...
- 6 deepening financial crisis...

Exercise 9

a Read this extract from a newspaper article:

Eurostat, the European Union's statistical unit, confirmed the second-quarter figure yesterday, but details it released highlighted the scope for a rebound. Much of the second-quarter slowdown was due to a contraction in investment related to a slowdown in construction, and slower growth in government spending. In contrast, export growth remained robust, suggesting the impact of a strong euro was not as great as feared.

b Match the English and Russian equivalents:

- | | |
|----------------------|---|
| 1 to release details | a относиться к |
| 2 to highlight | b опубликовывать подробности/цифры |
| 3 to be due to | c оставаться сильным |
| 4 to relate to | d выдвигать на первый план |
| 5 to remain robust | e обусловлен (чем-либо) |

c Underline the sentence where the Present Participle is used.

d Translate the text into Russian.

Примеры

- 1 The first half of the year saw the company **growing** fast.
В первой половине года компания росла очень быстро.
- 2 These events keep investors **demanding** a higher premium.
После этих событий инвесторы продолжают требовать более высоких премий.
- 3 The company is closely tied to the Singapore government with its 13 board members **being** current or former government officials.
Компания тесно связана с правительством Сингапура, 13 членов правления компании являются правительственными чиновниками в настоящем или были в прошлом.

Употребление и значение

- 1 Причастие настоящего времени может входить в состав оборота сложное дополнение. Такое сложное дополнение употребляется после глаголов *to see, to watch, to observe* и др. В отличие от сложного дополнения с инфинитивом сложное дополнение с причастием настоящего времени подчеркивает процесс, длительность действия:
We saw **the official filling in** some forms.
Мы видели, как чиновник заполнял какие-то формы.
- 2 Кроме того, причастие настоящего времени может входить в состав оборота сложное дополнение после глаголов *to leave, to keep, to catch, to get, to imagine*:
These dislocations left **investors differentiating** among issuers of bonds.
Эти перестановки привели к тому, что инвесторы стали более разборчивыми при выборе эмитента долговых обязательств.
- 3 Причастие может употребляться в составе самостоятельного причастного оборота (the Absolute Participial Construction), который часто начинается с предлога *with*, который в этих случаях не переводится как «с»:
The company's international business performed particularly well, **with profits rising 29 per cent**.
Внешняя торговля компании шла особенно успешно, при этом прибыль увеличилась на 29%.

Exercise 1

- a** Change these sentences as in the example. The meaning does not change. Then translate the sentences:

(When he plans the expenditure, a consumer must accept fixed prices.)

When planning his expenditure, a consumer must accept fixed prices.

- 1 When it prepares a new product, a company must spend a large amount of money.
 - 2 When it decides production targets for a period of years, a government must establish its priorities very clearly.
 - 3 When it makes a decision over the number of employees, which will be needed, the management of a factory must consider everything very carefully.
 - 4 When it tries to increase efficiency in production, a planning body should decide what factors are most important.
 - 5 When they consider problems of distribution, businessmen should investigate all the methods currently in use and decide objectively whether they can be improved.
- b** Translate into English using the construction *when doing smth*:
- 1 работая над созданием нового продукта
 - 2 готовясь к проведению тендера
 - 3 суммируя все расходы
 - 4 сравнивая эти цифры

Exercise 2

- a** Underline the Absolute Participial Constructions, read and translate the sentences:

- 1 By late morning, both stocks and bonds were largely unchanged, with 10-year Treasuries yielding 4.6 per cent.
- 2 Deutsche Bank, Germany's biggest bank, said it was well positioned, with the US economy proving resilient and Europe solid.
- 3 Manufacturers retain a strong representation in the list, with 20 companies making the Top 100.
- 4 With diesel-powered vehicles comprising 60 per cent of sales in the European market, they need to strengthen their diesel engines.
- 5 According to data from AC Nielson, the market research group, growth in the UK has lagged behind markets in other countries with its retail value dropping to £239m.
- 6 Other things being equal, falling productivity will increase the average cost.
- 7 Mr McNerney said the aircraft remained on track for its first delivery in May next year, with the latest orders leaving it effectively sold out until the end of the year.

b Translate into English using the Absolute Participial Constructions:

- 1** причем цены оставались неизменными
- 2** при этом они проводили свою политику
- 3** при этом продажи дали доход в 1 млн долл.

Exercise 3

a Use the Present Participle of the verbs and translate the sentences:

- 1** Wrigley has 95 per cent of the market, with supermarkets' own-label brands (*to account*) for most of the rest.
- 2** The businesses that have not yet been closed, total more than \$160 — with each contract (*to have*) a unit value of \$1m.
- 3** Today the joint venture between Japan's Sony and Sweden' Ericsson stands at number four behind Nokia, Motorola and Samsung, with global market share (*to approach*) the crucial threshold of 10 per cent.

b Translate into English using Participle of the verbs stated:

- 1** (to account) при этом их доля рынка составила 10%
- 2** (to approach) при этом их объем продаж достиг 2 млрд
- 3** (to witness) причем они явились свидетелями резкого скачка цен

Exercise 4

Change these sentences as in the example. The meaning does not change. Then translate the complex sentences:

(The government has called a meeting for Wednesday.

Trade union leaders were going to represent Alitalia staff.)

The government has called a meeting for Wednesday, with trade union leaders representing Alitalia staff.

- 1** He faces a task to build a consensus within the Federal Reserve. The committee is trying to protect the real economy from harm.
- 2** The company is expanding its business. It is building a few new factories in emerging markets, such as Czech Republic, Turkey and Slovakia.
- 3** Pressures are building. Wages are growing.
- 4** His departure is taking place at an important junction. The bank is working to consolidate a series of recent acquisitions in the Asian region.

Exercise 5

a Read this extract from a newspaper article:

China has grown by more than 10 per cent for the past four years in succession, leading many economists to predict, at various points along the way, 'hard' and 'soft landings' for the economy.

Inflation was higher, reaching 3.3 per cent in March, a level outside the central bank's comfort zone of below 3 per cent. But concern was muted as most of the CPI increase resulted from rising food prices, with core inflation remaining low.

b Match the English and Russian equivalents:

- | | |
|---------------------------|----------------------------------|
| 1 to predict | a явиться результатом |
| 2 to reach a level | b в результате привести к |
| 3 to mute concern | c достигнуть уровня |
| 4 to result from | d прогнозировать |
| 5 to result in | e успокоить страхи |

c Answer the following questions:

- 1 What did the article say about China's growing economy?
- 2 What predictions of many economists did the article mention?
- 3 How high was the inflation?
- 4 Was core inflation too high at the moment?

d Underline the Absolute Participial Constructions and translate the text.

Exercise 6

Read and translate this extract from a newspaper article.

HOW MUCH ABCP IS THERE? _____



Fed Reserve says ABCP market has shrunk \$216bn

The market was growing strongly until the beginning of August, with total ABCP outstanding rising towards almost \$1,200bn, according to industry estimates.

In the past four weeks, the market has shrunk \$216bn to \$967bn, according to the Federal Reserve, as many investors, particularly so-called money-market funds, have simply stopped buying.

Note: ABCP — asset-backed commercial paper — ценная бумага, обеспеченная активами, outstanding — неоплаченный.

Примеры

- 1 This department is responsible for **running** the company on a day-to-day basis.
Этот отдел отвечает за текущую работу компании.
- 2 They look forward to **competing** in the Far East market.
Они очень хотят стать конкурентами на дальневосточном рынке.
- 3 They will start **designing** their promotional literature next month.
Они начинают создавать рекламные издания в следующем месяце.
- 4 **Advertising** in the trade journals has created a lot of interest in their products.
Реклама в профессионально-ориентированных журналах вызвала большой интерес к их продукции.
- 5 He is sure that this campaign is worth **investing** in.
Он уверен, что в эту кампанию стоит инвестировать средства.

Значение и употребление

- 1 Герундий по форме совпадает с причастием настоящего времени. Обычно герундий выражает название действий и выполняет в предложении следующие функции:

подлежащее:

Leading a team is a key management function.

Основной функцией менеджмента является руководство командой специалистов;

прямое дополнение после глаголов to consider, to suggest, to practise, to delay, to involve, to deny, to mind и др.:

You should consider **upgrading** the system to make the software run faster.

Вы должны рассмотреть вопрос совершенствования системы, с тем чтобы программы работали быстрее.

That would involve **redesigning** many of the programmes.

Это, очевидно, вызовет переделку многих программ;

предложное дополнение:

We are interested in **hearing** about this project.

Мы хотели бы послушать об этом проекте;

определение (с предлогом of):

There is no way of **contacting** him now.

С ним сейчас нельзя связаться.

- 2 Герундий также употребляется в конструкции **to be worth doing smth**:
It is worth **remembering** until recently it was a relatively poor country.
Стоит помнить о том, что еще не так давно это была сравнительно бедная страна.

Exercise 1

a Underline the Gerunds, say in what function they are used, read and translate the sentences:

- 1 Retailing includes retail shops, petrol stations, street markets, door-to-door selling and so on.
- 2 Bulk buying has now become a feature of family shopping.
- 3 In most Western industrialised countries, advertising is a major industry.
- 4 Taxing wealth causes problems when the wealth is held in the forms of land, buildings, works of art and jewellery.
- 5 Trading with other countries enables people to enjoy a much wider range of goods than they can produce by themselves.
- 6 Launching new products is essential for the survival of the company.

b Translate into English using Gerunds:

- | | | | |
|---|--------------------|---|--------------|
| 1 | налогообложение | 4 | суммирование |
| 2 | розничная торговля | 5 | реклама |
| 3 | торговля | 6 | чтение |

Exercise 2

a Use the verbs as Gerunds and translate the sentences:

- 1 After (*to read*) through the accounts, we noticed a number of curious entries in their books.
- 2 Adidas gained 7.3 per cent after (*to report*) first-quarter results in line with forecasts.
- 3 Cadbury lost some of its chocolate market share after (*to recall*) products contaminated with salmonella.
- 4 The proceeds would be spent on (*to restore*) the company's cash liquidity.
- 5 They spent about \$5bn on (*to take*) an 18.5 per cent stake in Volkswagen last year.

b Translate into English:

- | | | | |
|---|---------------------|---|------------------------------------|
| 1 | прочитав эти данные | 4 | отозвав эти автомобили |
| 2 | просмотрев их счета | 5 | восстановив ликвидность их средств |
| 3 | изучив баланс фирмы | 6 | приобретя эту фирму |

Exercise 3

a Write and act out short dialogues as in the example:

(*to buy these goods*)

— *We are interested in buying these goods.*

— *I am very glad to hear this. I hoped you would say so.*

- 1 to sell this product here
- 2 to increase our sales
- 3 to minimise risks
- 4 to develop a few new products for you
- 5 to act as your agent on our local market

b Translate into English:

- 1 Мы заинтересованы в установлении деловых контактов с вами.
- 2 Они заинтересованы в увеличении производства.
- 3 Мы хотим минимизировать наши риски.

Exercise 4

a Underline the constructions (noun + preposition + gerund). Read and translate the sentences:

- 1 Money is not only a means of exchange, but also a means of measuring men's labour.
- 2 The company repeated its full-year target of lifting sales by 5 per cent.
- 3 The costs of bringing goods to the market can be changed in a few ways.
- 4 Both hire-purchase and leasing schemes are a means of providing firms with working capital.
- 5 The IMF was set up with the aim of encouraging economic cooperation between the nations of the world.

b Translate into English:

- 1 как средство определения рисков
- 2 с целью увеличения продаж
- 3 способ обеспечения фирмы основными средствами

Exercise 5

a Use the Gerunds, read and translate the sentences:

- 1 The quality could be improved by (*to introduce*) a new quality control system.
- 2 They have a plan to increase sales by almost (*to double*) the production.
- 3 The company plans to win the competition by (*to develop*) two new products.
- 4 They supported the product through (*to advertise*) in this journal.
- 5 By (*to subsidise*) home producers a government can reduce the price of goods made by domestic firms.
- 6 By delaying we risk (*to lose*) the contract.
- 7 By reducing their wages we risk (*to reduce*) production in the long run.

- b** Change these conditional sentences as in the example. The form changes but the meaning remains the same. Read and translate the sentences:

(A man can obtain money if he issues a personal cheque.)

A man can obtain money by issuing a personal cheque.

- 1** You can improve the quality if you install new machinery.
- 2** You can learn something about economics if you study the basic textbooks.
- 3** You can make more money if you provide services which the public really needs.
- 4** A person can obtain some additional money if he deposits his savings with a trusted bank for a certain length of time.
- 5** Business can be done without banknotes if you use instruments of credit.

- c** Translate into English using the construction *by doing smth*:

- 1** сокращая расходы на рекламу
- 2** увеличивая заработную плату рабочих
- 3** сокращая рабочее время

Exercise 6

Read this letter, underline the Gerunds and translate this e-mail message:

To: Peter Anderson
Accounts Dept.
From: Harriet Gorman

Dear Peter

Re: Harawi Project

On checking the above file we find that you are correct in thinking the costs estimates for the coming year are excessive. We regret that in calculating labour costs some errors appeared in our analysis. We are presently repeating the study which involves reviewing all the figures. Working in partnership with Harris & Co is proving very useful and we are sure that there will be many benefits. We look forward to having a joint meeting soon.

We are also involved in calculating costs for the following year and will let you know as soon as they are finished.

We must meet soon, otherwise we risk not having everything ready in June, but it's not worth fixing a date today as I don't yet know my movements for the rest of this month.

Best wishes,
Harriet

- 1 Герундий также употребляется как часть сказуемого после глаголов *to begin, to start, to continue, to go on, to finish, to stop*:
Last month the prosecutors ordered the bank to stop **charging** customers this commission.
В прошлом месяце судебные органы обязали банк прекратить взимание с клиентов этих комиссионных.
- 2 После глаголов *to begin, to start, to continue, to finish* может также употребляться инфинитив глагола, без изменения значения предложения:
They began *to deliver* the goods in May.
Они начали поставлять товар в мае.
- 3 После глагола *to stop* может употребляться инфинитив глагола, но при этом меняется значение:
He stopped *to buy* the journal.
Он остановился, чтобы купить журнал.
- 4 Следует особо выделить глагол *to suggest*, после которого могут употребляться различные конструкции:
 - герундий;
 - существительное;
 - придаточное предложение с глаголом в сослагательном наклонении (*should do smth* или *do smth*);
 - придаточное предложение с глаголом в изъявительном наклонении:
 Some analysts suggested that the company *should give* a more detailed accounting of investment.
Некоторые аналитики предложили, чтобы компания дала более детальные сведения об инвестициях.
- 5 Герундий по форме совпадает не только с причастием настоящего времени, но и с отглагольным существительным, которое имеет следующие признаки:
 - перед отглагольным существительным употребляется артикль, прилагательное;
 - само отглагольное существительное может употребляться во множественном числе;
 - за отглагольным существительным может следовать предлог *of* и существительное.
 Но: после отглагольного существительного никогда не употребляется прямое дополнение.
The *joining* together of two or more firms is described as intergration.
Объединение двух или более фирм называется интеграцией.
- 6 В английском языке существует достаточное количество обычных существительных, оканчивающихся на *-ing*, например:

marketing	маркетинг;
banking	банковское дело;
farming	сельское хозяйство.

Exercise 1

Use the right variant and translate the sentences:

- 1 Despite the warnings they went on (*to exploit , exploiting*) this mine.
- 2 They went on (*to reject, rejecting*) their participation.
- 3 Because of the strike the company stopped (*to ship, shipping*) the goods.
- 4 They stopped (*to pay, paying*) dividends three months later.
- 5 The company stopped (*to issue, issuing*) privileged shares.

Exercise 2

Read and act out these mini-dialogues:

- 1 – When did they start exporting their cars to East Europe?
– As far as I know, they started to export their vehicles to East Europe in two thousand.
- 2 – Does he often make this mistake?
– Strange as it is he goes on making this mistake.
- 3 – Why did he stop driving?
– He stopped to buy The Economist.

Exercise 3

Read and translate the sentences:

- 1 The experts suggested these alterations in the design.
- 2 They suggest that member states break up the integrated energy groups.
- 3 He suggested discussing the details with the Vice-President.
- 4 Who suggested including this item into the agenda?
- 5 The group suggested that negotiations should start next week.

Exercise 4

Write sentences as in the example using the prompts below:

(*he / to meet us*)

He suggested meeting us.

- 1 she / to change the advertising strategy
- 2 they / to liberalise capital outflows
- 3 the businessmen / to free up domestic markets

Exercise 5

Underline the *-ing forms*, read and translate the sentences:

- 1 The dynamic Asian economics are based on manufacturing.
- 2 The decline in central planning was related to the rise of two markets.
- 3 The Stock Exchange is a market place for the buying and selling of shares and other securities.

- 4 His comments came as Lockheed reported a 19 per cent rise in net profits for the first three months of the year, as higher margins across the business, notably in the F-22 fighter jet-programme offset a flattening in sales.
- 5 Two things became particularly important for the financing of the welfare system: employment rate and productivity.

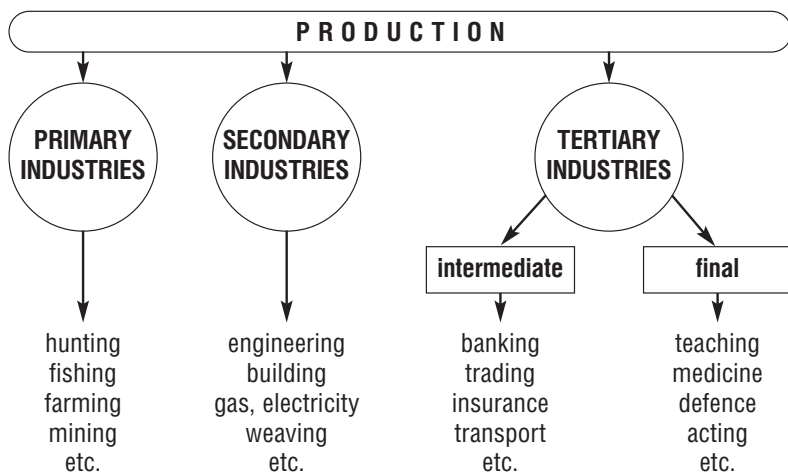
Exercise 6

Match the English and Russian equivalents:

- | | |
|-----------------------|--|
| 1 earnings | a доход от капитала |
| 2 interest earnings | b доход; заработок; поступления; прибыль |
| 3 average earnings | c общий доход |
| 4 export earnings | d доход(ы) по процентам |
| 5 retained earnings | e средний заработок |
| 6 total earnings | f нераспределенная прибыль |
| 7 company earnings | g поступления от видимых статей экспорта |
| 8 declared earnings | h поступления от невидимых статей экспорта |
| 9 visible earnings | i доход(ы) от экспорта |
| 10 invisible earnings | j доход(ы) фирмы |

Exercise 7

a Study this diagram about the kinds of production:



b Answer the following questions:

- 1 What type of production does *farming* belong to?
- 2 What types do these belong to: *trading*; *teaching*; *building*?
- 3 Which of these categories describes *secondary industries*: selling things; making things; growing things?

- 4 Which of these categories relates to both *primary* and *secondary industries*: providing goods; providing services ?
- 5 Which of these categories relates to the three activities of *mining*, *engineering* and *building*: heavy industries; light industries?

c Translate into English:

- 1 машиностроение
- 2 основные отрасли промышленности
- 3 отрасли инфраструктуры

Exercise 8

Read and translate this extract from a newspaper articles:

During this decade the Finnish economy has enjoyed a steady growth, mainly due to robust domestic demand, strong consumer confidence and the ability of its electronics and mechanical engineering industries to exploit the growth of global markets.

Exercise 9

a Read this extract from a newspaper article:

Wall Street clashed with Detroit and other manufacturers yesterday over US currency policy towards China and Japan at a hearing on Capitol Hill. Wall Street wants US policy to prioritise the opening of China's consumer finance, insurance and capital markets as part of a phased flotation of the country's currency — but is urging caution. The joint hearing of three House subcommittees chaired by members from industrial states hit by the decline in US manufacturing heard warnings about the risk of aggressive action against China over its weak currency.

b Match the English and Russian equivalents:

- | | |
|---|---|
| <ol style="list-style-type: none"> 1 to clash 2 to hear a case 3 to hear warnings 4 to prioritise 5 flotation of a currency 6 to chair a committee 7 the decline hit a state | <ol style="list-style-type: none"> a заслушивать дело b услышать предупреждение c спад пришелся на этот штат d столкнуться e председательствовать на заседании комитета f колебание курса валюты g выделить как приоритетное направление |
|---|---|

c Translate the text.

Примеры

- | | | | |
|----------|--------------|---|-----------------------|
| 1 | to agree | — | to dis agree |
| | соглашаться | | не соглашаться |
| 2 | national | — | to nationalize |
| | национальный | | национализировать |

Употребление

- 1** Наиболее употребительные префиксы глаголов :

dis-	to close	to disc lose
	закрывать	раскрывать
de-	to frost	to def rost
	замораживать	размораживать
re-	to write	to re write
	написать	переписать
mis-	to understand	to mis understand
	понимать	неправильно понять
over-	to estimate	to over estimate
	оценивать	переоценивать
under-	to estimate	to under estimate
	оценивать	недооценивать
un-	to do	to undo
	делать	уничтожать; аннулировать
pre-	to pay	to pre pay
	платить	платить заранее
counter-	to act	to counter act
	действовать	противодействовать
inter-	to act	to inter act
	действовать	взаимодействовать
sub-	to divide	to sub divide
	делить	подразделять
co-	to operate	to co operate
	действовать	сотрудничать
en-	danger	to en danger
	опасность	подвергать опасности

- 2** Наиболее употребительные суффиксы глаголов:

-ize/ise	critic	critic ise
	критик	критиковать
-fy/ify	simple	simpl ify
	простой	упрощать

Exercise 1

a Translate these verbs and write the ones from which they are formed:

to dislocate	to destabilize
to disappear	to demoralize
to disapprove	to devalue
to discharge	to decolonise
to disarm	to debase
to disclaim	to decompose

b Translate into English using some of the above words:

- 1 девальвировать
- 2 анализировать; разлагать на части
- 3 понижать (качество)
- 4 разгружать; выполнять (обязательства)
- 5 отказываться, отрицать

c Write sentences of your own using these verbs:

- 1 to disclose
- 2 to decontrol
- 3 to degrade
- 4 to upgrade

Exercise 2

a Translate these verbs and write the ones from which they are formed:

to rearrange	to reconvert
to rebuild	to recycle
to recoin	to redesign
to reconstruct	to redress

b Match the English and Russian equivalents:

1 to recall	a конфисковать
2 to recapture	b отзывать
3 to reclaim	c переадресовывать
4 to recover	d исправлять; переделывать
5 to reconsign	e выкупать; погашать
6 to redeem	f восстанавливаться

Exercise 3

a Write the verbs with the prefix *mis-* and translate them:

to use	to pronounce
to advise	to apply
to behave	to believe
to calculate	to inform

b Write sentences of your own using these verbs:

- 1** to misunderstand
- 2** to misuse
- 3** to miscalculate

Exercise 4 _____

a Translate these verbs into English:

to underpay	to overpay
to underestimate	to overestimate
to overcharge	to undercharge
to undervalue	to overvalue

b Match the English and Russian equivalents:

1 to undertake	a недооценивать
2 to underwrite	b предпринимать; брать на себя
3 to underrate	c преуменьшать
4 to understate	d подписывать; принимать на страхование

Exercise 5 _____

a Say how these verbs are formed and translate them:

to unpack	to outnumber
to malfunction	to subcontract
to preset	to sublet
to correlate	to transplant
to remake	to coexist

b Underline the verbs, read and translate these sentences:

- 1** The level of labour productivity surpasses even that of the US.
- 2** The decline in the number of farms is depopulating the countryside.
- 3** There has been some shift towards more specialised crops as subsidies are decoupled from production.
- 4** He said the company reassigned their staff to new roles, and there would be no job cuts.
- 5** South Africa's companies are having to adapt to the government's push to redress the economic injustices of apartheid.

c Translate these verbs into English:

- 1** превосходить
- 2** передавать в субаренду
- 3** сосуществовать

Exercise 6

a Match the English and Russian equivalents:

- | | |
|-----------------------|---------------------------------|
| 1 to enable | a предписывать |
| 2 to enforce | b окружать |
| 3 to enlarge | c вкладывать |
| 4 to encourage | d давать возможность |
| 5 to enact | e проводить в жизнь |
| 6 to encircle | f расширять; увеличивать |
| 7 to enclose | g ободрять; поощрять |

b Form the verbs from these words with the help of the prefix *en-* and translate the verbs into Russian:

rich
cash
title

c Write sentences of your own using these verbs:

- 1** to encash
- 2** to enrich
- 3** to entitle
- 4** to enforce
- 5** to encourage

Exercise 7

a Underline the suffixes and translate the verbs:

to legalize	to modify
to rationalize	to clarify
to modernise	to purify
to familiarize	to differentiate
to monopolize	to substantiate

b Underline the verbs and Gerund(s), read and translate the sentences:

- 1** Mr Knight criticised the company's planned \$6.3bn acquisition of a 51 per cent stake in Korea Exchange Bank.
- 2** They expected the UK re-insurance market to stabilise.
- 3** Interested parties think it possible to increase production by rationalising the workforce.
- 4** This allows the company to move cargoes of gas around to maximise profitability.

Примеры

- | | | |
|----------|------------------------------------|------------------------------|
| 1 | to surge
повышаться | surge
повышение |
| 2 | to export
экспортировать | export(s)
экспорт |
| 3 | to lower
понижать | lower
более низкий |

Употребление

- 1** Конверсия широко используется в английском языке. Многие глаголы совпадают по форме с существительными без изменения произношения и написания:
- | | |
|---|--|
| to fall
падать | fall
падение |
| to estimate
(предварительно)
оценивать | estimate
(предварительная)
оценка |
- 2** Некоторые глаголы отличаются от соответствующих существительных ударением:
- | | |
|------------------------------------|-----------------------------|
| to im'port
импортировать | 'import(s)
импорт |
|------------------------------------|-----------------------------|
- 3** Некоторые глаголы отличаются от соответствующих существительных произношением конечных звуков:
- | | |
|--------------------------------------|-----------------------------|
| to use [ju:z]
использовать | use [ju:s]
польза |
|--------------------------------------|-----------------------------|
- 4** Ряд глаголов совпадает по форме с существительными и прилагательными:
- | | | |
|--|---------------------------------|---------------------------|
| to average
составлять
в среднем | average
среднее число | average
средний |
|--|---------------------------------|---------------------------|

Exercise 1

a Write the corresponding nouns and translate these pairs of words:

to change	to doubt
to form	to hope
to work	to word
to place	to reform
to finance	to credit

b Translate into English:

1	опыт	испытывать
2	борьба	бороться
3	изменение	меняться
4	падение	падать
5	повышение	повышаться

Exercise 2

a Read these words paying attention to the stress and translate them:

<i>Verb</i>	<i>Noun</i>	<i>Adjective</i>
to in'crease	'increase	—
to de'crease	'decrease	—
to pro'duce	'produce	—
to tran'sport	'transport	—
to pre'sent	'present	'present
to 'total	'total	'total

b Translate these words and read them aloud:

экспорт	транспорт
импорт	транспортировать
экспортировать	уменьшение
импортировать	уменьшаться

Exercise 3

a Say what parts of speech the words in *italics* are and translate the sentences:

- 1 Increases in our prices are unavoidably *average*.
- 2 The *average* weight of new cars made in Europe grew 17kg to 1.38 tonnes last year.
- 3 On *average*, it takes very roughly five years to move from one slump to the next or from one boom to the next forming the trade cycle.
- 4 Productivity growth *averaged* 1.5 per cent for the past 15 years to leap to about 2.9 per cent until 2010.
- 5 It is an *average* figure.

- 6 Individual Finnish banks have higher return on equity ratios that are closer to the European *average*.
- 7 Food prices also remain higher than the EU *average* and the country is running a substantial food trade deficit.

b Translate into English:

- 1 В среднем за год инфляция составила 0,2% в месяц.
- 2 Они производят в среднем 20 таких приборов в день.
- 3 Цены на металл увеличились в среднем на 3%.
- 4 Среднее число рабочих на этом предприятии составляет 80 человек.
- 5 Средний заработок составляет 500 долл. в месяц.

Exercise 4

a Read and retell this extract from a newspaper article:

Crete is the most popular Greek tourist attraction, with more than 2.3m visitors last year. But growth in the island's arrivals has averaged less than 4 per cent yearly over the past 10 years, according to official figures. The average stay has become shorter, while per capita spending has only narrowly out-paced inflation.

b Translate into English:

- 1 В среднем около 1000 туристов в месяц посещают эту достопримечательность.
- 2 Доходы от туризма составляют в среднем... долл. в год.
- 3 Каждый турист в среднем тратит на поездку... долл.
- 4 Средний доход жителя острова составляет... долл.
- 5 Средний состав семьи... человек.

Exercise 5

a Match the English and Russian equivalents:

- | | |
|-------------|------------------------|
| 1 target | a намечать цель |
| 2 to target | b требовать |
| 3 demand | c предложение |
| 4 to demand | d спрос |
| 5 supply | e поставлять |
| 6 to supply | f цель |

b Say what parts of speech the words in *italics* are and translate the sentences:

- 1 Rich countries *demand* that the poor countries open up their markets.
- 2 Given the small *size* of the local market and the short *supply* of sales professionals, many companies have to seek a strategic owner in order to build sales. It is part of more conservative *approach*.

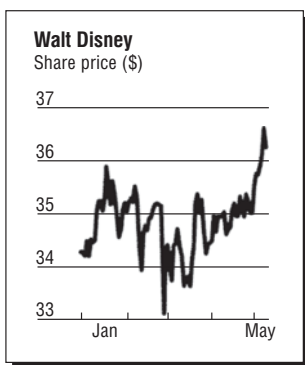
- 3 Increased foreign involvement in the market may now bring *change*.
- 4 Sampoo is also expected to *challenge* Nordea's dominance in corporate lending.
- 5 Bank *finance* is usually available.
- 6 He defended his consumer healthcare division in the *face* of pressure to sell some of its brands.
- 7 Private equity groups often *face* obstacles in securing funding.
- 8 This year, the unit is expected to *report* an operating profit of ¥7bn after a loss last year of ¥35bn.
- 9 To change attitudes and develop entrepreneurial skills, efforts are being made to *reform*.

c Write sentences of your own using these words:

- 1 change
- 2 reform
- 3 to report
- 4 rent
- 5 to rent

Exercise 6

a Look at the graph and read the text below:



Walt Disney slid 1 per cent after it reported that second-quarter profit rose 27 per cent, but its quarterly revenue was less than expected.

b Write the nouns which are formed by means of conversion from the verbs used in the above sentence:

- 1 s ... e
- 2 r ... e
- 3 r ... t

Примеры

rise	подъем	rises	подъемы
advice	совет	advice	советы
datum	данное	data	данные

- 1** Большинство исчисляемых (countable) существительных образуют множественное число с помощью окончания **s**:

profit	прибыль	profits	прибыли
potato	картофелина	potatoes	картофель
country	страна	countries	страны

- 2** Ряд существительных образуют множественное число не по правилам:

man	мужчина	men	мужчины, люди
woman	женщина	women	женщины
child	ребенок	children	дети

- 3** Некоторые существительные имеют две формы множественного числа:

penny	pence	(напр.: 20 pence	20 пенсов)
	pennies	(напр.: a few pennies	несколько пенсовых монет)

- 4** В отличие от русского языка некоторые существительные употребляются только в единственном числе, соответственно согласуясь со сказуемым:

knowledge знание, знания

His **knowledge** of statistics is wonderful.

Его знание статистики как науки удивительно.

Ряд других существительных употребляется только во множественном числе, соответственно согласуясь со сказуемым:

wages заработная плата, заработные платы

His **wages** were very low at the time.

В это время его зарплата была очень низкой.

- 5** При употреблении во множественном числе некоторые существительные меняют значение:

money	деньги	moneys	виды валют
--------------	--------	---------------	------------

- 6** Существительные, заимствованные из латинского и греческого языков, образуют множественное число по правилам этих языков:

crisis	кризис	crises	кризисы
---------------	--------	---------------	---------

- 7** Обратите внимание на латинское заимствование per cent, имеющее одну форму для единственного и множественного числа:

The prices increased 1 **per cent** / 2 **per cent**.

- 8** Существительные **firm, board, company, government** (даже в единственном числе) могут согласовываться со сказуемым во множественном числе:

The **board** are discussing that question now.

Совет директоров сейчас обсуждает этот вопрос.

Exercise 1

Write these nouns in the plural:

family	day	sale
city	key	name
currency	toy	house

Exercise 2

Read and translate these nouns:

basis	bases
addendum	addenda
appendix	appendices
memorandum	memoranda
phenomenon	phenomena
erratum	errata

Exercise 3

a Read and translate the sentences paying attention to the words in *italics*:

- 1 The *news* was not at all bad for the Bush administration.
- 2 The *news* about Valentino Garavani resigning as head of the fashion house comes three months after the acquisition of Valentino Fashion Group.
- 3 Donald Evans, head of the Financial Services Firm, said there was no *evidence* to support carmakers' claims.
- 4 There was no *information* to confirm this political shift.
- 5 They have enough *knowledge* to doubt the consequences.
- 6 The *progress* of the contract was very slow.

b Use the right variant and translate the sentences:

- 1 The information (*is, are*) in the brochure.
- 2 The information you needed (*was, were*) in the post.
- 3 His advice (*has helped, have helped*) me to make a decision.
- 4 He kept the money in the bank. He wanted to save (*it, them*) for a rainy day.
- 5 All the evidence (*is, are*) against him.

c Translate into English:

- 1 Это очень важные сведения. Где вы их получили?
- 2 Эти данные опубликованы в последнем номере журнала.
- 3 Его советы были очень полезны.
- 4 Эти деньги потрачены впустую.

Exercise 4

a Match these English and Russian equivalents:

- | | |
|-----------------------|---------------------------------------|
| 1 contents | a товар, товары |
| 2 riches | b помещение, помещения |
| 3 goods | c содержание |
| 4 proceeds | d одежда, одежды |
| 5 clothes | e богатство, богатства |
| 6 headquarters | f выручка, выручки |
| 7 premises | g штаб-квартира, штаб-квартиры |

b Use the right variant following this example and translate the sentences:

- 1** Her (*wage, wages*) have always been very high.
- 2** Since the mid-2000 annual (*return, returns*) have exceeded 40 per cent.
- 3** Beacon tends to hold assets for five to seven years, and it targets 18 to 20 per cent (*return, returns*).
- 4** The (*datum, data*) show unexpected weakening in net exports.
- 5** Their headquarters (*was, were*) in the United States.
- 6** The European Union headquarters (*is, are*) in Brussels.

c Read and act out these mini-dialogues:

- 1** — Where are the headquarters of this organisation?
— If I'm not mistaken, they are in Italy.
- 2** — What were their export returns last year.
— I'm afraid I don't remember the exact figure. You can find all the data on the company's performance in the bulletin.

d Translate into English:

- 1** Где их штаб-квартира?
- 2** Поступления от туризма очень незначительны.
- 3** По данным этого бюро, поступления от экспорта составили... долл.

Exercise 5

a Match the English and Russian equivalents:

- | | |
|--------------------|-------------------------------|
| 1 people | a полиция, полицейские |
| 2 a people | b персонал |
| 3 peoples | c народ, люди |
| 4 personnel | d нация, народность |
| 5 police | e нации, народности |

b Read and translate these sentences:

- 1** The personnel are very happy with these premises.
- 2** There are three thousand people coming to visit the exhibition.
- 3** Twelve people work in his section.

- 4 The police were searching the neighbouring streets.
5 There were five airline personnel on the plane that crashed.

c Translate into English:

- 1 У них очень квалифицированный персонал.
2 В этом отделе работает 7 человек.
3 Сколько человек работает в вашем офисе?
4 Экипаж самолет состоял из 22 человек.
5 Полиция сейчас расследует это дело.

Exercise 6 _____

Write sentences of your own starting with these names of subjects:

(mathematics)

Economics is his favourite subject.

- 1 Political economics...
2 Logistics...
3 Statistics...
4 Physics...
5 Mathematics...
6 Chemistry...
7 Geography...
8 History...

Exercise 7 _____

Read and act out these mini-dialogues:

- 1 — Excuse me, what's the time by your watch?
— I am afraid I cannot say what the exact time is. My watch is a little bit fast.
2 — Excuse me, where is Gate 5 for the plane to London?
— Go straight forward. You won't miss it.

Exercise 8 _____

Translate these nouns, identify the countable and uncountable nouns and write C or U in the boxes:

- | | | | |
|-------------------------------------|------------------------------------|------------------------------------|------------------------------------|
| <input type="checkbox"/> money | <input type="checkbox"/> cheque | <input type="checkbox"/> profit | <input type="checkbox"/> debt |
| | <input type="checkbox"/> machinery | <input type="checkbox"/> equipment | |
| <input type="checkbox"/> production | <input type="checkbox"/> plant | <input type="checkbox"/> product | <input type="checkbox"/> furniture |
| | <input type="checkbox"/> news | <input type="checkbox"/> money | <input type="checkbox"/> rouble |
| <input type="checkbox"/> economics | <input type="checkbox"/> logistics | <input type="checkbox"/> science | <input type="checkbox"/> board |

Примеры

- The company's** acquisition astonished everybody in the City.
Приобретение этой компании другими лицами поразило всех в Сити.
- President **George Bush Jr.'s** election was widely forecast by the polls.
Избрание Джорджа Буша мл. на пост президента прогнозировалось в ходе опросов общественного мнения.
- The students'** notes helped me to find the answer to this question.
Записи этих студентов помогли мне найти ответ на этот вопрос.

Значение и образование

- Существительное в притяжательном падеже обычно обозначает принадлежность и отвечает на вопрос *чей?*. Притяжательный падеж существительных в единственном числе образуется добавлением знака апострофа и окончания **-s**:
the government's confidence **the businessman's** visit
доверие правительства визит бизнесмена
- Притяжательный падеж существительных во множественном числе обычно образуется только добавлением знака апострофа:
the countries' support *Но: the businessmen's* visit
поддержка стран визит бизнесменов

Употребление

- В притяжательном падеже употребляются:
одушевленные существительные:
the chief's office офис начальника;
существительные, обозначающие названия континентов, стран, городов, организаций:
China's exports экспорт Китая;
существительные, обозначающие время, расстояние, денежные единицы:
two months' holiday двухмесячный отпуск
the sterling's rate of exchange обменный курс фунта стерлингов;
наречия времени today, yesterday и др.:
today's newspapers сегодняшние газеты.
- Для выражения принадлежности одушевленные существительные могут также употребляться в общем падеже с предлогом **of**:
the office of my chief офис моего начальника.
- Конструкция с предлогом **of** широко употребляется для выражения принадлежности неодушевленных предметов:
the beginning of the conference начало конференции.

Exercise 1

Change these word-combinations using the Nouns in the Possessive Case like this:

- a** *(the work of the economists)*
the economists' work
- 1** the work of the farmers
 - 2** the needs of the scientists
 - 3** the life of the men
 - 4** the needs of the cattle-breeders
 - 5** the toys of the children
- b** *(the education of the sons of the farmers)*
the sons of the farmers' education
- 1** the education of the son of the farmer
 - 2** the export earnings of these two countries
 - 3** the joint venture of these two companies
- c** *(the work of the farmers and fishermen)*
the farmers' and fishermen's work
- 1** the experiments of the professors and students
 - 2** the awards of the scientists and writers
 - 3** the prizes of the economists and mathematicians

Exercise 2

Translate into English:

- 1** экспорт Канады
- 2** экспортные поступления Канады
- 3** работы этого экономиста
- 4** перерабатывающая промышленность Болгарии
- 5** инфраструктура Турции

Exercise 3

a Read and translate the sentences:

- 1** They said they needed to build up stronger links with Rotaronga's trading partners.
- 2** The analyst said Nestle could sell Cadbury's chocolate business to Hershey to get round any competition issues.
- 3** He participated in Federal Reserve's symposium.
- 4** The pharmaceutical group Physic's results are encouraging.
- 5** The company's workforce will benefit.
- 6** All employees' pay packets will include a bonus.
- 7** A shareholders' meeting scheduled for the end of September will be a cheerful affair.

b Complete these sentences in your own way:

- 1 The government's decision...
- 2 The decision of the government...
- 3 The board's reaction...
- 4 The reaction of the board...
- 5 The country's development...
- 6 The development of the country...

c Translate into English:

- 1 развитие экономики
- 2 рост экономики Китая
- 3 решение правительства

Exercise 4

a Read this extract from a newspaper report on the investigation of Dolcetto International by a special police unit:

The decision of the Board to raise a dividend was against the advice of the auditor. Now the company's shares have been suspended and its annual general meeting has been postponed. The directors' passports have been confiscated by the judicial authorities. A spokesman for Mr Stein, the Managing Director, said Mr Stein had no comment to make. Mr Stein's wife, also a Board member, said the investigation was 'a disgrace'. Meanwhile, the employees of the company reported for work as usual. A representative of the workers said his colleagues were worried about their jobs.

b Match the English and Russian equivalents:

- | | |
|----------------------|-----------------------------|
| 1 to suspend | a являться на работу |
| 2 to postpone | b расследовать |
| 3 to investigate | c приостанавливать |
| 4 to report for work | d откладывать |

c Answer the following questions and retell the text:

- 1 What was the Board's decision that the article spoke about?
- 2 How has it affected the company's shares?
- 3 What has been done about the directors' passports?
- 4 What was the reaction of Mr Stein's wife?
- 5 What did a representative of the workers say?

Exercise 5

a Read and translate the sentences:

- 1 Yesterday's rise in share prices amazed everyone.
- 2 Steel maker Corus also bucked yesterday's weak market trend.

- 3 Last year's figures were much higher.
- 4 The first two quarters' turnover has shown a 20 per cent rise.
- 5 This is the agenda of tomorrow's meeting.

b Complete these sentences in your own way:

- 1 This year's results...
- 2 The last two quarters' forecasts...
- 3 The first quarter's expectations...

c Translate into English:

- 1 результаты первой половины этого года
- 2 прогноз на следующий год
- 3 данные прошлого года
- 4 цифры двух последних лет
- 5 события этой недели

Exercise 6

a Read this advertisement:

TT SOFT

TOMORROW'S SOFTWARE AT TODAY'S PRICES!

Telephone our sales staff and place your order today.

We are the country's top suppliers of all types of business applications software ranging from the very latest word processing and graphics packages to sophisticated special application.

YOUR FUTURE'S BETTER WITH US!

In a special deal for TTSOFT we have slashed 50 per cent off its desktop packaging program.

Trumpet's world-beating spreadsheet at \$100!

A state of the art publishing program for \$150!

MEET YOUR NEEDS!

MEET THE NEEDS OF YOUR COMPUTER!

MEET US WITH A TELEPHONE CALL ON FREEPHONE 50500 NOW!

b Say what these forms are:

- 1 tomorrow's software
- 2 today's prices
- 3 the country's top suppliers
- 4 your future's better
- 5 Trumpet's spreadsheet

c Translate the advertisement.

Примеры

- 1 **The market survey** has produced some very interesting results.
Обзор рынка дал некоторые интересные результаты.
- 2 They expect a new **sales manager** to be appointed next year.
Они надеются, что в следующем году будет назначен новый менеджер по продажам.
- 3 Taxpayers are absolutely horrified by the new **income tax rates**.
Налогоплательщики в ужасе от новых ставок подоходного налога.

Употребление

- 1 Конструкция существительное + существительное очень популярна в английском языке. При этом первое существительное играет роль определения к существительному. Перевод на русский язык таких сочетаний начинается обычно с последнего (основного) существительного:

market structure	sales growth
структура рынка	рост продаж.
- 2 Перед основным существительным может стоять не одно, а два и более существительных:
state retirement pension
 государственные пенсии по старости.
- 3 Перед основным существительным может стоять несколько существительных с союзом *and* и/или с прилагательными:
UK real GDP growth
 фактический рост ВВП в Великобритании.
- 4 Иногда перед основным существительным может стоять составное существительное с числительным:

a two-room flat	a five-minute walk
двухкомнатная квартира	пять минут ходьбы.

Exercise 1

a Read and translate these word-combinations:

retirement age	research study
conversion process	market research
labour force	newspaper publisher
wage rates	property rights
wage increase	food supply

b Translate into English as in the examples:

<i>цены на рис</i>	<i>rice prices</i>
<i>производство стали</i>	<i>steel production</i>

цены на кофе	производство текстиля
цены на сахар	переработка хлопка
цены на пшеницу	выпуск автомобилей

Exercise 2

a Read and act out these short dialogues:

- We have carried out a survey.
- What type of survey?
- A market survey.
 - They signed an agreement yesterday.
 - Do you know what kind of agreement it was?
 - The only thing I know it was a loan agreement.

b Match the English and Russian equivalents:

1 currency market	a спрос на мировом рынке
2 commodity market	b валютный рынок
3 world demand	c сокращение налогов
4 tax cuts	d затраты на рабочую силу
5 labour costs	e процентная ставка
6 interest rate	f товарный рынок

c Complete the sentences in your own way:

- 1** Privatisation process...
- 2** Government control...
- 3** Labour productivity...
- 4** Population growth...
- 5** Steel imports...

Exercise 3

a Rewrite the following phrases as noun-combinations:

- | | |
|-----------------------------|---------------------------|
| a concession on taxes | a machine which is a tool |
| a licence to export | a report on an accident |
| a court of law | a report on a test |
| a structure of distribution | a report on acceptance |

b Read and translate the following:

- 1 Customs and Excise Department
- 2 special employment measures
- 3 recent unemployment figures
- 4 most rapid population growth
- 5 consumer loan growth
- 6 part-time employment
- 7 fully-employed labour force
- 8 price-support system

c Match the English and Russian equivalents

- | | |
|----------------------------|---|
| 1 share price index | a чистый доход от недвижимости |
| 2 consumer price index | b индекс потребительских цен |
| 3 average weighted index | c средневзвешенный индекс |
| 4 social security benefits | d индекс цен акций |
| 5 after-tax income | e доход после уплаты налогов |
| 6 net property income | f выплаты по социальному страхованию |

Exercise 4

a Match the beginning and the endings of the noun-combinations

- | | |
|--------------------|----------------------|
| 1 annual interest | a agriculture |
| 2 low-productivity | b movement |
| 3 large-scale | c payments |

b Translate into English:

- 1 широкомасштабные действия
- 2 долгосрочные кредиты
- 3 краткосрочные займы

c Rewrite the following phrases as noun-combinations:

- 1 a holiday which lasts ten days
- 2 a period of two years
- 3 a break of ten minutes
- 4 a lesson lasting forty-five minutes

Exercise 5

a Read this extract from a newspaper report:

ALPO WINS JORDAN ORDER

Alpo Holdings has boosted its drive into automobile markets with a \$47.5m sales contract to build 2,000 bus bodies for the Jordanian government.

The order equates to 46 per cent of Alpo's bus parts turnover and is backed by a cash deposit and a \$37m OECD-supported buyer credit.

b Write out the noun combinations and translate the text.

Exercise 6

a Read this letter to an insurance company requesting a visit and a quote for insurance, use the words from this list to complete the letter:

administration park despatch loading production storage

ARROW Ltd

Silver Moon Insurance Company
Dear Sirs

Re: Insurance quotation

We are in the process of reviewing our insurance cover and would be interested in receiving a quotation from you. Please, contact us in order to arrange a visit to our plant.

The plant consists of a car (1) ..., the (2) ... facilities, a (3) ... bay and a (4) ... area. There is also a (5) ... depot, an (6) ... block and a canteen.

The total area covered is 1202m².

I look forward to hearing from you so we can arrange a visit.

Yours faithfully, ...

Exercise 7

Below are six newspaper lines. Break the noun-combinations into longer phrases which could be the opening lines for each report. Use this example:

(Government policy crisis)

There is a crisis in government policy.

AIR SPEED RECORD

A Policy vacancy

Airport congestion problem

North Sea oil rig accident

Chemical industry disaster

GAS POLLUTION ROW

Наиболее употребительные суффиксы существительных

-er/or	to audit ревизовать, проводить аудит to employ нанимать	auditor ревизор, аудитор employer работодатель emoloyee работник, служащий
-ee	to employ	
-ist	economy экономика	economist экономист
-ian	history история	historian историк
-tion	to tax облагать налогами	taxation налогообложение
-ment	to govern править	government правительство
-ance	to insure страховать	insurance страхование
-ure	to legislate издавать законы	legislature законодательство
-age	to coin чеканить монеты	coinage чеканка монет
-ty	proper правильный, собственный	property собственность
-ce	dependent зависимый	dependence зависимость
-ship	leader лидер	leadership лидерство

Наиболее употребительные префиксы существительных

in-	ability способность	inability неспособность
il-	literacy грамотность	illiteracy безграмотность
dis-	agreement согласие	disagreement разногласие
mis-	use использование	misuse неправильное использование
over-	estimation оценка	overestimation переоценка
under-	estimation оценка	underestimation недооценка

Exercise 1

a Translate these Nouns and say how they are formed:

developer	supplier
researcher	contractor
constructor	sub-contractor
builder	purchaser
lawyer	insider

b Change these words into agent Nouns like this and translate the Nouns:

to consume — *consumer*
to plan — *planner*

to buy	to produce
to sell	to breed
to bank	to perform
to manage	to mine
to organise	to begin

c Translate into English:

рабочий	фермер
преподаватель	финансист
водитель	основатель
инвестор	оператор
заемщик	кредитор

Exercise 2

a Translate these Nouns and write the words from which they are formed:

programist	mathematician
physicist	physician
scientist	politician
agronomist	statistician

b Underline the suffixes and translate these Nouns:

ecologist	contributor	reporter	consultant
librarian	follower	executive	accountant

c Translate into English:

бухгалтер	менеджер	статистик
директор	консультант	политик

Exercise 3

a Match the English and Russian equivalents:

- | | |
|----------------------|--|
| 1 merger | a покупка |
| 2 acquisition | b слияние |
| 3 earner | c зарабатывать |
| 4 to merge | d покупать, приобретать |
| 5 to acquire | e сливаться |
| 6 to earn | f источник дохода; лицо, получающее доход, заработную плату |

b Read and translate the sentences:

- 1** The merger proved to be a failure.
- 2** Coffee is their main foreign currency earner.
- 3** The talk about acquisition of the company has just started.

Exercise 4

a Read the nouns paying attention to the stress and match the English and Russian equivalents:

- | | |
|-------------------|-------------------------------|
| 1 payer | a лицензиар |
| 2 payee | b лицензиат |
| 3 licensor | c плательщик |
| 4 licensee | d эмитент |
| 5 issuer | e получатель (платежа) |

b Translate into English:

получатель (платежа)	работодатель
эмитент	(наемный) рабочий,
лицензиар	служащий

c Read and translate these sentences:

- 1** Some of his appointees, such as Yasuhisa Shiozaki, chief cabinet secretary, have great economic expertise.
- 2** The number of absentees in offices increases before holidays.
- 3** How many employees do they have?

Exercise 5

a Write the verbs from which these Nouns are used and translate these pairs into Russian:

privatisation	classification
simplification	purification
notification	clarification

b Use the right words from the above ones and translate the sentences:

- 1** This plan is not simple enough. We must therefore simplify it.
The... of the plan is essential.
- 2** The economy of that country belongs to a certain class.
The... of the economy of that country is not difficult.
- 3** That water is not pure enough. It is necessary therefore to purify it.
The... of the water is a matter of public health.
- 4** Please, send a note to the Council. You should notify them of the date of the next Council meeting. The... should reach them this week.
- 5** The economics teacher tried to make the situation clear. He tried to clarify description by making it simpler. When he had made this... his students understood the whole matter much better.

c Translate into English:

уведомление упрощение усложнение

Exercise 6

a Form nouns with the help of the suffix *-ty/-ity* and translate the nouns:

active	equal	secure	complex	mobile
regular	liquid	solid	curious	similar

b Form nouns with the help of the suffix *-ment* and write a few more nouns with this suffix:

to appoint to agree to improve

c Translate into English:

продуктивность	согласие
активность	улучшение
безопасность	уход на пенсию

Exercise 7

a Translate these Nouns and say from which nouns they are formed:

instability	disadvantage
independence	disappointment
inequality	disillusion
indifference	discomfort

b Underline the prefixes and translate the words into Russian:

irresponsibility non-existence non-delivery

c Translate into English using the prefixes *inter-, co-, non-, in-, ir-*:

нестабильность	безответственность	неплатеж
сотрудничество	взаимодействие	непоставка

Примеры

- 1** to buy + out = **buy-out**
покупать вне выкуп
ship + owner = **shipowner**
судно владелец судовладелец
- 2** the European Union = **the EU**
Европейский союз ЕС

Образование

- 1** Составные существительные образуются путем соединения двух или более слов:
- | | | | | |
|-----------|---|----------------------------------|---|---|
| board | + | room | = | boardroom |
| совет | | комната | | зал заседаний совета директоров |
| to take | + | over | = | takeover |
| брать | | над | | слияние компаний; присоединение;
взятие под свой контроль и управление |
| cattle | + | breeder | = | cattle-breeder |
| скот | | тот, кто
разводит
животных | | животновод |
| commander | + | in + chief | = | commander-in-chief |
| командир | | в начальник | | главнокомандующий |
- 2** Составные существительные пишутся или слитно, или через дефис:
- | | |
|--------------------|-----------------------|
| banknote | shop-assistant |
| банкнота | продавец |
| shareholder | shop-lifter |
| акционер | магазинный вор |
- 3** Многие аббревиатуры являются первыми буквами названий организаций, фирм, корпораций, некоторых стран и т. д.:
- the United Kingdom of Great Britain and Northern Ireland = **the UK**
Соединенное Королевство Великобритании и Северной Ирландии = Великобритания
- the United Nations Organisation = **the UN**
Организация Объединенных Наций = ООН

Exercise 1

a Read and translate these words:

taxpayer	wholesaler
tax-collector	sales-girl
statesman	taxi-driver
chairman	chairwoman

b Change these phrases into agent Compound Nouns like this:

(a man who owns a house)

a house-owner

- 1 a man who pays taxes
- 2 a man or a company who produces whisky
- 3 a man who manages a bank
- 4 a man who breeds cattle
- 5 a man who breeds pigs

c Change these sentences in order to make Compound Nouns like this:

(He owns a car.)

He is a car-owner.

- 1 That man owns some land.
- 2 They breed horses.
- 3 That man earns his wages.
- 4 Those men mine for coal.
- 5 Those women grow fruit.
- 6 Mr Jones works with steel.
- 7 Mr Brown packs meat in that factory.

d Translate into English:

землевладелец	шахтер
судовладелец	животновод
домовладелец	конезаводчик

Exercise 2

a Read and translate the sentences:

- 1 Mr Abe's enthusiasm for new products such as nanotechnology is fantastic.
- 2 The country's skills shortage has no overnight solution.
- 3 A wave of takeovers has seen ever more institutions pass into foreign ownership.
- 4 Analysts believe that Finnish banks are unlikely to be in the forefront of such expansion.
- 5 It is the borderline between traditional insurance and reinsurance.

- 6** He said that some of the 10 biggest shareholders had been in contact to arrange meetings.
- 7** But recently, financial services buy-outs have become more popular.

b Write the words from which these Compound Nouns are formed:

- 1** takeover
2 buy-out
3 shareholder
4 forefront
5 borderline

c Read and translate this extract from a newspaper article:

Why doesn't South Africa grow like an Asian tiger?

The economy has performed impressively over the past decade. A stable and coherent policy framework backed by an independent central bank, has helped raise the growth rate to 4.5 per cent.

Exercise 3

a Say how these Nouns are formed and match them with their translations:

- | | |
|-----------------------|---|
| 1 overheads | a накладные расходы |
| 2 household | b запуск |
| 3 set-up | c состав |
| 4 make-up | d структура, система, организация |
| 5 start-up | e семья; домашнее хозяйство |
| 6 breakthrough | f брокер фондовой биржи |
| 7 stockbroker | g внезапный рост цен; крупное научное или техническое достижение |

b Read and translate these Compound Nouns:

downfall	downtrend	downturn
borderline	borderland	cornerstone

c Translate into English:

внезапный рост цен	понижительная тенденция
резкое падение	повышательная тенденция

Exercise 4

a Match components, form and translate Compound Nouns you will get:

- | | |
|---------------|---------------|
| 1 net | a port |
| 2 soft | b work |
| 3 out | c book |

4 mass
5 note
6 air

d ware
e production
f put

Exercise 5

a Read and translate this extract from a newspaper article:

The mix of backgrounds among the six, including both banking industry expertise and regulatory know-how, signals that Carlyle may be looking to take advantage of troubles in parts of the financial services industry hit by the mortgage meltdown.

b Say in what meaning this word is used in the above text:

background фон, биографические данные,
подготовка, образование, квалификация

c Translate the compound noun *meltdown* in the above text remembering the verb *to melt* — *таять*.

Exercise 6

a Make Acronyms or letter-names from the groups of names as in the example:

the United States of America = *the USA*
British Petroleum = *BP*

the International Monetary Fund
the World Health Organisation
the International Labour Organisation
Transworld Airlines
British European Airlines
British Rail

b Match the Acronyms with the appropriate names:

1 BOAC	a Imperial Chemical Industries
2 ICI	b British Overseas Airways Corporation
3 FDI	c consumer price index
4 CPI	d gross national product
5 GNP	e foreign direct investment

c Read and translate the sentences:

- 1 Farmers, once the staunchest opponents of the EU, are now more optimistic.
- 2 Cereal farming has also suffered, partly because the EU's shift away from production subsidies.

Примеры

- | | | | | |
|----------|-------------|---------------------|-----------------------|------------|
| 1 | a country | the country | the countries | countries |
| 2 | an industry | the industry | the industries | industries |

Форма и употребление

- 1** Неопределенный артикль (the Indefinite Article) имеет форму **a**, если последующее слово начинается с гласной, и форму **an**, если последующее слово начинается с согласной:
a contract, **a** new contract,
an agreement, **a** loan agreement.

- 2** Определенный артикль (the Definite Article) имеет одну форму **the**:
the contract, **the** new contract,
the agreement, **the** loan agreement.

- 3** Неопределенный артикль употребляется с исчисляемыми существительными только в единственном числе, если существительное имеет классифицирующее значение, т. е. если называется, к какому классу относится данный предмет или данное лицо. При этом с существительным часто употребляется определение описательного характера, например : good, interesting, difficult, English, Russian и т. д.:
 It is **an** English newspaper.
 He is **a** good economist.

Если в таких случаях употребляется существительное во множественном числе, то оно употребляется без артикля:

These are English newspapers.
 They are good economists.

- 4** Определенный артикль употребляется с исчисляемыми существительными в единственном и во множественном числе, если речь идет об уже известных предметах/лицах:
 I have already looked through **the** newspaper.
The newspapers say the agreement had been signed at last.

При этом с существительным часто употребляется определение лимитирующего характера, например:

The economists *of this organisation* have a quite different opinion.
 It is necessary to prepare the following documents: ...
 Read **the first** paragraph, please.

- 5** В английском языке существует ряд слов и выражений, в которых всегда употребляется или неопределенный артикль, или определенный, или артикль отсутствует, например:
 for **a** short/long period of time, on **a** large scale, as **a** result, as **a** matter of fact,
the world, **the** environment, **the** south, **the** centre, **the** top, in **the** morning,
 page 20, per capita/day/week, by mistake, by plane/taxi, at first sight.

Exercise 1

a Use the right form of the Indefinite Article:

- 1 It was... fruitful discussion.
- 2 He gave me... very good piece of advice.
- 3 She is... hard-working and conscientious student.
- 4 It is... very important document.
- 5 The program targeted to set up... economic partnership.
- 6 First he gave... short overview of their production last quarter.
- 7 He limited himself to... impartial statement of the facts.
- 8 They should have played... stronger role in monitoring domestic market.
- 9 It gave the company... basis from which to build new momentum.

b Complete the sentences in your own way:

- 1 It is a very good...
- 2 It must be a very serious...
- 3 They seem to be discussing a...
- 4 They made a good profit in...
- 5 The company has developed a completely new...

c Translate into English:

- 1 Он был выдающимся экономистом своего времени.
- 2 Это было очень важное решение.
- 3 У них был очень интересный вопрос.
- 4 Это был хороший совет.
- 5 Он дал короткое интервью.

Exercise 2

a Use the Indefinite Article where necessary:

- 1 The company is planning... long-term development of their product.
- 2 This is... very short-sighted strategy.
- 3 He wanted the economist to draw up... marketing plan.
- 4 These changes on the market made many companies increase... prices.
- 5 They expected... sales to grow significantly.
- 6 We asked them to give us... details of this offer.
- 7 It is not easy to make... predictions.
- 8 France had... sharp slowdown in growth in the period.
- 9 The company incurred... heavy losses as a result of the fire.

b Read and act out the mini-dialogue:

- Were the talks a success?
- Unfortunately, not. They ended in a failure. We didn't manage to make them accept our terms.

- I'm in a hurry now. Let us speak about it tomorrow.
- It's a pity. I'm leaving tomorrow morning.
- Then I'll phone you tonight.

c Translate into English:

- 1** Извините, я очень спешу.
- 2** Переговоры прошли с успехом?
- 3** К сожалению, они окончились провалом.
- 4** Очень жаль. Но я ничем не могу помочь.
- 5** Они понесли большие убытки.

Exercise 3

a Underline the Noun to which the Indefinite Article refers and translate the sentences:

- 1** They had a forty-minute talk.
- 2** We made a twenty-minute break.
- 3** It is a 51 per cent stake acquisition.
- 4** They wanted to have a 10 per cent discount.
- 5** It was a 2 per cent rise in the value added tax.

b Change these word-combinations like this:

(GDP rose 2.6 per cent.)

It was a 2.6 per cent rise.

- 1** GDP fell 3 per cent.
- 2** The price increased 2 per cent.
- 3** The price decreased 1 per cent.
- 4** The taxes rose 4 per cent.
- 5** The annual growth increased 5 per cent.

c Translate into English:

- 1** Как изменились цены?
- 2** Цены выросли на 2%.
- 3** Я точно не знаю, как изменились цены.

Exercise 4

a Explain the use of the Definite Article and translate the sentences:

- 1** Foreign investors are exempt from the 40% income tax.
- 2** The €30m invested in the product helped to raise sales.
- 3** The \$3m contract was cancelled.
- 4** Nobody liked the 10 per cent increase in prices.
- 5** He spoke about the 60 per cent share of the market.
- 6** The prices rose by 1.5 per cent last year.
- 7** The company has 95 per cent of the market.

b Translate into English:

- 1** 3-процентный налог, который они ввели в прошлом месяце, нас не коснулся.
- 2** Они предоставили 10-процентную скидку.
- 3** 10-процентная скидка, которую они нам хотели предоставить, нас не устраивала.

Exercise 5

a Use the Definite Article where necessary:

- 1** ...company is expanding its business in Asia.
- 2** It is unlikely that... government will interfere.
- 3** How big is... bank now?
- 4** Where are they constructing... plant?
- 5** They have... very ambitious plans.
- 6** They attached... following documents to the invoice.
- 7** They will propose other measures if... plan fails.

b Write sentences of your own starting with these words:

- 1** At the beginning of the week...
- 2** By the end of the month...
- 3** The day before yesterday...
- 4** Last month...
- 5** Last year...

c Read and act out the mini-dialogue:

- I have heard he is learning English. Is he?
- Oh, yes. And he is making very good progress.

d Explain the use of Articles and translate this extract:

The difference in the composition of trade between India and China, the two emerging giants, are also profound. In a recent World Bank publication, the authors argue that while “both have been quite successful” in

expanding their exports and imports, they have done this in very different ways. Broadly, China has relied primarily on exports of finished goods, while India has focused more on exports of intermediate inputs.

Примеры

- 1 They have to import **oil**.
Они вынуждены импортировать нефть.
- 2 **The oil** they imported last year was a different grade.
Нефть, которую они импортировали в прошлом году, была другого сорта.

Значение и употребление

- 1 К неисчисляемым существительным относятся:
вещественные существительные:
sugar, butter, corn, milk;
отвлеченные (или абстрактные) существительные:
inflation, work, weather.
- 2 В большинстве случаев неисчисляемые существительные употребляются без артикля:
They usually imported **wheat** from Australia.
Обычно они импортировали пшеницу из Австралии.
China's fixed exchange rate makes it hard to keep credit growth under **control**.
Из-за фиксированного обменного курса Китая трудно держать под контролем рост кредитования.
- 3 Вещественные существительные могут употребляться с определенным артиклем, если они обозначают какое-либо определенное количество вещества или продукта, находящееся в каком-либо определенном месте:
They had to send back **the tea** which proved to be of lower quality.
Они были вынуждены отправить чай, оказавшийся более низкого качества, обратно.
- 4 Вещественные существительные могут употребляться с неопределенным артиклем, если они обозначают порцию какого-либо продукта:
Two teas, please.
Пожалуйста, два стакана чая.
- 5 Иногда отвлеченные существительные употребляются с неопределенным артиклем или определенным артиклем:
We are witnessing **a diversification** due to **the** increased market **penetration**.
Мы видим некую диверсификацию благодаря росту влияния рынка.
- 6 Иногда неисчисляемые существительные несколько меняют свое значение и становятся исчисляемыми существительными, подчиняясь правилам употребления артиклей с исчисляемыми существительными:

money деньги advice совет time время wine вино security безопасность, надежность	moneys денежные суммы, виды валют advices извещение, уведомление, авизо times разы wines сорта вин securities ценные бумаги	
--	--	--

Exercise 1

a Translate these Nouns and group them into two columns:

coal	mine	miner	gold	price	rice
coffee	time	policy	economy	energy	growth
rate	surplus	deficit	market	confidence	bank
currency	lender	borrower	risk	increase	fall

Countable nouns

.....
.....

Uncountable nouns

.....
.....

b Make a few sentences using this example and proper prompts:

Brazil is a major supplier of coffee.

Malaya	cane sugar
South Africa	tin and natural rubber
West India	gold
The Middle East	sugar
Cuba	oil
Japan	watches
Switzerland	cameras and motorcycles

c Read and translate this extract and write out the words in the plural:

Penniless college students, housewives, and taxi drivers are reportedly flocking to deal in a Shanghai market that is up more than 40 per cent so far this year. Chinese investors have shrugged off a caution by the governor of the People's Bank of China and pushed shares to valuations that are extremely optimistic, if not yet insane.

d Translate into English:

- 1 Это вызвало рост инфляции.
- 2 Экономика Китая вызывает у многих большой интерес.
- 3 Эти меры, несомненно, вызовут безработицу.

Exercise 2

a Use the Definite Article where necessary and translate the sentences:

- 1 ... average weight of this machine is 1.5 tonne.
- 2 Two features of China's economy encourage that kind of... confidence.
- 3 Purchasing power will be increased through tax cuts, of which the real reductions of income taxes are also expected to increase... employment.
- 4 The labour market is in... various international competitiveness, comparisons considered to be one of the most rigid in the world.

- 5 They are experiencing a shortage of... qualified labour.
- 6 Reforms should be started in the field of... vocational training.
- 7 Finally... work-based immigration should be promoted, which will require a change of attitudes in the work-place and in parts of the society.
- 8 These falls did not temper... international demand for heavy machinery.
- 9 This issue comes laden with worries about... energy security.

b Translate into English:

- 1 Они испытывают дефицит квалифицированной рабочей силы.
- 2 Правительство начало уделять внимание профессионально-техническому образованию.
- 3 Спрос на сырье растет во многих странах мира.

Exercise 3 _____

a Use the right word from this list and translate the sentences:

growth income management reorganisation correlation

- 1 An increase in real... will, in most cases, increase the demand for goods and services.
- 2 A firm is a unit of...
- 3 The rate of economic... is often used as a measurement of changes in the standard of living.
- 4 There is a strong... between the volume of exports and won/dollar exchange rate.
- 5 The department is undergoing major...

b Translate into English:

- 1 Газеты писали об определенном увеличении реальных доходов граждан.
- 2 Наметилась определенная тенденция повышения себестоимости этого оборудования.
- 3 Этим занимается определенный отдел производства.

Exercise 4 _____

Underline the Nouns to which the Articles refer in the word-combinations given in *italics*:

- 1 It will be difficult for inspectors to keep up with growth in *the food industry*.
- 2 Shares in *the chocolate and soft drinks group* rose 1.8 per cent to 541p.
- 3 In the mining sector, another drop in *the copper price* dragged down all the companies.
- 4 They are trying to defend *the company's independence*.
- 5 Now they sell *the Folgers coffee brand* in plastic containers.
- 6 The government is trying to solve the problems of *a high unemployment rate*.
- 7 Economic growth refers to an increase in *a country's annual output* of goods and services.

Exercise 5

a Write the word-combinations like this:

(food / industry)

the food industry

- 1** coal / industry
- 2** nuclear power / industry
- 3** hard disk drive / industry
- 4** tourism / industry
- 5** European motorcycle / industry

b Translate into Russian:

- 1** the labour market
- 2** the stock market
- 3** the US mortgage market

c Read and translate these newspaper headlines, say what articles are missing. (It is normal to omit articles in newspaper headlines.):

Beijing urges better oversight of food industry

BOND MARKET TO CALL FOR RISK VISIBILITY

Collapsing housing market

Exercise 6

Read and translate these two extracts and explain the use of Articles:

1

The main challenge relates to the ability of the labour markets to adapt to the rapid structural changes in the industry — that is, to relocate labour to new jobs.

2

The revolution in how petrol is sold in Indonesia is a small but striking development that underlines the pace of change in the retail sector in the past two years. Pertamina, the state oil company, lost its monopoly. Shell opened the first petrol station in Pertamina.

Примеры

- 1 Russia, Britain, America,
the Russian Federation, **the** UK, **the** United States of America.
- 2 Mr Brown, **the** Browns, **the** senior Peter Brown,
 Peter **the** Great, **the** Lomonosov University, Kennedy airport.

Употребление

- 1 С большинством имен собственных артикли не употребляются. Но в следующих случаях употребляется определенный артикль:
 - если фамилия употребляется во множественном числе и обозначает всю семью:
the Kennedies, **the** Bushes;
 - если с фамилией употребляются слова *senior, junior*.
the junior George Bush, **the** senior Frank Sidney;
 - если к известным именам добавляется нарицательное существительное или порядковое числительное:
 Ivan **the** Terrible, Elisabeth **the** Second;
 - с официальными названиями государств и административных единиц, в состав которых входят слова *federation, kingdom, state, republic, county, borough* и др.:
the French Republic;
 - с названиями некоторых стран, городов, улиц:
the Netherlands, **the** Argentine, **the** Hague, **the** Strand;
 - с названиями правительств, если указывается страна:
the British Parliament, **the** American government;
 - с названиями министерств и организаций, если в названия входят такие слова, как *ministry, organisation, group* и др.:
the Ministry of Finance, **the** World Trade Organisation, **the** Group of Seven;
 - с названиями многих газет и журналов:
The Economist, **The** Times, **The** Tribune (*но*: Financial Times);
 - с названиями планет, цепей гор, пустынь, рек, некоторых озер, островов, полуостровов:
the Earth, **the** Volga, **the** Baikal, **the** Isle of Man, **the** Crimea.
- 2 Если имя собственное обозначает товар, выпускаемый данной фирмой, то употребление артиклей подчиняется правилам употребления артиклей с исчисляемыми существительными:
 He came in **a** Cadillac.

Exercise 1

a Group these names into two columns:

Newsweek	The Guardian	Toyota	Sony
General Electric	The Independent	Daily Telegraph	The Sun
The Observer	The New York Times	Daily Mirror	Look
General Motors	Business Week	Sunday Mirror	Vogue

*The names of newspapers
and magazines*

.....
.....

*The names
of companies*

.....
.....

b Read and translate this extract:

Korean Air, the world's largest cargo carrier, flies to almost 100 cities, 40 of them in China and Japan. It has been actively seeking new destinations in Asia for passenger flights as well as developing a cargo centre in Tianjin, a manufacturing base near Beijing.

Note: cargo carrier — грузовой перевозчик, destination — пункт назначения.

c Translate into English:

- 1 Российские авиалинии — это один из крупнейших авиаперевозчиков в России.
- 2 Аэропорт Франкфурта крупнейший в Европе.
- 3 Самый крупный аэропорт Лондона — Хитроу.

Exercise 2

a Write sentences using this example and proper prompts:

(British Telecommunications PLC / BT)

British Telecommunications PLC is usually abbreviated as BT.

- 1 British Petroleum Company PLC / BP
- 2 Shell Transport and Trading Company PLC / Shell
- 3 General Electric Company PLC / GEC
- 4 Glaxo Holdings PLC / Glaxo
- 5 Imperial Chemical Industries PLC / IPI

b Translate the sentences and explain the use of Articles:

- 1 BP is the parent company of one of the world's largest international oil and natural resources groups.
- 2 BT is the chief supplier of telecommunication services in the UK, operating one of the largest telephone networks in the world.
- 3 GEC is a worldwide electrical and engineering manufacturer.

- 4 ICI is Britain's leading chemical manufacturer and one of the largest industrial organisations in the world.
- 5 Shell is a holding company which, in conjunction with the Royal Dutch Petroleum Company, owns (directly or indirectly) numerous companies in the Royal Dutch/Shell Group.
- 6 Glaxo is a holding company for a group of businesses involved in the production of a wide range of pharmaceutical goods.
- 7 Guinness is a major brewer and distiller with worldwide distribution.

c Translate into English:

- 1 «Дженерал Моторс» контролирует около 50% производства автомобилей в США.
- 2 Компания «Крайслер» была основана в 1925 г.
- 3 Детройт — крупнейший в мире центр автомобильной промышленности.

d Read and translate this extract:

On a currency-neutral basis, the order backlog at Reebok raised 3 per cent, the first rise since Adidas bought Reebok in 2005. Adidas said earnings before interest and tax fell 8 per cent in the first quarter.

Exercise 3

a Write sentences like this using the prompts below:

(Bank of England / 1694)

Bank of England was established in 1694.

- 1 Barclays Bank / 1896
- 2 Lloyds Bank / 1765
- 3 National Westminster Bank / 1968 (by the merger of the Westminster Bank and the National Provincial Bank)
- 4 Bank of Scotland / 1695
- 5 Bank of Ireland / 1783
- 6 Ulster Bank (part of the National Westminster group) / 1836
- 7 Yorkshire Bank / 1859

b Read and translate this extract, explain the use of Articles:

NAB SEALS THE FIRST DEAL IN CHINA

National Australia Bank yesterday agreed its first deal in China after buying a 20 per cent stake in Union Trust and Investment, a property investment trust.

The deal forms part of the bank's plans to expand its investment banking arm, NabCapital.

c Translate into English:

Барклайз Банк является одним из крупнейших коммерческих банков Великобритании.

Банк Англии является государственным центральным банком Англии.

Exercise 4

a Explain the use of Articles and translate the sentences:

- 1** On Budget Day, the Chancellor of the Exchequer presents a statement which gives details of the central government's incomes and expenditure for the financial year which has just ended.
- 2** The order backlog for the Adidas brand was up 2 per cent.
- 3** President John F. Kennedy was riding in a Lincoln Continental when he was assassinated in Dallas, Texas, in 1963.
- 4** A Senate Committee this week passed a bill to raise the fuel standard for trucks and passenger vehicles to an average of 35 miles per gallon from 25 miles by 2020.
- 5** They considered currency legislation in the House and Senate.

b Read and translate this extract:

What chance is there of a Democratic Congress agreeing to make up the difference, to bail out a disputed administration?

The Bush administration must then understand what would happen if it kept in place a man who cannot now hope to do the job.

Exercise 5

a Read this advertisement produced by the Bahrain Tourism Board and use Articles where necessary:

**MAKE (1) ... RIGHT CONNECTIONS IN DUBAI —
(2) ... BUSINESS CENTRE OF (3) ... MIDDLE EAST**

When it comes to selecting (4) ... base for your regional headquarters, Dubai is (5) ... logical choice. (6) ... city has become (7) ... region's leading centre for trade, transport and distribution, industry, conferences and exhibitions. For good reason.

Dubai encourages enterprise. (8) ... state-of-the-art telecommunications system puts you in instant touch with (9) ... world. 60 international airlines link Dubai with over 100 cities worldwide. And (10) ... city boasts of sophisticated banking, finance and (11) ... other services, as well as (12) ... world-class office accommodation. And (13) ... lifestyle is great too!

b Answer the following questions:

- 1** Where is Dubai located?
- 2** What telecommunications facilities are offered for businessmen?
- 3** Are the air connections with the rest of the world very intensive?
- 4** What other attractions for business does the advertisement state?

Примеры

- 1 He speaks **fluent** English.
Он свободно говорит по-английски.
- 2 Her English is **better**.
У нее английский лучше.
- 3 Yes, her English is **much better**.
Да, у нее английский намного лучше.

Употребление

- 1 Прилагательные выполняют следующие функции в предложении:
определение:
I like her **fluent** English.
Мне нравится ее свободный английский язык;
именная часть составного именного сказуемого:
Her English is **fluent**.
У нее свободный английский.
- 2 Прилагательные употребляются в трех степенях сравнения: положительная степень (основная форма прилагательного), сравнительная и превосходная степени. Если прилагательное одно- или двусложное, сравнительная степень образуется с помощью суффикса **-er**, а превосходная — с помощью суффикса **-est**:
simple **simpler** **simplest**.
- 3 Если прилагательное более чем двусложное, сравнительная степень образуется с помощью слова **more**, а превосходная — с помощью слова **most**:
difficult **more difficult** **most difficult**.
- 4 Некоторые прилагательные образуют степени сравнения не по правилам:
good **better** **best**
bad **worse** **worst**
much/many **more** **most**
little **less** **least**.
- 5 Существительное с прилагательным в сравнительной степени употребляется с неопределенным артиклем:
That was **a more difficult** question.
Это был более трудный вопрос.
- 6 Существительное с прилагательным в превосходной степени обычно употребляется с определенным артиклем:
That was **the most difficult** question.
Это был самый трудный вопрос.
- 7 Существительное с прилагательным в превосходной степени употребляется с неопределенным артиклем, если определение имеет значение «очень», «довольно»:
That was **a most difficult** question.
Это был самый трудный вопрос.

Exercise 1

a Write these Adjectives in the Comparative and Superlative Degrees:

capable	interesting
good	easy
bad	advanced
modern	slow
reliable	expensive

b Translate into English:

- 1 более детальный
- 2 самый высокий
- 3 более низкий
- 4 самый влиятельный
- 5 более дорогой

Exercise 2

a Read and translate the sentences:

- 1 A most important advantage of the small firm over the large organisation is its flexibility.
- 2 The most common way of measuring a firm's size is to use the number of people employed.
- 3 The easiest form of exchange at that time was barter.
- 4 The outflow of foreign currency is greater than the inflow.
- 5 A most important cause of economic growth is the increase in technical knowledge.
- 6 The faster the minerals are used up, the sooner the supplies will be exhausted.
- 7 With lower demand, European companies will invest less and hire fewer workers.

b Translate into English paying attention to the following:

lower demand — более низкий спрос, понижение спроса

- 1 повышение спроса
- 2 повышение цен
- 3 снижение роста производства
- 4 повышение темпов инфляции
- 5 сокращение производительности труда

Exercise 3

a Read and translate the sentences:

- 1 They can offer lower prices than any other local supplier.
- 2 The company has the most expensive products on the market of similar goods.

- 3 The faster they can improve quality, the more profitable they will become.
- 4 The longer the guarantee period is the better it is for the buyers.
- 5 The more people visit this exhibition the more chance there are for better sales.

b Use the right Adjective from this list in the sentences borrowed from business letters:

lowest further higher reliable attractive

- 1 If you have any... questions, please contact us.
- 2 If you can provide more... terms, we shall consider your offer without delay.
- 3 We can assure you our prices are the...
- 4 Our quality was already high, but we understood we had to make it still... and now we can offer you our latest product which we hope will interest you.
- 5 We are sure you will find our samples much more...

c Translate into English:

- 1 Это предельно короткий срок поставок.
- 2 Они настаивали, что их цена очень низкая.
- 3 Эти события на бирже были очень серьезными и привели к созданию хаоса на рынке недвижимости.
- 4 Многие полагают, что повышение налогов было необоснованным.
- 5 Все его замечания были несущественными.

Exercise 4

a Read and act out these short dialogues:

- It seems to me this product looks more attractive.
- I wouldn't say so. Have you seen the products of Proctor and Gamble? Their packaging is much better.
- Their prices are much higher now.
- I am afraid we shall not make a contract with this company then. We shall have to turn to other suppliers who will quote better prices.
- But not at the expense of quality.
- Oh, yes, certainly.

b Translate into English:

- 1 цены, которые намного ниже
- 2 более низкие цены
- 3 более конкурентоспособные цены
- 4 гарантийный срок, который намного короче
- 5 условия платежа, которые намного удобнее для нас

Exercise 5

Read the two descriptions of computer systems. Write five sentences which explain differences between the machines, using this example:

The Carro XT has a more powerful processor.

The Carro XS 386X

20 MHz Processor

2 MB RAM memory — expandable to 32 MB

20 MHz high speed processor

1.44 MB 3.5" floppy disc drive

14" super VGA 1024 x 768 colour monitor

3 years on-site warranty plan

Price £749

The Carro XS 486X

33 MHz Processor

2 MB RAM memory — expandable to 64 MB

33 MHz processor — ultra high speed

1.44 MB 3.5" floppy disc drive

17" super VGA 1280 x 1024 colour monitor

4 years on-site warranty plan

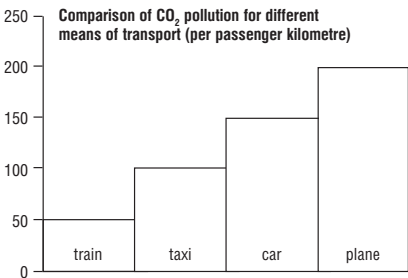
Price £1149

Exercise 6

Use the graph below to compare the effects on the environment of four different means of transport. Write sentences which compare CO₂ pollution levels of planes, taxis, cars and buses, using different forms of the following adjectives:

clean dirty polluting much little

Example: *Cars are more polluting than taxis.*



Прилагательное в роли именной части составного сказуемого

Примеры

- 1 The prices of raw materials have remained **stable** over the last year.
Цены на сырье в течение всего прошлого года оставались стабильными.
- 2 He appears **content** with his new job.
Кажется, он доволен своей новой работой.

Употребление

К глаголам, после которых часто употребляется прилагательное, относятся следующие:

глаголы состояния: *to be, to remain, to appear, to prove, to seem, to feel, to look* и др.:

So far this year energy cost have remained **constant**.

Пока в этом году цены на электроэнергию остаются неизменными;

глаголы, указывающие на какие-либо изменения: *to become, to fall, to turn, to get, to go, to grow, to run* и др.:

The markets got very **nervous** after the unemployment figures were released.

На рынках появилась серьезная обеспокоенность после того, как были опубликованы данные по безработице.

Переход прилагательных в существительные

Примеры

- | | | |
|---|---------------------------------|----------------------------------|
| 1 | young
молодой | the young
молодежь |
| 2 | American
американский | an American
американец |

Употребление

- 1 Некоторые прилагательные могут переходить в собирательные существительные, которые обычно употребляются с определенным артиклем:

unemployed	the unemployed
-------------------	-----------------------

безработный (прил.)	безработные
---------------------	-------------

homeless	the homeless
-----------------	---------------------

бездомный (прил.)	бездомные
-------------------	-----------

- 2 Прилагательные, обозначающие национальность, также могут переходить в существительные:

Russian	a Russian
----------------	------------------

Chinese	a Chinese
----------------	------------------

- 3 Прилагательные, стоящие перед словом *language*, также могут переходить в существительные, которые в этом случае употребляются без артикля:

the English language	English
-----------------------------	----------------

the French language	French
----------------------------	---------------

Exercise 1

Underline the Adjectives, read and translate the sentences:

- 1** The new working environment is very stressful.
- 2** Their new policy of energy conservation has proved very economical.
- 3** The company feels very confident about their move into the US. They regret that the market has turned sour — just after its earlier success.
- 4** With the present volatility in the markets, share prices have run wild over the last few days.
- 5** In the wider market, leading shares closed sharply lower.
- 6** The increase of real incomes in Finland has during this decade been many times higher than in the rest of the euro area.
- 7** The picture is, however, not all that rosy with regard to future development.

Exercise 2

Read and act out these short dialogues:

- They have become very anxious about the future of the company.
- It seems quite understandable, doesn't it?
- You are quite right.
- The contract they are negotiating sounds very secure.
- I agree with you. It will be very beneficial for us.

Exercise 3

Complete the following sentences by choosing the most appropriate ending:

- 1** Share prices are very volatile and the market
 - a** has grown pessimistic.
 - b** appears stable.
 - c** looks relaxed.
- 2** The company has invested a lot in new products and everyone
 - a** appears interesting.
 - b** appears confident.
 - c** is ill.
- 3** After looking at the splendid results the Board
 - a** is becoming anxious.
 - b** proved right.
 - c** feels excited about future prospects.
- 4** After a good start the project
 - a** went wrong.
 - b** fell ill.
 - c** sounded critical.

Exercise 4

a Write a few sentences of your own combining the verbs in the lefthand column with the Adjectives in the righthand column:

- 1** to feel
- 2** to sound
- 3** to turn
- 4** to prove
- 5** to become
- 6** to appear

- a** optimistic/pessimistic
- b** right/wrong
- c** ill
- d** happy/unhappy
- e** sceptical
- f** confident
- g** absurd/sensible

b Translate into English:

- 1** Они чувствовали себя очень уверенно.
- 2** Он, кажется, настроен очень оптимистично.
- 3** Его высказывания о дальнейшем росте производства вызвали скептические замечания.
- 4** Их прогноз о некотором повышении темпов роста был правильным.

Exercise 5

Complete the letter about investments by adding an appropriate form of the correct verb from the list below and translate the letter. (Use each verb only once.):

to remain to turn to feel to be to prove to look to run to sound

ARDILLA INVERSIONES (IBERICA) Calle Gerona, Barcelona, Spain

Ms May Ling-Wu
Colorado, Ohio, US

14th October, 2...

Dear Ms Ling-Wu

Thank for your letter of 8th October.

As you know the prospects for a good return on investments in Spanish companies have(1) ... sour. There is a lot of instability about a consequence of changes in exchange rates and a general loss of confidence. Share prices have (2) ... wild, with some companies showing large gains and others large falls.

On the phone yesterday you (3) ... surprised when I told you I didn't (4) ... confident. My feelings last week have (5) ... right. Things (6) ... bad just now so probably our analysts will (7) ... pessimistic. Even the larger investment houses (8) ... very sceptical about prospects in the short term.

I will contact you at the end of the week but I don't expect prospects to improve until interest rates fall.

Yours faithfully,
Maria Vasquez
Investment Consultant

b Translate into English:

- 1** Исчезли все надежды на хороший доход от инвестиций.
- 2** Некоторые акции значительно подорожали.
- 3** Многие были удивлены, узнав об этом.
- 4** Ближайшие прогнозы неутешительны.
- 5** Процентные ставки очень высоки.

c What is the present economic state of a country you know well. Write five sentences on the present outlook.

Example: *The economy of... looks strong just now.*

Exercise 6

a Complete this table:

Spain	Spanish	a Spaniard, Spaniards
Germany	German	a German, Germans
China	Chinese	a Chinese, the Chinese
Britain	British	a Briton, Britons, the British
England	English	an Englishman, Englishmen/the English
Ireland	Irish	an Irishman...
Scotland	Scottish/Scotch	a Scotsman...
Wales	Welsh	a Welshman...

b Translate into English:

- | | | | |
|----------|-------------|----------------------|------------------|
| 1 | итальянский | итальянец, итальянцы | итальянский язык |
| 2 | немецкий | немец, немцы | немецкий язык |
| 3 | японский | японец, японцы | японский язык |
| 4 | китайский | китаец, китайцы | китайский язык |
| 5 | греческий | грек, греки | греческий язык |

Exercise 7

Underline the Adjectivised Nouns, read and translate the sentences:

- 1** The tax and benefits system should be transformed to create incentives to work and make work profitable for the unemployed.
- 2** The difference in the incomes of the rich and the poor are fantastic.
- 3** Some special programmes have been developed to help the old and the homeless.
- 4** According to the statistics, the number of the homeless has somewhat decreased for the last few years.
- 5** The young are encouraged to enter this new world-class university.

Примеры

1	useful полезный	useless бесполезный	dependent зависимый
2	unreasonable необоснованный	ineffective неэффективный	irresponsible безответственный
3	up-to date современный	year-on-year по годам	self-dependent самостоятельный

Употребление

- 1 Наиболее продуктивные суффиксы прилагательных:

-able	to read	readable который может быть легко прочитан
-al	centre	central центральный
-ant/ent	to resist	resistant стойкий, прочный
-ful	peace	peaceful мирный
-less	to hope	hopeless безнадежный
-ous	danger	dangerous опасный
-y	rain	rainy дождливый
-ive	to act	active активный
-ish	Swede	Swedish шведский

- 2 Наиболее продуктивные префиксы прилагательных:

un-	friendly	unfriendly недружеский
in-	dependent	independent независимый
ir-	regular	irregular нерегулярный

- 3 В английском языке широко используются составные прилагательные, образуемые слиянием двух или более слов. Составные прилагательные пишутся через дефис:

world-wide problems
проблемы, встречающиеся по всему миру
stronger-than expected sales
продажи, превысившие ожидания

Exercise 1

a Translate these Adjectives and say how they are formed:

strategic	scientific	characteristic
basic	monopolistic	qualitative
quantative	productive	excessive
favourable	regulatory	competitve

b Form Adjectives with the help of the suffix *-al* and its variants:

industry	agriculture	technology
commerce	structure	analysis
nation	essence	substance

c Translate into English using as many synonyms as you know:

1 конкурентоспособный	6 постепенный
2 научный	7 эффективный
3 постоянный	8 независимый
4 временный	9 сложный
5 резкий	10 современный

Exercise 2

a Translate these word-combinations:

economic	indicator	economical	engine
	analysis		heater
	efficiency		ventilator
	recovery		oven
	decline		fire
	prospects		fuel

b Write sentences of your own using these word-combinations:

- 1** economic development
- 2** economic activity
- 3** economic planners
- 4** economic slowdown
- 5** economic transformation

Exercise 3

a Match the English and Russian equivalents:

1 tepid	a застойный
2 sluggish	b прохладный
3 visible	c гибкий
4 elastic	d имеющийся (в наличии)
5 available	e видимый

b Translate these word-combinations and write sentences of your own using them:

- 1** tepid sales
- 2** sluggish economy
- 3** agricultural sector
- 4** taxable income
- 5** dramatic changes
- 6** risky enterprises

c Guess with which one noun (*price, tax, demand*) these Adjectives can be used and translate the word-combinations you will get:

proportional progressive regressive

Exercise 4

a Arrange these sentences in their proper sequence to obtain a text on durable goods:

Durable goods or durables

- A** Finally, it is interesting to note that many buyers and sellers on important markets never see the commodities which they buy and sell.
- B** Commodities like these can be bought, sold and stored without difficulty by people who live at great distances from each other and from the sources of supply.
- C** Certain commodities have a wider market than others.
- D** In addition, commodities which are easy to transport, safe to handle and simple to grade are generally in universal demand.
- E** Durable foods, for example, have a far wider market than perishable goods.
- F** For this reason such goods are a good commercial proposition simply because the risk of investing in them is relatively low.

b Write out Adjectives from the text and translate them into Russian.

c Translate into English:

- 1** товары длительного пользования
- 2** определенные товары
- 3** скоропортящиеся продукты
- 4** постоянный спрос

Exercise 5

a Make these Adjectives negative by adding the prefix *un-*:

economic	necessary	scientific
economical	enjoyable	available

satisfactory	suitable	equal
systematic	productive	conditional
important	usual	desirable

b Use the appropriate Adjectives. The starting letters of the Adjectives are prompted:

- 1** People do not like working in (unsat...) conditions.
- 2** The employers decided to close that factory because it was (unprod...).
- 3** Complete economic freedom is an (undes...) situation.
- 4** Compared with our need for food, clothes and shelter, some of our wants are quite (unimp...).
- 5** We say that goods are sold at (unec...) prices, when the price is less than the cost of producing them.
- 6** The goods which they wanted were (unavail...) at the price which they were willing to pay.

c Translate into English:

- | | |
|----------------------------|-------------------------------|
| 1 нереальный | 4 неравный |
| 2 необычный | 5 безусловный |
| 3 несистематический | 6 неудовлетворительный |

Exercise 6 _____

a Underline the negative prefixes and translate the Adjectives:

inactive	insecure	insufficient	indefinite	inadequate
indistinct	incomplete	insolvent	infrequent	intolerable

b Make these Adjectives negative by adding the prefix and translate the Adjectives:

<i>il-</i>	<i>im-</i>	<i>ir-</i>
legal	practical	responsible
legible	possible	rational
logical	mobile	regular
legitimate	proper	relevant

Exercise 7 _____

Translate these word-combinations:

- 1** low-wage countries
- 2** low-income developing countries
- 3** year-on-year GDP
- 4** quarter-on-quarter rate of growth
- 5** high-tech products
- 6** home-produced products
- 7** newly-issued shares

Примеры

- 1 They considered **many** possible locations of the building and none was really suitable.
Они рассмотрели много возможных вариантов месторасположения здания, и не одно практически не подходит.
- 2 There was **much** information on the project.
По этому проекту было много информации.
- 3 A **few** candidates sent in their resumes.
Несколько кандидатов направили свои резюме.
- 4 There are very **few** opportunities for the company on this market.
Для этой компании мало шансов на данном рынке.
- 5 We have very **little** time left before the opening of the exhibition.
У нас мало времени до открытия выставки.

Употребление

- 1 Прилагательные **many** (много) и **few** (мало) употребляются с исчисляемыми существительными:
Many exhibits have already been delivered to the exhibition site.
Многие экспонаты уже доставлены на выставочную площадку.
There are very **few** people today at the Book Fair.
На книжной ярмарке сегодня мало народа.
- 2 Прилагательные **much** (много) и **little** (мало) употребляются с неисчисляемыми существительными:
There was **much** work to do that day.
В тот день было много работы.
They had very **little** money at their disposal.
В их распоряжении было мало денег.
- 3 Прилагательные **few** и **little** могут переводиться как «немного», если перед ними стоит неопределенный артикль, относящийся к последующему существительному:
I have got a **few** questions.
У меня несколько вопросов.
I have a **little** free time and I can help you with this translation.
У меня есть немного свободного времени, и я могу помочь с переводом.
Ho: I have very **little** time and I am afraid I cannot help you with the translation.
У меня мало времени, и я не могу помочь с переводом.

Exercise 1

a Read and translate the sentences:

- 1 Many people are afraid of investing in stocks and shares.
- 2 Much criticism has been levelled at the government's policy.
- 3 The policy shift is being closely watched by many companies and governments.
- 4 They hope to import much Australian uranium to help power their economies.
- 5 The government opposed the construction of mega-resorts not to take business from many small, family-owned hotels that formed the backbone of the tourism industry.

b Translate into English:

- | | | | |
|---|------------------|----|-----------------------------|
| 1 | многие страны | 6 | много товаров |
| 2 | многие политики | 7 | много электроэнергии |
| 3 | многие аналитики | 8 | много финансовых источников |
| 4 | многие компании | 9 | много различных фондов |
| 5 | много рекламы | 10 | много различных способов |

Exercise 2

a Use the right word (*many* or *much*) and translate the sentences:

- 1 We have not got... faith in this innovation at the moment.
- 2 ...of the older products have been withdrawn.
- 3 They are very helpful. Nothing is too... trouble for them.
- 4 It's never a good idea to make too... changes at one time. It's better to take things step-by-step.
- 5 There aren't as... opportunities in the former Eastern European countries as... business people seem to think.
- 6 There have been so... developments since our last meeting that I'd better begin by summarising the present position.
- 7 Too... time is wasted on planning projects which never actually realise.
- 8 Not too... customers know this, so keep it to yourself, but she has already handed in her resignation.

b Translate into English:

- 1 много беспокойства
- 2 много времени
- 3 много раз
- 4 слишком много усилий
- 5 много различных громадных проектов

Exercise 3

a Read and act out these short dialogues:

- How much is the hourly rate for consultancy services?
- I'm afraid I don't know how much they charge.
- And do you know how many consultants work here?
- Not more than two, I am sure.
 - The plant was not visited by very many people last year.
 - Yes, that's right. But this year too many visitors have come.
- We have very little time before the end of the meeting.
- That's right. And there are a few more speakers.
 - We had very little support from the bank and very few enquiries from our customers.
 - Unfortunately this is the state of affairs now. But I am sure things will change soon. There are a few good projects to come soon.
- How many mistakes did I make?
- Not too many.
 - How much did they lose?
 - Too much.

b Translate into English:

- 1** делать много ошибок
- 2** тратить слишком много времени
- 3** расходовать большие средства
- 4** мало времени и денег
- 5** мало оптимизма

Exercise 4

a Use *a few* or *a little* and translate the sentences:

- 1** There are... organisations operating in this market niche.
- 2** ...steep rises in ITV's share prices could yet derail its plan.
- 3** They are planning to buy... more petrol stations in Greater Jakarta.
- 4** They believed... competition would do nobody any harm.
- 5** ...programmes have been developed to increase traditional market competitiveness.

b Translate into English:

- 1** мало народу — немного народу
- 2** мало коммерческих предложений — несколько коммерческих предложений
- 3** мало конкурентов — несколько конкурентов
- 4** мало времени — немного времени

Exercise 5

Replace the underlined words with a word from this list:

all no a few much few most

- 1 Not many but some of our clients responded to the survey.
- 2 The majority of them had some positive comments to make.
- 3 Not one of our customers thought our products were unreliable.
- 4 A lot of constructive criticism centred on product distribution and delivery.
- 5 Not many and not enough customers wanted regular news on our products and services.
- 6 Every one of the respondents said our packaging was good.

Exercise 6

- a** The Management Communications Consultancy runs intensive training courses. They have carried out a survey of client opinion on their courses. Read and translate the summary of the results:

SUMMARY OF RESULTS OF CLIENT OPINION ON COURSES

No. of respondents 420

	Very satisfied	Satisfied	Not satisfied
Services/products	75%	19%	6%
Professionalism	80%	18%	2%
Materials	31%	54%	15%
Seminar rooms	10%	20%	70%
Organisation	100%	0%	0%
Value for money	20%	80%	0%

- b** Make eight sentences based on the above using these words: *all, many, much, several, (a) few, little, no*.

Example:

Several respondents were not satisfied with the materials.

A few respondents were not satisfied with our services and products.

- c** Write comments on a company that you know, or its products. Use the words: *all, many, much, several, (a) few, (a) little, no*.

Example:

All ABC products are very good — a few are very expensive.

Примеры

- 1 The plant is **now** producing only essential commodities.
Сейчас завод производит только товары первой необходимости.
- 2 The situation has **dramatically** changed on the local market.
Положение на внутреннем рынке сильно изменилось.

Образование и употребление

- 1 Большое количество наречий образуется от прилагательных путем прибавления суффикса **-ly**:

slow	slowly	natural	naturally
true	truly	easy	easily
- 2 Некоторые наречия образуются от прилагательных не по правилам:

good	well	хорошо
long	long	долго
late	late	поздно
early	early	рано
little	little	мало
fast	fast	быстро
hard	hard	тяжело, упорно, много
	hardly	едва
- 3 Некоторые наречия совпадают по форме с прилагательными и существительными:

daily	ежедневно	ежедневный	ежедневная газета
weekly	еженедельно	еженедельный	еженедельный журнал
monthly	ежемесячно	ежемесячный	ежемесячный журнал
- 4 Наречия образуют степени сравнения по тем же правилам, что и существительные:
He came a few minutes **later**.
Он пришел на несколько минут позже.
- 5 Некоторые наречия образуют степени сравнения не по правилам:

well	better	best
badly	worse	worst
little	less	least

Exercise 1

a Use the right variant and translate the sentences:

- 1 The profit forecast is (*real, really*) (*good, well*).
- 2 (*Poor, poorly*) sales were caused by a drop in confidence.
- 3 The (*present, presently*) board has (*insufficient, insufficiently*) experience.
- 4 The President sounded (*optimistic, optimistically*) about the prospects for growth.
- 5 He spoke (*enthusiastic, enthusiastically*) about the new products.
- 6 They sell these (*new, newly*) generation installations (*profitable, profitably*).
- 7 Their wages are (*normal, normally*) paid (*week, weekly*) in cash.

b Translate into English using as many synonyms as you know:

- | | |
|-----------------|----------------|
| 1 хорошо | 5 полностью |
| 2 плохо | 6 частично |
| 3 значительно | 7 своевременно |
| 4 незначительно | 8 с опозданием |

Exercise 2

a Underline the Adverbs, read and translate the sentences:

- 1 Many people are paid monthly by cheque or directly into the employee's bank account.
- 2 State education, health services, services of law, order and defence are paid for publicly, not privately.
- 3 The costs of goods and services supplied by the government sector are financed mainly by taxation.
- 4 He said he had never heard of melamine.
- 5 Beijing this week acknowledged that local companies had illegally shipped rice protein and wheat gluten that contained melamine.
- 6 Shares dropped sharply in anticipation of strong growth.

b Translate into English using as many synonyms as you know:

- | | |
|-----------------|--------------|
| 1 ежемесячно | 5 резко |
| 2 ежеквартально | 6 медленно |
| 3 ежегодно | 7 быстро |
| 4 еженедельно | 8 постепенно |

Exercise 3

a Use the Adverbs and translate the sentences:

- 1 The new government worked (*hard*) to change the laws.
- 2 The central authority (*careful*) controls the quality and quantity of goods.

- 3 The State (*systematic*) plans the economic effort of its citizens.
- 4 The economic system changed (*complete*) over the thirty-year period.
- 5 Work in economics should always be done (*scientific*).
- 6 The employers will (*probable*) discuss the use of new machines in the factory.
- 7 The city has changed (*considerable*) in the last few years.
- 8 They work (*regular*) from nine o'clock till five every day.
- 9 In a free economy there is (*usual*) very little central planning.

b Translate into English:

- | | |
|-----------------------|---------------------------------|
| 1 работать много | 5 своевременно поставить вопрос |
| 2 внимательно изучать | 6 значительно увеличиться |
| 3 полностью изменить | 7 резко сократиться |
| 4 долго обсуждать | 8 сильно пострадать |

Exercise 4

a Read and act out these mini-dialogues:

- Did he arrive in London late?
- No, he took the first plane. He arrived at Mr Flench's office very early.
 - He is a hard worker. He seems to be never tired.
 - Oh, yes. He works hard. It's in his nature.
- They responded to our call really quickly.
- I didn't expect them to be so quick either.
 - Their costs have risen sharply.
 - That's true.
- Firstly let's look at last year's results.
- Good.

b Translate into English and write short sentences with these word-combinations:

- 1 прибыть с опозданием
- 2 уехать неожиданно
- 3 внимательно изучить
- 4 активно выступать

Exercise 5

a Match the English and Russian equivalents:

- | | |
|---------------|-----------------------------|
| 1 shortly | a за последнее время |
| 2 lately | b слегка |
| 3 slightly | c заметно |
| 4 drastically | d скоро |
| 5 notably | e быстро |
| 6 rapidly | f коренным образом |

b Translate into English:

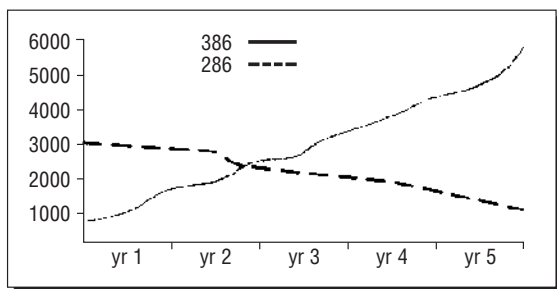
- 1** to drop rapidly
- 2** to increase permanently
- 3** to change drastically

c Complete the sentences in your own way:

- 1** The plane arrived late so...
- 2** My last job was in quality control but presently I...
- 3** The director has been working too hard so he is...

Exercise 6

- a** Read this extract from a sales manager's presentation on the sales of two ranges of personal computers over five years. He is describing the graph. In the extract use the right adverbs and adjectives from the list given before the extract:



clearly important gradual considerable faster
naturally dramatically firstly greater

(1) ...I'd like you to look at the graph here which compares the sales of the 386 models with the 286s over five years. (2) ... there has been a (3) ... change with the consumer showing (4) ... taste for the 386 machines. The (5) ... decline in the popularity of 286 reflects the complexity and range of software and the fact that users need to have (6) ... operating machines. As for the 386, sales have indeed increased (7) ..., in response to these (8) ... changes, we have (9) ... concentrated our efforts on developing improved the 386 models.

- b** Write a short text describing changes in a market that you are familiar with. Include various Adverbs and Adjectives.

- 1 К наречиям времени относятся следующие:
 always
 usually/normally/generally/regularly
 often/frequently
 occasionally
 rarely/seldom
 never immediately already
 still again
- 2 Вышеуказанные наречия могут занимать следующие места в предложении:
перед сказуемым, состоящим из одного слова:
 They **always** entrusted DHL with the delivery of most important parcels;
после глагола to be:
 This matter is **still** under consideration.
после первого вспомогательного глагола:
 The agreement has **already** been signed;
после модального глагола:
 This company can **usually** guarantee a next day service to any city;
в начале предложений, если они имеют эмоциональную окраску:
Occasionally, deliveries are delayed for technical reasons.
- 3 Наречие **sometimes** может занимать самые различные места в предложении:
 He **sometimes** telephones most important customers.
Sometimes he telephones most important customers.
 He telephones most important customers **sometimes**.
- 4 Наречия **lately, recently, before, yet** обычно ставятся в конце предложения:
 They have produced good sales results **lately**.
- 5 Наречия **today, tomorrow, yesterday** обычно ставятся в начале или в конце предложения:
Tomorrow they will hold their shareholders' meeting.
 They will hold their shareholders' meeting **tomorrow**.
- 6 Наречия **annually, yearly, quarterly, monthly, weekly, daily, hourly** обычно ставятся в конце предложений:
 The engineers checked the equipment **monthly**.
 Note: необходимо помнить что слова **yearly, quarterly, monthly, weekly, daily, hourly** также употребляются как прилагательные.
 The engineers carried out **yearly checks** of the equipment.

Exercise 1

a Read and translate the sentences, explain the use of the Adverbs:

- 1 We have already made the leasing arrangements.
- 2 We rarely have any complaints from our customers.
- 3 Last month they were still trying to find a suitable supplier.
- 4 We have already investigated the cause of the problem.
- 5 He is generally authorised to sign such bills.
- 6 We shall immediately look into the matter.
- 7 They review the figures monthly.

b Translate into English:

- 1 В этом месяце цены не менялись.
- 2 В прошлом году производство резко сократилось.
- 3 Мы немедленно займемся этим вопросом.
- 4 Обычно он приходит в офис вовремя.
- 5 Они ежемесячно связываются со своими торговыми агентами.

Exercise 2

Read and act out these mini-dialogues:

- How often do you travel to Europe?
- I don't like travelling. But sometimes I have to go on business to Europe.
 - Have you signed the contract yet?
 - Yes, but I haven't sent it back yet.
- Have they sent the contract yet?
- No, I was told yesterday that it hadn't been checked yet.
 - Do you often work overtime?
 - Oh, no. I very seldom work longer hours. I am rarely at the office after 7 in the evening.

Exercise 3

a Below is the text of an internal telephone call between two sales people in an engineering firm. They are discussing a problem with an export licence. Use these adverbs to complete the sentences:

already

yet

still

- A: I'm afraid we (1) ... haven't received authority to export the goods.

B: Has the Trade Department contacted you (2) ...?

A: No, not (3) ... I'll telephone them again to see why there's such a delay.

B: Okay. Our customers have (4) ... complained about the delay and I (5) ... can't give them a delivery date.

A: I know. I'll call you again this afternoon.

b Translate into English:

- 1** Он все еще занят.
- 2** Он уже связался с продавцом.
- 3** Мы еще не подготовили сообщение.

c Act out the above dialogue.

Exercise 4

a Two sales representatives meet in a hotel. They have very different ways of doing business. And they have different tastes too. Complete their conversation using the adverbs from the list:

seldom nearly always never normally always sometimes

Lee: I always fly here.

Kerry: Do you? I (1) ... fly. I (2) ... come by car.

Lee: By car? How awful! What about this place? I rarely stay in this hotel. Do you often come here?

Kerry: I (3) ... stay here, though (4) ... I stay at the place opposite.

Lee: I see, what about your customers — is this a good place for you to meet them? Do you do much business here? I think it's terrible. I (5) ... sell anything here!

Kerry: Really? No, I think it's great. I (6) ... sell quite a lot here. I've several good customers here.

Lee: Fancy a drink?

Kerry: Thanks, I'll have an orange juice.

Lee: Orange? I (7) ... drink orange. I prefer apple juice.

b Translate into English:

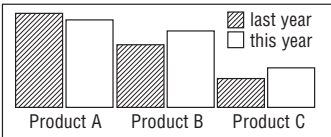
- 1** Он никогда не приезжает сюда на автомобиле.
- 2** Он редко останавливается в местном отеле.
- 3** Кажется, он никогда ничем недоволен.

c Sum up all the information about one of these salesmen and express your opinion of his tastes and ways of doing business.

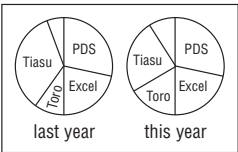
Exercise 5 _____

a Look at the figures below and complete the sentences with appropriate words:

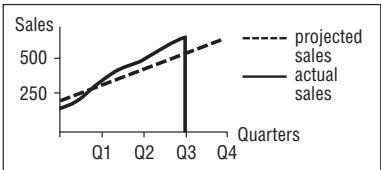
already *yet* *still*



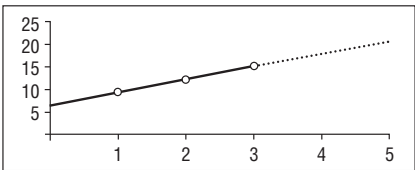
- 1 Product A is... the top selling product.
- 2 Sales for Product C are... the lowest.



- 3 The PDS market share is... 28 per cent.



- 4 At the end of the third quarter we have... reached the target for the end of the year.



- 5 Product C Sales have not reached 20,000 units...

b Translate into English:

- 1 На первом рисунке сравниваются объемы продаж трех видов продукции в прошлом и текущем году.
- 2 Второй рисунок показывает, какую долю рынка имеют основные лидеры.
- 3 Следующий рисунок показывает прогнозированный и фактический объем продаж на конец 3-го квартала текущего года.
- 4 И последний рисунок показывает динамику продаж продукта С за последние 3 года.

- 1 Наречия образа действия обычно ставятся после глагола:
He spoke **slowly**.
Он говорил медленно.
- 2 Наречия места обычно ставятся в конце предложения:
Some time ago they prospected for oil **there**.
Некоторое время назад они вели там изыскания на нефть.
- 3 Наречия причины и следствия обычно ставятся в начале предложения:
Therefore they convened an urgent meeting.
Поэтому они собрали срочное заседание.
- 4 Наречия меры и степени могут занимать различные места в предложении:
Наречие **enough** ставится после прилагательного или наречия, к которым оно относится, или перед существительным:
His knowledge of economics was good **enough**.
У него были достаточно хорошие знания экономики.
The people could hear him well **enough**.
Люди могли слышать его достаточно хорошо.
We had **enough** time at our disposal.
В нашем распоряжении было достаточно времени.

Note: слово **enough** может также употребляться как существительное.

He told the journalists **enough**.

Он сказал журналистам вполне достаточно.

Наречия **very** и **too** в значении «слишком» ставятся перед словом, к которому они относятся:

They have **very** many mineral deposits in this area.

На этой территории было очень много минеральных месторождений.

The economic growth was **too** slow.

Экономический рост был слишком медленным.

Наречия **too** и **either** в значении «тоже» ставятся в конце предложения:

They wanted to participate in the project **too**.

Они тоже хотели участвовать в проекте.

The French government did not subsidize the project **either**.

Правительство Франции тоже не финансировало этот проект.

Note: наречие **too** в значении «тоже» употребляется в **утвердительных предложениях**, а **either** — в **отрицательных**.

Exercise 1

a Read and translate the sentences:

- 1 They invest heavily in the technology program.
- 2 The investment was very suitable for clients looking for a secure investment.
- 3 They need better protection; at present they don't feel secure enough.
- 4 Their assistance is extremely valuable.
- 5 Without an agreement, Eurotunnel has said it would have only enough cash to survive until January.
- 6 The company is widely expected to launch the project next year.
- 7 It also, significantly, referred to a restructuring of its capital.

b Translate into English:

- 1 В настоящее время они инвестируют в несколько программ.
- 2 Их помощь очень существенна.
- 3 Сейчас у них имеется достаточно средств.

Exercise 2

Read and act out these mini-dialogues:

- Too many people do not have adequate insurance.
- That's true, to my mind.
 - If you don't have enough time now we can discuss it tomorrow.
 - Good, that suits me fine.
- This level of return on investment is too good to be true.
- Oh, yes, it is very high.
 - The current supplier is not reliable enough.
 - It's a pity. We have lost so much time.

Exercise 3

a Use these words in the right place of the sentence and translate the sentences:

- 1 (*very*) This machine can provide a fast response.
- 2 (*very*) We can respond to orders quickly.
- 3 (*very*) The price is high but they could still afford this house.
- 4 (*very*) It doesn't cost much money.
- 5 (*too*) Their present office is not big.
- 6 The plant in Lagos is very large. (*too*) In fact, it's big.
- 7 They sold very few products. (*enough*) In fact, they didn't sell.
- 8 (*enough*) We have offers to make a decision soon.
- 9 The country is very small and it has a very large population. (*too*) It is heavily populated.

b Translate into English:

- 1 Это достаточно большая сумма.
- 2 Ставки меняются слишком быстро.
- 3 Они достаточно быстро решили этот вопрос.
- 4 Вчера на выставке было не очень много посетителей.
- 5 У них было достаточно времени.

Exercise 4 _____

a Use the right Adverb (*too* or *either*) and translate the sentences:

- 1 Our present office is not big...
- 2 This memorandum was confidential...
- 3 Their shares didn't rise...
- 4 The company disagreed with the Committee...
- 5 They have not published their annual results...
- 6 The group wanted to take control of the Channel tunnel...
- 7 The company is not at present in talks with creditors...

b Translate into English:

- 1 Они тоже хотели принять участие в тендере.
- 2 У нас тоже нет достаточно средств.
- 3 Эта фирма тоже смогла выполнить свои обязательства в срок.
- 4 Они тоже не поставили запчастей.
- 5 Мы тоже не видели этого отчета.

Exercise 5 _____

a Below is a part of a letter from a printing firm to a dissatisfied customer. Fill in the spaces with *very*, *too* or *enough*:

We were (1) ... sorry to hear that you are not satisfied with the printing work which we sent last week and in particular that the colour red is (2) ... strong. We checked the work (3) ... carefully before it was despatched and we felt that it was good (4) ... to meet our (5) ... high standards. However, since you are not happy, our representative will visit you on Friday to discuss the problem. We understand your need is urgent so I hope this is soon (6) ... to fit in with your schedule. If it is (7) ... late please telephone us.

b Translate into English:

- 1 Мы с большим сожалением узнали об этом.
- 2 Мы все проверяли очень внимательно.
- 3 Это достаточно сложное оборудование.

c Answer the following questions:

- 1** With what was the customer dissatisfied?
- 2** Had the printing firm checked the order very carefully before they sent it?
- 3** What did they say about the quality standards of the work they did?
- 4** What proposal did the firm do?
- 5** Do you think the proposal was good enough?
- 6** What did the firm ask the customer to do if he thought it would be too late?

Exercise 6

a Complete the sentences by using a construction with *very*, *too* or *enough*. Here is an example:

(The delivery time is too long. In other words it is not...)

The delivery time is too long. In other words it is not short enough for us.

- 1** The service you provide is too slow for us. In other words it is not...
- 2** The quality of the workmanship is disappointing. In fact it is not...
- 3** The conference is not early enough in the year. In other words it is...
- 4** The registration is very expensive. In fact the fee is...
- 5** The venue is far away. In fact it is...
- 6** The report is not long enough. In other words it is...

b There is an English saying:

A report is like a lady's dress. It should be long enough to be decent and short enough to be interesting.

What do you think about the length of a report?

c Translate into English:

- 1** Они решили вопрос достаточно быстро.
- 2** Наши требования вполне обоснованны.
- 3** У нас достаточно высокие стандарты.

Exercise 7

Describe the business and economic environment in a certain country using *very*, *too* and *enough* in at least five sentences.

Examples:

It is easy enough to conduct business there but taxes are too high.

It is very difficult to invest large quantities of the national currency in other countries.

Примеры

- 1 At **first** the project group carried out another study.
Сначала проектная группа специалистов провела другое исследование.
- 2 I'm afraid that the results of the test are **completely** useless.
Боюсь, что результаты испытания совсем бесполезны.
- 3 It is **quite** a different problem.
Это совсем другая проблема.

Употребление

- 1 Наречие может относиться:
 - к глаголу:**
They **strongly** objected to carrying out a test in the absence of the Buyers' representative.
Они упорно возражали против проведения испытания без представителя покупателя;
 - к прилагательному:**
The results of the study show that the product is **commercially** viable.
Результаты исследования показали, что продукт является вполне жизнеспособным с коммерческой точки зрения.
- 2 Если за наречием следует прилагательное, то наречие может:
 - указывать на какой-то аспект прилагательного:**
commercially viable, technically wrong;
 - усиливать значение прилагательного. К таким наречиям относятся:**

wholly totally completely entirely	}	полностью
extremely highly very	—	чрезвычайно, очень высоко очень
fairly reasonably really actually quite moderately	—	слегка обоснованно, умеренно, достаточно действительно фактически, на самом деле вполне умеренно, незначительно
- 3 Наречие **quite** может употребляться и в другой конструкции:
He is **quite an important person**.
Он является довольно важной персоной.
It's **quite a big company**.
Это довольно большая компания.

Exercise 1

a Match the English and Russian equivalents:

- | | |
|-----------------------|--|
| 1 furthermore | a следовательно |
| 2 therefore | b кроме того |
| 3 presumably | c предположительно |
| 4 similarly | d соответственно |
| 5 accordingly | e случайно, между прочим, в данном случае |
| 6 incidentally | f таким же образом |

b Underline the Adverbs and the words to which they relate and translate the sentences borrowed from an overview of the market:

- 1** We will therefore need to re-think our marketing strategy accordingly.
- 2** In addition, I should also mention the fact that sales in other European countries have been extremely sluggish recently.
- 3** Incidentally, I also believe that some of the current problems have been caused by weaknesses in our management structure.
- 4** Similarly, we seem to have failed to take advantage of the export opportunities provided by the weakness of the pound sterling.

c Translate into English:

- 1** Поэтому нам сейчас нужно обсудить этот вопрос.
- 2** Таким же образом мы изменим дизайн.
- 3** Кроме того, нам нужно ускорить сроки работ.
- 4** Наше предложение будет изменено соответственно.
- 5** Предположительно, строительство закончится в следующем квартале.

Exercise 2

a Which pairs of words in this list have similar meanings:

entirely quite highly reasonably extremely totally

b Read and act out these mini-dialogues:

- It was a good year.
- How good?
- Fairly good. As good as we could expect.
 - There was a small fall in output in the first quarter of the year.
 - How small?
 - Extremely small — only about 5 per cent.
- The exhibition was successful.
- How successful?
- Very successful — we met very many prospective customers.
 - The report was critical.
 - How critical?
 - Extremely critical. They condemned everything about the plant.

c Translate into English:

- 1** чрезвычайно успешный
- 2** достаточно хороший
- 3** совершенно другой
- 4** полностью исчерпывающий
- 5** обоснованно высокий

Exercise 3 _____

a Read and translate these sentences:

- 1** Frankly speaking it is slightly more expensive than Model K.
- 2** Furthermore, the new product is guaranteed 100% waterproof.
- 3** The bodywork of the car is more solidly built.
- 4** The running costs are considerably lower.
- 5** Should evaluators really rely entirely on a rating scale?
- 6** Should a rating scale and general comments be weighed equally?
- 7** Employee response to involvement in this process has been quite interesting.
- 8** Feedback from all employees will be carefully integrated into the final form.
- 9** All departments will thoroughly discuss the revised form.

b Translate into English:

- | | |
|---------------------------|----------------------------|
| 1 несколько выше | 6 заметно выше |
| 2 немного больше | 7 заметно ниже |
| 3 немного меньше | 8 вполне доступно |
| 4 значительно выше | 9 совсем недоступно |
| 5 существенно ниже | 10 абсолютно другой |

Exercise 4 _____

a Use these Adverbs in the right place and translate the sentences:

- 1** (*recently*) The department decided to revise the performance appraisal forms.
- 2** (*always*) The evaluation form was used for both six-month and yearly reviews.
- 3** (*carefully*) Please, review the attached form.
- 4** (*immediately*) Submit your comments to the Human Resources Department.
- 5** (*very*) The primary categories of the evaluation form are confusing.
- 6** (*still*) This form will be used until a new form is created and approved.
- 7** (*seriously*) Are you really wondering if your input will be considered?
- 8** (*now*) A committee will be formed to draft the new performance appraisal form.

b Translate into English:

- 1** Они серьезно озабочены таким положением дел.
- 2** Мы всегда старались помочь им.
- 3** Это достаточно деликатный вопрос.

Exercise 5

a Change these sentences so that the underlined Adjective is replaced by its corresponding Adverb as in the example:

(From a commercial point of view the decision was clever.)

It was a commercially clever decision.

- 1** From an economic perspective the policy was catastrophic.
The policy...
- 2** In theory the design was innovative.
... the design...
- 3** But to be frank, it was wrong.
But... it...
- 4** From a logical point of view your argument is unsustainable.
Your argument...
- 5** From an academic standpoint you are right.
You are...

b Translate into English:

- 1** Теоретически это вполне решаемый вопрос.
- 2** Если размышлять логически, вы правы.
- 3** Я не совсем понимаю вас.
- 4** Это слишком короткий срок.
- 5** Они сделали абсолютно неверные выводы.

c Write six sentences about the economy of a certain country. Include the following Adjectives with Adverbs which modify them:

strong weak independent optimistic pessimistic well-organised

Example:

Taiwan has a particularly strong economy.

- 1** Наречие **so** употребляется перед прилагательным или наречием, к которым оно относится:
The costs were **so** high!
Затраты были такими большими!
They managed to sell the company **so** quickly!
Им удалось продать компанию так быстро!
- 2** Наречие **so** употребляется в следующих конструкциях:
not so + прилагательное + as:
The fuel consumption was **not so high as** they thought.
Потребление горючего было не таким высоким, как они думали;
so + прилагательное + as + инфинитив глагола:
Would you be **so kind as to help** me?
Не будете ли вы так любезны помочь мне?
so + прилагательное/наречие + that:
There were **so many mistakes that** we didn't know what to do.
Там было так много ошибок, что мы не знали, что делать;
(иногда) so + прилагательное + неопределенный артикль + существительное:
That was **so profitable a transaction!**
Это была такая выгодная сделка!
- 3** Наречие **so** не следует путать с прилагательным **such**, которое употребляется в конструкции:
such + неопределенный артикль + прилагательное + существительное:
That was **such a profitable transaction!**
Это была такая выгодная сделка!
It was **such a brilliant speech!**
Это была просто отличная речь!
или:
such + прилагательное + существительное во множественном числе:
He always made **such brilliant speeches.**
Он всегда выступал с такими отличными речами.

Exercise 1

Read and translate the sentences:

- 1 The exhibition is not so big as I thought it would be.
- 2 We did not expect him to agree with us so quickly.
- 3 She was not so much angry as disappointed.
- 4 They were not so stupid as to do that.
- 5 We have received three offers so far.
- 6 Their offer is attractive — so far as it goes. (to a certain extent)
- 7 So long as their policy does not change, we can't do business with them.

Exercise 2

Translate into English:

- 1 Этот текст не такой трудный, как я думал.
- 2 Рост производства не такой большой, как они надеялись.
- 3 Цены были не такими высокими, как мы опасались.
- 4 Процесс был не таким быстрым, как нам бы хотелось.
- 5 Мы не думали, что ситуация изменится так быстро.

Exercise 3

Complete the mini-dialogues in your own way:

- The food was so delicious!
—
- They gave us such a warm reception!
—
- I have been to two foreign countries so far.
—
- They have formed such a big holding!
—
- He is such a talented engineer!
—
- The taxes were so high!
—

Exercise 4

Complete the following sentences by adding *so* or *such* and translate the sentences:

- 1 The work was... bad that we refused to pay.
- 2 The payment was... late that we contacted our lawyers.
- 3 After... a long time we had given up hope of receiving payment.

- 4 It was... a large debt that they had to try to recover it.
- 5 ...expensive items cost a lot to repair.
- 6 Costs increased... rapidly that we abandoned the research.
- 7 Suddenly there was... a loud noise in the conference hall that many people ran out.
- 8 The demand for the metal was... great that they had to stop trading.
- 9 The shortage of wheat was... serious that they started talks in unexpected quarters.

Exercise 5

Translate into English:

- 1 Урожай был таким низким, что они не смогли обеспечить свои собственные потребности.
- 2 Спрос на металл был так высок, что они решили изменить технологию.
- 3 Дефицит сырья был таким большим!

Exercise 6

Read the phrases on the left and find the correct ending from the alternatives on the right to make seven meaningful sentences.

- | | |
|----------------------------------|--------------------------------------|
| 1 The work is so bad that | a are very valuable. |
| 2 We are so late that | b operating it is easy. |
| 3 It is such a good design that | c the meeting will be over. |
| 4 With such good progress | d it will have to be re-done. |
| 5 Such material | e we accepted his idea. |
| 6 Such customers | f we will finish early. |
| 7 He argued so convincingly that | g can be recycled easily. |

Exercise 7

Translate into English:

- | | |
|---------------------|------------------------|
| 1 такие покупатели | 6 такой высокий |
| 2 такие продавцы | 7 такие незначительные |
| 3 такие страны, как | 8 такие ценные |
| 4 такой товар, как | 9 такие низкие |
| 5 такие пункты, как | 10 такой медленный |

Exercise 8

- a Rewrite the following sentences using the words given in brackets. Sometimes only a small change is necessary. Do not change the original meaning. Here is an example:**

The very high quality justifies the price. (such/justifies the price)
Such high quality justifies the price.

- 1 The project has gone well until now. (*so far*)
- 2 If the weather remains good, the building work will be completed before Christmas. (*so long*)
- 3 I was surprised by the excellence performance of the machine-tool. (*such/surprised me*)
- 4 The engine was not as noisy as I had expected. (*so*)
- 5 The service we received was not good enough for us to continue with that supplier. (*so bad/changed*)

b Write five sentences about the quality of service you received from an institution or company recently. Use *so* and *such* in your sentences.

Exercise 9

Translate into English:

- 1 Вопрос до сих пор не решен.
- 2 Они до сих пор не дали своего заключения.
- 3 Мы до сих пор не получили эти данные.
- 4 Он до сих пор не имеет этих цифр.
- 5 Фирма до сих пор не представила своего баланса.

Exercise 10

Complete the sentences in your own way:

- 1 The hotel was so noisy that we had to...
- 2 He spoke so quietly that I couldn't...
- 3 He spoke in such a low voice that I couldn't...
- 4 There was such a... that he ran to investigate.
- 5 It was such an efficient machine...
- 6 They were such nice samples...
- 7 It was such efficient machinery...
- 8 The price was so...
- 9 They have made such big progress...

Exercise 11

Translate into English:

- 1 Это было такое выгодное предложение!
- 2 Цены были такими высокими!
- 3 Рост был таким стремительным!
- 4 Рост был таким незначительным!
- 5 Налоги были такими огромными!

Количественные числительные:

0	nought, zero (especially in mathematics and for temperatures), oh (in telephone numbers), love (in tennis), nil (in other sports)
100	a/one hundred We offer a/one hundred different products.
101	a/one hundred and one
200	two hundred Two hundred people were present at the rally.
1,000	a/one thousand At present we employ a/one thousand employees.
1,101	a/one thousand, one hundred and one
3,000	three thousand Three thousand garments were on display.
1,000,000	a/one million A/one million dollars were spent on this reconstruction.

Note: перед числительными **hundred, thousand, million** употребляются числительные (или артикль **a** в значении «один»), сами числительные **hundred, thousand, million** употребляются в единственном числе, последующее существительное употребляется без предлога **of**. Иногда слова **hundred, thousand, million** становятся существительными, употребляются во множественном числе и тогда последующие существительные употребляются с предлогом **of**.

Hundreds of people were present at the rally.

Thousands of employees joined the strike.

Millions of dollars were spent on the project.

Порядковые числительные

1st	first	the first of March (<i>spoken</i>)
2nd	second	This is the second time we are in Paris.
3rd	third	Our third attempt to meet him was a success.
4th	fourth	He is our fourth distributor in as many years as...
21st	twenty-first	These products took them into the twenty-first century.
100th	(one) hundredth	It is their hundredth trade fair.
1000th	(one) thousandth	The difference is a/one thousandth .

Даты

4 апреля 2009	the fourth of April two thousand and nine
8 мая 1945	the eighth of May nineteen forty-five
	They opened their new office on the twelfth of June. (<i>spoken</i>)
	They opened their new office on 12th June. (<i>written</i>)
	They opened their new office on June 12. (<i>written</i>)

Время суток

9.00	9.00 a.m.	9 o'clock	nine o'clock
16.30	4.30 p.m.	sixteen thirty	half past four

Exercise 1

a Write the following numbers in words:

125	1,389	12,523	3,000,000
287	3,654	14,598,333	2,345,976

b Translate into English:

1 первая цифра	6 первая колонка
2 вторая сумма	7 третья сумма
3 одна десятая	8 четвертый знак
4 двадцать первый	9 второй символ
5 тридцать третий	10 третья диаграмма

Exercise 2

a Write and read these dates paying attention to the difference between British and American English:

<i>British English</i>	<i>American English</i>
5.4.2009	5.30.2009
11.2.2010	11.29.2010
10.12.2011	10.26.2011

b Write the following in letters:

[ˈænti meˈridiəm] —
[ˈpoust meˈridiəm] —

c Read the following aloud and translate into Russian:

11.00 a.m.	11.45 p.m.
3.30 p.m.	3.15 a.m.
10.00 p.m.	10.10 a.m.

d Write and read the following indications of time in a few variants:

десять часов утра
два часа тридцать минут дня
два часа тридцать минут ночи
без пятнадцати мину восемь часов вечера

Exercise 3

a Write and read the sentences like these:

(+20 °C) *The temperature is twenty degrees above zero Centigrade.*
(-10 °C) *The temperature is ten degrees below zero Centigrade.*

+5 °C -20 °C +30 °C -28 °C

b Answer these questions:

- 1 What temperature is it today?
- 2 What is the average temperature of this month in this place?

c Read and translate these sentences:

- 1 Water freezes at nought degrees Centigrade.
- 2 Water freezes at thirty-two degrees Fahrenheit.
- 3 Last night the temperature was five degrees below zero.
- 4 Last night we had nine degrees of frost.
- 5 It was thirty-five in the shade that morning.
- 6 It was ninety-five in the shade that morning.

Exercise 4

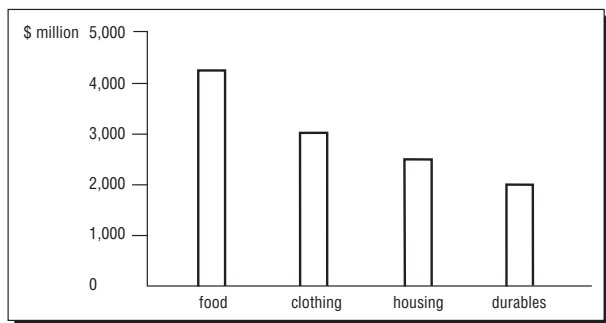
Write and read a few telephone numbers using this example:

095 533 08 44 *code oh nine five five double three oh eight double four*

Exercise 5

- a Look at this diagram which is called a histogram. It shows the money spent on certain classes of commodity during a certain year in a certain country.**

The vertical axis shows the value of the purchases per million dollars. The horizontal axis lists the actual classes of commodity:



b Answer the following questions:

- 1 How much actual money was spent on food in the country that year?
- 2 How much was spent on clothing?
- 3 What is the sum-total of money spent on the three basic necessities?
- 4 How much was spent on the fourth class of non-perishable consumer goods?
- 5 How much less was spent on durables than on clothing?
- 6 How much more was spent on food than on housing?

Exercise 6

Read and complete this questionnaire:

NUMBERS AND YOU

Most people working in economics, whether it is in economic analysis, consultancy, finance, accountancy, banking, broking, investment, insurance, or whatever, spend a lot of time dealing with numbers. Reading, hearing, saying, writing numbers in a foreign language requires practice.

When do YOU need to work with numbers?

- 1** I work in...
- 2** I need the English of Economics for...

I regularly read numbers in English in:

- | | |
|---------------------------------|----------------------------|
| 1 textbooks | 4 accounts |
| 2 newspapers | 5 company documents |
| 3 magazines and journals | 6 ... |

I hear numbers spoken in English when...

I have to use numbers in English:

- | | |
|---------------------------|-----------------------|
| 1 in the classroom | 3 on the phone |
| 2 in meetings | 4 ... |
- in order to...

Tick which of the following YOU have to do in English:

- 1** discuss projects with colleagues
- 2** present products or services to customers
- 3** negotiate with producers, customers, brokers, etc.
- 4** present accounts and results to managers, colleagues, shareholders
- 5** describe graphs
- 6** draw up budgets
- 7** discuss accounts
- 8** discuss customers' bank accounts
- 9** buy goods or services over the telephone
- 10** sell products or services over the telephone
- 11** discuss the market price of securities
- 12** talk with technicians

Денежные единицы

¥ 1bn	a/one billion Japanese yens
\$ 1 m	a/one million dollars
US\$ 5m	five million American dollars
£4,379	four thousand three hundred and seventy-nine pounds
£3,478,567.90	three million four and seventy-eight thousand five hundred and sixty-seven pounds ninety (pence)
£ 125	a/one hundred and twenty-five pounds
€200	two hundred euros

Note: при печати сумм на компьютере запятые обычно не используются.

Простые дроби

$\frac{1}{2}$	(a) half	Over (a) half (of) our collection has been sent to Milan.
$\frac{1}{3}$	a/one third	We can usually offer a discount of one third off the list price.
$\frac{2}{3}$	two thirds	Over two thirds of our workers live in the village.
$\frac{1}{4}$	(a) quarter	The earliest starting time is (a) quarter past seven.
$\frac{3}{4}$	three quarters	It takes me three quarters of an hour to walk to the office.
$\frac{1}{10}$	a/one tenth	This represents a tenth of our investment.
$1\frac{1}{2}$	one and a half	The whole process takes one and a half hours . (one hour and a half)
		<i>NOT:</i> one and a half hour.

Десятичные дроби

0.02	nought point oh two	<i>or:</i> point oh two	<i>or:</i> zero point oh two
2.5	two point five		
3.75	three point seven five	<i>NOT:</i> three point seventy-five	
26.012	twenty-six point zero (<i>or</i> 'oh') one two		

Проценты

0.5	oh point five per cent	<i>or:</i> nought point five per cent	<i>or:</i> point five per cent
1%	one per cent		
1.07%	one point oh seven per cent		
1.5%	one point five per cent		
2.45%	two point four five per cent		

Note: если не указывается количество процентов, слово «процент» переводится как **percentage**: What is the percentage of the discount?
Каков процент скидки?

Учетные ставки

0.5%	a half of one per cent
0.25%	a quarter of a percentage point
	The Bank of England raised interest rates this morning by a quarter of a percentage point.
	Сегодня утром Банк Англии поднял учетную ставку на 0,25%.

Exercise 1

a Write how you would say the following numbers:

US\$5.3m	€7.2bn	¥5,753
\$10.20	£100	£3.99

b Read these sentences outloud and translate them into Russian:

- 1 The current exchange rate is 1.8 euros to the pound.
- 2 I changed all those euros into sterling and I only got £13.90!
- 3 That's about 14.50 in Swiss francs.
- 4 The dollar is at 1.95.
- 5 How many dollars are there to the euro?
- 6 How many euros per yen can I have?

c Read the following aloud:

DOLLAR RATES	
Australia	1.4060 — 1.4070
Canada	1.3756 — 1.3766
Japan	84.96 — 85.01

Exercise 2

a Match the figures and their readings:

1	10,001	ten point oh oh one
2	10.001	ten thousand and one
3	24.056	twenty four point oh five six
4	25,056	twenty-four thousand and fifty-six
5	33,780	thirty-three point seven eight
6	33.78	thirty-three thousand seven hundred and eighty

b Write the following numbers in words:

4.56	3,156	3.156	7.234
2,487	5,537	2.225	0.033
0.607	0.007	10.066	10,066

c Write in figures:

1	ten thousand and four	4	nought point three two five
2	fifteen point oh oh five	5	nought point oh oh three
3	ten point six six	6	oh point oh five

Exercise 3

a Write how you would say the following:

$\frac{1}{4}$	$\frac{1}{2}$	$\frac{3}{4}$	$1\frac{1}{2}$
3.6%	0.4%	5.07%	2.2%

b Read the following extract aloud:

In an opinion poll published today, over $\frac{1}{4}$ of the electorate say they intend to vote in next month's referendum. $\frac{1}{4}$ of voters say they will definitely vote Yes, while $\frac{1}{3}$ will vote No. But that leaves over $\frac{2}{5}$ of the voters who haven't made up their minds.

Both sides remain hopeful. A spokesman for the 'Yes' campaign said, 'At the moment, $\frac{2}{3}$ of the electorate won't vote No.' A spokesman for the other side replied, 'That's true, but $\frac{3}{4}$ won't vote Yes!'

Exercise 4

- a Read the following notes of a telephone conversation the assistant took down when his chief was out of the office. (The chief was going to attend a seminar a few weeks later.)**

Seminar: Marketing 5
Dates: 23/05 and 22/06
Time: 10.30 — 15.00
Room 204
Harrow Conference Centre
189 Beachlands Parade
N10 17EG
Tel: 081 299 5055
Cost: £195 + 17.5% VAT
No. of participants: 80 — 100
Lunch (1½ hours) served in Black Swan Hotel £17.50

- b Some time later the assistant telephoned his chief and gave him the message. Below are his exact words. Fill in the spaces by writing all the numbers as the assistant said them:**

'Mr Hill? There is an important message about the Marketing (1) ... Seminar. It is on (2) ... and on (3) ... It starts at (4) ... and finishes at (5) ... It's in room (6) ... at the Harrow Conference Centre which is at (7) ... Beachlands Parade, N (8) ... EG. The phone number is (9) ... The cost for each participant is (10) ... plus (11) ... and there will be between (12) ... participants. Finally, the lunch, which lasts for (13) ... will be at the Black Swan Hotel and will cost (14) ...'

Exercise 5

- a Read the following aloud:**

- 1 Now these companies account for 90.5 per cent of all business sales.
- 2 Almost 83.2 per cent of the UK population live in urban areas.

- 3 Gold was fractionally stronger at \$683.60 a troy ounce.
- 4 Nickel retreated 0.7 per cent to \$47,350 a tonne.
- 5 Nymex May RBOB gasoline rose 3.4 cents to \$2.2417 a gallon.

b Translate into English and read the sentences aloud:

- 1 На долю этой компании приходится около 60% всех продаж внутри страны.
- 2 Около 17% населения живет в сельской местности.
- 3 Цена на нефть в среднем увеличилась на ...% и достигла ... за баррель.

Exercise 6

Read this extract from a newspaper aloud, then translate the text:

Steep drop in petrol reserves fires oil prices

Oil prices rose yesterday after a sharp fall in US petrol stocks, underlining concerns about supplies with the summer driving season approach.

ICE June Brent crude rose \$1.10 to \$68.16 a barrel while Nymex June West Texas Intermediate added 55 cents at \$65.13.

The Energy Information Administration said US gasoline stocks fell 2.8m barrels last week, well above the consensus market forecast for a decline of 0.4m barrels.

Exercise 7

Write the following numbers in words and read them aloud:



- 1 $\frac{1}{2}$
- 2 $1\frac{1}{2}$ h
- 3 2.075
- 4 33.3%
- 5 0.4%
- 6 0.09%
- 7 1.2m
- 8 1,300,000
- 9 2.589

Расстояние

1 mm	a/one millimetre
10 cm	ten centimetres
5 m	five metres
7.5 km	seven point five kilometres
2 m × 5 m	two metres by five metres

Вес

10 g	ten grams
1,000 kg	a/one thousand kilos/kilograms

Площадь

100 cm ²	a/one hundred square centimetres
10,000 m ²	ten thousand square metres

Кубические меры

1,000 cm ³	a/one thousand cubic centimetres
100 m ³	a/one hundred square metres

Символы

+	plus/and	or: add	
–	minus/less	or: subtract/deduct	
2 + 2	two plus/and two		
= 4	is four	or: equals four	or: is equal to four
–2	minus/less two		
× 6	times/multiplied by six	or: multiply	
: 3	divided by three	or: divide	
/	stroke	or: slash	or: per
–	dash		
*	asterisk		
()	brackets		
{ }	braces		
[]	square brackets		
< >	angle brackets		
<	is greater than		
>	is less than		
~	is approximately equal to		
2 ²	two squared		
2 ³	two cubed		
2 ⁴	two to the power four		
√4	the square root of four		

Сокращения

approx.	approximately	приблизительно
pa	per annum	в год
kmpH	kilometres per hour	километров в час

Exercise 1

a Read the following aloud:

44.5 kg	22.47 g	10.02 g
102 km	500 m	225 cm
5 mm	7 m	7.08 m

b Write the following in figures:

- 1 two hundred and three kilometres
- 2 fifty seven point oh three kilograms
- 3 eight point oh oh two miles
- 4 a hundred and fifty six grams
- 5 three hundred and thirty eight point oh seven centimetres

c Guess what this contraction means:

100 kph (kilos per horse-power, kilometres per hour, kilos phosphate)

Exercise 2

a Write a few sentences like this and read them all aloud:

The room is $3\text{ m} \times 4\text{ m}$

The room is about three metres by four.

- 1 The office is...
- 2 The shop floor is...
- 3 The site...
- 4 The depot...
- 5 The warehouse is...

b Translate into English:

- 1 Этот цех занимает площадь 20 на 40 м.
- 2 Размеры склада 100×400 м.
- 3 Магазин очень небольшой, всего 10 на 15 м.

Exercise 3

a Write the following as in the example and read it aloud:

100 cm^2 — a hundred square centimetres

- | | |
|---------------------------|---------------------------------|
| 1 300 m^2 | 4 468 m^3 |
| 2 546 cm^2 | 5 $5,888.8\text{ cm}^3$ |
| 3 16.8 m^2 | 6 $77,566.06\text{ cm}^3$ |

b Write in figures:

- 1 sixteen point eight square metres
- 2 sixty-five point oh oh six cubic centimetres
- 3 a hundred and fifty-nine point oh seven cubic metres

Exercise 4

a Read aloud using this example:

+3 *plus three*

- | | |
|----------------------|----------------------|
| 1 +5.5 | 4 -6 |
| 2 +15.7 | 5 - 6.6 |
| 3 +8.9 | 6 -18.9 |

b Write in figures:

- 1** plus eight point oh five
- 2** minus thirty point nine
- 3** minus twenty point four

Exercise 5

a Read this piece of information aloud:

Forecast sales	Actual sales	% change
120,000 units	103,000 units	-13.53%
\$1.75 m	\$1.59 m	-9.14%

b Read the description of the above aloud:

The actual sales were (1) ... units compared with the forecast sales of (2) ..., a percentage difference of (3) ... In terms of turnover, actual turnover was (4) ..., compared with the forecast turnover of (5) ..., a drop of (6) ... per cent on the forecast.

c Translate into English and read it aloud:

- 1** Изменение составило 13% в сторону уменьшения.
- 2** Объем продаж уменьшился на 9%.
- 3** Фактический объем продаж был ниже ожидаемого на 160 тыс. долл.

Exercise 6

Read the following as in the example:

(Contract No. 44/12C)

Contract number forty-four stroke twelve C.

- | | |
|-------------------------------|--------------------------------------|
| 1 Contract No. 15/78 | 4 Invoice No. 49/5 |
| 2 Credit Note No. A-14 | 5 Insurance Policy No. 423A/C |
| 3 Debit Note No. SB/1 | 6 Consignment Note No. 54-32C |

Exercise 7

a Read these e-mail addresses outloud, taking into account these symbols:

@ at . dot / slash

1 mallpress@aopl.com

2 http/www.commccl.co.uk

b Write two electronic addresses you need to use or give. Write them in the usual way, then in words as you would say them when you are giving someone the information:

1

2

Exercise 8

Read outloud and translate the following sentences:

1 My account number is 32-36-42.

2 My account number is thirty-four dash thirty-five dash forty-two.

3 Items marked asterisk carry a 20% discount.

4 One pound is equal approximately to one dollar ninety-eighty five (cents).

5 £1 = \$1.85 approx.

6 The rate is £62 per person per day, including VAT.

7 The rate is £52/person/day, including VAT.

8 Turnover is now six point five million per annum.

9 Turnover is now £7.5m pa.

REVIEW OF NUMERALS

How many of the following can you say aloud in under 1 minute?

1 234,567.

2 1,234,567,890.

3 1.234.

4 0.00234%.

5 3.14159.

6 \$19.50.

7 £7.95.

8 19,999.

9 1,800 years.

10 in 1800.

11 I think the phone number is 01227-764000.

12 Have you got a pen? Their fax number is 00 33 567 32 49.

13 Please, pay it into my account — number G4.744.440.

14 He was born in 1950 and died in 2005.

15 It's a white Lamborghini Diabolo, registration number M1 234662, and it looks as if it's doing 225 kilometres an hour!

16 $30 \times 2.5 = 75$.

17 $30 : 1.5 = 20$.

- 1** Личные местоимения употребляются в двух падежах. Возвратные местоимения имеют только одну форму:

Личные местоимения		Возвратные местоимения
в именительном падеже	в объектном падеже	
I you he she it we you they	me you him her it us you them	myself yourself himself herself itself ourselves yourselves themselves

Примеры

- a** They gave **us** a comprehensive explanation of their network. Они дали нам исчерпывающее объяснение работы их сети.
b Please, contact **us** next week. Свяжитесь, пожалуйста, с нами на следующей неделе.
c First I'd like to introduce **myself**; then I hope you all will say a few words about **yourselves**. Сначала я хотел бы представиться сам, а потом, надеюсь, вы все скажете несколько слов о себе.

Note: обратите внимание на разницу значений **its** и **it's**:

Its production is increasing.

It's producing different goods.

- 2** Притяжательные местоимения употребляются в двух формах:

Притяжательные местоимения	
в простой форме	в абсолютной форме
my your his her its our your their	mine yours his hers its ours yours theirs

Примеры

- a** The floor is **yours**. Вам предоставляется слово.
b I think it was useful to exchange views; for us to hear **yours** and for you to hear **ours**. Я думаю было полезно обменяться взглядами; мы услышали ваши, а вы — наши.
c The damage occurred through no faults of **ours**. Повреждение произошло не по нашей вине.

Exercise 1

Underline the Pronouns, say what types of Pronouns they are and translate the sentences:

- 1 We should ask ourselves how we shall do the job.
- 2 We use our own components in the manufacturing process.
- 3 Paul designed the system himself.
- 4 They make life difficult for themselves.
- 5 The company said it was impossible on legal grounds to dissolve itself.
- 6 Its shares rose 0.002 per cent.
- 7 Its stocks fell 3,100 tonnes.

Exercise 2

Replace the words in italics with an appropriate Personal or Reflexive Pronoun (making some other changes if necessary) and translate the sentences:

- 1 Oh, Mr Beard! Mrs Ford phoned. *Mrs Ford* instructed me to ask *Mr Beard* to phone *Mrs Ford* back as soon as *Mr Beard* could.
- 2 JJD Company makes plastic joints. *JJD* has supplied our company, Thomson Boro Ltd, forty years. *JJD* has always provided *Thomson Boro Ltd* with good service but a recent supply was of very poor quality. I telephoned their sales rep. I told *their sales rep* about the problem and *the sales rep said the problem* would be resolved easily.
- 3 The suppliers phoned a moment ago. *The suppliers* said the goods were damaged in transit and *they were not responsible for the damage*. *The suppliers* are sending one of their representatives here tomorrow to discuss the problem. In any case, the goods are useless. We must not pay for *the goods*.

Exercise 3

Translate into English:

- 1 Повреждение ящиков произошло не по их вине.
- 2 Вам предоставляется слово.
- 3 Ваш представитель считает, что это ошибка, а наш представитель придерживается другого мнения.
- 4 Мое мнение отличалось от их мнения.
- 5 Его слова практически совпадают с вашими.

Exercise 4

a Use the Possessive Pronouns in the absolute form and translate the sentences:

- 1 The responsibility is not (*our*).
- 2 The fault is not (*her*).
- 3 The floor is (*your*). Start speaking, please.
- 4 He is a friend of (*my*).
- 5 Is he a friend of (*her*)?

b Translate into English:

- 1** Вам слово.
- 2** Это не моя вина.
- 3** Он за это не отвечает.

Exercise 5

Use the **Possessive Pronouns** in the absolute form instead of the words in *italics*:

- 1** I understand that your company has an office in Buenos Aires. And where is *his office*?
- 2** My office is in the south of the city. And where is *your office*?
- 3** Mary called in. She left two letters, for me and for John. This is John's letter and where is *my letter*?
- 4** My boss can speak two foreign languages and *her boss* doesn't know any foreign languages.
- 5** Her explanation of the network was very simple but *my explanation* aroused a lot of their questions.
- 6** His suggestion was approved. Nobody liked *her suggestion* and did not support it.
- 7** Their sales representatives are very experienced people. But *our representatives* are rather young people but they are learning fast.
- 8** Their goods are much more expensive than *your goods*.

Exercise 6

Translate into English:

- 1** Мы считаем, что наши приборы надежнее, чем их.
- 2** К сожалению, ваши цены намного выше, чем их.
- 3** Их сроки намного короче, чем ваши.
- 4** Ваш график понятнее, чем его.
- 5** Я знаю вашу точку зрения. А какова его точка зрения?

Exercise 7

Read and act out these mini-dialogues:

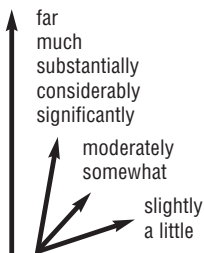
- Our company has its brochures printed in Manchester. How about yours?
- Ours are printed locally.
 - What is your opinion of our goods?
 - Your goods are much better than theirs.
- I have read his message but I haven't read yours yet.
- Here is mine. You may keep it till tomorrow and read it thoroughly.
 - I know his decision. And what is yours?
 - I haven't made up my mind yet. I myself don't know what to do.

- I am very pleased to see you.
- The pleasure is mine.

Exercise 8

Write a few sentences like this using the words given below:

Their prices are far higher than ours.



Exercise 9

- a** Read this part of an advertisement for an electronic components manufacturer.

Our products are sold throughout the world. We export to more than 30 countries. We have a network of agents and technicians based in service centres in 15 countries.

We pride ourselves on the excellence of our after-sales service. Your needs are also ours and so we guarantee to provide you with the best service in the sector. We make the products and you use them.

Hambro — do yourself a favour!

Hambro — you call us — we serve you!

Hambro products — they work for you!

- b** Underline Reflexive Pronouns and Possessive Pronoun(s) in the absolute form.
- c** Translate the text into Russian.

К указательным местоимениям относятся следующие местоимения:

Единственное число		Множественное число	
this	этот	these	эти
that	тот	those	те

Употребление

- 1 Указательные местоимения могут употребляться:

самостоятельно:

For **those** who have read the Commission's previous reports on Turkey, many of the criticisms are familiar.

Для тех, кто читал предыдущие доклады комиссии по Турции, многие из этих критических высказываний вполне знакомы;

или перед существительным:

These laws are much stricter.

В Швейцарии эти законы намного строже.
- 2 Иногда после указательных местоимений **this, that** употребляется местоимение **one**, если одновременно указывается на предмет:

Have a look at **this** table and at that **one** too.

Взгляните на эту таблицу и на ту тоже.
- 3 Указательные местоимения **that, those** часто употребляются (особенно в газетном и научном стиле речи) во избежание повторения ранее упомянутого существительного с определенным артиклем:

This change is much more noticeable than **that** predicted for this year.

Это изменение намного заметнее, чем прогнозировалось на этот год.

They made efforts to move prices closer to **those** on the black market.

Они предприняли ряд попыток, чтобы приблизить цены к тем, что существуют на черном рынке.

Exercise 1

Read and translate these sentences:

- 1 We always planned the campaigns very carefully and this one was a great success like others.
- 2 We launched the TF500 in January. That product has proved very popular at the top end of the market.
- 3 Those who have already applied for shares will have to declare their interest.
- 4 South Korean and Taiwanese electronic companies churn out products nearly identical to those of the Japanese majors.
- 5 Mr Ahmadi-Nejad has urged banks to give cheap loans to those on low incomes.

Exercise 2

Translate into English:

- 1 Они пригласили на презентацию тех, кого хорошо знали.
- 2 На выставку пришли все те, кто хотел посмотреть на эти новые товары своими глазами.
- 3 Эти графики намного понятнее чем те, что мы видели вчера.
- 4 Объясните, пожалуйста, эту тенденцию.
- 5 Что означает вот эта цифра?

Exercise 3

Read and act out these mini-dialogues:

- Is that the service department?
- No, this is the technical department. The service department is 67-44.
 - Did you understand those figures? I really can't see how she got those results.
 - Neither can I.

Exercise 4

- a Underline the Demonstrative Pronouns, read and translate this part of the conversation:**

.....
The company sent us a letter. That was the first indication that they were interested in the proposal. We read this with much interest because they were offering us something we had asked for: a 50 per cent share in royalties on all the products they made, obviously meaning all those we agreed to let them make. This is it — here — read it. And then can you put it on that file over there? I need to show it to that consultant fellow who's coming in later. Now look... I want to say this. We should not necessarily accept what is on offer. Accepting it straight away.. that would be a mistake.
.....

b Translate into English:

- 1** Это было первое предупреждение.
- 2** Я хочу сказать вот что.
- 3** Это было бы ошибкой.
- 4** Это было бы неприемлемо.
- 5** Вот все, что я хотел сказать.

c Answer the following questions:

- 1** How did the speaker characterise the letter?
- 2** Why did he read the letter with much interest?
- 3** To whom was he going to show that proposal later?
- 4** What was his strategy about the proposal?

Exercise 5

a Read and translate this extract from a speech:

.....
This is the way we plan to proceed. First we will reduce all unnecessary costs. By unnecessary costs I mean these types of items: inventory, labour and other non-fixed overheads. I'd like to draw your attention to two sets of figures. These show the present situation; and those refer to last year.
.....

b Translate into English:

- 1** Вот как мы хотим действовать.
- 2** Вот что они предлагают.
- 3** Когда они выступили с этими предложениями?
- 4** Эти товары всегда пользуются спросом.
- 5** Что может изменить эту тенденцию?

c Use your imagination and write a part of a similar speech. Write and act out similar closing words of the speaker:

So those are our objectives and that concludes my short talk.

Exercise 6

Read this extract from a job vacancy announcement. Circle the demonstratives, then link them to the words that they refer to.

Editor/Eastern Europe

This is an opportunity to work in a research organisation publishing economic surveys on Eastern Europe. This is a new position created to meet growing demand for products in this area.

Those applicants with a good economic degree, experience in publishing and a good knowledge of the region should write with a concise CB to Steven Wright, personnel officer, P.O.Box 456, London SE22 5RR.

Exercise 7

- a** Monica Schmidt has some money to invest and so she has a meeting with a financial advisor, Corina Lopez, at her bank. Below is part of their conversation together with two tables that Corina used to illustrate what she was saying. Read the tables and the conversation:

Calculation of interest income

$$\text{Interest income} = \frac{\text{Investment} \times \text{Annual interest rate in \%} \times \text{Running period in days}}{100 \times 360}$$

Example: euros 10,000 invested for 3 months at 7.5%

$$\text{Interest income} = \frac{10,000 \times 7.5\% \times (3 \times 30)}{100 \times 360} = \text{euros } 1,875$$

MS: What are these two tables?

CL: Good question, now let's look at them. This one shows how we calculate investment income, while this shows an example.

MS: I see. Could you explain them?

CL: Of course. The basic calculation is like this. The investment multiplied by interest rate multiplied by running period in days—all that over 100 x 360.

MS: I see. And in this example, it's for this much — 10,000 euros?

CL: Yes, the interest rate — that's 7.5 per cent, the time is three months, that's 3 times 30. If you finish the calculation you have this much: 1,875 Euros.

- b** Translate the tables and the conversation into Russian.

- c** Translate into English:

- 1** расчет дохода по процентам
- 2** сумма инвестирования
- 3** годовой процент
- 4** количество дней

- d** Act out this conversation.

Примеры

- 1 There is **some** doubt about the coming reforms.
Существуют некоторые сомнения по вопросу предстоящих реформ.
- 2 Have you got **any** questions?
У вас есть какие-либо вопросы?
- 3 We have **no** choice.
У нас нет выбора.

Употребление

- 1 Неопределенные местоимения **some, any, no** употребляются в следующих типах предложений:

some — в утвердительных предложениях:

We received **some** support from our shareholders.

Мы получили некоторую поддержку от наших акционеров;

— в вопросительных предложениях, выражающих просьбу:

Would you like to have **some** coffee?

Не хотите кофе?

any — в вопросительных предложениях:

Are there **any** alternatives?

Есть какие-нибудь альтернативы?

— в отрицательных предложениях, если сказуемое употребляет-
ся в отрицательной форме:

We haven't received **any** reply from them so far.

Пока мы не получили от них никакого ответа;

— в утвердительных предложениях в значении «всякий»:

Any economist knows this name.

Любой экономист знает это имя;

no — в отрицательных предложениях:

There is **no** reason why we should discuss this question again.

Нет никакой причины для того, чтобы мы снова обсуждали этот вопрос.

- 2 Неопределенные местоимения употребляются:

или перед существительными:

We have **some** samples of the goods.

У нас есть (некоторые) образцы этого товара.

We need **some** of the documents.

Нам нужны некоторые из этих документов;

или самостоятельно:

— Have you got **any** suggestions? У вас есть какие-нибудь предложения?

— Yes, I have **some**. Да, есть.

- 3 Местоимение **some** может употребляться перед числительным и имеет значение «около»:

They have distributed **some** fifty thousand catalogues.

Они раздали около 50 000 каталогов.

Exercise 1

Underline the Indefinite Pronouns, explain their usage, read and translate the sentences:

- 1** Mr Watanabe and Toyota had no intention of giving up its own diesel development.
- 2** There was no immediate prospect of ministerial meetings starting again.
- 3** Some progress has been achieved in the past few months, but not yet an agreement.
- 4** At some stage there will have to be a deal between advanced and developing economies.
- 5** Some analysts warned that the encouraging headline figure obscured the true prognosis.

Exercise 2

Translate into English:

- 1** У нас не было никаких определенных планов.
- 2** У нас не было никаких сомнений.
- 3** У них возникли какие-то возражения?
- 4** Институт не достиг никаких успехов в этих исследованиях.
- 5** Они не шли ни на какие компромиссы.

Exercise 3

Read and act out these mini-dialogues:

- Do you need any advice?
- I'm afraid I need some.
 - We received some money from your bank last week. Some two thousand dollars.
 - How much exactly?
 - Just a minute. Here is the sum — one thousand nine hundred and ninety-eight dollars sixty.
- Unfortunately we don't have any spare parts for some of the old models.
- It's a pity. And I'm sure some of the older models are more reliable than the newer ones.
 - You can get that information from any of our branch offices.
 - I am glad to hear this. Any information would be much appreciated.

Exercise 4

Complete these mini-dialogues in your own way:

- We didn't receive any payment from you yesterday.
-

- I haven't seen any example yet.
-
- Any salesman can sell this product. Do you need any help with this?
-

Exercise 5

Translate into English:

- 1 Вы получали какой-нибудь платеж от нашей фирмы в прошлом месяце?
- 2 Вы уже дали какое-нибудь заключение?
- 3 Они привели какие-либо примеры?
- 4 Они не терпят никаких возражений.
- 5 Любое решение лучше, чем неопределенность.

Exercise 6

Change the sentences like this:

(I didn't have any problems coming to see you.)
I had no problems coming to see you.

- 1 There weren't any questions so the meeting ended.
- 2 There isn't any problem learning their total advertising costs.
- 3 They aren't selling any products that can be found in department stores.
- 4 The newspaper didn't publish any official unemployment figures.
- 5 Strange as it is he didn't claim any benefit.
- 6 The Committee has not taken any decision so far.
- 7 They didn't raise any questions at the recent session.

Exercise 7

Translate into English:

- 1 Они не задавали никаких вопросов.
- 2 Мы не видели никаких графиков.
- 3 Они не сообщали ни о каких испытаниях нового оборудования.
- 4 Фирма не давала никаких сведений об этом.
- 5 Он не хотел публиковать никаких статей.

Exercise 8

Choose the sentence with the closest meaning to the sentences given under numbers 1 and 2:

- 1 Some companies raise money by issuing shares.
 - a A number of companies raise money by issuing shares.
 - b Companies raise money by issuing shares.
 - c All companies raise money by issuing shares.

- 2** Any of the goods in this section are available within two weeks.
- a** Some of the goods in this section are available within two weeks.
 - b** All of the goods in this section are available within two weeks.
 - c** Most of the goods in this section are available within two weeks.

Exercise 9

- a** The following is an extract from a telephone conversation between a computer user and the Customer Service Centre of a major software manufacturer. Fill in the spaces with *some* and *any*:

Customer: I'd like (1) ... information about upgrading software, please. I understand that last month you were offering Grapho 5.1 free of charge to users who bought 5.0 in January or February. I bought mine in January but I haven't received (2) ... information and now the free offer is closed.

CSC: Yes, I'm sorry, that's correct. (3) ... purchaser who was a registered user should have received news of the offer.

- b** Translate into English:

- 1** совершенствовать программное обеспечение
- 2** бесплатно
- 3** предложение перестало действовать
- 4** зарегистрированный пользователь
- 5** сообщение о предложении

- c** Act out the conversation.
- d** Think of a situation where you have had to complain about some aspects of service. Write a few sentences you would say in this situation. Use *some* and *any*.

Exercise 10

Read and retell this extract from a newspaper article:

The aluminium market does not share some of the problems facing other metal markets, it does not suffer the supply constraints that copper and zinc are enduring and it does not

have to worry about substitution due to high prices. These are some of the reasons why the global aluminium industry is producing more of the metal than ever before.

Примеры

- 1 There is **someone** waiting for you in your office.
Вас кто-то ждет в офисе.
- 2 I'm afraid we can't do **anything** about it at the moment.
Боюсь, что сейчас мы ничего не можем сделать.
- 3 **Nobody** knows what will come of it.
Никто не знает, что из этого получится.

Образование

Местоимения *some, any, no* в сочетании со словами *body, one, thing* образуют составные неопределенные местоимения:

somebody	someone	something
anybody	anyone	anything
nobody	none	nothing

Употребление

- 1 Составные неопределенные местоимения употребляются по тем же правилам, что и простые местоимения, от которых они образованы:
somebody, someone, something:
He said **something** uncertain about his plans.
Он сказал что-то неопределенное о своих планах;
anybody, anyone, anything:
Does **anyone** have any comments?
У кого-нибудь есть какие-либо замечания?
nobody, none, nothing:
Nothing could make him change his mind.
Ничто не могло заставить его изменить свое решение.
- 2 Местоимения *anybody, anyone, anything* часто употребляются в придаточных предложениях условия:
If I learn **anything** about it I'll let you know.
Если я что-нибудь узнаю об этом, я дам вам знать.
- 3 Местоимение *anything* может употребляться в конструкции *anything + предлог of + существительное*:
Did he say **anything of importance**?
Он сказал что-нибудь важное?
- 4 Местоимение *none* может употребляться в конструкции *none + предлог of + местоимение/существительное*:
None of them knows the answer to this question.
Никто из них не знает ответа на этот вопрос.

Exercise 1

Underline the Indefinite Compound Pronouns, explain their usage, read and translate the sentences:

- 1 If you can't supply us with any spare parts, please give us the name of someone who can.
- 2 The situation is much more serious than anyone could have imagined.
- 3 The breakdown is too complicated for anything to be done immediately.
- 4 The meeting was longer than anyone would have wanted.
- 5 It was something he did not expect to see within a matter of months.
- 6 He said nothing about controlling labour costs and raising productivity.
- 7 Nobody remembered his words about euro volatility.
- 8 The industry needed someone to prevent bureaucratic inefficiency.
- 9 They said nothing about Canada's record budget surplus of C\$13.8bn last year.

Exercise 2

Translate into English:

- 1 Никто не знает этого.
- 2 Он ничего не сказал в ответ.
- 3 Вы что-нибудь знаете об этом?
- 4 Он сказал что-нибудь важное в своем выступлении?
- 5 Никто не помнил точную цифру дефицита торгового баланса за прошлый год.

Exercise 3

Read and act out these mini-dialogues:

- I wonder if anyone can answer that question.
- As to me, I have practically nothing to add.
 - If anyone would like to see a demonstration, it can be easily arranged.
 - As far as I know, there are some people who would be glad to see it.
- Has anyone here ever stayed at the Cairo Hilton?
- None of my colleagues has ever stayed there. Otherwise I would have known about it.
 - Why has none of this information appeared in the report?
 - Nobody ever told me this information was of any interest.

Exercise 4

Complete these mini-dialogues in your own way:

- If there is anything I can do to help, please contact me.
-

- If nobody has any questions, let's move on to the practical demonstration.
-
- Anything to declare?
-

Exercise 5

Choose the sentence with the closest meaning to the sentences given under numbers 1, 2 and 3:

- 1 I spoke to someone yesterday about investing in shares.
 - a I spoke to some people yesterday about investing in shares.
 - b I spoke to a person yesterday about investing in shares.
 - c I spoke to a few persons yesterday about investing in shares.
- 2 I don't think just anyone can answer this question.
 - a I don't need anyone special to answer this question.
 - b I need some special people to answer this question.
 - c I need someone special to answer this question.
- 3 None of the analysts mentioned the sharp drop in business activity.
 - a Some analysts mentioned the sharp drop in business activity.
 - b The analysts didn't mention the sharp drop in business activity.
 - c One of the analysts mentioned the sharp drop in business activity.

Exercise 6

a Complete the following dialogue with these words:

something

anything

nothing

any

-
- A:** Do you ever visit the Asian plants?
- B:** Well, I'm never sure what will happen next year, though I'm tentatively planning a trip somewhere in the summer.
- A:** And do you plan to go anywhere in particular?
- B:** Well, I suppose if I go anywhere, it will be to Korea and Taiwan.
- A:** Oh, that's interesting. I sometimes go out there myself. Usually at very short notice.
- B:** I see.
- A:** I must say there is (1) ... that I dislike more than these hastily arranged trips.
- B:** I agree (2) ... is better than finding yourself in a meeting without (3) ... of the right papers.
- A:** Absolutely!
- B:** Well, I think we should try to do (4) ... about it.
-

b Translate into English:

- 1** В этой статье есть что-нибудь интересное?
- 2** Я постараюсь что-нибудь сделать для вас.
- 3** Боюсь, я ничем не могу вам помочь.
- 4** Нет ничего хуже, чем ждать или догонять кого-то.
- 5** Ничто не могло заставить его изменить свое мнение.

c Act out this dialogue.

Exercise 7 _____

a Below is a part of a presentation about software security from an EDP manager to computer operators in a bank. Match each phrase on the left with an appropriate phrase on the right to create complete sentences:

- | | |
|--|---|
| 1 Of course security in our software | a it will just be forgotten. |
| 2 Of course there is | b but I am not at all sure we've solved all the problems. |
| 3 If anyone suspects that | c and there will be no problems. |
| 4 Don't ever think that | d is something we all regard as an important issue. |
| 5 It will turn up somewhere | e any information has been lost or changed, the incident must be reported. |
| 6 Does anybody have anything | f no one here who doesn't understand the critical nature of tight security in banking. |
| 7 Some time ago we had a meeting specifically on this | g to say on this? |

b Translate into English:

- 1** Кто-нибудь хочет добавить что-либо к сказанному?
- 2** Никто не подозревал, что цены так резко подскочат.
- 3** У них не было никаких проблем с поставками товаров.
- 4** В газетах ничего не сообщалось об этом взрыве на шахте.
- 5** В этом нет ничего неожиданного.

c Act out this part of the presentation.

Примеры

- 1 There will be an appraisal of the whole department next week and **all** the staff will be interviewed.
На следующей неделе будет аттестация всего отдела и все сотрудники пройдут собеседование.
- 2 Each manager and **all** the deputies will be invited to submit suggestions.
Всех начальников и их заместителей попросят дать свои предложения.
- 3 Some **other** people will be invited too.
Будут приглашены еще несколько человек.

Употребление

- 1 Местоимение **all** употребляется:
с исчисляемыми существительным во множественном числе:
 All managers supported this proposal.
 Все менеджеры поддержали это предложение;
с неисчисляемыми существительными:
 All the corn has been harvested.
 Все зерно уже собрано.
- 2 После местоимения **all** существительное употребляется с определенным артиклем или без артикля в соответствии с общими правилами употребления артиклей.
- 3 Местоимение **other** употребляется перед существительным или самостоятельно. Если местоимение употребляется перед существительным в единственном числе, оно имеет форму **another**:
 They wanted to arrange **another** motor show.
 Они хотели организовать еще одно автошоу.
 Если местоимение употребляется перед существительным во множественном числе, то артикли употребляются в соответствии с общими правилами употребления артиклей:
 They investigated **other** related problems too.
 Они также изучили другие связанные с этим проблемы.
- 4 Если местоимение **other** употребляется самостоятельно, оно соответственно употребляется в формах **another, others, the other, the others**:
 The first article was very explicit but **the other** aroused a lot of questions.
 Первая статья была предельно ясной, но вторая вызвала много вопросов.

Exercise 1

Underline the Pronouns *all* and *other*, read and translate the sentences:

- 1 All the production is distributed to agents everywhere in Europe.
- 2 In the 1990s Britain's growth rate compared quite favourably with rates achieved by other industrialised countries.
- 3 This has been widely absorbed due to the increase of overall productivity, although the situation varies from one branch to another.
- 4 There was another event hanging in the office air.
- 5 There was another side to the story.
- 6 There may be another reason to remember the date.
- 7 Chinese business people are coming the other way, representing competition for local manufacturing.

Exercise 2

Translate these word-combinations into English and write sentences using them:

- 1 все производство
- 2 все работники
- 3 все развитые страны
- 4 все последние события
- 5 все опубликованные цифры

Exercise 3

- a Underline the Pronoun *all*, explain its usage, read and translate this part of the speech:**

Most of our competitors have managed to reduce their costs over the last year. All of them have tried to introduce cost-cutting measures. Of course, none of these measures has been an absolute success; and some of them have been a total failure. For example, when Planton tried to save a little money by merging two departments, the results were catastrophic. Few people in the new department were happy to work together as a newly-formed team. Finally, Planton had to invest a lot of money on team building activities just to solve the new problems which had arisen.

- b Translate into English:**

- 1 Все участники конференции поддерживают это предложение.
- 2 Они все знают о наших трудностях.
- 3 Мы все разделяем ваше мнение.
- 4 Все инвестиции будут доходными.
- 5 Нам понравился весь иллюстративный материал.

c Answer the questions on the text of the above speech:

- 1** Who do you think delivered that speech?
- 2** Who do you think the audience was?
- 3** What did the speaker try to illustrate?

d Retell the text.

Exercise 4 _____

a Use the right variant and translate the sentences:

- 1** Two (*another, other*) ambitious Chinese carmakers have recently delayed their planned entry to the US market.
- 2** They planned to sell the River-based cars in the UK and some (*the other, other*) European countries from 2008.
- 3** (*The other, Another*) Chinese company, Nanjing Auto, later acquired the rights to several MG models.
- 4** There was little chance that the car making industry would shift to China, as many (*other, others*) manufacturing sectors have.

b Translate into English:

- 1** другие страны
- 2** остальные страны
- 3** все другие участники конференции
- 4** привести другой пример
- 5** прочитать еще одну лекцию

Exercise 5 _____

Organise the jumbled sentences below into a text:

- a** There are several reasons, but the simple answer is that they all need to earn an income.
- b** At the same time, through their work most of them produce the goods and services needed by the people.
- c** Of course, there are a few people who can afford not to work.
- d** In this way they are helping to ensure that a high standard of living is maintained for the community as a whole.
- e** Every day in Britain more than 24 million people go to work.
- f** But why do people work?
- g** But for most of them, this is not an end in itself.
- h** And, unfortunately, there are some people who can't find work.
- i** Some of these people work in offices, but most of them work in factories.
- j** With this money they can buy the goods and services that everybody needs.

b Translate into English:

- 1** все эти деньги
- 2** все эти сведения
- 3** они все

- 4** все эти новости
- 5** все полученные знания
- 6** весь полученный доход

c Retell the text.

d Write some sentences about business practice in a certain country using Pronouns. Write about:

business meetings personal contact timekeeping hospitality

Exercise 6

a Underline the Pronouns *all* and *other*, and read the following advertisement for an insurance broker:

Not all clients require the same service. Some need a very personalised approach to their problems with several meetings and a few specialist consultations; others can be handled on a more generalised basis with no fee unless some work is actually carried out. In fact, most of our clients feel that we have the right mix of products for them; and many more join us each year. So we'd like to say that we can do more than please some of the people some of the time; we feel that, all in all, we can satisfy most of the people most of the time.

b Translate into English:

- 1** все эти услуги
- 2** все различные услуги
- 3** одни проблемы, другие проблемы
- 4** весь период подготовки к зимнему сезону
- 5** все товары, предложенные данной фирмой

c Translate the above text into Russian.

Exercise 7

Read and translate this newspaper item:

GERMAN JOBS

Germany recorded another big fall in unemployment this month, with seasonally adjusted number of jobseekers falling by 50,000, more than twice the number expected by economists and three times the fall registered in August. Using internationally comparable statistics, Germany had 2.6m unemployed in August, or 6.1 per cent of its active population.

Примеры

- 1 **Both** investments are very attractive.
Оба способа инвестирования выглядят привлекательно.
- 2 **Either** solution is acceptable to us.
И то и другое решение было приемлемо для нас.
- 3 **Neither** candidate impressed the Commission.
Ни тот ни другой кандидат не произвел впечатления на комиссию.

Употребление

- 1 Местоимение **both** употребляется с исчисляемыми существительными во множественном числе:
Both locations have their advantages.
Оба месторасположения имеют свои преимущества.
- 2 После местоимения **both** употребляется:
существительное (обычно без артикля):
Both contracts have been fulfilled.
Оба контракта уже выполнены;
существительное или личное местоимение в косвенном падеже с предлогом of:
Both of them share this opinion.
Они оба разделяют это мнение.
- 3 Иногда местоимение **both** употребляется самостоятельно:
He proposed two ways of solving the problem. They rejected **both**.
Он предложил два пути решения проблемы. Они отклонили оба.
- 4 Местоимение **either** относится также к двум лицам, но имеет значение «или тот, или другой». После местоимения **either** может употребляться:
существительное (без артикля):
Either document will do.
Подойдет и тот и другой документ;
существительное или личное местоимение в косвенном падеже с предлогом of:
In **either of** the cases we will benefit.
И в том и в другом случае мы выиграем.
- 5 Местоимение **neither** имеет значение «ни тот ни другой» и употребляется по тем же правилам, что и местоимение **either**:
Neither product is a success on the market.
Ни тот ни другой продукт не пользуется успехом на рынке.

Exercise 1

Read and translate the sentences:

- 1 Both central and local governments borrow in order to pay for some of their activities.
- 2 Both senior members of the fractious alliance clashed over the best way to redistribute the fruits of the economic rise.
- 3 Both disputes focuses on that deal.
- 4 Yet two of Ms Merkel's allies — the state premiers of Hesse and Lower Saxone, who are both running for reelection on January 27, have cast doubt over the agreement.
- 5 Neither of them said they wanted to block the minimum wage decision in parliament's upper house.
- 6 In either event it will pave the way for a fresh round of personal tax cuts in Canada.
- 7 Neither of the speakers mentioned that the Government economic policy had reduced the debt ration to the lowest level in 25 years.
- 8 Both the Liberals and Bloc Quebecois suffered stinging setbacks in three Quebec by-elections earlier this month.
- 9 Both businessmen are sanguine about the changes taking place in the global aluminium industry.

Exercise 2

Translate these word-combinations into English and write sentences of your own using them:

- 1 как федеральные, так и местные власти
- 2 как государственные, так и коммерческие банки
- 3 как государственные, так и частные предприятия
- 4 ни то ни другое лицензионное соглашение
- 5 ни покупатель, ни продавец

Exercise 3

Read and act out these mini-dialogues:

- Does he speak Italian or Spanish?
- As far as I know he speaks both Italian and Spanish.
 - Nobody has ever criticised the printing.
 - You are wrong here. Both Marie and I criticised the poor quality of the printing last week.
- Do you know who will have to book the seminars rooms?
- I don't know exactly. But I am sure either of you can do that.
 - Which of the two programs do you like better?
 - Neither of them seems suitable.

Exercise 4

Write questions which preceded these replies:

-
— Yes, both candidates have been interviewed.
-
— Unfortunately neither of the documents has been prepared.
-
— We have summarised both of the reports.
-
— Take either half. They're exactly the same.
-
— Neither statement is true.

Exercise 5

Translate into English:

- 1 Ни одно из этих заявлений не звучит убедительно.
- 2 Ни тот ни другой доклад мне не понравился.
- 3 Ни доклад, ни прения не вызвали большого интереса у присутствовавших журналистов.
- 4 Он не говорит ни на английском, ни на французском языке.

Exercise 6

Use the right word (*either or neither*), read and translate the sentences:

- 1 They were keen to forge reciprocal business ties. But... of them wanted to be the first to announce that.
- 2 The seminar in Johannesburg for businessmen considering investing in China was packed out. So... of these two young businessmen could join it.
- 3 Power was split equally between these two founders. ...of them could veto this move.
- 4 ...proposal suited them and the negotiations ended in a failure.
- 5 Unfortunately, ...creditor agreed to a further extension of restructuring talks.
- 6 They will have to sell two of their companies to comply with US anti-trust regulations. Industry analysts believe that... would fetch more than about \$1bn.

Exercise 7

Translate into English:

- 1 любой журнал, любой из этих двух журналов
- 2 любой процент, любой из этих двух вариантов

- 3 ни тот ни другой процент
- 4 ни та ни другая процентная ставка
- 5 ни скидка, ни льготные условия платежа

Exercise 8

a Use the right variant, read and translate the sentences:

- 1 Both (*seem, seems*) correct.
- 2 I saw him on (*the, —*) both occasions.
- 3 You can't have it (*a, —*) both ways, you must decide on one or the other.
- 4 There are big shops on both (*side, sides*) of the street.
- 5 British Gas and British Telecom (*was, were*) both privatised in the eighties.
- 6 A bilateral approach has to be politically expedient for both (*side, sides*).
- 7 The key is energy supply. Iceland has access to both (*of, —*) geothermal energy, using heat from the earth's core, and hydro-electric energy.
- 8 Both parties to the contract (*was, were*) responsible for the delay in payment.
- 9 I like neither wording of this clause of the draft contract.

b Translate into English:

- 1 ни та ни другая сторона контракта
- 2 и та и другая сторона контракта
- 3 и та и другая формулировка этой статьи проекта контракта

Exercise 9

Read and retell this extract from a newspaper article:

Olli Rehn, the EU's enlargement commissioner, worries that leaders on both sides of the Bosphorus have failed to give the mounting crisis the attention it deserved.

'The EU is extremely important in Turkey as an anchor of democratic development and as a driver of economic growth,' he told reporters last week.

Mr Rehn's hope is that Turkey will make progress on the reform agenda before the end of the year and that a Finnish-brokered deal between Cyprus and Turkey may yet win both parties round — or at least win Ankara's backing.

Примеры

- 1 **Each** offer must be submitted together with all the supporting documentation.
Каждое предложение должно быть представлено вместе с соответствующей документацией.
- 2 On **each** of the occasions we've planned to meet, something cropped up.
Каждый раз, когда мы хотели встретиться, что-то случалось.
- 3 This point comes on the agenda **every** few months.
Этот вопрос появляется в повестке дня с регулярностью в несколько месяцев.
- 4 We have informed **everybody** of our new address.
Мы сообщили всем наш новый адрес.
- 5 We accept **everything** that was said at the meeting.
Мы согласны со всем, что было сказано на заседании.

Употребление

- 1 Местоимение *each* употребляется по отношению к ограниченному числу лиц или предметов.
- 2 После местоимения *each* употребляется:
исчисляемое существительное в единственном числе:
Each company we visited was different.
Каждая компания, которую мы посетили, отличалась от других;
существительное или личное местоимение в косвенном падеже с предлогом of:
Two directors will speak. **Each** of them will give a short presentation.
Будут выступать два директора. Каждый сделает короткое представление.
- 3 Местоимение *every* употребляется по отношению к неограниченному количеству лиц или предметов. Иногда *every* и *each* взаимозаменяемы:
Every/each company has its own corporate culture.
Каждая фирма имеет свою корпоративную культуру.
- 4 После местоимения *every* употребляется существительное в единственном числе:
Every presentation usually has an introduction, a middle and a conclusion.
Каждая презентация обычно содержит вступление, основную часть и заключение.
- 5 Производные от *every* местоимения *everyone, everybody* и *everything* употребляются самостоятельно и согласуются с глаголами в единственном числе:
Everybody (that) I contacted was very positive about the model.
Все, с кем я говорил, положительно отзывались об этой модели.

Exercise 1

Read and translate the sentences:

- 1 Each European subsidiary will send a representative.
- 2 Overseas travel can be very tedious, especially when each trip involves a weekend away from home.
- 3 To analyse work, you can take every task and subdivide it into constituent parts.
- 4 Everyone who is against this suggestion should give his reasons briefly.
- 5 I have contacted everyone to prepare the draft letter of intent.
- 6 Everyone in this workshop has done an apprenticeship with an engineering company.
- 7 Each production line runs continuously, for 24 hours.
- 8 Every eight hours a supervisor checks the level of output.
- 9 Everything is maintained by our own team of fitters.

Exercise 2

Translate into English:

- 1 каждая фирма, каждое дочернее отделение этой фирмы
- 2 каждый банк, каждое отделение этого банка
- 3 каждая задача, каждая из них
- 4 каждый инженер, каждый инженер отдела
- 5 каждая отрасль промышленности

Exercise 3

Describe an organisation using this example:

The company is divided into three divisions. Each division is responsible for one product line and each division is headed by a director who has responsibility for the division's activities. Each director reports to...

Exercise 4

a Read and act out these mini-dialogues:

- How often is this machine usually serviced?
- We were told this machine should be serviced every three months.
 - They seem to be very active.
 - That's true. They hold sales meetings in a different city every two years.
- Many people were surprised to hear about the bankruptcy.
- But the company did everything that was possible to avoid bankruptcy.

b Translate into English:

- 1** (через) каждые три месяца
- 2** каждые полгода
- 3** делать все возможное, чтобы избежать банкротства
- 4** все, что они делают для выполнения работ в срок
- 5** все, кого они привлекают к этой работе

Exercise 5 _____

Write the sentences which could precede these responses:

-
- Each of the departments will receive a copy.
-
- We will certainly read every page of the review.
-
- We take a back-up copy every hour.
-
- Every manager should meet his whole team at least once each week, to my mind.

Exercise 6 _____

Change the sentences like this and translate them into Russian:

(We've checked all the figures thoroughly.)
We've checked every figure thoroughly.

- 1** They rejected all the proposals.
- 2** We design all the articles we make.
- 3** All the employees here receive a productivity bonus.
- 4** All the workers are entitled to 30 days' paid holiday.
- 5** All the decisions are taken by the Board.

Exercise 7 _____

Use the right word from this list and translate the sentences:

bags room recommendation step vehicle machine

- 1** We have tried to get accommodation in all the hotels in Prague but every... was taken.
- 2** We have given him a lot of sound advice but each... falls on deaf ear.
- 3** I think I left my luggage on the plane; each of my two... has my name on it.
- 4** We need to renew a lot of our existing machinery as nearly every... in the plant is more than 20 years old.
- 5** It is important to make progress, but we need to take every... with care.

- 6** There is so much traffic on the roads that I think it would be a good idea to tax every... according to its engine size.

Exercise 8

- a** Read this extract from a promotional leaflet of a textile company and translate it into Russian:

Every product is made using the finest quality woven fabric.

Everything you see being printed here is based on traditional checked patterns.

Every one of our fabrics is made using the best quality cloth available. Almost every time you visit a top fashion fair in Milan or Paris you will see our fabrics.

Everywhere we enter competitions we receive some recognition of our high standards.

We can finish every material or everything in any way you want, including various special effects.

Each dye we use contains only natural colours.

Note: fabric — ткань, dye — краска, checked pattern — рисунок в клетку.

- b** Translate into English:

- 1** все, что вы здесь видите
- 2** каждая ткань
- 3** где бы мы ни встречались с конкуренцией
- 4** все краски, которые мы используем

- c** Translate the text into Russian.

Exercise 9

Write a few sentences using *each*, *every* or compound with *every* about your home town or the place where you live or work.

Examples:

Every apartment in the block where I live has a garage and a balcony.

Everyone who lives here pays for the maintenance of the lift.

- 1** При указании века, года, времени года, месяца употребляется предлог **in**:
in the twentieth century **in** 2020 **in** February.

Note: обратите внимание на отсутствие предлога в следующих случаях:

They produce 10,000 units **per year** (**per month, per week, per day**).

He travels abroad 60 days **a year**.

The plane flies 200 kilometres **an hour**.

- 2** При указании дня недели, даты употребляется предлог **on**:
on Tuesday **on** 24 May.

Note: если перед словами *century, year, summer..., month, January..., week, Monday...*

стоят следующие определители: **this, last, next**, предлог не употребляется:

this century **last** summer **next** Friday

this year **last** month **next** year

this Monday **last** week **next** spring

- 3** При указании части суток употребляется предлог **in**:

in the morning **in** the afternoon **in** the evening.

Ho: **on** Monday morning, **on** Tuesday afternoon, **on** Wednesday evening.

<i>Note:</i>	this morning	yesterday morning	tomorrow morning
	this afternoon	yesterday afternoon	tomorrow afternoon
	this evening	last night	tomorrow evening
	tonight	the previous morning	the next morning
		the previous evening	the following morning...
		the previous day	the next/following day

- 4** При указании времени суток употребляется предлог **at**:

at 10 o'clock **at** a quarter to eleven **at** half past twelve

at noon **at** midnight **at** night.

- 5** Предлог **in** употребляется также в значении «через»:

in an hour **in** two days **in** three months **in** a few years.

- 6** Предлог **at** употребляется в следующих словосочетаниях:

at the beginning of **at** the end of.

Ho: **in** the beginning **in** the middle (of) **in** the end.

- 7** Другие предлоги времени:

by	— к	by 3 o'clock, by Monday, by the end of the year
till/ until	— вплоть до	We plan to continue the tests till/until 10 June.
for	— в течение	The meeting lasted (for) two hours.
during	— во время	He spoke two times during the meeting.
before	— до	They met before the meeting.
after	— после	They had lunch after the meeting.

- 8** Обратите внимание на небольшую разницу этих сочетаний:

in time (in time to do something) **on time** (punctually).

Exercise 1

Read the sentences aloud (without stressing Prepositions) and translate the sentences:

- 1** He will be replaced on November 1 by Hideki Komijama, chairman of the US operations of Sony Electronics.
- 2** The role of the IMF in monitoring the agreed strategy also needs to be strengthened. That demands firm steps on the reform of the IMF at its annual meeting in October.
- 3** The Japanese carmaker yesterday reported a 9 per cent increase in worldwide sales to 2.35m in the three months to March.
- 4** A number of senior industry executives are in Beijing this weekend for the country's annual motor show.
- 5** Next year they are sure to see the results of their efforts.
- 6** The following day they agreed to sign the contract without any reservations.
- 7** We completed the user study in January. After this stage we moved on to the market study.
- 8** The new prices took effect from 10 November.

Exercise 2

Translate into English:

- 1** Закон вступил в силу 1 июня.
- 2** Они подписали соглашения 1 июня.
- 3** Переговоры пройдут с 1 по 5 июня.
- 4** В течение сентября они встречались несколько раз.
- 5** Они отгрузили первую партию товара в сентябре.

Exercise 3

Use the appropriate Preposition, read the sentences aloud (without stressing Prepositions) and translate the sentences:

- 1** The meeting will be held... 5th July.
- 2** The project began... June.
- 3** We'll have a 20-minute break... 4 o'clock.
- 4** The report won't be ready... 12 o'clock. So come to my office... the afternoon.
- 5** The work, which has already started, will be finished... the end of the week at the latest.
- 6** We'll work all day and relax... the evening.
- 7** We expect to receive a reply to our request.. two weeks.
- 8** The delegation will arrive at our headquarters... 10.30 sharp.
- 9** ...starting this experiment, there will be a short training course.

Exercise 4

Translate into English:

- 1 Они договорились о встрече на следующий день в 11.00 часов.
- 2 В 12.00 они прервались на ланч.
- 3 Во второй половине дня контракт был подписан.
- 4 Он улетел вечером следующего дня.
- 5 Он сказал, что улетает завтра.

Exercise 5

a Read and act out this mini-dialogue:

- What's the time by your watch? I'm afraid mine is a few minutes fast or slow.
- It's three past four. I checked the time at noon. Though sometimes my watch doesn't keep good time either.

b Translate into English:

- 1 Ваши часы спешат на 2 минуты.
- 2 Мои часы отстают на 3 минуты. Сейчас я поставлю правильное время.

Exercise 6

Write the starting sentences to which these responses are given. Read and act out the mini-dialogues:

-
- We finished the project in time; so we had three days to spare.
 -
 - They delivered all the goods in the time stipulated in the contract.
-
- Yes, they came in time and spoke to a few journalists before the performance began.
 -
 - We hoped they would ship the goods on time.
-
- The computer went out during the night.

Exercise 7

a Use the Prepositions if necessary, read and translate the sentences:

- 1 Make sure you have read the survey before our meeting... next week.
- 2 They are opening a new branch in Minsk... next year.
- 3 ... the meeting we had a very short adjournment...
- 4 She interrupted us... the middle of the meeting.

- 5 ... our visit to the plant, we saw the equipment in operation.
- 6 ... the two-week period, we had no technical support at all.
- 7 Under the articles of the trust's formation, it has to ensure 'the integration'... at least five years.
- 8 Eurotunnel negotiated with the Ad hoc Committee for six months... the end of January.

b Translate into English:

- 1 в следующем месяце, на следующей конференции
- 2 в начале выступления, в самом начале
- 3 в конце заседания, в самом конце
- 4 в течение всего заседания

Exercise 8

a Read and retell this text:

The night shift comes on at 10 p.m. and works for eight hours, so the morning shift starts at 8 a.m. Staff work continuously, with no official breaks during the eight hours, but in practice there are opportunities for short breaks during the shift. During the night most of the work is routine maintenance and only 20 or so workers are on duty.

In the morning when the day shift starts we work at 80 per cent of full production capacity. Well, at least we do in the summer and autumn months, up until about the end of November when production is reduced to about 60 per cent. We don't work on Saturdays of course — the factory closes, except in an emergency.

Exercise 9

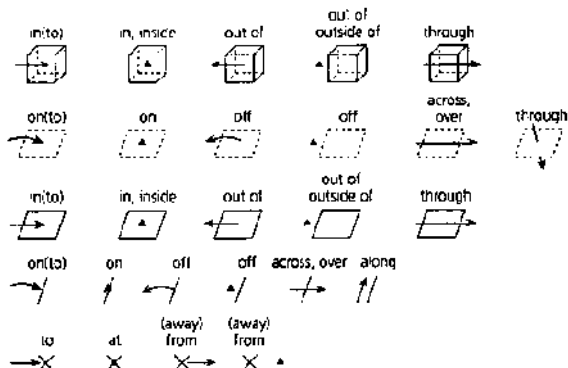
Below is an extract from the log of *Sigma II*, an oil platform in the North Sea. Complete the text by writing suitable Prepositions in the gaps:

(1) ... the day the sea had been very rough. (2) ... 16.00 the helicopter arrived bringinn the replacement drillers. These were needed as 2 of our crew had gone sick (3) ... the previous night. The new drillers are to stay with us (4) ... the end of next week. They have just worked (5) ... two months onshore and are happy to have a change. (6) ... the evening the sea calmed down and we were able to start working comfortably again. However, just (7) ... the evening shift started, the computer went down. The computer technicians were called in and (8) ... 22.00 they had the computer running again. (9) ... that, there were no problems (10) ... the night shift. The morning shift reported for duty (11) ... time at 06.00.

- 1** Для указания местонахождения лица или предмета используются предлоги:
- | | | | | |
|---------|-------------------------------|--------------|-----------------------------------|--------------|
| in | in the room | in the graph | in the chart | in the table |
| on | on the first floor | | on the left/right | |
| | on the River Thames | | on top of the computer | |
| at | at the top/bottom of the page | | at the front/back of the building | |
| behind | behind the building | | behind the lecturer | |
| next to | next to the chemist's | | next to him | |
| above | above the desk | | above zero | |
| below | below the table | | below sea level | |
- 2** Для указания движения к лицу или предмету используются предлоги:
- | | | |
|--------|-----------------------------------|-----------------------------|
| to | to go to a place | to come to a place |
| | to go to school | to go to the theatre |
| up to | to come up to the lecturer | |
| into | to go into the room | |
| out of | to go out of the room | |

Некоторые особенности употребления предлогов места:

- 1** С глаголом **to arrive**: to arrive **in** a country, **in** a city;
to arrive **at** a town, an office, a factory, an airport, a station.
- 2** С глаголом и существительным **visit**: to visit a place, a visit **to** a place.
- 3** С глаголом **to be** в Present Perfect: Have you ever been **to** London?
Вы когда-нибудь были в Лондоне?
- 4** С существительными **school, university, work, office, business**:
если имеется в виду деятельность:
at school, at university, at work, **in** office (у власти), **in** business;
если имеется в виду просто нахождение в здании:
in the school/university, **in/at** the office.



Exercise 1

a Read the sentences aloud (without stressing Prepositions) and translate the sentences:

- 1 They export oil to many countries of the world.
- 2 From what countries are they importing cane sugar?
- 3 The warehouse is next to the production area.
- 4 The despatch area is behind the visitors' car park.
- 5 If you walk along the corridor, you'll come to my office on your left.
- 6 Just walk straight into the room.
- 7 The train arrived at the station twenty minutes late.
- 8 We arrived in Moscow just as the results were being announced.
- 9 He was at university until he was 28.

b Complete these sentences in your own way:

- 1 They arrived in... on...
- 2 They arrived at... at 3 o'clock in the afternoon.
- 3 He had to leave the office...
- 4 He has been in office for...

Exercise 2

a Write a few similar sentences:

He drove in France for a fortnight.

He drove into France yesterday.

He drove to France by car.

b Complete these questions in your own way:

- 1 Have you ever been to...?
- 2 In what business is...?
- 3 How long has... been in office?
- 4 Is... at university now?
- 5 On what floor is...?
- 6 Is there a garden in front of...?
- 7 Is... far from the centre of the city?
- 8 When did he last go to...?
- 9 Whom did he see when he came into...?
- 10 Where is... from?

c Translate into English:

- 1 Они начали строительство комбината недалеко от Омска.
- 2 Специалисты посетили новый завод в Архангельске.
- 3 Компания решила направить своих специалистов на завод-изготовитель в Лионе.
- 4 Они прибыли во Франкфурт в начале этой недели.

Exercise 3

- a** Complete the conversation using these words from the list. Some of them can be used more than once:

at through over in to from on
near along around across out of

- A:** What field of business are you (1) ...?
B: Computers.
A: Oh, that's interesting. I have a sister who used to be (2) ... computing but she is (3) ... prison now.
B: Prison?
A: Yes — software fraud.
B: Oh, dear! Are you American?
A: No, I'm (4) ... Canada. And you?
B: Florence, Italy.
A: Oh how beautiful! I was there a few years ago with my wife.
B: Really?
A: Yes, we flew (5) ... London, hired a car (6) ... the airport, had a look (7) ... London, took a ferry (8) ... the Channel, drove (9) ... France, (10) ... the Alps.
B: You didn't go (11) Monte Bianco?
A: Mont Blanc? No, we went a longer route, (12) Col di Tenda. Then we drove south (13) Florence. What's the river (14) Florence?
B: The Amo.
A: Oh yes, Florence is (15) ... the Amo.
B: Where did you stay?
A: I don't remember, (16) ... a hotel. Maybe (17) ... the Grand Hotel, is that possible?
B: The Grand? No, I don't know that one. Did you go anywhere else (18) ... Italy?
A: Sure — we went (19) ... Rome. We walked (20) ... the Via Appia Antica for six hours! It was wonderful! Then we had to leave. We flew (21) ... Rome.
B: It sounds a good trip.
A: It was great! Say, have you ever been (22) ... Canada?
B: Yes, I have. I stayed with a friend (23) ... Vancouver — about 40 miles away.

- b** Act out the conversation.

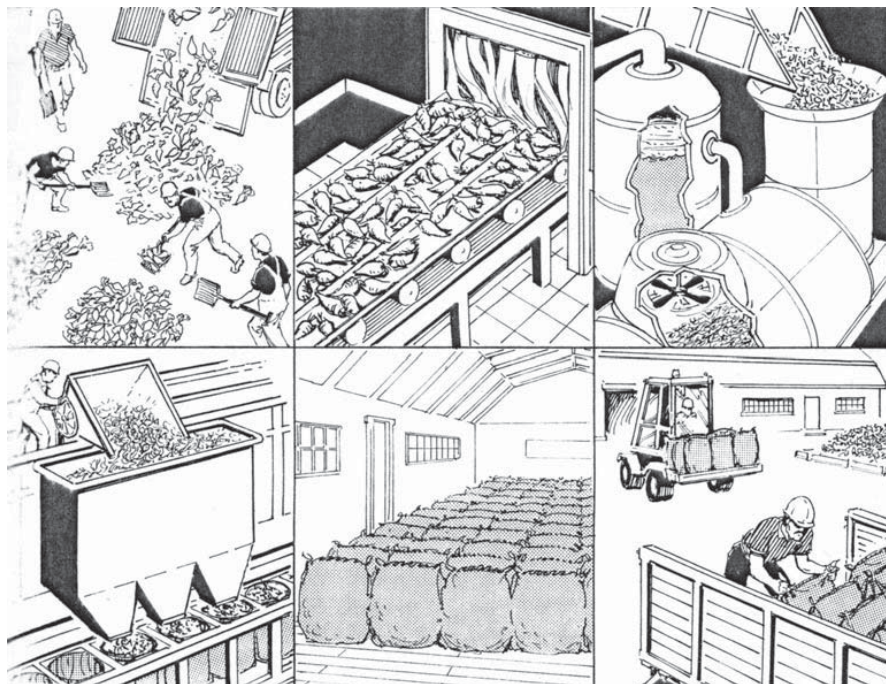
- c** Translate these word-combinations into English and write sentences of your own using them:

- 1** заниматься сельским хозяйством
- 2** приехать из Норвегии на несколько дней
- 3** остановиться в новом отеле недалеко от центра города

Exercise 4

- a** The text below describes the processing of sugar beet to make sugar and animal feed. Fill the spaces in the text with the words from this list. You may have to use some of the words more than once.

out of outside onto into along off in



The beet is taken (1) ... lorries and stored (2) ... piles (3) ... the processing area. The beet is sent (4) ... a system of channels (5) ... the processing area. It is shredded and dried (6) ... a huge cylindrical drier. Dried shreds of beet are packed (7) ... bags and sold as animal feed. The sacks of animal feed are stored (8) ... a large warehouse before being loaded (9) ... lorries for despatch. The main sugar production involves treating the liquid sugar which comes (10) ... the beet (11) ... the drying process.

- b** Write a short description of a process you are familiar with. Your chosen process could relate to any of the following: *production, payment, distribution, research*, etc.

- 1** Предлог **of** в сочетании с существительным/местоимением часто соответствует родительному падежу:
 the level **of** the previous year the law **of** the country
 the pick **of** the cycle the rules **of** the bank.
 Кроме того, предлог **of** часто переводится как «в размере»:
 at the rate **of** 3 per cent an increase **of** 10 per cent
 at the price **of** \$15,5bn losses **of** \$10,000.
- 2** Предлоги **by** и **with** в сочетании с существительным/местоимением часто соответствуют творительному падежу:
 to be approved **by** the committee to be signed **by** the manager
 to be supported **by** the board to be certified **by** the chamber of commerce.
 Кроме того, предлог **by** часто переводится как «на»:
 to rise (**by**) 2 per cent to divide the sum **by** 3
 to fall (**by**) 1.4 per cent to multiply the sum **by** 4.
- 3** Предлог **to** часто переводится как «до»:
 to rise **to** \$3.2bn to increase **to** a certain sum
 to drop **to** \$1.8bn to decrease **to** a certain sum.
- 4** Предлог **to** в сочетании с существительным/местоимением часто соответствует дательному падежу:
 to explain **to** smb to show smth **to** smb
 to object **to** smb to sell smth **to** smb.
- 5** Во многих случаях употребление того или иного предлога зависит от предшествующего глагола:
 to depend **on** smth to account **for** smth
 to look **through** smth to amount **to** a certain sum.
- 6** Многие предлоги входят в состав устойчивых сочетаний:
on the one hand **in** vain
on the other hand **for** ever.
- 7** В английском языке большое количество глаголов, в отличие от русского языка, употребляются с существительным без предлога:
to answer a question **to enter** the room
to face a problem **to leave** the country
to follow smb **to influence** smb/smith.
- 8** Иногда глагол меняет свое значение в зависимости от того, какой предлог употребляется с последующим существительным:
 to meet **smb** встретиться с кем-либо
 to meet **requirements** удовлетворять требованиям
 to meet **with smb/smith** сталкиваться с кем/чем-либо
 to result **in smth** привести к чему-либо
 to result **from smth** явиться следствием чего-либо.

Exercise 1

a Read the sentences aloud (without stressing Prepositions) and translate the sentences:

- 1 We agree with you entirely on the need for additional funds.
- 2 We agree to the terms they are offering.
- 3 We have agreed (on) all the clauses of the contract.
- 4 The whole future of this operation depends on a highly skilled workforce.
- 5 We look forward to hearing the details of your trip.
- 6 They have already paid for the services of the tax consultant.
- 7 We apologise for any inconvenience caused by the delay.
- 8 Don't enter this area without prior authorisation.
- 9 According to the Contract the goods are to be delivered in May.
- 10 According to Mr Brian the goods will be shipped in April.

b Translate into English:

- 1 Я согласен с вами.
- 2 Мы согласились с их условиями.
- 3 Они долго согласовывали цены.
- 4 Просим прощения за все причиненные вам неудобства.
- 5 Ждем вашего скорейшего ответа.

Exercise 2

a Complete these sentences in your own way:

- 1 This sum has been credited to... account.
- 2 The sum was debited to... account yesterday.
- 3 They succeeded in selling...
- 4 I'd prefer to answer this question...
- 5 Excuse me, I'd like to ask you a question about...
- 6 I'd like to ask you for some more...
- 7 Please, could you phone me back...
- 8 They specialise in...
- 9 We are successfully competing in...
- 10 Why did they impose sanctions on...?
- 11 ...are exempt from these taxes.

b Translate into English:

- 1 Они конкурируют с несколькими английскими фирмами в производстве этих химикатов.
- 2 Разрешите задать вам еще один вопрос.
- 3 Когда вы перевели эту сумму на наш счет?
- 4 Я позвоню вам самое позднее через час.
- 5 Попросите у него на минуту экономический словарь.

Exercise 3

a Choose the right Preposition and translate the sentences:

- 1 The central authority is concerned (*in, with, of*) methods of production.
- 2 His capital was finally reduced (*at, in, to*) nothing.
- 3 They charged quite a lot of money (*with, for, to*) that commodity.
- 4 The government is usually responsible (*to, by, with*) the people (*for, of, off*) the condition of the national economy.
- 5 Citizens are required to conform (*to, at, by*) the law.
- 6 He agreed (*with, to, on*) the other economists that the system was unusual.
- 7 He was paid well (*with, by, of*) the government (*on, in, for*) the work he did.
- 8 The people hoped (*to, with, for*) a reduction in the price (*of, at, on*) essential goods.
- 9 The consumers' needs (*in, for, at*) such commodities are well-known.
- 10 In the circumstances they sold the goods at a discount of 5%.

b Translate into English:

- 1 Они уменьшили себестоимость до 95 долл. за единицу.
- 2 Он продавали это сырье со скидкой в 3%.
- 3 При сложившихся обстоятельствах они отказались от сотрудничества.
- 4 Учебные заведения освободили от уплаты некоторых налогов.
- 5 Руководство фирмы несло всю ответственность за это.

Exercise 4

a Use the right Preposition and translate the sentences:

- 1 He is interested... economics.
- 2 He subscribed... a few important magazines containing information... economics.
- 3 The consumption... coal and steel has increased greatly... recent years.
- 4 They have provided many services... the citizens... that town and do not charge very much... the services.
- 5 They were concerned... non-essential commodities.
- 6 The demand... these raw materials will probably increase.
- 7 The supply... cigarettes does not usually fluctuate.
- 8 These goods are... demand now.
- 9 Non-essential commodities like chocolates cannot be compared... basic necessities like shelter.

b Translate into English:

- 1 Он интересовался вопросами мировой экономики.
- 2 Сравните эти данные с теми, что были опубликованы вчера.
- 3 Спрос на этот товар неуклонно рос.
- 4 Сейчас этот продукт уже не пользуется спросом.

Exercise 5

- a** Two managers are discussing a strike by lorry drivers working for road haulage companies. Complete the talk by using the verbs (given with Prepositions) in the right form:

to hope for to agree to to hear about to insist on to allow for
to depend on to wait for to think about to rely on

- A:** Have you (1) ... the road transport strike?
B: Yes, it's terrible. We (2) ... the drivers for all our components.
A: We should (3) ... using our own drivers.
B: That (4) ... whether they would be happy to drive during a strike.
A: We can (5) ... them meeting their contractual obligations.
B: Yes, but we have to (6) ... the problems they could meet with on the roads.
A: That (7) ... supporting the strike!
B: Perhaps. Anyway, we should have a meeting with our drivers and (8) ... a simple solution.
A: Yes, they might (9) ... move our components.
B: If not, we'll have to (10) ... the end of the strike.

- b** Think of your own family or the place where you work or where you study, or your country. Write seven sentences with *verb + preposition* combinations.



I. Англо-русский словарь экономической и околоделовой лексики

A

absentee [ˌæbsən'ti:]	прогульщик; лицо, отсутствовавшее при переписи или опросе
absenteeism	прогулы; отсутствие собственника
abuse	злоупотребление; злоупотреблять
accept [ək'sept]	принимать, одобрять, признавать
access	доступ
unobstructed access	беспрепятственный доступ (к рынку)
accommodate	приспосабливать; снабжать
account	счет (<i>бух.</i>); отчет (<i>фин.</i>)
accounts	отчетность
to credit an account	кредитовать счет
to debit an account	дебетовать счет
to draw up an account	выписывать счет
for smb's account	за чей-л. счет
to account for smth	отчитываться за; отвечать за; объяснять; приходить на долю
accountancy	бухгалтерский учет
accountant [ə'kauntənt]	сертифицированный бухгалтер
chief accountant	главный бухгалтер
achievement	достижение
acknowledgement	подтверждение
acknowledgement of debt	признание долга
acquire [ə'kwɪə]	приобретать, покупать
acquisition	приобретение (акций)
act	закон; документ; мероприятие
add	складывать, прибавлять
ad hoc (<i>лат.</i>)	специальный
ad hoc committee	специально созданный комитет
administer	управлять; осуществлять руководство; вести хозяйственные дела
admit	допускать, признавать, разрешать
adopt	принимать (<i>напр. план, рекомендации, отчет</i>)
advance	улучшение; рост; повышение (<i>цен</i>); увеличение; аванс; повышать(ся); увеличивать(ся)
advantage	преимущество
to take advantage of smth	воспользоваться чем-л.

adverse [ˈædvɜ:s]	пассивный (<i>о балансе</i>); неблагоприятный (<i>напр., о тенденции</i>)
advertise	рекламировать
advice	совет, консультация; извещение, уведомление; авизо
adviser	консультант
legal adviser	юрисконсульт
affair	дело, занятие, предприятие
business affair	деловое/коммерческое предприятие
affiliate	дочернее общество, компания-филиал; присоединять в качестве филиала
age	возраст; срок службы (<i>оборудования</i>); поколение (<i>демогр.</i>)
agent	агент, представитель, посредник
agree	соглашаться, договариваться; быть в соответствии, согласовываться, сходиться, совпадать
to agree with smb	договориться с кем-л.
to agree to smth	согласиться на что-л.
to agree (on) smth	согласовать что-л.
agriculture	сельское хозяйство; земледелие, агрономия
aid	помощь; помогать, оказывать помощь
alien [ˈeɪljən]	иностранец, подданный другого государства, проживающий в данной стране; иностранный; чужеродный
allocate [ˈæləkeɪt]	распределять, размещать, выдавать; ассигновывать
allow	разрешать, допускать; признавать; предоставлять скидку
allowance	разрешение, допущение; скидка; надбавка; денежное пособие
alter	изменять, перedelывать
amendment	исправление, добавление
amount [əˈmaʊnt]	количество; сумма; итог; составлять сумму; достигать
to amount to \$...	составлять ... долларов
analysis	анализ, исследование
analyst	исследователь, экономист-аналитик
annual	годовой, годичный
average annual	среднегодовой
appointment	назначение; договоренность о деловой встрече
appraisal	оценка, экспертиза; оценочная ведомость; аттестация

appreciate	повышать цену; высоко ценить, уважать
approach	приближение; подход к решению; метод, рассмотрение; подход; теория; приближаться, подходить
appropriate	соответствующий; присваивать, приобретать; предназначать; ассигновать, выделять
approval	одобрение; утверждение, визирование
area	площадь, район, участок; область (<i>применения</i>)
argue ['ɑ:gju:]	доказывать, утверждать; служить доказательством
arrange	устраивать, организовывать; договариваться
arrival	прибытие; миграция
arrivals	поступившие товары
article	предмет, товар, изделие; статья, пункт, параграф; устав; договор, соглашение
assess	оценивать, определять; облагать (<i>налогом</i>)
assets ['æsets]	актив(ы) (<i>баланса</i>); имущество, средства; актив(ы); капитал; фонды
assignment	назначение; задание; передача, переуступка
assurance	уверение, гарантия; страхование (<i>жизни</i>)
availability	наличие (<i>товаров, лиц</i>); пригодность; эксплуатационная готовность
average	средний; среднее число, средняя величина; вычислять среднее; составлять в среднем
B	
backing	субсидирование, финансирование, обеспечение, покрытие; поддержка
backlog	задолженность (<i>напр., по выпуску продукции</i>); невыполненные работы
backward	отсталый
bail	залог, поручительство; поручиться; поручитель
to let smb out on bail	отпустить кого-л. под залог
balance ['bæləns]	остаток, сальдо; равновесие; подводить итог; закрывать счета; уравнивать; компенсировать
balance sheet	баланс (<i>документ бух. отчетности</i>)
ban	запрещение; запрещать
to lift a ban	снимать запрет
bankrupt ['bæŋkrʌpt]	банкрот; неплатежеспособный
to go/become bankrupt	обанкротиться

bankruptcy	банкротство
bargain	торговая сделка, выгодная покупка; вести переговоры; торговаться
bargains	товары по сниженным ценам
bear (bore, borne)	нести, приносить
to bear expenses	нести расходы
to bear interest	приносить проценты
beneficial [ˌbenɪˈfɪʃl]	выгодный, полезный
benefit	прибыль, выгода; приносить прибыли; получать выгоду
bid	предложение цены; предложенная покупателем цена; торги; предлагать цену; принимать участие в торгах
board	орган управления, правление, совет; департамент; министерство
bond	облигация; закладная; долговое обязательство; долговая расписка
bookkeeper	счетовод; бухгалтер
boom	бум, процветание, быстрый подъем
boost	повышение; стимул, поддержка; повышать (<i>напр., цены</i>)
borrow	получать заем
borrowing	заем, кредит
branch	отрасль (<i>промышленности</i>); филиал, отделение
breach [brɪ:tʃ]	нарушение (<i>контракта</i>); разрыв
breakdown	разбивка на составляющие; поломка; подразделение
breed	порода; выращивать
breeder	селекционер; животновод
bribe	взятка, подкуп; давать взятку, подкупать
brisk	живой, оживленный (<i>спрос</i>)
budget [ˈbʌdʒɪt]	бюджет; финансовая смета; предусматривать в бюджете; ассигновать
capital budget	смета капиталовложений
draft budget	проект бюджета
emergency budget	чрезвычайный бюджет
expense budget	смета расходов
labour budget	смета по труду
operating budget	смета текущих затрат (<i>на производство</i>)
buoyancy	оживление
burden	груз, бремя
buy (bought, bought)	покупать
to buy out	выкупать
buy-out	выкуп (<i>компании</i>)

C

calculation

calculation of costs
calculation of interest
analytical calculations
approximate calculation
arithmethic calculations
checking calculation

cancel

capability

capabilities
capability to perform

capacity

capacity of market
credit capacity
production capacity
total capacity
yielding capacity

capital ['kæpɪtl]

working capital
intangible capital

interest-bearing capital
loan capital

care

maternity care
medical care

caretaker

cargo

carriage

carrier

carry-over

catering

cattle

cash

to pay cash

cede

challenge ['tʃælɪndʒ]

вычисление, подсчет, расчет; смета, калькуляция

смета расходов

расчет процентов

аналитические методы расчета

приближенное вычисление

арифметические расчеты

проверочный расчет

аннулировать, отменять; погашать

способность; максимальная производительность (*станка, оборудования*)

(потенциальные) возможности

способность производить продукцию; способность выполнять услуги

способность; техническая мощность; допустимая нагрузка; производительность

емкость рынка

кредитоспособность

производственная мощность

общая производительность

производительность; урожайность; выход сельскохозяйственной продукции

капитал; фонды

оборотный капитал

нематериальный капитал (*напр., репутация фирмы*)

капитал, приносящий проценты

заемный капитал

уход, содержание

социальное обеспечение материнства

медицинское обслуживание, здравоохранение

опекун, смотритель здания

(перевозимый) груз

транспорт; перевозка, транспортировка

перевозчик; транспортное судно

переходящий остаток (*бухг.*)

общественное питание

крупный рогатый скот

наличные

платить наличными (*не в кредит*)

уступать, передавать (*право*)

сложная задача, прроблема; вызов; ставить задачу; бросать вызов

chamber of commerce	торговая палата
channels of distribution	торговая сеть
charge	плата; сбор; тариф; начисление; взимать
to charge expenses to smb's account	отнести расходы на чей-л. счет
or:	
to charge smb's account with expenses	
charter ['tʃɑ:tə]	грамота; устав, уставный документ, содержащий согласие государственного органа на создание корпорации, компании, фирмы
circulation	обращение
to put into circulation	пустить в обращение
to withdraw from circulation	изъять из обращения
claim	требование, претензия; иск; рекламация
claimant	заявитель иска
clause	пункт, статья (<i>договора, контракта</i>)
clearance	таможенная очистка
climb	повышение (<i>напр., цен</i>); повышаться
coin	монета
coinage	чеканка монет
collapse	крах, крушение; потерпеть крах; рушиться
collateral	обеспечение, залог
collect	собирать; забирать; взимать (<i>напр., налоги</i>)
commodity [kə'mɒdɪtɪ]	товар, продукт
compete	конкурировать
competition	конкуренция
fierce competition	острая конкуренция
to face competition	столкнуться с конкуренцией
competitive	конкурентоспособный
complain	подавать рекламацию
complaint	рекламация; претензия, жалоба
to lodge a complaint	подавать рекламацию
concern	концерн, фирма, предприятие; участие; интерес
condition	условие, оговорка; обуславливать
in good condition	в хорошем состоянии
in working condition	в рабочем состоянии
confidence	достоверность; доверие
confidential	конфиденциально; не подлежащий разглашению
confirm	подтверждать
conformity	соответствие
in conformity with smth	в соответствии с чем-л.
consideration	рассмотрение, обсуждение

to be under consideration	находиться на рассмотрении
consign [kən'sain]	передавать, посылать
consignee	грузополучатель
consignor	грузоотправитель
constraint	ограничение
budget constraint	бюджетное ограничение
direct constraint	прямое ограничение
feasible constraint	допустимое ограничение
hard constraint	жесткое ограничение
soft constraint	нежесткое ограничение
construction	строительство; здание
construction in progress	незавершенное строительство
public construction	государственно-муниципальное строительство
residential construction	жилищное строительство
consumables [kən'sju:məblz]	потребительские товары
consumer	потребитель
consumption	потребление
convey	перевозить, транспортировать
cost(s)	расходы, издержки, затраты; себестоимость
cover	уплата, покрытие, обеспечение; страхование
crop	урожай; сельскохозяйственная культура
cereal crop	зерновая культура
feed crop	кормовая культура
currency	валюта
current	текущий, современный
curtail	сокращать, уменьшать
customer	покупатель, заказчик
customs	таможня
customs due(s)	таможенный сбор
customs duty	таможенная пошлина
cut	снижение, сокращение; снижать, сокращать
D	
dairy	молочное хозяйство, молочная ферма; молочный завод, маслобойня; молочный магазин
damage ['dæmɪdʒ]	ущерб, вред, повреждение; наносить ущерб
damages	возмещение ущерба; денежное возмещение
agreed and liquidated damages	заранее согласованные и оцененные убытки

data	данные, фактические сведения
collected data	сводка (данных)
forecasting data	данные прогноза
historical data	данные за прошлые годы
numerical data	числовые данные
sample data	выборочные данные
deadline	последний срок
deadline for tenders	последний срок подачи предложений
deal	некоторое количество; сделка
to deal with smb	иметь дело с кем-л.
to deal in smth	заниматься чем-л.
debt	долг, задолженность
bad debts	безнадежные долги
to be involved in debt	иметь задолженность
to write off debts	списывать долги
debtor	должник, дебитор
decline	падение, снижение, спад, понижение; па- дать, снижаться, понижаться
decrease <i>n.</i> ['di:kri:s]	уменьшение, сокращение; уменьшать(ся), <i>v.</i> [di'kri:s] сокращать(ся)
deduct	удерживать, вычитать
deed	дело, действие; документ, договор
to draw up a deed	составлять документ
defer	откладывать, отсрочивать; задерживать
deficiency	нехватка, дефицит; отсутствие
deficiency of demand	недостаточность спроса
degree	степень, уровень, порядок; звание, ученая степень
delay	задержка; задерживать; медлить
deliver	доставлять, поставлять
delivery	доставка, поставка
to take delivery	принимать поставляемый товар
demand [di'ma:nd]	спрос
to be in demand	пользоваться спросом
demography	демография
applied demography	прикладная демография
economic demography	экономическая демография
denial	отрицание
denial of export privileges	лишение права заниматься экспортной торговлей
denomination	достоинство (<i>купюры</i>)
density	плотность
depot	склад, хранилище, база
depot of supplies	снабженческий склад

depreciation	снижение стоимости; амортизация; амортизационные отчисления
detain	незаконно удерживать
deteriorate	ухудшаться, портиться
deviation	отклонение (<i>напр., от среднего значения</i>)
difference	разница, отклонение, отличительный признак
disability	нетрудоспособность
total disability	полная нетрудоспособность
disabled	выведенный из строя; нетрудоспособный
disbursement	расходы, издержки
discharge	разгрузка; выполнение обязательств; разгрузка(ся); выполнять обязательства
dispatch (despatch)	отправка; отправлять, посылать
displacement	отклонение, смещение, сдвиг; снятие (<i>с должности</i>)
disposal	передача, продажа, реализация
at smb's disposal	в чьем-л. распоряжении
dispose of smth	покончить, разделаться с чем-л.; ликвидировать
disposition	расположение; ликвидация
dispute	спор, конфликт
distribution	распределение, размещение (<i>напр., промышленности</i>)
disturbance	нарушение, расстройство; возмущение
draft	чертеж, план, эскиз, проект; делать чертеж; составлять план; составлять проект
draft contract	проект контракта
drop	падение, снижение; падать, снижаться
due	причитающийся сбор, пошлина
durables ['djuərəblz]	товары длительного пользования
E	
earn	зарабатывать; получать доход
earner	лицо, получающее заработную плату; источник дохода; статья экспорта
earnings	доход, поступления
ease	снятие ограничений, ослабление; снимать ограничения; облегчать
to ease customs formalities	упрощать таможенные формальности
efficiency	экономическая эффективность, производительность, результативность
employ [im'plɔɪ]	предоставлять работу, нанимать
employee	служащий, рабочий
employer	работодатель, наниматель
employment	занятость (<i>рабочей силы</i>)

encourage	поощрять, стимулировать
enhance	увеличивать, повышать
enterprise	предприятие, фирма, компания, хозяйство, отрасль (<i>вид хозяйства</i>)
entity	экономическая единица, экономический объект, самостоятельная хозяйственная единица
legal entity	юридическое лицо
entry	вступление (<i>в рынок, организацию</i>)
environment	окружающая среда; условия, обстановка
equipment	оборудование
industrial plant equipment	промышленное оборудование
loading equipment	погрузочное оборудование
manufacturing equipment	технологическое оборудование, производственное оборудование
service equipment	вспомогательное оборудование
equity ['ekwəti]	обыкновенная акция, доля акционера в капитале предприятия
error	ошибка
to discover an error	обнаружить ошибку
to rectify an error	устранить ошибку
estimate	оценка; подсчет; смета; оценивать; предварительно подсчитывать; составлять смету
evaluation	оценка; вычисление; определение стоимости
event	событие, явление
exacting	требовательный
examination	осмотр, проверка, ревизия, экспертиза; рассмотрение; экзамен
exceed	превышать
excess	избыток, излишек; превышение
in excess of	больше, сверх (<i>напр., нормы</i>)
exchange	обмен; биржа; иностранная валюта
executive	руководитель, администратор
exempt	освобождать; освобожденный
exempt from duties	беспошлинный
exempt from taxes	освобожденный от налогов
expenditure(s)	расходование; расход, затраты
gross expenditure(s)	общие (бюджетные) расходы
business expenditure(s)	расходы предпринимателя; торговые издержки
accrued expenditure	начисленные издержки
export(s) ['eksɒ:t(s)]	экспорт
export [ɪk'spɔ:t]	экспортировать
extend	продлевать, пролонгировать

to extend the validity of a letter of credit to extend a visa	продлевать аккредитив продлевать визу
F	
facility facilities	удобство; льгота; услуга (<i>денежные</i>) средства; сооружения, производственные мощности
factor efficiency factor market factor	производственный фактор, производственный ресурс коэффициент полезного действия фактор сбыта
factory	фабрика, завод, предприятие
fail	терпеть неудачу; становиться банкротом
failure ['feɪljə] to end in a failure	неудача, неблагоприятный исход закончиться неудачей
fair	ярмарка; выставка; сходный, приемлемый (<i>о цене</i>); честный, справедливый (<i>о сделке</i>); достаточный, значительный (<i>о количестве</i>)
fall	падение, понижение; падать, понижаться
feasible	практически выполнимый; годный, возможный
fee	вознаграждение, гонорар; взнос; сбор
figure ['fɪɡə]	цифра; величина; количественный показатель; диаграмма, рисунок
file	подшитые бумаги, дело; подшить бумаги в дело
finance	финансовое дело; финансы; финансировать
financier	финансист
finish	завершение; отделка
fiscal	фискальный; финансовый; бюджетный
flat	неоживленный, вялый, слабый (<i>о рынке, спросе</i>)
flexibility price flexibility strategic flexibility	гибкость, эластичность, подвижность эластичность цен гибкость стратегии
flourish	процветать, преуспевать
flow flow of capital cash flow	поток, прилив приток капитала движение ликвидности
fluctuation market fluctuations	колебание колебания цен на рынке
follow-up	плановый учет; календарный контроль; контроль сроков исполнения

forged	подделывать, фальсифицировать
forwarder	экспедитор; транспортное агентство
fraud [frɔ:d]	мошенничество
fringe	дополнение, придаток; дополнительные льготы
fund	запас, резерв, фонд
funds allocated to smth	фонды, предназначенные для чего-л.
fund for technological development	фонд технического развития
G	
gain	прибыль, доходы; прирост, увеличение; извлекать прибыль
capacity gain	прирост производственной мощности
capital gains	доходы от прироста капитала
gap	промежуток, интервал; расхождение, разрыв; дефицит
gear [giə]	механизм (<i>напр., экономического развития</i>)
goods	товар, товары; изделия; груз
short delivered goods	недоставка
goods sold	реализованный товар
grid	энергетическая система
ground	позиция, мотив, основание; грунт, земля
grow (grew, grown)	расти, увеличиваться (<i>об экономике</i>)
growth	рост, развитие, увеличение, прирост
guideline	руководящая линия, ориентир
H	
handle	управлять; регулировать; осуществлять контроль; производить транспортную обработку груза; грузить; выгружать
harvest	урожай; уборка урожая; убирать урожай
haul	перевозка, транспортировка; перевозить, транспортировать
heading	заголовок (<i>таблицы, графы</i>); статистическая группировка под данным заголовком
hire	наем; нанимать
to work for hire	работать по найму
hire-purchase	покупка товара с оплатой в рассрочку
hold	владение; владеть
honour a bill	оплатить счет
husbandary	домоводство; сельское хозяйство, земледелие; экономия, бережливость

I

idle	незанятый, безработный (<i>о рабочей силе</i>); свободный, незанятый (<i>о времени</i>)
impetus	стимул, толчок, побуждение (<i>напр., к ускорению экономического роста</i>)
implement	выполнять, приводить в исполнение, осуществлять
import(s) ['ɪmpɔ:t(s)]	импорт
import [ɪm'pɔ:t]	импортировать
income	доход(ы), поступления
income for life	доход, получаемый в течение жизни
income from business	доход от предпринимательства
earned income	доход от производственной деятельности
interest income	доход по процентам
gross income	валовой доход
net income	чистый доход
taxable income	налогооблагаемый доход
increase <i>n.</i> ['ɪŋkri:s]	рост, прирост, увеличение; увеличивать(ся), возрастать
<i>v.</i> [ɪn'kri:s]	увеличивать(ся) на 3% до 1 млн долл.
to increase (by) 3 per cent	
to \$1bn	
indicator	показатель
industry	промышленность
engineering industry	машиностроение
primary industry	добывающая промышленность
<i>or:</i> manufacturing industry	
secondary industry	обрабатывающая промышленность
<i>or:</i> process(ing) industry	
infringe	нарушать
input	ввод; вводимый ресурс; затраты
inquiry (enquiry)	запрос (<i>коммерческий</i>)
inspection	осмотр, проверка, инспектирование; до- смотр (<i>таможенный</i>)
insurance	страхование
insurance policy	страховой полис
insurance policy holder	держатель страхового полиса
interest	процент(ы), процентный доход; доля; ин- терес, заинтересованность
inventory	опись; инвентарная ведомость
invoice	счет-фактура
issue ['ɪʃu: / 'ɪʃju:]	выпуск, эмиссия; проблема; издание; вы- пускать, пускать в обращение
item	статья (<i>в счете, балансе</i>); статья (<i>экспорта, импорта</i>); пункт, позиция; вид товара; товар

J

job
jobbing
jump

дело, работа, сдельная работа
случайная работа
резкий рост, скачок

K

keep

держать, хранить; оставаться, продолжать;
вести (*счет*)

to keep a family

обеспечивать семью
знания

knowledge

to have inside knowledge

располагать ценной конфиденциальной
информацией

L

labour ['leibə]

труд, работа; трудиться

domestic labour

работа на дому

farmer's own labour

труд фермера

hand labour

ручной труд

or: manual labour

paid labour

оплачиваемый труд

lack

нехватка, недостаток, дефицит

lag

отставание, запаздывание; отставать, за-
паздывать

large-scale

крупномасштабный; большой, крупный

launch

начинать; предпринимать; выпускать

law [lɔ:]

закон, законодательство

layout

схема расположения, размещение, плани-
ровка; схема организации работ

leap

скачок

lease

аренда; сдача в аренду; сдавать в аренду;
брать в аренду

to hold the land by lease

иметь арендованную землю

leasehold

владение на основе аренды

legislation

законодательство, законодательная дея-
тельность

lend

ссуда, заем; ссужать, давать взаймы

level

уровень; выравнивать, сглаживать различия

critical level

критический уровень

mean level

средний уровень

data level

объем данных

levy ['levi]

сбор, налог; взимать налог; облагать налогом

liability

обязательства, долги, задолженность;

liabilities

пассив (*правая сторона бухгалтерского
баланса*)

listed	зарегистрированный на фондовой бирже
loan	заем, ссуда, кредит
loan agreement	кредитное соглашение
loss	потеря, убыток
to suffer losses	нести убытки
M	
maintain [mein'tein]	сохранять, поддерживать; утверждать
maintenance	сохранение, поддержание (<i>напр., темпов роста</i>); материально-техническое обеспечение; техническое обслуживание и текущий ремонт; эксплуатационные расходы
manufacturing	производство; промышленный, производственный; обрабатывающая промышленность
market	рынок; биржа; торговля
commodity market	товарная биржа
competitive market	рынок конкурирующих продавцов
external market	внешний рынок
internal market	внутренний рынок
means	средство, средства, способы
measure	мера, показатель
misappropriation	незаконное присвоение, растрата
money	деньги, платежное средство
ready money	наличные деньги
money laundering	отмывание денег
moneys	денежные суммы, различные виды валют
mortgage ['mɔ:gidʒ]	ипотека, залог, заклад; закладывать; получать ссуду под недвижимость
N	
need	нужда, необходимость
needs	потребности
to meet smb's needs	удовлетворять чьи-л потребности
negotiation(s)	переговоры
nonessentials	товары, не являющиеся предметами первой необходимости
O	
obligation	обязательство, обязанность
observation	наблюдение, исследование; результат наблюдения
obsolete	устаревший; вышедший из употребления
occupation	род занятий; владение
offer	предложение (<i>коммерческое</i>)

firm offer	твердое предложение
offer to the public	открытое для публики предложение цен- ной бумаги
officer	должностное лицо; служащий
order	порядок; приказ; заказ
out of order	неисправный
outflow	утечка, отток; вывоз
outgoings	расходы, издержки; платежи, переводы (<i>за границу</i>)
outlet	рынок сбыта
output	выпуск, продукция; производительность
output per unit of labour	выработка на единицу затрат труда
outstanding	неоплаченный, просроченный, невыпол- ненный
overcharge	завышенная плата, завышенный расход
overheads	накладные расходы
own	собственный; иметь в собственности
ownership	собственность; право собственности
private ownership	частная собственность
P	
packing	упаковка
packaging	расфасовка
panel	группа специалистов; список, перечень
panel discussion	беседа (специалистов) за круглым столом
partner	участник, компаньон, партнер
pattern	образец, модель; структура
pattern of calculation	схема вычислений
pass	записывать, заносить; проходить
pay	плата, выплата; оплачивать
payables	документы к оплате (<i>счета, векселя, чеки</i>)
payroll	платежная ведомость
percentage [pə'sentɪdʒ]	процент; доля, выраженная в процентах; процентное содержание
personnel [ˌpɜːsə'nel]	персонал, штат
operating personnel	обслуживающий персонал
planner	плановик
planners	планирующие органы
policy	политика, курс, стратегия
anti-recession policy	антикризисная политика
incomes policy	политика регулирования доходов
position	состояние, положение, позиция; запас, портфель; остаток, сальдо
power	способность, возможность; власть
premium	страховая премия, страховой взнос

price	цена; курс ценных бумаг
actual price	фактическая цена
proceeds	поступления, выручка
produce ['prodʒu:s]	продукция
produce [prə'dʒu:s]	производить, выпускать
production	производство, добыча; продукт; производительность
profit	прибыль, доход; получать прибыль
after-tax profit	прибыль после вычета налогов
net profit	чистая прибыль
expected profit	ожидаемая прибыль
reported profit	объявленная прибыль
retained profit	нераспределенная прибыль
property	собственность, имущество, земельная собственность; право собственности
proposal	предложение
purchase ['pɜ:tʃəs]	покупка, закупка; покупать, закупать
Q	
quality	качество
quantity	количество
quotation	предложение (<i>коммерческое, с ценами</i>), котировка (<i>бирж.</i>)
R	
raise	повышение, увеличение; повышать, увеличивать
to raise funds	собирать средства
rate	размер, норма; ставка; курс; темп; показатель
rate of exchange	обменный курс
ratio ['reɪʃiə]	относительный показатель, коэффициент; пропорция, доля
receipt	получение; квитанция
receipts	денежные поступления
recover	восстанавливать(ся), оживать(ся)
redundancy	чрезмерность, избыток (<i>напр., рабочей силы</i>)
regulation	регулирование; правило, инструкция
release	освобождение, выпуск, разрешение; публикация
rent	рента; арендная плата; сдавать в аренду; брать в аренду
requirement	требование; потребность
to meet requirements	удовлетворять требованиям

S

sack	увольнять
safe	сейф; безопасный, гарантированный
salary	оклад, жалованье (<i>служащих</i>)
sale(s)	продажа
discount sale(s)	продажа со скидкой
sample	образец, проба; отбирать образцы
sample of data	набор данных
save	экономить, сберегать; копить, откладывать
scale	масштаб, размер, охват
on a large scale	в большом объеме
scarcity ['skeəsɪtɪ]	недостаток, нехватка, дефицит
to contrive scarcities	намеренно создавать дефицит
schedule ['ʃədju:l]	расписание, график
to be ahead of schedule	опережать план/график; перевыполнять план
to maintain a schedule	выдерживать график
to be behind schedule	отставать от плана/графика
security	безопасность, надежность; гарантия, обеспечение
against security	под гарантию, под обеспечение
sell (sold, sold)	продавать(ся)
series ['sɪəri:z]	ряд, последовательность; серия, партия (<i>изделий</i>)
service	служба, работа, сфера деятельности; обслуживание, сервис
ready for service	готовый к эксплуатации
set	комплект, набор, ассортимент, партия (<i>изделий</i>)
set of spare parts	комплект запчастей
settlement	решение; заключение сделки; урегулирование; расчет, оплата, погашение
in full settlement	в окончательный расчет
share	доля, часть, участие, пай; акция
shareholder	акционер
ship	судно; отгружать
shop	лавка, магазин; цех
source [sɔ:s]	источник
source of funds	источник финансирования
spread	разница, разрыв
stock	запас(ы); ассортимент; инвентарь; склад (<i>готовых изделий или полуфабрикатов</i>); создавать запас(ы)
stock on hand	наличный запас

stock on order	заказанная продукция
out of stock	распродано
store	запас; склад; накапливать, запасть
stores	материально-производственные запасы; сырье и материалы
strike	забастовка
to be on strike	бастовать
supply	снабжение, поставка; снабжать, поставлять
surge	подъем, повышение; подниматься, повышаться
survey ['sɜ:veɪ]	обозрение, обзор, исследование; обследование, инспектирование, осмотр; обозревать; инспектировать
T	
take-over	слияние компаний, присоединение; взятие под свой контроль и управление
target ['tɑ:ɡɪt]	цель, задание; намеченная цифра
term	срок, период
terms of payment	условия платежа (<i>по контракту</i>)
terms of delivery	условия поставки (<i>по контракту</i>)
title	заглавие, название; титул; право на имущество
trade	торговля; торговать
transaction	дело, сделка, операция
transfer	передача; перевод
bank transfer	банковский перевод
turmoil ['tɜ:moil]	паника, неразбериха, кризис
U	
uncertainty	неопределенность, сомнительность
underpricing	установление цены, не покрывающей себестоимости
underwriter	поручитель-гарант; страхователь, страховщик
V	
valid	действительный, действующий
value ['vælju:]	ценность, цена, стоимость; ценить, оценивать
variable	переменная величина; количественный признак; переменный, изменчивый
W	
wage(s)	заработная плата (<i>рабочих</i>)
warehouse	(<i>товарный</i>) склад; складировать

warrantee [ˌwɒrən'ti:]

wholesaler

worth [wɜ:θ]

wreck

Y

year

year under review

or: year of account

basal/base year

budget year

business year

calendar year

commercial year

current year

financial/fiscal year

sample year

yield [ji:ld]

лицо, которому дается гарантия или поручительство

оптовый торговец

ценность; имеющий ценность

крушение, катастрофа

год

отчетный год

базисный год

бюджетный год

хозяйственный год; финансовый год

календарный год

финансовый коммерческий год (360 дней)

текущий год

финансовый год

год, выбранный для статистического исследования

урожай, урожайность; доход, выручка, прибыль

II. Наиболее употребительные неправильные глаголы

<i>Инфинитив</i>	<i>Прошедшее время</i>	<i>Причастие прошедшего времени</i>
to arise	arose	arisen
to be	was / were	been
to bear	bore	borne
to beat	beat	beaten
to become	became	become
to begin	began	begun
to blow	blew	blown
to break	broke	broken
to bring	brought	brought
to build	built	built
to burst	burst/bursted	burst/bursted
to catch	caught	caught
to choose	chose	chosen
to cling	clung	clung
to come	came	come
to cost	cost	cost
to do	did	done
to draw	drew	drawn
to drive	drove	driven
to fall	fell	fallen
to find	found	found
to fly	flew	flown
to forget	forgot	forgotten
to freeze	froze	frozen
to get	got	got
to give	gave	given
to go	went	gone
to grow	grew	grown
to hang	hung/hanged	hung/hanged
to hear	heard	heard
to hit	hit	hit
to hurt	hurt	hurt
to keep	kept	kept
to know	knew	known
to lead	led	led
to leave	left	left
to let	let	let

<i>Инфинитив</i>	<i>Прошедшее время</i>	<i>Причастие прошедшего времени</i>
to lose	lost	lost
to make	made	made
to pay	paid	paid
to put	put	put
to read	read	read
to rise	rose	risen
to run	run	run
to say	said	said
to see	saw	seen
to set	set	set
to shake	shook	shaken
to shine	shone/shined	shone/shined
to show	showed	shown/showed
to sit	sat	sat
to speak	spoke	spoken
to spring	sprang/sprung	sprung
to steal	stole	stolen
to swear	swore	sworn
to swing	swung	swung
to take	took	taken
to teach	taught	taught
to tear	tore	torn
to tell	told	told
to think	thought	thought
to wake	woke/waked	woke/waked/awoken
to write	wrote	written

III. Особенности употребления некоторых глаголов

1 Глагол to be выполняет в предложении различные функции:

- (1)** Глагол-связка:
We are keen to start the campaign.
- (2)** Вспомогательный глагол, употребляющийся для образования продолженных времен (Present Continuous, Past Continuous, Future Continuous):
We are approaching a number of new suppliers.
- (3)** Вспомогательный глагол, употребляющийся для образования страдательного залога глаголов:
The prototype is being tested at the moment.
- (4)** Эквивалент модального глагола must, выражающий долженствование в соответствии с планом, графиком, документом:
The meeting is to start at 9.00.
- (5)** В составе конструкции there is:
There have been a lot of doubts.
- (6)** В составе конструкции to be due to do smth:
The first of six tourist villages is due to open at the end of the year.

2 Глагол to have выполняет в предложении следующие функции:

- (1)** Смысловой глагол (иметь)
We didn't have enough time to check the figures thoroughly.
Do you have a representative in Spain?
- (2)** Вспомогательный глагол, употребляющийся для образования совершенных времен (Present Perfect, Past Perfect, Future Perfect):
We have considered your offer.
- (3)** Вспомогательный глагол, используемый для образования перфектного инфинитива:
They are understood to have taken over the company.
- (4)** В сочетании have got, которое также имеет значение «иметь», но обычно употребляется в разговорной речи:
We have now got a very good team working on the problem.
Have you got any questions?
- (5)** Эквивалент модального глагола must, выражающий долженствование в силу сложившихся обстоятельств или установленных правил:
We had to stay for another hour at the office.
They have to pay this duty.

3 Глагол shall выполняет в предложении следующие функции:

- (1) Вспомогательный глагол, используемый для образования будущих времен в 1-м лице единственного и множественного числа (хотя очень часто в этих случаях употребляется глагол will):
We shall contact you next week.
- (2) Модальный глагол, выражающий долженствование в соответствии с документом и употребляющийся в основном в письменной речи:
The payment shall be made through the Chase Manhattan Bank.

4 Глагол should выполняет в предложении следующие функции:

- (1) Вспомогательный глагол, используемый для образования будущих времен в 1-м лице единственного и множественного числа, при соблюдении правил согласования времен:
I remembered I should have a holiday in May.
- (2) Модальный глагол, выражающий совет, рекомендацию:
You should read his article in the latest issue of The Economist.
They should have seen this documentary yesterday.

5 Глагол will выполняет следующие функции:

- (1) Вспомогательный глагол, используемый для образования будущих времен:
We hope the economy will recover next year.
- (2) Модальный глагол, выражающий просьбу:
Will you repeat it, please?

6 Глагол would выполняет следующие функции:

- (1) Вспомогательный глагол, используемый для образования будущих времен, при соблюдении правил согласования времен:
He wrote he would be unable to take part in the conference.
- (2) Модальный глагол, выражающий убедительную просьбу:
Would you help me, please?
Would you mind opening the window?

7 Глагол to do может выполнять в предложении следующие функции:

- (1) Смысловой глагол (делать):
They did the work very quickly.
- (2) Вспомогательный глагол, используемый для образования простых времен (Present Simple, Past Simple) в вопросительной и отрицательной форме:
Do you know the official name of the company?
We did not expect the discussion to be long.

(3) Вспомогательный глагол, используемый для усиления значения основного глагола:

I do know these figures.

These goods and services do have a value.

8 Глагол to do (в качестве смыслового глагола) и **глагол to make** часто переводятся на русский язык как «делать». Однако они не являются взаимозаменяемыми. Следует помнить, что выбор глагола определяется последующим существительным:

to do	translation	to make	analysis
	(the) accounts		(an) apology
	(the) budget		(an) appointment
	business		arrangements
	damage		(a) budget
	(an) exercise		(a) choice
	(a) favour		(a) complaint
	(the) forecast		(a) decision
	good		(an) effort
	harm		(an) enquiry
	(a) job		(an) excuse
	repairs		(a) forecast
	(a) service		impression
	work		(a) loss
	wrong		(a) mistake
			money
			(an) offer
			(a) profit
			progress
			(a) report
			(a) transfer
			(a) trip

Кроме того, глагол часто употребляется в конструкции to make smth simple/difficult/necessary...:

The new rules make it easier for investors to compare the financial opportunities of companies.

9 Глагол to need (нуждаться) может употребляться как смысловой глагол и как модальный глагол:

Смысловой глагол:

They need to raise the money.

Does he need to leave soon?

He didn't need to have this paper.

Foreign investment will be needed.

Did they need any extra funds?

They did not need these spare parts.

Модальный глагол:

You needn't do this work now.

We needn't be present at the tests.

I needn't have come to the office yesterday.

I could have worked at home.

- 10 Глаголы to raise (повышать), to rise (повышаться) и to arise (возникать)** употребляются по-разному, так как to raise является переходным глаголом (и требует употребления прямого дополнения), а два других являются непереходными:

to raise

The bank has raised interest rates by 1 per cent.

A tariff raises the price of a foreign good in the home market.

to rise (rose, risen)

Interest rates rose by 2 per cent last year.

Costs continue to rise.

to arise (arose, arisen)

A problem has arisen at the plant.

A new difficulty has arisen.

- 11 Глаголы to say, to tell, to speak**, близкие по значению, употребляются в следующих конструкциях:

to say (to somebody) something

He said he would take up this appointment at the beginning of the year.

to tell somebody something

He told us that the project was coming along well.

to speak (to/with somebody) about something

to speak English / Russian / French

to speak slowly, at the conference, for an hour

Can I speak to Mr Brown, please?

Do you speak English?

He spoke at the conference for a few minutes.

12 Глаголы «говорения»

to accept	to add	to affirm	to agree	to allege
to announce	to answer	to argue	to assert	to claim
to comment	to communicate	to convey	to declare	to demonstrate
to disclose	to discuss	to divulge	to emphasise	to explain
to highlight	to imply	to indicate	to inform	to maintain
to notify	to prove	to recount	to reply	to report

to restate	to reveal	to say	to show	to speak
to state	to stress	to suggest	to talk	to transmit
to tell				

13 Глаголы, передающие смысл высказываний

to convince	to encourage	to entreat	to invite	to motivate
to persuade	to threaten	to urge	to warn	

14 Глаголы, выражающие указания

to brief	to command	to direct	to instruct	to request
to require	to tell (smb to do smth)			

15 Глаголы, выражающие просьбу

to ask	to beg	to call for	to implore	to invite
to press	to urge			

16 Глаголы, передающие вопросы

to ask	to demand	to examine	to inquire	to investigate
to query	to question			

IV. Слова и выражения, используемые для определенных целевых высказываний

- 1 Следствие**
therefore so accordingly consequently
as a consequence / result hence (*formal*) thus (*formal*)
because of this that's why (*informal*)
- 2 Контраст**
yet however nevertheless still
but even so all the same (*informal*)
- 3 Условие**
if provided (*formal*) unless then in that case
- 4 Сравнение**
similarly in the same way
- 5 Уступка**
anyway at any rate
- 6 Противоречие**
in fact actually as a matter of fact indeed
- 7 Выбор**
instead alternatively
- 8 Добавление**
also in addition moreover furthermore
besides too what's more (*informal*)
- 9 Суммирование**
to sum up then in brief/short
- 10 Заключение речи**
in conclusion finally lastly to conclude
- 11 Подразумеваемое значение**
in other words that means namely that is to say or other
- 12 Примеры**
for example for instance say such as
as follows (*written*) e.g. (*formal and written*)
- 13 Выделение отдельных моментов**
in particular in detail especially notably
chiefly mainly
- 14 Обычность**
usually normally as a rule in general
for the most part in most cases on the whole
- 15 Очевидность**
obviously naturally of course clearly

V. Изображение и описание графиков, диаграмм, таблиц, рисунков

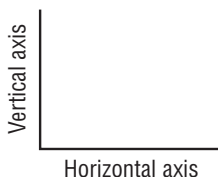
1 The different types of lines in graphs:

———— a solid line

----- a broken line

..... a dotted line

2 The names of the axes on a graph:



The vertical axis is also called the y axis.

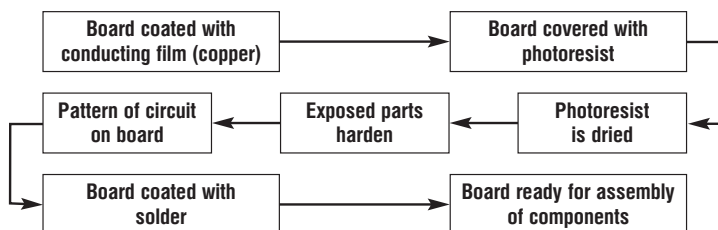
The horizontal axis is also called the x axis.

3 The different types of graphics:

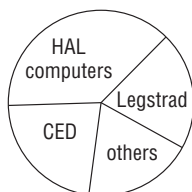
(1) A graph



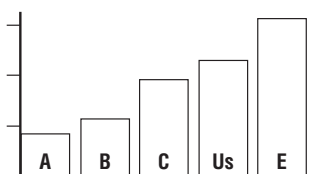
(2) A flow chart



(3) A pie chart



(4) A bar chart

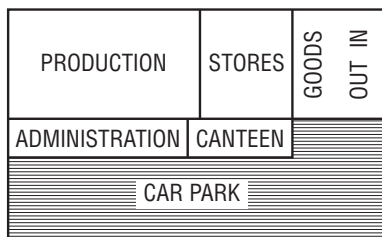


(5) A table

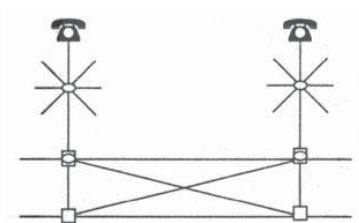
Government spending as a percentage of national income in...

<i>Country</i>	<i>Purchase of goods and services</i>	<i>Transfer payments</i>	<i>Debt payments</i>	<i>Total</i>
	%	%	%	%
UK	23.0	17.2	5.1	45.3
Japan	14.9	12.7	4.6	32.2
United States	20.1	12.2	4.8	37.1
Italy	27.0	23.0	9.2	59.2

(6) A plan



(7) A diagram



(8) A drawing or illustration



4 Describing graphs

(1) Going up

to go up	to take off	to shoot up	to soar	to jump
to increase	to rise	to grow	to improve	to rocket
an increase	a rise	a growth	an improvement	
an upturn	a surge	an upsurge	an upward trend	

(2) Going down

to go/to come down	to fall	to fall off	to drop
to slump	to decline	to decrease	to plummet
to shrink		to slip	
a fall	a decrease	a decline	a drop
a downturn	a downward trend		

(3) No change

to remain stable
to remain constant

to level off
to stagnate

to stay at the same level
to stabilise

(4) At the top

to reach a peak

to pick

to top out

(5) At the bottom

to reach a low point

to bottom out

to recover

(6) Degrees of changes

Adjectives: dramatic, considerable, sharp, significant, substantial, moderate, slight

Adverbs: dramatically, considerably, sharply, significantly, substantially, moderately, slightly

(7) Speed of change

abrupt
gradual

sudden
slow

rapid

quick

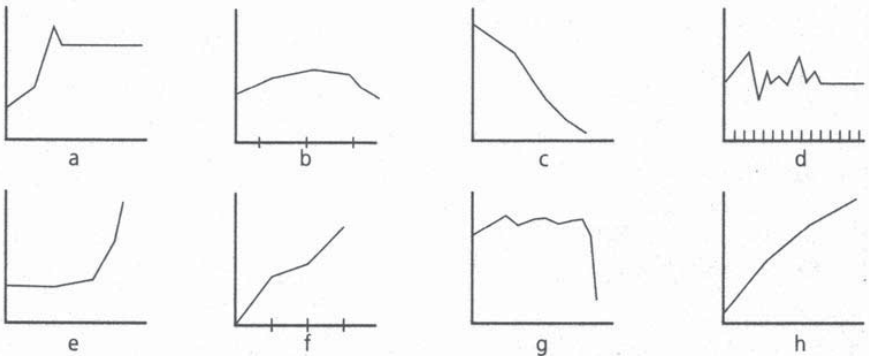
steady

(8) Prepositions

to rise from \$1m to \$3m
to fall (by) 30%

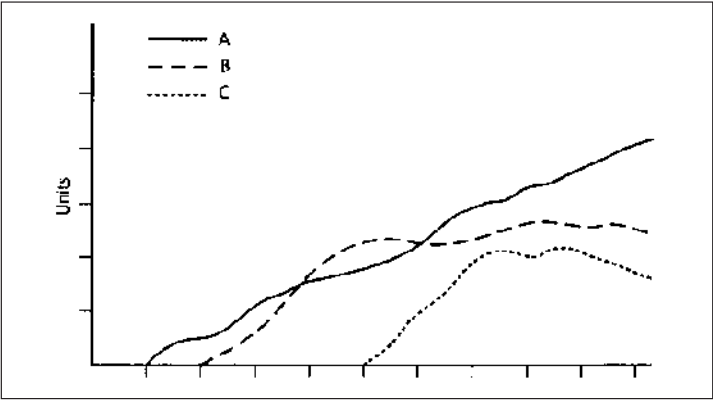
to increase (by) 50%
an increase of 7.5 per cent over last year

5 Example 1



- a** The share price reached a peak before falling a little and then maintaining the same level.
- b** Sales of Product A fell slightly in the final quarter.
- c** The value of the shares has shown a steady decline.
- d** The Research and Development budget has stabilised over the past few years.
- e** The level of investment rose suddenly.
- f** At the end of the first year sales stood at 50 per cent of the present level.
- g** The sudden collapse in share prices has surprised everyone.
- h** There has been a steady increase in costs over several years.

6 Example 2



- (1) The graph compares the performance of three products, A, B and C.
- (2) The horizontal axis shows time over ten years.
- (3) The vertical axis shows the volume of sales in number of units.
- (4) Product A is represented by the solid line.
- (5) The performance of Product B is shown by the broken line.
- (6) You can see the performance of Product C in the dotted line.
- (7) Clearly Product A is the most successful product.
- (8) Sales of Product B have maintained the same level in recent years.
- (9) Sales of Product C gave declines.
- (10) Product A has shown a steady rise.

VI. Ключи к упражнениям

Unit 1

Ex. 2

- 1 create
- 2 produces/produce
- 3 helps
- 4 grow
- 5 includes
- 6 requires
- 7 believe

Ex. 3

- 1 supplies/supply
- 2 develops/develop
- 3 employs/employ
- 4 work
- 5 uses/use

Ex. 5

- 1 does not operate/do not operate
- 2 does not serve
- 3 do not refuse
- 4 do not cut
- 5 do not fear
- 6 do not expect
- 7 do not want

Ex. 7

- 1 What increase does the gross domestic product figure show?

- 2 Do they sometimes publish unauthorised information?
- 3 How many EU's leading vehicle-makers does the Association group?
- 4 Who suggests a rating by car size?
- 5 Do Chinese officials now see a pressing need to secure long-term gas supplies?
- 6 Does the production depend on many factors?

Unit 2

Ex. 2

- 1 is
- 2 is
- 3 are
- 4 is/are
- 5 is/are
- 6 are
- 7 is/are

Ex. 8

- 1 is , runs
- 2 is/are , wants/want
- 3 do not think, are
- 4 is, expects
- 5 start, are
- 6 is, runs

Ex. 9b

- 1 g
- 2 a
- 3 f
- 4 e
- 5 b
- 6 c
- 7 d

Unit 3

Ex. 2

- reported
climbed
fell
set up
rose

Ex. 5

- When did negotiations
with... begin?

We started...

And did you reach agreement...?

At first we approached the
American company and we
put forward some...

Did you have any...?

No, as you know, we met...
and we reached agreement...

Ex. 9b

- 1 e
- 2 g
- 3 h
- 4 c
- 5 f
- 6 b
- 7 a
- 8 d

Unit 4

Ex. 2

- 1 will do
- 2 will try
- 3 will be
- 4 will force
- 5 will drop

6 will visit

7 will help

Ex. 8b

- 1 c
- 2 a
- 3 g

4 b

5 d

6 e

7 h

8 f

Unit 5

Ex. 3

- 1 depresses
- 2 abandons
- 3 agrees
- 4 moderate

- 5 prove, will follow
- 6 are, will get
- 7 ignore, will/shall take
- Ex.5b**
- 1 c

- 2 d
- 3 a
- 4 e
- 5 b

Unit 6

Ex. 7b

- 1 c
- 2 f

- 3 h
- 4 b
- 5 a

- 6 d
- 7 e
- 8 g

Unit 7

Ex. 1b

- 1 c
- 2 d
- 3 e
- 4 a
- 5 b

Ex. 2

- 1 are modernising, (are) building

- 2 is/are suffering
- 3 is increasing
- 4 is increasing
- 5 is improving
- 6 is/are working
- 7 is/are examining
- 8 is gaining
- 9 are still standing

Ex. 6b

- 1 b
- 2 g
- 3 d
- 4 e
- 5 f
- 6 c
- 7 a

Unit 8

Ex. 3

- 1 owns
- 2 are building
- 3 think
- 4 are reporting
- 5 is aiming

- 6 wants
- 7 increase, are increasing
- 8 does not borrow, borrow/are borrowing
- 9 is not performing

Ex. 5b

- 1 f
- 2 d
- 3 a
- 4 b
- 5 c
- 6 e

Unit 9

Ex. 5

- 1 Are they really going to provide...?
- 2 Who is going to make...?
- 3 When are they going to set...?
- 4 Where is the government going to establish...?

- 5 With whom is the company going to replace...?
- 6 Why is the board going to entrust...?
- 7 What are they going to insist on?

Ex. 7b

- 1 c
- 2 a
- 3 b
- Ex. 9**
- 1 c
- 2 b
- 3 a

Unit 10

Ex. 3

- 1 What were they discussing at the moment?
- 2 With whom was the company simultaneously having negotiations?

- 3 Was the market expanding very quickly?
- 4 What market was growing at a high pace?
- 5 Was the company recovering very slowly?

- 6 Were the prices steadily increasing during this period?
- 7 With whom were they negotiating this time last year?

Ex. 7a

were working
hit
slipped
fell
tried

lost
was not wearing
was working
was raining

Ex. 8b

1 b

2 e

3 f

4 a

5 g

6 c

7 d

Unit 11

went out of business

has been

Ex. 3

reported
have seen
has risen
has fallen
have gone up

Ex. 5

have been
has suffered
have experienced
have already seen

Ex. 8

1 b

2 b

3 a

4 c

Unit 12

9 had maintained

refrained from...?

Ex. 7

1 Had they really refused to provide...?
2 Who had called for...?
3 In what money market had the pressure been very strong?
4 Why had the Bank

5 What had the company confirmed?

Ex. 9b

1 c

2 a

3 e

4 b

5 d

Unit 13

7 have been accumulating
8 have been retiring
9 have been disputing

7 How long have these builders been constructing this hotel?

Ex. 5

1 What company has been delivering decent growth...?
2 How long have they been trying to solve...?
3 Who has been stoking...?
4 What area have they been developing since then?
5 What authorities have been working with this developer...?
6 How long has the exhibition centre been arranging fairs here?

Ex. 10

We have been advertising for six months in national newspapers. We have interviewed five candidates but we have not been able to fill the position.
This month we have placed an advertisement in the Sales & Marketing Journal. We have talked to the 'Head Hunting' agency. This seems to be an increasingly probable solution. Any comments?

Ex. 1

1 period
2 completion
3 period
4 completion
5 completion
6 period
7 completion
8 period
9 period

Ex. 3

1 has been liberalising
2 has been pushing
3 has been rising
4 has been taking
5 has/have been concentrating
6 has/have been selling off

Unit 14

Ex. 1

- 1 I
- 2 T
- 3 T
- 4 I
- 5 I
- 6 T
- 7 I
- 8 T
- 9 T
- 10 T

Ex. 3c

- 1 is going to raise

- 2 will increase
- 3 are paying
- 4 will worsen
- 5 said, would be

Ex. 5

- 1 b
- 2 a
- 3 e
- 4 c
- 5 d
- 6 g
- 7 f

Ex. 9

- 1 First we load the goods onto the lorry.
- 2 After that the lorry takes the goods to the port.
- 3 Then the driver hands over the docket.
- 4 Next, the customs sign the docket.
- 5 The driver keeps the docket.
- 6 Finally we file the docket.

Unit 15

Ex. 7

- 1 Are many companies invited to participate in tenders?
- 2 When are participants announced?
- 3 How are such goods usually paid for?
- 4 In how many copies is the contract made?

- 5 How quickly is the delivery usually made?

Ex. 9

- 1 is made up
- 2 is made
- 3 is powered
- 4 is operated
- 5 are taken
- 6 is transmitted

- 7 are displayed

- 8 are stored

Ex. 11

- 1 c (are poured)
- 2 b (are mixed, is added)
- 3 a (is heated, is left)
- 4 e (is poured)
- 5 d (are closed, are applied, are conveyed)

Unit 16

Ex. 3

- 1 was denied
- 2 was accounted
- 3 rooted
- 4 was supported
- 5 were sold
- 6 was compared
- 7 were put up

Ex. 5

- 1 Private enterprise was limited to a small area in the economy.
- 2 The citizens were permitted to have personal property.
- 3 The economy was planned over a number of years.

- 4 Large numbers of workers were provided for the ten new factories.
- 5 The whole economic effort of the nation was organised.
- 6 Extra liquidity was provided.
- 7 Revenue of €2.9bn was generated.

Unit 17

Ex. 1

- 1 will be abused
- 2 will be created
- 3 will be tightened
- 4 will be maintained
- 5 will be invited
- 6 will be approved
- 7 will be launched
- 8 will be measured
- 9 will be focused

Ex. 3

- 1 will be hit
 - 2 will be encouraged
 - 3 will be sent
 - 4 will be covered
 - 5 will be set up
 - 6 will be proposed
 - 7 will be exhibited
- ### Ex. 5
- 1 will be appointed
 - 2 is engaged
 - 3 will be rebalanced

- 4 will be verified
- 5 is done, will be advised
- 6 is made
- 7 will be signed

Ex. 9b

- 1 c
- 2 a
- 3 f
- 4 b
- 5 d
- 6 e

Unit 18

Ex. 3

- 1 have started
- 2 have been interrupted
- 3 have been criticised
- 4 have been planned
- 5 have looked
- 6 has grown

- 7 has been released

Ex. 6

- 1 has been reported
- 2 have been launched
- 3 has been marketed
- 4 have been removed
- 5 has been rejected

- 6 have been contacted

- 7 has been delayed

Ex. 9b

- 1 c
- 2 d
- 3 b
- 4 a

Unit 19

Ex. 3

- 1 was
- 2 had slowed down
- 3 had gone up
- 4 had climbed

- 5 was

- 6 had not published

Ex. 7a

- 1 had been regarded
- 2 had been cited

- 3 had been offered

- 4 had been referred

- 5 had been appointed

Unit 20

Ex. 2

- 1 had indicated
- 2 had increased
- 3 had raised
- 4 had recovered
- 5 had suffered

- 5 would be

Ex. 4

- 1 reminded
- 2 said
- 3 warned
- 4 believed
- 5 asked

- 4 was also

- 5 promised

- 6 was not very happy

Ex. 7b

- 1 b
- 2 a
- 3 e
- 4 c
- 5 d

Ex. 3

- 1 would seek
- 2 would list
- 3 would hit
- 4 would take

Ex. 5b

- 1 there were
- 2 had not been
- 3 had been

Unit 22

Ex. 7

- 1 to be late

- 2 to postpone

- 3 to put up

- 4 to take part

- 5 to be

Unit 23

Ex. 3a

- 1 fail
- 2 follows
- 3 wish
- 4 have
- 5 have

Ex. 4a

- 1 Should the policyholder wish to extend this policy, he must notify the company before the policy expiry date.
- 2 Should the policyholder not contact the company before the expiry date,

the company shall be entitled to terminate the agreement.

- 3 Should the policyholder subsequently decide to renew the policy, the company will be entitled to charge an introductory fee.
- 4 However, should the company decide not to renew the policy, for whatever reason, they must inform the policyholder within seven days.

- 5 Should the company not inform the policyholder within the specified time, they may not refuse to renew the policy.
- 6 The company may terminate the contract should the policyholder:
 - a not disclose all the relevant information;
 - b not complete all the sections;
 - c fail to pay the full premium by the agreed time.

Ex. 6

- 1 d
2 c
3 a
4 f

5 b

6 e

Ex. 7b

- 1 e
2 a

3 d

4 c

5 b

Ex. 7

- 1 If the sales are poor we will change the distribution network.
If the sales were poor we would change the distribution network.
If the sales had been poor we would have changed the distribution network.
- 2 If there is high demand overseas we will increase the Export Sales team.
If there were high demand overseas we would increase the Export Sales team.
If there had been high

demand overseas we would have increased the Export Sales team.

- 3 If there is a world recession there will be a drop in the world market.
If there were a world recession there would be a drop in the world market.
If there had been a world recession there would have been a drop in the world market.

Ex. 8

- 2 If you stopped work there would be no protection for your family.

- 3 If you spent a period in hospital you would have no cover for hospital fees.
- 4 If your house caught fire you would have insufficient cover to replace lost items.
- 5 If you had a road accident you would not be covered for legal expenses.
- 6 If (the worst happened and) you died you would have no life assurance.
- 7 If you had no life assurance your family would be left with no money.

Unit 25**Ex. 3**

- 1 guarantee
2 sell
3 install
4 happen
5 take
6 launch
7 meet

Ex. 5

- A: Can I see you next week?
B: Of course you can. Could you come on Monday?
A: No, sorry, I can't come

then. If it is okay with you, I could come on Tuesday.

B: Excellent. Can you confirm by fax?

A: Certainly. I can do that now. Oh, another question. Could I bring my colleague, Mr Lee Wang?

B: Of course you can. I look forward to meeting him.

A: Thank you very much.

See you next week.

Ex. 8

- 2 They can find the theory difficult.
- 3 The manager told Pietro that he could do the course.
- 4 After the course you can carry out major maintenance.
- 5 This course was not available last year so Gautier couldn't have

Unit 26**Ex. 3**

- 1 be spent or saved
2 be borrowed
3 buy
4 be classified
5 divide
6 obtain
7 be used

8 be endangered

9 trigger

Ex. 5

- 1 d
2 b
3 c
4 a
5 e

Ex. 9b

- 1 g
2 f
3 a
4 b
5 c
6 e
7 d

Unit 27

Ex. 9b

- 1 j
- 2 a
- 3 b

- 4 e
- 5 g
- 6 d
- 7 i

- 8 c
- 9 f
- 10 h

Unit 28

Ex. 3

- 1 Obviously we mustn't pollute rivers.
- 2 We needn't build an expensive purification plant.
- 3 We must make small changes in production methods.

Ex. 5

We had to look at our pro-

duction control procedures. We didn't need examine every step in the process, but we had to ask all employees how we could improve the system. Of course, the management fixed the rules: but we had to implement them.

Ex. 7

- 1 must have finished

- 2 needn't pay
- 3 must reduce
- 4 must continue
- 5 had to replace
- 6 have to, had to

Ex. 11b

- 1 b
- 2 c
- 3 f
- 4 e
- 5 a

Unit 29

Ex. 1b

- 1 should wait for Peter.
- 2 should be along any moment.
- 3 should be staying all morning.
- 4 should show her the report.
- 5 she would look at the report in the afternoon.
- 6 shouldn't say anything about the report until Peter came.
- 7 that should it be contro-

versial Peter would want to be the first to know.

Ex. 3

- 1 B
- 2 A
- 3 C
- 4 E
- 5 F
- 6 D

Ex. 4

- 1 Shall we have some lunch now?
- 2 Should we change the schedule?
- 3 You shouldn't continue

with this.

- 4 She should arrive at about 5 o'clock.
- 5 The report should be good.
- 6 Should you want to see the machine in operation, please contact us.

Ex. 7a

- 1 use
- 2 accept
- 3 be
- 4 serve
- 5 try

Unit 31

Ex. 3

- 1 to become
- 2 to stand down
- 3 to allow
- 4 to implement
- 5 to grow
- 6 to overhaul
- 7 to lead

- 8 to be sold

Ex. 6

- 1 b
- 2 a
- 3 c

Ex. 7a

- 1 to reach
- 2 to want

- 3 to tell
- 4 to discuss
- 5 to agree
- 6 to clarify
- 7 to take on
- 8 to resolve

Unit 32

Ex. 4a

- 1 to sell

- 2 to rewrite
- 3 to collapse

- 4 to focus
- 5 to relax

- 6** review
7 to respect
8 to increase

Ex. 5

- 1** is expected
2 is expected
3 are likely
4 to be discussed
5 are considered
6 to be based

Ex. 3

- 1** targeted
2 based

Ex. 3a

- 1** launching
2 criticising
3 citing
4 flying
5 causing

Ex. 3a

- 1** accounting
2 having
3 approaching

Ex. 2a

- 1** reading
2 reporting
3 recalling
4 restoring

Ex. 1

- 1** exploiting
2 rejecting
3 shipping
4 paying
5 issuing

Ex. 6

- 1** b

- 9** to advance
10 to come

Unit 33

- 7** to have increased

Ex. 6

- 1** b
2 a
3 e
4 c
5 d

Unit 34

- 3** owned
4 displaced
5 listed

Unit 35

Ex. 6

- 1** b
2 g
3 a
4 f
5 d
6 e

Unit 36

Ex. 5b

- 1** d
2 c
3 e

Unit 37

- 5** taking

Ex. 5a

- 1** introducing
2 doubling

Unit 38

- 2** d
3 e
4 i
5 f
6 c
7 j
8 a
9 g

Ex. 7b

- 1** b
3 d
2 c
4 a

Ex. 7b

- 1** b
2 a
3 f
4 c
5 d
6 e

- 6** reported
7 controlled

- 7** c

Ex. 9b

- 1** b
2 d
3 e
4 a
5 c

- 4** a
5 b

- 3** developing
4 advertising
5 subsidising
6 losing
7 reducing

- 10** h

Ex. 7b

- 1** primary
2 trading – intermediate
 tertiary, teaching – final
 tertiary, building – sec-
 ondary
3 making things

- 4** providing goods
5 heavy industries

Ex. 9b

- 1** d
2 a
3 b

- 4** g
5 f
6 e
7 c

Unit 39

Ex. 2b

- 1** b
2 a
3 d
4 f
5 c
6 e

Ex. 4b

- 1** b
2 d
3 a
4 c

Ex. 6a

- 1** d

- 2** e
3 f
4 g
5 a
6 b
7 c

Unit 40

Ex. 5a

- 1** f
2 a
3 d

- 4** b
5 c
6 e

Ex. 6b

- 1** slide
2 rise
3 report

Unit 41

Ex. 3b

- 1** is
2 was
3 has helped
4 it
5 is

Ex. 4a

- 1** c
2 e

- 3** a
4 f
5 d
6 g
7 b

Ex. 4b

- 1** wages
2 returns
3 returns

- 4** data
5 was
6 is

Ex. 5a

- 1** c
2 d
3 e
4 b
5 a

Unit 42

Ex. 4b

- 1** c

- 2** d
3 b

- 4** a

Unit 43

Ex. 2b

- 1** b
2 f
3 a
4 c
5 d
6 e

Ex. 3c

- 1** d
2 b

- 3** c
4 f
5 e
6 a

Ex. 4a

- 1** c
2 a
3 b

Ex. 4c

- 1** a ten-day holiday

- 2** a two-year period
3 a ten-minute break
4 a forty-five minute lesson

Ex. 6a

- 1** park
2 production
3 loading
4 despatch
5 storage
6 administration

Unit 44

Ex. 3a

- 1 b
- 2 a
- 3 f
- 4 e
- 5 d
- 6 c

Ex. 4a

- 1 c
- 2 e
- 3 a
- 4 b
- 5 d

Ex. 5b

- 1 simplification
- 2 classification
- 3 purification
- 4 notification
- 5 clarification

Unit 45

Ex. 3a

- 1 a
- 2 e
- 3 d
- 4 c
- 5 b
- 6 g

7 f

Ex. 4

- 1 b
- 2 d
- 3 f
- 4 e
- 5 c

6 a

Ex. 6b

- 1 b
- 2 a
- 3 e
- 4 c
- 5 d

Unit 46

Ex. 1a

- 1 a
- 2 a
- 3 a
- 4 a
- 5 an
- 6 a
- 7 an
- 8 a
- 9 a

Ex. 2a

- 1 a
- 2 a
- 3 a
- 4 —
- 5 —
- 6 —
- 7 —
- 8 a
- 9 —

Ex. 5a

- 1 the
- 2 the
- 3 the
- 4 the
- 5 —
- 6 the
- 7 the

Unit 47

Ex. 1a

Countable nouns:

- | | |
|---------|------------|
| mine | miner |
| price | time (раз) |
| policy | economy |
| rate | surplus |
| deficit | market |
| bank | currency |
| lender | borrower |
| risk | increase |
| fall | |

Uncountable nouns:

- | | |
|------|--------|
| coal | gold |
| rice | coffee |

energy growth

confidence

Ex. 2a

- 1 the
- 2 —
- 3 —
- 4 —
- 5 —
- 6 —
- 7 —
- 8 the/—
- 9 —

Ex. 3a

- 1 income

2 management

3 growth

4 correlation

5 reorganisation

Ex. 4

1 industry

2 group

3 price

4 company

5 brand

6 rate

7 country

Unit 48

Ex. 5a

- 1 the
- 2 the
- 3 the
- 4 a

5 the

6 the

7 the

8 a

9 the

10 the

11 —

12 —

13 the

Unit 49

Ex. 3b

1 further

2 attractive

3 lowest

4 higher

5 reliable

Unit 50

Ex. 3

1 a

2 b

3 c

4 a

Ex. 4

1 a b c d e f

2 a b c d e f g

3 a b f

4 a b d e f g

5 a c d e f g

6 a b c d e f g

Ex. 5

1 turned

2 run

3 sounded

4 feel

5 proved

6 look

7 remain

8 are

Ex. 6a

an Irishman, Irishmen/the Irish

a Scotsman, Scotsmen/the

Scottish/the Scotch

a Welshman,

Welshmen/the Welsh

Unit 51

Ex. 3a

1 b

2 a

3 e

4 c

5 d

Ex. 3c

tax

Ex. 4a

1 C

2 E

3 F

4 D

5 B

6 A

Ex. 5b

1 unsatisfactory

2 unproductive

3 undesirable

4 unimportant

5 uneconomic

6 unavailable

Unit 52

Ex. 2a

1 much

2 many

3 much

4 many

5 many, many

6 many

7 much

8 many

Ex. 4a

1 a few

2 a few

3 a few

4 a little

5 a few

Ex. 5

1 a few

2 most

3 no

4 much

5 few

6 all

Unit 53

Ex. 1a

1 really good

2 poor

3 present, insufficient

4 optimistic

5 enthusiastically

6 new, profitably

7 normally, weekly

Ex. 3a

1 hard

2 carefully

3 systematically

4 completely

5 scientifically

6 probably

7 considerably

8 regularly

9 usually

Ex. 5a

1 d

2 a

3 b

4 f

5 c

6 e

Ex. 6a

1 finally

2 clearly

3 considerable

4 greater

5 gradual

6 faster

7 dramatically

8 important

9 naturally

Unit 54

Ex. 3a

- 1 still
- 2 yet
- 3 yet
- 4 already
- 5 still

Ex. 4a

- 1 never
- 2 always
- 3 nearly always
- 4 sometimes
- 5 seldom
- 6 normally

- 7 seldom

Ex. 5a

- 1 still
- 2 still
- 3 still
- 4 already
- 5 yet

Unit 55

Ex. 3a

- 1 a very fast response
- 2 very quickly
- 3 very high
- 4 very much money
- 5 not too big
- 6 too big
- 7 sell enough.
- 8 enough offers

- 9 too heavily populated

Ex. 5a

- 1 very
- 2 too
- 3 very
- 4 enough
- 5 very
- 6 enough
- 7 too

Ex. 6a

- 1 quick enough
- 2 good enough
- 3 too short
- 4 too late
- 5 too expensive
- 6 very far/too far

Unit 56

Ex. 1a

- 1 b
- 2 a
- 3 c
- 4 f
- 5 d
- 6 e

Ex. 2a

- 1 entirely, totally
- 2 quite, reasonably
- 3 highly, extremely

Ex. 4a

- 1 recently decided
- 2 was always used
- 3 form carefully
- 4 Department immediately
- 5 very confusing
- 6 will still be used
- 7 will seriously be considered/will be seriously considered
- 8 will now be formed

Ex. 5a

- 1 The policy was economically catastrophic.
- 2 Theoretically, the design was innovative.
- 3 But frankly, it was wrong.
- 4 Your argument is logically unsustainable.
- 5 You are academically right.

Unit 57

Ex. 4

- | | |
|--------|--------|
| 1 so | 2 so |
| 3 such | 4 such |
| 5 such | 6 so |
| 7 such | 8 so |

Ex. 6

- 1 d
- 2 c
- 3 b

- 4 f
- 5 g
- 6 a
- 7 e

Ex. 8a

- 1 The project has gone well so far.
- 2 So long as the weather remains good, the building work will be com-

- pleted before Christmas.
- 3 Such an excellent performance of the machine-tool surprised me.
- 4 The engine was not so noisy as I had expected.
- 5 The service we received was so bad that we changed the supplier.

Unit 59

Ex. 4b

- 1 Five
- 2 the twenty-third of May

- 3 the twenty-second of June
- 4 ten thirty / half past ten /

- ten thirty a.m.
- 5 three o'clock / three p.m.
- 6 two oh four

- 7** a hundred and eighty-nine
8 ten seventeen
9 oh eight one two double nine five oh double five
10 a hundred and ninety-five pounds
11 seventeen point five per cent VAT
12 eighty and a/one hundred

- 13** one and a half hours / one hour and a half
14 seventeen pounds fifty
Ex. 7
1 a (one) half
2 one and a half hours *or*: one hour and a half
3 two point zero/oh seven five
4 thirty-three point three per cent

- 5** oh point four per cent *or*: nought point four per cent *or*: point four per cent
6 oh point oh nine per cent *or*: nought point oh nine per cent *or*: point oh nine per cent
7 one point two million
8 one/a million three hundred thousand
9 two point five eight nine

Unit 60

Ex. 5b

- 1** a/one hundred and three thousand
2 a/one hundred and

- twenty thousand
3 minus thirteen point five three
4 one point five nine

- million dollars
5 one point seven five million
6 nine point one four

Unit 61

Ex. 2

- 1** Oh, Mr Beard! Mrs Ford phoned. She instructed me to ask you to phone her back as soon as you can.
2 JJD Company makes plastic joints. They have supplied our company, Thomson Boro Ltd, forty years. They have always provided us with good service but a recent supply was of very poor quality. I telephoned their sales rep. I told

- him/her about the problem and he/she said it would be resolved easily.
3 The suppliers phoned a moment ago. They said the goods were damaged in transit and that the responsibility was not theirs. They are sending one of their representatives here tomorrow to discuss the problem. In any case, the goods are useless. We must not pay for them.

Ex. 4a

- 1** ours
2 hers
3 yours
4 mine
5 hers

Ex. 5

- 1** his
2 yours
3 mine
4 hers
5 mine
6 hers
7 ours
8 yours

Unit 63

Ex. 8

- 1** a **2** b

Ex. 9a

- 1** some

- 2** any

- 3** any

Unit 64

Ex. 5

- 1** b
2 c
3 a

Ex. 6a

- 1** nothing
2 anything
3 any
4 something

Ex. 7a

- | | |
|------------|------------|
| 1 d | 2 f |
| 3 e | 4 a |
| 5 c | 6 g |
| 7 b | |

Unit 65

Ex. 4

- 1** other
2 other
3 another

- 4** other

Ex. 5

- | | |
|------------|------------|
| 1 e | 2 i |
| 3 c | 4 h |

- 5** f

- 7** g

- 9** b

- 6** a

- 8** j

- 10** d

Unit 66

Ex. 6

- 1 neither 2 either
3 either 4 neither

- 5 neither 6 neither

Ex. 8a

- 1 seem 2 —

- 3 — 4 sides

- 5 were 6 sides

- 7 — 8 were

Unit 67

Ex. 7

- 1 room
2 recommendation

- 3 bags
4 machine
5 step

- 6 vehicle

Unit 68

Ex. 3

- 1 on
2 in
3 at
4 at, in
5 at
6 in
7 in
8 at
9 before

Ex. 7a

- 1 —
2 —
3 during
4 in
5 during
6 during
7 for
8 until/till

Ex. 9

- 1 during

- 2 at

- 3 —

- 4 until/till

- 5 for

- 6 during/in

- 7 after

- 8 by

- 9 after

- 10 during

- 11 on

Unit 69

Ex. 3a

- 1 in
2 in
3 in
4 from
5 to
6 at
7 around
8 across
9 through
10 over
11 through

- 12 over

- 13 to

- 14 in

- 15 on

- 16 in

- 17 at

- 18 in

- 19 to

- 20 along

- 21 out of

- 22 to

- 23 near

Ex. 4a

- 1 off
2 in
3 outside
4 along
5 into
6 in
7 in
8 in
9 onto
10 out of
11 in

Unit 70

Ex. 3a

- 1 with
2 to
3 for
4 to, for
5 to
6 with
7 by, for
8 for, of
9 for

Ex. 4a

- 1 in
2 to, about
3 of, in
4 to, of/in, for
5 with
6 for
7 of
8 in
9 with

Ex. 5a

- 1 heard about
2 rely on
3 think about
4 depends on
5 insist on
6 allow for
7 amounts to
8 hope for
9 agree to
10 wait for

Содержание

ГЛАГОЛ. ВРЕМЕНА

1	Настоящее простое время	4
2	Настоящее простое время глагола to be	8
3	Прошедшее простое время	12
4	Будущее простое время	16
5	Придаточные предложения условия и времени	20
6	Конструкция there is	24
7	Настоящее продолженное время	28
8	Сравнение настоящего простого и настоящего продолженного времени ...	32
9	Конструкция to be going to do something	36
10	Прошедшее продолженное время	40
11	Настоящее совершенное время	44
12	Прошедшее совершенное время	48
13	Настоящее совершенное продолженное время	52
14	Действительный залог. Повторение грамматических времен	56

ГЛАГОЛ. ЗАЛОГ

15	Страдательный залог (общие сведения). Страдательный залог настоящего простого времени	60
16	Страдательный залог прошедшего простого времени	64
17	Страдательный залог будущего простого времени	68
18	Страдательный залог настоящего совершенного времени	72

ПРАВИЛА СОГЛАСОВАНИЯ ВРЕМЕН И КОСВЕННАЯ РЕЧЬ

19	Правила согласования времен	76
20	Косвенная речь (1)	80
21	Косвенная речь (2)	84
22	Косвенная речь (3)	88

ПРИДАТОЧНЫЕ ПРЕДЛОЖЕНИЯ УСЛОВИЯ И СОСЛАГАТЕЛЬНОЕ НАКЛОНЕНИЕ

23	Придаточные предложения реального условия	92
24	Придаточные предложения нереального условия. Сослагательное наклонение	96

МОДАЛЬНЫЕ ГЛАГОЛЫ

25	Модальный глагол can/could (1)	100
26	Модальный глагол can/could (2)	104
27	Модальный глагол may/might	108
28	Модальный глагол must	112
29	Модальные глаголы should, shall	116
30	Модальный глагол will/would	120

НЕЛИЧНЫЕ ФОРМЫ ГЛАГОЛОВ

31	Инфинитив (1)	124
32	Инфинитив (2)	128
33	Инфинитив (3)	132
34	Причастие прошедшего времени	136
35	Причастие настоящего времени (1)	140
36	Причастие настоящего времени (2)	144
37	Герундий (1)	148
38	Герундий (2)	152

ОБРАЗОВАНИЕ ГЛАГОЛОВ

39	Префиксы и суффиксы глаголов	156
40	Конверсия	160

СУЩЕСТВИТЕЛЬНОЕ

41	Единственное и множественное число существительных	164
42	Притяжательный падеж существительных	168
43	Конструкция существительное + существительное	172
44	Суффиксы и префиксы существительных	176
45	Составные существительные и аббревиатуры	180

АРТИКЛИ

46	Артикли с исчисляемыми существительными	184
47	Артикли с неисчисляемыми существительными	188
48	Артикли с именами собственными	192

ПРИЛАГАТЕЛЬНОЕ

49	Употребление прилагательных	196
50	Употребление прилагательных. Переход прилагательных в существительные	200
51	Образование прилагательных	204
52	Прилагательные many, much, few, little	208

НАРЕЧИЕ

53	Наречие (общие сведения)	212
54	Место наречий времени в предложении	216
55	Место других наречий в предложении	220
56	Употребление наречий с другими частями речи	224
57	Наречие so и прилагательное such	228

ЧИСЛИТЕЛЬНОЕ

58	Количественные и порядковые числительные. Даты. Время суток	232
59	Денежные единицы. Дроби. Проценты. Учетные ставки	236
60	Расстояние. Вес. Площадь. Кубические меры. Символы	240

МЕСТОИМЕНИЕ

61	Личные, возвратные и притяжательные местоимения	244
62	Указательные местоимения	248
63	Местоимения some, any, no	252
64	Местоимения, производные от some, any, no	256
65	Местоимения all и other	260
66	Местоимения both, either, neither	264
67	Местоимения each, every и производные от every	268

ПРЕДЛОГ

68	Предлоги времени	272
69	Предлоги места	276
70	Другие предлоги	280

ПРИЛОЖЕНИЯ

I	Англо-русский словарь экономической и околоделовой лексики	284
II	Наиболее употребительные неправильные глаголы	304
III	Особенности употребления отдельных глаголов	306
1	Глагол to be	306
2	Глагол to have	306
3	Глагол shall	307
4	Глагол should	307
5	Глагол will	307
6	Глагол would	307
7	Глагол to do	307
8	Глаголы to do, to make	308
9	Глагол to need	308
10	Глаголы to raise, to rise, to arise	309
11	Глаголы to say, to tell, to speak	309
12	Глаголы «говорения»	309
13	Глаголы, передающие смысл высказываний	310
14	Глаголы, выражающие указания	310
15	Глаголы, выражающие просьбу	310
16	Глаголы, передающие вопросы	310
IV	Слова и выражения, используемые для определенных целевых высказываний	311
V	Изображение и описание графиков, диаграмм, таблиц, рисунков	312
VI	Ключи к упражнениям	316