

ФЕДЕРАЛЬНОЕ АГЕНТСТВО ПО ОБРАЗОВАНИЮ
ГОСУДАРСТВЕННОЕ ОБРАЗОВАТЕЛЬНОЕ УЧРЕЖДЕНИЕ
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Учебное пособие состоит из грамматических пояснений и упражнений к ним. Грамматический минимум излагается систематически в соответствии с требованиями программы для заочного отделения неязыковых вузов. Усвоение материала проверяется контрольными заданиями в конце каждого семестра. Тексты подобраны с учетом специфики данной специальности и включают в себя материалы по следующим темам: личная переписка, составление протоколов, написание жалоб, а также транспортные документы.

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Урок 1

Грамматический материал: Видо-временные формы группы Continuous и Perfect.

Текст: Personal Letters

1. Видо-временные формы группы Continuous

Временные формы группы Continuous выражают действие, длящееся в момент речи или в какой-то определенный момент в прошедшем или будущем. Формы Continuous часто употребляются со словами now (сейчас), all day (весь день) или указателями на время at 5 o'clock (в 5 часов)). Глаголы, обозначающие состояния, чувства, желания, мысли, не имеют формы Continuous. К таким глаголам относятся: want (хотеть), need (нуждаться), like (нравиться), love (любить), see (видеть), hear (слышать), understand (понимать), know (знать), have (в значении иметь, обладать).

Образование форм группы Continuous

Формы группы Continuous образуются при помощи вспомогательного глагола to be и причастия I смыслового глагола.

To be + Participle I

Форма	Present	Past	Future
Утвердительная	I am working. He (she) is working. You (they, we) are working.	I (he, she, it) was working. You (they, we) were working.	I (we) shall be working You (he, it, they) will be working
Вопросительная	Am I working? Is he (she) working? Are you (they, we) working?	Was I (he, she, it) working? Were you (we, they) working?	Shall we be working? Will you (he, it, they) be working?
Отрицательная	I am not working. He (she) is not working. You (they, we) are not working.	I (he, she, it) was not working. You (they, we) were not working.	I (we) shall not be working You (he, it, they) will not be working

Present Continuous употребляется для выражения:

1. длительного действия, совершающегося в момент речи.

Children are playing in the yard.

Дети играют в саду.

2. выражения действия в будущем с глаголами движения: **to go, to leave, to start, to come.**

They are leaving in two days.

Они уезжают через два дня.

Past Continuous употребляется для выражения:

длительного действия, происходящего в определенный момент в прошлом.

Этот момент в прошлом может быть обозначен:

1. точным указанием момента **at that moment** (в тот момент), **at that time** (в то время), **at 5 o'clock yesterday** (вчера в 5 часов).

At that time yesterday she was working.

В то время вчера она работала.

2. другим действием, выраженным глаголом в **Past Indefinite**.

When I came, he was reading.

Когда я пришел, он читал.

3. другим длительным, одновременным действием.

While he was reading we were playing chess.

Пока он читал, мы играли в шахматы.

Future Continuous Tense употребляется для выражения:

1. длительного действия, которое будет совершаться в определенный период времени в будущем.

Этот момент может быть обозначен:

a) точным указанием момента, например **at that moment** (в этот момент), **at that time** (в это время), **at 5 o'clock tomorrow** (завтра в 5).

Tomorrow at that time I will be working.

Завтра в это время я буду работать.

b) другим действием, выраженным глаголом в **Present Indefinite**.

When he comes home from work, children will be already sleeping.

Когда он придет домой с работы, дети уже будут спать

2. для эмоционального подчеркивания длительности действия **all day tomorrow** (завтра весь день), **all the time** (все время).

I will be thinking of you all the time.

Я все время буду думать о тебе.

2. Видо-временная группа Perfect

Времена группы Perfect выражают действие, предшествующее тому или иному моменту в настоящем, прошедшем или будущем времени. Действие носит завершенный результативный характер. Данная видо-временная форма переводится на русский язык глаголом совершенного вида.

Образование формы Present Perfect

Данное время образуется при помощи вспомогательного глагола **to have** и причастия II смыслового глагола.

To have + Participle II

Причастие II правильных глаголов образуется при помощи окончания **-ed**, прибавляемого к инфинитиву (неопределенной форме глагола).

Форма	Present	Past	Future
Утвердительная	I (you, we, they) have worked (gone) He (she, it) has worked (gone)	I (we, you, he, they) had worked (gone)	I (we) shall have worked (gone) You (he, they) will have worked (gone)
Вопросительная	Have you (we, they) worked (gone)? Has he (she, it) worked (gone)?	Had you (we, he, they) worked (gone)	Will you (he, they) have worked (gone)?
Отрицательная	I (you, we, they) have not worked (gone).	I (we, you, he, they) had not worked (gone)	I (we) shall not have worked (gone) You (he, they) will not have worked (gone)

Present Perfect используется для:

1. выражения действия, закончившегося к настоящему моменту и связанного с настоящим. В этом случае употребляются такие обозначения времени, как **today (сегодня)**, **this year (в этом году)**, **tonight (сегодня вечером)**, **this morning (сегодня утром)**.

I have not seen him today.

Я его сегодня не видел.

2. констатации факта совершения действия без указания на время его совершения.

I have bought the book.

Я купил книгу.

3. с обстоятельствами времени, указывающими на период, начиная с момента в прошлом и до настоящего времени: **lately, recently (в последнее время)**, **for a long time (долгое время)**, **so far (до сих пор)** или с обстоятельствами, указывающими только на начало периода: союз **since (с тех пор, с)**.

I have not heard from him since I was at school.

Я не имел от него известий со школьных лет.

4. с наречиями неопределенного времени **never (никогда)**, **ever (когда-нибудь)**, **just (только что)**, **yet (ещё)**, **already (уже)**.

Nick has just come.

Ник только что пришел.

Past Perfect употребляется для выражения:

1. действия, которое произошло раньше другого действия в прошлом, выраженного формой Past Indefinite.

He told me that he had bought a car.

Он сказал, что купил машину.

Earlier Past

Past

Present

he had bought a car

he told me about it

2. действия, которое закончилось к определенному моменту в прошлом:

They had finished the experiment by Saturday.

Они закончили эксперимент к субботе.

3. действия, предшествующего другому действию в прошлом в сложносочиненных предложениях с союзами **hardly ... when (едва... как), no sooner ... than (не успел (и) ... как)**. При этом глагол had обычно занимает место перед подлежащим.

No sooner had the bell gone than the teacher entered the classroom.

Не успел прозвенеть звонок, как учитель вошел в класс.

Future Perfect употребляется для выражения:

будущего действия, которое совершится ранее другого действия в будущем или произойдет к определенному моменту времени в будущем. Этот момент указывается такими обозначениями времени, как **by that time (к тому времени), by 5 o'clock (к 5 часам), by the end of the month (к концу месяца)**.

He will have finished the book by the end of the year.

Он закончит книгу к концу года.

Задание 1

Упражнение 1. Закончите предложения, употребляя время Future Continuous

Пример: I'm going to write letters from 3 o'clock until 4.30. So at 4 o'clock I'll be writing letters.

1. He is going to watch television from 9 until 1 o'clock this evening. So at 9.30 this evening he...
2. We are going to clean our flat from 9 until 1 o'clock tomorrow. So at 10 o'clock tomorrow morning we...
3. She is going to study from 7 o'clock until 11 o'clock this evening. So at 8 o'clock this evening, she...

4. Tomorrow morning they are going to play football from 9 o'clock till 10.30. So at 10 o'clock tomorrow they...
5. I am going to look through these magazines from 4 o'clock until 5.30 tonight. So at 4.30 tonight I...
6. He is going to read a new detective story from 11 o'clock until 12 this evening. So at 11 o'clock this evening he...

Упражнение 2. Скажите, что вы будете делать в данное время

Пример: 8 o'clock/get up

I'll be getting up at 8 o'clock.

9 a.m. / leave the house;

5 p.m. / wash up dishes;

10.40 am. / have an English class;

5.30 p.m. / take a walk;

11.10 a.m. / have a lunch break;

6 p.m. - 8 p.m. /do home work;

4 p.m. / have dinner;

8 p.m. - 11 p.m. / read, watch TV;

Упражнение 3. Джон Смит летит по делам фирмы из Лондона в Манчестер. Посмотрите на его расписание и скажите, что он будет делать завтра в конкретное время

Пример: 8.30 - At 8.30 tomorrow he will be flying to Manchester.

8.00 - 8.55 Fly to Manchester. 8.30

10.00-12.00 Visit the ABC travel company 11.00

13.00 - 14.30 Have lunch with Mary and Ron King 13.15

15.00 - 16.00 Visit Derek Hall 15.30

16.15 - 16.45 Take a taxi to the airport 16.40

17.15-18.05 Fly back to London 18.00

Упражнение 4. Раскройте скобки и поставьте глаголы в Future Indefinite или Future Continuous

1. Sit down and fasten your seat belts. We (to take off) in a few minutes.
2. Do you think you still (to work) here in five years' time?
3. I don't think I (to see) him tonight.
4. They (to reach) the top of the mountain at this time tomorrow.
5. They still (to discuss) the problem at 11 o'clock.
6. You (to hear) about it in the 14 o'clock news.
7. I (to work) as a teacher next year.
8. They (to have) a party on Sunday as usual.
9. They (to laugh) at you if you tell them this absurd story.
10. I (to wait) for you at the theatre at 7 o'clock.

Упражнение 5. Переведите следующие предложения, обращая внимание на глаголы в Past Perfect

1. I only wanted to know why he had lost his job.
2. When he reached home, Dan had gone to bed, but Fiona was waiting for him.
3. After she had cried she felt better.
4. Hardly had the sun risen when the expedition started.
5. She had known

him long before he left for India. 6. At last she made him tell her that he had got into debt. 7. No sooner had the clock struck midnight than there was a loud knock on the door. 8. She had finished cooking by 6 o'clock. 9. She had fallen out of love with him before the war was over. 10. The students had passed their last exam by the 1st of July.

Упражнение 6. Ответьте на следующие вопросы, употребляя Past Perfect

Пример: Why didn't you invite Dick to your party? (to go to Moscow). Because he had gone to Moscow.

1. Why did she refuse to go to the pictures with you? (to see the film) 2. Why couldn't you get into the flat? (to lose the key) 3. Why didn't you ring him up? (to quarrel with him) 4. Why didn't you send her a letter at once? (to send a telegram) 5. Why were you late for classes yesterday? (to miss the train) 6. Why didn't you cook salad? (not to buy vegetables) 7. Why did he feel so upset? (to lose his job)

Упражнение 7. Закончите предложения, употребляя глаголы в Past Perfect

We walked home after (закончили работу в саду).

They thought that (она еще не пришла).

Did you see him after he (закончил институт).

I went down to the beach after (они ушли).

The girl felt easier after she (поговорила с ним).

When I turned round (она уже вышла из комнаты).

When mother came home (дети уже легли спать).

He couldn't believe that (мы сделали это сами).

Упражнение 8. Раскройте скобки, вставив глаголы в Past Indefinite, Past Continuous or Past Perfect

1. When ... the ceremony (to take place)? 2. Two cars (to stand by) for an hour ready to start. 3. I could read from his face that he (to hesitate) to tell the truth. 4. She (to lead) him to the cab that (to wait) at the door. 5. My father (to be) forty and (be) a widower for fifteen years. 6. He (to stand up) quickly and (to clasp) his hands which (to tremble). 7. I (to meet) him for the first time the day before yesterday. 8. He asked her where she (to stay) because he (to want) to see her again. 9. Hardly ... we (to take) our seats when the film (to start). 10. Watson (know) that his friend always (to smoke) pipe after pipe when he (to think) over a difficult problem.

Упражнение 9. Прочтите и переведите предложения, обращая внимание на союзы *hardly... when* (едва когда), *no sooner... than* (как только... как).

1. *Hardly* had we packed our things *when* the car came. 2. *No sooner* had he made a call *than* the secretary brought him all the papers he had asked for. 3. *Hardly* had the last passenger got on the train *when* it started. 4. *No sooner* had the passengers taken off their coats *than* the waiter brought in tea. 5. *Hardly* had he touched the pillow *when* he fell asleep. 6. *No sooner* had we entered the hall *than* the lights went out and the curtain rose. 7. *Hardly* had she entered the room *when* some man rushed to her. 8. *Hardly* had we started *when* it began raining cats and dogs. 9. *Hardly* had he recovered from his illness *when* there followed another heart attack. 10. *No sooner* had the curtain fallen *than* there was a storm of applause.

Упражнение 10. Составьте предложения, используя союзы *hardly... when*, *no sooner... than*

Пример: He (to leave) the room; the bomb (to explode). Hardly had he left the room when the bomb exploded.

The guests (to leave); she (to go) upstairs.

The sun (to set); it (to become) very cold.

They (to have) their dinner; the telephone (to ring).

The train (to start), she (to cry).

He (to finish) his story; there (to be) a burst of laughter.

They (to get married); she (to begin) to make scenes.

She (to enter) the room; the light (to go out).

Упражнение 11. Раскройте скобки, употребляя время Future Perfect

1. I hope you (to go) to bed by eleven. 2. She (to listen) to the poem many times before she understands all the words. 3. They (to get) you into trouble before you can say knife (глазом моргнуть не успеете). 4. I hope the telegram (to come) before they start for the North. 5. The news of their marriage (to reach) their village before they get there. 6. She (to be) there many times before she meets him again. 7. They believe the ship (to come) back by the end of the navigation. 8. I suppose she (to make) some provisions for Maggie before she leaves for America. 9. They (to take) their last exam by the first of July. 10. He (to write) the last chapter of his new book by the end of the year. 11. By the time you come I (to clean) the flat and (to cook) dinner.

Упражнение 12. Скажите, как изменится наша жизнь к 2100 году, употребляя в предложениях **Future Perfect**

Life (to become) more automated by then.

Computers (to take over) many of the jobs that people do today.

The earth's supplies of oil, coal and gas (to run out).

Scientists (to find) other sources of energy.

The climate (to change) greatly.

People (to invent) new medicines that will save life of many sick people.

Задание 2

Personal Letters

1. Прочитайте и переведите следующий текст. Обратите внимание на значения новых слов и выражений, приведенных ниже

Layout of personal letters

Personal letters usually consist of the following parts:

1. The Heading	Usually placed in the upper right-hand corner of the page it gives three pieces of information in which your correspondent may be interested: the address of the sender (your street, your city and state, separated by a comma); the date with a comma between the day and the year. Do not crowd the heading. It should not be placed at the very top of the page nor should it reach the right-hand edge of the paper. E. g. 14, Hathaway Drive, Mount Royal, Edmonton Canada October 16, 1999
2. The Salutation	The salutation is placed a short distance down the page from the heading, and it is begun at the left-hand margin. It is usually followed by a comma, not a colon. In a friendly letter almost any salutation is permissible, but Dear – is always proper.
3. The Body	The body of a friendly letter, the letter itself, should begin directly below the end of the salutation. Avoid such outdated formalities as "Hoping to hear from you, I remain", or "I am", etc.

4. The Closing (complementary close)	The closing, or leave-taking, follows just to the right of the middle of the page and is usually followed by a comma. Although you may use whatever closing you wish, "Sincerely", "Yours Sincerely" is always proper. "Yours truly" and "Very truly yours" should be only in business letters.
5. The Signature	Write your name below the closing. Centre it under the closing. Yours sincerely, Helen

Notes

1. Don't crowd the heading – зд. оставьте больше места для заголовка
2. Hoping to hear from you, I remain... – надеюсь получить известие от вас, остаюсь.(ваш)...
3. outdated formalities – устаревшие (официальные) формы выражения
4. three pieces of information – три вида сведений

2. Запомните следующие слова и выражения:

address of the sender – адрес отправителя
 comma – запятая
 colon – двоеточие
 proper – подходящий, годный
 to hear from – получить известие от...
 sincerely yours – искренне ваш...
 yours truly – искренне ваш, с почтением, преданный вам
 to place in the right hand corner – поместить в правом верхнем углу
 at the very top of the page – в самом верху страницы
 at the left-hand margin – у левого поля
 right in the middle of the page – прямо в середине страницы
 below the final line of the letter – ниже последней строки письма
 right-hand edge of the paper – правый край листа (бумаги)
 It is followed by a comma – за ней следует запятая

3. Образуйте слова с отрицательным или противоположным значением при помощи присоединения приставки "in-". Переведите полученные слова

friendly, usually, important, finished, familiar, wise, interested, happy

4. Образуйте глаголы с противоположным значением, присоединив приставку "dis-". Переведите полученные слова

am, appear, agree, like, close, cover, satisfy (удовлетворять), qualify, place

5. Закончите следующие предложения, используя материал текста

- The heading is usually placed in ...
- The heading gives ...
- The heading shouldn't reach ...
- The salutation is begun at ...
- The salutation is usually followed ...
- The body of the letter should begin ...
- The closing is begun to the right ...
- Write your name below ...

6. Выберите из слов, приведенных ниже в скобках, слова близкие по значению следующим:

- upper, information, to place, to follow, middle, although, proper, outdated, to separate, almost, below, final
(to put, to come after, last, beneath, nearly, though, appropriate, old-fashioned, to disconnect, center, data, higher)

7. Выберите из слов, приведенных ниже в скобках, слова противоположные по значению:

- information, interested, upper, separated, top of the page, end, outdated, below, friendly, usual, always
(lower, never, unusual, unfriendly, bottom of the page, beginning, modern, above, disinterested, disinformation, joined)

8. Переведите следующие предложения и сочетания слов. Определите основные значения слова "proper" и запомните их

- Feelings proper to young people
- England proper
- Physics proper doesn't interest me.
- A proper word
- Night is the proper time to sleep.
- A proper name
- Do as you think proper.
- In the proper way
- Proper behavior

9. Внимательно изучите структуру и содержание частного письма - образца. Переведите текст письма

Heading (Заголовок бланка)	186 Laring Avenue Buffalo, New York July 16, 2001
Salutation (Приветствие или обращение)	Dear Kate
Body of the letter (Текст письма)	We were glad when the postman left us your letter today. Although you have been away only three days, it seems like thirty. My parents and I are pleased that you are having a good time and a complete rest. Bob was over for supper last night. He has had a course in camp cooking and grilled a steak for us. Bob says the he will write you a letter tomorrow.
Complimentary close (Заключительная формула вежливости)	Have a good time. Lovingly yours,
Signature (Подпись)	Ruth

Notes

Обратите внимание на некоторые особенности использования основных элементов (реквизитов) частного письма.

Обращения, используемые англичанами и американцами в личной переписке (personal letters).

		English	American
		Formal	Dear Mr. Brown, Dear Miss Smith, Dear Mrs Stockwell
Personal letters	Informal	Dear John, Dear Mary	
	To a close friend	My dear Jane, My dear Max, My dear Miss Brook	Dear Jane, Dear Max, Dear Miss Brook

Не следует использовать в письмах обращения типа Dear friend или Friend George.

Помните, что обращение My dear Bob считается более формальным и менее искренним, чем Dear Bob.

2. Заключительная формула вежливости представляет собой вежливое прощание. Она располагается на отдельной строке перед подписью. Как и обращение в начале письма, заключительная формула зависит от общего тона письма и ваших отношений с тем, кому адресовано ваше письмо. Первое слово пишется всегда с заглавной буквы, а в конце фразы должна обязательно стоять запятая.

Дружеская переписка	Переписка с родственниками и близкими друзьями
Sincerely yours	Yours affectionately
Yours very sincerely	Affectionately
Sincerely	Lovingly yours
Yours cordially	Always yours
Most cordially yours	Love
Always sincerely yours	As ever
Yours	

3. Посьлая письмо родственникам или друзьям, подпишитесь своим именем. Во всех остальных случаях рекомендуется расписаться полностью.

Соблюдайте следующие правила:

Всегда расписывайтесь ручкой (не карандашом!).

Подпись должна быть достаточно разборчива, чтобы получатель знал, кто его автор.

Yours very sincerely, James Corbold	Always yours, Dick
Sincerely yours, Robert Anderson	Sincerely, (Miss) Agnes Jones

Не следует указывать рядом с подписью ваше звание и титул.

Урок 2

Грамматический материал: Видо-временные формы группы Perfect Continuous. Эквиваленты модальных глаголов – глаголы to have to, to be to, to be able to.

Текст: Personal Letters

1. Видо-временные формы группы Perfect Continuous

Временные формы данной группы обозначают длительное действие, которое началось в определенной момент и еще продолжается в настоящем, прошедшем или будущем времени. Во временах Perfect Continuous не могут употребляться те же глаголы, которые не употребляются и во временах Continuous. Это глаголы чувств и восприятия - to like нравиться, to feel чувствовать, to know знать, to understand понимать, to see видеть, to hear слышать. Эти глаголы употребляются в форме Perfect.

Образование форм группы Perfect Continuous

Формы данной группы образуются при помощи вспомогательного глагола to be в форме Perfect и причастия I смыслового глагола.

have been

had been + Participle 1

will have been

Форма	Present	Past	Future
Утвердительная	I (you, they) have been working He (she, it) has been working	I (you, he, they) had been working	I (we) shall have been working You (he, it, they) will have been working
Вопросительная	Have you (they) been working Has he (she, it) been working	Had you (he, they) had been working?	Shall we have been working? Will you (he, it, they) have been working?
Отрицательная	I (you, they) have not been working He (she, it) has not been working	I (you, he, they) had not been working	I (we) shall not be working You (he, it, they) will not be working

Present Perfect Continuous употребляется для:

1. выражения действия, которое началось в прошлом и все еще продолжается в настоящее время. При этом употребляются такие обозначения времени, как for (в течение), since (с), for a long time (долгое время), all day long (весь день), how long (как долго).

She has been working here for 10 years.

Она работает здесь 10 лет.

2. выражения действия, которое продолжалось некоторое время, но закончилось к моменту речи. В этом значении Present Perfect Continuous переводится на русский язык глаголом в прошедшем времени.

How long have you been taking driving lessons?

Как долго вы брали уроки вождения?

Примечания:

1. Present Perfect Continuous, как и Present Continuous может выражать действие, продолжающееся в момент речи. Поэтому обе глагольные формы могут переводиться на русский язык глаголом в настоящем времени. Различие между ними состоит в том, что при употреблении времени Present Perfect Continuous всегда указывается или подразумевается период времени.

Сравните два предложения:

She has been reading the book for two hours.

Она читает 2 часа. (она начала читать 2 часа назад и сейчас еще читает)

She is reading a book.

Она читает. (она читает сейчас, но не указано, сколько она читала до настоящего момента)

2. Различие между Present Perfect Continuous и Present Perfect состоит в том, что при употреблении Present Perfect Continuous подчеркивается процесс, а при употреблении Present Perfect – факт совершения действия.

She has been reading for two hours.

Она читает два часа.

She has read the book.

Она прочитала книгу.

Past Perfect Continuous употребляется для выражения:

1. длительного действия, которое началось в прошлом и закончилось к определенному моменту в прошлом:

He was very tired. He had been working hard.

Он очень устал. Он много работал.

2. длительного действия, которое началось раньше момента в прошлом и продолжалось в определенный момент в прошлом:

He had been teaching for ten years when we met.

Когда мы с ним встретились, он преподавал уже десять лет.

При этом может быть обозначен как весь период (**предлог for**), в течение которого длилось действие, так и начальный момент (**since**):

We had been smoking in silence for a few minutes before he spoke again.

He had been studying foreign languages since he became a student.

Несколько минут мы курили в тишине, прежде чем он снова заговорил.

Он изучал иностранные языки с тех пор, как стал студентом.

Это время малоупотребительно.

Future Perfect Continuous обозначает действие, которое начнется до определенного момента в будущем и может продолжаться до этого момента и в этот момент в будущем:

In fifteen minutes we *shall have been writing* the test for two hours.

Через 15 минут будет два часа, как мы пишем контрольную.

Обратите внимание, что предложения с **Future Perfect Continuous** соответствуют сложно-подчиненным предложениям в русском языке.

Это время употребляется достаточно редко и обычно заменяется **Future Perfect** или **Future Indefinite**.

2. Эквиваленты модальных глаголов.

Модальные глаголы обозначают не само действие, а указывают на отношение говорящего к нему. Модальные глаголы **can, may, must, should** называются недостаточными, так как они:

не изменяются по лицам и числам

не требуют вспомогательных глаголов

не изменяются по временам

не имеют неличных форм – инфинитива, причастия и герундия.

Модальный глагол	Значение	Отношение *к прошлому	Отношение к будущему	Примеры	Перевод
Can	Физ. возможность	could was able to	Will be able to	I could not come yesterday. He will be able to do it himself.	Я не мог вчера придти. Он сможет это сделать сам.
	Предположение	can could have + причастие II	can	She can come. You could have told me about it.	Она может придти. Ты мог бы сказать об этом.
May	Разрешение	was allowed to	will be allowed to	You may go for a walk. He was allowed to come in.	Ты можешь погулять. Ему разрешили войти.
	Предположение с меньшей уверенностью	may might	may might	They may be away. It might rain in the evening.	Возможно они уехали. Вечером может пойти дождь.
Must	Долженствование	had to was to	will have to is (are) to	We had to go. The lecture is to be at room 5.	Нам придется уйти. Лекция должна быть в комнате 5.
	Предположение с уверенностью	must have + причастие II	must	It must have been love. You must love dogs.	Это должно быть была любовь. Вы должно быть любите собак.
Should	Совет	should have	should	You should be attentive.	Тебе следует быть внимательным.
Ought to	Моральная обязанность	ought to have	ought to	She ought to look after parents.	Ей следует заботиться о родителях.
Needn't	Отсутствие необходимости	did not need to		You need not do it right now.	Вам не нужно делать это прямо сейчас.

Задание 1

Упражнение 1. Составьте предложения, употребляя время Present Perfect Continuous

Пример: It is snowing. It began snowing two hours ago. It has been snowing for two hours.

1. Jane is reading. She began reading an hour ago. She ... for an hour.
2. My sister is knitting a new sweater. She started knitting it a month ago. She ... for a month.
3. Sam is studying German. He started studying it two years ago. He ... for two years.
4. They are building a new tube station. They started it in June. They ... since June.
5. She is taking music lessons. She began taking music lessons six months ago. She ... for six months.
6. Mary is looking for a job. She began looking for it in December. She ... since December.
7. George smokes much. He started smoking ten years ago. He ... for ten years.

Упражнение 2. Дополните предложения, употребляя время Present Perfect Continuous

Пример: Tom is out of breath, (he / run) He has been running.

- We are tired, (we / work/hard)
She looks unhappy, (she/cry)
John's clothes are dirty, (he/clean his car)
The children are hot and excited, (they/play)
Tom's skin is red. (he/sunbathe for hours)
Ann's hands are in ink. (she/write letters)
Mary is slim. (she/keep to a diet)
He is very good at tennis, (he/play it for ten years)
He knows every street in this town. (he/live there for many years)

Упражнение 3. Задайте вопросы к данным предложениям, используя структуру How long...?

Пример: I'm waiting for you. How long have you been waiting for me?

1. They are discussing their summer plans.
2. Ann is translating an English article.
3. We are writing an essay.
4. The boys are skating on the pond.
5. Mr. Brown is travelling in the North.
6. It is raining.
7. My relatives are staying with

us. 8. Mother is cooking. 9. He is answering the reporter's questions. 10. The girls are looking through a fashion magazine.

Упражнение 4. Вставьте по смыслу следующие глаголы, используя Present Perfect Continuous.

live, play, study, wait, walk, watch, work

1. We ... in the USA for nearly ten years now. 2. Why is he so late? They ... here for hours. 3. I ... Spanish for two years, but I still don't speak it very well. 4. The boys must be tired. They ... football in the yard all afternoon. 5. It's time to do your homework. You ... television all night. 6. Jack ... in his father's business since he left school. 7. We must be nearly there by now. We ... for over an hour.

Упражнение 5. Поставьте глаголы в скобках в Present Continuous или Present Perfect Continuous

1. He (to run) now. He (to run) for ten minutes without any rest. 2. What they (to do) now? They (to work) in the library. They (to work) for two hours. 3. She (to wash) in the bathroom now. She (to wash) for half an hour. 4. Where is Nick now? He is in the garden. He (to plant) trees. He (to plant) trees the whole morning.

Упражнение 6. Употребите глаголы, данные в скобках в Present Perfect или Present Perfect Continuous

They (to plant) all young trees in the park. The job is done.
They (to plant) young trees in the park since morning.
The children (to decorate) the fir-tree. You can see it now.
Our parents (to decorate) the fir-tree all evening. They are still in the drawing-room.
He (to repair) the tape-recorder and has just begun to use it.
He (to repair) the tape-recorder himself since morning and hopes to finish it soon.
Mary is still in the kitchen. She (to clean) it all morning.
Mary (to clean) the kitchen and now it looks tidy and nice.
I (to collect) a lot of material for my paper, so I am ready to write it.
I (to collect) some material for my paper since November.

Упражнение 7. Раскройте скобки, поставив глаголы в Past Perfect Continuous

1. I was tired. I (to work) all day long. 2. The room was empty but there was a smell of cigarettes. Somebody (to smoke) in the room. 3. It was very hot in the house and she (to lie) awake for hours. 4. It (to snow) heavily and the telephone was cut down. 5. It (to rain) for weeks and the only bridge across the river was destroyed. 6. It became very dark and the children (to speak) in low voices for the last ten minutes. 7. He (to study) the problem for a few years before he could solve it.

Упражнение 8. Составьте вопросы и задайте их своим одноклассникам.

Пример: How long had you been learning English before ... (to take up German)? How long had you been learning English before you took up German?

- How long had your grandfather been working at a factory before ... (to retire)?
How long had you been saving up money before ... (to buy a car)?
How long had he been writing poems before ... (to publish a book)?
How long had they been discussing this question before ... (to arrive at an agreement)?
How long had you been listening to this record before ... (to understand every word)?
How long had you been taking this medicine before ... (to get well)?
How long had they been meeting before ... (to get married)?

Упражнение 9. Объедините по смыслу предложения из левой и правой колонок

- | | |
|---|---|
| 1. They had been experimenting for a year | before he became the world champion |
| 2. He had been writing poetry for some years | before the palace was open for the public |
| 3. They had been repairing the palace for a few years | before they achieved some results |
| 4. He had been composing music for 2 years | before his first collection of poems came out |
| 5. He had been working very hard for a few years | before they got married |
| 6. They had been meeting for 2 years | before he could keep his family |
| 7. Kasparov had been playing chess for 5 years | before he became popular |
| 8. She had been studying Spanish for three years | before he took part in Wimbledon championship |
| 9. He had been playing tennis for 5 years | before she could buy a fur coat |
| 10. She had been saving up money for some time | before she went to Spain as a tourist |

Упражнение 10. Раскройте скобки, поставив глаголы в Future Perfect Continuous

- Next year we (to study) English for three years. 2. In summer my brother (to travel) in Siberia for a year. 3. In two years my friend's father (to work) at the factory for 30 years. 4. It (to snow) for a week tomorrow. 5. Next year she (to give) music lessons for twenty years. 6. In a month he (to play) football for seven years. 7. In ten minutes they (to discuss) this question for three hours. 8. In September

they (to build) their country house for 2 years. 9. In two months she (to work) at school for ten years. 10. In half an hour they (to write) a test-paper for two hours.

Упражнение 11. Раскройте скобки и поставьте глаголы в Future Perfect или Future Perfect Continuous

1. They (to complete) the new bridge by the end of the year.
2. By the end of the week we (to wait) seventeen weeks for our telephone to be repaired.
3. I hope you (to finish) this report by the end of the day.
4. We (to fly) non-stop for fifteen hours before we get to Calcutta.
5. She (to leave) for work before the children get home from school.
6. By this time next year he (to write) his memories.
7. Do you know that your sister (to work) for this company for ten years by next month.
8. They (to be married) for twenty-five years next year.
9. How long they (to look) for a flat by next Monday?

Упражнение 12. Переведите предложения на русский язык, обращая внимание на оттенки модальных глаголов и их эквивалентов

1. The work must be done at once.
2. We have to go there right now.
3. He is to take the exam in winter.
4. I am sorry, I could not come yesterday.
5. You might have warned me.
6. The young ought to respect old age.
7. She should not have married this man.
8. We shall be able to decide this question soon.
9. He has to cook his own meals. His wife is away.
10. Nothing is to be done.

Упражнение 13. Выберите правильный вариант:

1. How many languages	can you speak? may you speak? must you speak?
2. Do you think that doctors.... cancer in future	must cure will be able to cure could cure
3. They were whispering so I.... what they were saying clearly.	could not hear should not hear can not hear
4. Mike ... chess very well.	may play should play can play
5.you wait? We have not had supper yet.	Could Can May

6. Which of you answer the question?	may must can
---	--------------------

Упражнение 14. Вставьте по смыслу эквиваленты модальных глаголов.

1. There were so many questions he... not answer.
2. I ... go. Good bye.
3. Let's go to bed. We ... get up early tomorrow.
4. The train ... arrive at 7.45 p.m.
5. Her English is poor, she ... study hard to pass the exam.
6. In 2 years I shall work and ... to rent a flat.
7. Mary.... not to walk in dark.
8. Hurry up! We ... to be at hospital in time.

Упражнение 15. Прочитайте английские пословицы и обратите внимание на употребление в них модальных глаголов. Подберите русские пословицы с таким же значением.

1. Friends may meet , but mountains never.
2. A fool may ask more questions than a wise man can answer.
3. What can't be cured must be endured.
4. People who live in glass houses should not throw stones.
5. You may lead a horse to water but you can't make it drink.
6. Bad seed must produce bad corn.
7. Accidents will happen.
8. A bird may be known by its song.
9. A man can die but once.
10. As you sow you shall mow.

Задание 2

Personal Letters

1. Прочитайте и переведите следующий текст. Обратите внимание на значения новых слов и выражений, приведенных ниже.

A personal letter is as natural, informal, and intimate as conversation. Even details of form, like the three-line heading with its two essential commas, may in many instances be safely ignored. If, for example, you are writing to your sister who is away at college, a carefully inscribed heading telling her your address and the city in which you live is quite superfluous, although the date may be of importance. Like standard usage in grammar and punctuation, standard practice in the writing of friendly letters recognizes a difference between informal and formal situations.

While you need not observe all details of standard letter form in writing intimate letters, you will surely want to observe them carefully in writing to a new acquaintance or to your aunt whom you have never seen.

Considerations of neatness, attractive arrangement and proper stationery are important in all letters. Naturalness and ease are their chief essentials.

Personal letters usually have one or more of the following purposes:

to thank;
to send greetings or express your feelings about some occasion or event;
to apologize;
to invite;
to make arrangements;
to make or renew contact with someone;
to give news;
to accompany enclosed material (photos, gifts, etc.);
to reply to another letter.

Notes

details of form – элементы формы письма

three-line heading with its two essential commas – заголовок (имеется ввиду внутренний адрес), состоящий из трех строчек с двумя обязательными запятыми.

carefully inscribed heading – подробно написанный заголовок (внутренний адрес)

like standard usage in ... – как это принято в ...

attractive arrangement – приятное (для глаза) размещение элементов письма.

2. Запомните следующие слова и выражения.

intimate – дружеский, приятельский

standard usage – общепринятое употребление

standard practice – установленный порядок

proper stationery – правильно подобранная бумага

to give news – передавать сообщения

to make arrangement(s) – сговориться, условиться, сделать приготовления

3. Образуйте прилагательные с противоположным значением, присоединив приставки in-, im-, il-, ir- к следующим словам и переведите их.

(in-) – correct, direct, definite, active, formal;

(im-) – proper, moral, mortal, material, personal;

(il-) – logical, legal, legible, literate.

4. Образуйте прилагательные, обозначающие отсутствие качества от следующих слов:

friend, care, home, name, hope, end, colour, child.

5. Найдите в тексте английские эквиваленты следующих русских слов и выражений:

во многих случаях; дружеское письмо; устанавливать контакт; частное письмо; новый знакомый; признавать (учитывать) разницу; не обращать внимания; не учитывать чего-либо; излишний, избыточный; главное, основное (неотъемлемая часть); возобновлять контакты.

6. Выберите из слов, приведенных ниже в скобках, слова близкие по значению следующим:

personal, to observe, intimate, standard, superfluous, essential, to ignore, proper, neatness, to reply, occasion, event, to request, to enclose, surely, example (to follow, case, private, excessive, informal, fundamental, accepted, to ask for, to pay no attention to, suitable, to answer, tidiness, incident, certainly, case, to insert).

7. Выберите из слов, приведенных ниже в скобках, слова противоположные по значению следующим:

personal, standard, essential, to ignore, carefully, attractive, proper, natural, ease, formal (public, minor, to observe, unattractive, difficulty, carelessly, improper, non-standard, unnatural, informal).

8. Внимательно прочитайте следующее письмо. Обратите внимание на расположение элементов письма (реквизитов). Ответьте на следующие вопросы.

What is written on the top of the page on the right?

What is written under Kate's address?

How does Kate begin her letter?

How does she end the letter?

What purpose does the letter cover?

9. Объясните употребление временных форм Present Continuous, Present Perfect и Past Indefinite в тексте письма.

C/O¹ the Students' Union
Keele University,
Keele,
Staffordshire.
January 22nd, 2001

Dear Mum, Dad and Ann,

I've just received your lovely long letter! Thanks! I'm pleased to hear that Ann has taken up swimming at last! The beginning of the year is a good time for taking things up. Pete's decided to take up acting. Can you imagine that?! He's quite an enthusiast and goes to the Drama Society three times a week. They are going to put on Priestlev's "An Inspector Calls"² this year, and Pete's going to play the son of the family. I'm looking forward to seeing the play. You never know — maybe Pete has some hidden talent! As for me, I've decided to go in for tennis. It's great! I play twice a week with lovely group of people.

Do you know, we received a letter from Siberia last week — from a Soviet student. Isn't that wonderful?! We are going to be penfriends. He wants to know how English students spend their free time. Pete's just written to tell him all about student life. His name's Igor, and he writes very good English. He wants us to write in English too, but Pete wants to write in Russian, so I'm going to write in English. I don't know Russian as well as Pete, as you know.

That's all for now. Take care! Write soon! I'm looking forward to getting your next letter.

Lots of love and kisses!

Kate

Notes

C/O — care of, т. е. через (какое-то лицо или организация) для...

“An Inspector Calls” — пьеса английского писателя Дж. Пристли «Визит инспектора».

10. Найдите значения следующих английских слов и выражений и запомните их.

to take up something

to put on a play

to look forward to something

It's great!

You never know...

as for me

That's all for now

Take care!

Write soon!

10. Напишите письмо по случаю дня рождения вашего друга. Сообщите ему свои новости, поздравьте его с днем рождения и пожелайте ему всего хорошего. Употребите следующие выражения:

Happy birthday.

Many happy returns of the day.

I wish you the best of everything.

I wish you joy/great happiness/every success/luck.

On your 21st birthday I wish you ...

On the occasion of ... I wish you ...

11. Закончите письмо выражениями:

Well, I must stop now. What's your news?

No more news to tell. Write soon and tell us yours.

Anyway I must finish now. What's happening in your life?

Урок 3

1. Грамматический материал: Согласование времен (Sequence of Tenses). Прямая и косвенная речь (Direct and Indirect Speech).

2. Текст: Business Meetings – Agenda and Minutes

1. Согласование времен Sequence of Tenses

Правило согласования времен в английском языке определяет зависимость времени глагола в придаточном предложении от времени глагола в главном предложении. В русском языке такой зависимости не существует.

Основные положения согласования времен сводятся к следующему:

1. Если сказуемое главного предложения выражено глаголом в настоящем или будущем времени, то сказуемое придаточного предложения может стоять в любом времени, которое требуется по смыслу. Например:

He says	he studies English.	Он говорит,	что изучает английский
	he will study English.		что будет изучать английский
	he has studied English.		что изучал английский

2. Если сказуемое главного предложения стоит в прошедшем времени, то сказуемое придаточного предложения должно стоять в одном из прошедших времен. Выбор конкретной видо-временной формы определяется тем, происходит ли действие в придаточном предложении одновременно с главным, предшествует ему, либо будет происходить в будущем. Например:

He said	he worked (was working)	Он сказал,	что он работает
	he had worked (had been working)		что он работал
	he would work (would be working)		что он будет работать

В ряде случаев правило согласования времен не соблюдается:

1. В придаточных дополнительных предложениях, которые выражают общеизвестный факт или истину.

He said that the 22nd of December is the shortest day of the year.

Он сказал, что 22 декабря самый короткий день в году.

2. Модальные глаголы **must, should, need** и **ought to** употребляются в придаточном предложении независимо от того, в каком времени стоит глагол-сказуемое главного предложения.

I told her that she should consult a doctor.

Я сказал ей, чтобы она проконсультировалась с врачом.

The teacher told us that we must learn this rule.

Учитель сказал, что мы должны выучить это правило.

2. Прямая и косвенная речь Direct and Indirect Speech

Содержание ранее высказанного сообщения можно передать прямой речью (от лица говорящего) или косвенной речью (от лица передающего).

Например:

She said: "I can speak two foreign languages" (прямая речь).

She said that she could speak two foreign languages (косвенная речь).

В косвенной речи также соблюдается правило согласования времен. При обращении утвердительных предложений из прямой речи в косвенную производятся следующие изменения:

1. Косвенная речь вводится союзом *that*, который часто опускается.
2. Глагол *to say*, после которого следует дополнение, заменяется глаголом *to tell*.
3. Личные и притяжательные местоимения заменяются по смыслу.
4. Времена глаголов в придаточном предложении изменяются согласно правилам согласования времен.

Сдвиг времен при переводе предложений из прямой речи в косвенную

Present Indefinite	→ Past Indefinite	Одновременное действие
Present Continuous	→ Past Continuous	
Present Perfect	→ Past Perfect	Предшествующее действие
Past Indefinite	→ Past Perfect	
Future	→ Future -in- the Past	Будущее действие

5. Указательные местоимения и наречия времени и места заменяются другими словами:

this	that
these	those
now	then
today	that day
tomorrow	the next day
the day after tomorrow	two days later
yesterday	the day before
the day before yesterday	two days before
ago	before
next year	the next year, the following year
here	there

Общие вопросы вводятся союзами *if*, *whether*, имеющими значение частицы «ли». В придаточных предложениях соблюдается порядок слов утвердительного предложения.

He asked me: "Do you smoke?"

He asked me if I smoked.

Он спросил меня: "Ты куришь?"

Он спросил меня, курю ли я.

Специальные вопросы вводятся тем же вопросительным словом, с которого начинается прямая речь. Соблюдается порядок слов утвердительного предложения.

He asked me: "When did you send the telegram?" He asked me when I had sent the telegram.

Он спросил меня: "Когда ты отослал телеграмму?" Он спросил меня, когда я отослал телеграмму.

Для передачи побуждения к действию в косвенной речи употребляются простые предложения с инфинитивом с частицей *to*.

Если прямая речь выражает приказание, то глагол *to say* заменяется глаголом *to tell* (велеть) или *to order* (приказывать).

Если прямая речь выражает просьбу, глагол *to say* заменяется глаголом *to ask* (просить).

She said to him: "Come here at nine".
She told him to come there at nine.

Она сказала ему: «Приходи сюда в 9 часов».

Она велела ему придти в 9 часов.

I said to her: "Please, give me that book".

Я сказал ей: «Дай мне, пожалуйста, эту книгу».

I asked her to give me that book.

Я попросил ее дать мне эту книгу.

Задание 1

Упражнение 1. Переведите предложения на русский язык.

1. I knew she went to bed early. 2. I remembered that he didn't like opera. 3. He said that many good actors would star in that film. 4. I understood that he had missed the train. 5. She was angry. She said she had been waiting for me for half an hour. 6. My mother said that I could go to Moscow for a week. 7. Yesterday he called me and asked whether I wanted to go to the cinema. 8. When I saw her I understood that she was upset by something. 9. He said that he would join us as soon as he passed his exams. 10. He said that he had no car.

Упражнение 2. Перепишите предложения из прямой речи в косвенную.

1. "We are going to the cinema with classmates." (They say) 2. "I will be ready in a few minutes". (Ann says) 3. "My friend has not passed the exam". (Jim told his mother) 4. "I saw this film last week". (Toms said) 5. "Do you go to the theatre?" (She asks me)

Упражнение 3. Переведите данные предложения из косвенной речи в прямую.

"Close the door, please" the conductor says to a passenger.

The secretary said to me: "The delegation arrived yesterday."

"Will you open the window "she said.

Steve asked me: " How long are you going to stay here?"

Monica said: " I will not change my mind."

The client said to the waiter: "Please, warm the meal up."

Упражнение 4. Выберите правильный вариант.

He said he (is staying, was staying) at the Hilton. 2. They said they (lost, had lost) their way in the dark. 3. He asked me where I (studied, study). 4. I thought that I (shall finish, should finish) my work in time. 5. He said he (works, worked) as a manager. 6. He says he (worked, had worked) as a teacher two years ago. 7. The teacher said he (would ask, will ask) us. 8. They asked us why we (are speaking, were speaking) in a loud voice. 9. He realized that he (had broken, broke) his leg. 10. I hoped she (will pass, would pass) the exam.

Упражнение 5. Раскройте скобки и выберите правильное слово.

1. She thought her child was asleep (now, then). 2. George says he was to be at the office (today, that day). 3. He told me that he had bought a ticket (yesterday, the day before). 4. Last week my watch went wrong. The repairman promised to repair it (tomorrow, the next day). 5. Lets meet at 5 (tomorrow, the next day),- said the guide to his group. 6. When I came home my sister told me that my friend had called me an hour (ago, before).

Упражнение 6. Употребите в данных предложениях глаголы tell, say в нужном времени.

1. Peter that he understood my explanation. 2. Nick Sam that he had seen Mary. 3. Please ... me about your last trip. 4. She ... she would leave the next day. 5. Can you ... me how long it will take me to get there 6. He did not ... us where he was going.

Упражнение 7. Раскройте скобки и поставьте глаголы в нужное время.

1. I was sure that the children (to play) in the garden. 2. I thought that they (not to see) this film yet. 3. I thought that you (to graduate from) the University. 4. He said that he (to want) to buy a house. 5. The porter knew that the train (to be) late. 6. I said that I (to buy) the ticket later. 7. She said she (to want) to go to the South. 8. I didn't know you (to be) at home. 9. I wondered if he (to leave) school. 10. I was surprised she didn't know the news. I was sure her husband (to tell) her everything. 11. She couldn't get into the flat. She said she (to lose) her key. 12. I learnt that he (not to come) yet.

Упражнение 8. Переведите предложения на английский язык.

1. Она подумала, что опоздала на поезд. 2. Я был уверен, что она позвонит мне. 3. Я знал, что переведу статью без словаря. 4. Он сказал, что может

легко перевести эти статьи. 5. Она сказала, что устает вечером. 6. Я не знал, что у вас есть много книг по истории. 7. Студенты сказали, что готовятся сейчас к семинару. 8. Он говорил, что хочет изучать два иностранных языка. 9. Я думал, что вы уже слышали об этой поездке. 10. Она не знала, что мы провели отпуск в деревне.

Задание 2

Business Meetings

1. Прочитайте и переведите приведенные ниже тексты.

Agenda

Most meetings have an agenda. For a formal meeting, this document is usually circulated in advance to all participants. For an informal meeting, the agenda may be simply a list of the points that have to be dealt with. The purpose of an agenda is to speed up the meeting and keep everyone to the point. The agenda for a formal meeting must be organized in logical order. Often the agenda shows not only the topic but the meeting's function regarding each topic ('to receive a report on ...', 'to approve ...', etc.) All items on which a decision is to be taken should appear on the agenda, which would usually have this format:

- Minutes of previous meeting
- Matters arising
- Items
- Any other business (AOB)

Notes

- a list of points to be dealt with – перечень вопросов, которые нужно (подлежит) рассмотреть
- keep everyone to the point – заставить всех придерживаться существа дела (сути вопроса)
- matters arising – вопросы, требующие рассмотрения
- items – зд. вопросы, стоящие на повестке дня
- any other business – разное

1. Ответьте на следующие вопросы:

- What is an agenda?
- What is the purpose of an agenda?
- What does the agenda usually show?
- Which items do we find on the agenda?
- What items does the agenda usually include?

2. Запомните следующие слова и сочетания слов:

an agenda – повестка дня
to circulate – распространять, рассылать, передавать
a participant – участник
a decision – решение; to make a decision – принять решение
an advance – вперед, заранее
an item – пункт, параграф, вопрос повестки дня

3. Переведите приведенные ниже сочетания слов и определите значения слова “point”. Запомните эти значения.

point of departure
point of destination
a point of honour
off (beside) the point
to come to the point
to keep to the point
to gain one’s point
What’s your point in coming?
the best point is his character
good and bad points of a man

4. Выберите из текста предложения, содержащие модальные глаголы и их эквиваленты, объясните их значение и употребление.

Minutes

Minutes are a written record of the transactions and recommendations of a meeting. They are usually taken by a secretary or committee member. The minutes are filed as a permanent record of the meeting. Copies are passed to the participants and other interested parties prior to their reconvening. Minutes must be clear, precise, and accurate.

The minutes should contain only major topics and recommendations, not every point that was discussed. The typed minutes are an organized and condensed version of the meeting. The tone should be formal and objective, reporting the major points and the names of the persons making them.

After the minutes are completed, they are usually first passed to the chairman or president for approval and then circulated to the participants as well as to absent members. The minutes should be submitted as soon as possible and distributed prior to the next meeting of the group. At the next meeting each member will have a copy of the minutes; as a first order of business, the minutes will be amended or corrected, and approved by vote. The secretary then signs the minutes with the notation, *approved*.

Notes

a written record of the transcriptions and recommendations of a meeting – письменный документ, фиксирующий ход собрания и его рекомендации
the minutes are filed as a permanent record of the meeting – протоколы собрания регистрируются и являются документами длительного хранения
they are usually taken by a secretary...- их (протоколы) обычно пишет секретарь...

a first order of business – первый вопрос повестки дня

5. Запомните следующие слова и сочетания слов:

a record – запись, письменное упоминание, официальный документ

a participant – участник

interested parties – заинтересованные стороны

precise – точный

clear – ясный (понятный)

accurate – правильный (точный)

major topics – наиболее важные вопросы

condensed – сжатый, краткий

to amend the minutes – внести изменения в протокол

to approve by vote – одобрить, путем голосования

to sign the minutes – подписать протокол

6. Ответьте на следующие вопросы:

What are minutes?

Whose duty is it to take minutes?

What should minutes contain?

Who are the minutes passed to after they are completed?

When are the minutes approved?

Parts of Minutes

Title

The name of the committee or organization, the type of meeting, date and place may follow it.

E. g. Minutes: Wordsworth Literary Society, Monthly Meeting, November 23, 2004.

Attendance

The minutes should list the names of those who attended the meeting beginning with the presiding officer.

Present: Sol Terry Reaper, chair; Lucinda Mc Adams, secretary, etc.

Approval of Minutes

A short statement should be made noting any corrections or amendments to the reading of the minutes of the previous meeting. The name of the person making the motion for approval of the minutes should be stated:

William Stetson moved that the minutes be approved. The motion was seconded and carried.

Report

The text can take several forms. Informal minutes will just summarize chronologically the major points discussed at the meeting. Formal minutes will break down the discussion into subtopics based on the meeting's agenda, oral reports, or subjects discussed. The headings, placed against the left margin, may be underlined, bold-faced, or italicized for emphasis.

After all agenda matters have been covered and all reports presented, space will be reserved for Unfinished Business or New Business.

Date of Next Meeting

A statement of the time and place of the next meeting may be placed at the end of the report or at the beginning (after the attendance). This information may be capitalized to capture the reader's attention.

NEXT MEETING: 7:30 PM, JANUARY 4, 1992, AT BOARD ROOM.

Notes

presiding officer (chair) – председательствующий (председатель собрания)
a short statement should be made noting any correction or amendments to the reading of the minutes – Должно быть сделано короткое, в котором упоминаются все поправки и изменения, поступившие при чтении протокола
the motion was seconded and carried – Предложение получило поддержку и было принято

... may be underlined, bold-faced, or italicized for emphasis – могут быть подчеркнуты, выделены жирным шрифтом или курсивом, чтобы придать им особое значение

7. Запомните следующие слова и сочетания слов:

statement – заявление, утверждение

to make a statement – сделать заявление

amendment – поправка, дополнение (к резолюции, законопроекту и т. д.)

to move – вносить (предложение, резолюцию), делать заявление.

to second – выступать в поддержку (предложения, резолюции)

to second a motion (a resolution)

to capture (the reader's) attention – привлечь внимание

report – доклад, сообщение, отчет

report on something – доклад, отчет (о чем-либо)

weather report – сводка погоды
to present (submit) a report – предоставить доклад
a news report – газетное сообщение
first-hand report – сообщение очевидца повестки
agenda matters – вопросы повестки дня
to break down into subtopics – разбивать над подтемы (подвопросы)

8. Внимательно прочитайте и объясните (по-английски или по-русски) смысл каждого из пунктов протокола. Используйте материал предыдущего текста.

Minutes Checklist

(перечень пунктов протокола)

Organization Name

Time, date, place of meeting

Attendants beginning with chair

Approval of past minutes

Agenda topics or reports

Unfinished business

New business

Adjournment time

Date of next meeting (placement optional)

Approval & secretary's signature

9. С помощью суффикса “ly” образуйте наречия от следующих слов. Переведите их.

Clear, precise, accurate, formal, possible, simple, logical, previous, short, complete part, oral.

10. Образуйте существительные от следующих глаголов и прилагательных при помощи суффиксов “ment” и “ness”. Переведите их.

ment – to state, to move, to amend, to agree, to develop, to govern, to place.

ness – clear, accurate, precise, complete, cold, dark kind, weak, short.

11. Подберите слова, соответствующие описаниям, приведенным ниже.

A detailed list of items to be discussed.

A formal decision reached at the meeting.

A condensed version of the meeting.

A minimum number of members to be present to make a meeting legal.

A person who takes part in a meeting.

A person presiding at the meeting.

Coming together of number of people at a certain place for discussion.

Лексический минимум 3 семестра

personal letter	attendance
correspondent	report
signature	to sign
to hear from	intimate
to move	salutation
inscribed heading	to give news
to request news	agenda
circulate	transaction
minutes	to file
record	participant
chairman	to submit

Контрольная работа 3

Упражнение 1. Раскройте скобки и поставьте глаголы в Present Continuous, Present Perfect или Present Perfect Continuous.

1. It (to snow) heavily. It (to snow) since Monday. The heavy snowfalls (to make) the roads impossible.
2. She speaks a very good English. No wonder, she (to study) English since her childhood.
3. Where is Mike? He (to pack) his bag. Oh dear, isn't he ready yet? He (to pack) it since the very morning and (not to finish) packing it yet.
4. I (to listen) to this record for half an hour but I can't understand all the words yet.
5. Look! My son (to drive) a car for the first time in his life.
6. We (to go) to the pictures twice a month lately.
7. I (not to hear) about him for ages.

Упражнение 2. Поставьте глаголы в скобках в Past Indefinite, Past Continuous, Past Perfect, Past Perfect Continuous.

1. He (to study) Spanish before he (to go) to Spain.
2. Suddenly he (to remember) that he (not to call) her.
3. It (to rain) in the morning and it (to rain) for the whole night.
4. They (to walk) along the street for half an hour before they (to see) a cafe.
5. I (to have) breakfast when the telephone (to ring).
6. How long you (to know) Mike before you (to get married).

Упражнение 3. Раскройте скобки и поставьте глаголы в Past Perfect Continuous или Past Continuous.

1. Jim was on his hands and knees on the floor, he (to look) for his pen.
2. When I arrived she (to wait) for me. But she looked angry as she (to wait) for a very long time.
3. They still (to walk) when it started snowing.
4. The children looked tired. They (to walk) since early morning.
5. The magnificent car (to wait) at the door. It (to wait) for two hours.
6. The sun (to shine) all day long yesterday.
7. John (to drive) the car when the accident happened.
8. The sky (to clear) though it (to rain) still.
9. The telephone (to ring) for a few minutes before somebody picked up the receiver.

Упражнение 4. Переведите предложения на русский язык.

1. He said that he was busy.
2. I thought he had left Minsk and lived in Moscow.
3. I didn't know that you could draw.
4. I said that you needn't go there.
5. I knew that she had to stay at the University after classes.

6. I was sure that your friend was writing a new play.
7. I was not sure that they would be here.
8. I thought that the article had been translated.
9. He told me that I would be given this work.
10. She said that she didn't understand the text.

Упражнение 5. Раскройте скобки и проставьте глаголы в нужную форму.

1. He said he (to work) in this firm.
2. She knew he (to be) an engineer.
3. He said it (to rain).
4. He said he (to live) there in 1990.
5. She knew he never (to be) to France.
6. He said he (to make) a report at the conference.
7. We asked Nick if he (can help) us.

Упражнение 6. Прочитайте и переведите следующее письмо. Определите и назовите основные реквизиты письма.

High Trees
Hills Road,
Cambridge
July 3rd, 2001

Dear Anna,

I have been studying English in Cambridge for two months now, and I have had a wonderful time.

Perhaps, the most exciting thing that has happened to me was going to a May Ball. Let me explain – every year in June (although they're called May Balls!) the colleges organize big dances with lovely food and champagne served from marquees in the college grounds. The dance goes on all night, and then, at dawn, people take a boat and have breakfast on the river.

For a May Ball the students wear dinner jackets and bow ties, and long dresses, although they usually wear jeans and Tee-shirts.

On Saturday I went down to the river to watch the 'bump', which is a rowing competition between colleges. Each boat tries to overtake or 'bump' another boat. Lots of people got wet!

I have found that you can learn a lot just being in England. Yesterday I learnt a new expression – Hobson's choice. Apparently a man called Thomas Hobson lived in Cambridge about 200 years ago. He had about forty horses, and whenever a customer wanted to hire one, he always gave them the one that had rested longest. The only choice was 'Hobson's choice'; that is no choice at all, and that's what it means today!

Please write soon and tell me what you've been doing recently.

Lots of love,
Frieda.

Notes

marquee – большая палатка

dinner jacket – смокинг (пиджак для вечерних приемов из черной шерстяной ткани с атласным отворотом)

Tee-shirt – футболка (хлопчатобумажная, трикотажная, с короткими рукавами)

bumps (bumping race) – гребные соревнования со столкновениями, популярные у студентов Оксфордского и Кембриджского университетов. (Столкновение – способ вывести из соревнования лодку соперников, идущую впереди).

Hobson's choice – часто употребляющееся выражение, обозначающее отсутствие выбора или принудительный выбор.

Упражнение 7. Найдите и выпишите из текста глаголы в Present Perfect и Present Perfect Continuous.

Урок 1

Грамматический материал: Инфинитив - формы и функции. Употребление частицы *to*.

Текст: *Transport Documents – Bill of Lading*

1. Инфинитив (Infinitive)

Инфинитив – это неличная форма глагола, сочетающая в себе свойства глагола и существительного. Формальным признаком инфинитива является частица *to*. Инфинитив в английском языке имеет шесть форм.

	Active	Passive
Indefinite	<i>to ask</i>	<i>to be asked</i>
Continuous	<i>to be asking</i>	
Perfect	<i>to have asked</i>	<i>to have been asked</i>
Perfect Continuous	<i>to have been asking</i>	

Только две формы инфинитива, а именно *Indefinite Infinitive Active* и *Indefinite Infinitive Passive*, имеют соответствующие формы в русском языке:

to ask спрашивать

to be asked быть спрошенным

Остальные формы не могут переводиться вне предложения. Неперфектные формы обозначают действия одновременные или будущие по отношению к действию, выраженному глаголом. Перфектные формы обозначают действия, как правило, предшествующие действию, выраженному глаголом-сказуемым.

2. Функции инфинитива в предложении

Инфинитив выполняет в предложении следующие функции:

1. подлежащего

To smoke is bad for health.

Курить вредно для здоровья.

2. части сказуемого

The child began to cry.

Ребенок начал плакать.
(составное глагольное)

I cannot swim.

Я не умею плавать.

To live is to learn

Жить – значит учиться.
(составное именное)

3. дополнения

He likes to draw

Он любит рисовать.

4. определения

He was the **first to come**.

Он пришел первым.

5. обстоятельства

а) цели (с союзами in order, so as)

We have come to the station **to see them off**.

Мы пришли на вокзал, чтобы проводить их.

б) следствия (со словами too, enough)

I was **too young to think** about it.

Я был слишком молод, чтобы думать об этом.

в) сравнения (с союзом as if)

She touched his shoulder **as if to stop**.

Она дотронулась до его плеча, как будто хотела остановить.

г) вводного члена предложения

To tell the truth, I didn't like the film.

По правде говоря, мне не понравился фильм.

Запомните следующие сочетания с инфинитивом:

to cut a long story short

короче говоря

to tell the truth

сказать по правде

to say nothing of

не говоря уже о

to put it mildly

мягко выражаясь

to begin with

начнем с того что

to be exact

точнее сказать

3. Перевод инфинитива на русский язык

1. Составное глагольное сказуемое, состоящее из глагола to be и инфинитива, может выражать не только долженствование,

He is **to come** today.

Он должен прийти сегодня.

но и неизбежность,

He was **never to see** her again.

Ему не суждено было видеть ее снова.

а также еще и намерение.

If you are **to come** in time, we should hurry up.

Если вы хотите прийти вовремя, нам следует поторопиться.

2. Инфинитив в функции определения после порядковых числительных переводится личной формой глагола в том времени, в каком стоит глагол-сказуемое.

She was the last to come.

Она пришла последней.

3. Если в состав конструкции **there is** входит инфинитив в страдательном залоге, то оттенок модального значения можно передать словами "следует, нужно".

There are many things to be done.

Нужно сделать много вещей.

4. Употребление инфинитива с частицей **to**

Инфинитив обычно употребляется с частицей **to**. Но есть случаи, когда инфинитив употребляется без него:

-после модальных глаголов **can, may, must, should**

What can I do for you?

Что я могу для вас сделать?

-после глаголов **to let** (разрешать) и **to make** (в значении заставлять)

Let him go.

Пусть он идет.

He made her cry.

Он заставил ее плакать.

-после глаголов чувств и восприятия **to see, to hear, to watch, to feel**

I heard her sing.

Я слышала, как она поет.

-после сочетаний **would rather, had better** (лучше бы), **cannot but** (не могу не)

I would rather stay at home today.

Я бы лучше осталась сегодня дома.

-в вопросах с **why not**

Why not go to the cinema?

Почему бы не пойти в кино?

Запомните следующие предложения с инфинитивом:

The book leaves much to be desired.

Книга оставляет желать лучшего.

He is difficult to deal with.

С ним трудно ладить.

He is hard to please.

Ему трудно угодить.

She is pleasant to look at.

У нее приятная внешность.

The house is to let.

Дом сдается.

Задание 1.

Упражнение 1. Напишите формы инфинитива

1. **Indefinite Passive** (to translate-to be translated)

to receive, to defend, to tell, to write, to read, to do

2. **Continuous Active** (to translate-to be translating)
to develop, to make, to discuss, to look, to take, to watch
3. **Perfect Passive** (to translate-to have been translating)
to send, to finish, to teach, to attack, to do
4. **Perfect Continuous** (to translate-to have been translating)
to live, to work, to tell, to look through, to discuss

Упражнение 2. Прочитайте предложения и определите форму инфинитива: active/passive, indefinite, continuous, perfect.

1. She was sorry to have missed the train. 2. The weather seems to be changing.
3. There is nothing to be done with it. 4. Look out of the window. It seems to be snowing. 5. You seem to know the material well. 6. I'd rather go by car.

Упражнение 3. Прочтите и переведите следующие предложения, обращая внимание на функцию инфинитива.

1. It is a horrible thing to have a spy in one's house. 2. To prolong the discussion is to waste time. 3. She was really pleased to see him. 4. There was nothing to be done. 5. He went into the street to find himself alone. 6. To tell you the truth I am very tired. 7. I have something to tell you. 8. She was too shocked to speak. 9. The child did not like to be fed (кормить). 10. Which is more pleasant: to give or to be given presents? 11. I am sorry to have troubled you. 12. He is hard to deal with.

Упражнение 4. Замените выделенные придаточные предложения инфинитивом.

Пример: The child had many toys which he could play with. The child had many toys to play with.

1. I have no new books which I can read. 2. Here is something which will warm you up. 3. She has a baby which she must take care of. 4. The exercise which I must do is difficult. 5. Is there anybody who will help me? 6. There was nothing that he could do except go home. 7. He has an exam which he must take soon.

Пример: He is so old that he cannot skate. He is too old to skate.

1. The problem is so difficult that it is impossible to solve it. 2. The baby is so little that it cannot walk. 3. She is so inattentive that she did not notice a mistake. 4. I have very little wool: it will not make a sweater. 5. He is so weak that he cannot walk himself.

Пример: He is sorry that he had said it. He is sorry to have said it.

1. I was glad that I had seen all of you. 2. She is happy that she has found such a nice flat to live in. 3. He hopes that he will know everything by tomorrow. 4. The children were happy that parents had taken them to the circus. 5. I am sorry that I spoil your mood.

Упражнение 5. Переведите предложения на русский язык, обращая внимание на Active и Passive Infinitive.

1. Nature has many secrets to be discovered yet. 2. These are books to be read during holidays. 3. To play tennis was his favorite occupation. 4. Which is more pleasant: to give or to be given presents. 5. I remembered to have seen you before. 6. To improve your pronunciation you should record your speech and analyze it. 7. I am sorry not to have noticed you.

Упражнение 6. Вставьте, где необходимо, частицу to.

1. They will never let her... go there alone. 2. I saw her... cry. 3. We were... meet at 8 o'clock. 4. I felt somebody... touch my hand. 5. Why not ... go there together? 6. She cannot ... make her child ... eat soup. 7. May I use your phone? 8. I would rather... do all the tasks today. 9. It is high time ... go home. 10. I'd like ... have some coffee. 11. You had better... keep silent.

Упражнение 7. Используйте в данных предложениях инфинитив, выбрав подходящий по смыслу глагол: read, have, smoke, play, sleep, die, follow, do.

... such a devoted friend is a piece of good luck.

... so much means to ruin one's health.

... sport is one of the best ways to be healthy.

... books in original is very useful for those who study foreign languages.

I am so tired that all I want is to...

She said she would rather than marry him.

Packing was the first thing...

Here are some instructions...

Упражнение 8. Выберите правильный вариант.

1. There was nothing... (to fear, to be feared). 2. That was a very dangerous thing (to do, to be done). 3. She loved (to hear, to be heard) of her father's adventures when he returned home. 4. Speak louder if you want... (to hear, to be heard). 5. Don't talk too much if you want people... (to listen to you, to be listened). 6. I am glad...(to take, to have taken) your advice. 7. Take an umbrella. It seems... (to rain, to be raining).

Упражнение 10. Раскройте скобки, употребляя требующуюся форму инфинитива.

1. He seems (to read) a lot. 2. He seems (to read) now. 3. He seems (to read) since morning. 4. He seems (to read) all the books at home. 5. I want (to take) you to the concert. 6. I am glad (to invite) to the concert. 7. The children seem (to play) since the morning. 8. I am sorry (to break) your pen. 9. He began writing books not (to earn) his living but (to read). 10. I was very fortunate (to love) by him.

Упражнение 11. Закончите следующие предложения, используя инфинитив.

It will be wise to...

Try not to...

We decided to...

It is not easy to...

How can you...?

It's been kind of you to...

They stopped to....

Упражнение 12. Переведите следующие предложения на русский язык.

Короче говоря, мне этот фильм не понравился.

Мы все были рады, не говоря уже о детях.

По правде говоря, я хочу остаться дома.

Начнем с того, что вы опоздали.

Мягко выражаясь, вы были неправы.

Нашему дедушке трудно угодить.

У этой девушки приятная внешность.

Новая пьеса оставляет желать лучшего.

Задание 2

1. Прочитайте и переведите следующий текст. Обратите внимание на значения новых слов и выражений, приведенных ниже.

Transport Documents – Bill of Lading

The main transport documents are: the Railway Bill (for the transportation by the railroad), the Airfreight Bill (for air transportation), the Autoway Bill (for auto transport) and the Bill of Lading (B/L) (for sea transportation).

All these documents have much in common so there is no point in discussing all of them. It would be more useful to discuss in detail the main sea transportation document, i.e. the Bill of Lading, since the most voluminous international trade is still carried out by sea – be it in terms of the sheer bulk of the goods, or their cost.

The transport of goods between two countries is organized by forwarding agents (shipping agents) who send the goods to destination either after warehousing or directly.

The forwarding agent undertakes the collection of smaller consignment into collective consignment (consolidated cargo), he sees to reforwarding or redirection of goods, their transshipment, insurance and customs-clearance. He gives on request information as to the freight rates, port dues (dock dues), insurance rates, etc.

For the announcement of goods to be shipped a shipping note must be sent by the forwarder (on behalf of the shipper) to a dock company or to the captain of the ship. The shipping note contains the request to transport the goods to a certain port of destination. Then, the goods are loaded on board the vessel, after which the forwarder is given the mate's receipt certifying that the goods have been taken onboard the ship. It may be a "clean receipt" if the packing is in good order or a "foul receipt" if the packing of the goods leaves anything to be desired.

Then the Bill of Lading is made out. It is the contract by which the shipowner agrees to convey the shipper's cargo to the place of destination and to hand it over to the addressee in the port of discharge.

The Bill of Lading is made out in several stamped originals (usually three) and a number of unstamped copies (up to twenty five). In the port of destination only the holder of the Bill of Lading (which is sent either by air-mail or by ship's mail) is entitled to receive the goods.

2. Запомните следующие слова и выражения.

- | | |
|---|--|
| 1. Railway Bill | - железнодорожная накладная |
| 2. Airfreight Bill | - авиационная накладная |
| 3. Autoway Bill | - автомобильная накладная |
| 4. have much in common | - иметь много общего |
| 5. there is no point in discussing | - нет смысла обсуждать |
| 6. voluminous <i>adj.</i> | - объемный |
| 7. be it in terms of the sheer bulk of the goods, or their cost | - будь то в смысле простого объема грузоперевозок или их стоимости |
| 8. forwarding = shipping agents | - экспедирующая организация |
| 9. to warehouse <i>v</i> | - складировать |
| 10. consolidated cargo | - сборный груз |
| 11. reforwarding = redirection of goods | - переадресовка, перепосылка грузов |
| 12. transshipment <i>n</i> | - перевалка, транзит груза |
| 13. customs-clearance <i>n</i> | - пропускание (груза) через таможенно |
| 14. freight rates, port dues (dock dues), insurance rates | - ставки фрахта, портовые (доковые) сборы, страховые ставки |
| 15. shipping note | - поручение на отгрузку, отгрузочное поручение |
| 16. on behalf of the shipper | - от имени отправителей |
| 17. dock company | - портовая компания |

- | | |
|------------------------------------|---|
| 18. vessel <i>n</i> | - судно |
| 19. mate's receipt | штурманская расписка (расписка администрации судна в получении груза) |
| 20. clean receipt | чистая (без оговорок) штурманская расписка |
| 21. foul receipt | - штурманская расписка с оговорками |
| 22. addressee = consignee <i>n</i> | - получатель |
| 23. stamped original | отштампованный оригинал коносамента |
| 24. to be entitled to | - быть уполномоченным, иметь право |

3. Найдите в тексте английские эквиваленты следующих русских слов и выражений:

ряд не отштампованных копий; порт назначения; авиапочтой; передать адресату; транспортировать груз; принять товары на борт; порт разгрузки; сведения, касающиеся портовых сборов; обсудить в деталях; порт погрузки; передать адресату имена грузоотправителя и грузополучателя; оставлять желать лучшего; составить документ; торговля ведется по морю; с точки зрения (в смысле); было бы полезнее.

4. Выберите из слов, приведенных в скобках, слова, противоположные по значению следующим:

consignee; to load; directly; the port of discharge; clean receipt; copy ; stamped originals; addressee; certain; order; useful; smaller; receive; packing; to agree. (port of loading; to load; indirectly; unstamped originals; shipper; foul receipt; useless; bigger; to give; unpacking; to discharge; disorder; disagree; an original; sender; uncertain).

5. Выберите из слов, приведенных в скобках слова близкие по значению следующим:

clearance; useful; main; detail; goods; bulk; consignment; load; to convey; to transport; terms; destination; to send; to desire; to receive; date. (conditions; to get; to wish; a point in time; to forward; to ship; cargo; freight; volume; commodities; chief; particular; helpful; permission; to transport; terminus).

6. Определите значения слова "bill", сделав перевод следующих выражений:

- | | |
|-----------------------------|--------------------|
| 1. a payable bill | to meet a bill |
| 2. to introduce a bill | to pass a bill |
| 3. the head/top of the bill | to change the bill |
| 4. five dollar bill | to make out a bill |
| 5. the Bill of Lading | the Railway Bill |

7. Переведите следующие предложения с русского на английский, используя материал текста:

1. Эти документы имеют много общего.
2. Самый большой объем перевозок производится морским путем.
3. Экспедирующие организации отправляют груз к месту назначения.
4. Экспедирующая организация дает сведения о ставках фрахта, портовых сборах и страховых ставках.
5. Отгрузочное поручение содержит просьбу о транспортировке товаров в порт назначения.
6. Штурманская расписка удостоверяет тот факт, что товары были погружены на борт.
7. Затем составляется транспортная накладная (коносамент).
8. Только владелец коносамента имеет право получить товары в порту назначения.

8. Объедините по смыслу слова в левой и правой колонках. (Используйте предлоги, если это необходимо).

E. g. to carry to something

The port of destination goods

To carry goods to the port of the destination

to deliver (to)	goods cargo
to certify	in several originals transshipment of goods
to make out	the packing of goods in good order the Bill of Lading
to see to	the names of the shipper and the consignee the port of destination
to state	the receipt the port of discharge by sea signature the place and date of issue the reforwarding

9. Образуйте от следующих глаголов существительные, обозначающие лицо, на которое направлено действие с помощью суффикса "ee":

to address, to consign, to pay, to trust, to train

10. Присоедините к следующим глаголам суффиксы “or” или “er” для обозначения действующего лица.

to buy, to produce, to teach, to supply, to sell, to forwarder, to ship, to hold, to receive.

Урок 2

Грамматический материал. Конструкция “Объектный падеж с инфинитивом”. Инфинитив с предлогом for.

Текст: Terms of Delivery

1. Конструкция “Объектный падеж с инфинитивом” (Complex Object).

Инфинитив образует ряд предикативных конструкций, состоящих из существительного в общем падеже или местоимения в объектном падеже.

Конструкция “объектный падеж с инфинитивом” или “сложное дополнение” – это сочетание существительного или местоимения с инфинитивом, выступающее как единый член предложения - сложное дополнение. В этом обороте существительное или местоимение выражает лицо (предмет), совершающее действие, выраженное инфинитивом. На русский язык оборот переводится придаточным дополнительным предложением (вводимым союзами что, чтобы, как).

I expect him to come =

Я ожидаю, что он придет.

I expect that he will come.

Так, на вопрос - “What do you expect?” (Что ты ожидаешь?), ответ будет – “I expect him to come.”

Данная конструкция может употребляться и в страдательном залоге.

I want the letter to be sent today.

Я хочу, чтобы письмо было отправлено сегодня.

Сложное дополнение употребляется со следующими группами глаголов:

После глаголов чувств и восприятия (инфинитив без частицы to)	see hear feel watch notice	I heard her sing. Я слышала, как она поет.
После глаголов, выражающих побуждение к действию (инфинитив без частицы to)	let make have get	He made me drink some water. Он заставил меня выпить воды.

После глаголов, выражающих желания, чувства и намерения (инфинитив с частицей to)	want wish like hate	I want you to help me . Я хочу, чтобы ты мне помог.
После глаголов речи (инфинитив с частицей to)	tell ask order command	She asked me to help them. Она попросила, чтобы я им помогла.
После глаголов, выражающих умственную деятельность (инфинитив с частицей to)	know believe think consider	Do you think him to be a good student? Ты думаешь, он хороший студент?

2. Инфинитив с предлогом **for**

Инфинитивные обороты с предлогом **for** представляют собой сочетание, в состав которого входит предлог **for**, существительное или местоимение и инфинитив.

Эти обороты переводятся на русский язык придаточным предложением с союзами **что, чтобы**. Существительное в этом обороте переводится как подлежащее придаточного предложения, а инфинитив – глагол-сказуемое в личной форме.

I was waiting **for you to call me**.

Я ждала, что ты мне позвонишь.

Инфинитивный оборот с предлогом **for** может выполнять различные функции в предложении:

1. сложного дополнения

We waited **for the rain to stop**.

Мы ждали, пока прекратиться дождь.

2. сложного определения

Here are some books **for you to read**.

Вот книги, чтобы ты их почитал.

3. сложного подлежащего

It is necessary **for him to finish** his work.

Ему необходимо закончить работу.

4. части сказуемого

It is **for you to decide**.

Тебе решать.

5. Обстоятельства цели и результата

I have closed the window **for you not to catch** cold.

Я закрыл окно, чтобы ты не простудился.

Задание 1.

Упражнение 1. Прочтите и переведите предложения, обращая внимание на конструкцию Complex Object.

1. I like to watch my father work. 2. I heard the professor mention these facts at his last lecture. 3. At last they made him write a letter to his family. 4. He waited for her to speak but it seemed that her answer would never come. 5. Her jokes always make me laugh. 6. I don't want anyone to know about it. 7. They wanted me to book tickets for them. 8 I know the performance to be a success.

Упражнение 2. Перефразируйте следующие предложения, употребляя конструкцию Complex Object.

Пример: He dropped his bag. I saw it. I saw him drop his bag.

1. I heard that she suddenly cried out. 2. She bent and picked up something from the floor. The policeman saw it. 3. The doctor touched the boy's leg. The boy felt it. 4. He often comes home late. I hate it. 5. I don't believe that he has done it. 6. He felt that his hands were trembling. 7. I don't like it when people behave like that. 8. They expected that I should come soon.

Упражнение 3. Дополните следующие предложения, используя Complex Object.

1. I had not done the homework, so the teacher made... 2. Peter wanted to go out with his friends but his parents don't... 3. I don't like to wait. Why do you always make me...? 4. I am sure the doctor will not let me... 5. My younger sister likes fairy-tales and every evening she makes me... 6. Can Mary go there alone? No, I don't want... 7. Bob came back home. Really? I didn't see... 8. Did Tom close the window? I asked...

Упражнение 4. Закончите предложения, используя Complex Object.

She did not hear...

I only want...

Will you let...

We know him...

She always hates...

We all expect...

What made you...?

Упражнение 5. Задайте вопросы к данным предложениям, используя Complex Object.

Пример: Mr. Morgan intends to offer you a job. Do you want/Would you like Mr. Morgan to offer you a job?

1. Mary means to invite you to the party. 2. Mr. Stone intends to put off the conference. 3. They want to appoint Mr. Smith headmaster. 4. Mr. Jones insists that the incident should be made public. 5. She is going to make a surprise for her husband. 6. We would like to help you.

Упражнение 6. Заполните пропуски предлогами for или of.

1. It is characteristic... this author to write about social problems. 2. It's been kind ... you to accept my invitation. 3. It is natural ... Tom to miss the lesson. 4. It is advisable ... students to go to the library. 5. It was clever ... him to go to the doctor. 6. Please, close the window ... the child not to catch cold. 7. Here are some articles ... you to translate. 8. It was hard ... police to find the criminal. 9. I think it was honest ... him to reject this offer.

Упражнение 7. Прочтите и переведите следующие предложения с конструкцией с предлогом for.

1. There are letters for you to sign. 2. The room is for you to live. 3. I am waiting for you to come tonight. 4. He told me to bring more water for mother to wash up. 5. She saw that he was anxious for her to make a good impression. 6. Everybody waited for the meeting to start. 7. It is for you to take the final decision. 8. The best thing for you now is to apologize. 9. This article is too difficult for students to translate.

Упражнение 8. Переведите следующие предложения на английский язык.

1. Я рад, что помог вам. 2. Вот тебе журнал почитать. 3. Я видел, как он уехал. 4. Мы слышали, как она кричала на него. 5. Ребенку еще трудно ходить. 6. Он услышал, как кто-то его позвал. 7. Ей не разрешат туда ехать одной. 8. Я хочу, чтобы ты поехал со мной. 9. Мне необходимо тебя видеть. 10. Вам будет интересно прочитать эту книгу.

Задание 2

1. Прочитайте и переведите следующий текст. Обратите внимание на значения новых слов и выражений, приведенных ниже.

Terms of Delivery

In any Bill of Lading the following details should be stated: B/L Number, Reference Number (Shippers' Reference), the names of the shipper and the consignee, the name, flag and shipowners of the vessel, the port of loading and discharge, the description of goods, the marks and numbers, the place and date of issue, freight particulars and the terms of delivery.

The terms of delivery most commonly employed in international trade are as follows.

C.I.F., CIF (Cost, Insurance, Freight). When this type of delivery is employed, the Buyer pays not only for the goods themselves, but for their transportation (freight), and also insures the goods. Freight is usually prepaid.

C. & F., C.A.F., CAF (Cost and Freight). This is analogous to the previous, with the exception of insurance.

F.O.B., FOB (Free on Board). In many respects this type of delivery is opposite to C.I.F. and C.A.F. In the case of a F.O.B. delivery the Shipper is usually responsible only for the delivery of the goods on board the vessel. When the goods are loaded, the Shipper's responsibility is over. So, to look at it the Charterer's way, the loading for him is free. Under this type of delivery terms freight is usually not prepaid, but collect.

F.A.S., FAS (Free alongside Ship). This is much the same as the previous, only the Shipper does not even have to load the goods on board the vessel, he must only deliver the goods to the pier, leaving them alongside ship.

F.O., FO (Free out). Everything until the ship is out of the port is the responsibility of one party (usually the Shipper), while afterwards it is the responsibility of another party (usually, the Charterer).

F.I.O.S., FIOS (Free in and out Stowed). Stowing the vessel in the port of loading, and unstowing it in the port of discharge is not included in freight (is free).

Quite often Bills of Lading have a more detailed description of responsibilities concerning delivery, stowing, unstowing, etc. For instance, one may find in B/L's such remarks as: "Discharging at the Port of Destination for the Buyers' (Sellers) Account". "All Expenses Connected with Stowing and Unstowing, Including Works in Holds are for the Consignee's Account", "Shippers' Load, Stowage, Count and Seal", "Cargo Shipped on Deck at Shippers' Risk", etc.

Запомните следующие слова и выражения

Reference Number = Shipper's Reference
place and date of issue

- номер поручения на погрузку
- место и время выдачи (издания) коносамента

freight particulars	- детали, касающиеся фрахта
terms of delivery	- условия доставки
C. I. F., CIF (Cost, Insurance, Freight)	- СИФ (стоимость, страховка, фрахт)
freight ... prepaid	- фрахт... оплачен заранее
C & F., C. A. F., CAF (Cost and Freight)	- КАФ (стоимость и фрахт)
F. O. B., FOB (Free on Board)	- (франко-борт)
in many respects	- во многих отношениях
to look at it the Charterer's way, the loading for him is free	- если смотреть с позиции фрахтователя, то для него погрузка бесплатна
freight ... collect	фрахт... уплачивается после доставки
F. A. S., FAS (Free alongside Ship)	- ФАС (франко вдоль борта судна)
F. O., FO (Free out)	- ФО (условия доставки, при котором изменения ответственности происходят при выходе судна из порта)
F. I. O. S., FIOS (Free in and out Stowed)	- ФИОС (условие доставки, при котором в сумму фрахта не входит обработка судна в портах погрузки и выгрузки)
Discharging at the Port of Destination For the Buyers' (Sellers') Account.	- Выгрузка в порту назначения за счет покупателя.
All Expenses Connected with Stowing and Unstowing, Including Works in Holds are for the Consignee's Account.	- Все затраты, связанные с погрузкой и выгрузкой, включая трюмные работы, за счет получателя.
Shippers' Load, Stowage, Count and Seal.	- Погрузка, хранение, счет и пломбы отправителя.
Cargo Shipped on Deck Shippers' Risk	Груз перевозится на палубе на страх и риск отправителя

2. Найдите в тексте английские эквиваленты следующих слов и выражений:

Имена отправителя и грузополучателя; порт погрузки и разгрузки; включать в стоимость перевозки; доставка, погрузка и разгрузка; ответственность другой стороны; грузить товары на борт судна; за исключением; оплаченный предварительно; используются три вида доставки; наиболее часто используемый; фрахт не оплачивается (бесплатный); детальное описание; если посмотреть на это с точки зрения фрахтователя.

3. Найдите русские эквиваленты следующих английских выражений:

stowing the vessel in the port of loading; unstowing the vessel in the port of discharge; marks and numbers; the shippers responsibility is over; this is analogous to the previous; this is much the same as the previous; loading them alongside the ship; under this type of delivery; not included in freight.

4. Переведите и объясните значения следующих слов и выражений:

shipper – carrier – consignee – freighter;

consignment – cargo – freight;

commodities – goods – merchandize;

consignor – consignee;

damage – damages;

shipping agent shipping charges -shipping documents - shipping instructions - shipping company

5. Закончите следующие предложения.

In any Bill of Loading the terms of delivery should be ...

CIF and FOB terms of delivery are the most commonly ... in international trade.

Under FOB delivery terms freight is usually not prepaid but ...

Under CIF delivery freight is usually ...

When the goods are ..., the Shippers responsibility is ...

Quite often ... have a more detailed description of responsibility concerning delivery.

The shipper must only deliver the goods to the pier and ... them alongside the ship.

6. Ответьте на следующие вопросы:

What are the most commonly employed terms of delivery?

What do the letters in their designations stand for?

Which party usually pays for transportation under these terms of delivery?

How is CIF delivery different from CAT terms?

Under what types of delivery is freight prepaid?

Under what types of delivery is the loading of goods the shipper's responsibility?

Under what types of delivery is the shipper not responsible for the unstowing of the vessel?

Explain the terms of delivery under CIF and FOB?

Why do you think they are the most popular terms?

7. Образуйте существительные от следующих глаголов и прилагательных при помощи суффиксов "ance", "ence" (соответствующие прилагательные имеют суффиксы "ant", "ent").

important, different, resistant, ignorant, excellent, significant, present;

to assist, to correspond, to disturb, to refer, to insure, to perform, to attend.

8. При помощи приставки "re" образуйте глаголы со значением "снова", "заново", "вновь".

to export, to open, to read, to sell, to write, to elect, to construct, to consider.

Урок 3

Грамматический материал: Конструкция “Именительный падеж с инфинитивом”.

Текст: Complaints and Their Adjustment

1. Конструкция “Именительный падеж с инфинитивом” (Complex Subject)

Конструкция “Именительный падеж с инфинитивом” не имеет аналогии в русском языке, но, как видно из названия, ее компонентами являются подлежащее и инфинитив, которые связаны вторичной предикативной связью. Это сочетание существительного в общем падеже (или местоимения в именительном падеже) в функции подлежащего и инфинитива в качестве второй части конструкции тесно связано по смыслу и составляет один член предложения – сложное подлежащее. Особенность данной конструкции заключается в том, что ее части отделены друг от друга сказуемым.

Сравните 2 предложения:

It is known that he is a talented writer. (сложно-подчиненное предложение)

He is known to be a talented writer. (простое предложение)

Известно, что он талантливый писатель.

В простом предложении подлежащим является не одно местоимение he, а сочетание местоимения he с инфинитивом to be и относящимися к нему словами. Такое сложное подлежащее и представляет собой конструкцию “именительный падеж с инфинитивом”.

Сложное подлежащее употребляется со следующими группами глаголов:

При сказуемом в страдательном залоге, выраженном глаголами речи	say report announce	He is said to be a talented writer. Говорят, что он талантливый писатель.
глаголами умственной деятельности	know believe think find suppose expect	They are known to have left the country. Известно, что они уехали из страны.
глаголами чувств и восприятия	see hear	He was seen to leave the house. Видели, как он уходил из дома.
глаголами побуждения	make	She was made to rewrite the test. Ее заставили переписать тест.

При сказуемом, выраженном следующими глаголами в действительном залоге	happen chance seem appear prove turn out	I happened to be at home at that time. В то время я оказался дома.
При сказуемом, выраженном сочетанием глагола связки с прилательными	likely unlikely sure certain	He is sure to help you. Он обязательно поможет тебе.

Задание 1

Упражнение 1. Прочитайте и переведите предложения на русский язык, обращая внимание на Complex Subject.

1. He was said to be one of the most promising scientists. 2. She is known to be honest and hard-working. 3. The number of unemployed is reported to be increasing every year. 4. A hare is known to run very fast. 5. You are supposed to start working soon. 6. Money just doesn't happen to interest me. 7. This work seems to take much time. 8. They are sure to arrive to our city. 9. The President is reported to have left Moscow for London. 10. I happened to hear it yesterday. 11. The weather is not likely to change this week.

Упражнение 2. Перефразируйте данные предложения, используя Complex Subject с глаголами в скобках.

1. The public do not walk on the grass. (to expect) 2. It is a mistake. (to believe) 3. The boy is a sweet tooth. (to know) 4. She is a good singer. (to say) 5. The theatre will go abroad next summer. (to announce) 6. The plane did not reach the airport on time. (to report)

Упражнение 3. Замените сложноподчиненные предложения простыми, используя Complex Subject.

1. It is known that he is a great book lover. 2. It was reported that many trees were damaged by the strong wind. 3. It is expected that many people will attend the exhibition. 4. It is said that the expedition has reached Vladivostok. 5. I am sure that they will come soon. 6. It is unlikely that the meeting will be postponed. It is certain that the film will be a success.

Упражнение 4. Составьте предложения с глаголами seem и appear, используя инфинитив.

Have your friends gone out? They appear...
Does Mary like Daniel? She appears...

Has Megan lost weight? She seems...

Is that man looking for something? He appears...

Is she worried about something? She seems...

Упражнение 5. Используйте нужную форму инфинитива.

1. The man seemed (to study) me. 2. He is supposed (to work) at the translation of the book for 2 years. 3. The book was believed (to lose) until the librarian happened (to find) it. 4. We seem (to fly) over the ocean for some time. 5. They seem (to learn) the news; they look excited. 7. Her mood seems (to change) for the worse. 8. That book is said (to sell out) already.

Упражнение 6. Перефразируйте предложения, используя Complex Subject.

They say this church was built in the 7th century.

You know that the Hermitage was designed by Rastrelli.

Her fellow-workers think she is good at management.

I suppose they are quietly watching TV now.

He says that N is a promising painter.

I believe that he has already reached the top of the mountain.

They say a new space flight will be made next year.

Many people saw how the ship was slowly sinking into the ocean.

Упражнение 7. Дополните предложения:

1. He turned out ... 2. The boy was seen ... 3. She is likely ... 4. I happen ... 5. The accident is reported ... 6. The writer is known ... 7. The night is said ... 8. The dog seemed ... 9. The castle appeared ... 10. Little Hans seemed ... 11. They are sure ... 12. They are supposed ...

Упражнение 8. Переведите предложения на английский язык, используя Complex Subject.

1. Говорят, что этот собор построен в XIII веке. 2. Известно, что он талантливый писатель. 3. Он обязательно придет к вам. 4. Ожидали, что победит наша команда. 5. Мы случайно встретили его в кино. 6. Предполагают, что он уехал на юг. 7. Опыт оказался неудачным. 8. Считают, что они сделали необыкновенное открытие. 9. Говорят, что сын похож на отца. 10. Оказалось, что он говорит по-испански. 11. Казалось, ему нравится спектакль от начала до конца. 12. Видели, как машина мчалась с большой скоростью. 13. Похоже, что вы уже подружились. 14. Не волнуйтесь, она обязательно вам позвонит. 15. Мы бродили по городу и случайно оказались у Летнего сада.

Задание 2

1. Прочитайте и переведите следующий текст. Обратите внимание на значения новых слов и выражений, приведенных ниже.

Complaints and Their Adjustment

Whenever goods of an inferior quality, damaged articles, goods not ordered have been received, when there is a shortage or a delay, a letter of complaint is sent. The writer states, clearly and in detail, what inconvenience or damage has been caused and, possibly, what claims he raises. It is no use writing complaints in an angry, abusive tone. A reference to the previously satisfactory deliveries and the high standing of the partner will in most cases prove more helpful.

Coping with a complaint is one of the most difficult tasks facing the correspondent. First he must find out whether the complaint is justified or not. If that cannot be ascertained within a few days, he should write the customer immediately that he is investigating and will send a full reply soon. He should, however, avoid making rash promises.

If the fault is the exporter's he should apologize politely and, if necessary, offer the customer a suitable compensation or indemnification. Of course, this is only done if the buyer has supported his claim sufficiently. The seller will assure him that such a thing will never happen again. Finally, he may let his customer know how much he appreciates the business connection with him. If possible, he points to a new line he is bringing out or makes him a special offer.

2. Запомните следующие слова и выражения:

complaint	рекламация, претензия, жалоба
adjustment	улаживание, урегулирование
goods of inferior quality	товары низкого качества
damaged articles	поврежденные, испорченные товары
a letter of complaint	письмо-рекламация
to raise claims	выдвигать претензии
to prove more helpful	оказаться более полезным
to cope with the complaint	дать адекватный ответ на рекламацию
the complaint is justified	претензия обоснована
he is investigating	он изучает вопрос
a new line he is bringing out	новый ассортимент товаров, которые он производит (выпускает).

3. Приведите глаголы соответствующие следующим существительным и прилагательным:

complaint, adjustment, reference, correspondent, compensation, indemnification, satisfactory, abusive, helpful, suitable.

4. Выберите из слов, приведенных в скобках, слова противоположные по значению следующим:

inferior, inconvenience, previous, helpful, suitable, necessary, finally, rash, possible, satisfactory, high standing, shortage

(low standing, following, unsatisfactory, helpless, sufficiency, impossible, at first, careful, unnecessary, superior, convenience, unsuitable)

5. Выберите из слов, приведенных в скобках, слова близкие по значению следующим:

to appreciate, rash, reply, delayed, inferior, damage, suitable, finally, to assure, satisfactory.

(detained, to value, nasty, answer, second-rate, harm, proper, at last, reassure, sufficient)

6. Ответьте на следующие вопросы:

In what case does it become necessary to write a letter of complaint?

What should the writer state in his letter first of all?

What tone should he avoid?

What is it advisable to mention in the letter of complaint?

What should one find out before replying to the letter of complaint?

What should the exporter do if he is to blame for the damage?

What assurances may prove helpful in a reply to the letter of complaint?

7. Сделайте письменный перевод первого и третьего абзацев текста.

Прочитайте и переведите текст диалога.

Dialogue

Victor Klimov, a commercial director of TST Systems from Moscow, and John Cartwright from Continental Equipment are discussing by phone some problems which have arisen in connection with the delivery of the equipment.

John Cartwright takes up the receiver.

John Cartwright.

Hello? John. This is Victor Klimov, from Moscow.

Hello, Victor. Any problems?

Yes. Did you receive our fax yesterday?

Yes, we did.

I'd like to know your reaction to it.

We've carefully studied your complaints, Victor. You're perfectly correct as to the short-delivery. Items 2.5 and 2.6 lacked in the consignment of equipment we sent you. It was overlooked by our controller. We apologize for the oversight. It won't happen again.

When will you send us these parts?

This week. By air. We'll also send you some documents to facilitate customs clearance at your end.

Fine. But what about the packaging? The cover of one of the containers was badly damaged. The equipment in this container was damaged a little too.

It wasn't our fault, Victor. The equipment was packed in the required way. You should take this up with the captain of the ship.

We've already done it, John. He believes that your packing is to blame.

I must disagree totally with him. Perhaps you should have been firmer in dealing with him.

Let's come back to this matter in a couple of days, John. I'll try to discuss it with the shipowners. But there is one more problem: the three-week delay in delivery of the equipment. We suffered some losses through this delay. I'd like to remind you that according to the sanctions clause of our contract we have the right to claim compensation.

I'm afraid you haven't that right, Victor. This delay was caused by a strike in the Brighton port. We consider this strike to be a force majeure circumstance that had a direct effect on the execution of our liabilities. We did our best to meet the deadline.

I don't agree, John. English ports are often hit by strikes. You were able to foresee this complication. Moreover, to meet the deadline you could have delivered the equipment to other port.

We couldn't have done it owing to circumstances outside our control.

If we don't reach mutual understanding, our company will have to go through arbitration procedures.

There's no need to get aggressive, Victor. There will be a meeting of our top executives at 11 o'clock where your claim will be on the agenda. I'll try to settle it and ring you back after the meeting.

All right. I'm waiting for your call, John.

Bye, Victor.

8. Найдите в тексте диалога ответы на следующие вопросы:

What problems does Victor Klimov come out with in his telephone call?

How was the problem of short delivery solved?

Did Mr. Cartwright admit the fact that his firm was to blame for faulty packaging?

How does Mr. Cartwright explain the fact of the delay in the delivery of equipment?

How did V. Klimov disprove Mr. Cartwright's arguments?

What measures does V. Klimov's firm intend to take?

How does Mr. Cartwright hope to finally settle the problem of the delay in delivery?

9. Образуйте существительные со значением действия или процесса при помощи суффиксов "ион" (tion, ation, sion).

to collect, to connect, to dictate, to translate, to produce, to restrict, to confess, to oppress.

10. Образуйте существительные со значением качества или состояния при помощи суффиксов *ty (ity)*.

safe, active, responsible, changeable, capable, advisable, possible, uncertain, timid, civil, scarce.

Лексический минимум 4 семестра

bill of lading	insurance
consignment	customs-clearance
transshipment	freight
freight	shipping note
to deliver	consignee
to make out	complaint
charterer	damage
to complain	to raise a claim
adjustment	to justify a complaint
compensation	port of destination
port of discharge	delay

Контрольная работа 4

1. Переведите следующие предложения.

To make mistakes is only human.
There is nothing to speak about.
It was hard to remember his name.
She was the first to break the silence.
You must work hard to master the language.

2. Поставьте частицу to, где необходимо.

I felt somebody ... touch my hand.
They never let her ... go there alone.
You had better ... keep silent.
Why not ... speak to her now?
He began ... write his report last week.
How can you ... explain it?
You must ... do it right now.
He made me ... cry.
We heard her ... sing several times.
Have you finished ... translate the text?

3. Употребите нужную форму инфинитива и переведите предложения.

Speak louder if you want ... (to hear, to be heard).
Don't talk too much if you want people ... (to listen to you, to be listened to you).
I am glad ... (to take, to have taken) your advice.
Take an umbrella. It seems ... (to rain, to be raining).
It is so nice of you ... (to buy, to have bought) the tickets.
She was happy ... (to invite, to be invited) to the party.
He seems ... (to read, to be reading) a lot.
I am sorry ... (to break, to have broken) your pen.
We hope ... (to see, to have seen) you soon.
I want ... (to take, to be taken) to the concert by my mother.

4. Переведите на английский язык, используя инфинитив.

1. Честно говоря, я не хочу туда идти.
2. Короче говоря, мы поссорились. (to quarrel)
3. Он обязательно тебе позвонит.
4. Пусть она идет.
5. Я хочу, чтобы ты мне помог.
6. Когда мне можно позвонить тебе?
7. Тебе лучше остаться дома сегодня.
8. Он оказался настоящим другом.

9. Говорят, что она в городе.
10. Я случайно его встретил на улице.

5. Замените сложноподчиненные предложения простым, используя Complex Subject.

It seems that the book is very popular with children.

It happened that we were at home at that time.

It is not likely that they will return soon.

It proved that he is an experienced worker.

We were sure that the film was a success.

6. Сделайте письменный перевод письма-рекламации и ответа на него. Используйте пояснения, приведенные ниже.

A Letter of Complaint

Dear Sirs,

When we made our order for machine tools (No. 2372) two months ago we did so on the understanding that delivery would be by the 7th of August.

We have not received the machine tools yet, and would appreciate your immediate advice as to when we may expect them.

You have always kept to delivery dates before, and this is the first time we have had cause to complain. We have no doubt, therefore, that you will do your utmost to ensure that our consignment arrives soon. Yours faithfully.

A Reply to a Letter of Complaint

Dear Sirs,

We have your letter dated the 10th of August, and ask you to accept our apologies for the delay in sending your order for machine tools.

The tools are in fact still with forwarding agents. We assure you that your order has been attended to the strict rotation, but we should inform you that ordering has been particularly heavy over the past six months and it has been as much as we could do to meet the demand.

We have instructed forwarders to treat your shipment with absolute priority, and we are given to understand that dispatch will be effected on the m.v. BRECKNOR, due to arrive at Bremerhaven on the 21st of August.

Owing to the increase in business, we are making a number of modifications to our organization which will ensure that such a delay need not occur again.

Yours faithfully,

Notes

and would appreciate your immediate advice as to - и будем благодарны Вам за немедленную информацию о том...

you will do your utmost... - вы сделаете все зависящее от Вас...

your letter has been attended to the strict rotation... - Ваш заказ был выполнен строго в порядке очереди...

to treat your shipment with absolute priority произвести отправку ваших грузов в первую очередь

despatch will be effected on the m. v... - отправка будет осуществлена на теплоходе...

Appendix Приложение

Названия основных деловых документов

Main Business Documents

air bill	авианакладная
road bill	автodorожная накладная
agency agreement	агентское соглашение
letter of credit	аккредитив
guarantee certificate	гарантийное обязательство
open cover	открытый полис
agreement, contract	договор
way bill	транспортная накладная
order	заказ-наряд
import license, import permit	импортная лицензия
cover note, covering note	каверног
quarantine certificate	карантинное свидетельство
bill of lading	коносамент
contract	контракт
consular invoice	консульская фактура
(ship's) manifest	манифест (декларация судового груза)
shipping specification	отгрузочная спецификация
proforma invoice	предварительный счет
appendix (to a contract)	приложение (к контракту)
supplement (to a contract)	
inspection report	протокол испытаний
manual, set of instructions	рабочие инструкции
release for shipment	разрешение на отгрузку
certificate of origin	свидетельство происхождения
certificate of quality	сертификат качества
warehouse bill	складская квитанция
covering letter	сопроводительное письмо
insurance policy	страховой полис
invoice	счет
customs declaration	таможенная декларация
export license	экспортная декларация

Таблица неправильных глаголов

Infinitive	Past Simple (Indefinite)	Past Participle (Participle II)	Translation
be	was, were	been	быть
become	became	become	становиться
begin	began	begun	начинать (ся)
blow	blew	blown	дуть
break	broke	broken	разбивать (ся)
bring	brought	brought	приносить
build	built	built	строить
buy	bought	bought	покупать
come	came	come	приходить
catch	caught	caught	ловить, хватать
choose	chose	chosen	выбирать
cut	cut	cut	резать
do	did	done	делать
draw	drew	drawn	рисовать
drink	drank	drunk	пить
drive	drove	driven	ехать (на машине)
eat	ate [et]	eaten	есть
fall	fell	fallen	падать
feel	felt	felt	чувствовать
fight	fought	fought	бороться
find	found	found	находить
fly	flew	flown	летать
forget	forgot	forgotten	забывать
get	got	got	получать
give	gave	given	давать
go	went	gone	идти
grow	grew	grown	расти
have	had	had	иметь
hear	heard	heard	слышать
hide	hid	hidden	прятать (ся)
hold	held	held	держат
keep	kept	kept	хранить
know	knew	known	знать
learn	learnt	learnt	учить, узнавать
leave	left	left	покидать
let	let	let	позволять
lie	lay	lain	лежать

lose	lost	lost	терять
make	made	made	делать
mean	meant	meant	означать
meet	met	met	встречать (ся)
pay	paid	paid	платить
put	put	put	класть, ставить
read [ri:d]	read [red]	read [red]	читать
ring	rang	rung	звонить
rise	rose	risen	подниматься
run	ran	run	бежать
say	said [sed]	said [sed]	сказать
see	saw	seen	видеть
sell	sold	sold	продавать
send	sent	sent	посылать
shine	shone	shone	сверкать
show	showed	shown	показывать
sing	sang	sung	петь
sit	sat	sat	сидеть
sleep	slept	slept	спать
speak	spoke	spoken	говорить
spend	spent	spent	проводить
stand	stood	stood	стоять
swim	swam	swum	плавать
take	took	taken	брать
teach	taught	taught	обучать
tell	told	told	сказать
think	thought	thought	думать
understand	understood	understood	понимать
wake	woke	woken	будить, просыпаться
wear	wore	worn	носить (об одежде)
win	won [wʌn]	won [wʌn]	побеждать
write	wrote	written	писать

Основные префиксы

Префикс	Значение	Пример	Перевод
un in il ir im non	отрицательное, противополож ное по смыслу	unknown incapable illiterate irregular impossible non-aggression	неизвестный неспособный неграмотный нерегулярный невозможный ненападение
dis mis	противополож ное	dislike misunderstand	не любить неправильно понять
re	повторность	rewrite	переписать
co	совместно	cohabit	сожительство
inter	"между"	international	международный

Основные суффиксы существительных

Суффикс	Значение	Пример	Перевод
or er ist ian	лицо	translator reader communist politician	переводчик читатель коммунист политик
ism age ance ence dom hood tion sion ment ness ship ure ty y th	абстрактное понятие	capitalism baronage importance existence kingdom childhood dictation submission government kindness friendship pasture duty geography length	капитализм сословие баронов важность существование королевство детство диктант подчинение правительство доброта дружба пастбище пошлина география длина

Основные суффиксы прилагательных, наречий, числительных и глаголов

	Суффикс	Значение	Пример	Перевод
Прилагательные	able ible al ent uous ive ish y ful less	наличие признака, качества отсутствие качества	capable possible practical different famous active British rainy beautiful homeless	способный возможный практичный различный известный активный британский дождливый красивый бездомный
Наречия	wards ly	направление образ действия	southwards nicely	в южном направлении мило
Глаголы	ize fy en		characterize clarify sharpen	характеризовать выяснить заострить
Числительные	teen ty th		fifteen forty tenth	пятнадцать сорок десятый

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