

И.С. САЛИЕВ

# УЧЕБНИК АНГЛИЙСКОГО ЯЗЫКА

BUSINESS  
PARTNERSHIP  
MANAGEMENT  
ENTREPRENEURSHIP



HOLDING COMPANY  
CORPORATION  
SYNDICATE



И. С. Салиев

# УЧЕБНИК АНГЛИЙСКОГО ЯЗЫКА

*Допущено Министерством высшего и среднего  
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## Предисловие

Настоящий учебник предназначен для студентов экономических направлений высших учебных заведений. Данным учебником могут пользоваться магистранты, аспиранты, преподаватели английского языка, а также деловые люди, интересующиеся экономическими проблемами.

Учебник, составленный в соответствии с программой по английскому языку для студентов высших учебных заведений, рассчитан на более глубокое изучение грамматики английского языка и обогащение активного словарного запаса и терминологии по различным вопросам бизнеса, менеджмента и законов о собственности и банкротстве, малого бизнеса. В него включены новейшие тексты из этой области.

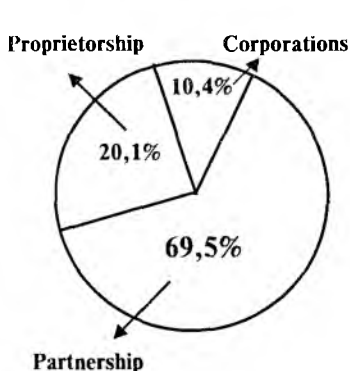
Учебник состоит из двадцати пяти уроков. В основу каждого урока положен текст, отобранный для освещения грамматического материала, требуемого программой на данном этапе обучения. Текст сопровождается содержащимися в нем новыми словами и выражениями. Каждый урок содержит определенное количество упражнений — грамматических и лексических. После каждого пятого урока дается тест для самопроверки. В конце учебника дан грамматический материал в виде краткого справочника и ряд текстов для синтетического чтения.

Автор считает своим необходимым долгом выразить благодарность доктору филологических наук, профессору Д.Ж. Буранову, доктору филологических наук, профессору С.Р. Рахимову, кандидату филологических наук, доценту А.М. Кулдашеву за неоценимую услугу, выразившуюся в просмотре рукописи учебника, а также научному консультанту по экономическим вопросам, доктору экономических наук, профессору А. А. Сотволдиеву, кандидату филологических наук, доценту Г.Х. Сатимову, кандидату филологических наук, доценту К.М. Мирзаеву, оказавшим большую помощь в редактировании отдельных параграфов учебника.

# Unit 1

## THE LEGAL FORMS OF BUSINESS

Business is a legal entity, and as legal entities, businesses can be organized in a variety of legal forms. In the United States the three most common types of business organization are sole proprietorship, partnership, and corporation. Each of these three forms of business ownership has advantages and disadvantages that business owners must consider at the time the business is organized. These advantages and disadvantages, as well as the features of these different forms of organization, are detailed below.



Percent of all business



Percent of all sales revenues

### *New words and phrases*

legal	adj	законный
entity	n	нечто, объективно-существующее бытие
variety	n	разнообразие
sole proprietor	phr	единоличный владелец (собственник)
partnership	n	партнерство
corporation	n	корпорация
proprietorship	n	право собственности, собственность
ownership	n	собственность, право собственности
advantage	n	преимущество
disadvantage	n	недостаток

## BRUSH UP YOUR GRAMMAR

### Translate into English:

1. Вчера они работали до семи часов. 2. Вчера в семь часов они еще работали. 3. Она начала изучать немецкий язык год назад. 4. Мы закончили второй урок на прошлой неделе. 5. Несколько лет тому назад они жили в Крыму. Вы когда-нибудь были там? 6. В воскресенье мои родители вернулись домой поздно. 7. В прошлом году в нашей группе было девять человек. 8. Его брат приехал в среду утром. 9. Ребята очень устали. Они катались на коньках с десяти часов. 10. Сегодня Лена звонила после двенадцати часов. 11. Майк сказал, что он получил письмо из дома. 12. Когда ты получил это письмо? 13. Позавчера у нас было два урока английского языка. 14. Какой фильм вы обсуждали на последнем занятии? — Я не знаю. Меня не было. Я болел. 15. Мне всегда хотелось побывать в Самарканде. Я там никогда не был. 16. Куда вы ходили в субботу вечером? Я звонил вам в девять часов, но вас не было дома. — Мы были в кино. 17. Вы смотрели телевизор вчера вечером? — Да. — Вам понравился фильм? — Очень. 18. Кто вчера выступал на собрании? — Наш староста. 19. Кто вам звонил ночью? — Отец. Он звонил из Ташкента. 20. Я пришел, когда они обедали. 21. Когда я учился в школе, Виктор всегда мне помогал.

### Once a wise man said ....

Negotiation is a process in which both sides win.

\* \* \*

I wish I could be half as sure of anything as some people are of everything.

\* \* \*

I am not young enough to know everything.

# Unit 2

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## SOLE PROPRIETORSHIP

Sole proprietorship is by far the most widely used business form in the world. Nearly 70% of all business in the US is sole proprietorship. Many of the largest companies in the country began as sole proprietors. Although owned and managed by one person, sole proprietors may have numerous employees. Many local neighbourhood businesses are sole proprietor retail, gift, floral, and shoe repair shops, for example, owned by people who are "self-owned."

### ADVANTAGE OF SOLE PROPRIETORSHIP

One of the advantages of sole proprietorship is the ease of starting business. Unless business requires a license, as some professions (doctors, lawyers) and trades (plumbers and electricians) do, sole proprietorship may usually be established simply by opening a door and doing business. Other advantages are the cost of organization, the tax considerations, and the ease of dissolution.

### COST OF ORGANIZATION

Again, sole proprietorships are the easiest and least expensive forms of business to start. They demand no legal or organizational expenses. Frequently, the main investment is the labor and ability of the sole proprietor himself or herself. As long as the proposed activity is legal, anyone can start a sole proprietorship.

### TAX CONSIDERATIONS

The sole proprietor directly receives any profits the business makes and absorbs any loss that the business may experience. Business pays no taxes, but all of the income from business is the considered owner's personal income and is **taxed accordingly**. Thus the owner has no obligation to **reveal financial information** to anyone. He or she can make all business decisions independently.

## EASE OF DISSOLUTION

To dissolve sole proprietorship the owner can sell business (remember: it is his or her personal property) or simply close a door and stop doing business.

### *New words and phrases*

<b>employee</b>	n	наемный работник
<b>neighbourhood</b>	n	соседство, близость
<b>retail</b>	n	розница
<b>gift</b>	n	дарение
<b>floral</b>	adj	цветочный
<b>shoe repair shop</b>	phr	обувная мастерская
<b>self-owned</b>	adj	собственный
<b>ease</b>	n	легкость
<b>license</b>	n	лицензия
<b>trade</b>	n	ремесло
<b>plumber</b>	n	водопроводчик
<b>electrician</b>	n	электрик
<b>cost</b>	n	стоимость
<b>tax</b>	n	налог
<b>consideration</b>	n	рассмотрение, обсуждение, размещение
<b>to dissolve</b>	v	прекращать деятельность, ликвидировать
<b>dissolution</b>	n	ликвидация, роспуск, конец
<b>expensive</b>	adj	дорогой
<b>investment</b>	n	инвестиция
<b>proposed</b>	adj	предложенный
<b>to absorb</b>	v	поглощать
<b>income</b>	n	доход
<b>obligation</b>	n	обязательство
<b>decision</b>	n	решение

## BRUSH UP YOUR GRAMMAR

### Translate into English:

1. Не слушайте эту фонозапись, она неинтересная. 2. Попросите вашу дочь не брать этот журнал. 3. Я не согласен с водителем. Я думаю, что он не прав. 4. Вам незачем писать ответы на эти вопросы. После перерыва вы можете ответить на них устно. 5. К сожалению, я не могу сделать эту работу в четверг или в пятницу. 6. Давайте не будем переводить эту статью. Она слишком трудная. 7. У Ника не очень много близких друзей. 8. Они, как правило, обедают в пять



часов. 9. У Дика нет бабушки, а его дедушка живет в Коканде. 10. Скажите Маше, чтобы она не закрывала окно. В комнате жарко. 11. Улица Амира Темура не направо, а налево. 12. Я не все вижу с этого места, можно я сяду за тот стол? 13. Не все хотят читать этот рассказ. Давайте не будем его читать. 14. Не все согласны с вами. 15. Если вы будете заняты в пятницу, позвоните мне в субботу. 16. Если вы согласны, что это ошибка, вы должны исправить таблицу.

### **Once a wise man said ...**

Most managers talk for 80% of the time during meetings and then thank everybody for their contributions.

\* \* \*

Skill at negotiations is essential to the manager. It can mean life or death for his career.

## **Unit 3**

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### **DISADVANTAGES OF SOLE PROPRIETORSHIP**

The disadvantages of owning sole proprietorship are severalfold. First, the owner has complete liability for business. The owner of sole proprietorship has limited ability to borrow. Also ownership does not continue automatically to others: there is a lack of continuity of ownerships. And finally, sole proprietorship offers fewer career opportunities to employees and place greater demands on management.

### **LIABILITY OF OWNERSHIP**

A sole proprietor has unlimited personal liability. His or her personal assets: home, automobile, personal savings, and so on are considered a part of business. Therefore, owner's personal assets are not protected from creditors.

### **LIMITED ABILITY TO BORROW**

When sole proprietors borrow money, they do so as individuals, using their own personal assets to finance personal

loans. Borrowing power, therefore is directly dependent on the credit standing of the proprietor. Thus the owner of successful business may not be able to borrow money for business expansion if he or she, for example, has large personal debts from a home mortgage or college tuition expenses.

## CONTINUITY OF OWNERSHIP

Sole proprietorship has a limited life, namely, the life of the sole proprietor. With the death of the owner, sole proprietorship ceases to exist.

## FEWER CAREER OPPORTUNITIES

Since the business is generally small, and career advancement is limited, recruiting and retaining good personnel can be difficult.

## DEMANDS ON MANAGEMENT

Because sole proprietorship is usually owned by a single individual, that person must have a multitude of abilities skills, and experience in management, book keeping, sales, marketing, production skills, and so on.

### *New words and phrases*

<b>severalfold</b>	adj	многосторонний
<b>liability</b>	n	пассив
<b>demand</b>	n	спрос, требование
<b>asset</b>	n	актив
<b>saving</b>	n	сбережение
<b>protected</b>	adj	защищенный
<b>loan</b>	n	заём
<b>expansion</b>	n	расширение
<b>mortgage</b>	n	недвижимость
<b>tuition expenses</b>	phr	расходы на образование
<b>to cease</b>	v	прекращать, останавливать, приостанавливать
<b>advancement</b>	n	продвижение
<b>recruiting</b>	n	вербовка
<b>to retain</b>	v	удерживать, сдерживать
<b>personnel</b>	n	кадры, персонал

## BRUSH UP YOUR GRAMMAR

### Translate into English using Indefinite Pronouns:

1. Я вижу кого-то в соседней комнате, но я не знаю этого человека. 2 Ты видишь там кого-нибудь? — Нет, я никого не вижу. 3. Все знают, что история — очень интересный предмет. 4. В их группе все изучали два иностранных языка. 5. Кто-нибудь знает его фамилию? 6. В коридоре есть кто-нибудь? — Нет, там никого нет. 7. Я ничего не знал о нем. А ты? 8. Я хотел знать все об этом. 9. Вы знаете что-нибудь об этой лекции? 10. Уже почти 11 часов, а здесь никого нет. 11. Лекции этого профессора всем очень понравились. 12. Вы можете услышать эту песню повсюду, она всем очень нравится. 13. Он живет где-то около улицы Бобура, но я не знаю его адреса. 14. Кто-нибудь должен вызвать такси. 15. Никто не знал ее номера телефона. 16. Вы ходили куда-нибудь вчера вечером? — Да, вчера я смотрел новый египетский фильм. 17. Если кто-нибудь мне позволит, попросите, пожалуйста, перезвонить вечером. 18. Никто не надеется, что он придет. 19. Ты слышишь? Кто-то зовет тебя. 20. В той комнате есть кто-нибудь? — Да, там несколько студентов. 21. Где Володя? — Он что-то читает в читальном зале.

### Once a wise man said...

If you explain so clearly that nobody can misunderstand, somebody will.

\* \* \*

A conference should consist of three men, two of whom are absent.

\* \* \*

When you are right, no one remembers: when you are wrong, no one forgets.

# Unit 4

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## PARTNERSHIP

Partners are described in the legal definition of the Uniform Partnership Act as “co-owners of a business for profit.” Partners agree to carry on business and to share the profits and losses. Partnerships are easy to organize: a written or an oral agreement is all that is required. Partnership can be small, with just two people, or large, with hundreds of partners (as in a very large law firm). Yet, despite several positive features, partnership is the least used of the three common forms of business ownership.

Partners need not be “equal” that is each partner’s share of ownership may vary, depending on the agreement among partners.

### TYPES OF PARTNERSHIP

The individuals who participate in partnership can be classified as general or limited partners.

#### GENERAL PARTNERS

A general partner bears full liability and is active in managing business. Law and accounting firms are often made up of many general partners.

#### LIMITED PARTNERS

The liability of a limited partner, as the name suggests, is narrower specifically, it is limited to the amount of the investment she or he made in the firm. Unlike general partners limited partners usually are not actively involved in managing their firm. For liability purposes, limited partnership is a hybrid, having some of the features of partnership, and some of corporation. Limited partnership is typically found, ventures in theatrical production, real estate, oil and gas, and professional athletic teams.

### ADVANTAGES OF PARTNERSHIP

Because partnership is like joining two or more proprietorships, a partnership shares some of the advantages of proprietorship, as discussed below.

## EASE AND COST OF ORGANIZATION

Formation of partnership does not require complicated or expensive organization. The major is the partnership agreement which attorney can easily develop.

## TAX CONSIDERATIONS

Partnership is neither singled out for government regulation nor subjected to special taxes. Partnership's profits are not taxed but treated instead as personal income of the partners whether or not the profits are distributed to them.

### *New words and phrases*

<b>Uniform Act</b>	phr	Единый акт
<b>co-owner</b>	n	совладелец
<b>profit</b>	n	прибыль
<b>to share</b>	v	делить
<b>despite</b>	prep	несмотря на
<b>positive</b>	adj	положительный
<b>to participate</b>	v	принимать участие
<b>limited</b>	adj	ограниченный
<b>to bear</b>	v	претерпевать
<b>accounting</b>	n	бухгалтерский учет
<b>to be involved</b>	phr	быть привлеченным
<b>hybrid</b>	n	гибрид
<b>venture</b>	n	предприятие
<b>estate</b>	n	земельное угодье
<b>attorney</b>	n	поверенный в делах

## BRUSH UP YOUR GRAMMAR

Translate into English using modal verbs:

1. У нас занятия утром, и мне приходится вставать рано.
2. В этом году занятия должны начинаться в девять часов.
3. Это Мэри. Ей предстоит жить здесь до лета. 4. Сергей сказал Олегу о собрании, и мне пришлось звонить ему. 5. Кто должен был встретить вас? Вы знали его? 6. Поезд должен был прийти в четыре часа утра, и нам пришлось идти на станцию пешком. 7. Где вы должны были встретиться? 8. Вам часто приходится обращаться к врачу. 9. В тот год он должен был закончить школу. Ему было семнадцать лет. 10. Мне не

пришлось объяснять ей правило. Она знала его очень хорошо. 11. У них большая семья, и отцу приходится много работать. 12. Мы все обсудили. Я должен был встретить их около библиотеки. 13. Вам пришлось продать машину? Да. Мы купили домик в деревне. 14. Какое домашнее задание вы должны были выполнить к сегодняшнему дню? Мы должны были выполнить два упражнения. 15. Утром хлеб у нас был, и мне не пришлось идти в магазин. 16. Что нам делать на завтра? — Вы должны приготовить к домашнему чтению.

### **Once a wise man said...**

To deceive a diplomat speak the truth: he has no experience of it.

\* \* \*

If you wish to be a success in the world, promise everything, deliver nothing.

\* \* \*

A diplomat is somebody who can tell you to go to hell in such a way that you look forward to the trip.

## **Unit 5**

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### **ADVANTAGES OF PARTNERSHIP**

Ability to borrow. Since more than one person owns business, financial resources of partners are increased, and with it — borrowing capacity.

### **CONTINUITY OF OWNERSHIP**

When a partner wishes to leave partnership or dies, that partner's share of business can be sold to the remaining partner. An alternative solution is to sell the partner's share to an outside person, someone who is acceptable to the remaining partner. In this way, partnership has continuity.

### **FEWER DEMANDS ON MANAGEMENT**

Since there are at least two partners, in theory partnership has greater management skills and other business talents available

to it. Frequently, in fact, partnership is formed by people of complementary skills, for example, sales expert who works "outside", bringing in business, and an operational professional who works "inside", managing and supervising the day-to-day operation of the enterprise.

## CAREER OPPORTUNITIES FOR EMPLOYEES

Partnership has added incentive for job applicants and talented employees alike - the opportunity to become a partner.

## DISADVANTAGES OF PARTNERSHIP

Disadvantages of partnership include liability of ownership, potential for disagreement among partners, and difficulty of dissolution.

## LIABILITY OF OWNERSHIP

The major disadvantage is the degree of liability of partners. Each general partner is liable for the full debts of partnership.

## POTENTIAL FOR DISAGREEMENT

Managerial difficulties may arise when two or more partners cannot agree. And even when there is an agreement, control is divided, making operations very difficult.

## DIFFICULTY OF DISSOLUTION

It is easy to enter into partnership but often difficult to withdraw with the full original investment. It is not easy to sell one's share of partnership. Partnership is dissolved every time a new member is added or an existing member ceases to be a partner either through withdrawal or by death.

### *New words and phrases*

<b>resources</b>	n	ресурсы
<b>capacity</b>	n	способность
<b>acceptable</b>	adj	приемлемый
<b>complementary</b>	adj	дополнительный
<b>expert</b>	n	эксперт
<b>supervising</b>	adj	руководящий, наблюдающий

<b>inceptive</b>	adj	начальный, начинающий
<b>applicant</b>	n	заявитель
<b>disagreement</b>	n	несогласие
<b>liable</b>	adj	обязанный, связанный обязательством
<b>debt</b>	n	долг
<b>to arise</b>	v	возникать
<b>to divide</b>	v	делить
<b>to withdraw</b>	v	изымать (вклады, монеты и т. обращения)

## BRUSH UP YOUR GRAMMAR

### Translate into English:

1. Вы меня слышите? 2. Вы меня слушаете? 3. Вы слышали мой вопрос? 4. Послушай! Я слышу какой-то шум. Что это может быть? 5. Ты слушал вчера радио? Ты слышал концерт пианиста П.? 6. Я рад слышать, что вы здоровы. 7. Послушайте новый рассказ. 8. Давайте слушать музыку. 9. В четверг приезжает Сергей. — Рад слышать это. 10. Говорите громче, мы вас не слышим. 11. Я услышал об этом только вчера. 12. Не слушай его! Он не прав. 13. Что ты слушаешь? — Текст 10-го урока. 14. Я не хочу их слушать. 15. Мы слушали радио полтора часа. 16. Подождите нас. 17. Не ждите меня. Я занят до пяти. 18. Что ты здесь делаешь? — Я жду подругу. 19. Кого вы ждете? 20. Вам долго пришлось ждать такси? — Четверть часа. 21. Я не люблю ждать. 22. Я не люблю заставлять людей ждать. 23. Мы не ждали письма от него. 24. Не ждите их, они все еще работают. 25. Вы долго меня ждали утром? 26. Я ждал от вас более быстрого ответа. 27. Ты ждешь своего тестя? 28. Не ждите нас в воскресенье. Мы не сможем прийти. 29. Он ждал вас до четырех и ушел.

### Once a wise man said...

Nine out of ten businessmen believe half the time they spend in meetings to be wasted.

\* \* \*

Those, who are unable to learn from past meetings, are condemned to repeat them.



# Test 1

**Choose the wrong sentence from among those below:**

1. a) The book is readable.  
b) This book is readable by a 10-year old child.  
c) This book is very readable.  
d) This book is easy to read.  
e) This book is very able to be read.
2. a) Seymour used that table to lean the ladder against.  
b) Seymour used that table for leaning the ladder against.  
c) Seymour used that table to write the letter on.  
d) Seymour used that car to make his geta way in.  
e) Seymour used that knife to slice the salami with.
3. a) Melvin broke the window with a chisel, using a hammer.  
b) Melvin used a hammer in breaking the window with a chisel.  
c) Melvin used a hammer to break the window with a chisel.  
d) Melvin used a hammer in breaking the window using a chisel.  
e) Melvin used a hammer in using a chisel in breaking the window.
4. a) Someone is waiting outside, isn't he?  
b) Tabs are being kept on Harry, aren't they?  
c) Seven gorillas slept in that cage.  
d) In 1999 saw Clinton in the White House.  
e) Clinton lived and worked in the White House in 1993.
5. a) Each of the men shaved himself.  
b) Each man shaved himself.  
c) The men each shaved in the morning.  
d) Each of the men has been shaved by the barber.  
e) Each of the men had been shaved by themselves.
6. a) Ralph was not able to pass the test.  
b) Ralph did not pass the test.  
c) Ralph was able to pass the test.  
d) Ralph was able to pass the test, but he did not take it.  
e) Ralph were not able to pass the test, but he passed it anyway.

**Fill in the blanks with articles where necessary:**

7. \_\_\_\_\_ May of 1988 will always test in my memory.  
a) a  
b) the  
c) —  
d) an

8. Miss Trotwood came on \_\_\_\_\_ Friday when David was born
- a
  - the
  - 
  - an
9. Robinson Crusoe found his servant on \_\_\_\_\_ Friday.
- a
  - the
  - 
  - an
10. \_\_\_\_\_ cold May is the usual thing in Leningrad.
- a
  - the
  - 
  - an
11. \_\_\_\_\_ May is \_\_\_\_\_ spring month.
- a/a
  - the/a
  - a/the
  - the/the
  - /a
12. I have spoken to him \_\_\_\_\_ great many times.
- a
  - the
  - 
  - an
13. She has a cold and will have to keep \_\_\_\_\_ house for \_\_\_\_\_ couple of days.
- the/the
  - the/a
  - a/a
  - a/the
  - / a
14. Last night we went to \_\_\_\_\_ evening party and had \_\_\_\_\_ very good time.
- the/a
  - an/the
  - / a
  - an/a
  - the/ —

15. To tell \_\_\_\_\_ truth, I don't like \_\_\_\_\_ girl.  
a) a/a  
b) a/the  
c) the/the  
d) the/a  
e) —/a
16. The whole story is \_\_\_\_\_ lie from \_\_\_\_\_ beginning to \_\_\_\_\_ end.  
a) a/the/the  
b) the/the/the  
c) a/a/the  
d) a/ — / —  
e) — /the/the
17. I have brought \_\_\_\_\_ wrong book by \_\_\_\_\_ mistake.  
a) a/a  
b) a/the  
c) the/the  
d) the/a  
e) the/ —
18. He is \_\_\_\_\_ student you wanted to speak.  
a) a  
b) an  
c) the  
d) —
19. Compeyson turned to \_\_\_\_\_ traitor.  
a) a  
b) an  
c) the  
d) —
20. Lomonosov was \_\_\_\_\_ son of \_\_\_\_\_ fisherman.  
a) the/the  
b) the/a  
c) a/a  
d) the/—  
e) a/—
21. Come downstairs, \_\_\_\_\_ child.  
a) a  
b) an  
c) the  
d) —

22. \_\_\_\_\_ woman came up to me and asked what time it was

- a) a
- b) an
- c) the
- d) —

23. \_\_\_\_\_ nice woman has come.

- a) a
- b) an
- c) the
- d) —

24. \_\_\_\_\_ sun had gone and \_\_\_\_\_ night had come.

- a) the/the
- b) the/a
- c) the/ —
- d) a/the
- e) —/the

25. \_\_\_\_\_ night was warm and beautiful still.

- a) a
- b) an
- c) the
- d) —

26. I spend \_\_\_\_\_ sleepless night.

- a) a
- b) an
- c) the
- d) —

**Fill in the blanks with the proper degree of comparison of adjectives:**

27. The \_\_\_ man was introduced and they sat down at the table.

- a) young
- b) younger
- c) youngest
- d) —

28. How lovely then \_\_\_\_\_ river is, with its dark , changing wavelets.

- a) little
- b) less
- c) the least
- d) —

**Fill in the blanks with proper pronouns:**

29. \_\_\_\_\_ husband asked a few questions and sat down to read the evening paper.
- their
  - his
  - its
  - her
30. \_\_\_\_\_ side of the bed do you like ?
- what
  - which
  - whose
  -
31. \_\_\_\_\_ do you mean?
- whom
  - who
  - whose
  - which

**Fill in the blanks with proper forms of verbs:**

32. Will you give me a pen or two before you \_\_\_\_\_?
- go
  - will go
  - shall go
  - are going
33. I promised not to try to see Robert again till he \_\_\_\_ for me.
- will ask
  - asks
  - asked
  - has asked
  - will have asked
34. I wonder when he \_\_\_\_\_ us an answer.
- will give
  - gives
  - is giving
  - will have given
  - give
35. We are impatiently awaiting the day when our friends \_\_\_\_ from their long journey.
- will return
  - returns
  - are returning
  - will have returned
  - returned

36. You never \_\_\_\_\_ your mouth while you are painting

- a) can open
- b) may open
- c) would open
- d) open
- e) opened

37. Why \_\_\_\_\_ you \_\_\_\_\_ at me as if you have never seen me?

- a) are/looking
- b) have/looked
- c) do/look
- d) did/look
- e) had/looked

**Choose the correct sentence:**

38. В ЭТОТ МОМЕНТ ОН ОТКРЫВАЛ ДВЕРЬ.

- a) At that moment he was unlocking the door.
- b) At this moment he is unlocking the door.
- c) At this moment he unlocks the door.
- d) At that moment he had been unlocking the door.
- e) At that moment he had unlocked the door.

39. В ЭТОТ МОМЕНТ ОН ОТКРЫЛ ДВЕРЬ.

- a) At that moment he unlocked the door.
- b) At this moment he has unlocked the door.
- c) At this moment he unlocks the door.
- d) At that moment he had been unlocking the door.
- e) At that moment he was unlocking the door.

**Fill in the blanks with proper forms of verbs:**

40. I \_\_\_\_\_ you are right.

- a) thought
- b) think
- c) will think
- d) thinks
- e) have thought

41. I \_\_\_\_\_ of what you have just said.

- a) thought
- b) think
- c) had thought
- d) have thought
- e) thinks

42. I am sure he will recognise the poem when he \_\_\_\_ the first line.
- has heard
  - will have heard
  - will hear
  - heard
  - hears
43. He will know the poem by heart when he \_\_\_\_\_ it twice.
- has heard
  - will have heard
  - will hear
  - heard
  - hears
44. She is not well and \_\_\_\_\_ very much of late.
- has changed
  - will have changed
  - will change
  - changed
  - changes
45. She \_\_\_\_\_ very much a great many years ago.
- has changed
  - will have changed
  - will change
  - changed
  - changes
46. Success \_\_\_\_\_ you.
- attends
  - attend
  - has attended
  - had attended
  - is attended
47. He ordered that everything \_\_\_\_\_ ready by 5 o'clock.
- has been
  - had been
  - should be
  - would have been
  - was
48. It is impossible that she \_\_\_\_\_ it.
- has said
  - had said
  - should have said

- d) would have said
- e) will have said

49. Why \_\_\_\_\_ you and I talk about it ?

- a) will
- b) shall
- c) would
- d) should
- e) do

50. June Forsyte always \_\_\_\_\_ fortunately.

- a) championed
- b) champions
- c) has championed
- d) shall champion
- e) will champion

## Unit 6

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### CORPORATIONS

A corporation is clearly the dominant element in the American economy in terms of total sales profits, and a number of employees. Corporations employ millions of people and are owned by millions of investors. The United States Chief Justice John Marshall, in a famous 1819 decision, wrote that a corporation is "an artificial being, invisible, intangible and existing only in the contemplation of the law". Although it is not a real person, a corporation can conduct business, own and sell property, borrow money, and sue and be sued. In fact, most laws that apply to people also apply to corporations.

A corporation must be chartered. A charter is the official agreement that establishes and describes the corporation. When selecting the state in which to charter a corporation, incorporators must consider where the corporation will conduct most of its business, what charter restrictions may be imposed in that particular state, and which taxes and fees must be paid to the state. Each state specifies the minimum amount of capital required to start the corporation and imposes both an annual fee for the privilege of doing business as a corporation and an incorporation fee.



## FORMING A CORPORATION

A corporation comes into being when a state, in response to an application by incorporators, issues a certificate of incorporation or corporate charter authorizing the corporation to do business. The corporate charter, also called the articles of incorporation, provides information such as the purpose of the corporation, its name and address, the names and addresses of its officers and board of directors, the number of shares of stock, the classes of stock (common, preferred), and the rights of each class of stockholder.

### DOMESTIC, FOREIGN AND ALIEN CORPORATIONS

A corporation is considered a domestic corporation in the state in which it is incorporated. In other states it is considered a foreign corporation. An American corporation, that does business in a foreign country, is known as an alien corporation. American express, for example, is incorporated in Delaware, and in Delaware it is a "domestic corporation." In Illinois American express is a "foreign corporation" and in England — an "alien corporation."

#### *New words and phrases*

<b>dominant</b>	adj	преобладающий
<b>artificial</b>	adj	искусственный
<b>intangible</b>	adj	недвижимый
<b>contemplation</b>	n	созерцание, размышление, намерение
<b>to sue</b>	v	преследовать судебным порядком, возбуждать дело
<b>to charter</b>	v	давать привилегию, создавать льготу, учреждать
<b>restriction</b>	n	ограничение
<b>to impose</b>	v	облагать налогом, предписывать, налагать обязательство
<b>fee</b>	n	плата
<b>privilege</b>	n	привилегия
<b>incorporation fee</b>	phr	вступительный взнос при объединении
<b>to issue</b>	v	издавать
<b>certificate</b>	n	удостоверение, сертификат
<b>to authorize</b>	v	разрешать, санкционировать
<b>stock</b>	n	акция

<b>preferred</b>	adj	предпочтительный
<b>common</b>	adj	обычный
<b>stockholder</b>	n	держатель акции
<b>domestic</b>	adj	внутренний
<b>alien</b>	adj	отчужденный

## BRUSH UP YOUR GRAMMAR

**Translate into English paying special attention to the use of Tenses:**

1. Сегодня мы заняты. Мы соберемся у тебя 23 ноября. Кирилл тоже присоединится к нам. 2. Он закончил институт два года тому назад. 3. Семенов скоро будет в командировке в Ташкенте. Как только он придет, я дам вам телеграмму, и вы встретитесь с ним. 4. Я привезу семью в Ташкент в июле, как только сын закончит школу. 5. В вашем диктанте не будет ошибок, если вы выучите все слова к этому тексту. 6. Извините меня, я не могу поговорить с вами сейчас. Меня ждут товарищи. Я вернусь часа через полтора. 7. Что ты будешь делать в воскресенье? — Я проведу выходной день у сестры. 8. Я напишу им письмо, как только освобожусь. 9. Ваш брат придет через неделю, не так ли? — Да, он придет 5 декабря. 10. Когда закончатся твои уроки сегодня? — Без десяти три. 11. Я зайду к тебе, если у меня будет время. 12. Если не будет собрания, я позвоню тебе в семь часов. 13. Не уходи, пока не придет Николай. Он будет рад тебя видеть. 14. Я надеюсь, вы позвоните мне, как только закончится доклад. 15. Через сколько лет ваш сын пойдет в школу? — Через два года. Сейчас ему пять лет. 16. У нас сегодня нет никакого собрания, да? — Да. 17. В каком зале было собрание? — В третьем, там было много студентов. 18. Сегодня он уезжает в Самарканд. Мы будем скучать без него.

**Once a wise man said...**

Say no, then negotiate.

\* \* \*

If you are not confused, you are not paying attention.

\* \* \*

I have suffered from being misunderstood, but I would have suffered a hell of a lot more if I had been understood.

# Unit 7

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## DIFFERENCES BETWEEN CORPORATIONS AND OTHER FORMS OF BUSINESS

Corporations are different from sole proprietorship and partnership in several ways. Corporations must meet formal legal requirements before they are formed. Ownership (that is shareholders) and management are separated, shareholders do not directly manage corporations. Corporate owners have limited financial liability. Finally, corporations have unlimited life.

### CORPORATE FRAMEWORK

Corporation has a clearly defined framework, consisting of shareholders, a board of directors, and management.

### SHAREHOLDERS

Each share of stock represents ownership in corporation. Thus owners of stock are called shareholders. Each share of common stock carries with it in the right to cast one vote in electing members of the board of directors. The number of directors is established in the corporate charter.

Shareholders also vote on any changes in corporate charter and on the appointment of a Certified Public Accountant (CPA) to audit the firm's books. When shareholders cannot attend corporation's annual meeting, they vote by proxy. A proxy is a statement that authorizes someone else to vote for the shareholder.

### BOARD OF DIRECTORS

The board of directors represents shareholders, sets corporate policy, and distributes dividends. It has the final authority for all corporate actions. The board of directors meets regularly and is required to hold an annual meeting, which is open to all shareholders. Within the board of directors there are committees that deal with company audits, compensation of the Chief

Executive Officer (CEO), long-range strategy, and other issues. An inside director is an employee of the corporation, someone engaged in its day-to-day operations. Usually the president of the corporation serves as an inside director on the board. An outside director is not an employee but someone outside the corporation, frequently a banker, a supplier or someone representing a group of shareholders.

## MANAGEMENT

The board of directors selects and hires the corporation's senior managers in charge of day-to-day operations such as President and Chief Executive Officer.

### *New words and phrases*

<b>framework</b>	n	рамка
<b>to represent</b>	v	представлять
<b>to cast</b>	v	присуждать к уплате убытков
<b>to vote</b>	v	голосовать
<b>to establish</b>	v	устанавливать
<b>appointment</b>	n	назначение
<b>to audit</b>	v	проводить ревизию
<b>to attend</b>	v	посещать
<b>proxy</b>	n	уполномоченный, доверительное лицо
<b>to authorise</b>	v	уполномочивать
<b>dividend</b>	n	дивиденд
<b>to distribute</b>	v	распределять
<b>annual</b>	adj	годовой
<b>Chief Executive Officer (CEO)</b>	phr	Главный руководящий работник
<b>long-range strategy</b>	phr	долгосрочная стратегия
<b>banker</b>	n	банкир
<b>supplier</b>	n	снабженец
<b>to select</b>	v	выбирать
<b>to hire</b>	v	нанимать
<b>senior manager</b>	phr	старший менеджер
<b>to be in charge of</b>	phr	отвечать за

## BRUSH UP YOUR GRAMMAR

### Translate into English:

1. Они будут жить в общежитии.
2. Его жена будет работать в театре.
3. Он будет ездить на работу троллейбусом.
4. Мы не будем вас ждать.
5. У них не будет занятий в среду.
6. Он не придет раньше шести.
7. Вы будете здесь во вторник? — Думаю, что да.
8. Ваш брат будет дома вечером? — Да.
9. Лаборатория будет открыта в субботу? — Нет.
10. Сегодня будет собрание? — Говорят, что будет.
11. В их доме будет газ? — Будет.
12. В их квартире будет телефон? — Будет.
13. Где он будет жить в Ташкенте?
14. Куда вы поедете летом?
15. Мне вас подождать? — Да, пожалуйста.
16. Принесите, пожалуйста, магнитофонную ленту.
17. Нам продолжать? — Конечно.
18. Мне остаться? — Нет, не нужно.
19. Ответьте, пожалуйста, на первый вопрос.
20. Положите эти вещи сюда.
21. Мне придется подождать их.
22. Вам придется прийти снова.
23. Ему придется ехать на такси.
24. Нам будет нужно поговорить с ним еще раз.
25. У нас есть все, так что вам не нужно будет идти в магазин.
26. Ей не придется идти туда на этой недели.
27. Они не смогут ответить на эти вопросы.
28. Вы можете идти пешком? — Я попробую.
29. Когда вы сможете решить этот вопрос? — Через несколько дней.
30. Я не смогу присутствовать на собрании в среду. Мне нужно будет повести ребенка к врачу.
31. Я буду смотреть телевизор, когда выполню домашнее задание.
32. Когда кончится урок, я позвоню домой.
33. Если в воскресенье будет хорошая погода, мы не останемся в городе.
34. Как только придут посетители, я их направлю к секретарю.
35. Если маме будет лучше, сестра сможет поехать с вами в Бухару.
36. Когда Аня кончит играть на пианино, она поможет нам приготовить обед.
37. Мы будем кататься на коньках пока не замерзнем.
38. Ему придется хорошенько подумать, прежде чем он ответит на ваш вопрос.
39. Когда наши соседи купят пианино, их сын будет брать уроки музыки.
40. Я смогу ответить вам после того, как поговорю с деканом.
41. Он не придет, пока вы ему не позвоните.

### Once a wise man said...

We are more easily persuaded, in general, by the reasons we ourselves discover, than by those which have been suggested to us by others.

The secret of success in life consists of knowing how to change men's minds.

## Unit 8

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### TYPES OF CORPORATIONS

There is a number of types of corporations. The type of corporation is determined by the purpose specified in its charter.

#### PUBLIC CORPORATIONS

A public corporation is one set up by Congress or a state legislature for a specific public service. Examples are the Federal Deposit Insurance Corporation (FDIC) and the Student Loan Marketing Association.

#### QUASI-PUBLIC CORPORATIONS

A quasi-public corporation is a corporation to which the government has granted a monopoly in an effort to provide certain services to the public. Public utility companies supplying gas or electricity and regional telephone companies are examples of quasi-public corporations.

#### PRIVATE CORPORATIONS

Most corporations are private corporations, formed by private individuals or companies and chartered for some purpose other than providing a public utility service. There are several types of private corporations.

#### A NON-PROFIT CORPORATION

A non-profit corporation is one set up for charitable, educational or fraternal purposes. Examples include the Multiple Sclerosis Society, the Girl Scouts of the USA, and all private colleges. A non-profit corporation, despite its name, may make a profit, but profits cannot be distributed to owners. The use of profits is clearly stipulated in the corporate charter.

## A FOR-PROFIT CORPORATION

A for-profit corporation is formed to make profits for its owners who receive these profits in the form of dividends. Most corporations are for-profit corporations. In fact, there are millions of for-profit corporations, and most are privately owned. For-profit corporations may be privately owned, or they may be publicly traded. The distinction is that privately owned corporations do not allow outside investors to buy shares, as "publicly traded" corporations do. Relatively few corporations are publicly traded, but most of the very largest corporations are, including all those listed on the various stock exchanges where stocks are bought and sold. However, some very large companies Mars Candy and Revlon Cosmetics among them are privately owned.

There are three additional varieties of privately owned for-profit corporations:

a professional corporation (PC) is one which shareholders are professionals rendering medical, legal or engineering services;

a closely held corporation cannot have more than fifty shareholders. Some states allow closely held corporations to dispense with a board of directors;

a sub-charter S corporation takes its name from a certain section of the Internal Revenue Code that describes corporations treated, for federal tax purposes, essentially as partnerships. A sub-charter S corporation can have no more than thirty five shareholders.

### *New words and phrases*

<b>Public corporation</b>	phr	корпорация открытого типа, публичная корпорация
<b>Deposit Insurance</b>	phr	страхование депозитов
<b>Quasi-public corporation</b>	phr	квазипубличная корпорация
<b>to provide</b>	v	обеспечивать
<b>effort</b>	n	попытка
<b>utility</b>	n	удобство
<b>private</b>	adj	частный
<b>non-profit</b>	adj	бесприбыльный
<b>charitable</b>	adj	благотворительный
<b>fraternal</b>	adj	братский
<b>to stipulate</b>	v	обусловливать, ставить условие
<b>to dispense</b>	v	распределять, раздавать

## BRUSH UP YOUR GRAMMAR

### Translate into English:

1. В ноябре холодно, и часто идут дожди. 2. Сегодня неприятная погода. Довольно холодно. 3. Зимой все покрыто снегом. 4. Как ярко сегодня светит солнце. 5. Узбекская зима известна своими солнечными морозными днями. 6. Как правило, погода бывает прекрасной два первых осенних месяца. 7. Вадим сейчас катается на лыжах в парке. И другие студенты его группы тоже. Я думаю, вы найдете их там. 8. Он любит играть в волейбол. — Я тоже. 9. Лето — самое хорошее время для спорта. 10. Сегодня первый весенний день. Ярко светит солнце, и тает снег. 11. Многие очень любят солнечные морозные дни нашей зимы. Я тоже. 12. Наши летние каникулы длинее, чем зимние. 13. Летом приятнее жить за городом, чем в городе. 14. Летом я очень люблю купаться в реке и загорать. 15. Мой друг никогда не остается в городе на лето. Он каждый год ездит на Кавказ (the Caucasus). 16. После каникул студенты, здоровые и загорелые, возвращаются к своим занятиям. 17. Ранняя осень описана во многих стихотворениях Пушкина. 18. Вода замерзает при температуре 0°C. 19. Сегодня (температура) 3° тепла. 20. Какая сегодня погода? — Сегодня теплый, но ветреный день. 21. В январе так же холодно, как и в декабре. 22. В июле жарче, чем в августе. 23. Посмотри в окно. Дождь идет? Надо ли надевать плащ? — Нет, не надо. Дождя нет. 24. Какая сегодня прекрасная погода! Совсем не похоже на осень.

### Once a wise man said...

My idea of an agreeable person is the person who agrees with me.

\* \* \*

Don't say "yes" until I've finished talking.

\* \* \*

It is not necessary to understand things in order to argue about them.



# Unit 9

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## OTHER TYPES OF CORPORATIONS

Other types of corporations are created by combinations or associations of several corporations.

### A HOLDING COMPANY

A holding company is a corporation organized to own stock in and manage another company or companies. Holding companies are frequently found in banking or public utilities.

### A JOINT VENTURE

A joint venture is a separate corporation owned by two or more corporations. Corporations form a joint venture to work on a specific project or in specific markets. They agree to share profits and losses in proportion to their contribution. The joint venture is limited to that one project.

### A SUBSIDIARY

A subsidiary is a corporation that: 1) is owned by another corporation (50 percent or more of its stock is owned by that other corporation) and 2) operates as a separate entity.

### A SYNDICATE

A syndicate is a group of firms operating together, usually on a large project. For instance, a syndicate developed the Alaska pipeline. Although companies in a syndicate work together, they retain their separate identities.

### A COOPERATIVE

A cooperative is a non-profit corporation owned collectively by its members to supply services for distribution, marketing, or purchasing of goods. Its profits are divided among its members. Cooperatives are common in the agricultural industry. Land O'Lakes, the Minnesota dairy cooperative, and Sunkist Growers are two well-known examples.

### *New words and phrases*

holding company	phr	холдинги-компания
joint venture	phr	совместное предприятие
proportion	n	пропорции, соотношение
contribution	n	доля
subsidiary	adj	дочерний
syndicate	n	синдикат
pipeline	n	труба
to retain	v	придерживать
identity	n	сходство

## **BRUSH UP YOUR GRAMMAR**

### **Translate into English:**

1. Вам нужно заниматься спортом. — Я уже пять лет играю в футбол. 2. Ваш дядя приезжает в четверг. 3. Я сажусь в поезд в восемь часов, и в девять часов я уже в городе. 4. Кто любит проводить лето в городе? — Только Алиса. 5. Я хочу включить радио и послушать этого певца. 6. Я не могу вынуть эту книгу из шкафа. 7. “Почему ты смотришь на меня так (like that)? Это меня огорчает”, — говорит Эмма. 8. Стив достает письмо из портфеля и дает его Бену. 9. В плохую погоду она плохо себя чувствует. 10. Джеку 20 лет. Он уже студент. 11. Алиса уже три года работает учительницей. 12. Нику только три года. Он еще не читает. 13. Дик ходит в лес на прогулку, даже в плохую погоду. 14. Даже летом в этих краях часто идет снег. 15. Смотри! Идет снег. 16. “Я не могу даже подумать об этом!” — говорит Нелли. 17. О чем Пит рассказывает? — О своих планах. 18. “Я вижу, вы наконец понимаете меня”, — говорит Джейн. 19. Отнесите ему все необходимые учебники. 20. Какой последний урок в среду? — Немецкий. 21. Кто хочет отдыхать летом? — Мы! 22. Кого ты хочешь навестить в пятницу? 23. Бен занимается рыбной ловлей (fishing). Он это очень любит! 24. Вы обычно отдыхаете за городом или остаетесь в городе? — Я провожу свободные дни в лесу. 25. Не включай радио. Я перевожу очень трудный текст. 26. Дети! Уже десять часов. Пора спать. 27. Светает. Уже утро.

## Once a wise man said...

A committee is twelve men doing the work of one.

\* \* \*

There are two sides to every question: my side and the wrong side.

\* \* \*

We like a man to come right out and say what he thinks if we agree with him.

## Unit 10

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### ADVANTAGES OF CORPORATIONS

The main advantages of the corporate form are in these areas: liability of ownership, ability to borrow, continuity of ownership, and career opportunity for employees.

#### LIABILITY OF OWNERSHIP

A major advantage of the corporate form is that corporations have limited liability. Owners of corporations (shareholders) are not personally liable for acts or debts of corporations. Owners' losses are limited to their individual investments in the shares they own.

#### ABILITY TO BORROW

When a corporation is formed, it raises its capital by selling shares in business to individuals who then become shareholders. At its formation, a corporation's shares may sell for pennies, enabling virtually everyone to invest and to own a tiny portion of ownership. Once formed, a corporation can then raise money in two basic ways:

1. by issuing more shares of stock, a process that increases ownership in the corporation, or
2. by issuing bonds, a process that increases indebtedness of the corporation.

## CONTINUITY OF OWNERSHIP

A corporation has an unlimited life. Its existence is dependent on the life of individual or any group. Ownership is shared by all shareholders, and as shares are bought and sold, ownership changes and continues into the future.

## CAREER OPPORTUNITIES FOR EMPLOYEES

Employees generally have a wider range of opportunities in a corporation, especially if the corporation is large. Employees can benefit from the potential for growth and promotion that corporations offer, perhaps even share in ownership.

### *New words and phrases*

<b>to enable</b>	v	позволять
<b>virtually</b>	adv	виртуально
<b>a fine portion</b>	phr	небольшая часть
<b>bond</b>	n	облигация
<b>promotion</b>	n	содействие, поощрение

## BRUSH UP YOUR GRAMMAR

Translate into English paying attention to the use of Tenses:

1. Если погода будет плохая, мы не поедem на дачу.  
2. Вчера у меня было много дел. Утром я занимался в институте. После занятий я поехал в библиотеку им. Бобура готовить доклад по истории. Как только я закончил работу, я позвонил товарищу.  
3. Если завтра будет дождь, мы останемся в городе.  
4. Я знаю, что если там будут шахматисты, он присоединится к ним.  
5. Когда ты будешь писать письмо родителям? — Я напишу им сегодня вечером, если никто не придет. В субботу вечером меня часто навещают друзья.  
6. Завтра преподаватель будет задавать вопросы по новому тексту. Мне надо выучить все новые слова.  
7. Я думаю, он приедет на следующей неделе. Он даст телеграмму о дне приезда, и мы его встретим.  
8. Мне очень хочется посмотреть фильм "Тропой грома" ("The Path of Thunder") еще

раз (once again). В это воскресенье я с друзьями пойду в кино. 9. Вы поедете в Нью-Йорк, не правда ли? — Да. Я проведу там несколько дней. 10. Когда вы освободитесь? — В шесть часов, если вечером не будет собрания. — Тогда я вам позвоню в 6.30., и мы поедem на лекцию о русской музыке, хорошо? — С удовольствием. Я люблю такие (such) лекции. 11. Я не мог приехать к вам позавчера, так как был занят. 12. Мы не можем присоединиться к ним, так как один из нас будет занят.

## Test 2

**Fill in the blanks with the proper modal verbs:**

1. One \_\_\_\_\_ never know what \_\_\_\_\_ happen.  
a) may / can  
b) may / may  
c) can / can  
d) can / may  
e) must / may
2. You \_\_\_\_\_ have sent us a note at least! We are waiting for you the whole day.  
a) can  
b) may  
c) could  
d) might  
e) must
3. Do you think you \_\_\_\_\_ command an army?  
a) can  
b) may  
c) could  
d) might  
e) must
4. Well, your wives \_\_\_\_\_ not like the lady I'm going to marry.  
a) can  
b) may  
c) could  
d) might  
e) must
5. Last winter he \_\_\_\_\_ be seen in the club any night.  
a) can

- b) may
  - c) could
  - d) might
  - e) must
6. What \_\_\_\_\_ Ann be doing all this time in the kitchen?
- a) can
  - b) may
  - c) could
  - d) might
  - e) must
7. Whatever the reason \_\_\_\_\_ be, the fact remains.
- a) can
  - b) may
  - c) could
  - d) might
  - e) must
8. She \_\_\_\_\_ have lost her ring herself, it \_\_\_\_\_ not have been stolen.
- a) could / could
  - b) might / could
  - c) might / might
  - d) must / could
  - e) may / must
9. Who \_\_\_\_\_ have said such a thing?
- a) can
  - b) could
  - c) may
  - d) might
  - e) must
10. Somebody \_\_\_\_\_ have given her my address.
- a) can
  - b) could
  - c) may
  - d) might
  - e) must
11. Such difficulties \_\_\_\_\_ be easily put up with.
- a) can
  - b) could
  - c) may
  - d) might
  - e) must

12. If only I \_\_\_\_\_ make him understand me properly.  
a) can  
b) could  
c) may  
d) might  
e) must
13. I \_\_\_\_\_ have helped him but I didn't receive his letter.  
a) can  
b) could  
c) may  
d) might  
e) must
14. I'm suggesting that you \_\_\_\_\_ marry me, Midge.  
a) may  
b) must  
c) can  
d) should  
e) need
15. She \_\_\_\_\_ be picking cherries in the orchard, tell her to come into the house.  
a) may  
b) must  
c) can  
d) should  
e) need
16. Is it necessary, do you think, that the police \_\_\_\_\_ know about it?  
a) can  
b) may  
c) must  
d) should  
e) would
17. You \_\_\_\_\_ not answer all my questions if you don't want to.  
a) can  
b) may  
c) must  
d) should  
e) need
18. It is essential that he \_\_\_\_\_ be prepared for it  
a) can

- b) may
- c) must
- d) should
- e) need

19. Soft music filled the room. "That \_\_\_\_\_ be a gramophone record," ought he.

- a) can
- b) may
- c) must
- d) should
- e) need

20. I proposed that the prize \_\_\_\_\_ be divided.

- a) can
- b) may
- c) must
- d) should
- e) need

21. Oh, I don't know. It's really rather oddly that he \_\_\_\_\_ ever have been taking her to the Ball.

- a) can
- b) may
- c) must
- d) should
- e) would

22. You \_\_\_\_\_ have seen that film when it was on here last week.

- a) can
- b) may
- c) must
- d) should
- e) would

23. It is strange that you \_\_\_\_\_ remember the place.

- a) can
- b) may
- c) must
- d) should
- e) would

24. Why \_\_\_\_\_ not I talk to Catherine? Do you think I'm not worthy to, or something?

- a) can
- b) may
- c) must
- d) should
- e) would



25. Poor boy! He \_\_\_\_\_ have suffered so.
- a) can
  - b) may
  - c) must
  - d) should
  - e) would
26. Why \_\_\_\_\_ you say such disagreeable things?
- a) can
  - b) may
  - c) must
  - d) should
  - e) would
27. Go upstairs at once! You \_\_\_\_\_ change your wet clothes.
- a) can
  - b) may
  - c) must
  - d) should
  - e) would
28. Don't try to open that door. It \_\_\_\_\_ be closed.
- a) can
  - b) may
  - c) must
  - d) should
  - e) would
29. You \_\_\_\_\_ not wake up before seven o'clock. We'll start at half past eight.
- a) can
  - b) may
  - c) must
  - d) should
  - e) need
30. I was just wondering if my wife was here. — No, she isn't here. Why \_\_\_\_\_ she be?
- a) can
  - b) may
  - c) must
  - d) should
  - e) need
31. Henrietta suggested to Gerda that they \_\_\_\_\_ go and look at the kitchen garden.

- a) can
- b) may
- c) must
- d) should
- e) would

32. I want to have your photography. \_\_\_\_ you give me one?

- a) can
- b) may
- c) must
- d) should
- e) would

33. But I told him, I \_\_\_\_\_ not give him an answer till tomorrow.

- a) can
- b) may
- c) must
- d) should
- e) would

34. "I wish you \_\_\_\_\_ leave me alone sometimes," — said Dora.

- a) can
- b) may
- c) must
- d) should
- e) would

35. He \_\_\_\_\_ sit on the bed beside him and watch him for hours.

- a) to be to
- b) may
- c) must
- d) could
- e) would

36. If she \_\_\_\_\_ do that work, I should be happy then.

- a) could
- b) may
- c) must
- d) should
- e) would

37. You \_\_\_\_\_ inform us, although you were so busy.

- a) had to
- b) may
- c) must
- d) should
- e) would

38. I knocked more than once but she \_\_\_\_\_ let me come in.  
a) could not  
b) may not  
c) must not  
d) should not  
e) would not
39. I want you to obey her. You \_\_\_\_ do exactly as she says and make no noise.  
a) must  
b) have to  
c) are to  
d) should  
e) can
40. "Well, what \_\_\_\_\_ I do about dinner?" — asked Miss Handforth. "Spoil it by overcooking or let it get cold."  
a) must  
b) have to  
c) am to  
d) should  
e) can
41. The rope was so strong that he \_\_\_\_ take a knife to cut it.  
a) must  
b) has to  
c) is to  
d) had to  
e) was to
42. I have forgotten my own language and \_\_\_\_\_ speak non but yours.  
a) can  
b) may  
c) must  
d) should  
e) would
43. But I think you \_\_\_\_ have told us this half an hour ago!  
a) can  
b) may  
c) could  
d) might  
e) must
44. I think it \_\_\_\_\_ happen sooner or later.  
a) can

- b) may
- c) must
- d) should
- e) would

45. Give him something to eat. He \_\_\_\_\_ be hungry.

- a) can
- b) may
- c) must
- d) should
- e) would

46. I hear somebody's steps on the stairs. She \_\_\_\_\_ be coming.

- a) can
- b) may
- c) must
- d) should
- e) would

47. You \_\_\_\_\_ not take the knowledge yourself you gave me.

- a) can
- b) may
- c) must
- d) should
- e) would

48. He \_\_\_\_\_ not have done it all by himself. Somebody helped him, I'm sure.

- a) could
- b) may
- c) must
- d) should
- e) would

49. "\_\_\_\_\_ you believe the girl? \_\_\_\_\_ it be true? \_\_\_\_\_ he be my son?" she thought.

- a) can / can / can
- b) may / may / may
- c) must / must / must
- d) must / can / can
- e) may / can / can

50. It's quite a charming letter. It \_\_\_\_\_ have taken the poor young man an hour to write it.

- a) can
- b) may
- c) must
- d) should
- e) would

# Unit 11

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## DISADVANTAGES OF CORPORATIONS

The disadvantages of the corporate form include the expense and complication of organizing a corporation, legal restrictions, tax considerations, and disclosure problems.

### EXPENSE AND COMPLICATIONS OF INCORPORATING

Compared to proprietorship or partnership, corporations are more expensive and complex to form and to operate. Corporations must pay legal and filing fees and must file numerous federal, state and local tax and regulatory reports.

### LEGAL RESTRICTIONS

Corporate activities are limited to the purposes stated in the corporate charter, as well as by laws that specifically cover the corporate form.

### TAX CONSIDERATIONS

Corporate income is subject to double taxation. First, the corporation's income is taxed. Then the income distributed to stockholders (through dividends) is also taxed.

### DISCLOSURE PROBLEMS

Corporations are required to submit detailed reports to government agencies and stockholders, reports that include details of the corporations financial operations. Because these reports are public, they are available to all, including competitors.

#### *New words and phrases*

<b>expense</b>	n	расход
<b>complication</b>	n	сложность
<b>to file</b>	v	подавать документы, принимать к исполнению
<b>double taxation</b>	phr	двойное налогообложение
<b>to submit</b>	v	подчиняться, покоряться

# BRUSH UP YOUR GRAMMAR

Translate into English:

## ЛЕГЕНДА О СНЕЖНОМ ЧЕЛОВЕКЕ

Горные жители утверждают, что видели снежного человека. Живет он якобы высоко в горах Тибета, Гималаев, Памира и Кавказа. Снежный человек боится людей и близко к ним не подходит. Обычно его громадная черная фигура маячит среди скал. На песке или земле остаются его огромные следы.

Но бывает и так. Лесник Нодар Думбадзе рубил сухое дерево. Рядом горел костер, и в котелке разогревалась тушенка. Ароматный запах мяса разносился по лесу. Вдруг словно из-под земли появился дикий человек. Он был двухметрового роста, весь покрытый длинными черными волосами. Глаза дикаря злобно сверкали. Нодар схватил ружье, но от страха не мог выстрелить. Дикарь сильным ударом выбил ружье из рук лесника и скрылся в кустах.

Альпинисты и ученые давно ищут снежного человека. Но пока находят лишь какие-то следы. А многие люди утверждают, что видели его не раз.

### Other people's mannerisms

1. Banging the table to emphasize important points.
2. Leaning back in your chair.
3. Drumming on the table, with your fingers or a pencil.
4. Biting your nails.

## Unit 12

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### GROWTH OF CORPORATIONS

Corporations grow in a variety of ways, among them, by merging with, acquiring, or taking over other corporations.

### MERGERS

Combining two companies in related industries is called a merger. Often a new corporation is formed as a result of the

merger. For example, Time Inc. merged with Warner Brothers to form a new corporation Time Warner Inc.

## HORIZONTAL MERGER

A merger is horizontal when the acquired company is a direct competitor. If one newspaper acquired another, or if two tire manufacturers merged, each would be an example of a horizontal merger.

## VERTICAL MERGER

A merger is vertical if the acquired company is in the same chain of supply. For example, if a tire manufacture acquired a rubber company that supplies it with raw material or if it acquired a retail chain that sells tires.

## ACQUISITION

An acquisition is the purchase of controlling share in a corporation by another corporation. The acquired company might still be managed separately.

## CONGLOMERATE

When a company acquires another company in an unrelated business to increase its size or profits, or because it feels the acquired company is undervalued and a bargain, the new company is called a conglomerate.

## HOSTILE TAKE-OVERS

Most mergers and acquisitions are friendly, but hostile take-overs are not. Because of the frequency of hostile take-overs, businesses have developed strategies to avoid an unwanted take-over. The three main defences have colourful names: the poison pill, the white knight, and the leveraged buyout (LBO).

## POISON PILL

The poison pill describes a situation in which the target company adds large amounts of corporate debt through borrowing. The additional debt then makes the target less attractive since the buyer will have to assume the debt.

## WHITE KNIGHT

A second defence is to find a white knight, a friendly purchaser, who will buy the company and rescue it, much as medieval white knights rescued people in distress. A friendly take-over avoids the cost of a prolonged battle and leaves the company, along with its management, intact.

## LEVERAGED BUYOUT

In a leveraged buyout, LBO for short, the management of the target company borrows money, using the company itself as collateral. The management then purchases the company. This defence is also known as “going private”.

### *New words and phrases*

<b>to merge</b>	v	поглощать
<b>merger</b>	n	слияние предприятий, новация
<b>to acquire</b>	v	приобретать
<b>acquisition</b>	n	приобретение
<b>to take-over</b>	v	принимать на себя управление (руководство) делом
<b>to combine</b>	v	сочетать, смешивать, объединять
<b>a retail chain</b>	phr	розничная цепь
<b>conglomerate</b>	n	конгломерат
<b>hostile</b>	adj	враждебный
<b>to avoid</b>	v	избегать
<b>defence</b>	n	защита
<b>frequency</b>	n	частота
<b>a poison pill</b>	phr	капля яда
<b>leveraged buyout</b>	phr	ускоренный выкуп чьей-либо доли в предприятии
<b>company target</b>	phr	цель компании
<b>to assume</b>	v	предполагать
<b>to rescue</b>	v	спасать
<b>medieval</b>	adj	средневековый
<b>cost</b>	n	стоимость
<b>prolonged</b>	adj	продленный
<b>intact</b>	n	влияние, давление
<b>collateral</b>	adj	двусторонний



# BRUSH UP YOUR GRAMMAR

## Translate into Russian:

a) 1. You must tell him everything. 2. You must have told him everything. 3. You must not tell him anything as yet (пока) about your plan. 4. They must be happy to have their overfulfilled plan. 5. They must have already introduced the new method of work. 6. We, too, must introduce the new method of work. 7. You must have heard about our plan.

b) 1. You should read more in English. 2. You should read all these books, and you have read only a few of them. 3. I should like to read this book, can you lend it to me for a few days? 4. You will have it in a few days' time; I can't give it to you now, as I am reading it. I shall finish it on Sunday. 5. Shall I translate? 6. You should have done it. 7. I should think they will attain good result.

c) 1. Philip could not have advised him to do such a thing. 2. I could come tomorrow if you think it necessary. 3. The river is not far, we can easily walk there and back. 4. He could have helped us, but he didn't. 5. I can come at once. 6. Could he have been serious?

d) 1. Nothing could have been less interesting than his story. 2. Might anything have happened to him? 3. Perhaps I may let you into the secret. 4. You ought to come too. 5. He needn't come if he doesn't want to. 6. The door won't open. 7. He was to play the part of King Lear.

## Other people's mannerisms

1. Biting your lips.
2. Chewing gums.
3. Eating sweets.
4. Smoking.
5. Cleaning your fingernails.

## Unit 13

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### SMALL BUSINESS

Small business serves many roles in the American economy, including the roles of employer, supplier, purchaser of goods

and services, and tax-payer. In just one of its roles, that of employer, small business makes a huge contribution to the American economy. More than 99 percent of American businesses employ fewer than 100 people, yet they account for 56 percent of the total work force. But the contributions of small business to the economy do not end there. Even large corporations benefit greatly from small business, because most of the products made by large corporations are distributed and sold by small business.

Independent, unencumbered by corporate bureaucracy, and free to make quick decisions, small-business owners aggressively seek new opportunities and technologies, and as a result, they are responsible for many major innovations and breakthroughs. Small business can more easily fill the needs of “niche” markets not covered by others. Many products with small initial demand not suited for mass production or for specialized markets would never be available were it not for small business.

What is “small business?” In recent years small business has experienced a major revival, fueled mainly by the influx of immigrants, the entry of women into the work force, the restructuring of business during the late 1980s, and ease of entry. Small business is indeed a major force in the American economy. But what is “small business”?

## DEFINITIONS VARY

According to the US Department of Commerce, small business has fewer than 500 employees. The Small Business Administration (SBA), a government agency created to assist, to counsel, and to protect the interests of small business defines “small business” as one that is independently owned and operated for profit and is not dominant in its field. The SBA also uses annual sales and/or a number of employees to measure “small business”, and does do so for specific industries. To meet the SBA’s qualifications for small business:

- a retailing and service business must have annual sales of no more than \$2 million to \$7 million;
- a wholesaler must have annual sales of no more than \$9 million to \$22 million;
- a manufacturer must have 1,500 or fewer employees.

### *New words and phrases*

<b>purchaser</b>	n	покупатель
<b>to benefit</b>	v	приносить пользу, получать выгоду
<b>unencumbered</b>	adj	незаложенное имение, незаложенная недвижимость
<b>breakthrough</b>	n	прорыв
<b>"niche" markets</b>	n	ниш-рынки, рынки с особыми товарами сбыта
<b>revival</b>	n	возрождение
<b>to fuel</b>	v	запасаться, заправляться
<b>influx</b>	n	приток, прилив
<b>entry</b>	n	вхождение
<b>restructuring</b>	n	перестройка
<b>to counsel</b>	v	советовать, давать совет, рекомендовать, давать юридическое заключение

## **BRUSH UP YOUR GRAMMAR**

### **Open brackets and translate into English:**

1. We (можем обсудить) that later. 2. He did not know there were the papers they all (должны были подписать). 3. He (должно быть подписал) all the papers before he left. 4. I (не могу дать) you any details. 5. The day before (ему предстояло уехать) they sat in the garden playing a game of chess. 6. (Вам не нужно оставаться) if you don't want to. (Я бы хотел) to stay. 7. The rain (никак не прекращается). 8. When my brother was here, he (бывало, часто приходил и помогал) me with my translation. 9. (Вам следовало написать) to us about your plans.

### **Translate into English:**

### **В БУРАН**

Петр Андреевич Гринев ехал к месту своей службы. Стояла зима. Все было покрыто снегом.

Вдруг ямщик стал посматривать в сторону. Потом он снял шапку, обратился к Петру Андреевичу и предложил вернуться обратно.

Гринев удивился. Тогда ямщик указал на восток. Петр Андреевич увидел на краю неба белое облачко. Оно пред-

вещало буран. Но ветер показался Гринёву ~~необычным~~, велел ехать скорее.

Лошади дружно бежали. Но ветер становился ~~оильнее~~. Облачко превратилось в белую тучу. Ветер ~~тишал~~. Началась метель. Все исчезло.

Лошади скоро остановились. Дороги не было ~~видно~~. Путники заблудились.

Вдруг Гринёв заметил что-то черное. Предмет ~~прибли-~~жался. Это был человек.

Петр Андреевич попросил человека помочь ~~найти до-~~рогу. Но выполнить его просьбу было трудно. Метель ~~по~~утихала.

Неожиданно прохожий сел рядом с ямщиком и сказал: — Жилье не далеко. Сворачивай вправо и поезжай.

Как же он узнал, что жилье близко? Ветер принес за-пах дыма. Прохожий понял, что в той стороне деревня.

Вскоре путники подъехали к постоялому двору.

### Other people's mannerisms

1. Tapping your foot on the floor.
2. Doodling on a piece of paper.
3. Staring into space while talking.
4. Rattling keys or money in your pocket.

## Unit 14

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### ADVANTAGES OF SMALL BUSINESS

Almost every list of advantages for "small business" begins with the opportunity to be one's boss. The independence, creative freedom, and challenges of managing "small business" are appealing to people who enjoy innovating, adapting to change, and making and executing decisions quickly. They take risks but keep the profits. They develop close relationships with customers and employees. They can control the work environment for many, this means working at home. They can often keep overhead (rent, utilities, and other expenses) low, making more capital available for productive purposes and raising profitability.

## DISADVANTAGES OF SMALL BUSINESS

The small-business owner can not always afford to hire others to perform tasks. Thus he or she is often sales manager, production manager, chief financial officer, and Secretary: and as a result, usually puts in long hours and works hard. Also, because raising capital is difficult for small business, the owner must put his or her personal resources at risk.

### *New words and phrases*

<b>innovating</b>	n	обновление
<b>adapting</b>	n	приспособление
<b>customer</b>	n	потребитель, клиент
<b>environment</b>	n	окружение
<b>overhead</b>	adj	сверхурочный
<b>rent</b>	n	арендная плата, доход с недвижимости, наёмная плата
<b>utilities</b>	n	коммунальные услуги, коммунальные сооружения
<b>to afford</b>	v	иметь возможность, предоставлять, давать

## BRUSH UP YOUR GRAMMAR

Transform the italicized adverbial modifiers of time into subordinate clauses:

Pattern: **After having completed his observations**, he made a report. — After he had completed his observations, he made a report.

1. **On having made the discovery**, he made several more experiments to make sure. 2. **While experimenting**, he found out things he had never thought of. 3. **After having tested the instrument**, he said that it was unsatisfactory.

Translate the sentences paying attention to the meaning of *since* and *as*:

1. As he had just come back from his holiday, he did not know anything about our new plans, and I told him everything I knew since he was interested to know what his task now would be. 2. We have not heard anything of him since he left. 3. As time went by, the young trees grew thicker and stronger. 4. Have you

seen him since our last meeting? — No, I haven't. **5** I can't help you with your translation since I don't know French well enough.

**Translate into English:**

## БАЛЛАДА О БЕССМЕРТИИ

Вечером в село пришли фашистские солдаты. Село было пустым. Жители ушли в лес. Солдаты расположились в хатах.

Ночью началась стрельба. Фашисты выбежали на улицу. У одной из хат они поймали партизана. К офицеру привели мальчика в синей рубашке с белыми пуговицами. Ему было лет четырнадцать. Мальчик бесстрашно смотрел в лицо офицера. Долго мучили фашисты юного партизана, но он не выдал товарищей. На рассвете фашисты его расстреляли.

В следующую ночь “взлетели” в воздух немецкие склады. А утром перед изумленным офицером стоял связанный мальчик в синей рубашке с белыми пуговицами. Гитлеровец не верил своим глазам. Он приказал немедленно повесить партизана. Приказ был выполнен.

Не спали немцы и в третью ночь. Была взорвана гитлеровская комендатура, а офицера с завязанными глазами увели в партизанский отряд.

Когда ему развязали глаза, он увидел пожилого партизана. Рядом с ним стоял мальчик в синей рубашке с белыми пуговицами. Фашист побледнел, упал на колени и закричал: “Тут люди оживают!”

Тогда пожилой партизан произнес: “Я отец тех двух мальчиков, которых ты убил. Перед тобой мой третий сын”.

### Other people's mannerisms

1. Keeping your hands in your pockets.
2. Twisting a ring on your finger.
3. Supporting your head on your hand.
4. Wetting your lips with your tongue.

# Unit 15

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## TYPES OF SMALL BUSINESS

Most small businesses are independently owned and are local operations, not part of another business. There are several types of small business: most fall into the category of life style, high-growth venture, niche or cottage business.

### LIFE STYLE

Life style businesses describe modest operations with little growth potential, such as neighborhood groceries, restaurants, and small retail stores. They are intended to provide the owners with a comfortable living. Life style businesses are sometimes called “mom and pop” businesses.

### HIGH-GROWTH VENTURE

High-growth venture introduces new products or services: thus their goal is to grow and become large companies and they have great potential success. High-growth ventures may require considerable capital. Many large, major companies in the computer industry started as small high-growth ventures.

### NICHE BUSINESS

Niche business is business that fills a small need in the market place, a need or niche not addressed by other companies.

### COTTAGE BUSINESS

Cottage business is the term used to describe an individual who works in his or her home thus “cottage”. Many computer-related jobs can be performed just as well in the home, because electronic technology permits data transmission over telephone networks, allowing more and more people to work at home or anywhere. Among the obvious benefits are no commuting, flexible hours, and the ability for parents to work while they mind their children.

### *New words and phrases*

life style	phr	образ жизни
high-growth venture	phr	предприятие с высокой доходностью
cottage business	phr	надомный бизнес
data transmission	phr	передача данных

## BRUSH UP YOUR GRAMMAR

Substitute the italicized models for subordinate clauses and translate:

**Pattern:** *Before getting on plane* passengers are required to register at airport. — Passengers are required to register at airport before they get on plane.

1. **The road not being straight**, we could not drive fast.
2. They had to stop work **because of the rain falling heavily**.
3. **Owing to his having carefully prepared all the subjects**, he got only excellent marks at his examinations.

**Translate into Russian:**

1. In spite of the rain, we continued on our way. 2. Though some scientists at that time thought that there was a conformity between the electrical and magnetic forces, they did not know how to prove it. 3. In spite of his having written to her, he got no reply. 4. Though many scientists were working at the problem of using electricity for lighting purposes, the problem was not soon solved.

**Translate into English:**

### У ЗУБНОГО ВРАЧА

Заседание подпольного комитета было назначено у зубного врача. Последним пришел рабочий Козуба и сообщил, что по лестнице поднимался шпик.

Раздался звонок. Дверь открыл доктор. Перед ним стоял человек с перевязанной щечкой и осматривал комнату.

Пока шпик раздевался, члены комитета расселись вдоль стены. Шпик вошел в приемную и сел на крайний стул.



“Что бы с ним сделать?” — думал Бауман, наблюдая за шпиком. Шпик почувствовал на себе взгляд и начал охать. Тогда Бауман обратился к товарищу, который сидел у самой двери кабинета врача: “Простите, ваша очередь первая? Этот господин ужасно страдает. Пропустите его вперед”. Товарищ согласился. Но шпик стал упорно отказываться. Он говорил, что боль уменьшилась.

Тут открылась дверь кабинета. Врач пригласил на приём очередного больного. Бауман объяснил, что они пропускают вне очереди господина, которому нужна срочная помощь. Доктор пригласил шпика в кабинет.

Члены комитета решили, что все они должны оставаться на своих местах, уходить нельзя. Иначе шпик сразу поймет, что здесь собрались революционеры.

Тем временем шпик сел в кресло, открыл рот. Доктор увидел два ряда совершенно здоровых зубов. Он спросил, который зуб болит. Шпик указал на один зуб, затем на второй. Доктор вырвал оба зуба.

Когда шпик вышел из кабинета врача, в приёмной все сидели на своих местах. Он решил, что ошибся, и, охая, стал спускаться с лестницы.

### Other people's mannerisms

1. Scratching your head.
2. Adjusting spectacles.
3. Thinking you are the only one in the room with no mannerisms at all.

## Test 3

Choose the proper words and phrases:

1. It was a very gay party. We laughed \_\_\_\_\_ .
  - a) a great deal of
  - b) a good deal of
  - c) a great many of
  - d) a great number of
  - e) a plenty of
2. The boys saw \_\_\_\_\_ people on the beach.
  - a) a great deal of
  - b) a good deal of

- c) a great many of  
d) a great number of  
e) a plenty of
3. There were \_\_\_\_\_ most beautiful flowers in the mountains.  
a) a great deal of  
b) a good deal of  
c) a great many of  
d) a great number of  
e) a plenty of
4. There is \_\_\_\_\_ small boats at the bank.  
a) a great deal of  
b) a good deal of  
c) a great many of  
d) a great number of  
e) a plenty of
5. In winter \_\_\_\_\_ skiers practise their skills on the hills.  
a) a great deal of  
b) a lot of  
c) a great many of  
d) a great number of  
e) a plenty of
6. Both of the girls spend \_\_\_\_\_ time in reading books in the original.  
a) a great deal of  
b) plenty of  
c) a great many of  
d) a great number of  
e) a lot of
7. They used to quarrel \_\_\_\_\_ but they made up their quarrels easily.  
a) much more  
b) many  
c) more  
d) big  
e) lot
8. In the morning we settled \_\_\_\_\_ questions and got everything arranged for the journey.  
a) much  
b) a great deal of  
c) a plenty of  
d) many  
e) more over

9. After her illness she had to study \_\_\_\_\_ to catch up with the group.  
 a) a lot  
 b) many  
 c) most  
 d) a plenty of  
 e) such
10. \_\_\_\_\_ fashionable dresses were displayed in the shop-windows.  
 a) much  
 b) a lot of  
 c) one  
 d) single  
 e) a great deal of
11. One can see \_\_\_\_\_ fruits and vegetables at the market in autumn.  
 a) a great number of  
 b) much  
 c) little  
 d) a great deal of  
 e) great

**Choose the proper articles or pronouns:**

12. \_\_\_\_\_ young lady entered \_\_\_\_\_ crowded bus with \_\_\_\_\_ pair of \_\_\_\_\_ skates.  
 a) a /the /a/ —  
 b) the /the /a /the  
 c) a /a /a /the  
 d) the /a /the / —  
 e) a / — / — / the
13. \_\_\_\_\_ gentleman stood up to give \_\_\_\_\_ a seat.  
 a) the /her  
 b) the / —  
 c) a /his  
 d) his / —  
 e) her /him
14. "You see," said \_\_\_\_\_ girl with \_\_\_\_\_ smile.  
 a) a /a  
 b) the /the  
 c) the / —  
 d) the /a  
 e) a /the

**Fill in the blanks with the proper prepositions:**

- 15 A lot \_\_\_\_\_ tourists \_\_\_\_\_ various countries arrive \_\_\_\_\_ the USA.  
 a) of /of / in

- b) of /from /in
- c) of /from /to
- d) at / of / from
- e) of /from /of

16. The Browns are arriving \_\_\_\_\_ New York # WQ1

- a) to / for
- b) at / in
- c) for / in
- d) to / after
- e) in / in

17. We were taken \_\_\_\_\_ the town \_\_\_\_\_ the guide.

- a) from / to
- b) to / by
- c) of / by
- d) by / to
- e) to / through

18. \_\_\_\_\_ Sunday we went \_\_\_\_\_ Hyde Park.

- a) on / for
- b) in / to
- c) on / to
- d) at / to
- e) for / on

19. We greatly enjoyed a ride \_\_\_\_\_ the city \_\_\_\_\_ taxi.

- a) about / in
- b) around / by
- c) in / by
- d) along / in
- e) through / with

20. There are no contrasts \_\_\_\_\_ the central part \_\_\_\_\_ our town and its suburbs.

- a) with / of
- b) of / of
- c) in / of
- d) between / of
- e) in / with

**Fill in the blanks with the appropriate forms of verbs:**

21. Wait for me, Alice. I \_\_\_\_\_ too.

- a) shall come
- b) will come
- c) come

- d) am coming
- e) have come

22. I \_\_\_ afraid I \_\_\_\_\_ you.

- a) am / understand
- b) was / understood
- c) am / am not understanding
- d) was / shall understand
- e) am / don't understand

23. What \_\_\_\_\_ you \_\_\_\_\_ about it? I \_\_\_\_\_ you \_\_\_ right

- a) do ... think / think / are
- b) could ... think / thought / were
- c) must ... think / think / are
- d) did ... think / thought / are
- e) have ... thought / think / have been

24. What \_\_\_\_\_ you \_\_\_\_\_ about, Jim? I \_\_\_\_\_ of nothing  
I just \_\_\_\_\_ a rest.

- a) do ... think / think / have
- b) have ... thought / thought / have
- c) had ... thought / had thought / had
- d) do ... think / thought / having
- e) must think / must think / have had

25. Catherine \_\_\_\_\_ in the garden. She \_\_\_\_\_ cherries.

- a) is / is picking
- b) has been / picked
- c) was / is picking
- d) was / has picked
- e) is / picks

26. I \_\_\_\_\_ sorry, Jackson, but my friend \_\_\_\_\_ very well, so  
drive us back please.

- a) am / could not feel
- b) was / is
- c) am / doesn't feel
- d) was / did not feel
- e) am / has to feel

27. Can you hear what he \_\_\_\_\_ ?

- a) says
- b) is saying
- c) has said
- d) did say
- e) said

28. The girl you \_\_\_\_\_ about \_\_\_\_\_ the eldest daughter of my old friend.
- talked / has been
  - talk / was
  - talking / is
  - talk / be
  - are talking / is
29. What \_\_\_\_\_ you \_\_\_\_\_ there? I can't see quite well, but it \_\_\_\_\_ to me Lucy \_\_\_\_\_.
- did ... see / seemed / was coming
  - did ... you / seemed / came
  - do ... see / seems / is coming
  - will ... see / seems / will come
  - do ... see / seems / has come
30. What \_\_\_\_\_ you \_\_\_\_\_ at? I \_\_\_\_\_ simply \_\_\_\_\_ about nature.
- do ... look / am ... looking
  - do ... look / — ... look
  - can ... you / — ... looked
  - are ... looking / am ... looking
  - had ... looked / have ... looked
31. You always \_\_\_\_\_ when you \_\_\_\_\_ him.
- smile / see
  - smiled / see
  - are smiling / see
  - smile / saw
  - smiled / had seen
32. Mother \_\_\_\_\_ Aunt that Julia \_\_\_\_\_ on Thursday and Ann \_\_\_\_\_ with her.
- said / is leaving / is leaving
  - said / leaves / leaves
  - says / is leaving / is leaving
  - says / left / left
  - said / is left / left
33. Appetite \_\_\_\_\_ while eating.
- is coming
  - comes
  - had been coming
  - come
  - will be coming
34. My sister \_\_\_\_\_ the piano. She usually \_\_\_\_\_ it about this time.
- plays / plays

- b) played / play
- c) is playing / is playing
- d) will play / played
- e) is playing / plays

35. I \_\_\_\_\_ his voice in the next room.

- a) shall hear
- b) heard
- c) have heard
- d) hear
- e) hears

36. When he \_\_\_\_\_ to Bulgaria, he always \_\_\_\_\_ some presents to his Bulgarian friends.

- a) will go / takes
- b) goes / takes
- c) will go / will take
- d) went / takes
- e) has gone / took

37. At lunch the rain still \_\_\_\_\_.

- a) was pouring
- b) pours
- c) poured
- d) is pouring
- e) was poured

38. After breakfast he \_\_\_\_\_ from the table and \_\_\_\_\_ a cigarette.

- a) will rise / lights
- b) has risen / lit
- c) was rising / is lighting
- d) rose / lit
- e) is rising / lit

39. Peter \_\_\_\_\_ aimlessly up and down the room for a long time. He \_\_\_\_\_ what to do.

- a) walks / doesn't know
- b) was walking / doesn't know
- c) walked / didn't know
- d) was walking / didn't know
- e) walked / not knowing

40. On Sunday morning the weather \_\_\_\_\_ unusually lovely. The sun \_\_\_\_\_ brightly in the cloudless sky.

- a) was / was shining
- b) was / shone
- c) is / will shine

- d) is / is shining
- e) was / would shine

41. Mrs Oliver \_\_\_\_\_ her breakfast in bed when the telephone \_\_\_\_\_.
- a) had / rang
  - b) was having / was ringing
  - c) has had / rang
  - d) has / rings
  - e) was having / rang
42. Finally it \_\_\_\_\_. They all \_\_\_\_\_ to Brighton.
- a) is settled / go
  - b) has been settled / would go
  - c) was settled / will go
  - d) was settled / would go
  - e) settles / will go
43. "I \_\_\_\_\_ an interesting conversation with Catherine when Paul \_\_\_\_\_ and \_\_\_\_\_ us," said Dora.
- a) had / appears / interrupts
  - b) was having / appeared / interrupted
  - c) have / appears / interrupts /
  - d) will have / appeared / interrupted
  - e) shall have / appears / interrupts /
44. While we \_\_\_\_\_ the last scene, Jean's warm tears \_\_\_\_\_ upon the back of my hand one by one.
- a) were watching / fell
  - b) watched / fall
  - c) are watching / fell
  - d) were watched / fell
  - e) are watching / fall
45. They \_\_\_\_\_ all alarmed by the news that he \_\_\_\_\_ and \_\_\_\_\_ his wife with him.
- a) are / returned / brought
  - b) will be / returns / brings
  - c) were / returned / brought
  - d) are / will return / bring
  - e) were / had returned / had brought
46. He \_\_\_\_\_ good progress in French as he \_\_\_\_\_ by an experienced teacher.
- a) makes / will be taught
  - b) made / is taught
  - c) will make / has been taught



- d) made / was taught
- c) is making / is taught

47. He \_\_\_\_\_ in a hurry and \_\_\_\_\_ not wait till I \_\_\_\_\_ eating.

- a) is / can / finished
- b) was / can / finish
- c) was / may / finishes
- d) was / could / finished
- e) is / could / finish

48. When I \_\_\_\_\_ quietly into the room. She \_\_\_\_\_ by the window staring at something.

- a) came / was sitting
- b) come / is sitting
- c) shall come / will be sitting
- d) came / has been sitting
- e) have come / was sitting

49. Their talk \_\_\_\_\_ by a loud knock. Ann \_\_\_\_\_ the door.

- a) was interrupted / opened
- b) is interrupted / opened
- c) interrupts / opens
- d) has interrupted / will open
- e) was interrupted / opens

50. They \_\_\_\_\_ about the forest for several hours. At last they \_\_\_\_\_ to return.

- a) wander / decides
- b) were wandering / decided
- c) wandered / decided
- d) have been wandered / decided
- e) wandered / were deciding

## Unit 16

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### ENTREPRENEURS — THE PEOPLE BEHIND BUSINESS

Entrepreneur (the word is derived from a French word meaning “to undertake”) is a person who undertakes the responsibility to bring together idea, money, organization, materials, and any other resources required to start business. Entrepreneurs are, then, business owners we have been discussing.

The term “entrepreneurial spirit” is reserved for those business people, whether they literally own business or not, who exemplify the characteristics common among entrepreneurs: desire to create new business, freedom to determine one’s own destiny, need for independence, and willingness to meet challenge. Entrepreneurs are highly motivated and have great determination and perseverance. No wonder they form backbone of small business.

Entrepreneurs generally continue to manage businesses they create. They tend to choose risks over certainty, hard work over a life of ease, all in an effort to make money. For some, the independence that owning and operating their own business affords far out the financial return. Thus they will continue in their businesses even if they might earn more by working for someone else.

Immigrants often take advantage of the opportunity to start their own small businesses. Often, they value the opportunity more highly because they are immigrants and they succeed frequently by meeting the special ethnic needs among their fellow immigrants. Further, they are not uncommonly willing to work long hours.

### *New words and phrases*

<b>entrepreneur</b>	п	предприниматель
<b>spirit</b>	п	дух
<b>destiny</b>	п	судьба, доля, участь
<b>willingness</b>	п	готовность
<b>perseverance</b>	п	настойчивость

## **BRUSH UP YOUR GRAMMAR**

**Translate into English:**

### **МАЛЕНЬКИЙ МОРЯК**

На одном корабле находился двенадцатилетний мальчик, сын матроса. Он вырос на море. Отец научил его своему делу. Плавал он как рыба. Матросы называли его “маленький моряк”.

Однажды на корабле случилось несчастье. Пятилетняя девочка упала в море. Отец мальчика бросился ее спасать.

Волны уже закрыли девочку, но матрос нырнул и вытащил ребёнка.

Вдруг из волн вынырнула огромная акула и поплыла на человека. На корабле все замерли от ужаса. Жизнь матроса и девочки была в опасности.

Но неожиданно акула вздрогнула и перевернулась. Вода вокруг окрасилась кровью. Кто-то ранил акулу. «Это наш маленький моряк!» — закричали матросы. И действительно, это был мальчик. Увидев, что отец в опасности, он бросился в воду, подплыл к акуле и ударил её острым ножом.

Раненная акула бросилась на мальчика. Тот поплыл в сторону от корабля. «Назад, назад!» — кричали ему матросы. Но мальчик поплыл к кораблю только тогда, когда отец его уже был на палубе.

Возвращаясь к кораблю, он сильным ударом ножа еще раз ранил акулу. Через несколько минут мальчик был на корабле. Отец со слезами обнимал своего спасителя. «Зачем ты поплыл в сторону от корабля? — спросили мальчика. — Я хотел, чтобы акула погналась за мной и чтобы отец и девочка могли спастись», — ответил храбрый мальчик.

## Unit 17

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### POPULAR INDUSTRIES

With the exception of industries that require extensive resources (the steel and the automobile industries) small business thrives in every business segment. Some industries, however, have a greater concentration of small businesses.

### SERVICE BUSINESS

The fastest growing area of “small business” is the service business. The reason: most service businesses do not require extensive financial investment and huge resources. The range of service businesses is enormous, including dog walking, beauty shops, house painting, garden services, interior decorating, the management consulting. The list seems endless. Service businesses are frequently based on the owner’s special interest, knowledge, or skills.

## RETAIL BUSINESS

Another very popular industry group is retail business. Because of the enormous range of merchandise sold to consumers, the variety of retail businesses is very broad. Many are limited-inventory speciality shops selling a narrow range of merchandise, permitting the owners to focus on their areas of expertise and to limit their investments.

## WHOLESALE BUSINESS

Wholesaling is one of the few sectors of the economy dominated by "small" business. Wholesaling consists of buying products in bulk from the manufacturer and storing them in quantities and locations convenient for the retailers. Most small wholesalers enter the business with some experience in the industry, since success is based on relationships with both manufacturers and retailers.

## MANUFACTURING BUSINESS

The manufacturing industry is dominated by big business, partly because of the economics of scale and the high investment needed for manufacturing equipment and raw materials. However, small business thrives in industries where innovation is important, such as construction, electronics, toys and computer software. Apple computers and Microsoft, once small, are now well-known large businesses. Such success stories are common in the computer industry.

### *New words and phrases*

<b>to thrive</b>	v	процветать, преуспевать
<b>merchandise</b>	n	торговля
<b>consumer</b>	n	потребитель, клиент
<b>inventory</b>	n	инвентаризация
<b>to focus on</b>	v	сосредоточивать внимание на чем-либо
<b>expertise</b>	n	экспертиза
<b>wholesale</b>	n	оптовая торговля
<b>bulk</b>	n	величина, масса, объём, большое количество, большая часть
<b>storing</b>	n	складирование, хранение
<b>retail</b>	n	розничная продажа, в розницу

# BRUSH UP YOUR GRAMMAR

Translate into English

## КРЕСТЬЯНИН — САМОУЧКА

В большом зале университета собрались известные учёные, было много молодёжи. Шёл вступительный экзамен. В зале было тихо. Пока один отвечал, остальные ждали своей очереди.

Вдруг раздался шёпот и смех. В зал вошёл молодой крестьянин в кафтане и грубых сапогах.

— Вы ошиблись, — сказал ему учёный. — Здесь идёт экзамен. Что вам нужно?

— Я тоже хотел бы держать экзамен, — несмело ответил крестьянин.

Учёный удивлённо спросил, знает ли он, что требуется для поступления в университет.

Крестьянин ответил, что он изучил всё, что требуется по программе.

Тогда экзаменатор велел ему ждать своей очереди. Крестьянин сел и стал слушать ответы других.

Пришла и его очередь. Ему задавали самые трудные вопросы и спрашивали то, чего не было в программе. Он отвечал спокойно и уверенно. Все внимательно слушали ответы крестьянина. Экзаменатор был очень доволен.

Учёный спросил юношу, кто готовил его. Юноша скромно ответил, что его никто не готовил и что он сам занимался в свободное от работы время.

Это был крестьянин-самоучка Михаил Васильевич Ломоносов, который потом стал великим учёным и поэтом.

В 1755 году по инициативе Ломоносова был основан университет. Сейчас этот университет называется Московским государственным университетом им. М. В. Ломоносова.

## Unit 18

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### GOVERNMENT AND SMALL BUSINESS

Recognizing the far-reaching impact of small business on the American economy, the government tries to support small business in a number of ways. Some are discussed below.

## **SMALL BUSINESS ADMINISTRATION (SBA)**

SBA was established by the government in 1953 in recognition of the importance of small business. SBA offers a number of services designed to help small businesses get started and grow, including management advice, financial aid, and information about getting government contracts and cutting through bureaucratic regulations and red tape.

### **SBA LOANS**

SBA offers a variety of loan plans for businesses that meet the SBA guidelines. Among SBA loans available to small businesses are direct loans, guaranteed loans, and participation loans.

#### **DIRECT LOANS**

The small business that meets SBA guidelines may be eligible for a direct loan of up to \$150,000 if the owner's loan application has already been rejected by two banks. Most direct loans are limited to Vietnam veterans, disabled veterans, and handicapped individuals.

#### **GUARANTEED LOANS**

In order to help business owners get loan approval from banks, SBA participates in a substantial guaranteed-loan program; the program guarantees a private sector loan for either \$500,000 or 85 percent of the loan, whichever is less. Guaranteed loans make up the major part of SBA loans.

#### **PARTICIPATION LOANS**

Participation loans are jointly granted by SBA and a private financial institution. SBA's share is limited to \$350,000 or 75 percent of the loan, whichever is less. Most participation loans are limited to women and minorities.

#### **SMALL BUSINESS INVESTMENT CORPORATION LOANS (SBICL)**

SBA also sponsors private venture – capital companies called Small Business Investment Corporation Loans – SBICL for

short. SBICL can make loans only to small businesses, using funds raised from private investors.

## OTHER SBA PROGRAMS

SBA distributes many publications and pamphlets designed to help small businesses and offers other forms of non-financial assistance.

### SMALL BUSINESS DEVELOPMENT CENTERS (SBDC)

Funded by SBA, SBDC are generally set up on college campuses to supply counseling and training.

### SERVICE CORPS OF RETIRED EXECUTIVES (SCORE) AND ACTIVE CORPS OF EXECUTIVES (ACE)

Service Corps of Retired Executives (SCORE) and Active Corps of Executives (ACE) are agencies funded by SBA to provide advice to small business. Though these agencies, retired executives from industry, professions, and education volunteer their management – consulting service to small businesses. Thus small business owners benefit from talent and experience that would not otherwise be affordable.

### *New words and phrases*

<b>impact</b>	n	удар, влияние, воздействие, столкновение
<b>recognition</b>	n	признание
<b>red tape</b>	phr	волокита, канцелярская проволока, бюрократия
<b>guideline</b>	n	основное направление
<b>eligible</b>	adj	могущий, подходящий, желаемый, приемлемый
<b>to reject</b>	v	отказываться
<b>to handicap</b>	v	уравновешивать, быть помехой, препятствовать
<b>participation loans</b>	phr	заём, предоставление за участие в деле
<b>minority</b>	n	меньшинство
<b>pamphlet</b>	n	брошюра
<b>campus</b>	n	территория университета, колледжа
<b>retired</b>	adj	в отставке
<b>corps</b>	n	корпус
<b>affordable</b>	adj	возможный, допустимый

## BRUSH UP YOUR GRAMMAR

Translate into English:

### ЭТО СЛУЧИЛОСЬ В ВОЗДУХЕ

Самолёт должен был лететь в Москву. Когда он поднимался, сломалось шасси. Об этом лётчик Виктор Мостовой сообщил на землю. Он получил приказ лететь и приземляться на Петербургском аэродроме.

Вот и Петербург. Самолёт должен приземлиться. Но для этого нужно, чтобы кончился бензин. Если бензин останется, может произойти взрыв. Поэтому самолёт долго летал над Петербургом.

В самолёте было сорок четыре пассажира. Врач Вера Лазуркина смотрела в окно. Она увидела, что самолёт летает не над Москвой, а над Петербургом, который она хорошо знала. Она тихо спросила стюардессу: "Что случилось? Почему самолёт летает над Петербургом?" Стюардесса так же тихо ответила: "Самолёт должен приземлиться на Петербургском аэродроме".

Врач поняла: что-то случилось, но нужно молчать. А на земле их уже ждали. На аэродроме были медицинские сёстры, врачи, машины.

И вдруг сломался один мотор. Дальше лететь было нельзя. Самолёт начал падать. Внизу лётчик увидел реку Неву и туда направил самолёт. В это время пилоты увидели на реке корабль. Нужны были знания, мужество и спокойствие, чтобы пролететь над кораблём и спуститься на Неву.

Через несколько секунд самолёт был на воде. Все пассажиры вышли на берег. Последним вышел Виктор Мостовой. Это был первый случай, когда большой пассажирский самолёт сел на реку в центре большого города.

## Unit 19

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### FRANCHISING

Franchising, a growing and popular route to establish small business, presents an alternative way to start a new business or buy an existing one. A franchise is a license to sell another company's products or to use another company's name or



both. A franchiser is the company that sells the license to use its name or products. A franchisee is the person who buys the license and with it acquires the rights to a name, a logo, methods of operation, national advertising, products, and other elements of the franchiser's business. The appeal of franchising includes the expertise and training that franchisers provide, helping franchisers to avoid many of the start-up pitfalls and risks of starting a new business.

Franchise agreements vary from one franchiser to another. Generally, the terms require the franchisee to pay a flat fee initially plus a monthly or an annual percentage of sales or profits. The amount of the initial fee (which depends on the type of franchise, the success of the franchiser, and other factors) can vary from a few thousand dollars to over \$500,000

Franchisees are most commonly found in retail services. Among the best known are Mc. Donald's, Burger King, Holiday Inn, and Hertz. Nearly all automobile dealerships are franchisers.

### *New words and phrases*

<b>franchise</b>	n	привилегия, лицензия, право голоса
<b>franchisee</b>	n	франчайзи
<b>franchiser</b>	n	франчайзер
<b>pitfall</b>	n	западня, ловушка, юридическая ловушка, заблуждение, ошибка
<b>route</b>	n	маршрут

## **BRUSH UP YOUR GRAMMAR**

**Translate into English:**

### **НАШЕЛ ОТЦА**

У Андрея Соколова во время войны погибла вся семья. После войны он поехал к своему товарищу и стал работать шофёром.

Однажды, возвращаясь из совхоза, Соколов увидел маленького мальчика, грязного, голодного. Он сидел на крыльце чайной.

— Эй, Ванюша! — закричал Соколов. — Садись скорее в машину, прокачу на элеватор.

Мальчик вскарабкался на подножку и тихо спросил:

— А вы откуда знаете, дядя, что меня Ваней зовут?

— Я всё знаю, — ответил Соколов.

В машине Соколов стал спрашивать Ваню, где его отец и мать. Мальчик сказал, что отец погиб на фронте, и маму убило бомбой.

Андрей спросил, есть ли у него родные, где он почует.

Соколов решил взять Ваню к себе. Он наклонился к нему и тихо сказал:

— Я твой отец.

Ваня кинулся к Соколову на шею и звонко закричал:

— Папка, родненький! Я знал, что ты меня найдёшь! Я так долго ждал, когда ты меня найдёшь!

Он прижался к Андрею. Тот крепко его обнял.

## Unit 20

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### ADVANTAGES AND DISADVANTAGES OF FRANCHISING

There is a number of advantages to franchising, including the name recognition of the product, marketing plan, management assistance and training, the economies of central purchasing and quality control, and others.

#### NAME RECOGNITION

Most franchisees have national recognition among consumers, thanks to each franchiser's advertising and promotion. As a result, a franchisee who purchases a Domino Pizza or Midas, Muffler or Radio Shack franchise has a recognition name on the first day of business.

#### MANAGEMENT ASSISTANCE AND TRAINING

Some franchisers operate training programs and facilities for their franchisees, providing management training, established business systems and procedures, and operation plans. They also assist in location selection, store layout, and employee training.

#### CENTRAL PURCHASING AND QUALITY CONTROL

Many franchisers supply almost everything needed to do business. The advantage of large-scale purchasing is passed on to

the franchisee, and uniformity of product quality throughout the system is passed on to the consumer. The customer who buys a Burger King hamburger in Maine knows it will taste the same as one bought in Texas.

## DISADVANTAGES OF FRANCHISING

The initial high cost of buying a quality franchise is a disadvantage; on the other hand, however it also prevents the common pitfall of trying to start a business with insufficient capital.

Profits must be shared with the franchiser, who may already be making a generous profit on the supplies sold to the franchisee. A franchise limits the owner's independence and control of what to buy, from whom, how to operate, and so on. Also, each badly operated franchise reflects on the acceptance of all other franchisees. But the major potential disadvantage is that success or failure depends so strongly on the franchiser - that is, on product quality, on quality and quantity of advertising, and other factors controlled by the franchiser.

### *New words and phrases*

**Domino Pizza, Midas,  
Muffler, Burger King,  
Radio Shack  
elaborated**

adj

названия фирм  
детально разработанный,  
продуманный, подготовленный  
показ, план, выставка, схема  
организации работ, набор,  
комплект

**layout**

n

**to prevent  
insufficient  
generous  
to reflect**

v

adj

adj

v

предотвращать  
недостаточный  
щедрый, большой, изрядный  
отражать

## BRUSH UP YOUR GRAMMAR

**Translate into English:**

### ВЕРНЫЙ ДРУГ

Много лет назад в ауле жил охотник Мухтар. У него был молодой орел, который слушался Мухтара и помогал ему на охоте.

Однажды случилось несчастье: в аул пришла черная смерть. Так все называли чуму.

Тогда, при царе, больниц в ауле не было. Черную болезнь лечили пулями. Аул со всех сторон окружали солдаты. Если кто-нибудь из жителей пытался уйти из аула, его убивали. Если кто-нибудь хотел войти в аул, его тоже убивали.

От чумы в ауле умерло много людей. Осталось всего несколько человек. Среди них был и Мухтар.

Оставшимся в живых грозила смерть от голода. Солдаты продолжали стоять вокруг аула и убивать всех, кто хотел выйти или войти в него.

Люди съели все, что было возможно. Мухтар понял, что сегодня они съедят и его птицу.

Он снял цепь с ноги орла, и орел улетел. Но скоро он вернулся и принес в своих когтях зайца. Потом опять улетел и принес уже лису. Так он летал целых двадцать дней и приносил голодным людям еду. Он не охотился. Он работал, как человек. Так орел спас людей от голодной смерти.

## Test 4

**Fill in the blanks with appropriate forms of verbs:**

1. My elder sister \_\_\_\_\_ a music lesson. She always \_\_\_\_\_ music lesson on Friday.  
a) has / had  
b) is having / is having  
c) is having / has had  
d) is having / has  
e) had / was having
2. "Who \_\_\_\_\_ in the next room?" "I \_\_\_\_\_."  
a) sings / don't know  
b) sang / didn't know  
c) is singing / don't know  
d) sings / hadn't known  
e) is singing / haven't known
3. Father \_\_\_\_\_ a newspaper. He usually \_\_\_\_\_ something before going to bed.  
a) is reading / reads  
b) reads / is reading  
c) has read / is reading

- d) was reading / reads  
e) reads / reads
4. Mother \_\_\_\_\_ breakfast in the kitchen. She always \_\_\_\_\_ in the morning.  
a) has cooked / cooks  
b) is cooking / is cooking  
c) cooked / was cooking  
d) has been cooking / cooks  
e) is cooking / cooks
5. "Who \_\_\_\_\_ you \_\_\_\_\_ for?" "I \_\_\_\_\_ for Ann, we must leave in ten minutes."  
a) do / wait / wait  
b) were / waiting / have waited  
c) are / waiting / am waiting  
d) must / wait / can wait  
e) have / waited / could wait
6. It often \_\_\_\_\_ in autumn. \_\_\_\_\_ out. It \_\_\_\_\_ heavily.  
a) rains / doesn't go / can rain  
b) rains / don't go / is raining  
c) was raining / go / rains  
d) is raining / go / rains  
e) rained / don't go / may be raining
7. \_\_\_\_\_ you usually \_\_\_\_\_ through the park ? Not usually, it's only today that I \_\_\_\_\_ here.  
a) are / going / am going  
b) have / gone / have gone  
c) did / go / have gone  
d) do / go / am going  
e) do / go / go
8. \_\_\_\_\_ you \_\_\_\_\_ anything? Yes, somebody \_\_\_\_\_ at the door.  
a) do / hear / is knocking  
b) did / hear / is knocking  
c) are / hearing / knocked  
d) have / heard / has knocked  
e) can / hear / was knocking
9. They still \_\_\_\_\_ where \_\_\_\_\_ now.  
a) discuss / go  
b) are discussing / go  
c) are discussing / will go  
d) discussed / may go  
e) are discussing / to go

**Fill in the blanks with the proper degree of comparison of the adjectives:**

10. Please, tell me the \_\_\_\_\_ way to the post-office.  
a) next  
b) near  
c) nearest  
d) nearer  
e) very near
11. The exercise is on the \_\_\_\_\_ page.  
a) nearest  
b) next  
c) near  
d) very near  
e) nearer
12. We must wait for some \_\_\_\_\_ instructions.  
a) further  
b) far  
c) the farthest  
d) very far  
e) more far
13. Who is that boy in the \_\_\_\_\_ corner of the room.  
a) further  
b) far  
c) farthest  
d) very far  
e) more far
14. He is the \_\_\_\_\_ son of my father's friend.  
a) oldest  
b) elder  
c) eldest  
d) older  
e) old
15. This is the \_\_\_\_\_ edition of the book.  
a) eldest  
b) elder  
c) older  
d) oldest  
e) old
16. Lucy is my \_\_\_\_\_ penfriend.  
a) oldest

- b) eldest
- c) older
- d) elder
- e) old

17. I am \_\_\_\_\_ than you.

- a) elder
- b) the eldest
- c) old
- d) the oldest
- e) older

18. Jim is the \_\_\_\_\_ son in the family. He is two years \_\_\_\_\_ than Mary.

- a) eldest / younger
- b) eldest / the youngest
- c) oldest / the youngest
- d) older / younger
- e) elder / younger

**Choose the appropriate pronouns or adverbs:**

19. \_\_\_\_\_ was a lovely morning.

- a) there
- b) it
- c) he
- d) she
- e) here

20. \_\_\_\_\_ was absolute silence all over the house.

- a) here
- b) he
- c) it
- d) there
- e) their

21. I'm fond of young Toby: \_\_\_\_\_ is a great charm about the boy. \_\_\_\_\_ was Lucy who told his address.

- a) there / there
- b) it / there
- c) there / it
- d) it / it
- e) it / she

22. \_\_\_\_\_ must be a mistake in what you have written. Is \_\_\_\_\_ anything interesting on TV today ?

- a) there / it

- b) it / there  
c) it / it  
d) there / there  
e) here / here
23. They say \_\_\_\_\_ is going to be windy tomorrow. \_\_\_\_\_ was of no use planning this picnic.  
a) there / there  
b) there / it  
c) it / there  
d) here / here  
e) it / it
24. \_\_\_\_\_ was a dense fog that day. \_\_\_\_\_ was heavy cloud in the sky.  
a) there / there  
b) it / there  
c) there / it  
d) it / it  
e) here / here
25. \_\_\_\_\_ was no necessity to do it tonight. \_\_\_\_\_ was necessary to do it yesterday.  
a) there / there  
b) there / it  
c) it / there  
d) it / it  
e) here / here
26. \_\_\_\_\_ was snowing heavily all day. \_\_\_\_\_ was very dull after snowing.  
a) here / it  
b) there / there  
c) it / it  
d) there / it  
e) it / there
27. While \_\_\_\_\_ is life, \_\_\_\_\_ is hope.  
a) there / there  
b) it / it  
c) there / it  
d) it / there  
e) here / there
28. \_\_\_\_\_ is hardly time to do the packing. \_\_\_\_\_ is all very well to say so, but is it so really ?  
a) there / there



- b) it / it
- c) it / there
- d) there / it
- e) here / there

29. \_\_\_\_\_ is most unpleasant to have eight lessons a day. \_\_\_\_\_ is not so easy to spend time during the lessons.

- a) here / there
- b) there / it
- c) it / there
- d) there / there
- e) it / it

30. \_\_\_\_\_ is a time and place for everything. \_\_\_\_\_ is much to be said on both sides.

- a) it / there
- b) there / it
- c) there / here
- d) it / it
- e) here / there

31. \_\_\_\_\_ is time to finish the translation, but \_\_\_\_\_ is not clear who is responsible.

- a) there / there
- b) there / it
- c) it / it
- d) it / there
- e) here / there

32. \_\_\_\_\_ is time to finish the translation before we go. \_\_\_\_\_ is much time since I found the translation.

- a) here / there
- b) it / it
- c) there / there
- d) there / it
- e) it / there

**Fill in the blanks with the appropriate forms of the verbs:**

33. Will you please, lend me your pen for a moment ? I \_\_\_\_\_ mine at home and now I \_\_\_\_\_ nothing to write with.

- a) have left / had
- b) left / had
- c) have left / have
- d) leave / have
- e) left / have

34. " \_\_\_\_\_ you \_\_\_\_\_ "The Financier" by Th Dreiser?"  
 "I \_\_\_\_\_ it yet. I \_\_\_\_\_ it now."  
 a) did / read / finished / read  
 b) have / read / am finishing / have read  
 c) did / read / am reading / haven't finished  
 d) can / read / finished / am reading  
 e) have / read / haven't finished / am reading
35. "We \_\_\_\_\_ to the cafe 'Sheraton' tonight."  
 " \_\_\_\_\_ You \_\_\_\_\_ there?"  
 a) are going / had / been  
 b) were / were  
 c) are going / had ... been  
 d) had been / had ... been  
 e) are going / have ... been
36. Where \_\_\_\_\_ Ann? She \_\_\_\_\_ in the kitchen. What  
 \_\_\_\_\_ she \_\_\_\_\_ there?  
 a) is / has been / was ... doing  
 b) is / is / does ... do  
 c) is / is / is ... doing  
 d) was / is / is ... doing  
 e) was / has been / does ... do
37. Don't forget we \_\_\_\_\_ a party tomorrow, be sure to bring Bob  
 with you if he \_\_\_\_\_ back from Chicago.  
 a) have / comes  
 b) shall have / will come  
 c) shall have / is coming  
 d) shall have / came  
 e) are having / comes
38. \_\_\_\_\_ there anything the matter with you?  
 You \_\_\_\_\_ so pale.  
 a) was / are  
 b) are / was  
 c) are / were  
 d) is / are  
 e) has been / were
39. I just \_\_\_\_\_ my work. I \_\_\_\_\_ a little tired.  
 a) finished / was  
 b) shall finish / shall be  
 c) have finished / am  
 d) am finishing / am  
 e) finish / am
40. Who \_\_\_\_\_ the piano? Mary \_\_\_\_\_ she still  
 \_\_\_\_\_ her music lesson?  
 a) played / did / was ... playing

- b) is playing / is / is ... playing
- c) was playing / was / was ... playing
- d) has played / has / is ... playing
- e) plays / does / is ... playing

41. The lesson \_\_\_\_\_ over and the teacher already \_\_\_\_\_ .
- a) was / went
  - b) was / has gone
  - c) is / has gone
  - d) had been / went
  - e) has been / went
42. Ring me up when you \_\_\_ free. I \_\_\_ something to discuss with you.
- a) were / had
  - b) are / have
  - c) are / am having
  - d) shall be / have
  - e) were / have
43. Hurry up if you \_\_\_\_\_ to go out with me. Mary \_\_\_\_\_ me a letter that she \_\_\_\_\_ in a few days.
- a) wanted / sent / was coming
  - b) want / sends / comes
  - c) will want / is sending / comes
  - d) want / has sent / is coming
  - e) want / sends / will come
44. \_\_\_\_\_ you \_\_\_\_\_ what they \_\_\_\_\_ about?
- a) did ... understand / talked
  - b) have ... understood / talked
  - c) do ... understand / are talking
  - d) do ... understand / will talk
  - e) will ... understand / will talk
45. I \_\_\_\_\_ for my dictionary. I \_\_\_\_\_ just \_\_\_\_\_ it somewhere.
- a) looked / have ... seen
  - b) was looking / have ... seen
  - c) have looked / had ... seen
  - d) had looked / had ... seen
  - e) am looking / have ... seen
46. I \_\_\_ it \_\_\_ on the bookshelf.
- a) think / is standing
  - b) thought / stood
  - c) think / stands
  - d) thought / was standing
  - e) thought / is standing

47. "Where is Tom?" " I \_\_\_\_\_ . I \_\_\_\_\_ him."
- a) didn't know / didn't see
  - d) haven't known / haven't seen
  - c) don't know / don't see
  - d) don't know / haven't seen
  - e) don't know / didn't see

**Choose the necessary prepositions and conjunctions:**

48. I shall believe it \_\_\_\_\_ I see it.
- a) for
  - b) till
  - c) that
  - d) after
  - e) by
49. You must wait \_\_\_\_\_ the light changes to green.
- a) when
  - b) till
  - c) if
  - d) before
  - e) as soon as
50. He will ring up for taxi \_\_\_\_\_ you finish packing.
- a) if
  - b) as soon as
  - c) till
  - d) as
  - e) after

## Unit 21

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### PROPERTY LAW

Property defines anything that can be owned. The law classifies property as real or personal.

### REAL PROPERTY

Real property is land and anything permanently attached to it, such as a house with all its built in appliances or a factory with all its machinery.

## TANGIBLE PERSONAL PROPERTY

Tangible personal property includes all movable items that can be bought, sold, owned or leased, for example, automobiles, clothes and jewelry.

## INTANGIBLE PERSONAL PROPERTY

Intangible personal property includes insurance policies, stocks, bonds, bank accounts, receivables, trade secrets, and other property that can be documented in writing but cannot be seen. Intangible personal property also includes patents, copyrights, and trademarks.

### *Patents*

A patent grants exclusive rights for a machine, process or other useful invention for a period of seventeen years. Holders of patents can sell or license the use of their creations within the period of exclusivity.

### *Copyright*

A copyright grants exclusive rights to publish, perform or sell an original book, article, design, illustration, computer program, film or other creation for a period ending fifty years after the creator's death. Holders of copyrights can sell or license the use of their creation within the period of exclusivity.

## TRADEMARKS

Trademarks, brands registered with the U.S. Patent and Trademarks office, can be renewed indefinitely. Examples of trademarks are Kleenex brand tissues and Perdue brand chickens.

## TRANSFER OF REAL PROPERTY

The contract concerning the sale of real property must be in writing. Deeds are used to transfer real property on a permanent basis: leases are used to transfer property on a temporary basis.

### DEEDS

The document transferring ownership of real property is called a deed. The deed must contain the names of the previous owner,

the new owner and a legally acceptable description of the property. Listing the price of the property or anything of value given in exchange is not required, but a deed is necessary even when the exchange is a gift. Property rights are not absolute.

## LEASES

A lease is an agreement for the temporary transfer or use of property from owner to tenant. A lease usually specifies the period of time and the amount of rent. Lease renewals may be negotiated. But when the lease is terminated, the property reverts to the owner.

### *New words and phrases*

<b>property law</b>	phr	закон о собственности
<b>permanently</b>	adv	временно
<b>attached</b>	adj	прикрепленный
<b>appliance</b>	n	оборудование
<b>machinery</b>	n	оборудование
<b>tangible</b>	adj	материальный
<b>movable</b>	adj	движимый
<b>leased</b>	adj	арендованный
<b>jewelry</b>	n	ювелирное изделие
<b>insurance policy</b>	phr	страховой полис
<b>bond</b>	n	облигация
<b>bank account</b>	phr	счет в банке
<b>receivable</b>	n	дебиторская задолженность
<b>trade secret</b>	phr	секрет ремесла
<b>patent</b>	n	патент
<b>copyright</b>	n	авторское право
<b>trademark</b>	n	торговая марка
<b>exclusive</b>	adj	исключительный
<b>invention</b>	n	изобретение
<b>holder</b>	n	держатель
<b>to grant</b>	v	гарантировать
<b>brand</b>	n	фабричная марка
<b>to renew</b>	v	обновлять
<b>tissue</b>	n	материал
<b>deed</b>	n	сделка
<b>tenant</b>	n	владелец недвижимости
<b>to revert</b>	v	переходить к прежнему собственнику

# BRUSH UP YOUR GRAMMAR

Translate into English:

## НАДО ДОБЫТЬ РЕВОЛЬВЕР

В один из жарких дней Павка решил забраться на своё любимое местечко — на крышу сторожки, стоявшей в саду. Он прошёл через двор, вошёл в садик и по выступам забрался на крышу.

Одной стороной сторожка выходила в сад помещика Лещинского. С крыши был виден весь сад и одна сторона дома.

Павка тихо перелез с крыши на ствол черешни и спустился в сад Лещинских. Согнувшись, добежал до раскрытого окна и заглянул в комнату. На столе лежала кобура с револьвером.

У Павки захватило дух. Несколько секунд в нём шла борьба, но затем он, перегнувшись, схватил кобуру, вытянул из неё новый револьвер и спрыгнул в сад. Оглянувшись по сторонам, он осторожно сунул револьвер в карман и побежал через сад к черешне. Быстро вскарабкавшись на крышу, Павка оглянулся назад. Денщик мирно разговаривал с конюхом. В саду было тихо.

Павка помчался домой. Мать возилась на кухне. Она не обратила на Павку внимания. Он сунул в карман лежавшую за сундуком тряпку и незаметно выскользнул в дверь. Пробежал через сад, перелез через забор и выбрался на дорогу, ведущую в лес. Придерживая рукой тяжело бивший по ноге револьвер, он быстро помчался к старому завалившемуся кирпичному заводу. На самое дно печи, в уголок, положил Павка завернутый в тряпку револьвер, закрыв его старыми кирпичами. Выбравшись оттуда, он завалил вход в старую печь, заметил расположение кирпичей, и, выйдя на дорогу, медленно пошёл назад.

## Unit 22

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### BANKRUPTCY

At one time, those who could not pay their debts went to debtor's prison. Today individuals or companies who cannot pay their debts may seek relief by filing for bankruptcy.

Bankruptcy is court-granted permission not to pay some or all of an individual's or a company's outstanding debts. Bankruptcy serves two purposes: it assures fair treatment of creditors, those who are owed money, and it permits the debtors, those who owe, to make a fresh start.

Bankruptcy can be voluntary or involuntary.

### *Voluntary bankruptcy*

Voluntary bankruptcy can be initiated by businesses or individuals that can no longer meet their financial obligations and that have debts of at least \$1,000 more than the total value of their assets.

### *Involuntary bankruptcy*

Bankruptcy is not always initiated by the business having financial problems. Bankruptcy (involuntary) can be initiated by creditors. In such cases creditors must prove that the business has debts in excess of \$5,000 and cannot pay debts as they come due.

Bankruptcy may be resolved by one of three methods under the Bankruptcy Reform Act of 1978.

## LIQUIDATION

To liquidate means to sell. In bankruptcy cases, liquidation means selling assets of business. As money is received from the sales of assets, debtors' claims are paid following a specific order, as stated by law.

## REORGANIZATION

Reorganization is a process that allows a business firm to continue to operate under supervision of court. Reorganization is especially effective for firms that are able to make some operating profits, though they are not yet able to cover longer-term debt.

## REPAYMENT

Chapter 13 of the act covers repayment, an option available only to individuals in bankruptcy, not to businesses.



### *New words and phrases*

<b>bankruptcy</b>	n	банкротство
<b>relief</b>	n	облегчение, утешение, подкрепление, снижение, смягчение
<b>excess</b>	n	повышение
<b>voluntary</b>	adj	добровольный
<b>involuntary</b>	adj	вынужденный
<b>liquidation</b>	n	ликвидация
<b>reorganization</b>	n	реорганизация
<b>supervision</b>	n	руководство
<b>repayment</b>	n	погашение

## **BRUSH UP YOUR GRAMMAR**

**Translate into English:**

### **КАК АНВАР ЕКУБОВ СТАЛ ГЕРОЕМ**

В этот день, 13 августа 1942 года, партизаны ходили в разведку на шоссеиную дорогу. После выполнения задания, они решили возвратиться в отряд. Командир дал сигнал. Анвар поднялся и в этот момент увидел вдали немецкую легковую машину.

Анвар лёг, приготовил гранату и стал ждать. Машина приближалась. Анвар швырнул гранату. Раздался взрыв. Он видел как из машины выскочил немец, схватил пистолет-автомат, какой-то красный портфель и бросился в сторону от дороги.

Гитлеровец, увидев, что за ним гонится мальчишка, сделал несколько выстрелов. Анвар спрятался, продолжая стрелять. А гитлеровец опять побежал.

Уже целый километр гнался Анвар за врагом. “Только бы хватило патронов!” — думал Анвар и бежал, что было мочи.

В его автомате оставался последний патрон. Гитлеровец убегал, продолжая отстреливаться. Анвар прицелился и выстрелил. Враг пошатнулся и упал.

Анвар подбежал к убитому, взял портфель и автомат, подобрал по дороге белый китель с генеральскими погонами.

Анвар явился в партизанский лагерь в белом генеральском кителе, генеральской фуражке и с красным портфелем.

— Разведчик-партизан Анвар Екубов с задания при-  
был! — отрапортовал Анвар.

Портфель с документами генерала командир разведчи-  
ков повёз в штаб. Редкая находка вызвала небывалое ожив-  
ление в штабе. Срочно вызвали радиста, чтобы сообщить  
об этом в Москву.

— Ну, Анвар, молодец! Такие документы даже и опыт-  
ный разведчик раз в сто лет добывает, — сказал командир.

Вскоре из Москвы пришла радиограмма, в которой  
предлагали представить к высшей награде всех участников  
операции по захвату важных немецких документов.

В Москве ещё не знали, что документы захватил один  
партизан, и ему всего четырнадцать лет.

Так Анвар Екубов стал Героем.

## Unit 23

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### LEVELS OF MANAGEMENT

Every organization has several levels of management. The responsibility of each manager depends on his or her level in organization. The chief financial officer and the supervisor of the purchasing department are both managers, but their duties and responsibilities are quite different.



### TOP MANAGEMENT

Top management, relatively small group at the top of the pyramid, is made up of the president, chief executive officer, and senior executives and is responsible for the overall management of the organization. They are general managers in

that they are responsible for all activities, or for an entire company or subsidiary. They set up corporate objectives, policies, and strategies. They also deal with government relations and external economic environment.

## MIDDLE MANAGEMENT

Middle management is made up of the managers who are not top management or first-level management, who they supervise. They are charged with coordinating and carrying out the policies set by top management. They are often functional managers, managers responsible for a single function, such as sales, marketing, or production.

## FIRST-LINE MANAGEMENT

Supervisors, department managers, and team leaders at the base of the pyramid make up the first-line management, the largest management group in an organization and the group responsible for getting the work done.

First-line managers supervise only non-management personnel who report directly to the first-line managers. They oversee the scheduling of work, maintenance of equipment, and work routines on a day-to-day basis. They have considerable responsibility for seeing that tasks are accomplished.

### *New words and phrases*

<b>levels of management</b>	phr	уровни управления
<b>relatively</b>	adv	относительно
<b>top level</b>	phr	верхний уровень
<b>pyramid</b>	n	пирамида
<b>subsidiary</b>	n	дочерняя фирма, компания
<b>team leader</b>	phr	ведущий специалист
<b>to oversee</b>	v	наблюдать за работой
<b>maintenance</b>	n	поддержание, сохранение
<b>routine</b>	n	заведенный порядок, установленный режим

## BRUSH UP YOUR GRAMMAR

Translate into English:

### ВОЗМЕЗДИЕ

Партизанский отряд поручил Елене Мазаник убить фашистского генерала Кубе, у которого она служила горничной.

В шесть часов утра Елена пошла к дому генерала, в её дамской сумочке лежала мина. У ворот стоял часовой, а рядом дежурный офицер. Офицер потребовал открыть сумку.

В это время подкатила легковая машина, и офицер кинулся к ней. Лена не помнила, как вошла во двор. Она не пошла сразу в дом, а направилась к лежавшим в углу дровам. Здесь она положила на землю сумочку и стала отбирать дрова для топки печей. Лена вложила сумочку между дровами и направилась с ними к подъезду.

Сложив дрова в коридоре, она оглянулась и прислушалась — никого. Достала сумку и на минуту задумалась. Где же спрятать мину? И спрятала под блузку на груди. Затем надела фартук и приступила к работе. Несколько раз она проходила мимо спальни, возле которой всегда стоял дежурный часовой.

Прошло три часа. После завтрака Кубе с женой уехали. Для Лены наступил ответственный момент — пробраться в спальню и заложить мину. Она сбежала вниз, на кухню, и, возвратившись, тихо сказала офицеру, что на кухне сегодня очень вкусные пирожки.

Проголодавшийся офицер пошёл на кухню, попросив Лену побыть в коридоре.

Как только шаги офицера замерли, Лена быстро вбежала в спальню, сунула мину под постель генерала и сразу же выскочила из комнаты. Через несколько минут она была уже за воротами.

После взрыва в спальне генерала, патриотке Елене Мазаник было присвоено звание Героя.

# Unit 24

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## LEADERSHIP STRATEGIES FOR MOTIVATION

### *Management by objectives*

Management by objectives (MBO) is a set of procedures that starts with setting performance targets and continues through to performance review. It features involvement at every level of management and staff, who set goals and clearly define every individual's areas of responsibility in terms of expected results or "objectives", with periodic reviews and performance appraisals. MBO programs can vary greatly, but most contain the following elements:

- commitment to the program
- top-level goal setting
- individual goals
- participation
- autonomy in implementation of plans
- review of performance

### *Commitment to the program*

Time, effort and commitment at every level are required in setting objectives and reviewing results for a MBO program to be effective.

### *Top level goal-setting*

The process begins top managers setting measurable preliminary goals, such as "7 % increase in sales next quarter". This furnishes managers and employees with a clear idea of what it is hoped will be accomplished.

### *Individual goals*

Each manager and employee needs to have a clearly defined responsibility and objective, or goal. The objectives for each individual are set collaboratively between the individual and his or her superior.

## *Participation*

The extent of employees' participation in setting objectives varies widely. As a general rule, the greater the participation of both managers and employees, the more likely realistic goals will be set and met. Individual goals linked to organization goals need to be worked out cooperatively, not assigned.

### *Autonomy in implementation of plans*

Once the objectives have been set and agreed upon, the individuals need to be free to choose the means of accomplishing the objectives and implementing the program.

### *Review of performance*

Managers and employees meet periodically to review progress made toward the objective. This review reveals any problem that exists and zeros on what can be done to resolve them, and allows for modification of goals if necessary. It is important that the review and feedback should be based on measurable performance rather than subjective criteria.

### *New words and phrases*

<b>appraisal</b>	n	оценка
<b>commitment</b>	n	обязательство
<b>implementation</b>	n	внедрение
<b>measurable</b>	adj	измеримый
<b>preliminary</b>	adj	предварительный
<b>to furnish</b>	v	снабжать, предоставлять
<b>collaboratively</b>	adv	в сотрудничестве
<b>superior</b>	adj	вышестоящий, верхний, лучший
<b>extent</b>	n	степень, мера, протяженность
<b>assigned</b>	adj	назначенный
<b>to accomplish</b>	v	выполнять
<b>to resolve</b>	v	решать, принимать решения

## **BRUSH UP YOUR GRAMMAR**

**Translate into English:**

### **НАДПИСЬ НА КАМНЕ**

Отряд геологов шел по тайге через горы. Места были почти непроходимые. Пришлось оставить лошадей и идти пешком.

Дорога проходила по узкому ущелью. Впереди был обрыв. Вдруг один из геологов, улыбаясь, показал товарищам надпись на камне: “Прошел 15 августа”. Кто-то здесь прошел на пять дней раньше.

Трудно идти по тайге, поэтому, когда видишь след человека, спичку, окурок или надпись на камне, то сразу становится легче. Ведь первому человеку было еще труднее.

Через несколько часов отряд дошел до поселка. Геологи поужинали, отдохнули. Потом стали вспоминать свой трудный путь.

“Кто же сделал надпись на камне?” — спрашивали они друг друга.

Молодой геолог покраснел и признался: “Эту надпись сделал я. Думал, что всем тогда будет легче перейти через горы”.

## Unit 25

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### DECISION-MAKING

Managers are continuously involved in decision-making, and they are evaluated by their organisations on the basis of the quality of their decisions. Managers' decisions range from minor and relatively unimportant to major and potentially life threatening to the organisation. They decide whether to buy another company, with overnight delivery service to use, how to price the company's goods and services, and so on.

Information gathering is an integral and continuing part of the decision-making process. Successful decision-making utilizes this information effectively. Decision-making goes beyond choosing among options; it is based on a number of clearly defined steps.

### DEFINE THE PROBLEM

The first step in decision-making is to define the problem. Many managers skip this step, because they assume they know what the problem is or because they mistakenly conclude that the symptom is the problem. For instance, a high level of rejects in a manufacturing process is a symptom, but the problem may stem from a variety of factors.

## IDENTIFY ALTERNATIVES

Business problems seldom have just one solution. It is the manager's role to identify a range of creative solutions, a complete list of potential alternatives.

## EVALUATE ALL ALTERNATIVES AND CHOOSE ONE

Managers use several methods to screen and choose from among alternatives. One method is to eliminate, in a series of evaluations, the less-satisfactory alternatives until only one or two alternatives remain. Another method is to evaluate and score each alternative; such as a teacher grades papers, then choose from the top scoring alternatives.

## IMPLEMENT THE DECISION

The Decision process does not end with making the decision. There are two more steps, the next of which is to implement the decision. After managers have selected the most effective solution to the problem, they must implement their decision — they must take the necessary actions to carry out their decision.

## MONITOR DECISION OUTCOMES

The final step in decision-making is to monitor and control the outcome of the implemented decision. Evaluation performed after implementation is part of management control, and may call for corrective action and follow-up. Are the steps being implemented working according to plan? Does the plan need to be adjusted or altered? Should another alternative be considered and if so, what other alternatives are available?

### *New words and phrases*

<b>life-threatening</b>	phr	угрожающий жизни
<b>overnight</b>	adv	всю ночь
<b>option</b>	n	опцион, сделка с премией, выбор
<b>to skip</b>	v	бегло просматривать
<b>to assume</b>	v	предполагать
<b>to conclude</b>	v	заключать
<b>symptom</b>	n	симптом, признак
<b>to stem</b>	v	происходить, возникать
<b>to screen</b>	v	сортировать, производить отбор, защищать, укрывать
<b>to score</b>	v	вести счет



<b>to grade</b>	v	располагать по степеням важности, сортировать
<b>to monitor</b>	v	контролировать, проверять, наставлять
<b>to adjust</b>	v	устанавливать, регулировать, приспособлять
<b>to identify</b>	v	отождествлять, устанавливать, определять

## BRUSH UP YOUR GRAMMAR

Translate into English:

### ПОДВИГ

Сторож железной дороги Семен шел по линии железной дороги, и вдруг он увидел сломанный рельс. Через две минуты должен был пройти пассажирский поезд. Семен слышал далекий свисток, рельсы стали подрагивать.

Семен быстро нагнулся и схватил палку, а потом он снял шапку и вынул из нее платок. Затем он выхватил нож и ударил себя ножом в левую руку выше локтя, брызнула кровь. Семен намочил платок кровью, навязал его на палку и выставил красный флаг.

Стоит Семен и размахивает флагом, а поезд уже виден. Но кровь все льет и льет. Семен прижимает руку к боку, хочет зажать рану, а кровь не перестает литься.

Вдруг в глазах Семена стало темно, он выронил флаг и упал. Но машинист уже увидел красный флаг и остановил поезд. Люди выскочили из вагонов и увидели лежащего на земле человека, а около него лежала палка с кровавой тряпкой.

## КРАТКИЙ ГРАММАТИЧЕСКИЙ СПРАВОЧНИК

Английский язык — один из германских языков. Распространен в Великобритании, Ирландии, Северной Америке, Австралии, Новой Зеландии, в ряде стран Азии и Африки. Общее число говорящих на английском языке свыше 500 миллионов человек. Он является официальным языком Великобритании, США, Австралии, Новой Зеландии, Индии, 15 государств Африки и других стран.

Для фонетического строя английского языка характерны специфические гласные [æ, ʌ, aɪ], согласные [ð, θ], отсутствие резкой границы между дифтонгами и долгими монофтонгами. Среди других германских языков английский язык отличается наличием ярко выраженных признаков аналитического строя. Основными средствами выражения грамматических отношений являются служебные слова (предлоги, вспомогательные глаголы) и порядок слов.

Аналитические формы используются для выражения некоторых временных отношений, образования степеней сравнения прилагательных. Связь слов в предложении передается позицией слов и предложными конструкциями.

Tom is reading a book. — Том читает книгу.

A book is on the table. — Книга лежит на столе.

She likes to go to school. — Она любит ходить в школу.

On the first of September she was at school. — Первого сентября она была в школе.

Предлог **of** соответствует в русском языке падежному окончанию родительного падежа:

The windows **of** the room were large. — Окна комнаты были большие.

Предлог **to** соответствует в русском языке падежному окончанию дательного падежа:

Mother gave an apple **to** Olga and a pear **to** Leo. — Мама дала яблоко Ольге, а грушу Лёве.

Предлоги **with, by** соответствуют в русском языке падежному окончанию творительного падежа:

I am writing **with** a pen. — Я пишу пером.

He came **by** tram. — Он приехал трамваем.

В английском языке помимо служебных слов восполнительные грамматических окончаний определяет твердый порядок слов в предложении, требующий, чтобы каждый член предложения имел своё определённое место.

Подлежащее	Сказуемое	Дополнение			Обстоятельство
		косвенное	прямое	предложное	
<i>She</i>	<i>gave</i>	<i>me</i>	<i>a book</i>	—	<i>yesterday.</i>
<i>We</i>	<i>can see</i>	—	<i>the sun</i>	—	<i>in the day.</i>
—	<i>Come</i>	—	—	<i>with her</i>	<i>tomorrow.</i>
<i>Nina</i>	<i>came back</i>	—	—	<i>with me</i>	<i>on Monday.</i>
<i>The day</i>	<i>is bright.</i>	—	—	—	—
<i>I</i>	<i>thanked</i>	—	<i>her</i>	<i>for her letter.</i>	—

В русском языке благодаря наличию окончаний, выражающих связь между словами, порядок слов в предложении свободный.

Петя ест грушу.

Ест грушу Петя.

Грушу Петя ест.

Грушу ест Петя.

Ест Петя грушу.

Петя грушу ест.

В английском языке такая перестановка слов невозможна.

Pete is eating an apple. — Петя ест яблоко.

An apple is eating Pete. — Яблоко ест Петю.

Подлежащее — первый член предложения. Оно может быть выражено различными частями речи, но, главным образом, оно выражается именем существительным и личным местоимением в именительном падеже.

**The man** took his cloak off. — Человек снял плащ.

**She** skates well. — Она хорошо катается на коньках.

Сказуемое — второй член предложения. Глагольное сказуемое в английском языке может быть: а) несоставным и б) составным.

Несоставное глагольное сказуемое выражается: предикативной формой глагола в любой из его грамматических категорий:

Somebody **came**. — Кто-то пришел.

If Odil only **had read** the book! — Только бы Одыл прочитал книгу!

фразеологическим сочетанием — эквивалентом глаголов, таких как **to give up, to fall asleep, to take care of, to be sure, to go on** и др. :

We always **take care of** the old people. — Мы всегда заботимся о пожилых людях.

Salima **was glad of** me. — Салима была рада мне.

Составное глагольное сказуемое выражается словосочетанием, т.е. инфинитивом, герундием, либо причастием.

He **continued to work**. — Он продолжал работу (работать).

She **went on speaking**. — Она продолжала разговор (разговаривать).

They **finished eating**. — Они закончили обед (обедать).

## Части речи — Parts of speech

В английском языке существует следующая классификация основных частей речи:

существительное	—	the Noun
прилагательное	—	the Adjective
местоимение	—	the Pronoun
наречие	—	the Adverb
числительное	—	the Numerals
глагол	—	the Verb
артикль	—	the Article
предлог	—	the Preposition
союз	—	the Conjunction
междометие	—	the Interjection

Существительное, прилагательное, местоимение, наречие, числительное, глагол — знаменательные части речи.

Артикль, предлог, союз, междометие — служебные части речи.

### ИМЯ СУЩЕСТВИТЕЛЬНОЕ — *THE NOUN*

Существительное обозначает предмет, явление и отвечает на вопрос **who?** и **what?** — **book, cake, cat, hat, flower.**

#### Классификация существительных Classification of Nouns

*Собственные*  
Bobur, Tashkent  
The Times

*Конкретные*  
sofa, butter, nut

*Одушевленные*  
John, cook, man

*Нарицательные*  
cow, armchair, bread

*Абстрактные*  
winter, idea, mind

*Неодушевленные*  
river, bank, office

## Исчисляемые и неисчисляемые существительные — Countable and Uncountable Nouns

В зависимости от значения существительные можно классифицировать на: исчисляемые **city, theatre, village** и неисчисляемые **ink, chalk, cotton, sand, love, friendship**.

Исчисляемые существительные имеют форму единственного и множественного числа **city — cities**, тогда как неисчисляемые существительные — только форму единственного числа **bread, sugar, air**.

Употребление артикля с исчисляемыми и неисчисляемыми существительными представляет определенные различия.

Исчисляемые существительные в единственном числе сочетаются как с неопределенным, так и с определенным артиклем, в зависимости от контекста:

Draw **a window**. — Нарисуйте окно.

Open **the window**. — Откройте окно.

Исчисляемые существительные во множественном числе могут иметь нулевой или определенный артикль. Их значения те же, что и у неопределенного и определенного артиклей при существительных в единственном числе:

**Window** lets in light. — Свет проходит через окна.

Close the **windows**. — Закройте окна.

Существительные, служащие для обозначения веществ **water, snow, ink** и др. и отвлеченных понятий **bravery, friendship, love, beauty** и др., являются неисчисляемыми.

Неисчисляемые существительные могут иметь нулевой или определенный артикль.

Нулевой артикль при неисчисляемых именах существительных указывает на то, что данное существительное имеет самое общее значение, например:

Water gives life to **plants**. — Вода дает жизнь растениям.

Air is necessary for **life**. — Воздух необходим для жизни.

We have **ink** in the inkpot. — У нас в чернильнице есть чернила.

We admire **bravery**. — Мы восхищаемся храбростью.

## Притяжательный падеж — Possessive case

Существительное в современном английском языке имеет две падежные формы: общего падежа **brother, boy, act** и притяжательного падежа **brother's, boy's, act's**.

Существительное употребляется в форме притяжательного падежа, если оно служит определением к другому существительному, например: **my brother's photo** — фотография моего брата.

Употребление притяжательного падежа, как правило, ограничено существительными, обозначающими живые существа.

Наряду с формой притяжательного падежа в английском языке для выражения подобной связи между двумя существительными употребляется предлог **of** перед существительным-определением **the photo of my brother**.

Предлог **of** может употребляться с любым существительным. В русском языке имеется только один способ соединения существительного-определения с определяемым существительным, а именно, употребление существительного-определения в форме родительного падежа обложка книги, товарищ брата.

### Образование формы притяжательного падежа — Possessive case formation

Существительное в притяжательном падеже принимает следующие окончания:

1) 's (апостроф+s) — для существительных в единственном числе, а также для существительных, не имеющих во множественном числе окончания **-s**: **my friend's family, the children's mother**;

2) ' (апостроф) — для существительных, образующих форму множественного числа при помощи окончания **-(e)s**: **the engineers' plans, the employees' idea**.

Окончания **-s, -es** как в притяжательном падеже, так и во множественном числе читаются:

— [z] после звонких согласных и гласных — **Repin's pictures, the boys' watch**;

— [s] после глухих согласных — **the student's papers**;

— [ɪz] после шипящих и свистящих согласных — **matches, prizes**.

Существительное в форме притяжательного падежа всегда стоит перед определяемым существительным. Артикль, стоящий перед существительным в притяжательном падеже, не относится к определяемому существительному: **a student's notebook, a day's work, Nina's letter.**

## Артикль — *THE ARTICLE*

Имя существительное сочетается с артиклем. В английском языке имеется два вида артикля: определенный **the** и неопределенный **a (an)**. Неопределенный артикль **a** употребляется с именами существительными, начинающимися с согласной буквы **a student, a newspaper, a computer, an** — с именами существительными, начинающимися с гласной буквы, **an article, an apple, an English book, an office, an engineer.**

Неопределенный артикль употребляется с именами существительными в единственном числе. Определенный артикль **the** употребляется с именами существительными как в единственном, так и во множественном числе: **the article — the articles, the table — the tables, the man — the men.**

### Неопределенный артикль — *The Indefinite Article*

Неопределенный артикль **a (an)** происходит от числительного **one** — один и означает один из (многих), некий, какой-то, какой-нибудь или всякий, любой и иногда переводится на русский язык этими словами, но в большинстве случаев вообще не переводится.

Неопределенный артикль показывает, что речь идет:

1) об одном из предметов (лиц) именно этой категории, а не какой-нибудь другой — о мальчике, а не о девочке, или о книге, но не о тетради:

I am writing with **a pencil** (not with a pen). — Я пишу карандашом (а не пером).

2) об одном каком-нибудь предмете (лице):

Give me **a book**, please. — Дайте мне, пожалуйста, книгу (одну, какую-нибудь).

3) о любом предмете (лице), относящемся к данной категории:

**A child likes a toy.** — Ребёнок любит игрушку. (Любой ребёнок любит любую игрушку.)



## Определенный артикль — The Definite article

Определенный артикль **the** происходит от указательного местоимения **that** — тот и употребляется, когда необходимо выделить какой-либо предмет, лицо или явление из класса ему подобных. Например:

I shall buy **the car** which is on your left side. — Я куплю автомобиль, который стоит на левой стороне.

Pass me **the contract paper**. — Передайте мне документ контракта.

## ИМЯ ПРИЛАГАТЕЛЬНОЕ — THE ADJECTIVE

Прилагательное обозначает признак предмета. Имена прилагательные в английском языке не изменяются ни по родам, ни по числам **a new book, a new building, a new house, new houses**.

Имена прилагательные имеют три степени сравнения: положительную, сравнительную и превосходную.

Сравнительная степень односложных прилагательных образуется при помощи суффикса **-er**, превосходная **-est**, которые добавляются к основе в положительной степени:

cold — colder — coldest

near — nearer — nearest

Сравнительная степень многосложных прилагательных образуется при помощи слова **more**, а превосходная — **most**:

interesting — **more** interesting — **most** interesting

Если прилагательное в положительной степени оканчивается на:

— **y**, то окончание в сравнительной степени будет **-ier** — easy — easier; в превосходной **-iest**: easiest;

— **e**, то **-e** опускается: nice — nicer — nicest.

Прилагательные	Степени прилагательных		
	положительная	сравнительная	превосходная
односложные и некоторые двусложные	high big busy	higher bigger busier	highest biggest busiest
образующие степени сравнения от разных основ	good bad many, much little far	better worse more less farther, further	best worst most least farthest, furthest
многосложные	interesting  beautiful	more (less) interesting more (less) beautiful	most (least) in- teresting most (least) beautiful

**ПРИМЕЧАНИЕ:** при сравнении равных величин или качеств употребляются наречия **as ... as** — также ... как и, такой же ..., как и: My brother's room is **as large as** mine. — Комната моего брата такая же большая, как и моя.

а также **not so ... as** — не такой ..., как, не так ..., как: My sister's room is **not so large as** ours. — Комната моей сестры не такая большая, как наша.

## МЕСТОИМЕНИЯ — *THE PRONOUNS* ГРУППЫ МЕСТОИМЕНИЙ

### Личные местоимения — *Personal Pronouns*

Личные местоимения имеют два падежа: именительный падеж — the nominative case и объектный падеж — the objective case.

Именительный падеж —  
**Nominative case**

I  
you  
he, she  
it  
we  
you  
they

Объектный падеж —  
**Objective Case**

me  
you  
him, her  
it  
us  
you  
them

Глагол-сказуемое с местоимением **you** всегда стоит во множественном числе:

You **are** at home.

Личные местоимения в именительном падеже являются подлежащим, в объектном падеже — дополнением.

I told **her** about the voyage. — Я сказал ей о путешествии.  
He looked at **us** and went out. — Он посмотрел на нас и вышел.

### Притяжательные местоимения — *Possessive Pronouns*

Притяжательные местоимения имеют две формы: основную и абсолютную.

Личные местоимения	Притяжательные местоимения		Примечание
	1-я форма	2-я форма	
I	my	mine	1-я форма —
he	his	his	определя-
she	her	hers	ющая местоиме-
it	its	its	ние
we	our	ours	2-я форма —
you	your	yours	заменяющая
they	their	theirs	местоимение

**My** room is large, **yours** is larger, and **hers** is the largest. — Моя комната большая, твоя больше, а ее самая большая.

### Возвратные местоимения — Reflexive pronouns

Возвратные местоимения образуются прибавлением к личным и притяжательным местоимениям окончаний **-self** — для единственного числа и **-selves** — для множественного:

myself	ourselves
yourself	yourselves
himself, herself, itself	themselves

I wrote the letter myself. — Я сам написал письмо.

The student bought the book himself. — Студент сам принес книгу.

Nargiza answered the letter herself. — Наргиза сама ответила на письмо.

They made the contract themselves. — Они сами составили договор.

We met the delegations ourselves. — Мы сами встретили делегацию.

### Указательные местоимения — Demonstrative Pronouns

Единственное число	Множественное число
this	these
that	those

This student is very diligent. — Этот студент очень старательный.

That lady is our teacher. — Эта дама — наша учительница.

Вместо определяемого существительного после **this** или **that** можно употреблять слово **one**, а после **these** или **those ones**.

This car is the **one** we wanted. — Это тот самый автомобиль, который мы хотели купить.

These flowers are not fresh, buy those **ones**. — Эти цветы не свежие, купи те.

### Вопросительные и относительные местоимения — Interrogative and Relative Pronouns

К ним относятся местоимения **who** — кто (объектный падеж **whom** — кого, кому), **what** — что, какой, **whose** — чей, **which** — который. Эти местоимения имеют значения и функции как вопросительных, так и относительных местоимений.

Местоимение **who** имеет два падежа: именительный — **who** (всегда подлежащее) и объектный — **whom** (всегда дополнение).

Who is there? — Кто там?

Whom do you mean? — Кого ты имеешь в виду?

Местоимение **who** в вопросительном предложении о каком-либо человеке означает кто он? как его зовут? а местоимение **what** — кто он по профессии?

Who is he? — Как его зовут?

What is he? — Кто он по профессии?

Местоимения **who**, **whom** употребляются по отношению к человеку, **which** — к предметам и животным, **that**, **whose** употребляются в обоих случаях.

This is the cup **that** Sherzod has broken. — Это чашка, которую разбил Шерзод.

This is his teacher **whom** he asked a question at school yesterday. — Это учитель, которому он задал вопрос вчера в школе.

Относительные местоимения употребляются для связи придаточного предложения с главным:

Zamira bought the car **which** she saw in the market yesterday. — Замира купила автомобиль, который вчера она видела на рынке.

Nargiza treated the man **who** was her uncle. — Наргиза лечила мужчину, который приходился ей дядей.

## Неопределенные и отрицательные местоимения — Indefinite and Negative Pronouns

К ним относятся **some, any** — какой-нибудь, какой-либо, **somebody, someone** — кто-то, кто-либо, **something** — что-то, что-либо, **anybody, anyone** — кто-то, кто-либо, кто-нибудь, **anything** — что-то, что-нибудь, что-либо, **nobody, no one** — никто, **nothing** — ничто, **one** — любой.

Притяжательный падеж местоимений образуется прибавлением 's: **somebody's, anybody's, one's**.

This is somebody's car. — Это чья-то машина.

К неопределенным местоимениям относятся также **all, each, either, neither, both, none, much, many, little, few**. Местоимения **a few, a little, much, many** могут употребляться вместо **some**.

Have you any English books at home? — I have some (a few) books.

Have they any water in their pale? — They have some (a little) water in the pale.

Местоимения **some, somebody, something, someone** употребляются в утвердительных предложениях; **any, anybody, anything, anyone** — в вопросительных и отрицательных; **no, nobody, nothing, no one** — только в отрицательных.

We see something in the corner of the street. We see nothing in the corner of the street. We don't see anything in the corner of the street. Do we see anything in the corner of the street?

В отрицательном предложении сказуемое выражается глаголом в отрицательной форме с частицей **not**, а дополнение — неопределенными местоимениями **any, anybody, anything, anyone**, либо глаголом в утвердительной форме и дополнением — в отрицательной:

We don't know anything about Nargiza. (We know nothing about her.)

ПРИМЕЧАНИЕ: местоимения **some** и **any** с неисчисляемыми существительными не переводятся:

There is some milk in the cup. — В чашке есть молоко.

Is there some water in the kettle? — В чайнике есть вода?

## НАРЕЧИЕ — *THE ADVERB*

Наречие — часть речи, которая обозначает признак действия или предмета.

Наречия делятся на простые, производные и сложные.

Простые наречия — **soon, fast, here, there, then, when, why** и т.д.

Производные наречия образуются с помощью суффикса - **ly**:

**bad** плохой — **badly** плохо, **usual** обычный — **usually** обычно, **day** день — **daily** ежедневно, **part** часть — **partly** частично.

Если слово имеет окончание -**y**, то оно меняется на -**i**: **easy** — **easily**; если -**le**, то **e** опускается: **simple** — **simply**.

Сложные наречия образуются путем словосложения: **sometimes** — иногда, **meantime** — тем временем, **anyway** — так или иначе, **midway** — на пол-пути, **overhead** — наверху, **at least** — по крайней мере, **at first** — сначала, **in vain** — напрасно.

### Степени сравнения наречий

Некоторые наречия имеют формы степеней сравнения. Образование степеней сравнения наречий и прилагательных совпадает: суффикс -**er** для сравнительной и суффикс -**est** для превосходной степеней.

Формы степеней сравнения наречий с суффиксом -**ly** заменяются словосочетаниями **more** и **most**:

**quickly** — **more quickly** — **most quickly**

Наречия **well, badly, far, much, little** образуют степени сравнения супплетивным способом и способом чередования звуков, как у соответствующих прилагательных и местоимений **good, bad, far, much, little**:

**good** — **better** — **best**

**bad** — **worse** — **worst**

Исключение составляют:

**well** — **better** — **best**

**badly** — **worse** — **worst**

**far** — **farther** — **farthest**

В английском языке имеются наречия, определяющие:

а) место: **here** — здесь, сюда, **there** — там, туда, **where** — где, куда, **far, far away** — далеко, **near** — близко, **outside** — наружу, снаружи, **inside** — внутрь, внутри, **above** — выше, наверху, **below** — ниже, внизу;

б) время: **when** — когда, **now** — сейчас, **then** — тогда, потом, **before** — раньше, прежде, **after** — потом, после, **once** — однажды, **ever** — когда-либо, **never** — никогда, **just** — только-что, **always** — всегда, **often** — часто, **seldom** — редко, **usually** — обычно, **sometimes** — иногда, **already** — уже, **yet** — еще, пока еще, **still** — еще, все еще, **since** — с тех пор, **early** — рано, **late** — поздно, **soon** — скоро, **long** — долго, давно, **ago** — тому назад, **lately** — последнее время, **recently** — последнее время, недавно, **today** — сегодня, **yesterday** — вчера, **tomorrow** — завтра;

в) меру и сравнение: **much** — много, **little** — мало, **very** — очень, **too** — слишком, **so** — так, **rather** — довольно, **somewhat** — несколько, **enough** — достаточно, **hardly** — едва, **nearly** — почти, близко, **almost** — почти, **quietly** — тихо, спокойно, **easily** — легко, **quite** — совсем, **not at all** — совсем не;

г) направление: **forward** — вперед, **downward** — вниз;

д) образ действия: **quickly** — быстро, **strongly** — сильно, **slowly** — медленно, **high** — высоко, **well** — хорошо, **fast** — быстро.

## ИМЯ ЧИСЛИТЕЛЬНОЕ — *THE NUMERALS*

Цифры	Количественные	Порядковые
1	one	first
2	two	second
3	three	third
4	four	fourth
5	five	fifth
6	six	sixth
7	seven	seventh
8	eight	eighth
9	nine	nineth
10	ten	tenth
11	eleven	eleventh
12	twelve	twelfth

13	thirteen	thirteenth
15	fifteen	fifteenth
20	twenty	twentieth
21	twenty-one	twenty-first
30	thirty	thirtieth
32	thirty-two	thirty-second
99	ninety-nine	ninety-ninth
100	one hundred	hundredth
1000	one thousand	thousandth

В английском языке числительные, обозначающие количество предметов, называются количественными:

**one, two, three, ten** и т.д.

Числительные, обозначающие порядок предметов, называются порядковыми:

**first, second, third, tenth** и т.д.

Количественные числительные от 13 до 19 образуются посредством добавления суффикса **-teen**.

Числительные от 20 до 90 образуются путем прибавления суффикса **-ty**.

Порядковые числительные образуются прибавлением суффикса **-th** к количественному числительному (исключение **first, second, third**). В порядковых числительных после 20 изменяется только вторая часть: **twenty first, thirty second**.

Числительные 100 — **one (a) hundred** и 1000 — **a thousand** не имеют множественного числа:

101 — **one hundred and one**, 202 — **two hundred and two**, 1005 — **one thousand and five**.

### Математические действия

Сложение:  $8 + 7 = 15$  — **eight and seven is fifteen**.

Вычитание:  $15 - 9 = 6$  — **fifteen from nine is six**.

Умножение:  $5 \times 5 = 25$  — **two times five is twenty five**.

Деление:  $15 : 3 = 5$  — **fifteen by three is five**.

Для обозначения дат, номеров домов, телефонов и времени употребляются количественные числительные:

She was born on **March 8, 1949 (eight, nineteen forty nine)**.

We opened the book on **page 89 (eighty nine)**.



Her telephone number is **46-76-86** (four-six-seven-six-eight-six).

— What time is it? — It's **9 a.m.** It's **10 p.m.**

It's **5 minutes past 9.**

It's **15 minutes to 10.**

## ГЛАГОЛ — *THE VERB*

### Личные формы глагола — *Personal forms of the verb*

В английском языке, как и в других языках глагол выражает процесс действия или состояния. Исходя из этого можно сказать, что для глагола характерна связь со словом, обозначающим предмет, — носителем действия.

В английском языке глаголы группируются по способу образования основных форм:

**правильные глаголы — Regular verbs.** Эти глаголы образуют формы прошедшего времени и причастия II путем прибавления окончания —**ed** к основе глагола. Окончание —**ed** согласно фонетическим условиям произносится по разному — [**d**] после звонких согласных, [**t**] после глухих согласных, [**id**] после согласных **t** и **d**. Например:

#### инфинитив

#### прошедшее время и причастие II

save	saved [seivd]
arrive	arrived [ə'raivd]
look	looked [lu:kt]
book	booked [bukd]
devote	devoted [divoutid]
hate	hated [heitid]
extend	extended [ikstendid]

**неправильные глаголы — Irregular verbs.** Формы этих глаголов в прошедшем времени и причастия II образуются посредством изменения звуков в корне слова. Это могут быть изменения гласных или согласных или и тех, и других.

#### инфинитив

#### прошедшее время

#### причастие II

become	became	became
sing	sang	sung
grow	grew	grown
catch	caught	caught

В числе неправильных глаголов выделяются несколько глаголов **to spell, to dwell, to learn, to burn**, у которых формы прошедшего времени и причастия II образуются прибавлением окончания **-t** вместо **-d**, несмотря на звонкость предшествующего согласного **spelt, dwelt, burnt, learnt**. Вместе с этим также встречаются и формы **burned, learned** и др.;

некоторые глаголы образуют прошедшее время путем изменения гласных, а причастие II — посредством прибавления окончания **-ed**:

инфинитив	прошедшее время	причастие II
crow	crew	crowed
(a)wake	(a)woke	(a)woked

И наоборот, у других глаголов форма прошедшего времени образуется прибавлением окончания **-ed**, как у правильных глаголов, а форма причастия II — прибавлением суффикса **-n**, как у многих неправильных глаголов:

инфинитив	прошедшее время	причастие II
sow	sowed	sown
show	showed	shown
sew	sewed	sewn

Есть глаголы, у которых все три основные формы по звучанию и написанию совпадают, и поэтому они называются неизменяемыми:

инфинитив	прошедшее время	причастие II
let	let	let
hit	hit	hit
put	put	put
cut	cut	cut
cast	cast	cast
set	set	set

К последней группе относятся два глагола, которые образуют основную форму от разных основ:

инфинитив	прошедшее время	причастие II
be	was, were	been
go	went	gone

## Времена группы Indefinite Tenses

The Present Indefinite Tense — I форма глагола:  
I **speak**, she **talks**, they **sing**.

The Past Indefinite Tense — II форма глагола:  
I **ate**, she **wanted**, they **worked**.

The Future Indefinite These — shall / will + I форма глагола:  
we **shall buy**, she **will make**.

### Формы глагола в Present Indefinite Tense

#### Утвердительная форма

I value.	We value.
You value.	You value.
He /she values.	They value.

В третьем лице единственного числа глагол имеет окончание **-s (-es)**: he sends, she makes, it stands.

#### Отрицательная форма

I do not value.	We do not value.
You do not value.	You do not value.
He /she does not value.	They do not value.

#### Вопросительная форма

Do I value?	Do we value?
Do you value?	Do you value?
Does he /she value?	Do they value?

Сокращенные формы вспомогательного глагола в отрицательной форме **don' t**, **doesn' t**:

I **don' t teach** German.  
She **doesn' t cook** dinner.

The Present Indefinite Tense употребляется для выражения:

1. обычного или периодически повторяющегося действия или состояния.

На регулярность, повторяемость действия указывают слова **every year**, **usually**, **every day**, **every month**, **every week**, **never**, **always**, **seldom**, **often** и др.:

We **study** by correspondence.

They **live** in Washington.

2. действия, которое совершается в момент речи, с глаголами чувственного восприятия и умственной деятельности: **to want, to hear, to know, to believe, to wish, to watch, to understand, to love, to like, to remember, to forget, to feel** и которые не употребляются в Continuous Tenses:

I **don't understand** what you are saying.

I **know** what you mean.

We **see** you quite well.

3. будущего, заранее запланированного действия:

The train **arrives** at 5 o'clock.

## Формы глагола в Past Indefinite Tense

### Утвердительная форма

I valued.

We valued.

You valued.

You valued.

He/she valued.

They valued.

### Отрицательная форма

I did not value.

We did not value.

You did not value.

You did not value.

He/she did not value.

They did not value.

### Вопросительная форма

Did I value?

Did we value?

Did you value?

Did you value?

Did he/she value?

Did they value?

Сокращенная форма вспомогательного глагола в отрицательной форме **didn't**:

We **didn't sell** all the goods.

They **didn't make** a contract with that company.

The Past Indefinite Tense употребляется для выражения:

1) действия, совершившегося в прошлом. Время совершения действия часто определяется наречиями **yesterday, three days ago, last week, last month, in 1998**:

I met him **two days ago**.

She **left** Andijan for London **last week**.

2) нескольких действий, следовавших непосредственно одно за другим в прошлом:

That morning I **got up** early, **brought** my room in order, **took** my breakfast and **went** to the library.

We **opened** the door and **came** into the room.

3) однократного действия в прошлом:

Last month I **received** a letter from my son.

Yesterday he **wrote** a letter to his sister.

## Формы глагола в Future Indefinite Tense

### Утвердительная форма

I shall value.

We shall value.

You will value.

You will value.

He/she will value.

They will value.

### Отрицательная форма

I shall not value.

We shall not value.

You will not value.

You will not value.

He/she will not value.

They will not value.

### Вопросительная форма

Shall I value?

Shall we value?

Will you value?

Will you value?

Will he/she value?

Will they value?

Сокращенные формы вспомогательного глагола в отрицательной форме **shan't, won't**:

I **shan't** sing.

She **won't** dance.

The Future Indefinite Tense употребляется для выражения:

1. повторяющегося или постоянного действия в будущем:  
He **will go** to the Institute every day.

2. ряда последовательных действий в будущем:

They **will buy** tickets, **take** their things and **go** to the train.

3. однократного действия в будущем:

Tomorrow we **shall go** to the library.

Для указания на будущее время часто употребляются слова **tomorrow, next day, in ... days, years** и др.:

**In two days we shall be in Tashkent.**

### Времена группы Continuous Tenses

The Present Continuous Tense — глагол **to be** в настоящем времени + **IV форма** глагола: **I am speaking, she is speaking, they are speaking.**

The Past Continuous Tense — глагол **to be** в прошедшем времени + **IV форма** глагола: **I was going, we were staying.**

The Future Continuous Tense — глагол **to be** в будущем времени + **IV форма** глагола: **I shall be writing, you will be walking.**

The Present Continuous Tense образуется при помощи глагола **to be** в настоящем времени + **IV форма** глагола:

I am testing.	We are testing.
You are testing.	You are testing.
He/she is testing.	They are testing.

The Past Continuous Tense образуется при помощи глагола **to be** в прошедшем времени + **IV форма** глагола:

I was discussing.	We were discussing.
You were discussing.	You were discussing.
He / she was discussing.	They were discussing.

The Future Continuous Tense образуется при помощи **shall / will + be + IV форма** глагола:

I shall be returning.	We will be returning.
You will be returning.	You will be returning.
He/she will be returning.	They will be returning.

### Формы глагола в Present Continuous Tense

#### Утвердительная форма

I am going.	We are going.
You are going.	You are going.
He/she is going.	They are going.

#### Отрицательная форма

I am not going.	We are not going.
-----------------	-------------------

You are not going.  
He/she is not going.

You are not going.  
They are not going.

### Вопросительная форма

Am I going?  
Are you going?  
Is he/she going?

Are we going?  
Are you going?  
Are they going?

Сокращенные формы вспомогательного глагола в отрицательной форме **isn't**, **aren't**:

He **isn't** asking now.  
They **aren't** inviting us.

The Present Continuous Tense употребляется для выражения:

1. определенного действия, происходящего в момент речи:  
He **is reading** the rules of sequence of tenses.

2. будущего запланированного действия, в частности с глаголом **to leave**:

We **are taking** our examination tomorrow.  
They **are leaving** Andijan for Tashkent in two days.

The Present Continuous Tense не употребляется, как правило, с глаголами, выражающими состояние, **to feel**, **to hear**, **to live**, **to stay**, **to see**, **to know**, **to think**, **to remember**, **to want**, **to like**, **to love**, **to hate**, а также **to mean**, **to seem**, **to need**, **to fear**, **to recognize** и др.

## Формы глагола в Past Continuous Tense

### Утвердительная форма

I was jumping.  
You were jumping.  
He/she was jumping.

We were jumping.  
You were jumping.  
They were jumping.

### Отрицательная форма

I was not jumping.  
You were not jumping.  
He/she was not jumping.

We were not jumping.  
You were not jumping.  
They were not jumping.

### Вопросительная форма

Was I jumping?  
Were you jumping?  
Was he/she jumping?

Were we jumping?  
Were you jumping?  
Were they jumping?

The Past Continuous Tense употребляется для выражения  
1. определенного действия в его развитии, длившегося  
в определенный момент в прошлом:

He **was reading** a book when I came into the room.

They **were discussing** contract terms when I saw them.

2. будущего действия, которое рассматривается с точки  
зрения прошлого с глаголами движения:

She wrote that she **was arriving** this evening.

Сокращенные формы вспомогательного глагола в от-  
рицательной форме **wasn't, weren't**.

## Формы глагола в Future Continuous Tense

### Утвердительная форма

I shall be working.

We shall be working.

You will be working.

You will be working.

He/she will be working.

They will be working.

### Отрицательная форма

I shall not be working.

We shall not be working.

You will not be working.

You will not be working.

He/she will not be working.

They will not be working.

### Вопросительная форма

Shall I be working?

Shall we be working?

Will you be working?

Will you be working?

Will he/she be working?

Will they be working?

Сокращенные формы вспомогательных глаголов **shan't, won't**.

We **shan't be working** at 6 o'clock.

They **won't be selling** goods for us, if we come so late.

The Future Continuous Tense употребляется для выраже-  
ния действия, которое будет продолжаться в определен-  
ный момент в будущем:

We **shall be translating** the book, when you come late in the  
evening.

They **will be drinking** tea at 7 o'clock tomorrow morning.

## Времена группы Perfect Tenses

The Present Perfect Tense образуется при помощи вспо-  
могательного глагола **to have + III форма** глагола:



I **have written** a letter.  
She **has** already **gone** home.

The Past Perfect Tense образуется при помощи вспомогательного глагола **had** + **III форма** глагола:

I **had finished** the letter by 5 o'clock.  
We **had just** eaten when they came.

The Future Perfect Tense образуется при помощи сочетания **shall/ will** + **have** + **III форма** глагола:

We **shall have translated** the text, if you come at 10 tomorrow.  
They **will have made** the contract themselves by then.

### Формы глагола в Present Perfect Tense

#### Утвердительная форма

I have chosen.	We have chosen.
You have chosen.	You have chosen.
He/she has chosen.	They have chosen.

#### Отрицательная форма

I have not chosen.	We have not chosen.
You have not chosen.	You have not chosen.
He/she has not chosen.	They have not chosen.

#### Вопросительная форма

Have I chosen?	Have we chosen?
Have you chosen?	Have you chosen?
Has he/she chosen?	Have they chosen?

Глаголы в Present Perfect Tense употребляются для выражения:

1. уже законченного, совершенного действия по отношению к настоящему моменту и связанного с ситуацией, которая является его результатом:

We **have sold** the goods in the market.

2. действия или состояния, которое началось в прошлом и продолжается до настоящего времени:

They **have chosen** English friends for 5 years.

С Present Perfect Tense употребляются такие слова, как **already, ever, just, never, yet.**

## Формы глагола в Past Perfect Tense

### Утвердительная форма

I had asked.	We had asked.
You had asked.	You had asked.
He/she had asked.	They had asked.

### Отрицательная форма

I had not asked.	We had not asked.
You had not asked.	You had not asked.
He/she had not asked.	They had not asked.

### Вопросительная форма

Had I asked?	Had we asked?
Had you asked?	Had you asked?
Had he/she asked?	Had they asked?

Сокращенная форма вспомогательного глагола в отрицательной форме **hadn't**.

The Past Perfect Tense употребляется для выражения действия, которое уже завершилось до определенного момента либо другого действия в прошлом.

We **had translated** all the books by 6 o'clock yesterday.  
When our father came home we **had already** slept.

## Формы глагола в Future Perfect Tense

### Утвердительная форма

I shall have bought.	We shall have bought.
You will have bought.	You will have bought.
He/she will have bought.	They will have bought.

### Отрицательная форма

I shall not have bought.	We shall not have bought.
You will not have bought.	You will not have bought.
He/she will not have bought.	They will not have bought.

### Вопросительная форма

Shall I have bought?	Shall we have bought?
Will you have bought?	Will you have bought?
Will he/she have bought?	Will they have bought?

Сокращенные формы вспомогательных глаголов **shan't**, **won't**.

The Future Perfect Tense употребляется для выражения действия, которое будет закончено к определенному моменту в будущем.

**I shall have completed** my report by Tuesday.  
They **will have been** in London for two years next month.

### Времена группы Perfect Continuous Tenses

The Present Perfect Continuous Tense образуется при помощи вспомогательного глагола в настоящем времени **have + been + IV форма** глагола:

He **has been learning** English for 4 years.

We **have been translating** this book for a year.

The Past Perfect Continuous Tense образуется при помощи вспомогательного глагола в прошедшем времени **had + been + IV форма** глагола:

They **had been digging** the land since a week.

The Future Perfect Continuous Tense образуется при помощи **shall/will + have + been + IV форма** глагола:

**I shall have been reading** this for 4 hours when they come home.

### Формы глагола в Present Perfect Continuous Tense

#### Утвердительная форма

I have been sleeping.

We have been sleeping.

You have been sleeping.

You have been sleeping.

He/she/it has been sleeping.

They have been sleeping.

#### Отрицательная форма

I have not been sleeping.

We have not been sleeping.

You have not been sleeping.

You have not been sleeping.

He/she/it has not been sleeping.

They have not been sleeping.

#### Вопросительная форма

Have I been sleeping?

Have we been sleeping?

Have you been sleeping?

Have you been sleeping?

Has he/she/it been sleeping?

Have they been sleeping?

The Present Perfect Tense употребляется для выражения действия, начавшегося в определенный момент до настоящего момента, иногда и в настоящий момент:

We **have been waiting** for you since four o'clock

Примечание: глаголы, не имеющие форм Continuous, смотреть в разделе Continuous Tenses.

### Формы глагола в Past Perfect Continuous Tense

#### Утвердительная форма

I had been studying.	We had been studying.
You had been studying.	You had been studying.
He /she/ it had been studying.	They had been studying.

#### Отрицательная форма

I had not been studying.	We had not been studying.
You had not been studying.	You had not been studying.
He /she/ it had not been studying.	They had not been studying.

#### Вопросительная форма

Had I been studying?	Had we been studying?
Had you been studying?	Had you been studying?
Had he/she/it been studying?	Had they been studying?

The Past Perfect Tense употребляется для выражения действия, начавшегося раньше определенного момента в прошлом и длившегося в течение известного периода до указанного момента, во время момента и после него.

Columbus and his sailors **had been sailing** many days before they saw land.

### Формы глагола в Future Perfect Continuous Tense

#### Утвердительная форма

I shall have been living.	We shall have been living.
You will have been living.	You will have been living.
He/she will have been living.	They will have been living.

#### Отрицательная форма

I shall not have been living.	We shall not have been living.
You will not have been living.	You will not have been living.
He/she/ will not have been living.	They will not have been living.

### Вопросительная форма

Shall I have been living?	Shall we have been living?
Will you have been living?	Will you have been living?
Will he/she have been living?	Will they have been living?

The Future Perfect Tense употребляется для выражения действия, которое начнется до определенного момента в будущем и будет продолжаться до указанного момента.

By next June he **will have been testing** for five weeks.

### Future in the Past

Future in the Past образуется с помощью вспомогательных глаголов **should, would + I форма** глагола без частицы **to**.

Future in the Past употребляется в придаточном предложении и передает действие, которое относится к будущему времени по отношению к действию главного предложения.

He said that she **would marry** him.

Our dean said that the rector **would punish** guilty students.

### Пассивный (страдательный) залог — Passive Voice

Форма страдательного залога образуется при помощи вспомогательного глагола **to be** в нужной видовременной форме и причастия II переходных глаголов. Например:

Tom broke the window. → The window **was broken** by Tom.

### Парадигма форм в активе и пассиве

Active voice

Passive voice

#### Present Indefinite

Tom writes a letter.

A letter is written by Tom.

#### Past Indefinite

Tom wrote a letter.

A letter was written by Tom.

#### Future Indefinite

Tom will write a letter.

A letter will be written by Tom.

#### Present Continuous

Tom is writing a letter.

A letter is being written by Tom.

#### Past Continuous

Tom was writing a letter.

A letter was being written by Tom.

## Future Continuous

Tom will be writing a letter. A letter will be being written by Tom.

## Present Perfect

Tom has written a letter. A letter has been written by Tom.

## Past Perfect

Tom had written a letter. A letter had been written by Tom.

## Future Perfect

Tom will have written a letter. A letter will have been written by Tom.

## Наклонение — Mood

В современном английском языке, как и в русском имеются три вида наклонения: изъявительное, повелительное, сослагательное.

Изъявительное наклонение — Indicative mood — употребляется, когда действие происходит в реальной действительности:

They live in Samarkand.

We are translating the text.

Повелительное наклонение — Imperative mood — выражает просьбу, совет, приказ, побуждает к действию.

Форма повелительного наклонения в английском языке совпадает с формой инфинитива без частицы **to**.

Read, please!

Be quick!

Don't read!

Don't be late.

В 1-м и 3-м лицах используется глагол **to let** и инфинитив основного глагола, между которыми стоит местоимение 1-го и 3-го лица ед. и мн. ч. в объектном падеже:

Let him take this book.

Don't let him take this book.

Let us sit here.

Сослагательное наклонение — Subjunctive mood — выражает условно-реальное действие, явление. Сослагательное наклонение делится на условное (Conditional) и предположительное (Suppositional).

Последнее (Suppositional) представляет действие как нереальное, воображаемое, например:

If I saw him, I should speak to him.  
 If I stayed at home, I should read a book.  
 If he had come here yesterday, he should have bought a book.

## НЕЛИЧНЫЕ ФОРМЫ ГЛАГОЛА — IMPERSONAL FORMS OF THE VERB

### Инфинитив — The Infinitive

Инфинитив — неличная форма глагола, которая называется действием. Инфинитив обычно употребляется с частицей **to**.

She likes to dance in the hall with her friends.

### Основные формы глагола

Tense	Active Voice	Passive Voice
Indefinite	to eat	to be eaten
Continuous	to be eating	to be being eaten
Perfect	to have eaten	to have been eaten
Perfect Continuous	to have been eating	—

Инфинитив в предложении употребляется в функции — подлежащего:

**To speak** French well is not difficult.

— составного именного сказуемого:

His only dream **was to read** English books.

— составного глагольного сказуемого в сочетании с модальными глаголами **to start, to continue, to end, to stop, to want, used to** (бывало, раньше):

We **are to start** translation of the text here.

He **used to smoke** after dinner.

— дополнения после глаголов **to ask, to help, to like, to prefer, to agree** и др., а также прилагательных **happy, glad, afraid, sorry** и др:

She likes **to fish**.

She is **happy to meet** us.

— определения:

Here is the article **to be translated**.  
She was the first **to break** the silence.

— обстоятельства цели:

Rashid has come here **to help** us.

### Герундий — The Gerund

Герундий — неличная форма глагола, которая выражает действие. Для него характерны как свойства глагола, так и существительного. Герундий образуется при помощи окончания **-ing**, которое добавляется к основе инфинитива **dance** — **dancing**. Герундий не имеет аналога в русском языке.

Герундий употребляется в функции:

— подлежащего:

**Dancing** is a favourite art in the East.

— составного сказуемого:

Her favourite occupation is **fishing**.

— прямого дополнения:

I think of **going** to England.

We appreciate her **selling** goods in the market.

— обстоятельства:

Instead of **laughing** she cried very loudly.

— определения:

The new method of **making** these experiments is used in our laboratory.

Герундий употребляется также в герундиальном обороте:

We have never heard of them **complaining** about anyone bad like that.

Герундий так же как инфинитив имеет две формы: активную и пассивную.

Tense	Active Voice	Passive Voice
Indefinite	writing	being written
Perfect	having written	having been written



## ПРИЧАСТИЕ — *THE PARTICIPLE*

Причастие — это неличная форма глагола, которая имеет свойства глагола, прилагательного и наречия. Существуют две его формы: причастие I — **Participle I** и причастие II — **Participle II**.

Причастие I образуется от любых глаголов, кроме модальных и вспомогательных **shall** и **will**, посредством прибавления окончания **-ing: drinking, standing, working**.

Правильные глаголы образуют причастие II путем прибавления суффикса **-ed** к основе глагола: **work — worked, play — played, ask — asked, answer — answered**.

Для употребления причастия II с неправильными глаголами образована так называемая III форма глагола, которую необходимо запомнить: **sing — sang — sung, give — gave — given**.

В составе предложений причастие I может выступать в роли:

— определения к существительному:

The girl **dancing** in the hall is my sister.

— обстоятельства:

**Coming** home I help my father.

— сложного дополнения:

We saw you **selling** apples in the market.

Конструкция объектный падеж с причастием представляет собой сочетание местоимения в объектном падеже или существительного в общем падеже и причастия I или II:

I saw **him running**. — Я видел, как он бежал.

I heard **her shouting**. — Я слышал, как она кричала.

Конструкция употребляется после глаголов, выражающих:

— чувственное восприятие: **to see, to watch, to hear, to observe, to feel, to notice**.

I heard **his name mentioned**. — Я слышал, как упоминали его имя.

— желание: **to wish, to want, to desire**.

He wants **the work done** immediately. — Он хочет, чтобы работа была сделана немедленно.

The manager wants **the cases counted**. — Заведующий хочет, чтобы ящики были сосчитаны.

– а также после глаголов to have, to get:

I have **my shoes mended** in that shop. — Я чиню ботинки в этой мастерской (мне чинят..., отдаю чинить).

I shall have **the letters posted** immediately. — Я отправлю письма немедленно.

## Модальные глаголы — The Modal Verbs

В английском языке основными модальными глаголами являются **can, may, must, should, ought to, have to**.

Модальным глаголам свойственно следующее:

а) не требуют вспомогательного глагола при образовании вопросительной и отрицательной форм:

Can you speak French?

They must not smoke here.

б) не имеют окончания **-s** в 3 лице ед. числа:

She may learn English.

в) не употребляются с частицей **to**:

They may come any time they like.

Исключение составляет только глагол **ought to**:

She ought to pay for the car in time.

Модальные глаголы выражают:

### Can

1) *физическую способность*: I can run long distances.

2) *умственную способность*. I can read German books.

3) *возможность*: You can see many new buildings there.

4) *неуверенность*: He couldn't have done it.

Для выражения способности или возможности в будущем и прошедшем времени может употребляться сочетание **to be able to**:

We shall be able to translate this book tomorrow.

She was able to overcome all the difficulties.

### May

1) *разрешение*: You may come in.

2) *возможность*: You may take this book at the library.

It may rain today.

3) *упрек*: You might have given me your book.

### Must

1) *обязанность, необходимость*: You must do it immediately.

2) *вероятность*: He must be at home now.

В будущем и прошедшем времени могут употребляться конструкции **to be permitted to, to be allowed to.**

She was allowed to smoke here.

They will not be permitted to sell their goods in this market.

### **Shall**

1) *приказание*: He shall go then immediately.

2) *угрозу или предупреждение*: You shall be punished if you don't come.

3) *обещание*: You shall be helped.

### **Should**

1) *необходимость*: He should be called at once.

2) *моральный долг, обязанность*: You should help your parents.

3) *совет*: You should be more careful.

### **Will/would**

1) *желание*: I will help you.

I would go there with you.

2) *привычку*: He would smoke a cigarette after supper.

3) *настойчивость, упорство*: The door wouldn't be opened.

## **Служебные слова — Syntactic Words**

### **ПРЕДЛОГ — THE PREPOSITION**

В английском языке предлоги делятся на три группы:

простые: **on** — на, **in** — в, **through** — через, **to** — к, **from** — от, **about** — о, **with** — с, **till** — до, **of** — из, **at** — за, у, в, **by** — около, **for** — для;

сложные: **inside** — внутри, **outside** — снаружи, **upon** — на, **into** — в, **through** — через;

составные: **because of** — из-за, **instead of** — вместо, **by force of** — в силу; **in spite of** — несмотря на, **in front of** — перед, **contrary to** — против.

Есть предлоги, которые произошли от причастий: **during** — в течение, **including** — включая, **concerning** — относительно.

Некоторые глаголы употребляются с определенными предлогами: **to wait for** — ждать, **to belong to** — принадлежать и др.

Предлоги, как правило, стоят перед существительными или местоимениями:

The customer came **into** the office.  
The secretary gave the mail **to** him.

Имя существительное с предлогом **by** означает действующее лицо, существительное с предлогом **with** — орудие действия:

The car was driven **by** the man.  
The bread was cut **with** the knife.

Большинство предлогов имеет по несколько значений. Предлог **by** также может употребляться в значении у, около, возле, мимо:

He was sitting **by** the window.  
She has to finish her work **by** 5 o'clock.

Предлог **in** имеет значение времени, места, обстоятельства: **in winter, in an hour, in the room, in the army.**

Предлоги **at, in, on** употребляются для выражения времени:

**at** — конкретного времени: **at half past six, at night, at six o'clock, at Christmas;**

**in** — с указанием недели, месяца, года: **in 1992, in summer, in the morning;**

**on** — с указанием дня недели, месяца: **on Friday, on September.**

## СОЮЗ — *THE CONJUNCTION*

Союз служит для связи слов в предложении или соединения простых предложений в сложные.

Основные союзы: **and** — и, а, **but** — но, а, **or** — или, **if** — если, **when** — когда, **after** — после того как, **before** — до того как, **while** — в то время как, **till/untill** — до тех пор как, **since** — с тех пор как, **because** — потому что, **than** — чем, **as ... as** — так же как, **neither ... nor** — ни ... ни, **though** — хотя.

Nina **and** Andrew go to the theatre.  
We are at the Institute **but** not at home.  
The end of the film is **as dull as** that one.

Союз **and** — и, а может быть как соединительным, так и противительным:

The students **and** teachers went to the conference.

My friends went to abroad **but** I didn't.

Некоторые союзы совпадают по форме с предлогами и наречиями: **since, but, before**. Отличить их можно по значению и функции в предложении.

I was eager to see the film **but** I couldn't.

I wrote nothing there **but** it.

Союзы **whether** и **if** не переводятся на русский язык, когда они вводят придаточное дополнительное предложение:

I don't believe **if** I can do this. — Я не знаю, смогу ли я сделать это.

I don't know **whether** Odil met Nargiza at Tashkent new bridge. — Я не знаю, встретил ли Одил Наргизу на новом ташкентском мосту.

## ЧАСТИЦЫ — The PARTICLES

Частицы — это слова, придающие смысловой оттенок словам или группам слов. Частицы не являются членами предложения, они примыкают к словам. Основные частицы **only** — только, **even** — даже, **just, alone** — только, лишь, **yet, still** — ещё, **simply** — просто, **never** — так и не, **exactly** — как раз, точно.

Многие частицы совпадают по форме с другими частями речи: причастиями — **just, still, never**; прилагательными — **right, only**; местоимениями — **all, either**.

The frame was quite simply made (наречие).

The wind was simply terrible (частица).

## МЕЖДОМЕТИЕ — INTERJECTION

Междометие выражает чувство и побуждение, оно не является членом предложения. Междометие употребляется в виде отдельных звуков **Oh, Ah, Bravo** или выражений — **Well done! For shame!**

**Well, perhaps he is right.**

# Предложение — Sentence

## ПОРЯДОК СЛОВ В ПОВЕСТВОВАТЕЛЬНЫХ УТВЕРДИТЕЛЬНЫХ ПРЕДЛОЖЕНИЯХ

В английском языке отличительной чертой повествовательного утвердительного предложения является твердый порядок слов.

Только порядок слов дает возможность определить, каким членом предложения является то или иное слово:

She took my hand (существительное). — Она взяла меня за руку.

В повествовательных утвердительных предложениях следующий порядок слов: подлежащее, сказуемое, дополнение (обычно косвенное дополнение предшествует прямому) и обстоятельство.

I see him at our University.

Порядок слов в утвердительном предложении можно показать в таблице

Обстоятельство во времени (места)	Подлежащее	Сказуемое	Дополнение			Обстоятельство		
			косвенное	прямое	предложное	образа действия	места	времени
	He	read	—	an article	to his friend.			
	They	were walking	—	—	—	slowly	along the river bank	early in the morning.
Early in the morning	they	were walking	—	—	—	slowly	along the river bank.	—
	I	met	—	him	—		there	last night.

## Оборот **there is**

В предложениях с оборотом **there** + глагол **to be** в личной форме наблюдается обратный порядок слов — инверсия.

### Утвердительная форма

Вводная частица	Сказуемое	Подлежащее	Обстоятельство места
There	is	a book	on the table.
There	are	many institutes	in Tashkent.
There	were	students	in the room.
There	will be	a lecture	tomorrow.

### Вопросительная форма

Is	there	a book	on the table?
Are	there	many institutes	in Tashkent?
Were	there	students	in the room?
Will	there be	a lecture	tomorrow?

### Отрицательная форма

There	is	no	book	on the table.
There	are	not	many institutes	in Tashkent.
There	were	not	students	in the room.
There	will be	not	a lecture	tomorrow.

Перевод предложений с оборотом **there is** следует начинать с обстоятельства места (времени,...).

There are many people in the street. — На улице много людей.

How many students are there in the group? — Сколько студентов в группе?

There are ten students in the group. — В группе десять студентов.

Was there an interesting lecture yesterday? — Yes, there was.

Вчера была интересная лекция? — Да.

There are not many students in our group. — В нашей группе не много студентов.

# Словообразование — *Word-Formation*

## НАИБОЛЕЕ УПОТРЕБИТЕЛЬНЫЕ ПРЕФИКСЫ

- un**well — нездоровый  
**unnatural** — неестественный  
**predetermine** — предопределять  
**postmeridian** — послеполуденный  
**international** — международный  
**coaction** — совместное действие  
**overcome** — преодолевать

## СЛОВООБРАЗОВАТЕЛЬНЫЕ СУФФИКСЫ

### *Суффиксы существительных*

#### **V + er (or) = N**

- to play — player — актер, игрок  
to write — writer — писатель  
to read — reader — читатель  
to lead — leader — вождь  
to elect — elector — избиратель  
to act — actor — актер  
to sail — sailor — моряк, матрос  
to direct — director — директор

#### **V + ion = N**

- to produce — production — производство  
to direct — direction — направление, руководство  
to decide — decision — решение  
to impress — impression — впечатление



### **V + ing = N**

to begin — beginning — начало  
to train — training — обучение  
to build — building — строительство

### **V + ness = N**

to blacken — blackness — чернота  
to darken — darkness — темнота  
to fresh — freshness — свежесть

### **V + ment = N**

to amuse — amusement — развлечение  
to argue — argument — спор, дискуссия  
to govern — government — правительство  
to develop — development — развитие  
to arrange — arrangement — устройство

### **V + tion = N**

to inform — information — сообщение  
to situate — situation — место положения  
to solve — solution — решение  
to define — definition — определение  
to promote — promotion — продвижение

### **N + ship = N**

relation — relationship — родство  
scholar — scholarship — ученость  
friend — friendship — дружба  
workman — workmanship — мастерство

### **Суффиксы прилагательных**

### **N + full = Adj**

peace — peaceful — мирный  
use — useful — полезный  
truth — truthful — правдивый  
beauty — beautiful — красивый

***N + less = Adj***

use — useless — бесполезный  
home — homeless — бездомный  
sense — senseless — ложный

***V + able = Adj***

to rely — reliable — надёжный  
to respect — respectable — уважаемый  
to tax — taxable — налогооблагаемый  
to sale — saleable — продаваемый

***N + y = Adj***

dirt — dirty — пыльный  
hair — hairy — волосатый  
thirst — thirsty — жаждущий  
hunger — hungry — голодный

***N + ish = Adj***

fool — foolish — глупый  
child — childish — детский  
fat — fattish — жирный

***Суффиксы наречий***

***Adj + ly = Adv***

bad — badly — плохо  
simple — simply — просто  
easy — easily — легко  
practical — practically — практически

## ВОПРОСЫ И УПРАЖНЕНИЯ ДЛЯ САМОКОНТРОЛЯ

**Answer the following questions. Fulfill the task:**

1. Как образуется множественное число имен существительных? Поставьте следующие существительные во множественном числе: a box, a boy, a book, the picture, a man, a child, a lady, a city, a day, a knife, a spoon.

2. Как образуется притяжательный падеж имен существительных? Переведите следующие сочетания слов: книга этого мальчика, комната моей сестры, семья моего друга, учитель моих детей.

3. Назовите личные и притяжательные местоимения.

4. Сколько и какие падежи имеют личные местоимения? Заполните пропуски личными местоимениями в объектном падеже. We see ... (they). Give ... the book (I). Ask ... a question (he).

5. Как образуются степени сравнения имен прилагательных. Дайте сравнительную и превосходную степени следующих прилагательных: clean, hot, long, beautiful, interesting, good, bad, slow, tall, warm, old, short.

**Translate into English using the modal verbs:**

1. Завтра погода может измениться. 2. Не может быть, чтобы он забыл об этом. 3. Можно мне взять ваш словарь? 4. Мы можем закончить работу за пять дней. 5. Я смогу помочь вам. 6. Они, возможно, дома сегодня. 7. Он, может быть, не знает об этом. 8. Он, возможно, спит сейчас. 9. Он может выполнить работу сам. 10. Ты должен немедленно найти его. 11. Мы ждали до вечера, но гроза не утихла. 12. Прошлым летом мне приходилось вставать очень рано. 13. Я с удовольствием пошел бы гулять. 14. Ему необходимо придти и помочь вам. 15. Он должен сделать это сейчас же.

**Translate into English:**

1. Я где-то встречал его. 2. Вы куда-нибудь ходили вчера вечером? Уже совсем темно. 3. Он достаточно умен, чтобы понять это. 4. Он говорит очень медленно. 5. Его никогда не

бывать дома. 6. Я здесь раньше никогда не был. 7. Я уже давно знаю об этом. 8. Я теперь часто буду заходить к Вам. 9. Я тоже ничего не слышал об этом.

**Answer the questions:**

1. Have you many rooms in your flat? 2. Have you much paper in the bag? 3. What has she on her desk? 4. How many lessons have you today? 5. What books has he on the shelf? 6. Has he much ink in his ink-pot? 7. Have they many boats on the lake?

**Transform the following sentences into interrogative and negative:**

1. I have a brother in the Far East. 2. You have some English books. 3. She has black gloves. 4. We have good pens. 5. You have a nice watch. 6. They have cigarettes and matches on the desk. 7. I have a few thin notebooks here. 8. He has some red ink in the ink-pot.

**Insert *some, any or no*:**

1. I have ... interesting books. 2. You have ... free time now. 3. Has she ... new books? 4. Have we ... chalk on the blackboard? 5. He has ... ink in his ink-pot. Take ....

**Complete the following sentences:**

1. Fetch those ... . 2. Read this ... . 3. Write these ... . 4. Answer my ... . 5. Repeat his ... . 6. Take that ... . 7. Close the ... . 8. Don't take the ... . 9. Don't open the ... . 10. Go to ... .

**Replace the italicized words by personal pronouns:**

1. **Jack** has a big dog. 2. **Tom** has a nice room. 3. **Nina** has a fine hat. 4. **Ann** has ten apples. 5. **Tom** and **Pete** have a good flat. 6. **This thin notebook** has ten pages.

**Put subjects in plural and make necessary transformations:**

1. He has a long stick in his hand. 2. She has a red pencil. 3. I have a new desk in my room. 4. Has she an English book?

**Fill in the blanks with prepositions:**

1. I have five notebooks ... my bag. 2. He has six pencils ... his table. 3. I have ten maps ... my shelf. 4. Go ... room five. 5. Take red and green pencils ... the box. 6. Put the copybook ... the bag. 7. Take the book ... the shelf.

### Translate into Russian:

1. Read text five.
2. Fetch that map, please.
3. Take this pen.
4. Close the box.
5. Repeat the sentence.
6. Find page seven.
7. Write this sentence on the blackboard.
8. Don't read text five.
9. Read text six.
10. Don't take the pencil.

### Translate into English:

1. У меня есть красный карандаш.
2. У Ольги десять карандашей.
3. У Нины есть портфель? — Да.
4. У Анны нет портфеля.
5. У нее нет учебника.
6. У них есть красные карандаши? — Нет, у них черные карандаши.
7. Найдите шестую страницу.
8. Читайте текст.
9. Не пишите это предложение на доске.

### Put *this* and *that* in plural and make necessary transformations:

1. Take that blue book from the shelf.
2. Fetch that map, please.
3. Read this lesson again.
4. Take this cigarette.
5. Don't take that paper.
6. Write that note, please.

### Transform the following sentences into negative:

1. Read lesson five.
2. She has three lessons today.
3. We have ten matches in the match-box.
4. They have some cigarettes in the cigarette-case.
5. You have many books on the bookshelf.
6. They have much chalk.
7. Put the books into the bag.

### Fill in the blanks with adjectives:

1. I have a ... coat.
2. Tom has a ... cap.
3. He has ... gloves too.
4. Ann has a ... handbag.
5. She has a ... hat.
6. Jim has a ... collar.
7. He has a ... suit.
8. We have a few ... ties.

### Answer the questions:

1. Has she a new bag?
2. Have you a good pen?
3. What bag have you?
4. Has he a clock on the table?
5. Have you a map on the wall?
6. Has she a big dog?
7. Has he a thick stick?
8. Have they a blackboard in the room?
9. Have you a black coat?
10. What pencil have you?

### Put questions to the italicized members of the sentences:

1. *Ann* has a book in her bag.
2. They have *English* books.
3. *Nina* has a nice flat.
4. Jack has a *new* cycle.
5. We have *five* exams.

### Fill in the blanks with correct form of the verb *to have*:

1. We ... a good flat.
2. Ann ... a fine room.
3. Jack ... a nice desk.
4. You ... a good shelf.
5. She ... ink in the inkstand (чернильница).

6. He ... an English book. 7. They ... books and notebooks on a shelf.

**Fill in the blanks with the articles and pronouns *some* and *any* where necessary:**

1. Lomonosov, ... great Russian scientist, was born in ... small village, on ... shore of ... White Sea. 2. Chkalov was ... first man to fly over ... North Pole. 3. ... great Russian writer Gogol was born in ... Ukraine in 1809. 4. Sanct-Petersburg is situated on ... Neva. 5. ... Elbrus is ... highest peak of ... Caucasian Mountains. 6. ... Crimea is surrounded by ... Black Sea. 7. ... Caucasus separates ... Black Sea from ... Caspian Sea. 8. ... rice and ... cotton grow in ... Ukraine now. 9. ... people who live in ... Holland speak ... Dutch. 10. ... Europe and ... America are separated by ... Atlantic Ocean. 11. ... Marocco is in ... North Africa. 12. They were born on ... same day and in ... same town. 13. I want to write ... letter to my sister. Have you ... fountain pen? 14. ... last page of ... book is torn. 15. They met at ... gate of ... school. 16. I am leaving for Boston ... next week. 17. He read ... letter ... second time. 18. My room is on ... second floor. 19. What ... silly mistakes I have made! 20. ... large steel bridge joins ... two banks of ... river. 21. In our part of ... country ... November is ... stormy month. 22. What ... cold weather we are having! 23. All books must be returned to ... library before ... next Monday. 24. ... next train leaves at 8.20. 25. What ... beautiful music they are playing! 26. What ... strange idea! 27. My daughter will go to ... school ... next year. 28. There is ... large school in ... village. 29. They reached ... Pacific Ocean by means of ... Panama Canal. 30. Has Helen returned ... book she borrowed ... last month? 31. I called on ... Stepanovs yesterday, but did not find them at home as they had already left for ... Crimea. 32. He lives in ... country in ... summer. 33. I spent ... summer of 1996 in ... Sochi. 34. I like ... autumn in Tashkent. 35. He said that he would call on us ... following Sunday. 36. ... West Indies are in ... Atlantic between ... North America and ... South America. 37. ... last evening ... sunset was beautiful. 38. ... view from ... top of ... mountain is excellent. 39. We saw ... ship sailing near ... coast. 40. Both ... copper and ... lead are found in this mine. 41. In ... department store you can buy ... food, ... shoes, ... clothing and other goods.

**Fill in the blanks with articles where necessary:**

1. ... chief aim of ... philharmonic societies is to develop ... love for ... good music among ... people. 2. ... thermometer is ...

instrument for measuring ... temperature. 3. ... temperature today is not so high as it was yesterday. 4. ... observation and ... experience are two great teachers. 5. ... air is necessary for .. life. 6. Comrade A. made ... excellent speech at ... meeting last night. 7. ... length, ... breath and ... height of ... cube are equal. 8. He deserves ... punishment. 9. Can you find ... time for this work? 10. I have noticed ... great change in him lately. 11. I have ... great deal of ... confidence in that man. 12. Every machine requires some sort of ... power to operate it. 13. ... history is his subject, especially ... history of ... Middle Ages. 14 . ... poetry by A. Oripov is beautiful. 15. There was ... expression in his eyes that I could not understand. 16. ... great Uzbek critic A. Kahhor said that ... poetry should be ... expression of ... life. 17. He finished his work without ... difficulty. 18. ... task presented ... difficulty, which we could not overcome at first. 19. He was not discouraged by ... difficulty of ... task.

### **Translate into English:**

1. Он работает на заводе. 2. Ник живет в Бостоне. 3. Тед играет в саду. 4. Они спят на открытом воздухе. 5. Сэм учится в институте. 6. Трудно говорить об этом. 7. Нам пора быть дома. 8. А он знает Теда? 9. Её родители не очень старые.

### **Translate into English using the Past Indefinite Tense:**

1. Я читал эту книгу. 2. Я работал в саду. 3. Они ждали меня дома. 4. Мы нашли письмо в ящике. 5. Я кончил свою работу вчера. 6. Его папа долго жил в Москве. 7. Ник дал мне свой зонт. 8. Отец Ника вернулся ночью. 9. Вчера шел дождь. 10. В 12 часов мы пошли спать.

### **Translate into English using the Future Indefinite Tense:**

1. Я пойду в библиотеку после обеда. 2. Утром я увижу тебя в институте. 3. Тед будет работать через месяц. 4. Скоро пойдет дождь. 5. Мой брат вылетает из Ташкента в Лондон в 5 часов утра. 6. Я ему скажу об этом послезавтра. 7. Я напишу тебе письмо через неделю. 8. Они будут петь твою новую песню. 9. Я сегодня куплю эту книгу. 10. Ты принесешь мой магнитофон сюда?

### **Translate into English using the Present Continuous Tense:**

1. Тед играет в теннис в зале. 2. Один мужчина разговаривает с директором. 3. Кто-то поет в кабинете №2. 4. Твой

папа читает газету в зале. 5. Брат Саши сидит у окна. 6. Мы обсуждаем очень интересную статью. 7. Я жду своего друга. 8. Умид переводит текст. 9. Идет дождь. 10. Твой друг идет в университет:

### **Translate into English using the Past Continuous Tense:**

1. Я читал газету (когда зазвонил телефон). 2. Шел дождь (когда я ехал сюда). 3. Мой друг спал (когда я пришел). 4. Я смотрел телевизор (когда отец вернулся). 5. Я пил кофе (когда брат позвал меня). 6. Я шел домой (когда профессор остановил меня). 7. Он работал в саду (когда это случилось). 8. Я тебя искал (когда ты встречал друга). 9. Тед готовился к экзаменам (когда я был у него). 10. Они стояли у окна (когда я открыл дверь).

### **Translate into English using the Present Perfect:**

1. Мой брат только что вернулся из Америки. 2. Вы закончили свою работу? 3. Саид никогда не читал эту книгу. 4. Я не видел его с лета. 5. Джон давно передал Тому книгу. 6. Твой папа давно пришел. 7. Лекция давно кончилась. 8. Они приехали в 8 часов утра. 9. Я только что нашел твое письмо. 10. Вы когда-нибудь были там?

### **Translate into English using the Past Perfect:**

1. Он сказал, что его брат уже приехал. 2. Я знал, что он никогда не был там. 3. Тед сказал, что Фред давно нашел письмо. 4. Том сообщил, что Мэри закончила работу. 5. Мы знали, что декан давно пришел. 6. Я закончил письмо к 5 часам вечера, когда вы смотрели телевизор. 7. Мы как раз поели, когда вы позвонили.

### **Translate into English:**

1. Этот вопрос еще не решен. 2. Мне еще ничего не говорили об этом. 3. Когда был построен этот вокзал? 4. Что производится на этой фабрике? 5. Эти книги продаются во всех магазинах. 6. Письмо не может быть отправлено сегодня. 7. Забор еще не покрашен. 8. Билеты доставляются рано утром. 9. Газеты только что принесли.



## ТЕКСТЫ ДЛЯ ЧТЕНИЯ

### THE SUN AND HIS DAUGHTERS

( a tale )

The Sun had three daughters: the eldest was Autumn, the middle was Summer, and the youngest was Spring. They led a gay life in their father's home. But then it was time to send them to the Earth. The Sun's children were to be the seasons.

First to fly was Spring. She was so pretty in her youth that when sending her on journey the Sun decided to make her a present of eternal youth. "People must like her," he thought.

Three months later they sent Summer to the Earth. "You are a beauty!" said the Sun, saying good-bye to his daughter. "I shall make you a present of eternal beauty."

And at last it was time for Autumn to leave her father's house. "Take all my wealth," the Sun told her. "I give you all the gold I have. Be kind, give people all you have, and people will love you."

And on the other side of the world Winter, the only daughter of Frost, was getting ready for her journey. She was also to become a season on the Earth.

Her father worried about her. She was a very plain girl. She had no rich clothes. He couldn't make her any presents. Frost got together all the wealth he had, and it was just a handful of silver. And that was all Winter had when she stepped on to the Earth.

It became very cold. The birds flew away. The water in the rivers soon turned into ice. People put on warm clothes and hurried to the shelter of their houses where they closed the doors and windows. No one asked Winter into their houses. No one wanted to look at her. No one wanted to have anything to do with the plain and cold girl.

Then she started to work. She made little snowflakes and tossed them to the sky, and the snowflakes started to fall slowly down on the Earth. The Earth was changing. Snow covered the fields. There was white snow on trees and houses. Winter wanted to make everything beautiful. It was hard work. But she did not feel tired. She was ready to give all she had to people. She threw all her silver on the Earth. The silver mixed with the snow, and it began to sparkle.

Winter forgot about time. She did not see how the door of one house opened, and a man came out and stopped in surprise. Everything was sparkling. The houses looked like ice palaces. The icicles\* were talking to each other like bells. And the drawings, Winter made on the windows, were like a work of art. Children were skiing and skating.

All over the Earth people began to talk about Winter. They started to wait for her to come. They wanted everything to be as light and clear as it is on a sunny, snowy, winter day. They started singing songs about her writing poems and music to her.

But still Winter knew that when she was on the Earth people very often spoke of Spring, waited for Summer and placed their hopes on Autumn. And they were never sorry to say good-bye to Winter.

## A TALE OF A LAZY KING

In a faraway country there lived once a fat, indeed a very fat king\*\*. He was very lazy, and his servants were very lazy too. That was why the country was called Laziana.

The king had one daughter, a petty girl, but almost as fat and lazy as her father. The prince was not very clever at her lessons. She was too heavy, and she was often sleepy. When the teacher asked her: "Tell me, princess, how much is two minus one?" or another question like this, she always thought and thought until she fell asleep. And when she awoke, she could never remember the question.

Soon it was time to find her a husband. "He must be rich and good, that is clear," the king said. "He must also be lazy as the laziest in Laziana, or Laziana won't like him."

The king thought and thought about it and at last sent his servants to all neighbouring countries with orders to find the laziest of princes. His servants travelled far and wide and spoke to many people. In a small country they found a king with three sons, who, they thought, were promising. The oldest was called Softy, the second — Roundy and the youngest — Smoothy.

When they heard about the fat prince, who was softer, rounder and smoother than they were, the three princes, without losing any time, ordered their servants to carry them to Laziana.

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\* *icicles* [ˈaɪsɪklz] — сосульки

\*\* *king* [kɪŋ] — король

They travelled day and night and never allowed their servants to sit down to rest even for a moment.

When the king saw the three princes, he was very happy. The king, the princess and the princes talked many, many days. The talk was rather strange because the talkers fell asleep one by one and even all together sometimes. Now it was the king, who was sleeping, now the princess, now the princes were snoring\*.

Soon the king became very fond of the three princes, and the princess too. But she needed only one husband, not three! Who could tell which of the three was really the laziest? This was a new and difficult problem.

The king really had to keep awake now and think hard. He decided to put the three princes in the same cottage and to set the cottage on fire\*\*. He, that was the last to awake, was surely the laziest and certainly the ideal husband for a lazy, soft, round and smooth princess!

All three brothers fell asleep the moment they got into their beds, and the king's servants set the cottage on fire.

The first to move was Roundy. He was too lazy to open his eyes, but sleepily said to his brother Softy: "It's a little hot here ... and there's a smell of burning ... Very strange ... House on fire, or what?"

Softy lazily opened one eye. "Uhuh!" he agreed and closed it again. And the two began to snore again. But the heat became greater and greater; it became so hot that they couldn't sleep any more. Roundy got out of his bed and ran to the window shouting: "Help! Fire!"

They shouted so loudly and so long that Smoothy at last turned on his side and said to Softy: "Be a good boy and shout for me too, will you?"

But the lazy servants of the lazy king were asleep.

That is how the three lazy princes, who wanted to marry the lazy daughter of the lazy king of Laziana, came to a sad end.

In a moment the palace\*\*\* was burning too, and soon there nothing left.

## THE BUSINESS OF AMERICA

"The business of America is business," the US President Calvin Coolidge once said. When you visit one of the country's large cities, you can see what he meant. In the centre of the city

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\* to snore [snɔ:] — храпеть

\*\* to set on fire — поджигать

\*\*\* palace [pælɪs] — дворец

are many large office buildings, house banks, corporation headquarters, and government agencies. Every weekday morning thousands of office workers enter these buildings and leave for their homes every evening. Many of these people seem to be travelling all the time in buses and taxicabs between one building and another, or in airplanes between one city and another.

The men and women, who do all the office work, are called white-collar workers. Secretaries and typists, accountants and computer operators work for many different kinds of companies. There are big banks, that do business all over the world, and little banks, that serve a small town. The big insurance and industrial companies employ thousands of people who work in very tall buildings, while around the corner an employment agency or another office of the same kind may have only five or six typists and clerks.

### *Questions to the text*

1. What did Calvin Coolidge once say?
2. What is there in the centre of a large US city?
3. What kind of workers are white-collar workers?
4. Where do big banks do business?
5. What areas do little banks serve?

## A CAREER IN BUSINESS

Many office workers dream of working their way up to the top from messenger to president of a corporation. The way lies through middle management positions. Middle management includes junior executives who may recommend action to top management or see that the company's policies are being carried out. At the very top are senior executives who establish the policies for their companies, especially those that involve finances. The top managers of the large corporations have a great deal of power and influence.

It is still possible to start out at the bottom and go all the way to the top. Because the financial operation of business is so important, some accountants became top executives. In companies, where technology is important, people with an engineering background can also rise to the top. Nowadays, however, education plays a central role in the selection of men and women

for management jobs. Many US universities have courses in business administration. The graduates of these courses often start out in middle management jobs. From there, they can easily get promoted if they show the necessary personality and ability.

*Questions to the text:*

1. How can an office worker rise to the top in company?
2. What may junior executives do?
3. What do senior executives do?
4. What can happen in companies where technology is important?
5. What do many US universities offer?
6. What happens to the graduates who have taken these courses?

## ADVERTISING AND ADVERTISEMENTS

Advertising plays a very important part in modern merchandising. Manufacturers tell the public about their new products, and stores tell the public what products they have, at what prices.

Advertisements can be seen in newspapers, magazines and on television every day of the week. Many more advertisements are sent to customers homes. This great business of merchandising employs millions of white-collar workers, from clerks in the stores to top executives in the big department stores and advertising agencies. For most clerks the salaries are low, but they are among the highest in the United States for top executives.

*Questions to the text:*

1. How does advertising help the public?
2. What do manufacturers and stores tell the public?
3. Where and how often do advertisements appear?
4. How do other advertisements reach the public?

## BANKING INSTITUTIONS

There are two kinds of banking institutions in the United States. One is called a savings bank, the other — a commercial bank. Savings banks primarily serve consumers, commercial banks — businesses.

One of the main differences between them is in the kind of loan they can grant. Savings banks can lend money to home

buyers and home builders. Commercial banks can lend money for any purpose, such as buying a new car or starting a business.

*Questions to the text:*

1. How many kinds of banking institutions are there in the United States?
2. Which institution is primarily for consumers?
3. Which institution is primarily for businesses?
4. What is one of the main differences between them?
5. What kind of loan can a savings bank grant?
6. What kind of loan can a commercial bank grant?

## BUY NOW AND PAY LATER

Credit operates everywhere nowadays. Americans can buy now and pay later if they carry around credit cards, that will be accepted at stores, hotels, and restaurants. With a credit card you only have to sign your name to make a purchase or get a meal. Of course, the bill for the purchase comes at the end of month, and that is the time, when it is finally necessary to pay for all those purchases.

*Questions to the text:*

1. Where are credit cards accepted?
2. How do you make a purchase with a credit card?
3. When do you get the bills for your purchases?
4. What do you have to do then?

## A SERVICE INDUSTRY

Modern means of transportation, communication, advertising, and credit have all combined to create a new giant industry called tourism. It is a service industry. Customers receive such things as seats on airplanes, rooms in hotels, and chances to sit on beaches in the sunshine. Customer may travel for pleasure, business, or many other reasons. Whatever the reason is, travellers need means of transportation and places to sleep and eat. To take care of these needs, tourism has created millions of jobs in hotels, restaurants, and transportation companies.

Advertising plays a major role in the growth of tourism. When hotels began to advertise the attractions of different tourist areas, the airlines and other transportation companies advertise low fares to travel there.

Modern means of communication were put to work so that travellers could make reservations right away, from a long distance, for a plane seat or a hotel room. And they could travel now and pay later by using their credit cards. All these different elements have been combined to create the constant movement that has become one of the features of modern life.

*Questions to the text:*

1. What modern means have been combined to create a new giant industry?
2. What do customers receive when they are travelling for business or for pleasure?
3. What has advertising done for tourism?
4. What purpose were modern means of communication put to work for?
5. How can people use their credit cards for travelling?

## PUBLIC SERVANTS

Government employees serve the public in many ways. They do not only make and administer laws, but also deliver mail, clean streets, control traffic, and carry out many other jobs that are very important in a modern society. There are also many people who work for institutions that serve the public, such as hospitals and schools. All of these millions of people can say that they are public servants.

*Questions to the text:*

1. Who serves the public in many ways?
2. What are some of the things that government employees do?
3. What are some of the institutions that serve the public?

## BLUE-COLLAR WORKERS

Millions of blue-collar workers are employed in factories in the United States. Some of the factories are large; an automobile plant, for example, may cover several square kilometers and employ thousands of people. Others are very small; some garment industry workshops have only twenty or thirty workers. Many factory workers in the United States belong to labour unions. The unions have helped them to obtain wages as high as, or

higher than, the salaries of white-collar workers. Labour unions have also obtained health care and vacation benefits for their members.

### *Questions to the text:*

1. Where are millions of blue-collar workers employed?
2. How large are some automobile plants?
3. What is an example of a small factory?
4. What do many factory workers in the United States belong to?
5. What have the unions helped them to obtain?
6. What else have they usually obtained for their members?

## THE USA

The United States is a very old country. People have been living there for about 60 000 years BC. These people are the Native Americans. In 1620 the Pilgrims came from England to live in America. They came because they wanted freedom to practise their religion. Since that time many different nationalities have come to the USA to live.

The USA is the fourth largest country in the world. It is divided into fifty states. The capital of the USA is Washington DC. Washington DC isn't a state, it is a special part of Virginia and Maryland used for the government. DC means District of Columbia.

Each state has its own capital city. The biggest state is Alaska. The smallest state is Hawaii. Some famous American tourist attractions are the Statue of Liberty, Mount Rushmore and the Grand Canyon.

## GREAT BRITAIN

People have been living in Britain since the Stone Age. And people from Europe have been invading the country for almost as long. About 400 BC the Celts conquered Britain. Then around 55 BC the Romans invaded Britain. They stayed until 410 AD. After that people from Northern Europe invaded Britain. Since then many things have happened in Britain and there have been many changes. Since 1801 England, Scotland, Wales and Northern Ireland have been called the United Kingdom. The UK is the 73<sup>rd</sup> largest country in the world. Some famous tourist attractions in the UK are Big Ben, Edinburgh Castle and Mount Snowdon.



## HOLIDAYS IN THE USA

Americans work hard. In every city you can usually find shops that are open seven days a week and twenty-four hours a day. The average annual holiday or vacation is usually only two weeks long. But there are ten national holidays which most Americans celebrate.

**New Year's Day** (1 January). On this day people visit their relatives or friends and have a big dinner together.

**Martin Luther King's Birthday** (the third Monday in January). Martin Luther King was a famous person who worked for equal rights for black people. He was assassinated in 1968.

**President's Day** (the third Monday in February). Americans wanted to honour their presidents so they called this holiday PD.

**Memorial Day** (the last Monday in May). This holiday is to remember all the men and women who died at war.

**Independence Day** (4 July). On this Day in 1776 the Americans became independent from Britain.

**Labor Day** (the first Monday in September). This holiday is for workers. It also marks the end of summer and the beginning of the school year.

**Columbus Day** (the second Monday in October). This day is to honor Ch. Columbus who sailed across the ocean from Spain to the New World. We now know he sailed to the West Indies and not the USA.

**Veteran's Day** (11 November). This holiday is for all the people who have fought in wars. Americans fly their flags and have celebrations to remember all these people.

**Thanks-giving Day** (the fourth Thursday in November). This is an important holiday for families. This tradition started with the Pilgrims, who had a celebration meal with the Native Americans. They wanted to give thanks for their first successful year in America.

**Christmas Day** (25 December). This is the biggest family holiday of the year. People decorate Christmas trees, and you will see many people dressed up as Santa Claus. You can hear carol singing everywhere. People give each other presents.

**Easter**. Although Easter is widely celebrated in the United States, it is not a national holiday.

## OIL

Petrol stations with their lines of pumps are among the commonest sights along our main roads today. Without petrol commerce and industry the world soon come to a standstill, traffic in our great cities would stop, and millions of workers would be unable to get to or from their work.

Petroleum is the name of the mineral oil that comes from under the ground and from which petrol is obtained. It is the crude oil that comes from the wells. From this crude oil we obtain the various fuels that drive ships, aircrafts, and many forms of land transport. The quantities needed are immense, so countries, that have their own oilfields, are fortunate. The covery of oil in many parts of the Middle East has brought great wealth to countries that were fifty years ago very poor.

## MARKETING

Marketing is an integral part of the business operations. It is the fundamental by which industry sells its products. To curtail marketing or to eliminate it altogether would be like suggesting that industry should stop selling — a process that would remove the dynamic element in the national economy and hence, eliminate the growth rate in both production and job opportunity.

In some industries such as office equipment and data processing it would be more than the growth rate that would suffer. In new industries selling to new markets is essential and in modernised production plans of the established industries marketing effort is necessary to achieve the volume essential in maintaining low unit costs and remaining competitive inter-nationally.

The most criticised actively of marketing is advertising. Advertising is intended to inform in order to sell. It sells by informing people in as persuasive way as possible. The advertiser describes his product as being the best because he believes this to be true. And it is for his chosen market. He has spent time researching the place and finding out people's needs and then developed a product accordingly. Following this he goes into the market place and promotes the product he has specially developed for the market he has selected. So the manufacturer will not normally give information damaging for the product. Nor should

he be exported to. The features he believes necessary are included and the appropriate applications indicated.

## LABOUR

One of the primary factors of production "labour" is the collective name given to the productive services embodied in human physical effort, skill, intellectual powers etc. As such, there are of course a large number of types of labour input, varying in effort and skill content. It is often a useful theoretical simplification, however, to talk of the quantity of labour as if it were homogeneous.

Labour force is that part of the population which is employed or available for work. The fact that the birth rate fluctuates and changes over time means that the labour force is not constant proportion of the total population.

If a process product uses proportionally more labour in its production than the other factors of production it is called labour-intensive. Handmade goods with a low material content are produced by labour-intensive process. The service industries are generally labour-intensive.

## THE MONEY MARKET

The money market consists of those institutions that deal in short term securities and loans and foreign exchange. It deals in short-term money, where as the Capital market deals in long-term money. The supply of money comes mainly from the commercial banks who lend funds obtained from the deposit of their customers, at low interest rates for short periods varying from one to seven days. These funds may be required at any moment by the banks and consequently are lent "at call or short notice". The banks can thus ensure stability of their positions and at the same time make profits for their shareholders.

The demand for money comes from the private and the public sectors of the economy. The private sector borrowers consist mainly of the discount houses, overseas and foreign banks and finance houses. The centre of the market is the Bank of England. As the Central Bank, the Bank never refuses to help the market. The Bank can lend for any period it likes and charge what rate it likes. The price, the bank charges for accomodation, is the basis of all market prices, i.e. of all interest rates.

## КЛЮЧ К ТЕСТОВЫМ ЗАДАНИЯМ

ТЕСТ 1		ТЕСТ 2		ТЕСТ 3		ТЕСТ 4	
1. e	31. a	1. d	31. d	1. a	31. a	1. d	31. b
2. b	32. a	2. d	32. e	2. c	32. c	2. c	32. d
3. e	33. c	3. a	33. e	3. d	33. b	3. a	33. c
4. d	34. a	4. b	34. d	4. d	34. e	4. e	34. e
5. c	35. a	5. d	35. b	5. c	35. d	5. c	35. e
6. e	36. d	6. c	36. a	6. a	36. b	6. b	36. c
7. c	37. a	7. e	37. a	7. e	37. a	7. d	37. e
8. c	38. a	8. c	38. d	8. b	38. d	8. d	38. a
9. c	39. b	9. b	39. a	9. a	39. d	9. e	39. c
10. c	40. b	10. d	40. d	10. e	40. b	10. c	40. b
11. e	41. b	11. a	41. d	11. d	41. e	11. b	41. b
12. a	42. e	12. b	42. a	12. a	42. d	12. a	42. b
13. b	43. e	13. d	43. d	13. a	43. b	13. c	43. d
14. a	44. a	14. d	44. b	14. d	44. a	14. c	44. c
15. c	45. d	15. b	45. c	15. b	45. e	15. d	45. e
16. b	46. a	16. d	46. c	16. e	46. d	16. e	46. a
17. e	47. d	17. a	47. a	17. b	47. d	17. e	47. d
18. c	48. a	18. d	48. a	18. c	48. a	18. a	48. d
19. a	49. d	19. c	49. b	19. b	49. a	19. b	49. b
20. b	50. a	20. d	50. c	20. d	50. c	20. d	50. b
21. d		21. d		21. d		21. c	
22. a		22. d		22. e		22. d	
23. a		23. d		23. a		23. e	
24. c		24. d		24. a		24. c	
25. c		25. c		25. a		25. b	
26. a		26. d		26. c		26. c	
27. a		27. d		27. b		27. a	
28. a		28. c		28. e		28. d	
29. d		29. d		29. e		29. e	
30. b		30. d		30. d		30. d	

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