

Учебно-методический комплекс

**БМ 01 «Применение профессиональной лексики в
сфере профессиональной деятельности»**



ENGLISH FOR ELECTRICIAN

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Unit 1. Information about language

Topic 1.1 Foreign languages in the world. Parts of Speech

Read and translate the text

Top 3 Languages By Number Of Native Speakers

When tallied according to number of native speakers only, these are the most spoken languages in the world.

1. Chinese — 1.3 Billion Native Speakers. Numbers vary widely — Ethnologue puts the number of native speakers at 1.3 billion native speakers, roughly 917 million of whom speak Mandarin — but there's no doubt it's the most spoken language in the world. If you wish to learn a language that one in six people in the world speak, this is the one for you. Seeing as Chinese is a tonal language that uses thousands of logograms, it will certainly keep you busy.

2. Spanish — 460 Million Native Speakers. If we were only to look at native speakers, Spanish has its nose in front of English with about 460 million speakers. If you want a language that will open up whole continents to you, Spanish is your best bet. As with all the languages on this list, the politics of language and associated identity are highly disputed: ask Catalan or Quechua speakers if Spanish is their local tongue and you will get a very different answer. But it is certainly the primary language of most of South and Central America, Spain, and, ahem, large swathes of the US.

3. English — 379 Million Native Speakers. If you're reading this article, you may be one of the 379 million-odd native English speakers, or one of the 753 million people who speak it as a second language. This indicates the remarkable success of English as the lingua franca of business, travel and international relations. The relative ease with which English can be picked up (especially compared with Chinese) and the pervasive soft power of US culture means that English will continue to dominate the world stage for the foreseeable future. For some, English is still synonymous with opportunity and a better quality of life.

Части речи английского языка / The Parts of Speech

Здесь вы найдете основные части речи на английском и русском языках. В левой колонке — русский вариант, в правой — английский эквивалент, в скобках приведены аббревиатуры, которые используются в словарях, например: noun (n), adverb (adv) и т. п.



Части речи

Существительное (кто? что?)

Глагол (что делать?)

Прилагательное (какой? какая?)

Наречие (как? когда? где?)

Местоимение (я, ты, он/она/оно)

Предлог (на, в, у, за, между, над и т.д.)

Союз (и, а, чтобы и т.д.)

Числительные

Артикли

The Parts of SpeechNoun (*n*)Verb (*v*)Adjective (*adj*)Adverb (*adv*)Pronoun (I, you, he/she/it) (*pron*)Preposition (on, in, at) (*prep*)Conjunction (and, but, etc.) (*conj*)

Numerous

Articles (a/an, the)

1. Decide which parts of speech are the underlined words.

You have to believe in yourself if you ever expect to be successful at something.

We left for the mountain just before six in the morning.

We first went to the store to buy a few things.

We had a breakfast at a café near the rail station.

My friend wasn't strong enough to lift his heavy rucksack.

I helped him carry it.

The weather was very cold.

My friend said, "Oh! What a cold weather!"

We didn't spend the night there.

We got back home late at night but we didn't go to sleep immediately. We were very hungry.

2. Identify the correct column for each word

Suddenly, song, spelled, toy, narrow, want, interesting, Rachel, spoke, never, smaller, befriend, worker, sometimes, action, film, lion, beautifully, lavishly, patience, thoroughly, sing, blue, golden, tell, flower, throw, went, difficult.

Nouns	Adjectives	Verbs	Adverbs

3. Determine to which parts of speech the selected words:

1. He **works** as a teacher. 2. I saw one of his **works** at the exhibition. 3. I was waiting for your **report**. 4. They **report** the results of their experiment every Monday. 5. His **report** contains some of his thoughts about the experiment. 6. You'll make progress if you **work** hard. 7. He thought about his new **work**. 8. I have a **present** for you. 9. I am busy at **present**.

Topic 1.2 English language as an international language. Noun (formation, forms, cases)



Ex.1 Do next nouns in plural form

- Put the **box** on the **shelf**.
- I have hurt my **foot**.
- This is an English **dictionary**.
- Where is the **knife**?
- This factory has a good **laboratory**.
- The last **leaf** fell from the **tree**.
- This **story** is very long.
- The **speech** was very interesting.
- He left the **key** on the table.

10. Where is the **brush**?

Ex.2 Put the nouns in plural form

1. This red **glove** is too large for **her hand**.
2. What is **his neighbor`s name**?
3. You have to buy **a pencil** and **a drawing block** for Henry.
4. **The little girl** singing a song is **a daughter** of my sister.
5. Yves has bought **a very uncommon present** for his wife.
6. **The copy-book** was on **the bookshelf**.

Ex.3 Put it to sentences the next nouns in plural form.

Story, city, country, dictionary, key, party, tray

1. The students in my class come from many ... of our republic.
2. My money and my ... are in my pocket.
3. By the end of the term we'll have to read a few ... by S. Maugham.
4. I like going to ... because I enjoy socializing with people.
5. People carry their food on ... at a cafeteria.
6. We always look up words in ... when we write essays.
7. Sportsmen from different ... of the world take part in the Olympic Games.

a)Text read and translate

b) make 7 questions to the text

English is the native language for more than 300 million people on our earth. But nowadays it is widely used not only in those countries where it is a first language. A lot of countries (such as China, Russia, Thailand and many others) have recognized the importance of this language recently as an international means of communication. English is taught in all schools and colleges there. In Russia itself English is gathering pace as a popular second language.

There are also some countries (such as India, Singapore, Pakistan, the Philippines and some African countries) where English is an official second language and it is often used in mass media, courts, parliaments and universities. Today English is used almost everywhere. It is the language of banking and industry, computers and trade, technology and science. English as an international language helps people of different nationalities from around the world discuss politics or arrange business meetings. For example, German and Italian businessmen can choose English as their mutual language of communication. More and more people from non-English speaking countries start learning the language and using it in their daily life, business and travelling. Tourism development has contributed much to English becoming the universal means of communication. However some linguists hold the opinion that the globalization of English as an international language can be quite harmful for the language itself because foreign speakers greatly influence its grammar, pronunciation and vocabulary.

c) True / False-Statements

Directions: Review the following statements from the reading. If a statement is true they mark it **T**. If the statement is false they mark it **F** and provide the correct answer.

1. English is widely used not only in those countries where it is a first language.
2. China and Russia haven't recognized the importance of this language as an international means of communication.
3. English is an official second language in Singapore.
4. English is not used almost everywhere.
5. English is the language only of banking and industry, computers.
6. English as an international language helps people of different nationalities from around the world.
7. Linguists hold the opinion that the globalization of English can be useful for the language itself because foreign speakers greatly influence its grammar, pronunciation and vocabulary.

Topic 1.3 The importance of learning English in modern world.

Adjective (formation, the order of adj. in the sentence)

Степени сравнения прилагательных – это лексико-грамматическая категория прилагательных, которая указывает на способность признака прилагательного проявляться в меньшей, большей или наивысшей степени. Степени сравнения присущи только качественным прилагательным.

В английском языке прилагательные имеют положительную, сравнительную и превосходную степени сравнения.

Положительная степень – обозначает признак, который не сравнивается с другими признаками (сухой, блестящий, тихий, широкий, захватывающий).

Сравнительная степень – обозначает признак, который проявляется в одном предмете сильнее (меньше), чем в другом предмете, а также признак, который проявляется в предмете в разное время с разной степенью (белее, чище, более глубокий, менее строгий).

Превосходная степень – обозначает признак в наивысшем его проявлении по сравнению с другими признаками либо без него (простейший, крепчайший, самый смелый, наименее удобный).

Степени сравнения прилагательных

Прилагательное	Сравнительная степень	Превосходная степень
strong	stronger	the strongest
simple	simpler	the simplest
lazy	lazier	the laziest
big	bigger	the biggest
interesting	more interesting	the most interesting

Ex.1 Образуйте положительную степень сравнения прилагательных.

The wettest, wider, elder, more marvellous, better, crazier, the slowest, the tidiest, the smallest, cheaper, dirtier, the worst, more helpful, thinner, the largest, richer, the furthest.

Ex.2 Раскройте скобки, употребляя требующуюся форму прилагательного.

1. Which is (large): the United States or Canada? 2. What is the name of the (big) port in the United States? 3. Moscow is the (large) city in Russia. 4. The London underground is the (old) in the world. 5. There is a (great) number of cars and buses in the streets of Moscow than in any other city of Russia. 6. St. Petersburg is one of the (beautiful) cities in the world. 7. The rivers in America are much (big) than those in England. 8. The island of Great Britain is (small) than Greenland.

Ex.3 Переведите на английский язык, используя прилагательные в положительной, сравнительной и превосходной степени:

1. Я такой же сильный, как Джон.
2. Я сильнее Джона.
3. Джон — самый сильный в классе.
4. Эта комната такая же холодная, как та комната.
5. Эта комната — самая холодная из всех.
6. Мой дом такой же большой, как твой дом.
7. Мой дом больше твоего.
8. Мой дом — самый большой в городе.
9. Мэри такого же возраста, как Джек.
10. Мэри старше Джека.
11. Джек — самый старший в классе.
12. Эта книга — такая же интересная, как та книга.
13. Эта книга интереснее той.
14. Эта книга — самая интересная.

Ex.4 Read the text and give your opinion to these 6 reasons of learning English

a) Make 6 questions to the text

1. International prevalence

English may not be the most spoken language in the world, but it is the official language in a large number of countries. English is commonly spoken throughout much of the world due to Great Britain's expansion during the colonial age. People in Australia, New Zealand, Canada, parts of Africa, India, and many smaller island nations speak English. English is the commonly adopted second language in Germany, Norway, Sweden, Denmark and the Netherlands. It is estimated that the number of people in the world that use in English to communicate on a regular basis is 2 billion!

2. Business

English is the dominant business language and it has become almost a necessity for people to speak English if they are to enter a global workforce. Research from all over the world shows that cross-border business communication is most often conducted in English. Its importance in the global market place therefore cannot be understated. Thus, learning English will open your job prospects and increase your standard of living. It invariably opens up opportunities regardless of your ethnicity, color, or background.

3. Travelling

With widening horizons, it's the time for cultural intermingling. Since English is the most recognized language across the world, it promotes healthy cultural interaction. This is why more people want to learn English than any other language – it is a great way to learn other cultures. Learning English fosters bonds of friendship, understanding, and peace among different people. If you are far away in a distant land and you don't understand their native language, knowledge of English can save you. Even if it's a completely far off place, you will certainly find someone who understands a bit of English. This is why knowledge of English can be treated as a survival skill.

4. Education

A staggering majority of higher study programs are conducted in the English language. Countries like the UK and USA, home to the two prominent varieties of the language, offer some of the best education programs. Needless to say, barring language courses, every UK and US University conducts its certificate, graduate, and postgraduate programs in English. In addition, libraries, journals, educational magazines, and bulletins are all published in their native language. Even in countries which are multilingual, English is mostly positioned as the second most important language.


5. Pop culture

Many of the world's top films, books and music are published and produced in English. Therefore by learning English you will have access to a great wealth of entertainment and will be able to get greater cultural experiences.


6. The Internet

Most of the content produced on the internet (around 50%) is in English. So knowing English will allow you access to an incredible amount of information which may not be otherwise available/understandable.



Topic 1.4 English language in Kazakhstan. Types of pronouns.



TYPES OF PRONOUNS



Pronouns are words that we use in place of Nouns (or other Pronouns) in a sentence to make it less repetitive and less awkward.

<p>PERSONAL PRONOUNS</p> <p>Used for a specific object or person.</p> <ul style="list-style-type: none"> - Subjective Case: I, We, You, They, He, She, It - Objective Case: Me, Us, You, Them, Him, Her, It - Possessive Case: My, Our, Your, Their, His, Her, Its 	<p>DEMONSTRATIVE PRONOUNS</p> <p>Used to show or identify one or a number of nouns that may be far or near in distance or time.</p> <ul style="list-style-type: none"> - This - That - These - Those 	<p>INTERROGATIVE PRONOUNS</p> <p>Used to ask questions about a person or object that we do not know about.</p> <ul style="list-style-type: none"> - Who - Whom - Which - What - Whoever - Whichever 	
<p>RELATIVE PRONOUN</p> <p>Used to join or relate two different clauses together by referring to the noun in the previous clause using the pronouns.</p> <ul style="list-style-type: none"> - Who - Whom - Whose - Which - That 	<p>INDEFINITE PRONOUNS</p> <p>Used to show unspecified objects or people, whether in plural or in singular.</p> <ul style="list-style-type: none"> - Someone - Anybody - Anyone - Nowhere - Few - Many - Nothing - ... 	<p>REFLEXIVE AND INTENSIVE PRONOUNS</p> <p>Used to indicate a noun which has been used in an earlier part of the same sentence.</p> <ul style="list-style-type: none"> - Myself - Themselves - Yourself - Ourselves - Himself - Himself - Itself 	<p>RECIPROCAL PRONOUN</p> <p>Used when two or more nouns are doing or being the same to one another.</p> <ul style="list-style-type: none"> - Each other - One another 

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Всего в английском 7 групп местоимений:

Личные (**Personal Pronouns**)

Притяжательные (**Possessive Pronouns**)

Возвратные (**Reflexive Pronouns**)

Указательные (**Demonstrative Pronouns**)

Вопросительные (**Interrogative Pronouns**)

Отрицательные (**Negative Pronouns**)

Неопределенные (**Indefinite Pronouns**)

1. Find all types of pronouns and translate them.

1. Lara found her purse. It was in our garden.
2. I have some free time to talk to you about their party.
3. The twins asked me to teach them roller-skating.
4. My mum devoted herself to us, her children.
5. I myself baked these cupcakes.
6. Don't touch this ticket. It's mine.
7. We saw her in that shop but she didn't see us.
8. Does anybody love Chemistry in your class?
9. It's not his car. It's hers.
10. Nobody will read those books.

2. Choose the correct type of pronouns

1. Give ... (my, me, mine) a glass of water.
2. Who is sitting behind ... (our, we, us)?
3. Would you like to dance with ... (he, him, his)?
4. Joanna is going to meet ... (them, they, their).
5. It took ... (he, him, his) 5 days to get to ... (you, your).
6. Please help ... (I, me, my) with ... (me, my) homework.
7. This is ... (me, my, I) cat. ... (His, Her, Its) name is Tom.
8. She promised to help ... (us, our, we) and she will keep ... (she, her, he) word.

3. Choose the correct type of pronouns

1. Does ... (someone/anyone/nobody) know the name of this film?
2. It's very cold here, so ... (somebody/anybody/nobody) wants an ice-cream.
3. ... (somebody/anybody/everybody) phoned you while you were in the bathroom.
4. Your face seems familiar to me. Have I seen you ... (somewhere/anywhere/nowhere) before?
5. The café is closed. Can we eat ... (somewhere/anywhere/nowhere) else?
6. What would you like for dessert? - ... (something/anything/nothing). I don't mind.
7. It was raining cats and dogs. ... (somebody/anybody/nobody) was outside.

Read the text and translate

a) translate sentences with underlined words

The knowledge of English has become an objective social need because for millions of people the English language is now a tool of their Trade. Businessmen, tradesmen, engineers, scientists and scholars all over the world must know English because it is the international means of exchanging information and experience.

There are many reasons why we study English. Now, in a period when we are reconstructing our economy, when there are many joint **ventures** with foreign companies operating in our country, we need a number of specialists who know foreign languages. If you know English, you can communicate (personally or in writing) with others who use this language. If you wish to make a career in science, you must read scientific books and magazines in English. Knowing English you can read the works of foreign writers in original. A more **general aim** is to broaden our intellectual and cultural horizons through contacts with people of other countries. Knowledge of foreign languages helps people of different countries to develop mutual friendship and understanding.

As Kazakhstan is on a way of **active integration** to the world community a special value is given to English language, the language of the international cooperation. President of Republic of Kazakhstan pays a great attention to education and especially **to vital** importance for the acquisition of English language in his annual messages to the people of Kazakhstan. Teaching English in Kazakhstan requires high-quality instruction, culturally appropriate lessons, a creative imagination and an adventure some and **flexible spirit**.

English is the international language all over the world. And there are several results of it. The first is that English is the language of international air traffic control, and is currently developing its role in **international maritime**, policing, and emergency services. The second is that English is the chief language of international business and academic conferences, and the leading language of international tourism. And finally is that it is the main language of popular music, advertising, satellite broadcasting, home computers, and video games. I think English plays an important role in our life not only because that it helps to communicate with people from other countries but also because it helps to know more about other cultures, traditions and habits. A new project called "Trinity of Languages", with **an ultimate view** to making the country trilingual in the state language of Kazakh, in Russian, «the language of inter-ethnic communication,» and in English, «the language of successful integration into the global economy» was proposed by the President.

Topic 1.5 Are you a good English Learner? Infinitive

Infinitive

У английского глагола есть две формы – личная и неличная. Всего английский язык насчитывает три неличные формы глагола: инфинитив, герундий и причастие. Эта статья расскажет вам об инфинитиве в английском языке.

Инфинитивом называют неопределенную форму глагола. Эта форма выражает действие, но не показывает лицо или число. Инфинитив отвечает на вопросы «что делать?», «что сделать?»: to run – бежать/прибежать, to cook – готовить/приготовить. В предложении инфинитив может использоваться с частицей to и без нее. В статье «Инфинитив с частицей to и без частицы to» мы подробно рассказали об этих правилах.

Инфинитив может свободно «путешествовать» по предложению. Обычно он выполняет роль:

Подлежащего

To walk alone late at night is very dangerous. – Гулять в одиночку поздно вечером очень опасно.

Части сказуемого

My decision is to stay here for a couple of days. – Мое решение – остаться здесь на пару дней.

Дополнения

Many people hate to lose. – Многие люди ненавидят проигрывать.

Определения

She was the best to solve this problem. – Она лучше всех решила эту задачу.

Обстоятельства

You can break this model. It was made to be tested. – Можешь ломать эту модель. Она была сделана для тестирования.

форма инфинитива

примеры

Простой инфинитив – представляет собой основную форму глагола. Простой инфинитив употребляется, если действие, выраженное инфинитивом, происходит одновременно с действием, выраженным глаголом-сказуемым предложения (в настоящем, прошедшем или будущем). С глаголами, выражающими намерение, надежду, желание и т.п. простой инфинитив обозначает будущее действие по отношению к действию, выраженному глаголом-сказуемым. С модальными глаголами простой инфинитив также часто выражает будущее действие.

I was very glad **to meet** with you again!

Я был очень рад встретиться с Вами снова!

You **should consult** a professional lawyer. – Вам следовало бы посоветоваться с профессиональным адвокатом.

Пассивный инфинитив – образуется при помощи вспомогательного глагола to be и причастия прошедшего времени смыслового глагола (с окончанием -ed, либо 2-й формой неправильного глагола). Употребляется в страдательном залоге, если существительное или местоимение, к которому он относится, обозначает объект действия, выраженного инфинитивом (действие направлено на это

I don't want **to be disturbed**.

Не хочу, чтобы меня беспокоили.

лицо/предмет).

Длительный инфинитив – образуется при помощи вспомогательного глагола *to be* и причастия настоящего времени с окончанием *-ing* от смыслового глагола. Употребляется для выражения длительного действия, происходящего одновременно с действием, выраженным глаголом-сказуемым в личной форме.

I seem **to be waiting** in vain.

Кажется, я жду напрасно.

Перфектно-пассивный инфинитив образуется при помощи вспомогательного глагола *to be* в форме *to have been* и причастия прошедшего времени смыслового глагола. Данная форма выражает главным образом действие, которое предшествует действию, выраженному глаголом-сказуемым в личной форме.

She seems **to have come** to the office.

Кажется, она уже пришла в офис.

Перфектно-длительный инфинитив образуется при помощи вспомогательного глагола *to be* в форме Perfect, а именно – *to have been* и причастия настоящего времени. Выражает длительное действие, которое происходило на протяжении определенного времени перед действием, выраженным глаголом-сказуемым.

She is known **to have been studying** in Moscow State University for three years.

Известно, что она обучается в Московском государственном университете три года.

Как следует из представленной таблицы, не во всех примерах ставится частица *to*, хотя это слово – инфинитив: существуют следующие случаи, когда частица *to* перед инфинитивом не ставится.

- После вспомогательных и модальных глаголов: *can*, *could*, *must*, *may*, *might*, *will*, *shall*, *would*, *should*, а также *need* и *dare*, если они используются как модальные. Исключения составляют *ought (to)*, *have (to)*, *be (to)* – *You must go to school tomorrow* – Завтра Вы должны пойти в школу.
- После выражений *had better* – лучше (бы), *would rather* – предпочитаю; лучше бы, *can not but* (не мочь не), *nothing but* (ничего, кроме). – *I would rather go by car.* – Я лучше поеду на машине.
- После глаголов *to let*, *to make*, *to have* (в значении «получить»), *to know* (в значении «видеть»), в действительном залоге. – *He let me use his laptop.* – Он разрешил мне использовать свой ноутбук.
- После *why*, с которого начинается вопрос. – *Why not take taxi?* – Почему бы не взять такси?
- После глагола *to help* – помогать частица *to* может либо употребляться, либо нет. Вариант без *to* более распространен в неформальном общении. – *Mary helped me translate this text.* – Мэри помогла мне перевести этот текст.
- Если в предложении есть два инфинитива, объединенные союзом *and* или *or*, то частица *to* употребляется только перед первым инфинитивом. – *I want to come and check the quality of the gear.* – Я хочу прийти и проверить качество ремонта.

И, наконец, отметим, что бывают случаи, когда частица *to* ставится без инфинитива, стоящего за ней: в конце предложения она иногда употребляется без инфинитива во избежание **повторения одного и того же глагола в одном предложении** (тавтологического оборота), а также, если

значение инфинитива и так понятно из смысла высказывания. Например: He wants me to go there, but I don't want to. – Он хочет, чтобы я пошел туда, но я не хочу.

Следовательно, инфинитив не всегда выражен только одним глаголом в начальной форме: им могут являться и конструкции, состоящие из нескольких слов и содержащие служебные части речи (например, вспомогательные глаголы).

В предложении инфинитив может быть:

- подлежащим,
- частью составного именного сказуемого,
- частью составного глагольного сказуемого,
- дополнением,
- определением,
- обстоятельством цели или следствия.

Следовательно, инфинитив может выполнять разную синтаксическую роль в каждом конкретном предложении.

Приведенная в статье информация не претендует на полноту: глагольный инфинитив английского языка – это очень многогранная и многозначная форма, критерии построения и принципы использования описать в масштабах одной статьи невозможно: Полнота понимания и навыков использования может быть достигнута лишь в результате как системного изучения языка, так и собственной устной и письменной речевой практики. В то же время отметим, что при всем кажущемся многообразии форм и случаев использования инфинитива овладеть этими навыками несложно: со временем Вы убедитесь в этом сами. А наша компания с удовольствием поможет Вам качественно овладеть грамматикой английского языка, какой бы «недоступной» на первый взгляд она ни ка

Формы инфинитива в английском языке

В английском языке у инфинитива есть ни много ни мало четыре формы: простая (simple), длительная (continuous), перфектная (perfect), перфектная длительная (perfect continuous).

Они могут существовать в действительном (active) и страдательном залогах (passive).

Посмотрим на таблицу, в которой представлен глагол to ask (спрашивать) в разных формах.

Infinitive	Simple	Continuous	Perfect	Perfect Continuous
Active	to ask	to be asking	to have asked	to have been asking
Passive	to be asked	to be being asked	to have been asked	to have been being asked

2.Translate into English

1. Я принял решение начать новый проект.
2. Она пытается изучить итальянский язык.
3. Ты можешь одолжить мне свой словарь?
4. Мама забыла забронировать билеты.
5. Тебе не следует спорить со своим отцом.

6. Генри обещал помочь ей.
7. Эта старая фотография заставила меня заплакать.
8. Я очень надеюсь на то, что получу вскоре интересную работу.
9. Ты обязан заплатить за обслуживание.
10. Разрешите мне представиться.

3. Choose the correct answer

1. **Jerry can ___ a bike really well.**
a. to ride b. ride
2. **I have ___ to work every day.**
a. to go b. go
3. **Would you ___ me a cup of tea?**
a. to bring b. bring
4. **I'm very glad ___ you here!**
a. to see b. see
5. **I'm a little bit ill. I would rather ___ at home.**
a. to stay b. stay
6. **May I ___ in?**
a. to come b. come
7. **I want ___ where he stays at the moment.**
a. to know b. know
8. **We managed ___ at the airport in time.**
a. to arrive b. arrive
9. **You must ___ these wonderful shoes!**
a. to buy b. buy
10. **She seems ___ her work already.**
a. to have done b. have done
11. **Will you let me ___ and see your flat?**
a. to come b. come
12. **Juliette is known ___ in hundreds of films.**
a. to have been starring b. have been acting
13. **Why not ___ to the cinema tonight?**
a. to go b. go
14. **He seems ___ soon.**
a. to be coming b. be coming
15. **I don't want ___ as a child.**
a. to be treated b. be treated
16. **My mother makes me ___ my hands every evening.**
a. to wash b. wash
17. **I'm thinking of what ___ for dinner.**
a. to cook b. cook
18. **He wanted to come and ___ a new phone in our shop.**
a. to buy b. buy
19. **Did you decide where ___ on holidays?**
a. to go b. go
20. **He had better not ___ to his wife.**
a. to listen b. liste

Unit 2. My profession

Topic 2.1 Welcome to Polytechnic higher college! Present Simple

1. Read the text and translate
2. Tell about yourself using Present Simple

My name is Serik. I am sixteen years old. I live in Kostanai city. I have recently graduated from my high school and entered the Kostanai polytechnic college. It is one of the best colleges in the city. Besides, I have always wanted to study there after school. I really like this college and some of my close friends have also applied to study here. The entrance exams included physics and Russian and I passed both of them with excellent marks. Our college is rather well equipped. There is a large sports ground outside and one gym inside. There is also a huge library with a good choice of different books. Actually, this college is one of the oldest educational institutions in the city. It was founded in 1971. Today, the college provides basic and advanced training in 11 specialties. In addition, each year the college send their best students abroad, in France to improve their professional skills and exchange knowledge.. I'm very proud to be a student of this college. Today, Kostanai polytechnic college is one of the most prestigious and reliable colleges in the city. Thousands of young people can get decent education at this college.

Answer the questions

- 1) What college did the author enter?
- 2) What were entrance exams?
- 3) Was it difficult?
- 4) When was the college founded?
- 5) How many specialties are in the college?
- 6) What is the major of the author?
- 7) Where does college send its students to improve their professional skills?
- 8) What is the attitude of the author to the college?

New words

to apply – подать заявление

to be ... years old – ... лет

to be founded – основан

to be proud of – гордиться чем-то

to enter – поступить

to exchange knowledge – обмен знаниями

to graduate from – закончить (колледж, вуз, школу)

entrance exams – вступительные экзамены

a good choice – хороший выбор

library – библиотека

professional skills – профессиональные навыки

well equipped – хорошо оборудован

3. Translate into English

- 1) Я совсем недавно окончила среднюю школу и поступила в Костанайский политехнический колледж.
- 2) Костанайский политехнический колледж – один из лучших колледжей в городе.
- 3) Мои вступительные экзамены включали географию и русский, и я сдала оба экзамена с отличием.
- 4) Здесь есть огромная библиотека с хорошим выбором книг.
- 5) На самом деле, этот колледж является одним из старейших учебных заведений в городе.
- 6) Колледж был основан в 1971 году.
- 7) Сегодня, колледж предоставляет основную и профессиональную подготовку по 11 специальностям.

4. Translate into Russian

- 1) My parents have always wanted me to be a lawyer, but I have made up my mind to become an operator.
- 2) Thousands of young people can get a brilliant education at this college.
- 3) I am delighted to study such subjects as geography, Latin, English, and other specific subjects.
- 4) In 2002 the college received the status of the Kostanai polytechnic college.
- 5) I left school in June and began to prepare for my entrance exams to the Kostanai polytechnic college.

Topic 2.2 Choosing a profession. Numerals

1. Read the text and translate

Write an essay about your profession

Choosing a career is not an easy matter. I am leaving school in two years and I haven't yet decided which profession to choose.

There are a lot of interesting things in the world, so it is difficult to make the right choice.

In childhood I wanted to be a pilot, then I wanted to become a fireman. But now I have to think about my future career seriously. Some people are good at Maths, Physics and Biology, others enjoy History, Literature and Geography.

In my opinion I am good at foreign languages. My favourite language is English. I like it very much and I want to be either a teacher of English or an interpreter. I like watching films in English, reading books in the original and listening to music in English.

I think that young people should ask themselves: What am I interested in? What do I want to become? When they find the answer, they will have the goal to achieve. And then they should do everything to achieve this goal. If you are good at Maths and you want your profession to be connected with this subject, you should start studying it very seriously. The same is with other subjects.

My father wants me to follow in his footsteps and become a businessman. But I am not interested in business or economics. I have always been bad at these subjects and I want my profession to be connected with English.

My mother says that I should choose my future occupation myself. But I am still not sure what to choose. Of course there are a lot of special books about different professions. In addition, a lot of

universities and institutes have open house days, so I can go there and choose a good place for my future studies.

However, it is very difficult to enter a university. If you do not have money and if you are not a genius, you will never enter a good university or an institute. I have some friends who were in this situation and they had to choose a career not to their interests and liking.

But some young people still do not know which career to choose even after they finish school, so they have to waste time deciding, or go to find a job. For men it is harder because they may be taken to the Army, that's why a lot of them enter any institute or university just not to become soldiers.

Sometimes young people choose a career they are interested in, they enter a university and after some time they understand that this occupation is not for them, they get poor marks and have to leave the university.

The problem of choosing a career is very widespread among young people and they should think about it seriously before making any decisions.

Answer the questions

1. Have you already chosen your future profession? If yes, what will it be?
2. What did you want to be in your childhood?
3. What school subjects are you good at?
4. What are your parents? Would you like to follow in their footsteps?
5. Do your friends know about their future profession?
6. Why is choosing a career a difficult matter?

New words

- achieve - добиваться, достигать
 fireman - пожарный
 follow in one's - идти по стопам
 footsteps кого-либо
 future occupation - будущая профессия
 genius - гений
 goal - цель
 interpreter - переводчик
 poor mark - плохая оценка
 waste - тратить

Numerals

Numerals

Cardinal Numbers

0	zero, oh, nil
1	one
2	two
3	three
4	four
5	five
6	six
7	seven
8	eight
9	nine
10	ten
11	eleven
12	twelve
13	thirteen
14	fourteen
15	fifteen ▲
16	sixteen
17	seventeen ▲
18	eighteen ▲
19	nineteen
20	twenty

Ordinal Numbers

0th	zeroth (naughtth)
1st	first ▲
2nd	second ▲
3rd	third ▲
4th	fourth ▲
5th	fifth ▲
6th	sixth ▲
7th	seventh ▲
8th	eighth ▲
9th	ninth ▲
10th	tenth ▲
11th	eleventh ▲
12th	twelfth ▲
13th	thirteenth ▲
14th	fourteenth ▲
15th	fifteenth ▲
16th	sixteenth ▲
17th	seventeenth ▲
18th	eighteenth ▲
19th	nineteenth ▲
20th	twentieth ▲

Large Cardinals (Short Scale)

1,000,000	10⁶	a / one million
1,000,001		one million and one
2,000,000		two million
1,000,000,000	10⁹	one billion
1,000,000,000,000	10¹²	one trillion

Fractions

1/2	one half ▲
3/2	three halves ▲
1/3	one third ▲
1/4	one quarter / one fourth ▲
1/5	one fifth ▲
3/8	three eighths ▲

Decimals

1.125	one point one two five
0.3 or .3	zero point three or point three

2. Find 17 numerals

O	N	I	N	E	A	S	I	X	H
W	I	S	T	N	F	I	V	E	U
T	N	C	H	O	D	X	E	F	N
F	E	N	R	E	G	T	I	I	D
O	T	W	E	L	V	E	G	F	R
U	Y	H	E	I	J	E	H	T	E
R	X	S	E	V	E	N	T	Y	D
S	I	X	T	Y	K	V	Y	L	O
B	X	Z	R	E	Z	E	R	O	F
E	L	E	V	E	N	T	Y	B	U

3. Make math task and write numerals by words

1. one hundred and eleven + fourteen = _____
2. twenty-nine + three hundred and seven = _____
3. Sixty-six + sixteen = _____
4. five hundred and fifteen + fifty-five = _____
5. eleven + two hundred and eleven = _____
6. ninety-six + one hundred and nineteen = _____
7. eighty-three + three hundred and eighteen = _____
8. eight hundred and fifty-one + one hundred and forty-nine = _____
9. five hundred and eleven + four hundred and eighty nine = _____
10. seventy-nine + twenty eight = _____
11. fifty-two + twelve = _____
12. eleven + one hundred and twelve = _____

4. Translate into English

1. Мой кабинет находится на третьем этаже.
2. Джек написал уже четвертую главу своего романа.
3. Сегодня семнадцатое октября 2020 года.
4. Вчера было 16 октября.
5. Каждый месяц Джон должен вносить банковский кредит в сумме сорок тысяч тенге.
6. Сегодня сорок второй день с начала нашей учебы.
7. В следующем месяце я собираюсь разработать три программы.
8. Это была вторая попытка Кейт сдать этот экзамен.

Topic 2.3 The profession of an electrician.

Derivative pronouns *some, any, no, every*

В английском языке *some, any* и *no* относятся к категории неопределенных местоимений.

Таблица производных слов от *some, any, no, every*

Местоимения	+thing	+body, +one	+where	Употребляются
some некоторый, какой-то, какой-нибудь, несколько	something что-то, что-нибудь	somebody, someone кто-то, кто-нибудь	somewhere где-то, куда-то, где-нибудь, куда-нибудь	в утверд. предложении
any 1) всякий, любой 2) какой-нибудь	anything 1) всё, 2) что-то, 3) что-нибудь	anybody, anyone 1) всякий, все 2) кто-то, кто-нибудь	anywhere 1) везде 2) где-нибудь, куда-нибудь	1) в утверд. 2) в вопросит. предложении
no, not any никакой + не	nothing (not anything) ничто + не ничего	nobody (not anybody), no one никто + не	nowhere (not anywhere) нигде, никуда + не	в отрицательном предложении
every всякий, каждый	everything всё	everybody, everyone все	everywhere везде, повсюду	в утверд., вопро- сит. и отрицат. предложениях

istudy.su

1. Fill in the blanks with the necessary pronouns (*some, any, anything, something, everybody, everything, no*)

1. Is there _____ interesting in the magazine? 2. There are _____ books on the table. 3. _____ in the house is clean and good. 4. There is _____ here. 5. She will tell us _____ about her work. 6. She doesn't want _____ new dress. 7. Is he going _____ today? 8. Good morning, _____. 9. He never goes by train, he goes _____ by aeroplane. 10. They want a house, they have _____ to live.

Electrician is my profession

2. Read the text and write the main idea of the text.

Choosing a career is like any other activity; it is best to work to a plan. Too many people start looking for a specific job before thinking over their occupational aims. In particular, you must answer some important questions. First: what sort of life do you want to live? For example, do you want to live in the country or in the town? Is leisure time of great importance to you? Is the size of your salary important? Do you want to put down roots or travel widely? Second: what sort of work do you want to do? For example, do you like working alone or with others? Does teaching people appeal to you? Do you want to be an organizer of other people's activities? Do

you want to develop new ideas and initiate changes? As for me, I have made up my mind to be an electrician. As my father is an electrician he has made a great influence on my choice and I can say that this profession runs the family. My choice of this occupation didn't come as a sudden flash. I think that nowadays this profession is of great need and importance for our country. It is my aim to be a qualified specialist and to serve in the interests of my country. To be a well prepared specialist, I should have some important qualities: great capability persistence, knowledge of science and, of course, knowledge of foreign languages. In spite of these arguments we mustn't forget about everybody's vocation. I think that my abilities combined with the knowledge would be quite enough to succeed in my work.

Answer the questions. Give your full responds

1. What is profession?
2. How can you understand the word "electrician"?
3. Is leisure time of great importance to you?
4. Is the size of your salary important?
5. Do you want to put down roots or travel widely?
6. What sort of work do you want to do? For example, do you like working alone or with others?
7. Does teaching people appeal to you?

New words

to choose –выбрать

an activity – деятельность, действие

a job – работа

work – работа

to work – работать

leisure time – время отдыха

salary – заработная плата

competiveness – конкурентоспособность

qualified – квалифицированный

science – наука

knowledge – знание

education – образование

vocation – профессия

influence – влияние

to influence on – влиятьна

3. Translate into English

- 1)Каждый выпускник имеет право получить хорошее образование.
- 2) Хороший специалист должен обладать множеством качеств.
- 3) Конкурентоспособность одно из самых важных качеств.
- 4) Знание нескольких языков позволяет путешествовать без каких-либо преград.
- 5) Выбор моей будущей профессии зависит от решения моих родителей.

Topic 2.4 My future profession is an electrician. Past simple

Past Simple – простое прошедшее время в английском языке

Это время можно назвать практически основным при выражении прошедшего времени в английском языке, так как оно в принципе выражает любое действие, имевшее место в

прошлом. Безусловно, с этим временем конкурирует Present Perfect, которое будучи настоящим совершенным временем, все-таки переводится глаголом в прошедшем времени. В данном случае следует помнить лишь об одном моменте – Present Perfect вступает в силу лишь в случаях, если действие произошло в прошлом и каким-нибудь образом влияет, либо связано с настоящим. Если же минувшие события такой связи не имеют, берите Past Simple и используйте его без сомнения.

Образуется время Past Simple просто: если глагол неправильный, берем его вторую форму (из таблицы); если глагол правильный, добавляем ему окончание —**ed**. Нужен вопрос? Используем вспомогательный глагол **did**. Сказуемое выражено глаголом **to be** в необходимой форме? Выносим его в начало предложения и готово. Необходимо отрицание? На помощь придет все тот же вспомогательный глагол **did**, только в компании с частицей **not**. Эта же частица спокойно крепится к глаголу **to be** в форме прошедшего времени в английском языке.

Подведем итог: время Past Simple мы используем в следующих случаях: наше действие произошло в прошлом и никак не связано с настоящим. Обратите внимание на слова-маркеры: **yesterday (вчера), last month (в прошлом месяце), 5 years ago (5 лет назад), in 1999 (в 1999)**

My brother was born in 1987. — Мой брат родился в 1987 году.

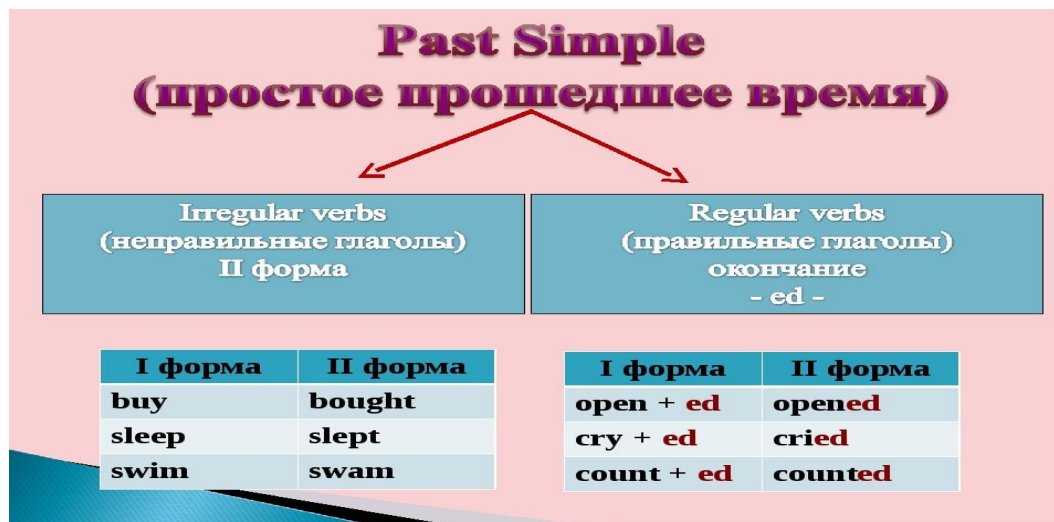
She moved to the capital 7 years ago. — Она переехала в столицу семь лет назад.

We saw him last month. — Мы видели его в прошлом месяце.

Мы стремимся пересказать череду действий в прошлом- **He wrote the letter, put it in the envelope, left it on the table and went out. — Он написал письмо, положил его в конверт, оставил на столе и ушел.** мы хотим показать, что упоминаемое действие было обычным и неоднократно происходило в прошлом в течение какого-либо периода времени

From 1995 to 2000 he worked as a manager. — Он работал менеджером с 1995 по 2000 гг..

если наша цель – представить общеизвестный факт прошлого-**The Second World War began in 1939. — Вторая Мировая война началась в 1939 г**



THE PAST SIMPLE TENSE: regular verbs

start → **started**

kill → **killed**

jump → **jumped**

stop → **stopped**

plan → **planned**

play → **played**

enjoy → **enjoyed**

try → **tried**

carry → **carried**

1. Read the text and translate. Give the main idea of the text.

I've been thinking for a while, what profession would be the best for me. It is not so easy to find a job in our town. But, as far as I know, there are always job openings in construction and renovation sector. So I decided to become an electrician. Electricity plays an important role in our lives. But we are so used to it, that we don't even think about it. But lighting, elevator and household appliances won't work in the new house without a wiring. That is what electricians are for. The quality of wiring is very important. A fire may occur in old houses with worn-out wiring, if it is not replaced in time. Therefore, the services of electricians are in demand.

On-call electricians often work in big buildings to resolve any malfunction quickly.

It is hard enough to work at the construction site. The rooms are not heated yet and have no amenities. But I heard that such jobs are rather well paid. An electrician has to be both handy and intelligent. Any violation of safety regulations can cause serious health damage and even death. Therefore, only certified professionals are allowed to work. I have already chosen the college I want to get into. There we will study the theory and undertake an internships. I have good grades in physics, so I hope I won't have problems with acquiring qualifications. The work of electricians is essential for maintaining of the comfort we are used to. I think I've chosen a good profession.

2. Answer the questions

1. Do your parents give you a piece of advice about your future profession?
2. What are your parents?
3. Have you got any traditions in your family? (connected with jobs)
4. Try to take a realistic view of your strengths and weaknesses. Which of your qualities are worth improving?
5. What part-time jobs can students do nowadays?
6. What occupations are popular nowadays in your country? Why?
7. Imagine that you are a successful businessman (businesswoman). Describe your life: your living conditions, some usual activities and so on.
8. What is the best way of preparing for your future profession?
9. Is it easy to choose a career?
10. Do you agree with the quotation: "It doesn't matter what job you do. It's how you do it"?

3. Make sentences from these words using Past Simple

Profession, know, important, Electricity, buildings, damage, work, electricians.

FUTURE SIMPLE

Будущее простое время

I **shall go** to Omsk on Sunday.
He **will sing** English songs at our party.
It **will snow** soon.
She **will be** 5 in June.
They **will be** happy together.
We **shall send** greeting cards to our friends.

! В английском языке будущее простое время образуется при помощи вспомогательных глаголов **shall / will** и инфинитива смыслового глагола **без частицы to**

1. Read the text and translate

Electricity

Electricity is the set of physical phenomena associated with the presence and flow of electric charge. Electricity gives a wide variety of well-known effects, such as lightning, static electricity, electromagnetic induction and electrical current. In addition, electricity permits the creation and reception of electromagnetic radiation such as radio waves.

In electricity, charges produce electromagnetic fields which act on other charges. Electricity occurs due to several types of physics:

-electric charge: a property of some subatomic particles, which determines their electromagnetic interactions. Electrically charged matter is influenced by, and produces, electromagnetic fields.

-electric field (see electrostatics): an especially simple type of electromagnetic field produced by an electric charge even when it is not moving (i.e., there is no electric current). The electric field produces a force on other charges in its vicinity.

-electric potential: the capacity of an electric field to do work on an electric charge, typically measured in volts.

-electric current: a movement or flow of electrically charged particles, typically measured in amperes.

-electromagnets: Moving charges produce a magnetic field. Electrical currents generate magnetic fields, and changing magnetic fields generate electrical currents.

In electrical engineering, electricity is used for:

-electric power where electric current is used to energize equipment;

-electronics which deals with electrical circuits that involve active electrical components such as vacuum tubes, transistors, diodes and integrated circuits, and associated passive interconnection technologies.

Electrical phenomena have been studied since antiquity, though progress in theoretical understanding remained slow until the seventeenth and eighteenth centuries. Even then, practical applications for electricity were few, and it would not be until the late nineteenth century that engineers were able to put it to industrial and residential use. The rapid expansion in electrical technology at this time transformed industry and society. Electricity's extraordinary versatility

means it can be put to an almost limitless set of applications which include transport, heating, lighting, communications, and computation. Electrical power is now the backbone of modern industrial society.

New words

electricity – электричество
physical phenomena – физическое явление
flow – поток
electric charge – электрический ток
lightning – молния
induction – индукция
current – ток
electromagnetic – электромагнитный
radiation – излучение
radio waves – радиоволны
electromagnetic field – электромагнитное поле
vicinity – окрестность

2. Answer the questions

- 1) What is electricity?
- 2) What gives electricity?
- 3) What permits the creation and reception of electromagnetic radiation such as radio waves?
- 4) Electricity occurs due to several types of physics, which?
- 5) What is electric field?

3. Translate sentences using Future Simple

1. В пятницу наш офис будет закрыт.
2. Мы будем сдавать экзамен по истории на следующей неделе.
3. Ты найдешь свой подарок под новогодней елкой.
4. Песни твоей сестры будут очень популярными.
5. Я уверен, что Ник скоро передумает.
6. Мы не останемся в этом дешевом отеле.
7. Мэри никогда не забудет свою первую любовь.
8. Завтра не будет облачно. Мы не будем брать зонт.

Theme: Safety on workplace. Modal verbs.

1. Read and translate the text

What is Workplace Safety?

Workplace safety is a composite field related to safety, health and welfare of people at work. It narrates the strategy and methods in place to ensure health and safety of employees within a workplace.

Workplace safety includes employee awareness related to the knowledge of basic safety, workplace hazards, risks relating to hazards, implementation of hazard preventions, and putting into practice necessary safer methods, techniques, process, and safety culture in the workplace. It also includes safety rules and regulations designed mostly on the basis of existing government policies. Every organization puts in place a number of safety rules and regulations for its people. Safety training and education for employees is imparted periodically with a view to making them aware about and updating them with latest safety measures.

Workplace safety is about putting a stop to injury and sickness to employees in the workplace. Therefore, it is about safeguarding assets and health and life of the employees. It also features in cutting down the cost of lost-work hours, time spent in putting short-term help and the schedule and services that may fall off due to less of service providers, pressure on those providers who

are selecting the absent employees portion or poor case, having to shut out or shut down a program due to lack of providers.

Need for Workplace Safety

Before analyzing various aspects of workplace safety, it is pertinent to know the reasons for ensuring safety in life. We attach top priority to safety and security in places we live, stay, visit or work in.

To Say no to Accidents – Accidents are fallouts of recklessness and lack of responsibility. When we don't follow required safety norms we end up in getting injured or even in ending our valuable lives. It is true with regard to our home and workplace alike.

To Stay Healthy and Energetic – We should have a healthy food habit, which is itself a safety measure, to keep us healthy and lively for work at home and in workplaces.

To have Longevity in Life – We should take care of ourselves everywhere we are and of others for leading a safe and meaningful life.

To create Public Awareness – Promotion of safety norms everywhere creates public awareness and discipline. It is true of workplaces and motivates new employees to take up safety measures necessary for their safety.

To avoid loss of Property and Life – The basic aim of safety measures is to prevent the occurrences of mishaps and hazards that sometimes cause heavy loss of life and property.

To Devise Planning for Safety – Need for safety paves the way for devising an effective planning for all-round safety of employees in an organization.

2.Translate the words

Workplace -	employees-
safety plan-	features-
international labor-	the position-
To avoid-	surface-
Spread-	appropriate-
Provide-	damage-
to improve-	

Что такое модальные глаголы в английском языке?

Модальные глаголы — это небольшая группа особых глаголов, которые не выражают действие или состояние, а отражают отношение говорящего к действию.

В русском языке для этого используются обычные глаголы: могу, способен, должен, обязан, разрешаю, необходимо (сделать что-либо, быть где-либо).

Само действие выражается обычным глаголом — инфинитивом без частицы «to», который в обязательном порядке используется вместе с модальным глаголом.

MODAL	EXAMPLES	USES
CAN	He can find any street in London. You can take a taxi. Can you take me to Victoria Station?	Ability Suggestion Request
BE ABLE TO	He is able to find any street in London.	Ability
CAN'T	That story can't be true.	Certainty that something is impossible
COULD	I could play tennis when I was younger. Could you take me to Victoria Station? You could take a taxi.	Ability Request Suggestion
MAY	It may be quicker to travel by train. May I come in?	Possibility Formal request/Permission
MIGHT	It might be quicker to travel by train.	Possibility
MUST	You must be back at 10 o'clock. Look at the snow. It must be cold outside.	Obligation Certainty that something is true.
HAVE TO	You have to be back at 10 o'clock.	Obligation
NEED TO	You need to study a lot.	Obligation.
NEEDN'T	You needn't have a university degree.	Lack of obligation.
MUSN'T	You mustn't drive without a license.	Prohibition
DON'T HAVE TO	You don't have to call a taxi.	Lack of obligation
SHOULD	You should drive more carefully.	Opinion/Advice
OUGHT TO	You ought to drive more carefully.	Opinion/Advice

Improve Your English Language

3. Choose the modal verb which, from your point of view, suits the situation better.

- The cake (must, can, is) be almost ready now. – Are you sure? – Yes, practically.
- You (must, have to, should) put sausage, cucumber, onion, potatoes, eggs and sour cream to make the Russian salad tasty.
- (can, may, should) you have failed to put sugar and vinegar in the biscuit again? How (can, are able to, may) you be so careless?
- You (may, can, have to) take the fork, knife and plate. I don't need it any more.
- The beefsteak (can't, mustn't, shouldn't) be so raw and untasty. I've cooked it properly!
- (Should, shall, ought to) I buy a loaf of bread or some curds?
- No, you (can't, mustn't, shouldn't) eat ice-cream in the street in winter.
- (shall, may, can) it be that the pork was spoiled?
- (could, must, will) you show me how to slice the cabbage and carrots for this soup.
- You (could, might, have to) have cooked lunch before our arrival.
- You've overfried the potatoes. You (should, could, might) be more accurate about cooking.
- Don't put too much salt in the dough. We (can, may, might) spoil everything.
- (can, may, should) it be that the child has eaten so much candies?
- Don't you know that one (can't, mustn't, needn't) eat milk and cucumbers?

Equivalents of modal verbs

Заменители модальных глаголов часто используются вместо модальных глаголов для образования будущего и прошлого времени в английском языке.

1. Вместо модальных глаголов can, may, must могут употребляться их эквиваленты.

2. Эквивалентом модального глагола **can** является сочетание **to be able (to)**, которое может употребляться вместо глагола can в настоящем, прошедшем и будущем времени:

He can play tennis.

He is able to play tennis.

Он умеет (может) играть в теннис.

I could translate this text.

I was able to translate this text.

Я мог перевести этот текст.

He will be able to play tennis.

Он сможет играть в теннис.

I shall be able to translate this text.

Я смогу перевести этот текст.

3. Эквивалентом модального глагола **may** является сочетание **to be allowed (to)**, которое может употребляться вместо глагола may в настоящем, прошедшем и будущем времени:

You may smoke here.

You are allowed to smoke here.

Вы можете курить здесь.

You might use these books.

Вы могли бы пользоваться этими книгами.

You were allowed to use these books.

Вы могли (вам разрешили) пользоваться этими книгами.

You will be allowed to smoke here.

Вы сможете (вам разрешат) курить здесь.

4. Эквивалентом модального глагола **must** являются также глагол **to have (to)** и сочетание **to have got (to)**, которые передают обязанность, необходимость совершения действия в силу определенных обстоятельств, в то время как модальный глагол **must** передает обязанность, необходимость совершения действия с точки зрения говорящего:

They have to train before the game.

Им нужно потренироваться перед игрой.

You must train regularly.

Вы должны регулярно тренироваться.

Глагол **to have (to)** и сочетание **to have got (to)** могут употребляться вместо глагола **must** в настоящем, прошедшем и будущем времени:

You must help your friend.

You have (have got) to help your friend.

Вы должны помочь своему другу.

You had (had got) to help your friend.

Вы должны были помочь своему другу.

You will have (have got) to help your friend.

Вам нужно будет помочь своему другу.

5. Эквивалентом модального глагола **must** является также и глагол **to be (to)**, который употребляется для выражения приказа или необходимости совершить действие по предварительной договоренности, намеченному плану или приказу:

You are to be back by three o'clock.

Вы должны вернуться к трем часам.

Глагол **to be (to)** употребляется вместо глагола **must** в настоящем и прошедшем времени.

He must bring this book.

Он должен принести эту книгу.

He is to bring this book.

Он должен принести эту книгу (т.е. есть такая договоренность).

We were to ring him up.

Мы должны были ему позвонить (т.е. мы обещали).

1.Fill the gaps with the necessary modal verb or its substitute (in necessary form) – can, could, be able to, may, might, must, have to, should.

1. When my mother was 6 she ___ read and write.
2. If you want to pass your exam you___ study much harder.
3. I think you ___ pay more attention to grammar rules.
4. Take an umbrella. It___ rain.
5. I ___ drive but I don't have a car.
6. Helen left before the end of the concert. She ___ go home early.
7. You ___ not fill in this form with a pencil.
8. Next year he will ___ speak German fluently.
9. You look very bad. You ___ consult your doctor.
10. Tomorrow I will ___ work all day.

2. Make 5 sentences using Equivalents of modal verbs

1. _____ -
2. _____
3. _____
4. _____
5. _____

2.Read and translate the text

What is the workplace of an Electrician like?

Depending on their area of specialty, electricians work either indoors or outdoors year round. In either case, their work is often labour intensive and requires manual physical manipulation of electrical wiring, cabling conduit and, in some cases, even telephone wire. A growing number of electricians gain competency in several types of electrical work, allowing them to work both indoors and outdoors.

In many cases, travel is an essential part of the day. Electricians may travel to upwards of 100 miles to a job site and may only work that job for a few days before travelling to another location. These electricians generally fall into the independent contractor category or work under an electrical contractor. Their hours of work vary from week to week.

Maintenance electricians, by contrast, work a standard 40-hour week. In some instances, these electricians may work on an on-call basis, commit to overtime hours or work night shifts. Their work is steady and regular and consists mostly of routine maintenance and troubleshooting.

Electricians have distinct personalities. They tend to be realistic individuals, which means they're independent, stable, persistent, genuine, practical, and thrifty.

New words

Specialty
Labour
Require
electrical wiring
wire
gain
vary

Maintenance
Instance
Troubleshooting
stable
persistent
genuine
thrifty

investigative
специальность
труд
требовать
электропроводка
провод
выгода
измениться

обслуживание
случай
поиск неисправностей
стабильный
настойчивый
подлинный
бережливый
следственный

3. Make 5 sentences from these words

Specialty, wire, troubleshooting, electricians, to know, telephone wire, location

1. _____ -
2. _____
3. _____
4. _____
5. _____

Theme: Responsibilities of an Electrician. Active and Passive voice.

В английском языке существуют две формы залога: активный залог (the Active Voice) и пассивный залог (the Passive Voice).

В активном залоге глагол обозначает действие, которое производится подлежащим:

I read twenty pages yesterday. (Active voice)

Вчера я прочитал двадцать страниц.

В пассивном залоге глагол обозначает действие, которое производится над подлежащим:

Twenty pages were read by me yesterday. (Passive voice)

Вчера мною были прочитаны двадцать страниц.

Сравните следующие примеры:

They usually sing such songs in class. (Active Voice)

Обычно они поют такие песни в классе.

Such songs are usually sang by them in class. (Passive Voice)

Такие песни обычно поются ими в классе.



Has the manager checked up your report? (Active Voice)

Менеджер проверил твой отчет?

Has your report been checked up by the manager? (Passive Voice)

Твой отчет проверен менеджером?

Схема образования пассивного залога для всех времен выглядит следующим образом:

Active	Passive
 <p>Mary bought a book.</p>	 <p>A book was bought by Mary.</p>
A thief stole my car.	My car was stolen (by a thief).
I read the message.	The message is read (by me).
Someone has opened the window.	The window has been opened.
They are building a house.	A house <i>is</i> being built.
They are building three houses.	Three houses <i>are</i> being built.

EX.1 Раскройте скобки употребив правильную форму глагола в пассивном залоге

1. The roads (cover) with the snow.
2. Chocolate (make) from cocoa.
3. The Pyramids (build) in Egypt.
4. This coat (buy) four years ago.
5. The stadium (open) next month.
6. Your parents (invite) to a meeting.
7. Where is your car? – It (mend) at the moment.
8. The books already (pack).
9. The castle can (see) from a long distance.
10. The guests must (meet) at noon.

EX.2 Make negative and interrogative forms of these sentences

1. Ann was bitten by a homeless dog.
2. The zoo is being reconstructed at the moment.
3. The luggage must be checked at the customs.
4. Souvenirs are sold everywhere.
5. The job will be finished at 3 o'clock.

EX.3 Translate all responsibilities of Electrician

Responsibilities of an Electrician

We all know that if you become an electrician, your job will be related to doing all things that have to do with electricity. But other than making sure that your clients have lights and

the appliances running in their homes, what else is in your job description as an electrician? Here's a list of what you can expect to do should you decide to follow this career path:

1. You are responsible for installing, maintaining and repairing electrical and power systems for electricity, power systems, wiring and control equipment in homes, businesses, factories and other structures.
2. You are responsible for installing and maintaining electrical equipment and machines in various settings. Your expertise is mostly required in factories where machines that run on electricity need to be closely watched.
3. You are responsible for following the National Electrical Code, State and other local codes in the performance of your job.
4. You are responsible for fixing and upgrading electrical systems, wirings and equipment should the necessity arise.
5. You are responsible for technical diagrams, otherwise known as blueprints, thoroughly before you commence work. You need to ensure that you follow where the circuits, outlets, load centers, panel boards and other equipment are located so that your connections are in accordance with the existing codes and are thus safe. Only after thorough review of the blueprint should you begin to connect and install the wires to the circuit breakers, transformers, outlets and other components.
6. You are responsible for knowing how to use the tools of your trade safely and effectively. These include conduit benders, screwdrivers, pliers, knives, hacksaws, wire strippers, drills and saws.
7. You are responsible for testing the connections and ensuring compatibility and safety of the various components you have installed or repaired using such tools as ammeters, ohmmeters, voltmeters, harmonics testers and others.
8. You are responsible for repairing electric equipment when it gets destroyed or damaged at the earliest possible time to further prevent inconvenience and discomfort to clients. It is part of your job to replace circuit breakers, fuses, switches and wirings, should there be a need for it.
9. You are responsible for inspecting equipment to ensure that they are working properly and do preventive maintenance checks.
10. You are responsible for installing new appliances, lighting and other electrical works in houses if you want to devote your time to residential work. You may also be asked to do rewiring jobs or install other components. If you are working for a company, it is also your job to advise management of the condition of equipment and if these are still safe for continued use.

**Theme: Qualities and competencies of a good professional.
Continuous tenses.**

1. Translate into Russian all 12 top qualities

What are the characteristics of a good employee?

As an employer, you have to recognize the qualities of your good employees as they are an asset to any organization. It is always a challenge to retain those good employees. You also want to hire those with the best attributes, people who have the potential to become good employees in the future, even to become the company talents.

This article lists and discusses the 12 top qualities an employee has to possess.

The Traits of a good employee- What makes a good employee?

Here are the top employee qualities:

1. Communicator: Employers love to hire employees who have the ability to communicate well and express themselves in a clear manner, whether in writing or speaking.

Inaccurate/inappropriate communication between employees can cause many problems to the company.

2. Self-Motivated: A good employee never hesitates of taking responsibility or a more responsible position. She also ready to work beyond the call of duty in order to meet goals or to

solve problems, even if the job in discussion is not one of the regular works she is usually assigned.

3. Hard worker: There is no substitute to hard work. Although everyone seems to say that they work hard not many keep on working after being at the job for a while. So, one has to keep reminding oneself about the importance and significance of working hard as an employee.

4. Adaptable/decisive and effective learner: Employees who know how to adjust themselves to new environment, willing to learn new things (quick learners) and perform their best in changes are likely to be the best performers in any organization.

5. Team Player: Many companies consist of teams. Any company requires an effective team effort. An employer who can contribute is an ideal worker. Someone who is like a fish in the water (of the organization), who can perform well in a team will become a factor sooner or later.

6. Helping others: everyone appreciates a helping hand every now and then. Do not hesitate in helping out others. This make the person establish friendly relations with the coworkers and keeps the office running smoothly which in turn is appreciated by the employers.

7. Honesty: A good employee is honest about his/her work and qualifications. Self criticism and willing to receive feedback (bad as good) is essential to become a good learner.

8. Ethical: Work rules are made to be followed. There is decorum of every place that ought to be kept. A good employee follows the policies of the company and inspires others to do so too.

9. Give credit where it is due: One of the most prevalent practices doing the rounds in offices today is stealing the credit of a job well done. A good employee will not only truthfully let the right co-worker have her credit but also share her own accolades with his team.

10. Polite: Being friendly and approachable will never harm. a good employee greets her co workers a 'good morning', says little courteous things like 'thank you' and 'you are welcome'. These things may appear insignificant but go a long way in establishing the person as favorite employee.

11. Disciplined and punctual: Every boss loves a punctual, disciplined and conscientious employee. Time is money. Coming late to office, taking unnecessary breaks, procrastinating and leaving earlier than the usual hours cost money to the company. No employer will ever appreciate this.

12. Avoid gossip: The person should always remember that she came to the office to work, to make a career. Do not spread office gossip or rumors. Respect the privacy of the co workers. Safeguard and protect the confidential nature of office business and transactions.

If you are an employee who has just started out a career and joined a company, working/improving the right traits can help you in the long run. Knowing the best qualities of employees, may help you find a stronger foothold in the company and increase your chances of getting promotions and success.

Learn how to be a good employee from the very beginning of your career!

Continuous			
	Past Continuous	Present Continuous	Future Continuous
Глагол	was/were	be(is/am/are)	will be/ shall be
Окончание	-ing	-ing	-ing
Примеры	I was working. He was writing.	I am working. He is writing.	I will be working. He will be writing.

2. Раскройте скобки, употребляя в Past Simple или Past Continuous.

1. I (to go) to the cinema yesterday.
2. I (to go) to the cinema at four o'clock yesterday.
3. I (to go) to the cinema when you met me.
4. I (to do) my homework the whole evening yesterday.
5. I (to do) my homework when mother came home.
6. I (to do) my homework yesterday.
7. I (to do) my homework from five till eight yesterday.
8. I (to do) my homework at six o'clock yesterday.
9. I (not to play) the piano yesterday.
10. I (not to play) the piano at four o'clock yesterday. I (to read) a book.

3. Раскройте скобки, употребив глагол в форме Present Continuous, Past Continuous или Future Continuous.

1. I ... (study) Japanese online from 5 till 6 tomorrow evening.
2. Listen! Why the dogs ... (bark)?
3. She ... (wear) a yellow coat when I saw her.
4. They ... (take) their driving test next Monday.
5. I dropped my wallet when I ... (get) on the bus.
6. What you ... (do) in my office yesterday?
7. Bob ... (feel) much better today.
8. The kids ... (watch) cartoons in their room now.
9. I'm afraid she ... (sleep) in ten minutes.
10. We ... (have) tea soon?

Theme: Newspaper articles on electrician. Continuous tenses

1. Read and translate the text

a) Give the main idea of the text in English

b) Make 5 questions of the text

Master Electricians Work With All Types of Energy Systems

Master electricians have at least seven years of experience working on a variety of electrical projects. They read blueprints, plan wiring layouts and install electrical machines in factories. Master electricians also inspect the work of other electricians to ensure it complies with the National Electrical Code. Trained electricians work with both conventional and alternative energy systems. For example, electricians connect solar- and wind-powered systems, as well as installing electric car charging stations.

Electricians Spot Problems and Hazards

If you're experiencing electrical issues in your home or business, an electrician can inspect and find wiring damage and other problems that might lead to shocks, power disruption and fire risks. The electrician safely repairs the problems by running new wires or installing a brand new circuit breaker box. Electricians also install ground fault interrupters on outlets in bathrooms and kitchens to reduce shock hazards.

2. Put the following sentences into the correct tense: Simple Past, Simple Present, Present Continuous or Past Continuous, Present Perfect.

1. I _____ (listen) to the radio while Mary _____ (cook) dinner.
2. You _____ (buy) this book yesterday?
3. Last Friday Jill _____ (go) home early because she _____ (want) to see a film.
4. When your brother usually _____ (get) home in the evening?
5. Jane always _____ (bring) us a nice present.
6. What those people _____ (do) in the middle of the road?
7. You _____ (read) this book?
8. While Fred _____ (sleep), Judy _____ (watch) TV.
9. When I _____ (be) young, I _____ (think) Mary _____ (be) nice — but now I _____ (think) she's fantastic.

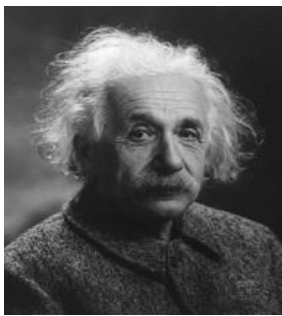
10. Jill _____ (walk) home when she _____ (see) her husband's car outside the cinema
11. Look there! Sue and Tim _____ (run) to school.
12. Jack's father _____ (not work) in London — he _____ (not speak) English.
13. Joe _____ (buy) a car yesterday.
14. Their father often _____ (go) to rock concerts.
15. While you _____ (sleep), mother _____ (arrive).

Theme: Famous scientists. To be going to.

1. Translate into Russian

Famous Scientists And Their Inventions

A scientist is someone who explores the nature of the universe. On the other hand, an investigator is someone who tries to create useful devices and products. A few people have been successful in both endeavours. Given below is a list of discoveries that includes 7 famous scientists and their discoveries.



Albert Einstein

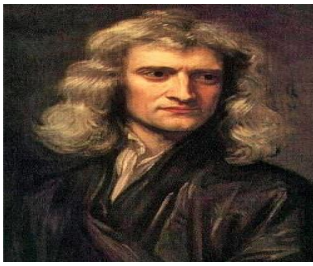
Photon, also known as light quantum, is a tiny energy packet of electromagnetic radiation. This concept originated in Albert Einstein's explanation of the photoelectric effect, in which he proposed the existence of discrete energy packets during the transmission of light. Albert Einstein was best known for his General and Special theory of relativity and the concept of mass-energy equivalence ($E = mc^2$.)

J.J Thomson



J.J Thomson, an English physicist and a Nobel Laureate in Physics, is credited and honoured with the discovery of the electron, which was the first subatomic particles to be discovered. Thomson managed to show that cathode rays were composed of previously unknown negatively charged particles (electrons), which he calculated and inferred might have smaller bodies than atoms and a substantial charge-mass ratio. He is also credited for finding the first evidence for the existence of isotopes for stable elements.

Isaac Newton



Isaac Newton's discoveries created a launchpad for future developments in science. His most noteworthy innovations were as follows:

Newton's three laws of motion set the foundation for modern classical mechanics.

The discovery of gravitational force gave us the ability to predict the movement of heavenly bodies.

His discovery of the calculus gave us a potent mathematical tool, aiding the precise analytical treatment of the physical world.

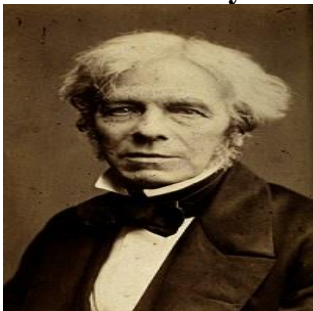
Isaac Newton is one of the greatest mathematicians and physicists of all time, and his inventions and discoveries widened the reach of human thoughts.

Georg Simon Ohm



Georg Simon Ohm, a German Physicist, discovered the law named after him, known as the "Ohm's Law" which states that the current flowing a conductor is directly proportional to its voltage and inversely proportional to its resistance.

Michael Faraday



Faraday was a man devoted to discovery through experimentation. He was famous for never giving up on ideas that came from scientific intuition. When he thought of an idea, he would keep experimenting through multiple failures until he got what was expected. Below is the list of his few noteworthy discoveries:

Discovery of Electromagnetic Induction

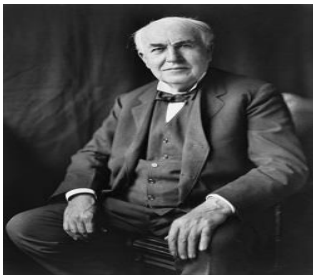
Discovery of Benzene

Faraday's Laws of Electrolysis

Gas Liquefaction and Refrigeration

Michael Faraday is one of the revered scientists of all time.

Thomas Edison



Thomas Edison made a lot of key inventions and discoveries. Here, we have listed a few noteworthy ones:

Invented the carbon rheostat

Discovered incandescent light

Invented the motion picture camera

Invented the fluorescent electric lamp

Discovered Thermionic Emission

Edison has been described as “America’s greatest inventor.” He developed many devices in fields like mass communication and electric power generation. He was one of the pioneers in applying the principles of organized science and teamwork to the process of invention, working with many researchers and employees.

Heinrich Rudolf Hertz



During his work on electromagnetism, Heinrich reported another important phenomenon known as the Photoelectric effect. He noticed that UV rays made the metal lose charges faster than otherwise, which led him to publish his findings in the journal *Annalen der Physik*. He did not investigate this effect further on. Later, in 1905, Albert Einstein proposed that light came in discrete packets of energy known as the photons. This discovery led to the development of Quantum mechanics.

2. Translate these words

electrician –

electricity –

resistance –

impedance –

capacitance –

inductance –

phase shift –

current –

voltage –

power –

wire-

discharge-

resistance-

insulator-

transformer-

condenser-

voltage-

circuit breaker-

low-voltage-

medium voltage-

high voltage-

3. Give the meaning to each of these words

electrician , current, electricity, wire

4. Write positive negative sentences in to be going to .

Образец : She / call / her boyfriend– She **is going to** call her boyfriend.

1. (They / play / squash)
2. (She / visit / her grandma)
3. (We / walk / in the mountains)
4. (We / wash / the car)
5. We (not / help)you.
6. Jack (not / walk) home.

Theme: The nature of electricity.

1. Read and translate the text

Nature of electricity

Practical electricity is produced by small atomic particles known as electrons. It is the movement of these particles which produces the effects of heat and light.

The pressure that forces these atomic particles to move, the effects they encounter opposition and how these forces are controlled are some of the principles of electricity.

Accepted atomic theory states that all matter is electrical in structure. Any object is largely composed of a combination of positive and negative particles of electricity. Electric current will pass through a wire, a body, or along a stream of water. It can be established in some substances more readily than in others, that all matter is composed of electric particles despite some basic differences in materials. The science of electricity then must begin with a study of the structure of matter. Matter is defined as any substance which has mass (or weight) and occupies space. This definition should be broad enough to cover all physical objects in the universe. Wood, water, iron, and paper are some examples of matter. Energy is closely related to, but not to be confused with, matter. Energy does not have mass, and it does not occupy space. Heat and light are examples of energy. The smallest particle of matter which can be recognized as an original substance was thought to be a unit called the atom. Recently scientists have found particles even smaller than atoms, but our theories are still based on the atom. The atom consists of a nucleus and a cloud of electrons. It is generally agreed that the electrons are small particles of electricity, which are negative in nature. These particles orbit the nucleus in much the same fashion that planets orbit a sun.

II. Guess the meaning of the following international words:

Electricity, electron, effect, structure, combination, material, mass, energy, atom, orbit.

III. Translate into Russian the words and expressions from the text:

1) atomic particle; 2) effects of heat and light; 3) encounter opposition; 4) principles of electricity; 5) composed (of); 6) pass through a wire; 7) structure of matter; 8) occupy space; 9) physical objects; 10) a cloud of electrons; 11) in the same fashion.

IV. Complete the sentences using the text:

1. Electricity is produced by ...
2. The effects of heat and light are produced by ...
3. According to the accepted atomic theory all matter is ...
4. Any object is composed of ...
5. Matter is defined as ...

Theme: Effects produced by a current. Present perfect.

Translate the text

Effects produced by a current

The current flow is detected and measured by any of the effects that it produces. There are three important effects accompanying the motion of electric charges: the heating, the magnetic, and chemical effects, the latter is manifested under special conditions.

The production of heat is perhaps the most familiar among the principal effects of an electric current. The heating effect of the current is found to occur in the electric circuit itself. It is detected owing to an increase in the temperature of the circuit. This effect represents a continual transformation of electric energy into heat. For instance, the current which flows through the filament of an incandescent lamp heats that filament to a high temperature.

The heat produced per second depends both upon the resistance of the conductor and upon the amount of current carried through it. The thinner the wire is, the greater the developed heat is. On the contrary, the larger the wire is, the more negligible the heat produced is. Heat is greatly desirable at times but at other times it represents a waste of useful energy. It is this waste that is generally called "heat loss" for it serves no useful purposes and decreases efficiency.

Present Perfect	Past Simple
I have finished my work and I am going home now. Я окончил свою работу и иду теперь домой.	I finished my work and went home. Я окончил свою работу и ушел домой.
The manager has signed the letter. Can you post it at once? Менеджер подписал письмо. Не можете ли вы отправить его немедленно?	The manager signed the letter, and I posted it at once. Менеджер подписал письмо, и я отправил его немедленно.
- Has the steamer arrived? - No, it hasn't. - Пароход прибыл? - Нет.	- Did the steamer arrive yesterday? - No, it didn't. - Пароход прибыл вчера? - Нет.

Упражнение 1. Поставьте глагол в скобках в нужную форму (Past Simple, Present Perfect)

1. Mary (finish) school 10 years ago.
2. He (write) a letter and now he is going to send it.
3. Last weekend they (go) to the sea.
4. When you (come)?
5. I (not decide) yet where to go this weekend.
6. John (leave) his bag in the library last Monday.
7. Harry and Jane (buy) new TV set and now are enjoying a film.
8. His grandfather (die) when he was a child.
9. Clara (be) never abroad.
10. John (not arrive) yet.

Упражнение 2. Переведите предложения с русского на английский, используя Present Perfect или Past Simple

1. Я знал этого мальчика, когда я ходил в школу.
2. Они никогда не встречались раньше.
3. Мои родители поженились 20 лет назад.
4. Я уже целую вечность не видела своих друзей!

5. Я только что приготовил кофе, будешь?
6. Генри отправил письмо своим родителям на прошлой неделе.
7. Он еще не получил ответ.
8. Я потерял телефон вчера и до сих пор не нашел его.
9. Он был таким голодным, что съел все, что было в холодильнике, и уснул.
10. Уже 11 часов утра, а она все еще не встала.

3. Make 6 sentences using these words

Current, resistance, to flow, the heat, energy

Theme: Electric circuits. Past Perfect.

I. Read the text and translate

Electric Circuits

The concepts of electric charge and potential are very important in the study of electric currents. When an extended conductor has different potentials at its ends, the free electrons of the conductor itself are caused to drift from one end to the other. The potential difference must be maintained by some electric source such as electrostatic generator or a battery or a direct current generator. The wire and the electric source together form an electric circuit, the electrons are drifting

around it as long as the conducting path is maintained. There are various kinds of electric circuits such as: open circuits, closed circuits, series circuits, parallel circuits and short circuits. To understand the difference between the following circuit connections is not difficult at all. If the circuit is broken or «opened» anywhere, the current is known to stop everywhere. The circuit is broken when an electric device is switched off. The path along which the electrons travel must be complete otherwise

no electric power can be supplied from the source to the load. Thus the circuit is “closed” when an electric device is switched on. When electrical devices are connected so that the current flows from one

device to another, they are said «to be connected in series». Under such conditions the current flow is the same in all parts of the circuit as there is only a single path along which it may flow. The electrical bell circuit is considered to be a typical example of a series circuit. The “parallel” circuit provides two or

more paths for the passage of current. The circuit is divided in such a way that part of the current flows through one path and part through another. The lamps in the houses are generally connected in parallel.

The “short” circuit is produced when the current can return to the source of supply without control. The short circuits often result from cable fault or wire fault. Under certain conditions the short circuit may cause fire because the current flows where it was not supposed to flow. If the current flow is too great

a fuse is used as a safety device to stop the current flow.

New words

electric charge

Electric Circuits

Conductor

maintained

electric source

electric power

connect

to flow

to produce

to supply

cable fault

a fuse

электрический заряд

Электрические цепи

проводник

поддерживается

электрический источник

электроэнергия

соединять

течь

производить

поставлять

неисправность кабеля

предохранитель

II. Give the English equivalents for the following words and word combinations:

1) электрические цепи, 2) электрический заряд, 3) проводник, 4) сопротивление, 5) движение электронов, 6) изолятор, 7) короткое замыкание, 8) энергия.

III. Complete the sentences using the text:

1. The potential difference must be maintained by ...
2. Materials that offer slight opposition are called ...
3. The best insulators are ...
4. There are various kinds of electric circuits such as ...
5. We “open” the circuit when ...
6. We “close” the circuit when ...
7. The “short” circuit is produced when ...
8. A fuse is ...

IV. Answer the questions:

1. What concepts are very important in study of electric current?
2. What forms an electric circuit?
3. What materials are the best conductors and insulators?
4. What kinds of electric circuits do you know?
5. How can we open and close the circuit?

Past Perfect — прошедшее совершенное время, которое обозначает действия, уже закончившегося до определенного момента в прошлом. Данный момент в прошлом может быть точно указан с предлогом времени by или может быть выражен другим прошедшим действием.

Правила образования Past Perfect в английском языке - Утвердительная форма Past Perfect образуется при помощи вспомогательного глагола to have в прошедшем времени — had и причастия прошедшего времени (Participle II) смыслового глагола (т. е. 3-й формы основного глагола).

had + Participle II

I had finished my work by 6 o' clock. Я закончил свою работу к 6 часам.

He had written his letter when I came to him. Он написал письмо, когда я пришёл к нему.

I had cooked We had cooked

You had cooked You had cooked

He / she / it had cooked They had cooked

Exercise 1. Поставьте глаголы в скобках в правильную форму

1. We ... (already to give) our projects to the teacher.
2. Sandra ... (to do) the shopping before the New Year Eve.
3. You ... (not to phone) me by the end of the week.
4. I... (not to try) such a delicious cake before.
5. ... your sister ... {to reserve) the hotel room beforehand? — Yes, she
6. ... Mr Smith ... (to discuss) that problem with his lawyer? — No, he
7. Clara ... (never to be) to the Pyramids before.
8. ... you ... (to take) part in this festival before? — No, I
9. Mark ... (to finish) his work by 6 o'clock yesterday.
10. ... Nigel... (to find) any information in the Internet by last Tuesday? — Yes, he

I. Read the text

ALTERNATING CURRENT

Current is defined as increment of electrons. The unit for measuring current was named in honor of A.M. Ampere, the French physicist. Thus it is called ampere. The symbol for current is I. The electric current is a quantity of electrons flowing in a circuit per second of time. The electrons move along the circuit because the e. m. f. drives them. The current is directly proportional to the e. m. f.

A stream of electrons in a circuit will develop a magnetic field around the conductor along which the electrons are moving. The strength of the magnetic field depends upon the current strength along the conductor. The direction of the field is dependent upon the direction of the current.

If the force causing the electron flow is indirect, the current is called direct (d. c.). If the force changes its direction periodically the current is called alternative (a. c.).

Alternating current is the current that changes direction periodically. The electrons leave one terminal of the power supply, flow out along the conductor, stop, and then flow back toward the same terminal. A voltage that caused current reverses its polarity periodically. This is properly called an alternating voltage. The power supply that provides the alternating voltage actually reverses the polarity of its terminals according to a fixed periodic pattern. A given terminal will be negative for a specific period of time and drive electrons out through the circuit. Then, the same terminal becomes positive and attracts electrons back from the circuit. This voltage source cannot be a battery. It must consist of some types of rotating machinery.

II. Guess the meaning of the following international words:

1) physicist, 2) ampere, 3) symbol, 4) second, 5) polarity, 6) period, 7) battery.

III. Translate into Russian the words and expression from the text:

1) increment of electrons; 2) measuring; 3) to drive; 4) directly proportional; 5) conductor; 6) strength; 7) causing force; 8) terminal; 9) to flow; 10) to reverse.

IV. Give the English equivalents for the words below:

1) переменный ток, 2) за секунду, 3) количество электронов, 4) поток электронов, 5) магнитное поле, 6) направление, 7) зависеть, 8) усиление, 9) источник напряжения, 10) ротационный механизм.

V. Complete the sentences using the text:

1. The electric current is ...
2. The unit for measuring current is ...
3. A stream of electrons in a circuit will develop ...
4. The current is called direct if ...
5. The current is called alternating if...
6. Alternating voltage is ...
7. Alternating voltage source cannot be ...

VI. Answer the questions:

1. Why do electrons move along the circuit?
2. What does the strength of the magnetic field depend upon?
3. What does the direction of the field depend upon?
4. What is the way of alternating current electrons?
5. How does the alternating voltage power supply reverse the polarity of terminals?

Многие думают, что раз **Future Perfect** (завершенное время) относится к самой сложной группе английский времен (Perfect), то его непросто освоить. Но это не так, и сейчас вы увидите все сами. Это время используется, когда вы хотите сказать, что в будущем вы сделаете что-то к

определенному моменту. Например: «Я похудею к лету. Она закончит доклад к среде. Мы починим машину до того, как придет отец». Как видите, мы говорим, что в будущем получим определенный результат в будущем, поэтому это и perfect - совершенное время. Знание этого времени значительно разнообразит вашу речь и сделает её богаче.

В утвердительной форме **Future Perfect** образуется с помощью **will have** и причастия прошедшего времени ([Past Participle](#)).

	Единственное число	Множественное число
1 лицо	I will have finished	We will have finished
2 лицо	You will have finished	You will have finished
3 лицо	He/She/It will have finished	They will have finished

Очень часто во времени **Future Perfect** мы используем следующие выражения:

by... – к...

by the end of... – к концу...

by the time... – к тому времени как...

by then – к тому времени

before – перед

when – когда

Пример:

She will have finished it by the end of month. ---Она закончит это к концу месяца.

They will have built this house by then.--- Они построят этот дом к тому времени.

We will have fixed it by Monday. ---Мы починим это к понедельнику.

Bob will have studied English for 10 years by then. — Боб будет учить английский 10 лет к тому времени.

Mary will have finished cleaning until Bob comes home. — Мэри закончит убираться к тому времени, как Боб придет домой.

By Monday, you will have had my book for a week. — К понедельнику, моя книга будет у тебя неделю.

1.Поставьте глаголы в скобках в правильную форму

1. Janet ... (to make) the cake by 3 o'clock tomorrow.
2. ... Chris ... (to book) a table in the restaurant by next Sunday? — Yes, he
3. Unfortunately, Sam ... (not to return) from his business trip by next Wednesday.
4. ... Cindy ... (to prepare) her speech by Monday? — Yes, she
5. ... the bookkeeper ... (to pay) all the bills by next Friday? — No, he
6. I... (to write) a shopping list for you by tomorrow morning.
7. ... you ... (to speak) to your parents by tomorrow? — Yes, I
8. ...Tom ... (to pack) his rucksack by the time the bus arrives? — Yes, he

Theme: Conductors and insulators. Perfect Continuous Tenses

I. Read the text

CONDUCTORS AND INSULATORS

All substances have some ability of conducting the electric current, however, they differ greatly in the ease with which the current can pass through them. Solid metals conduct electricity with ease while non-metals do not allow it to flow freely. Thus, there are conductors and insulators. What do the terms "conductors" and "insulators" mean? This difference is expressed by what is called electrical conductivity of the body. It depends upon the atomic constitution of the body. Substances through which electricity is easily transmitted are called conductors. Any material that strongly resists the electric current flow is known as an insulator.

Conductance, that is the conductor's ability of passing electric charges, depends on the four factors: the size of the wire used, its length and temperature as well as the kind of material to be employed. A large conductor will carry the current more readily than a thinner one. To flow through a short conductor is certainly easier for the current than through a long one in spite of their being made of similar material. Hence, the longer the wire, the greater is its opposition, that is resistance, to the passage of current.

There is a great difference in the conducting ability of various substances. Almost all metals are good electric current conductors. The best conductors are silver, copper, gold and aluminum. Nevertheless, copper carries the current more freely than iron; and silver, in its turn, is a better conductor than copper. Copper is the most widely used conductor. The electrically operated devices are connected to the wall socket by copper wires.

A material which resists the flow of the electric current is called an insulator. The higher the opposition is, the better the insulator is. There are many kinds of insulation used to cover the wires. The kind used depends upon the purposes the wire or cord is meant for. The insulating materials generally used to cover the wires are rubber, asbestos, glass, plastics and others. The best insulators are oil, rubber and glass. Rubber covered with cotton, or rubber alone is the insulating material usually used to cover desk lamp cords and radio cords. Glass is the insulator to be often seen on the poles that carry the telephone wires in city streets. Glass insulator strings are usually suspended from the towers of high voltage transmission lines. One of the most important insulators of all, however, is air. That is why power transmission line wires are bare wires depending on air to keep the current from leaking off.

Conducting materials are by no means the only materials to play an important part in electrical engineering. There must certainly be a conductor, that is a path, along which electricity is to travel and there must be insulators keeping it from leaking off the conductor.

II. Give the Russian equivalents for the words and word combinations below:

1) conductors; 2) insulators; 3) transmit; 4) resistance; 5) passage of current; 6) socket; 7) to connect to; 8) cord; 9) high voltage transmission line; 10) leak off.

III. Find in the text the sentences with the following related words and translate them:

conducting – conductor – conductivity – conductance

IV. State questions to the underlined words:

- 1) *Solid metals* conduct electricity with ease.
- 2) Conductance depends on the *four factors*.
- 3) There are *many kinds of insulation* used to cover the wires.
- 4) *Insulators* keep electricity from leaking off the conductor.
- 5) *Conductors* play an important role in electrical engineering.

V. Say whether these sentences are true or false:

- 1) Electrical conductivity of a body depends upon its atomic constitution.
- 2) There is no difference in the conducting ability of various substances.
- 3) The longer the wire is the weaker its opposition is.
- 4) The kind of the insulating material depends upon the purpose it is meant for.

- 5) Conductors are substances through which electricity is easily transmitted.
 6) Insulators do not allow the electric current to flow freely.

VI. Talk on the conducting ability of various substances and their appliance in electrical engineering.

Present Perfect Continuous Tense, в переводе, настоящее совершенно-длительное время, выражает действие или событие, которое началось в какой-то момент в прошлом и продолжается вплоть до настоящего момента речи, при этом оно может продолжаться и в момент речи либо оно могло завершиться непосредственно перед моментом речи.

Present Perfect Continuous Tense употребляется:

Если вы хотите выразить длительное действие, которое началось в прошедшем времени и которое все еще продолжается в настоящем. Как правило, в этом случае, необходимо указать период времени, в течение которого действие совершается.

Этот период может быть указан обстоятельными выражениями, предложными словосочетаниями и т.д.:

for an hour (a month, a week) – в течение часа (месяца, недели)

for a long time – долго, в течение долгого времени

since 4 o'clock (yesterday, morning) – с 4-х часов (со вчерашнего дня, с утра)

since he returned – с тех пор, как он вернулся

lately – в последнее время, недавно

these two weeks – эти две недели

all this year (my life, day long) – весь этот год (всю мою жизнь, весь день)

В переводе на русский язык используются глаголы несовершенного вида в настоящем времени.

Формула PPC: I/We/You/They + have been + Ving
He/She/It + has been + V-ing

Examples:

It **has been raining** since morning – Дождь идет с самого утра

They **have been waiting** for the train for half an hour – Они ждут поезд уже пол часа

I **have been thinking** of you since I first saw you – Я думаю о тебе с тех пор, как впервые увидел тебя

Present Perfect Continuous Tense			LEARNATHOME.RU
Местоимения	+	-	?
I (я)	I have been cleaning since morning. Я убираю с утра.	I haven't been cleaning since morning. Я не убираю с утра.	Have I been cleaning since morning? Я убираю с утра?
We (мы)	We have been cleaning . Мы убираем.	We haven't been cleaning . Мы не убираем.	Have We been cleaning? Мы убираем?
You (ты)	You have been cleaning . Ты убираешь.	You haven't been cleaning . Ты не убираешь.	Have You been cleaning? Ты убираешь?
You (вы)	You have been cleaning . Вы убираете.	You haven't been cleaning . Вы не убираете.	Have You been cleaning? Вы убираете?
They (они)	They have been cleaning . Они убирают.	They haven't been cleaning . Они не убирают.	Have They been cleaning? Они убирают?
He, She, It (он, она, оно)	He/She/It has been cleaning . Он/Она убирает.	He/She/It hasn't been cleaning . Он/Она не убирает.	Has He/She/It been cleaning? Он/Она убирает?

Exercise 1. Make sentences using Present Perfect Continuous Tense.

She/to clean/the flat/for more than an hour.

Peter/to swim/for half an hour.

Anna/to speak/on the phone/for an hour now.

You/to wait/for a bus/for ten minutes only.

Nelly and Mary/to do the shopping/since early morning.

It/to snow/since last night.

Jack and his friend/ to ride bikes/for three hours now.
The teacher/to explain/ a grammar rule/since the beginning of the lesson.

Theme: Semiconductors. Perfect Continuous Tenses

I. Read the text

SEMICONDUCTORS

There are materials that really occupy a place between the conductors of the electric current and the non-conductors. They are called semiconductors. These materials conduct electricity less readily than conductors but much better than insulators.

Semiconductors include almost all minerals, many chemical elements, a great variety of chemical compounds, alloys of metals, and a number of organic compounds. Like metals, they conduct electricity but they do it less effectively.

In metals all electrons are free and in insulators they are fixed. In semiconductors electrons are fixed, too, but the connection is so weak that the heat motion of the atoms of a body easily pulls them away and sets them free.

Minerals and crystals appear to possess some unexpected properties. It is well known that their conductivity increases with heating and falls with cooling.

As a semiconductor is heated, free electrons in it increase in number, hence, its conductivity increases as well.

Heat is by no means the only phenomenon influencing semiconductors. They are sensitive to light, too. Take germanium as an example. Its electrical properties may greatly change when it is exposed to light. With the help of a ray of light directed at a semiconductor, we can start or stop various machines, effect remote control, and perform lots of other useful things. Just as they are influenced by falling light, semiconductors are also influenced by all radiation.

Generally speaking, they are so sensitive that a heated object can be detected by its radiation.

Such dependence of conductivity on heat and light has opened up great possibilities for various uses of semiconductors. The semiconductor devices are applied for transmission of signals, for automatic control of a variety of processes, for switching on engines, for the reproduction of sound, protection of high-voltage transmission lines, speeding up of some chemical reactions, and so on. On the one hand they may be used to transform light and heat energy directly into electric energy without any complex mechanism with moving parts, and on the other hand, they are capable of generating heat or cold from electricity.

Russian engineers and scientists turned their attention to semiconductors many years ago. They saw in them a means of solving an old engineering problem, namely, that of direct conversion of heat into electricity without boilers or machines. Semiconductor thermocouples created in Russia convert heat directly into electricity just as a complex system consisting of a steam boiler, a steam engine and a generator does it.

II. Give the English equivalents for the words and word combinations below:

1) полупроводник; 2) химическое соединение; 3) сплав; 4) освобождать; 5) свойство; 6) увеличивать(ся); 7) охлаждение; 8) чувствительный к; 9) выставять; 10) луч; 11) направлять на; 12) дистанционное управление; 13) находить, обнаруживать; 14) защита; 15) ускорение; 16) решить инженерную проблему; 17) термоэлемент.

III. Guess the meaning of the following international words:

element, organic, mineral, crystal, phenomenon, automatic, control, process, reproduction, conversion, boiler.

IV. Join the beginnings and ends:

- Semiconductors are sensitive to ... conductors of the electric current and non-conductors.
- Semiconductors convert heat into dependence of conductivity on heat and light.
- Semiconductors occupy a place between... .. heat and light.
- Semiconductors conduct electricity ...into electricity without machines.
- As a semiconductor is heated its conductivity increases as well.

V. Insert words and expressions:

- 1) Semiconductors include a great variety of (химические соединения), (сплавы металлов).
- 2) Minerals and crystals appear to possess some unexpected (свойства). Their conductivity increases with (нагревание) and falls with (охлаждение).
- 3) With the help of a ray of light directed at a semiconductor, we can effect (дистанционное управление).
- 4) The semiconductor devices are applied for (автоматический контроль) of a variety of processes, for the (воспроизведение) of sound, (ускорение) of some chemical reactions.
- 5) (Термоэлементы) created in Russia convert heat directly into electricity.

VI. Answer the questions:

- 1) What do semiconductors include? 2) How does the atomic structure of semiconductors influence their properties? 3) What phenomena influence semiconductors? 4) What are the semiconductor devices applied for? 5) How do semiconductors help in solving engineering problems?

VII. Talk on the properties of semiconductors and their practical application

Past Perfect Continuous используется для того, чтобы подчеркнуть именно длительность, продолжительность действия, которое начнется и закончится до какого-то момента или другого действия в прошлом. Результат этого действия также видимый в прошлом.

She **had been running** for two hours before she saw a village. – Она бежала два часа, пока не увидела какое-то село.

John **had been speaking** all morning, so he lost his voice. – Джон разговаривал всё утро, так что потерял голос. (Длительное действие происходило в прошлом. Его результат, видимый в прошлом: он потерял голос.)

They **had been sitting** here since last evening before they bought the tickets. – Они сидели здесь с прошлого вечера, пока не купили билеты.

Past Perfect Continuous Tense			LEARNATHOME.RU
Мест.	+	-	?
I (я)	I had been cleaning until the evening. Я убирал до вечера.	I hadn't been cleaning until the evening. Я не убирал до вечера.	Had I been cleaning until the evening? Я убирал до вечера?
we (мы)	We had been cleaning . Мы убирали.	We hadn't been cleaning . Мы не убирали.	Had we been cleaning? Мы убирали?
you (ты)	You had been cleaning . Ты убирал.	You hadn't been cleaning . Ты не убирал.	Had you been cleaning? Ты убирал?
you (вы)	You had been cleaning . Вы убирали.	You hadn't been cleaning . Вы не убирали.	Had you been cleaning? Вы убирали?
they (они)	They had been cleaning . Они убирали.	They hadn't been cleaning . Они не убирали.	Had they been cleaning? Они убирали?
He, she, it (он, она, оно)	He/She/It had been cleaning . Он/Она убирал/а.	He/She/It hadn't been cleaning . Он/Она не убирал/а.	Had He/She/It been cleaning? Он/Она убирал/а?

Exercise 1. Put the verbs in brackets in the correct form

1. My sister ... (**to practise**) for two months before that concert.
2. The boys ... (**to fish**) for three hours before Tom caught the first fish.
3. We ... (**to discuss**) that problem for more than an hour before we found the right solution.
4. Henry ... (**to wait**) for half an hour before he saw his girlfriend getting off the tram.
5. Driving to the hospital was difficult as it ... (**to snow**) all night.
6. Polly ... (**to study**) economy since she entered university.
7. Ron's collection of coins was valuable as he ... (**to collect**) them since he was a schoolboy.
8. When Sam returned home we ... (**to watch**) that TV programme for a quarter of an hour already.
9. Bill's coat and mittens were wet because he ... (**to play**) snowballs with his friends in the yard.
10. David was irritated because the police inspector ... (**to ask**) him questions for more than an hour.

Theme: Electricity and magnetism. Perfect Continuous Tenses

I. Read the text

ELECTRICITY AND MAGNETISM

Text 1. Electromotive force

When free electrons are dislodged from atoms, electrical energy is released.

Chemical reaction, friction heat and electromagnetic induction will cause electrons to move from one atom to another. Whenever energy in any form is released, a force called electromotive (e. m. f.) is developed. If the force exerts its effort always in one direction, it is called direct; and if the force changes its direction of exertion periodically, it is called alternating.

The chemical reaction in a dry cell, heat and friction are sources of a unidirectional force. Electromagnetic induction produces an alternating force. The direction of force depends on the direction in which the field is cut. Whenever an e. m. f. is developed, there is also a field of energy called an electrostatic field, which can be detected by an electroscope and measured by an electrometer.

Text 2 Electromagnetic Induction

An electromotive force is induced in the conductor when there is a change in the magnetic field surrounding a conductor. This induced electromotive force may be produced in several ways as follows:

- a. A conductor may move in a stationary magnetic field of constant strength.
- b. A stationary conductor may be exposed to a moving magnetic field of constant strength.
- c. The strength of the field surrounding the conductor may change without any motion of conductor or magnetic circuit.

The electromotive force induced by motion of a conductor or a magnetic flux is the same when the conductor rotates and the flux is stationary or the flux rotates and the conductor is stationary. If both, conductor and flux, rotate in the same direction at the same speed, no electromotive force will be produced, if they rotate at the same speed but in opposite directions, the electromotive force induced would be twice as that which would be induced, if one of them was stationary. An electromotive force is not induced when a conductor is moved parallel to the lines of force, but only when it moves at an angle with these lines.

Any motion across the direction of the lines, however, will produce an electromotive force in the conductor. For this reason, the conductor is said to «cut» the lines of force. The actual electromotive force induced in the conductor depends upon the nature at which the flux is cut.

Text 3 Electromotive force and resistance

The electromotive force is the very force that moves the electrons from one point in an electric circuit towards another. In case this e. m. f. is direct, the current is direct. On the other hand, were the electromotive force alternating, the current would be alternating, too. The e. m. f. is measurable and it is the volt that is the unit used for measuring it. A current is unable to flow in a circuit consisting of metallic wires alone. A source of an e. m. f. should be provided as well. The source under consideration may be a cell or a battery, a generator, a thermocouple or a photocell, etc.

In addition to the electromotive force and the potential difference reference should be made to another important factor that greatly influences electrical flow, namely, resistance. All substances offer a certain amount of opposition, that is to say resistance, to the passage of current. This resistance may be high or low depending on the type of circuit and the material employed. Glass and rubber offer a very high resistance and, hence, they are considered as good insulators. All substances do allow the passage of some current provided the potential difference is high enough.

Certain factors can greatly influence the resistance of an electric circuit.

They are the size of the wire, its length, and type. In short, the thinner or longer the wire, the greater is the resistance offered.

II. Give the English equivalents for the words below. Find in the text the sentences with these words and translate them

1) трение; 2) электродвижущая сила; 3) элемент; 4) параллельное соединение; 5) сопротивление; 6) электромагнитная индукция; 7) переменный ток; 8) постоянное напряжение; 9) фотоэлемент.

III. Guess the meaning of the following international words and translate them:

reaction, electrostatic, electrometer, electroscopes, volt, metallic.

IV. Say whether these sentences are true or false:

1. Alternating force always exerts its effort in one direction.
2. Alternating force is produced by electromagnetic induction.
3. The electromotive force is induced by motion of a conductor.
4. Resistance is an important factor that greatly influences electrical flow.
5. The type of the material employed doesn't influence the resistance.

V. Answer the questions:

1) What factors cause the motion of electrons from one atom to another? 2) When is the electromotive force developed? 3) When does an electrostatic field appear? 4) How is the electromotive force induced? 5) What unit is used for measuring the electromotive force? 6) What are the sources of electromotive force? 7) What is called "resistance"? 8) How do the types of circuit and material influence the resistance? 9) Name the factors that influence the resistance.

Future Perfect Continuous — длительное время, его используют, когда нужно сказать о действии, которое началось и продолжалось в течение какого-то времени до определенного момента (или действия) в будущем.

- They **will have been living** together for 4 years by the time their son is 2 years old. — К моменту, как их сыну исполнится 2 года, они будут жить вместе уже 4 года.
- Will they **have been playing** tennis for two hours when I come to the court? — Они будут играть в теннис в течение двух часов, когда я приду на корт?
- He **won't have been learning** English for one year when he sits this exam. —

Еще не пройдет год, как он изучает английский, когда он будет сдавать этот экзамен.

Образование предложений Future Perfect Continuous

I, he, she, it, you, we, they

will have been

глагол с окончанием -ing
working, eating, sleeping

Bob **will have been waiting** for more than two hours when Mary's plane finally arrives.

Боб будет ждать Мэри два часа когда самолет Мэри наконец приземлится.

They **will have been talking** for over an hour by the time Mary arrives.

Они болтали больше двух часов к тому моменту, как Мэри приехала.

Ex.1 Make sentences using Future Perfect Continuous

1. been / will / the New Year / a teacher / for / working / by / Andrew / have / as / 15 years.
2. for / Mark / before / will / been / at the conference / Moscow / leaves / working / he / have / for 2 days.
3. for / at Christmas / writing / will / she / have / her / new / been / novel / seven years?
4. go / the competition / for / their / before / training / have / they / to / coach / will / been / them / three months.

Ex. 2. Put the verbs in brackets in the correct form of Future Perfect Continuous

1. By Easter Sandy and Malory _____ (work) together for 7 years.
2. In some minutes, Fred _____ (wait) for 2 hours already.
3. We'll be halfway through our swim in an hour so we _____ (swim) non-stop for 48 hours.
4. If Melissa is still on the phone at 5pm, Fred _____ (to talk) to her for over six hours.
5. By the time Mike arrives, Megan _____ (read) the funny book for 4 hours.

Ex.3 Translate into English using form of Future Perfect Continuous

1. Когда наша дочь пойдет в школу, мы уже будем жить в этом городе 10 лет.
2. В конце месяца буде 5 лет, как я учу китайский.
3. К тому времени, как Майкл закончит колледж, его отец проработает в Боливии два года.
4. Я буду писать третий портрет к тому времени, как Молли вернется.
5. Они будут смотреть этот сериал пока ты не скачаешь новый.

Topic 3.8 Dynamos. Conditionals

I. Read the text

DYNAMOS

The term «dynamo» is applied to machines which convert either mechanical energy into electrical energy or electrical energy into mechanical energy by utilizing the principle of electromagnetic induction. A dynamo is called a generator when mechanical energy supplied in the form of rotation is converted into electrical energy. When the energy conversion takes place in the reverse order the dynamo is called a motor. Thus a dynamo is a reversible machine capable of operation as a generator or motor as desired.

A generator does not create electricity, but generates or produces an induced electromotive force, which causes a current to flow through a properly insulated system of electrical conductors external to it. The amount of electricity obtainable from such a generator is dependent upon the mechanical energy supplied. In the circuit external to a generator the e. m. f. causes the electricity to flow from a higher or positive potential to a lower or negative potential. In the internal circuit of a generator the e. m. f. causes the current to flow from a lower potential to a higher potential. The action of a generator is based upon the principles of electromagnetic induction.

The dynamo consists essentially of two parts: a magnetic field, produced by electromagnets, and a number of loops or coils of wire wound upon an iron core, forming the armature. These parts are arranged so that the number of the magnetic lines of force of the field threading through the armature, coils will be constantly varied, thereby producing a steady e. m. f. in the generator or a constant torque in the motor.

II. Fill in the gaps with the words given below:

to convert, generator, reversible, obtainable, induction, loops

1. The term “dynamo” is applied to machines which.....either mechanical energy into electrical or on the contrary electrical energy into mechanical energy.
2. A dynamo is a machine capable of operation as a generator or motor as desired.
3. The amount of electricity from such a generator is dependent upon the mechanical energy supplied .
4. The action of a generator is based upon the principles of electromagnetic
5. The dynamo consists of two parts: a magnetic field, produced by electromagnets, and a number ofor coils of wire.

III. Find the Russian equivalents for the following English words and word combinations:

- 1) to be applied to smth.;
- 2) to convert smth. into smth.;
- 3) rotation;
- 4) to utilize;
- 5) a properly insulated system;
- 6) internal (external) circuit;
- 7) capable of operation;
- 8) positive (negative) potential;
- 9) reverse order;
- 10) energy conversion.

IV. Answer the questions

1. What term can be applied to machines converting mechanical energy into electrical?
2. What kind of machine is a dynamo?
3. What is the function of a generator?
4. What is the action of a generator based upon?
5. What parts does the dynamo consist of?

Условные предложения первого типа (First Conditional) считаются самым простым типом условных предложений. Эта тема изучается на уровне pre-intermediate. Действие, которое передает этот тип условных предложений, относится к настоящему или будущему времени. Это реальное действие, оно может произойти в будущем, если будет выполнено условие.

Условные предложения всегда состоят из двух частей (clauses):

1. Условная часть (if-clause), в которой стоит слово if (если) и приводится условие, при котором возможно действие-следствие.
2. Следствие или результат, зависящий от условия. Эту часть называют основной частью (main clause).



CONDITIONAL I

1 тип условных предложений называется реальным, т.к. выполнение условий в этих предложениях вполне осуществимо.

Несмотря на русский перевод, условная часть предложения выражается только при помощи Настоящего времени (обычно *Present Simple*). А в основной части используется будущее время.

If you finish your homework, we shall go to the cinema.
Если ты закончишь домашнюю работу, мы пойдем в кино.

1. Выберите подходящую форму глагола в каждом предложении.

If we ... (**will leave/leave/leaves**) at 7 o'clock, we ... (**will arrive/arrive/arrives**) on time.

If Bob ... (**will get/get/gets**) a good job, he ... (**will buy/buy/buys**) a new car.

If you ... (**won't drink/don't drink/doesn't drink**) wine, you ... (**won't feel/don't feel/doesn't feel**) sleepy.

The child ... (**will start/start/starts**) crying if the toy ... (**will break/break/breaks**).

We ... (**will go/go/goes**) to the beach if the weather ... (**will be/is/be**) sunny tomorrow.

I ... (**will be/am/be**) late for the concert if I ... (**won't find/don't find/doesn't find**) a taxi.

If he ... (**will become/become/becomes**) Prime Minister, he ... (**will raise/raise/raises**) taxes.

If you ... (**will be/are/is**) more careful, you ... (**won't make/makes/make**) so many mistakes.

Topic 3.9 Generators. Conditionals.

I. Read the text

GENERATORS

The powerful, highly efficient generators and alternators that are in use today operate on the same principle as the dynamo invented by the great English scientist Faraday in 1831. Dynamo-electric machines are used to supply light, heat and power on a large scale. These are the machines that produce more than 99.99 per cent of all the world's electric power.

There are two types of dynamos – the generator and the alternator. The former supplies d. c. which is similar to the current from a battery and the latter provides a. c. To generate electricity both of them must be continuously provided with energy from some outside source of mechanical energy such as steam engines, steam turbines or water turbines.

A generator is an electric machine, which converts mechanical energy into electric energy. There are direct-current (d. c.) generators and alternating current (a. c.) generators. Their construction is much alike. A d. c. generator consists of stationary and rotating elements. The stationary elements are: the yoke or the frame and the field structure. The yoke forms the closed circuit for the magnetic flux. The function of the magnetic structure is to produce the magnetic field.

The rotating elements are: true armature and the commutator. They are on the same shaft. The armature consists of the core and the winding. The winding is connected to the commutator. With the help of the brushes on the commutator that conduct the electric current to the line the winding is connected to the external circuit. The stationary element of an a. c. generator is called a stator. The rotating element is called a rotor. The essential difference between a d. c. generator and a. c. generator is that the former has a commutator by means of which the generated e. m. f.

is made continuous, i. e. the commutator mechanically rectifies the alternating e. m. f. so that it is always of the same polarity.

D. c. generators are used for electrolytic processes such as electroplating. Large d. c. generators are employed in such manufacturing processes as steel making. The d. c. generator of small capacities is used for various special purposes such as arc welding, automobile generators, train lighting systems, etc. It also finds rather extensive use in connection with communication systems.

II. Give the Russian equivalents for the following English words and word combinations:

- 1) generator; 2) alternator; 3) steam turbine; 4) water turbine; 5) armature; 6) rotor; 7) stationary;
- 8) commutator; 9) stator; 10) yoke; 11) brushes; 12) core; 13) frame; 14) winding.

III. Fill in the blanks

1. A generator is an electric machine, which a) ----- mechanical energy into electrical energy.
2. A direct-current generator consists of b) ----- .
3. The dynamo was invented by c) ----- in 1831.
4. The d.c. generator is used for various purposes such as d) ----- .

IV. Work out the plan of the text

V. Speak on the following points:

1. The construction of a generator.
2. The direct current generators and their industrial application.

Second Conditional – условные предложения второго типа

Этот тип английских условных предложений используется для описания невозможной, нереальной или воображаемой ситуации. При переводе таких предложений на русский язык гипотетический оттенок передается с помощью частицы «бы». Подобные конструкции относятся к настоящему или будущему времени.

If I had a lot of money, I would travel round the world. – Если бы у меня было много денег, я бы путешествовал по всему миру
Условное предложение второго типа образуется по следующей схеме:

Условие	Результат
If + Past Simple,	would + глагол без to

Не забудьте, что допускается возможность менять местами главное и придаточное предложения. Однако следует быть внимательными с запятой. Ее мы ставим только в том случае, когда условие стоит в начале английского предложения.

В условных предложениях второго типа форма прошедшего времени глагола to be – were – используется для всех лиц в более официальном английском, was также можно использовать, правда, этот вариант встречается чаще в разговорном английском.

If today were Saturday, we could go to the beach. = If today was Saturday, we could go to the beach. – Если бы сегодня была суббота, то мы пошли бы на пляж.

Оборот If I were you обычно используется с этим типом условных предложений для того, чтобы дать совет и спроецировать ситуацию на себя. В русском языке для этого существует конструкция «Если бы я был на Вашем (ее, его, твоём, их) месте».

If I were you, I wouldn't buy that car. – Если бы я был на Вашем месте, я бы не покупал ту машину.

В английском языке нет практически ни одного правила без исключений. Все важные дополнения к правилу об условных предложениях второго типа мы собрали в следующую таблицу. Несомненно, примеры с переводом помогут вам в дальнейшем свободно использовать данные конструкции в речи и на письме.

1. Поставьте глаголы из скобок в необходимую форму.

1. If he ... (be) my friend, I ... (invite) him to the party.

2. If I ... (be) taller, I ... (become) a basketball player.
3. If an asteroid ... (hit) our planet, it ... (cause) an ice age.
4. John ... (travel) around the world if he ... (win) a lottery prize.
5. We ... (go) to Spain this winter if we ... (have) enough money.
6. She ... (not mind) if you ... (borrow) her car.
7. If you ... (move) to another city, I ... (phone) you every day.
8. They ... (laugh) at me if I ... (sing) this song.
9. If we ... (have) free time, we ... (start) a new hobby.
10. If I ... (know) her secret, I ... (not tell) it to anyone.

Topic 3.10 Main structural elements of A.D.C. machines Tense sequence.

Read the text

MAIN STRUCTURAL ELEMENTS OF A D. C. MACHINE

A direct-current machine consists of two main parts, a stationary part, usually called the stator, designed mainly for producing a magnetic flux, and a rotating part, called the armature or the rotor. The stationary and rotating parts should be separated from each other by an air-gap. The stationary part of a d. c. machine consists of main poles, designed to create the main magnetic flux; commutating poles interposed between the main poles; and a frame. It should be noted here that sparkles operation of the machine would be impossible without the commutating poles. Thus, they should ensure sparkles operation of the brushes at the commutator.

The main pole consists of a laminated core the end of which facing the armature carries a pole shoe and a field coil through which direct current passes. The armature is a cylindrical body rotating in the space between the poles and comprising a slotted armature core, a winding inserted in the armature slots, a commutator, and a brush gear.

The frame is the stationary part of the machine to which are fixed the main and commutating poles and by means of which the machine is bolted to its bedplate. The ring shaped portion which serves as the path for the main and commutating pole fluxes is called the yoke. End-shields or frame-heads which carry the bearings are also attached to the frame. Of these main structural elements of the machine the yoke, the pole cores, the armature core and the air-gap between the armature core and the pole core are known to form the magnetic circuit while the pole coils, the armature windings, the commutator and brushes should form the electric circuit of the machine.

II. Translate the following phrases, using the given variants of translation:

to consist – состоять : to consist of a stationary part and a rotating part;

separated – отдельный изолированный: the stationary and rotating parts should be separated from each other by an air gap;

to serve – служить в качестве чего-либо: the ring shaped portion or yoke serves as a path for the main and commutating pole fluxes.

III. Arrange synonyms in pairs and memorize them:

a) to consist of; to be separated from; to create; to be interposed between; to pass; to rotate;

b) to be divided with; to produce; to introduce into; to permeate; to roll; to revolve; to comprise.

IV. Write out the names of the machine parts and describe their operational characteristics

Согласование времен (Sequence of Tenses)

Как и в русском языке, в английском вы столкнетесь со сложными предложениями, которые состоят из главной и придаточной части. Если в главном предложении сказуемое выражено глаголом в одной из форм прошедшего времени, то в придаточном предложении **употребление времен ограничено.**

Правило, которому в этом случае подчиняется употребление времен в придаточном предложении, называется **согласованием времен**.

Правило 1.

Если глагол главного предложения имеет форму настоящего или будущего времени, то глагол придаточного предложения будет иметь любую форму, которая требуется смыслом предложения. То есть **никаких изменений не произойдет**, согласование времен здесь в силу не вступает.

Правило 2.

Если глагол главного предложения имеет форму прошедшего времени (обычно Past Simple), то глагол придаточного предложения должен быть в форме **одного из прошедших времен**. То есть в данном случае время придаточного предложения изменится. Все эти изменения отражены в нижеследующей таблице (показаны наиболее распространенные времена).

Таблица 1. Согласование времен.

Переход из одного времени в другое	Пример	
Present Simple » Past Simple	He can speak French – Он говорит по-французски.	Boris said that he could speak French – Борис сказал, что он говорит по-французски.
Present Continuous » Past Continuous	They are listening to him – Они слушают его.	I thought they were listening to him – Я думал, они слушают его.
Present Perfect » Past Perfect	Our teacher has asked my parents to help him – Наш учитель попросил моих родителей помочь ему.	Mary told me that our teacher had asked my parents to help him – Мария сказала мне, что наш учитель попросил моих родителей помочь ему.
Past Simple » Past Perfect	I invited her – Я пригласил ее.	Peter didn't know that I had invited her – Петр не знал, что я пригласил ее.
Past Continuous » Past Perfect Continuous	She was crying – Она плакала.	John said that she had been crying – Джон сказал, что она плакала.
Present Perfect Continuous » Past Perfect Continuous	It has been raining for an hour – Дождь идет уже	He said that it had been raining for an hour – Он

	час.	сказал, что уже час шел дождь.
Future Simple » Future in the Past	She will show us the map – Она покажет нам карту.	I didn't expect she would show us the map – Я не ожидал, что она покажет нам карту.

Таблица 2. Случаи, когда согласование времен не употребляется.

1. Если в придаточном предложении сообщается общеизвестное положение или факт.	<ul style="list-style-type: none"> We convinced him how important learning English is – Мы убедили его, насколько важно изучение английского. Even the early doctors knew that the washing of hands prevents infection – Еще издавна врачи знали, что мытье рук препятствует распространению инфекции.
2. Если в придаточном предложении сказуемое выражено глаголом в сослагательном наклонении.	<ul style="list-style-type: none"> If your father were kind, he would let us stay here – Если бы твой отец был добрым, он бы разрешил нам остаться здесь. Boris would not lend us money, if we asked him – Борис не одолжил бы нам деньги, если бы мы его попросили.
3. Если в состав сказуемого придаточного предложения входит модальный глагол must, need, should или ought , согласование времен не употребляется. Однако can меняется на could , а may меняется на might .	<ul style="list-style-type: none"> Mary said that he must call her – Мария сказала, что он должен позвонить ей. They said they might come back early – Они сказали, что, может быть, вернуться рано. Boris said that he could speak French – Борис сказал, что он говорит по-французски.

3. Изменение обстоятельств времени и места при согласовании времен.

Следует запомнить, что при согласовании времен изменяются также некоторые слова (обстоятельства времени и места).

<ul style="list-style-type: none"> this » that these » those here » there now » then yesterday » the day before 	<ul style="list-style-type: none"> today » that day tomorrow » the next (following) day last week (year) » the previous week (year) ago » before next week (year) » the following week (year)
--	--

V. Продолжите предложения.

Пример: I think I know the answer.

I thought... – I thought I knew the answer.

1. He realizes he will be alone.
He realized...
2. We hope she will be waiting for us at six o'clock.
We hoped...
3. He proves he is the best.
He proved...
4. She imagines she can do that.
She imagined...
5. We understand we need more money.
We understood...

Unit 4. Professional texts

Topic 4.1 History of electricity

Read and translate the text.

The electric current was born in the year 1800 when Volta constructed the first source of continuous current. Since that time numerous scientists and inventors, Russian and foreign, have greatly contributed to its development and practical application.

As a result, we cannot imagine modern civilization without the electric current. We can't imagine how people could do without electric lamps, without vacuum clean-ers, refrigerators, washing machines and other electrical-ly operated devices that are widely used today. In fact, telephones, lifts, electric trams and trains, radio and television have been made possible only owing to the electric current.

The student reading this article is certainly familiar with the important part which the electric current plays in everyday life. From the moment when he gets up in the morning until he goes to bed at night, he widely uses electric energy. Only when going to the institute either on foot or by bicycle, he can do without electricity. In fact, it is well known that electric current is necessary for the operation of trolley-buses, trams, buses and modern trains.

During the day the student will also use some electrical devices working in the laboratory, making use of the tele-phone, the lift, the tram and so on. As for the evening, if he studies or reads by an electric lamp, watches television, goes to the theatre or cinema, he certainly uses electricity. Some people are more familiar with the various applica-tions of the electric current in their everyday life than with its numerous industrial applications. How-ever, electric energy finds its most important use in in-dustry. Take, for example, the electric motor transforming electric energy into mechanical energy. It finds wide application at every mill and factory. As for the electric crane, it can easily lift objects weighing hundreds of tons.

Exercises

I. Learn the following words, groups of words. Translate the sentences.

1. application— применение. The motors find different applications.
2. as for — что касается. My friend speaks English well. As for me I can't do it.
3. current— ток. Where is the current used?
4. device— прибор, приспособление. We use different devices at home.
5. to do without— обходиться без чего-либо. We can't do without the telephone.
6. electric(al)— электрический. A vacuum cleaner is an electrical device.
7. furnace— печь, горн. Is there an electric furnace in your room?
8. inventor— изобретатель. A.S. Popov is the inventor of the radio.
9. laboratory— лаборатория. There are electrical fur-naces in our laboratory.
10. to make use of — использовать. The students make use of electrical devices in the laboratory.
11. to measure— измерять. Can you measure the electric current?
12. to play a part— играть роль. Electrical devices play an important part in our life.

13. scientist— ученый. What scientists work at your institute?
14. to serve — служить, обслуживать. Atoms serve the people.
15. to transform— преобразовывать. Is it possible to transform the electric current?
16. to watch television— смотреть телевизор. I watch tel-evision in the evening.
17. to weigh— весить. How much does this machine weigh?

II. Translate the following international words and make sentences using this words.

radio, student, civilization, lamp, result, machine, institute, lift, vacuum, energy, telephone, practical, fact, tram, refrigerator, technological

Контрольные вопросы

1. When was born the electric current?
2. What kind of electric devices do we use most of all?
3. What kind of devices have made only owing to the electric current?

Topic 4.2 Interesting facts on electricity and electronics

a) Read and translate the text

b) make 5 questions to the text

Interesting Facts About Electricity

Electricity travels at the speed of light — more than 186,000 miles per second.

Coal is the world's biggest source of energy for producing electricity. Coal is burned in furnaces that boil water. The steam from the boiling water then spins turbines that are attached to generators. Electric fields work in a similar way to gravity. Whereas gravity always attracts, electric fields can either attract or repulse. Thomas Edison invented more than 2,000 new products, including almost everything needed for us to use electricity in our homes: switches, fuses, sockets and meters. Benjamin Franklin didn't discover electricity, but he did prove that lightning is a form of electrical energy. Although electricity is neither a renewable nor non-renewable source of energy, it often comes from both renewable and non-renewable sources.

When two charged objects are brought near each other, they either attract or repel each other which generate electrical energy. The two types of electrical charge in electrical energy are positive and negative. Electricity can be made from wind, light, water and even animal manure.

Iceland is the first and only country to date which relies solely on renewable sources for electricity. It is a little-known fact that only ten percent of the traditional light bulb is used for actual lighting. The other 90% of the energy creates heat.

The difference between AC (Alternating Current) and DC is in the way the electrons flow. With DC electrons move in a single direction, while in AC, electrons constantly switch direction. AC is what we use in most homes, as it is much safer and it used over longer distances than DC can.

Alessandro Volta was the one who discovered that when two strips of different metals were placed in sulfuric acid and connected to a simple wire, electricity flowed.

Exercise 1. Translate sentences into Russian. Make questions to the underlined words.

1. During the day the student will also use some electrical devices working in the laboratory, making use of the telephone, the lift, the tram and so on.
2. Some people are more familiar with the various applications of electricity in their everyday life than they are with its numerous industrial applications.
3. The energy sources of the world decreasing, the scientists must find new sources of energy.
4. Lightning is a discharge of atmospheric electricity.
5. It is quite possible that some day coal and other fuel may be replaced by atomic energy.

Exercise 2. Make sentences from the words.

1. application, the, the, the, technological, of, electricity, contributes, industrial, progress, to.
2. day, use, every, do, appliances, you, electrical?

3. are, longstanding, of what, applications, electricity?
4. induction, who , motor, invented?

Контрольные вопросы

1. What is the biggest world's source of energy for producing electricity?
2. Whom was invented new all electric products by?
3. What is the difference between AC and DC?

Topic 4.3 Inventions

James Watt was a Scottish inventor and mechanical engineer, known for his improvements of the steam engine.

Watt was born on January 19, 1736, in Greenock, Scotland. He worked as a mathematical-instrument maker from the age of 19 and soon became interested in improving the steam engine which was used at that time to pump out water from mines.

Watt determined the properties of steam, especially the relation of its density to its temperature and pressure, and designed a separate condensing chamber for the steam engine that prevented large losses of steam in the cylinder. Watt's first patent, in 1769, covered this device and other improvements on steam engine.

At that time, Watt was the partner of the inventor John Roebuck, who had financed his researches. In 1775, however, Roebuck's interest was taken over by the manufacturer Matthew Boulton, owner of the Soho Engineering Works at Birmingham, and he and Watt began the manufacture of steam engines. Watt continued his research and patented several other important inventions, including the rotary engine for driving various types of machinery; the double-action, in which steam is admitted alternately into both ends of the cylinder; and the steam indicator, which records the steam pressure in the engine. He retired from the firm in 1800 and thereafter devoted himself entirely to research work.

The misconception that Watt was the actual inventor of the steam engine arose from the fundamental nature of his contributions to its development. The centrifugal or fly ball governor,

which he invented in 1788, and which automatically regulated the speed of an engine, is of particular interest today. It embodies the feedback principle of a servomechanism, linking output to input, which is the basic concept of automation. The watt, the unit of power, was named in his honor. Watt was also a well known civil engineer. He invented, in 1767, an attachment that adapted telescopes for use in the measurement of distances. Watt died in Heathfield, near Birmingham, in August 1819.

Answer the questions

1. Who was James Watt?
2. How was the steam engine used at the beginning of the 18th century?
3. What did Watt determine?
4. What did Watt patent in the seventeenth?
5. Was Watt the actual inventor of the steam engine?
6. What is the centrifugal or fly ball governor?
7. What unit of power was named in his honour?
8. What attachment did he invent in 1767?

Match the words and translate them

- | | |
|--------------------|------------------|
| 1. the properties | a) of automation |
| 2. to pump out | b) work |
| 3. the measurement | c) engine |
| 4. began | d) chamber |

- | | |
|--------------------------|--------------------------|
| 5. prevented | e) of steam |
| 6. basic concept | f) water |
| 7. research | g) engine |
| 8. a separate condensing | h) of distances |
| 9. the rotary | i) large lasses of steam |
| 10.steam | j) the manufacture |

Контрольные вопросы

1. Who was James Watt?
2. What did he do?
3. What did he invent?

Раздел 5. Modern business papers

Topic 5.1 Paper work and its organization

1. Read the text and translate

Make 5 questions to the text

Paperwork is a general term for the many different forms, invoices, lists, resumes and work that needs completing in every business. Although computers have eliminated some paperwork such as paper memos for the most part, forms and other papers are still needed in most offices. In many offices the same papers can be handled and processed by many people before they get filed, stored or shredded.

Many office efficiency experts advise that each piece of paper should go to where it needs to go right away to be handled by that department or person. After reading and working with each piece of paper it can be either filed, shredded, thrown out, recycled or hung on a bulletin board. Paperwork that is still needed to complete can be kept in a tiered tray. The trays should be labeled to avoid mixed piles of papers in the trays. The classic way of labeling the trays, or baskets, in a desk top multi-leveled paperwork holder is with the words in and out. The in basket is for incoming paperwork that needs to be done and the out basket holds outgoing paperwork that is finished. Some office workers still label their desk trays this way while others may forgo labels altogether. Some workers don't use multi-tiered trays for paperwork, but may use hanging files to store papers in a deep desk drawer. Some workers just seem to keep most of their paperwork in a pile on their desk, but most business organizational experts suggest only having the most current project on the desktop. Other paperwork projects can be stored in trays or files for easy reference. Having to search through disorganized paperwork to find something can cut down on productivity. Types of paper work common to most businesses include forms, reports, legal records, project briefs, employee evaluations, faxes, letters, shipping reports, orders and invoices. Many companies use computer orders and invoices as well as emails rather than letters. Yet most companies print out copies of these for other departments such as the accounting department. Some offices may be virtually paperless, but many are still working on getting to that point. Most businesses today recycle their paperwork whenever possible and paper recycling boxes are a common sight in today's offices.

2. Make sentences from these words

paperwork, eliminate, store, shred, project, efficiency, recycle, tray, pile, hang, current, reference, include, invoices

3. Translate 8 tips for Organizing Your Paperwork and describe your main steps of organization paperwork

Coming up with a system of organization all the paper in your life takes thought and planning. And making use of it requires time and effort. In the short run, letting papers pile up is a lot easier. But in the long run, doing so can turn into a major headache.

Taking the time and effort to develop a systematic way of organizing your papers can result in a lot less stress and hassle in your life. Try the following as you create your filing system:

Start simple: Come up with a filing system that's relatively easy to use. You don't want your filing system to be more stressful than the stress it's supposed to alleviate.

Be colorful: Files of different colors, or tabs and labels of different colors can not only turn your filing system into a work of art but also make it easier to find different subjects and interests.

Don't scrimp when you buy a filing cabinet: Invest in a cabinet of good quality. Poorly made filing cabinets tend to break down in the crunch. When your files get larger and heavier, their weight can strain a cheap filing cabinet and make it difficult for the drawers to open smoothly — or to open at all, for that matter. And try to find a cabinet that won't make your room look like an claim-adjusters office. Many of the traditional office cabinets are big and, frankly, pretty unattractive.

Keep important papers where you know they're safe: Keep your documents in a safe place, but make sure that you can easily get hold of them when you need them. Keep track of the following

Automobile information

Bank account numbers

Birth certificates

Credit card numbers

Deeds

Important receipts

Instructions

Insurance policies

Loan agreements

Marriage certificate

Medical records

Mortgage agreements

Passports

PIN numbers

School transcripts

Service contracts

Tax returns (last 5 years)

Warranties

Wills

Some of these categories warrant their own separate file. Some, like your important numbers, can be combined. For the more important documents, you may want to keep the originals in a safe or in a safe-deposit box, and keep available copies in your files.

Avoid Lower Moravia: The most common error people make when creating a filing system is to come up with categories that are too specific. For example, a file titled "Travel articles about Lower Moravia" won't fit well in your system unless you're definitely planning on going there or you're writing your master's thesis on this topic. If you continue in this vein, you'll be overrun with file folders in no time, and you'll have a heck of a time ever finding anything — if you ever want to. Start with fewer, broader categories.

Never put all your papers in one basket: An approach described by organizational expert Stephanie Culp suggests that you have four baskets for your paper (in addition to the extremely important wastepaper basket):

A To Do basket: The wire see-through kind works best.

A To Pay basket: Again, wire works best here.

A To File basket: Use a larger wicker basket.

A To Read basket: Try an even larger wicker basket with handles.

Culp recommends that you stack your To Do basket on top of your To Pay basket on your desk. Keep the To File basket under your desk, out of the way of your more immediate paper needs. You can keep the To Read basket in a different part of your home — such as your

bedroom or study — so that you can catch up on your reading whenever the opportunity arises.

Make filing a habit: Find a time during the week to empty your To File basket and file those needed papers away. This task really shouldn't take long — 15 or 20 minutes should do it.

Fine-tune later: At a later date, take a look at what's in your files. Usually, you find that a file is either underused or bulging. If you find that you have only one or two things in a file folder, find or create a file that's broader in scope. Alternatively, if you find that a folder is overflowing with contributions, create subcategories, either by topic or by dates.

Контрольные вопросы.

1. What is paperwork?
2. What ways of organization of paperwork do you know?
3. Is it useful information nowadays? Why?

Topic 5.2 Business English. Business correspondence

Деловые и формальные письма. Структура делового письма и речевые модели для использования в нем

Структура письма Речевые модели

1. **Официальное обращение к получателю** (Address the recipient in a formal manner)
Dear Sir or Madam — Дорогой Сэр(обращение к мужчине) или Мадам (к женщине)

2. **В первом абзаце укажите цель написания письма.** (Не используйте глаголы в сокращенной форме!) I am writing in connection with/to ask about... — Я пишу в связи с/для того, чтобы узнать/спросить....

I have read/found your advertisement in...and would like to ... — Я прочитал/нашел Ваше объявление в...и хотел бы...

I am interested in... — Меня интересует...

I would like to know more details about... — Я бы хотел узнать больше деталей о...

I would like to ask further information about/concerning... — Я бы хотел узнать/спросить дополнительную информацию о/информацию относящуюся...

I would like to ask if/when/why/where... — Я бы хотел спросить, возможно ли, если/когда/почему/где...

I look forward to your answer/ to hearing from you. — Жду с нетерпением Вашего ответа...

3. **Конец письма в соответствующей форме:**

Если письмо начинается Dear Sir or Madam, то письмо нужно закончить фразой Yours faithfully,... — искренне Ваш, с уважением...

Если письмо начинается Dear Mr/Mrs Wilson, тогда письмо заканчивается Yours sincerely,... — искренне Ваш, с уважением...

How to Write a Business Letter

A business letter is a formal document, with a set structure. As you can see from the examples in the links below, a business letter has a very defined format.

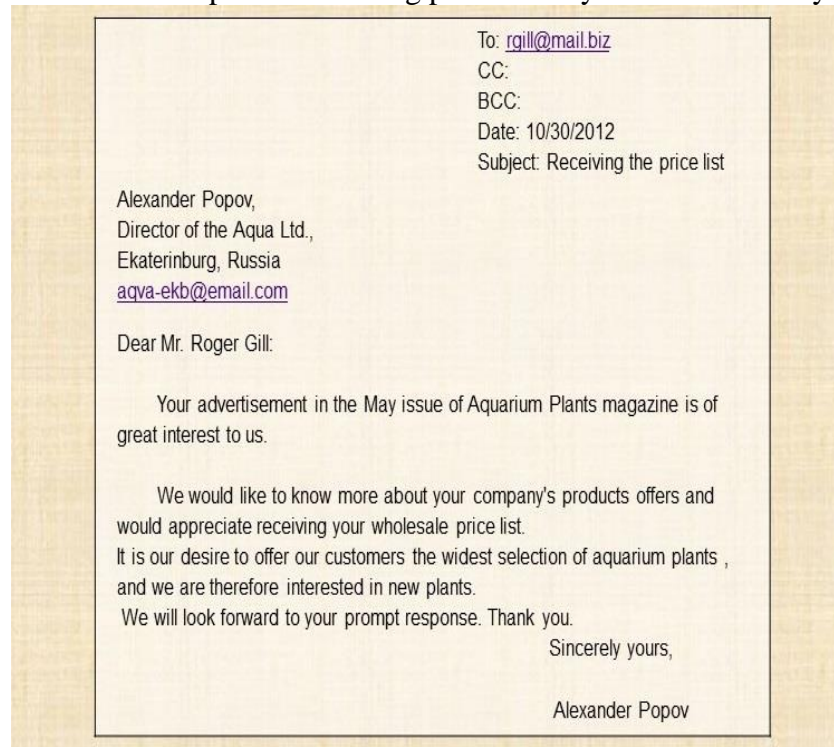
A business letter includes contact information, a salutation, the body of the letter, a complimentary close, and a signature.

What should you include in a professional letter written for business purposes? A business letter is a formal document, with a set structure. As you can see from the examples in the links below, a business letter has a very defined format. A business letter includes contact information, a salutation, the body of the letter, a complimentary close, and a signature.

There are rules for everything, from how wide the letter's margins should be to what size font to use.

- In general, it's wise to keep the body of your business letter direct and brief.
- Explain why you are writing in your first paragraph,
- Provide more specifics in the next paragraph, and
- Use your closing paragraph to reiterate your reason for writing

- Thank the recipient for reading, and possibly mention follow-up plans
- Below, you'll find a list of business letter examples for a variety of employment and business-related correspondence, as well as tips for how to write an appropriate and effective business letter. Use these samples as a starting point when you have to write your own letter.



1. Translate business letters

1. Dear Sir/Madam,

2. I am writing in connection with an advertisement for your English course. I am 19 years-old student from Russia. I am interested in English and have been looking for a course in English at higher level.

I would like to ask for more details about this English course. I would be very grateful if you could inform me about payment forms and enrolment requirements.

I look forward to your answer.

3. Yours faithfully,

Ann Rudova

2. Translate into English

It is very kind of you to -----

We enclose-----

We are sorry-----

Unfortunately-----

With reference to your -----

As you requested-----

According to-----

Please let me know-----

Thank you for responding to my offer ----

We look forward to hearing from you soon --

Thank you for responding to my offer----

3. Make up your business letter

Контрольные вопросы

1. How do you understand a business letter?
2. What ways of writing a business letter do you know?
3. How often do you write a business letter?

Topic 5.3 Business English. Resume

Resume или CV?

В Великобритании и Ирландии распространено употребление термина CV, которое затем было заимствовано и многими другими странами. CV — это сокращение от латинского выражения Curriculum Vitae [kəˈrɪkjələm ˈvi:tai], что переводится как «ход жизни».

В США же резюме обозначается понятным нам словом résumé ['rezəmeɪ]. CV не так широко распространено в Америке и используется чаще в научных и узкоспециализированных кругах, чем при приеме на работу.

Структура резюме или CV на английском языке

1. Personal information (личная информация)
2. Objective (цель)
3. Education (образование)
4. Qualifications (дополнительная квалификация)
5. Work experience (опыт работы)
6. Personal qualities (личные качества)
7. Special skills (специальные навыки)
8. Awards (награды)
9. Research experience (научная деятельность)
10. Publications (публикации)
11. Memberships (членство в организациях)
12. References (рекомендации)

New words:

in-depth knowledge of... — глубокие познания в...

well-developed skills in... — отлично развитые навыки...

with broad experience in... — с обширным опытом в...

in-depth understanding of... — глубокое понимание...

excellent written and verbal communication skills — отличные навыки письменного и устного общения

speaking in public — умение выступать перед аудиторией

solve technical problems easily — с легкостью решаю технические проблемы

read and write in English fluently — свободно читаю и пишу на английском языке и других.

Approachable — Идущий на встречу, отзывчивый

Articulate — Способный четко формулировать и излагать свои мысли

Determined — Целеустремленный

Open-minded — Открытый новому, непредвзятый

Self-motivated — Самостоятельный, не нуждающийся в дополнительной мотивации

Problem-solving skills — Умение решать проблемы

Quick learning skills — Быстрая обучаемость

Resourcefulness — Находчивость, изобретательность

Risk taking — Готовность принимать риски

Sales Ability — Умение работать в сфере продаж

Strategic thinking — Стратегическое мышление

1. Make 7 sentences from these new words

Образец резюме на английском языке

Ivan Ivanov



Personal information

Address: 201 Lenina Street, apt. 25, Moscow, 215315, Russia

Telephone: home: +7-XXX-XXX-XXXX
mobile: +7-XXX-XXX-XXXX

Email: your.name@gmail.com

Date of birth: 25th July 1985

Nationality: Russian

Marital status: single

Objective

I am seeking a position with a company where I can use my ability to analyze data sets and prepare financial forecasts.

Education

Lomonosov Moscow State University, department of Economics, Master's degree in Marketing (2001–2006).

Qualifications

Marketing Specialist courses in Moscow Marketing College, started in 2014 up to present

Work experience

Company Name 1, 2012–present

Moscow, Russia

Financial analyst

- Preparing business plans
- Planning investment activities and budget
- Analyzing data sets collected through all the departments
- Preparing financial forecasts
- Preparing reports for the board of management

Company Name 2, 2007–2011

Krasnodar, Russia

Assistant manager

- Providing main office with office supplies
- Analyzing large data sets collected through all the departments
- Preparing financial forecasts
- Preparing reports for the board of management

Personal qualities

- Articulate
- Broad-minded
- Dependable

- Determined
- Initiative
- Versatile

Special skills

- Native Russian
- Fluent English
- Working knowledge of German (Basic knowledge)
- Driving License (Category B)
- Computer literacy (Microsoft Office, Outlook Express, 1C: Enterprise)
- Hobbies: foreign languages, chess

References

Petr Petrov, BBB Solutions, +7-495 –XXX-XXXX, name@gmail.co

2. Write own resume using new words of the lesson

Контрольные вопросы

1. How do you understand resume?
2. What ways of writing resume do you know?
3. how often do you write a resume?

Topic 5.4 Business English. Application

Заявление на работу — a letter of application for a job

Так, например, example of application letter for bank teller будет составлен в деловой форме и будет подразумевать, что автор письма хорошо знаком с должностью банковского служащего и владеет всеми необходимыми знаниями и навыками в этой сфере. Это вполне может быть и не banking sphere. Рядовой учитель может подать job application for teaching job, и многие primary teachers (учителя младших классов) и преподаватели других специальностей получают работу именно таким образом.

Вот как может выглядеть application letter example для должности учителя начальных классов, если опустить точную информацию.

Dear Mr. ...,

I'm writing to you to apply for the position of a primary teacher. I've seen this vacation in ... and hope that I will be suitable for this job. My first education is ..., then finished additional courses in ... and worked in ... for ... years. In my previous working place I was awarded as a ... Your school has the reputation of a good educational establishment, and I suppose that will be able to make contribution to teaching children and become a part of your staff.

My contacts are...

I hope you will consider my letter attentively.

Sincerely yours,

Name

Переводиться этот job application sample будет следующим образом:

Уважаемый ...,

Я пишу вам, чтобы подать заявку на должность учителя младших классов. Я увидела эту вакансию в ... и надеюсь, что я моя кандидатура будет подходящей для этой должности. Мое первое образование ..., затем я закончила дополнительные курсы в ... и работала в ... на протяжении ... На моем предыдущем рабочем месте я была награждена как ... Ваша школа имеет репутацию хорошего учебного заведения, и я полагаю, что смогу внести свой вклад в обучение детей и стать частью вашего коллектива.

Мои контакты ...

How to write an application letter

When writing an application letter for a job, follow these steps to make sure you include information about yourself and your professional experience that will appeal to a hiring manager:

1. Review information about the company and position- Просмотр информации о компании и должности
2. Use a professional format- Использовать профессиональный формат
3. Create the heading- Создание заголовка
4. Address the letter to the hiring manager- Адресовать письмо менеджеру по найму
5. Open the letter by describing your interest- Откройте письмо, описав свой интерес
6. Outline your experience and qualifications- Расскажите о своем опыте и квалификации
7. Include aspects of your personality- Включите аспекты вашей личности
8. Express appreciation- Выразить признательность
9. Close the letter- Закончить письмо

Образец письма-заявления

Job application letter template

Consider the following template when planning your job application letter:

Your name

Your address

Your email address

Your phone number

Date

Name of hiring manager or supervisor

Title of hiring manager or supervisor

Company name

Company address

Salutation [Dear Mr./Ms.],

Outline where you saw the job posting and express your interest in working in this role.

Discuss some of your qualifications that would make you a good fit for the job.

Describe your past experience in a way that emphasizes your personality and skills, while also showcasing how you align with the goals of the company.

Express your appreciation to the hiring manager for reviewing your letter. Include any follow-up information, if applicable.

Closing [Sincerely, Best]

Your signature

Your name (printed)

1. Translate Job application letter example (briefly)

Use this sample job application letter to help inspire you to write your own:

Lee Jimenez
483 Apple Street

New York, NY 10001
(212) 555-8965
Lee.jones@email.com

September 15, 2019

Sarah Jenkins
Recruiter
Rogers Consulting
901 Main Street
New York, NY 10001

Dear Ms. Jenkins,

I am reaching out to you regarding the posting for the human resources consultant position I found on Indeed.com. I have a great interest in this position and would appreciate your consideration as a candidate for the role.

In my previous experience, I worked in human resources departments to provide support across several different industries. I have worked in my current role as a human resources generalist for the past four years. Prior to this job, I worked as a human resources assistant for two years, which shows my ability to advance in my career.

I have a strong passion for helping others, which is why I have found such fulfillment in human resources, providing support to my fellow employees and assisting them in ways that benefit them both personally and professionally. I also enjoy looking for solutions to common HR problems, which I feel would be a great asset in the position with your company. Since this consultant position works directly with multiple clients, assisting them in their human resources needs, I believe my innovative nature and strong skill set will help me succeed.

I have strong communication skills, which are vital to success in the HR field. I also have a bachelor's degree in human resources from Arizona State University. Throughout my education, I worked with skilled human resources professionals who have shared their insights and experience with me. Some of my strongest skills include my ability to increase employee retention through the improvement of company culture and to develop training and education programs to ensure all employees have access to the information they need to succeed and comply with legal requirements.

I appreciate your time in reviewing this letter and hope to hear from you in regard to the next steps in the hiring process. If you have any questions or need any additional information, please don't hesitate to contact me.

Sincerely,
Lee Jimenez

2. Make your job application letter

Контрольные вопросы

1. How do you understand job application letter?
2. What ways of writing job application letter do you know?
3. How often do you write job application letter?

Topic 5.5 Business English. Business conversation

Business English skills are essential for getting ahead at work. Improving your business English vocabulary and knowledge will help you work more effectively and open up new career opportunities.

1. Translate the dialogue

Dialogue: Speaking About Business

Green: Good afternoon! Nice to see you again, Mister Pavlov! You are looking well, I must say. How are things with you?

Pavlov: Not bad, thank you. And how are you?

Green: Fine. I always feel well in beautiful weather like this. We are having such a lot of rain in England now. I am happy to be away. I suppose, we had better get down to business.

Pavlov: Yes, certainly. You have come to sign another contract, haven't you?

Green: That's right. For next year, actually.

Pavlov: Are you happy with our usual terms of delivery and payment?

Green: Yes, quite. As a matter of fact, I have come here to talk about the price. I would like to say that the volume of business in the building industry in our country has dropped considerably. This affected the prices of a number of building materials. In this situation it's quite natural we expect you to revise your prices for asbestos.

Pavlov: I'm afraid this is not sufficient reason for us to lower the price.

Green: But may I draw your attention to the fact that we wish to increase the purchases by a few thousand tons if you could offer us reduction in the price.

Pavlov: I'm sorry to say, Mister Green, but we would not be able to make extra supplies available to you. We are planning to develop more industrial and housing projects. Besides, we are already tied up to contracts with other partners. Taking these factors into account we could offer you the same amount as last year.

Green: Mister Pavlov, we have been in business with you for a long time. Also we have doubled our purchases over the past three years. Therefore we would be grateful to you if in view of all this you could reduce the price.

Pavlov: All right. I think we could reduce it by 3%. But only on condition that the price is subject to further negotiations for the second half of the year.

Green: That's fine. I suppose that's the best we can do today.

2. Make your business conversation

Контрольные вопросы

1. How do you understand Business conversation?
2. What ways of constructing of Business conversation do you know?
3. How often do use business English Vocabulary?

Topic 5.6 Business English. Partnership.

1. Read the text and give the main idea of the text (give a short translation)

Partnership

Business may be also operated as a partnership. A partnership is an association of two or more persons to carry on a business for profit. The people usually agree either in writing or verbally to become partners. But people who run a business together and share the profits are usually considered partners, even if they do not intend to be. When the owners of a partnership have unlimited liability, they are called general partners. If they have limited liability, they are called limited partners. There may be a silent partner as well - a person who is known to the public as a member of the firm but without an authority in management. The reverse of the silent partner is the secret partner - a person who takes part in management but who is not known to the public.

Any business may be operated as a partnership. There are partnerships in professional fields such as medicine, law, accounting, insurance and stock-brokerage. Limited partnerships are a common form of ownership in real estate, oil prospecting, and the mining and quarrying industries, to name a few.

Partnerships are more advantageous than sole proprietorships if one needs multiply sources of capital or diversified management. Like sole proprietorships, they are easy to form, and often receive favored treatment by the government as well as tax benefits. One more advantage is that the partners should not invest the same amount of capital, but they may combine their resources. You can invest less capital than your partner, for example, or even no money at all. But you as a partner can contribute important services or skills, sometimes just a name or a reputation.

All partners have equal rights and obligations in running the business, unless they have agreed on another arrangement. Any disagreement that arises among them is decided by the majority vote. All partners share in the profits of the business, but they do not necessarily share equally. The size of each share is agreed upon when the partnership is set up. It depends on how much money or property each contributes to get the business started, and on the kind and amount of work each partner is to do. All partners are liable for any debts acquired by the business. These debts are normally paid out of funds or property belonging to the business. -If they cannot be paid in this way, any other property of a partner can be taken by the people to whom the debt is owed. A person can lose much money by belonging to a partnership that fails. This is the main disadvantage in case the partners have unlimited liability. Another disadvantage is that the partners may disagree with each other. Complications can also arise with the death of a partner. For example, a share of business could come into the hands of a less desirable associate.

No new partner may be taken into the partnership without the consent of all the members. A new agreement must then be made, stating what the new partner must contribute and what will be his share of profits. A person who wishes to leave the business can agree with the other partners on a price for buying him out. When a partner dies, people named to handle his estate have the same rights.

Answer the questions:

1. What is an important difference between a general partnership and a limited one?
2. What is the difference between silent and secret partners?
3. Name the advantages and disadvantages of this form of business ownership.
4. What are some fields in which partnerships are found?
5. In what way do the partners share the profits of the business?

2. Вставьте в текст следующие слова

capital, competition, plan, market, facility, investment, flow, products, expenses, overheads, stock, sales

A few years ago I decided to start my own business.

I live by the sea and I love surfing, so I knew that there would be a (1) _____ for surfboards, wetsuits and all the other equipment surfers need.

There were already other shops in the area selling similar (2) _____, so I knew there would be quite a lot of (3) _____, but I still thought I could make a success of it.

I had already built up a certain amount of (4) _____ in my bank account but I knew I would need an overdraft (5) _____, so I asked the bank what I needed to do.

They told me I needed to prepare a business (6) _____ with a detailed cash (7) _____.

I was pleasantly surprised that they immediately agreed to provide the overdraft.

I deliberately opened my shop in May so I knew (8) _____ would be good, but when you start a business, the (9) _____ are very high as well.

In addition to (10) _____ – rent, regular bills and so on – you also have to make quite a big (11) _____ in computers, equipment and of course, (12) _____.

It's too early to say, but things seem to be going OK. I'm keeping my fingers crossed!

3. Выберите нужное слово к каждому предложению

management benefits silent
partner capital associate
diversify complications

1. A ... is known to the public as a member of the firm, but has no authority.
2. A secret partner takes part in
3. You should form a partnership in case you need multiply sources of ... or ... management.
4. Partnerships often receive tax ... from the government.
5. ... may start with the death of one of the partners. His share of business can come into the hands of a less desirable

Контрольные вопросы

1. How does mean the word "Partnership"?
2. How do you understand the words "silent and secret partners"?
3. Is it difficult for to make a partnership?

Topic 5.7 Business English. Зачет

1. You have received a letter from your English-speaking pen friend Tom who writes:

...In Great Britain young people want to become independent from their parents as soon as possible. Could you tell me what you and your friends think about not relying on your parents? Are you ready to leave your family immediately after you finish school? Is it easy to rent a house or an apartment for students in Russia? As for the latest news, I have just returned from a trip to Scotland ...

Write a letter to Tom. In your letter

answer his questions

ask 3 questions about his trip to Scotland.

Write 100 -140 words.

Remember the rules of letter writing

2. Pick words that match each heading

Informal Letters -

Greetings:

- Well, time to close
- I've got to leave off now
- Great news about your

An informal letter referring to bad news:

- I'm extremely sorry to hear about
- Hi Jim

Informal Letters -

Introductory paragraph:

- Look after yourself
- Take care of yourself
- How are you?
- I was very happy to read about
- I'm very sorry to hear about
- How are things with you?
- How are things?

An informal letter

referring to good news:

- Glad to hear about
- I'm really glad to hear about
- Did you see
- Hello Jim
- I'm very happy to hear about
- Sorry I haven't written for ages
- Sorry to read about
- Its very sad to hear about your
- Dear Jim
- I can't tell you how sad I am that

Informal letters -

Introducing points

- By the way
- Did you hear about

- Have you seen

- Tell me about

- Oh, another thing

Ending an informal letter or email:

- Well, time to go
- Well, it's time to go
- Write soon
- Make sure you write soon
- Love
- How's it going?
- Lots of love
- All my love
- Will write again soon
- All the best
- Everything good

3. Fill in the missing words in the writing below. The words are in the box below the writing.

Name the ___ you are applying for and where you found out about it. For example, name the _____ where the ad. appeared and the date when it was printed. Include some _____ about yourself. This is not necessary if you are _____ a CV. Give the name, address and _____ number of two people who will _____ you to the potential

employer. It is best if one of these is a personal _____ and one is a work referee. State the times when you will be available for an _____.

information **including** **referee** **interview**
job **newspaper** **recommend** **phone**

4. Read the definitions and match them to the words.

Word	Definition
1) Salary -	-closely connected or appropriate to the current subject
2) Strength	- periodic wage paid to someone for work
3) Career goal -	-an applicant who is being considered for a job
4) Achievement -	-the object of a person's ambition or effort; a destination; an aim
5) Relevant -	-a good or beneficial quality or attribute of a person
6) Hire -	-work that you are obliged to perform
7) Job candidate -	-the action of accomplishing something, successful performance
8) Duty -	-employ some one for wages
9) Interviewer -	-one who interviews (i.e. reporter or employer) a person who conducts an interview

Тестовый материал

ТЕСТ № 1.

ВРЕМЕНА ГРУПП CONTINUOUS И PERFECT

Вариант 1.

Задание. Выберите правильный вариант.

1. **Saran got a bad mark because she... her homework.**
a. hadn't done b. didn't do c. was doing
2. **I ...to America.**
a. have often been b. often was c. have been often
3. **I have found a good job. It's in Brazil. I to go to Brazil. I don't like living in cold climates.**
a. have always wanted b. always wanted c. is wanting
4. **He came in and saw Nelly who a strange picture.**
a. drew b. is drawing c. was drawing
5. **Before Adam got married, he to the mountains every summer.**
a. went b. goes c. had gone
6. **Her face was wet with tears and her eyes were red. She**
a. cried b. was crying c. had cried
7. **A group of scientists are travelling around Africa. How many countries already, I wonder?**
a. have they visited b. they have visited c. do they visit
8. **Peter and Mary on the platform. They for their train.**
a. is standing, is waiting b. are standing, are waiting c. stand, wait
9. **When I first to England in 1998, I spoke good English.**
a. came b. had come c. was coming
10. **I didn't see Linda last month because she around Europe at that time.**
a. travelled b. was travelling c. had travelled
11. **By the time I come home, the children won't have gone to bed, they for me.**
a. waited b. wait c. will be waiting
12. **Michael is doing homework since he home from school.**
a. has come b. was coming c. came
13. **Linda's apartment looks nice and tidy because she it this week.**
a. redecorates b. is redecorating c. has redecorated
14. **You may take this magazine. I through it already.**
a. look b. have looked c. am looking
15. **I looked everywhere for my car keys and then I remembered that my son the car to work.**
a. was taking b. had taken c. took
16. **While I a robber climbed into the room through the window.**
a. had slept b. was sleeping c. slept
17. **After Jerry enters a Medical school, he Chemistry for more than four years.**
a. will study b. study c. studies
18. **This book is so interesting. I reading it by the end of the day.**
a. finished b. will finish c. will have finished
19. **This is the biggest cat I....**
a. have never seen b. have ever seen c. never saw
20. **I knew that he ...waiting for somebody.**
a. is b. was c. would

Вариант 2.

Задание. Выберите правильный вариант.

- 1.... Gloria last week?

- a. have you seen b. did you see c. were you seeing
- 2. She is an old friend – I ...her...years.**
a. have known, for b. know, for c. have known, since d. know, since
- 3. We met when we ... in France.**
a. studied b. were studying c. had studied
- 4. Look! The hen... an egg.**
a. has laid b. has lain c. lied
- 5. As soon as she came in I knew ... her before.**
a. have seen b. saw c. had seen
- 6. Although theymarried for two years, they didn't tell their parents about it.**
a. had been b. were d. have been
- 7. Saran looked tired in the morning because she... badly.**
a. had slept b. slept c. was sleeping
- 8. She has the ugliest dog I....**
a. have ever seen b. have seen c. have ever saw
- 9. You may take this textbook. I the exercise already.**
a. have done b. had done c. am doing
- 10. I left school and then I remembered that I my schoolbag in class.**
a. was leaving b. had left c. have left
- 11. While I , I met my friend.**
a. had walked b. was walking c. walked
- 12. After John enters the University, he History of Architecture for more than two years.**
a. will study b. study c studies
- 13. This magazine is so interesting! I reading it by 6 o'clock.**
a. finished b. will finish c. will have finished
- 14. After they ... the recipe, they cooked their meal.**
a. cooked b. had cooked c. have cooked
- 15. What... at 7 o'clock tomorrow?**
a. will you do b. will you be doing c. have you done d. do you do
- 16. By the time reached our destination, it... dark.**
a. had been becoming b. has already become c. had already become d. was become
- 17. I couldn't find that house as I... there only once.**
a. have been b. was c. had been d. was being
- 18. Where's Melanie? – She... out to see her boyfriend.**
a. have just gone b. has just gone c. just gone d. just went
- 19. What's that noise? – I... anything.**
a. am not listening b. am not hearing c. can't hear d. can't listen
- 20. I'm afraid I didn't hear the doorbell when you rang. I ... in the garden at the time.**
a. worked b. have worked c. was working d. have been working

ТЕСТ № 2.

СЛОЖНОПОДЧИНЕННЫЕ ПРЕДЛОЖЕНИЯ С СОЮЗАМИ BECAUSE, SO, IF, WHEN, THAT, THAT IS WHY, С СОГЛАСОВАНИЕМ ВРЕМЕН И КОСВЕННОЙ РЕЧЬЮ.

Вариант 1.

Задание. Выберите правильный вариант.

1. She said that she _____ keen on drawing.

- a) was c) has been
b) is d) were

2. I _____ her that I _____ time to play the piano.

- a) told, have no c) told, did not have
- b) tells, did not have d) told to, had not have

3. Jane answered that she _____ very early, so she _____ the film.

- a) went to bed, hadn't seen
- b) had gone to bed, hadn't seen
- c) has gone to bed, hasn't seen
- d) had gone to bed, didn't see

4. Mary told me that she _____ to leave for London the next week.

- a) is going c) were going
- b) has gone d) was going

5. I replied that I _____ her when I _____ back.

- a) will phone, got
- b) would phone, got
- c) will have phoned, will have come
- d) is to phone, get

6. Mary said that Paris _____ beautiful in spring.

- a) is c) was
- b) has been d) were

7. The teacher _____ a report on the Civil War.

- a) told Jane to make c) told Jane make
- b) tell to Jane to make d) told to Jane to make

8. Jane _____ worry about her health.

- a) ask to me not to c) asked me not to
- b) asked to not d) asked not

9. I said that I _____ if I _____ time.

- a) will go, have c) would go, have had
- b) would go, had d) will go, had

10. Mary answered that she _____ wake up early in the morning when she was young.

- a) got used to c) gets used to
- b) is getting used to d) used

11. Jane told me _____ calm.

- a) to stay c) to have stayed
- b) stay d) staying

12. I am surprised to see you. Your mother said you _____ ill.

- a) were c) has been
- b) are d) had been

13. She said that Mary _____ into her flat because she _____ her key.

- a) cannot get, lost c) couldn't get, had lost
- b) couldn't get, has lost d) can't get, was losing

14. Jane told everybody that she _____ a meeting _____.

- a) had, tomorrow
- b) was having, tomorrow
- c) will have, the next day
- d) was having, the next day

15. Mary told me that writing a test _____ her nervous.

- a) is making c) will make
- b) made d) make

Вариант 2.

Задание. Выберите правильный вариант.

1. He said that he _____ in America for two years.

- a) lived c) has been living
- b) had lived d) lives

2. They said that we _____ when Mary _____.

- a) would leave, came c) will leave, came
- b) would leave, comes d) would leave, had come

3. Jane told me that Africa _____ than America.

- a) was nicer c) is being nicer
- b) has been nicer d) is nicer

4. I told everyone that I _____ to the party at ten, but _____ as soon as possible.

- a) couldn't come, would arrive
- b) can't come, would arrive
- c) couldn't come, arrive
- d) can't come, will arrive

5. "How are your parents?" she asked. I answered that they _____ very well.

- a) were c) have been
- b) are d) were being

6. — The play is boring. — Is it? I thought you said it _____ exciting!

- a) is c) was
- b) were d) had been

7. Mary told me that she _____ Helen in the park and that she _____ fine.

- a) saw, had seemed c) had seen, seemed
- b) had seen, had seemed d) has seen, was seeming

8. He said that his car _____ a few days ago.

- a) was stolen c) had been stolen
- b) has been stolen d) is stolen

9. Jane told me that I _____ at her house if I _____ ever in Paris.

- a) could stay, was c) can to stay, was
- b) can stay, am d) could have stayed, was

10. Mary answered that she _____ the next month.

- a) is married c) was marrying
- b) was getting married d) is marrying

11. Norma said that the old car had broken when they _____ the bridge.

- a) has crossed c) crossed
- b) had been crossing d) were crossing

12. She said she couldn't go in the water because she _____ her swimming suit.

- a) had not brought c) hasn't brought
- b) didn't bring d) will not bring

13. She said that my shoes were wet through and asked if I _____ all the way from the station in that rain.

- a) has walked c) walking
- b) had walked d) was walking

14. The old teacher advised me to speak slowly if I _____ them to understand me.

- a) had wanted c) wanted
- b) want d) would want

15. The receptionist explained that breakfast_____served between 7.00 and 9.00.

- a) is b) is being
c) was d) was being

ТЕСТ № 3.

СТРАДАТЕЛЬНЫЙ ЗАЛОГ.

Вариант 1.

Задание. Выберите правильный вариант.

1. When I came back, a new metro line... .

- a. was being built b. had built c. was building d. has been built

2. A decision until the next meeting.

- a. has not been made b. will not made c. will not be made

3. The room later.

- a. will clean b. will be cleaned c. has been cleaned

4. Hethe way to the station.

- a. was shown b. shown c. was being shown

5. Have you heard the news? Mr.X the President!

- a. has elected b. has been elected c. elected

6. Weekends outdoors by most English people.

- a. spend b. are spend c. are spent

7. The books written by Mark Twain by children with great interest.

- a. were read b. are read c. were being read

8. The picture ...by a friend of my mothers.

- a. is painting b. is painted c. was painting d. was painted

9. Detroit as the first capital city of Michigan, but now Lansing is the capital city of Michigan.

- a. chosen b. was chosen c. have been chosen

10. He for a week already.

- a. hasn't seen b. hasn't been seen c. saw

11. The bank robber by the local police

- a. have been arrested b. have arrested c. was arrested

12. my book already? I can't wait any more.

- a. Was published b. Have published c. Hasbeen published

13. Many accidents by dangerous driving.

- a. caused b. are caused c. have been caused

14. My room at the moment I arrived.

- a. was being cleaned b. was cleaned c. is being cleaned

15. This clock ...now.

- a. repair b. is repairing c. is being repaired

Вариант 2.

Задание. Выберите правильный вариант.

1. They wanted to go to the cinema, but all seats out.

- a. were sold b. were being sold c. sold

2. When the manager arrived, the problem

- a. had already been solved b. had already solved c. had solved

3. While we were on holiday, our camera from our hotel room.

- a. was stolen b. has been stolen c. had been stolen

4. She always funny clothes.

- a. has worn b. dressed c. was dressed

- 5. A prize to whoever solves this equation.**
a. will be giving b. will be given c. gives
- 6. The cathedral by Sir Christophen Wren after Creat Fire**
a. built b. was built c. were being built
- 7. Not much about the accident since that time.**
a. has said b. said c. has been said
- 8. The hotel a famous designer .**
a. will be redecorated b. will redecorated c. will be decorate
- 9. English is the main foreign language which___within most school systems.**
a. teach c. is taught b. teaches
- 10. It was a lonely road and the girl was afraid. She thought she....**
a. was being followed b. is followed c. is following
- 11. He knew the boys_____rescued.**
a. would be b. have been c. are
- 12. Japan has a large number of volcanoes, sixty-seven of which_____active.**
a. consider c. were considered
b. considered d. are considered
- 13. The famous actress_____now for the "HELLO" maga-zine.**
a. is interview c. is being interviewed
b. interview d. was interviewed
- 14. All tickets_____before we got in the theatre.**
a. were sold c. are sold
b. have sold d. had been sold
- 15. The dinner _____by five o'clock tomorrow.**
a. will be served c. will have been served
b. is served d. will serve

ТЕСТ № 4.

УСЛОВНЫЕ ПРЕДЛОЖЕНИЯ.

Вариант 1.

Задание. Выберите правильный вариант.

- 1. If I.....money I shall buy the book.**
a. have b. shall have
- 2. If we get the tickets, weon Monday.**
a.leave b.shall leave
- 3. When the delegationyou will have to work with them.**
a.arrives b.will arrive
- 4. If Iyou, I should choose the profession of an engeneer.**
a.am b.was c.were
- 5. If he were in Moscow heus.**
a.will visit b.would visit c.would have visited
- 6. If IChenese I should go to China.**
a.know b.knew c.had known.
- 7. If I had had time Ithe translation.**
a.should finish b.shall have finished c.would have finished
- 8. If you had taken my address you.....my house easily.**
a.would find b.would have found
- 9. If heat the concert he would have enjoyed it.**
a.had been b.were
- 10. If we that present she would have liked it.**
a.had bought b.bought
- 11. If Bill hadn't stolen that car, he... in prison now.**

a. wasn't b. hadn't c. wouldn't be d. won't be

12. I wish he.....with us now.

a. was b. were c. had been

13. I wish sheat the theatre yesterday.

a. was b. were c. had been

14. I wish weit before.

a. knew b. had known

15. He turned out to be such a liar! I wish I... him.

a. have never met b. had never met c. had never meet

Вариант 2.

Задание. Выберите правильный вариант.

1. My flat is too small, if I... in the country house, I would have a dog.

a. live b. will live c. lived d. had lived

2. If she knew English well...

a. she could help you. b. she can help you c. she could have helped you

3.....he would have come to class.

- a. If Mike is able to finish his homework
- b. Would Mike be able to finish his homework
- c. If Mike had been able to finish his homework
- d. If Mike could finish his homework

4. The skiers would rather.....through the mountains than go by bus.

- a. traveling by the train
- b. to travel on train
- c. traveled by train
- d. travel by train

5.he would have been able to pass the exam.

- a. If he were studying to a greater degree
- b. If he had studied more
- c. Studying more
- d. If he studied more

6. Travelers.....their reservations well in advance if they want to fly during the Christmas holidays.

- a. had better get b. had better to get
- c. had better got d. had to get better

7.I wouldn't lie to your parents.

- a. When I were you b. Being I you
- c. If I were you d. If I had been you

8. Tony wishes he.....enough money to buy a new car.

- a. would have had b. would had
- c. had had d. had

9. Mary wishes she.....harder for her exams.

- a. studied b. would studied
- c. had studied d. would have studied

10. If the 'Titanic' had not hit an iceberg.....

- a. it wouldn't have sunk. b. it would have sunk.
- c. it had sunk. d. it wouldn't sink.

11. I wish you.....your room more often.

- a. would tidy b. would have tidied
- c. tidy d. had tidied

12.you wear warm clothes, you will catch a cold.

- a. Unless
- b. Providing
- c. If
- d. When

13. If he were more polite, he.....

- a. would be more popular.
- b. would had been more popular.
- c. is more popular.
- d. would have been more popular.

14. Metal if you heat it.

- a. expanded
- b. would have expanded
- c. expands
- d. would expand

15. If the parents bought the cat, their children very happy.

- a. had been
- b. would have been
- c. would be
- d. were