

МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ
НАЦІОНАЛЬНИЙ ТЕХНІЧНИЙ УНІВЕРСИТЕТ
«ХАРКІВСЬКИЙ ПОЛІТЕХНІЧНИЙ ІНСТИТУТ»

МЕТОДИЧНІ ВКАЗІВКИ

до практичних занять

**з курсу «Переклад ділового мовлення.
Частина 2: Граматичний аспект»**

для студентів спеціальності 035 «Філологія»
спеціалізації «Германські мови та літератури
(переклад включно), перша англійська»

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Рецензент О. М. Голікова

Кафедра ділової іноземної мови та перекладу

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ВСТУП

Частину другу методичних вказівок до практичних занять з курсу «Переклад ділового мовлення» розроблено для студентів 2 курсу спеціальності 035 «Філологія» спеціалізації «Германські мови та літератури (переклад включно), перша англійська» денної і заочної форм навчання. Видання укладено відповідно до рекомендацій і програми вивчення вказаної дисципліни у вищих навчальних закладах мовного профілю.

Методичні вказівки складаються з п'ятьох граматичних розділів, що містять комплекси вправ і завдань, спрямованих на розвиток у студентів компетенції в основних видах усної та писемної мовленнєвої діяльності й умінь, затребуваних у сучасній міжнародній діловій комунікації. Тематика параграфів охоплює такі теми, як-от: Present Tenses, Past Tenses, The Infinitive/-ing Form, The Passive, Types of Conditionals. Граматичний матеріал дібрано таким чином, аби сприяти формуванню навичок володіння ініціативою в діалогічному мовленні.

Методичні вказівки можуть бути використані для аудиторної і самостійної роботи студентів.

1. Present Tenses

	<u>Simple</u>	<u>Continuous</u>	<u>Perfect</u>	<u>Perfect Continuous</u>
	V/Vs/V2	BE + Ving	HAVE/HAS/HAD + V3	HAVE/HAS/HAD + BEING + Ving
PRESENT	V/Vs I do	is/are/am + Ving I am doing	have/has + V3 I have done	have/has + been + Ving I have been doing

GRAMMAR REFERENCE

Present Simple

Meaning and use:

We use the **Present Simple** for things that we do regularly; for facts, habits, truths and permanent situations. We often use time expressions like *every day, once a week, on Fridays: I check my email every day* (regular activity). *Yuki works at the bank.* (permanent situation).

Present Continuous

Meaning and use:

We use the **Present Continuous** for activities at the moment of speaking, for temporary situations, and for changing or developing situations: *Just a minute. I'm checking my email* (now). *She usually works in London, but she's working from home this week* (temporary). *More and more graduates apply for a job abroad* (arrangement).

We can also use the **Present Continuous** for future arrangements, usually with a time expression: *I'm seeing the doctor on Monday morning.*

Note: *There are some verbs that we don't usually use in the continuous form (if we do, the meaning of the verb is chosen). They are often verbs of thinking and feeling, for example: hear, see, smell, hate, know, understand, want, need.*

WRONG: *Could you explain that again? I'm not understanding.*

CORRECT: *Could you explain that again? I don't understand.*

Present Perfect

Use the Present Perfect for:

1) Life experience in the past. We don't say when things happened: we are interested in the experience, not the time or date. We often use *ever* and *never*: *I've seen all Tarantino's films. Have you ever eaten sushi? – Yes, I have / No, I haven't.*

2) Recent past actions that are important now: *Oh no! I've left my wallet on the bus. The president has resigned.*

3) Past situations that are still happening now. We often use *how long* with *for* (throughout a period of time) and *since* (from a point in the past until now): *I haven't seen Jenny this morning (It is still this morning.) How long have you known Sam? – I've known him for two years. Jack's been in Italy since January.*

Note: Use the Past Simple for completed actions in the past, when the time point is indicated: *I saw Jenny two weeks ago. Peter moved to Saudi Arabia in 2011. Silvia didn't want another piece of cake yesterday. When did you see Alex?*

Present Perfect Continuous

Meaning and use:

We use the **Present Perfect Continuous** to talk about ongoing events or activities which started in the past and are still continuing up until now: *Franchising in the United States has been growing steadily since the 1950s.*

Task 1. Choose the correct answer.

1. How often does Peter go to the swimming pool? – He _____ to the swimming pool every day. He likes swimming.

goes is going has gone has been going

2. When is the best time to call you? – I usually _____ till nine in the evening. Call me around ten, if you can.

work am working have worked have been working

3. Let's ask Anna to make apple pie for dessert. She _____ great apple pies.

makes is making has made has been making

4. Please be quiet. My children _____ now.

sleeping are sleeping have slept have been sleeping

5. The sun _____ in the east.

makes is rising has risen has been rising

6. Listen! Someone _____ the piano. Do you hear it? – Yes.

plays is playing has played has been playing

7. What is Linda doing? – She _____ dinner.

cooks is cooking has cooked has been cooking

8. She can't go to the movies. She _____ her homework yet.

doesn't do isn't doing hasn't done hasn't been doing

9. Tanya _____ France several times.

visits is visiting has visited has been visiting

10. We _____ this report for four hours. I'm tired. Let's have a break.

write are writing have written have been writing

Task 2. Put the verbs in brackets into correct Present forms.

1. Most corporate culture initiatives _____ (launch) with good intentions but flawed intelligence.

2. Time and time again, studies _____ (prove) that there _____ (be) a tangible upside to creating a supportive, values-driven company culture.

3. In any social group, "the rules" _____ (be) good for guidelines, but unless it _____ (be) a prison, rules cannot be enforced all the time, everywhere.

4. America's powerful online merchants _____ (move) eastward, to the new Net market in Europe.

5. Each culture _____ (be) unique and myriad factors _____ (go) into creating one, but researchers _____ (observe) at least six common components of great culture.

6. Good manners can _____ (be) the first step to building a differentiated culture and a lasting organization.

Task 3. Match examples 1-3 with the uses of the present continuous

a-c. Choose the best answer if several are possible.

1) Let's go for lunch. I'll tell you about my news. I'm working on a big project in Paris.

2) I'll finish the spreadsheet in about half an hour. I'm working as fast as I can.

3) Developments in communication technology mean that more people are working from home.

- a) present continuous for an action happening right now, at the moment of speaking;
- b) present continuous for an action happening around now, but not at the exact moment of speaking;
- c) present continuous for a current trend or slow change happening over a longer time period.

Task 4. Underline the correct alternative in italics.

- 1) *This year/Every year* we're building a new factory in Turkey.
- 2) *This year/Every year* we increase our market share in the Turkish market.
- 3) *At the moment/Usually* we're recruiting a lot of new staff – business is going very well.
- 4) *At the moment/Usually* the factory closes for two weeks over the summer for maintenance.
- 5) *Right now/Twice a year* we're getting a lot of orders from the Middle East.
- 6) *Right now/Twice a year* we organize a special event for all our employees.
- 7) *In two weeks/As a rule* they are opening new offices in Barcelona.
- 8) *In two weeks/As a rule* managerial staff aren't nervous before presentations.

Task 5. Find and correct the mistakes.

- 1. While many companies find their values revolve around a few simple topics (employees, clients, professionalism, etc.), the originality of those values are less important than their authenticity.
- 2. Whatever an organization values, they must reinforced in review criteria and promotion policies.
- 3. People usually stick with cultures they like, but with Tailor, these days bring on the right “culture carriers”.
- 4. There are obviously numerous answers to each of these questions, but one clear answer is that place has shapes culture.

5. Rituals are become an important aspect of corporate culture that employees follow, such as meetings and submitting reports.

6. Shoptalk can be filled with expressions and terminologies that are not common outside of the organization.

Task 6. Decide whether to use stative verbs or action verbs. Point the most appropriate answer.

1. He often helps other people. I _____ he is a good man.

- think am thinking have been thinking had been thinking

2. I _____ about this project since last spring.

- think am thinking have been thinking thought

3. Can you help me, please? I _____ for Mr. Smith's office.

- look am looking have looked looked

4. Is that Alan over there? He _____ old and tired. Is he sick?

- looks has looked has been looking looked

5. She _____ the soup in the kitchen when the telephone rang.

- has tasted has been tasting was tasting

6. This soup _____ good. I really like it.

- is tasting has been tasting tastes

7. Could you call a little later? We _____ dinner now.

- are having have had had

8. She _____ him for quite a long time. They are good friends.

knows has known has been knowing had known

9. Your bag _____ a ton. There are too many books in it.

weighs is weighing has been weighing weighed

10. I _____ a little boy in the room. He is sleeping on the sofa.

see am seeing saw had seen

Task 7. Fill in the gaps with correct Present forms of the verbs in brackets.

1. John _____ (look after) Alexandra's clients while she _____ (be) on maternity leave.

2. "On your CV it _____ (say) that you _____ (speak) some Chinese." – "Yes, in fact, I _____ (currently / take) private classes. I _____ (think) Chinese is going to be a very useful language in our sector."

3. Our client _____ (be) very stubborn at the moment. He _____ (not / want) to accept our conditions. It's strange because he _____ (usually / be) so reasonable.

4. Where _____ (your company / hold) its AGM this year?

5. "What language _____ (that man / speak) at the reception desk?" – "It _____ (sound) like Portuguese to me."

6. I _____ (have to) speak to Doug urgently but he _____ (not / answer) his phone.

7. "They _____ (have) the meeting this Thursday at 3pm. Will you be able to attend?" – "No, I'm afraid not. I _____ (go) to a conference in Amsterdam."

8. Ray _____ (always / drive) to work but this week he _____ (take) the train as his daughter _____ (borrow) his car.

9. Which logo _____ (you / prefer)? Sorry, but I _____ (not / like) either of them.

10. Our children really _____ (love) surfing. They _____ (spend) every weekend at the beach. In fact we _____ (look at) buying a small holiday home on the coast. Jaco Beach _____ (look) very nice.

Task 8. Put the verbs from the table into their correct Present forms.

<i>wait</i>	<i>eat</i>	<i>take</i>	<i>pass</i>	<i>always/use</i>
<i>have</i>	<i>not clean</i>	<i>always/ copy</i>	<i>know</i>	<i>live</i>

- _____ Peter _____ how to fix this running tap?
- _____ you ever _____ frog`s legs?
- Andy _____ his exam so now he is very happy.
- I`m really fed up! You _____ my homework!
- How long _____ she _____ that car for?
- Where are you? We _____ here for 40 minutes.
- My parents _____ in this flat since 2015.
- Someone _____ my handbag because I can`t find it.
- Sarah _____ her bedroom yet.
- You _____ my clothes without my permission.

Task 9. Choose the best options to complete sentences below.

- She can`t come to the phone now since she _____ for her tomorrow`s test.
 - prepares
 - is preparing
 - has prepared
 - has been preparing
- They must be at the sports centre now. They usually _____ basketball on Friday.
 - play
 - have played
 - are playing
 - have been playing

3. I _____ my work already. I'm ready to go for a walk with you.

- a) finish
- b) am finishing
- c) have been finishing
- d) have finished

4. You must be disappointed, but the soup _____ delicious!

- a) taste
- b) is tasting
- c) is being testing
- d) tastes

5. She _____ since Monday.

- a) has been sicking
- b) has been sick
- c) is being sick
- d) has sick

6. Omar _____ to Rome next morning.

- a) leaves
- b) is leaving
- c) is being leaving
- d) is leave

7. _____ she _____ to finish the project on time?

- a) have/managed
- b) has been/managing
- c) has/managed
- d) have/managing

8. Maria is good at languages. She _____ English, Spanish, and Japanese.

- a) spoke
- b) speaks
- c) has spoken
- d) has been speaking

9. We _____ for their answer for two months already.

- a) wait
- b) have waited
- c) are waiting
- d) have been waiting

10. – Where is David? – He _____ to the office.

- a) have been
- b) have gone
- c) has gone
- d) has been gone

Task 10. Translate the following sentences into Ukrainian:

1. Every time inflation goes up, people demand higher wages.
2. - How long have you been waiting for our colleagues? It`s impolite! – Yes, but I don`t think they will be long.
3. Nowadays, the application of advanced software is making movement to a new level in the e-commerce business.
4. The possibilities of outdoor advertising have expanded incredibly with the invention of the interactive billboard..
5. The amount of information - or data - about our universe and about ourselves, has grown exponentially over the past decade.
6. What exactly do our customers want? Nobody around here seems to know.

Task 11. Translate the following sentences into English:

1. Компанія виробляє станки, що нарізають метал, із 2018 року.

2. Наше відділення пропонує повний спектр фінансових продуктів, про які ви можете прочитати на нашому сайті.

3. Франшизування у США набирає обертів із 1950-х років, і ця концепція зараз забезпечує можливості для бізнесу в більше, ніж 100 галузях виробництва й послуг.

4. Gerdau, найбільший виробник сталі в Латинській Америці, уже майже 20-х років поспіль є лідером на ринку промислових матеріалів.

5. Уряд поступово спрощує систему оподаткування для представників малого бізнесу.

6. Цей ксерокс постійно виходить із ладу! Це так дратує!

7. Наші постачальники зазвичай не дотримуються дедлайнів, але зараз на презентації вони поведуться більш ніж чемно.

8. Ми вкладаємо значну частину прибутку в рекламу, адже наш бренд відомий на ринку упродовж 10-х років.



2. Past Tenses

	<u>Simple</u>	<u>Continuous</u>	<u>Perfect</u>	<u>Perfect Continuous</u>
	V/Vs/V2	BE + Ving	HAVE/HAS/HAD D + V3	HAVE/HAS/HAD + BEING + Ving
PAST	V2 I did	was/were + Ving I was doing	had + V3 I had done	had + been + Ving I had been doing

GRAMMAR REFERENCE

Past Simple and Past Continuous

Meaning and use:

We use the **Past Simple** for something that happened and finished in the past. We use it when we say or know the time when something happened: *Last year, we travelled by jeep across the Sahara. When the car stopped, we all got out.*

We use the **Past Continuous** for something that happened in the past but was not finished at a particular time. This can be an exact time in the past (12 o'clock, etc.) or the time when another thing happened: *It was 12 o'clock and we were standing in the midday sun. Mick was checking the engine when the rescue helicopter arrived.* We also use the **Past Continuous** to describe a scene or situation in the past or for an action that continued for some time: *The stars were beginning to come out. The dog was barking loudly.*

Form

Past Simple	Past Continuous
Affirmative	
For regular verbs, the Past Simple ends in <i>-ed</i> . Irregular verbs have different forms. The Past Simple form is the same for all persons (<i>I, you, ec, ec, etc</i>).	The construction of Past Continuous is <i>subject + was/were + verb-ing</i> . There are no short forms of <i>was/were</i> . <i>Fortunately, we were carrying a toolkit.</i>
Negative	
We make the negative Past Simple with <i>didn't + infinitive without 'to'</i> . <i>We didn't stay inside the jeep because that was even hotter.</i>	We make the negative Past Continuous with <i>wasn't/weren't + verb-ing</i> . <i>Despite the heat, Jess and Debs weren't wearing hats.</i>
Interrogative	
The Past Simple question form is <i>did + subject + infinitive without 'to'</i> for all persons. The short answers are <i>Yes, I did. / No, I didn't</i> . <i>Did the helicopter land in the desert? Yes, it did.</i>	The Past Continuous question form is <i>was/were + subject + verb-ing</i> . The short answers are: <i>Yes, I was. / No, I wasn't</i> . <i>How were you feeling when it arrived?</i>

Past Perfect

Meaning and use:

We often use the **Past Perfect** for an action which happened before another past action or before a stated time in the past: *When I arrived home, my sister had already made lunch* (Here, two things happened: *I arrived home and my sister made lunch*). We can use the **Past Simple** for actions happened immediately one after the other in the past (in this case, conjunctive adverb *then* is very common): *First she paid the driver, then got out of taxi*. We can use the **Past**

Perfect next to the past simple, to show which event happened first: *When I arrived home, my son had already made an enormous carrot cake (What happened first: my son made a cake. What happened second: I arrived).*

With the **Past Perfect**, we can change the order of events in the sentence, and still show what happened first: *I woke up late because I'd forgotten to set my alarm clock.* But we can also use the **Past Perfect** when events in a sentence are in the order that they happened: *I had just taken off my coat when the telephone rang.*

Note: The **Past Perfect** part of the sentence always shows the event that happened first: *We hadn't finished cleaning by the time the guests arrived. By the time the guests arrived, we hadn't finished cleaning.*

Past Perfect Continuous

Meaning and use:

We use the **Past Perfect Continuous** to show that an event or action in the past was still continuing. We focus on the activity and duration of the activity.

Form

Past Perfect	Past Perfect Continuous
Affirmative	
The Past Perfect is made with <i>subject + had + past participle.</i> <i>By the time Mark arrived at work, the staff meeting had already started.</i>	The Past Perfect Continuous is made with <i>subject + had + been + verb-ing.</i> <i>The builders had been putting up the scaffolding when the roof fell in.</i>
Negative	

<p>The negative Past Perfect is made with <i>subject + hadn`t + past participle</i>. <i>Kerry couldn`t leave work on time because she hadn`t written the report.</i></p>	<p>The negative Past Perfect Continuous is made with <i>subject + hadn`t + been + verb-ing</i>. <i>They hadn`t been ordering new cartridge for six weeks before they found one they liked.</i></p>
<p>Interrogative</p>	
<p>The Past Perfect question is made with <i>had/hadn`t + subject + past participle</i> <i>Hadn`t John told them what kind of project he wanted?</i></p>	<p>The negative Past Perfect Continuous is made with <i>had/hadn`t + subject + been + verb-ing</i>. <i>Had workers been waiting an hour for the bus?</i></p>

Task 1. Read the text about benefits for homeworkers. Fill in the gaps with correct Past forms of verbs in brackets.

Fifty years ago lots of employees in the everyday grind _____ (dream) of working from home. Depending on their work responsibilities, however, that _____ (can) either _____ (be) a true possibility or a fanciful dream. The white collars of 1985th _____ (think), that home offices _____ (can) benefit both employees and employers, and _____ (lead) to decreased costs and increased productivity. The analysts _____ (conduct) the series of significant research, then _____ (clear up) some advantages of allowing workers to stay at home.

The experts _____ (find), that working from a home office _____ (is/not) suitable for all workers. Scrupulous scrutiny _____ (show), however, with more work being done digitally, huge amounts of work _____ (can, be, complete) from a home computer and simply _____ (upload) to the company server or e-mailed to a supervisor. In 1980 some companies even _____ (work out) a particular model: first, they _____ (install) software package on employee`s home computers, then _____ (start) to use specialized

software installed on employee home computers to insure that company secrets are not replicated or stolen.

Task 2. Complete the anecdote by choosing the best tense in each case: Past Continuous, Past Simple, or Past Perfect.

A large corporation hired a new CEO two months ago. As the old CEO was leaving, he discreetly presented his successor with three envelopes numbered one, two and three. ‘If you have a problem you can’t solve, open the first of these,’ he (1)_____ (tell) the new CEO.

Well, at first things went smoothly, but after six months sales (2) _____ (fall) by 10% and the shareholders were getting very impatient. The CEO (3) _____ (begin) to despair, when he remembered the envelopes the old CEO (4) _____ (give) him.

He went to his office, closed the door and opened the first envelope. The message was, ‘Try blaming your predecessor.’ The new CEO (5) _____ (call) a press conference and tactfully blamed the previous CEO for the company’s problems. The shareholders and the press were satisfied with his explanations, and a few weeks later the CEO was relieved to see that sales (6) _____ (improve) by 12%.

About a year later, the company was having serious production problems. The CEO (7) _____ (learn) from his previous experience: as soon as he (8) _____ (be, fire).

Task 3. Read the story and fill in the gaps with correct grammatical forms of verbs from the box.

sit	re-write	see (× 2)	overflow	begin	ask	answer
take	walk	give	turn	write	go on	say (× 2)

The blind man and good management point

An old blind man ¹ _____ on a busy street corner in the rush-hour begging for money. On a cardboard sign, next to an empty tin cup, he ² _____: 'Blind – Please help'. But no-one ³ _____ him any money.

A young line manager ⁴ _____ past and ⁵ _____ the blind man with his sign and empty cup, and also ⁶ _____ a lot of people passing by completely unmoved, let alone stopping to give money.

The young man ⁷ _____ a thick marker-pen from his pocket, ⁸ _____ the cardboard sheet back-to-front, and ⁹ _____ the sign, then ¹⁰ _____ his way. Immediately, people ¹¹ _____ throwing money into the tin cup.



After a while, when the cup ¹² _____, the blind man ¹³ _____ a stranger to tell him what the new sign ¹⁴ _____. The stranger ¹⁵ _____ that it ¹⁶ _____, «It's a beautiful day. You can see it. I cannot.»

Task 4. Correct the mistakes.

1. The co-oworking space *We Work We Live* open in 2013, then was reorganized in a new way last May.

2. Two years ago that resort island has owned by Canadian entrepreneur James Chutter and Austrian PR specialist Anna-Lina Chutter.

3. Yoga classes was offered co-oworkers by Claire 3-4 times a week in their Side Hustle`s yoga studio.



4. 2010 Brigham study found that Nearly 15,000 Yahoo`s employees were enjoyed the freedom to do their jobs from home.
5. High technology companies had long be on the leading edge in products and services, but then flexible work hours and employee benefits got on top.
6. In 2015 co-working office spaces were booming, and they been fill with interesting freelancers.

Task 5. Make Past Tense questions using the words below.

1. When / panels / they / the /install / solar?
2. What / you / of / clients / be / your / expect?
3. When / order / your / they / deliver?
4. When / optics / be / the /first / develop / fibre?

Task 6. There is an acceptance letter written to formally acknowledge an employment offer. Fill in the gaps with correct Past/Present verb forms.

*Evelyn Wauson
4212 West Church Street
Houston, Texas 77096
(713) 555-5555*

October 20, 2011

Dear Mr. Harrison,

It ¹_____ (be) a pleasure speaking with you on the phone this afternoon. I ²_____ (be) very happy to accept the position of LMS supervisor with Harrison

Consultants. Thank you very much for the opportunity to join your team. I ³ _____ (feel) excited about this position since graduating from the university, and I ⁴ _____ (be) eager to work on the implementation of your new learning management system and corporate online university.

As we ⁵ _____ (admit) in our conversation recently, my starting yearly salary ⁶ _____ (be) \$50,000. I ⁷ _____ (understand) that after being employed for 30 days, I ⁸ _____ (receive) health, dental, and life insurance benefits. After working for Harrison Consultants for six months, I ⁸ _____ (receive) one week's paid vacation as well.

I ¹⁰ _____ (prepare) to start work on December 1, 2015 as you ¹¹ _____ (request) before. If there ¹² _____ (be) any paperwork I need to complete before I ¹³ _____ (start) working, please contact me.

Thank you.

Evelyn Wauson

Evelyn Wauson

Task 7. Six of the following sentences contain mistakes. Find the mistakes and correct them.

- 1) Sydney Harbour Bridge was building in 1932.
- 2) While they were carrying out tests in the laboratories, researchers were recognize past results.

- 3) The first real road builders in Britain was the Romans.
- 4) The Romans built roads of layers of broken stones of various sizes and were covering them with flat stones.
- 5) The system didn't working because the loudspeaker had been wrongly connected.
- 6) Before factories were told to stop polluting the environment, waste was being dumped in rivers and in the sea.
- 7) Louis Pasteur was discovering the action of germs while was studying fermentation in wines.
- 8) The production process had already been shut down when the leak in the fuel tank was found.
- 9) Nuclear energy began to be used from the mid-1950s.
- 10) In the second half of the 20th century, the electronics industry transforming the way we work in factories.

Task 8. Translate the following sentences into Ukrainian:

1. I checked the figures very carefully last week. The economic situation was quite healthy.
2. The early 1970s was a time when computing was entering a new age.
3. The central bank lowered interest rates three days ago because inflation had been falling steadily for several years.
4. While I was negotiating the contract, my boss phoned me to say that he wanted completely different conditions.
5. I thought we had already chosen the name for the new product.
6. We discussed the report and agreed that Peter should prepare some detailed information before next meeting.
7. By this time, their top-manager Alan Saemoon had built up sufficient contacts to help them.
8. Two years ago, our company used to belong to a well-known American multinational.

Task 9. Translate the following sentences into English:

1. Девід зрозумів, що він уже зустрівач їхнього нового топ-менеджера, але де?
2. На Нью-йоркській біржі індекс NASDAQ підвищився на вранішніх торгах, але вже по обіді впав до найнижчого показника за останні 4 роки.
3. До того часу Тата Стіл Груп уже стала лідером у сфері виробництва й постачання сталі на індійському ринку.



4. Колись наша компанія була новаторською ранньою моделлю транснаціональної корпорації.
5. Усі присутні чекали, що нарешті розпочнуться збори, коли несподівано зателефонував директор і повідомив, що застряг у пробці в центрі міста.
6. На початок 1997 року зовнішній борг країни подвоївся, і британська економіка знову опинилася перед загрозою принизливої інфляції і занепаду.
7. Після втрати третини європейського ринку менеджмент компанії зробив заяву, що вони більше не потребують такої великої кількості співробітників.
8. Вільям працював над проектом упродовж 2021 й 2022 років.

3. The Infinitive / -ing Form

GRAMMAR REFERENCE

We use to-infinitive:

- ▶ to express purpose: *Sam went to the bank to get some money.*
- ▶ after certain verbs (*agree, hope, appear, decide, expect, promise, refuse, plan, manage, etc.*): *He promised to help us with the decorations.*

- ▶ after adjectives which:

- a) describe feelings/emotions,
- b) unwillingness (willing, eager, reluctant, anxious, unwilling, etc.),
- c) refer to a person's character and also with the adjectives *lucky* and *fortunate*:

I was annoyed to hear that he had left. You were clever not to believe them.

Note: With adjectives which refer to character we can also use an impersonal construction.

It + be + adjective + of + noun/pronoun: It was clever of you not to believe them.

- ▶ after certain nouns and pronouns such as *something, somewhere, anyone, nothing, etc.* usually to show that something is necessary or possible: *We've got a lot of*

We use -ing form:

- ▶ **after** certain verbs (*admit, anticipate, appreciate, avoid, consider, continue, delay, deny, discuss, enjoy, escape, excuse, fancy, finish, forgive, go* (for activities), *imagine, involve, keep*

(= continue), *mention, mind, miss, postpone, practise, prevent, quit, recall, recollect, report, resent, resist, risk, save, stand, suggest, tolerate, understand, etc.*): *He avoided answering my question.*

- ▶ after: *dislike, enjoy, hate, like, love, prefer* to express general preference. E.g. *She likes painting.*

BUT: *would like/would love / would prefer + to -inf* to express specific preference: *I would like to paint your portrait.*

- ▶ after expressions such as: *be busy, it's no use, it's (no) good, it's (not) worth, what's the use of, cant help, there's no point (in), cant stand, have difficulty (in), have trouble, have a hard/difficult time, etc.*: *What's the use of waiting for an answer? She is busy writing the wedding invitations.*

- ▶ after: *spend, waste, lose* (time,

homework to do. Take something to drink on the bus.

▶ after *too/enough*: *She is too young to stay out so late.*

▶ with *it + be + adjective/noun*:

It is important to get there on time.

▶ to talk about an unexpected event which can be unpleasant, usually with *only*: *She came home to find her sister waiting for her.*

▶ after *be + the first/second, etc./next/last/best, etc.*: *He was the first to arrive.*

▶ after verbs and expressions such as *ask, learn, find out, wonder, want to know, decide, explain*, when they are followed by Wh-questions *who, what, where, how, etc.*: *I don't know why he left.*

Note: If two to –infinitives are joined with 'and' or 'or', the 'to' of the second infinitive can be omitted: *He agreed to come and help us.*

money, etc.): *We wasted a lot of time trying to find a parking space.*

▶ after prepositions: *He was found guilty of lying in court.*

▶ after the preposition 'to' with verbs and expressions such as *look forward to, be used to, get round to, object to, in addition to, prefer (doing sth to doing sth else)*, etc. e.g. *She objects to working on Saturdays.*

▶ after the verbs: *hear, listen to, notice, see, watch, and feel* to describe an incomplete action, that is to say that somebody saw, heard, etc. only a part of the action: *I listened to James singing a song. (I listened to part of the song. I didn't listen to the whole song.)*

BUT: *hear, listen to, notice, see, watch, feel + bare infinitive* to describe a complete action, something that somebody saw, heard, etc. from beginning to end: *I listened to James sing a song.*

Task 1. Complete the sentences with correct verb forms.

- 1) We must _____ (inform) you that your payment is overdue.
- 2) We have _____ (do) overtime.
- 3) Do you mind _____ (open) the window?
- 4) Catherine managed _____ (acquire) an important customer.
- 5) We look forward to _____ (hear) from you soon.

- 6) Jane is busy _____ (write) invitations for our company's anniversary celebration.
- 7) Could you let me _____ (finish) my sentence?
- 8) It is hard _____ (please) certain customers.
- 9) Let me begin by _____ (tell) you something about our company's history.
- 10) We risk _____ (lose) a lot of money.

Task 2. Choose the correct option.

1. When you come to the crossroads - stop there.
- Remember to stop at the crossroads.
- Remember stopping at the crossroads.
- Both possibilities are correct.
2. Yesterday she read the first pages of her new book.
- She began to read her new book.
- She began reading her new book.
- Both possibilities are correct.
3. I was talking to Marc. But when my boyfriend came in, I could not talk to Marc anymore.
- I stopped to talk to him.
- I stopped talking to him.
- Both possibilities are correct.

4. We might go to England next year.
- We intend to spend our holiday in England.
 - We intend spending our holiday in England.
 - Both possibilities are correct.
5. I wanted to write a letter, but I didn't know what to write. (So in the end, I didn't write one.)
- I tried to write a letter.
 - I tried writing a letter.
 - Both possibilities are correct.
6. I am sorry now for something I said earlier on.
- I regret to say this.
 - I regret saying this.
 - Both possibilities are correct.
7. She read the text. Then she stopped. Now I want her to continue with the text.
- Go on to read.
 - Go on reading.
 - Both possibilities are correct.
8. You think your computer does not work, but you just haven't switched on the monitor yet.

- Your computer does not work? Try to switch on the monitor.
- Your computer does not work? Try switching on the monitor.
- Both possibilities are correct.
9. The joke was so funny, that he bursted out in laughter.
- He started to laugh.
- He started laughing.
- Both possibilities are correct.
10. Yesterday I remembered that last year I got sick on your carpet.
- I remembered to get sick on your carpet.
- I remembered getting sick on your carpet.
- Both possibilities are correct.

Task 3. Put the verbs in brackets into their correct grammatical forms (note that sometimes both forms are possible).

1. I am trying _____ the process of billing (understand).
2. I am very surprised _____ (see) how nice she really is.
3. They plan _____ (serve) hot dogs at the party.
4. They are eager _____ (start).
5. He was proud _____ (receive) such good reviews.
6. You seem _____ (be) disappointed.
7. They stopped _____ (fight).
8. How much are you going _____ there (spend)?

9. Jane chose _____ (stay) at home.
10. Jane keeps _____ (forget) her keys.
11. I heard her story about _____ (run away) from the police.
12. I got Tailor _____ (fix) the dish washer.
13. They would like _____ (chat) for a while.
14. She told you _____ (shut up).
15. We are beginning _____ (see) the effects.

Task 4. Guess your answers and complete the sentences below with either infinitive or -ing forms.

- 1) When I'm not working, I enjoy _____.
- 2) When I was a child, my parents never allowed me _____.
- 3) In the next year, I plan _____.
- 4) I need my English teacher _____.
- 5) When I finish _____, I'll be really happy.
- 6) I can't imagine _____.
- 7) I can't tolerate _____.
- 8) To succeed in business, I recommend _____.
- 9) I often complain about _____.
- 10) I'm trying to concentrate on _____ right now.
- 11) One time I had to apologize for _____.
- 12) I always avoid _____.
- 13) I don't mind _____ even though a lot of people don't like doing it.
- 14) I once was accused of _____.
- 15) I never thought I'd get used to _____, but I did.

Task 5. Complete the dialogue with either *infinitive* or *-ing forms*.

A: Did you decide _____ (take) the job you were offered?

B: Well, at first it really seemed _____ (to be) a good offer, and I considered _____ (take) it. But, ultimately, I decided not _____ (accept) this proposal.

A: Why not?

B: Well, I was worried about _____ (be) forced to travel a lot. The job offer involved a lot of international travel. I would object to _____ (travel) overseas for weeks at a time.

A: If my former chief hadn't been retired I would have accepted the position. I don't mind _____ (travel) abroad.

B: I know. It just wasn't right for me. I still intend _____ (get) a new job and I hope _____ (find) something by the end of this year.

Task 6. Translate the following sentences into English. Use the words in brackets to develop either *infinitive* or *-ing forms*. Sometimes two options are possible.

1. Колишній міністр визнав отримання хабарів (admit, take a bribe) від приватного сільськогосподарського сектора виробництва.

2. Співпрацюючи з Кодак упродовж 6 років, ми спромоглися суттєво



покращити (manage, improve) показники ефективності й обсяг продажів товарів і послуг.

3. Рада директорів попросила відкласти (ask, postpone) підписання угоди про порядок повернення позики.

4. Ми припинили купувати (stop, buy) сировину у вітчизняного продавця і зараз купуємо набагато дешевше в сусідній країні.



5. Бренд Safilo почав виготовляти (start, produce) й просувати товари для європейських країн у 1989 році.
6. Не забувайте дивитися (forget, look) на реакцію аудиторії, коли виступаєте.

Task 7. First, complete the sentences with *being* or *to be*. Decide where both options are possible. Then translate them into Ukrainian.

1. I enjoy taken out for expensive meals.
2. The Minister denied given a bribe.
3. I expect asked some tough questions after my presentation.
4. Do you mind picked up at the airport by a taxi?
5. How awful! Imagine asked to give a presentation on a topic like that.
6. Lucy prefers invited to alcohol-free events.
7. I hate punished for my colleagues' faults.
8. Jack rememberstold about postponed retail operations.

4. The Passive

GRAMMAR REFERENCE

Verbs in sentences can either be active or passive.

The passive is formed with the verb *to be* + *past participle* of the main verb.

Note. 1. The Present Perfect Continuous, the Future Continuous, the Past Perfect Continuous and the Future Perfect Continuous are not normally used in the Passive.



2. Only transitive verbs

(verbs followed by an object) can be changed into the passive. Some transitive verbs such as *have*, *fit*, *suit*, *resemble*, etc. cannot be changed into the passive: We have a meeting every morning. (NOT: *A meeting is had by us...*).

	Active	Passive
Present Simple	He delivers the flowers	The flowers are delivered
Present Continuous	He is delivering the flowers	The flowers are being delivered
Past Simple	He delivered the flowers	The flowers were delivered
Past Continuous	He was delivering the flowers	The flowers were being delivered
Future Simple	He will deliver the flowers	The flowers will be delivered
Present Perfect	He has delivered the flowers	The flowers have been delivered

Past Perfect	He had delivered the flowers	The flowers had been delivered
Future Perfect	He will have delivered the flowers	The flowers will have been delivered
Present Infinitive	He must deliver the flowers	The flowers must be delivered
Perfect Infinitive	He must have delivered the flowers	The flowers must have been delivered
Simple -ing form	I object to his delivering the flowers	I object to the flowers being delivered
Perfect -ing form	Having delivered the flowers	The flowers having been delivered
Modals + be + p.p.	He should deliver the flowers	The flowers should be delivered

Use:

1) When the person who does the action is unknown.

The flowers are changed daily (I don't know who changes them).

2) When the person who does the action is unimportant.

The hotel was built in the 19th century (It isn't important who built it).

3) When the person who does the action is too obvious to mention.

The books were delivered this morning (It's obvious a delivery company brought the books).

4) When we want to say *who* does something in a passive sentence, we use the preposition *by* (*The party was organized by the social committee*).

5) The agent is often omitted in the passive sentence when the subject of the active sentence is one of the following words: *people, one, someone, somebody, they, he, etc.*

To change a sentence from the active into the passive you should know:

1) the *object* of the active sentence becomes the *subject* in the passive sentence;

2) the active verb remains in the same tense, but changes into a passive form;

3) the subject of the active sentence becomes the *agent*, and is either introduced with the preposition *by* or omitted.

	subject	verb	object
active	Tom	invited	me.

	subject	verb	agent
passive	I	was invited	by Tom.

Task 1. Look at the following pieces of advertisement of a new animal shelter. Explain the use of active and passive verbs.

ACTIVE VOICE

Make a New Friend Today

Over 100 friendly and healthy animals are hoping for a new home.



- All animals are fully vetted
- Adopting is less expensive than breeders
- Rescue dogs are loyal and affectionate to new owners
- Learn all about your dog's history before you adopt



PASSIVE VOICE

A New Friend Can Be Found

A new home is the dream of over 100 friendly and healthy animals at Pretend Animal Shelter.



- Full veterinary care (spaying, neutering and vaccinations) has been given to all animals
- A dog that is adopted is less expensive than one purchased from a breeder
- You'll be treated with loyalty and affection by a dog that you adopt
- Your dog's personality and history will be shared with you before you adopt



Task 2. Where possible, rewrite the following sentences in the Passive:

- 1) The Centre for Labour Market Research at the University of Canberra addressed the youth unemployment issue in his last annual report.
- 2) You need a qualification even to get a foot in the door.
- 3) There are plenty of young unemployed people with a degree in their chosen profession.
- 4) Small and medium businesses should organize large-scale programs which help young people make the leap from education into the paid workforce.
- 5) Most of my friends have really struggled to find work.
- 6) Employers increasingly want people with skills and experience.
- 7) A number of young people who had developed skills through the program have already gone on to find long-term employment.
- 8) In middle-class areas most people recognize the value of study.



Task 3. Decide whether it is necessary to say who does the action. If it is not necessary, cross it out. If it is necessary, put tick (✓).

- 1) I don't think your proposal will be accepted by people.
- 2) The company was founded by the father of the present chairman.
- 3) All our laptops are serviced by highly trained technicians.
- 4) This device isn't working again! It was repaired yesterday by a technician.
- 5) The conference was opened by someone from the London Business School.
- 6) I'll be shown round the factory by someone, and then I'll meet the sales team.

Task 4. Correct the mistakes.

- 1) Deliveries are make three times a week.
- 2) The invoice sent yesterday.
- 3) Over a thousand guests have invited to the event.
- 4) The post collects at 10.00 a.m. every day.
- 5) The software is wrote by our own engineers last week.
- 6) One hour ago the meeting was cancelling because of the strike.

Task 5. Rewrite the following sentences in the Active, where possible.

- 1) The photocopier is serviced once a year by AskGroup.
- 2) Our offices are cleaned in the evening.
- 3) The meeting was held yesterday.
- 4) The new computers were installed last week by our IT-team.
- 5) Are the pipes produced abroad by their branch company?
- 6) Were the hardware additions delivered last week by Nexon company?
- 7) The goods, as we were promised yesterday, are being shipped next week by our supplier in China.
- 8) Interest rates were gone up last month.

Task 6. Put the verbs in brackets into the Passive.

The barley used to make malt whisky takes about seven months to grow in the field. In August the barley _____ (harvest) and then _____ (leave) to rest for a couple of months. The next step is ‘malting’, an ancient chemistry’s full of tradition. It gives a rich, warm colour to the whisky and causes the grain to produce starches, which _____ (convert) to sugars at a later stage of the process. The malted barley _____ (rest) for about three weeks then _____ (ground) into flour and _____ (place) into huge vessels where it _____ (mix) with hot water to make a ‘wort’. The wort _____ (cool), then _____ (run) into another vessel. Here, yeast _____ (add), and the starch is turned into sugars, producing a clear liquid called ‘the wash’. It is distillation that turns this wash into whisky. In distilling, the liquid _____ (heat) until the spirit turns to vapour, then condensed back into liquid. By law, Scotch whisky _____ (must, age) in oak barrels for at least three years.

Task 7. You see the lists of company regulations written in Active and Passive. Find and correct mistakes in both.

Company X Rules and Regulations

Active Voice	Passive Voice
1. You must be not under the influence or in possession of drugs or alcohol during paid work hours.	1. Employees not are permitted to be under the influence or in possession of drugs or alcohol during paid work hours.
2. Do not used company property for personal use.	2. Using company property for personal use is prohibit.
3. You may solicit or not promote no support for any cause or organization (including political parties) during paid work hours.	3. Soliciting or promoting support for any cause or organization (including political parties) during paid work hours is not permitting.
4. Don` t made personal calls (except for emergency calls) during work hours.	4. Personal calls (except for emergency calls) are to be made not during work hours.

Task 8. Translate the following sentences into English:

1. Ваше замовлення було відіслано вчора ввечері.
2. Новий промисловий об'єкт буде збудовано в 10 кілометрах від міста.
3. Золото зазвичай продається великими партіями, коли йдеться про ринок таких країн, як Південна Африка.



4. Вступне слово до річного звіту компанії було виголошено нашим генеральним директором.
5. Ми дякуємо за вашу пропозицію, але остаточне рішення не може бути погоджено за відсутності представників третьої сторони.
6. Вітаю, я почула, що вашу сестру тільки-но підвищено до виконавчого директора нашої торгової мережі!
7. Процедура доставки має бути узгоджено з керівним директором.
8. Найбільші на світовому ринку обсяги олії виробляються на Близькому Сході.
9. Корпорацію NAFTA було засновано 30 років тому, аби об'єднати США, Канаду й Мексику на взаємовигідних умовах.
10. Ми очікуємо, що шляхи вирішення кризи будуть запропоновані країнами-посередниками між Сходом і Заходом.
11. Якщо ми отримуємо лист-підтвердження з цифровим підписом покупця, він має тиждень, аби доставлені партії товару могли бути ретельно перевірені на відсутність пошкодження упаковки або наявність бракованих частин.
12. Я не думаю, що вашу пропозицію буде прийнято хоча б третиною нашої команди.
13. Стіл Корпорейшен було засновано батьком нинішнього директора в 2002 році.
14. Чи було вже погоджено новий дизайн упаковки?

5. Types of Conditionals

GRAMMAR REFERENCE

The **Conditionals** are used to talk about real, possible, imaginary, or unreal situations. The main types of Conditionals are: *Type 0*, *Type 1*, *Type 2*, *Type 3*. Conditional sentence consists of two parts: the *main clause* and the *if-clause*.

Type 0 Conditionals (general truth)

If - clause	Main clause
If + present simple	present simple

They are used to express something which is always true. We can use *when* (=whenever) instead of *if*.



If/When it rains, the roads get slippery and dangerous.

If - clause	Main clause
If + present simple/ present cont./present perfect/present perfect cont.	future/imperative can/may/might/must/ should/could + present bare infinitive

They are used to express real or very probable situations in the present or future.



If we work hard, we'll finish the project on time.

Type 2 Conditionals (unreal present)

If - clause	Main clause
If + past simple or past continuous	would/could/might + present bare infinitive

They are used to express imaginary situations which are contrary to facts in the present and, therefore, are unlikely to happen in the present or future. They are also used to give advice.



Richard is daydreaming.

If I didn't have to work such long hours, I wouldn't be so tired.

Type 3 Conditionals (unreal past)

If - clause	Main clause
If + past perfect/past perfect continuous	would/could/might + perfect bare infinitive

They are used to express imaginary situations which are contrary to facts in the past. They are also used to express regrets or criticism.



Simon made a big mistake because he wasn't careful.

If I had been more careful, I wouldn't have made such a big mistake.

Task 1. Read sentences a) - c) below and explain the tense forms.

- a) If I use Amazon, I buy more books than I really want, and then I don't have the time to read them afterwards!
- b) If I use Amazon to find that book about marketing, it'll arrive within a week, and I won't need to go round all the bookshops looking for it.
- c) If I used Amazon to find that book about marketing, it'd be cheaper, but of course I wouldn't be able to look at it first.

Task 2. Now answer these questions by writing a), b) or c).

- 1) Which sentence shows there is a high probability of one event happening?

- 2) Which sentence shows that somebody is just imagining one event that is unlikely to happen? _____
- 3) Which sentence is not about one specific event? _____
- 4) In which sentence *If ...* could be replaced with *Whenever ...* or *Every time ...*?

Task 3. Refer to sentences a) - c) in 1 and complete these statements by underlining correct words.

- 1) Sentence a) is called the zero / first / second conditional and the time reference is past / present / future / general.
- 2) Sentence b) is called the zero / first / second conditional and the time reference is past / present / future / general.
- 3) Sentence c) is called the zero / first / second conditional and the time reference is past / present / future / general.

Task 4. Find and correct mistakes in the following sentences:

- 1) If we will continue talking, I'm sure we find a compromise.
- 2) If I will agree to that price, can you sign today?

- 3) If I were rich, I can travel around the world.
- 4) She wouldn't missed the train if she had woken up earlier.
- 5) If she had taken care of her son, he not have become a criminal.
- 6) If I be a star, I could help the poor.
- 7) As long as I am capable, I would be ride my bike to work.
- 8) Even if she loses her job, she wouldn't be invited by her former chief.
- 9) If only I had practiced longer, I would made the shot.
- 10) Supposing that you have got the job, would you accepted the position?

Task 5. Match an *if* clause with a main clause a) - c).

1) If you bring down the price,	a) can we finish the meeting?
2) If they're asking for a discount,	b) we'll place an order.
3) If we've discussed all the details,	c) tell them it's impossible.

Task 6. Complete the dialogue with words in brackets.

Franca Hi, Silvia. So you're back from New York. How was it?

Silvia Good. It's a great city to visit. And I met some really interesting people at work. But I _____ (go crazy) if I _____ (live) in the USA.

Franca Why's that, then?

Silvia Well, it's the pace of life there. And if everybody _____ (run, always) since early morning till late night, there _____ (be) no time to stop and think. Do you know what I mean?

Franca Yes, of course. So what _____ (do, you) if they _____ (offer) you a job there? It's quite possible. They're looking for new people all the time.

Silvia Well, if it _____ (be) only for a year or two, I _____ (might, say) 'yes' and it _____ (be) good for my CV.

Franca But only for a short time?

Silvia Yes. If they _____ (want) me for longer, I _____ (accept, not) it. Besides, if I _____ (work) there for love of money, it _____ (be) too stressful.

Task 7. Make conditional sentences based on these prompts.

1. pollute the river // we / have to pay a fine

Example: If we pollute the river we'll have to pay a fine.

2. the computer /crash // we lose the data;

3. our market share /increase // we / give a pay rise;

4. they /send the goods today // they arrive tomorrow;

5. sales / fall // we / raise prices;

6. unless / we / have / good weather // we / not make a profit

Task 8. BT House is a fashion clothes manufacturer. Here is an email on plans for next year. Complete the spaces with appropriate clauses from the box.

unless the economy recovers	our products won't sell	we
will do better	we will produce	if we have

Date:	<input type="text" value="15/05/15"/>
To:	<input type="text" value="ben.taylor@bt.house.com"/>
From:	<input type="text" value="sarra.cameron@ bt.house.com"/>
Subject:	<input type="text" value="Next season`s forecast"/>

Dear Jay,

_____ another year like last year _____
excellent results. The Marketing Department
thinks that if the new summer collection sells
well, _____ than last year.
However, _____, we won't do as well.

We also need good weather. If it rains a lot,
_____.

Task 9. Two colleagues are on a business trip. They are discussing travelling for work. Match main parts with if-clauses to make sentences.

If we didn't stay in expensive hotels

if I didn't have to wait for hours in airports.

I would get a different job

the company would pay more tax.

I would like travelling

if we didn't go first class.

Travelling would be harder work

we'd save money.

My company wouldn't use this hotel

if I didn't like the travelling.

If we rented luxury apartments instead of hotels

unless it was really good.

Task 10. Translate the following sentences into English:

1. Якщо в наступному кварталі продажі зростуть, ми отримаємо фінансові можливості для відкриття нових ринків.
2. Якщо ви не вкладаете гроші й зусилля в оновлення виробництва, передусім страждаєте ви самі, а потім клієнт.
3. Коли ви виконаєте програму з курсу Бізнес-адміністрування, ви отримаєте сертифікат.
4. Якщо б певні компанії не перенесли своє виробництво в інші країни, вони б не отримали такої фінансової спроможності, що дозволила їм минулого року посісти перші місця в рейтингу Forbes.
5. Якщо б мої працівники виконували всю роботу самостійно, нам би не довелося утримувати такий роздутий штат і витратити зайві гроші на соціальні пакети для них.
6. Якщо б три роки тому ми не вийшли на європейський ринок із товарами високої якості, то минулого року не змогли б збільшити виробництво майже на 25%.
7. За умови, що обговорення затягнеться до пізньої ночі, ви зможете забронювати мені номер на одного в центрі міста?
8. Якщо ви збільшите обсяг замовлення принаймні на чверть, ми зможемо надати вам 10%-кову знижку впродовж 2 років.
9. Якщо вона не отримає цю роботу, вона витратить велику кількість часу й зусиль задарма!
10. Якщо б у понеділок Дженніфер не затягнула свою презентацію аж до 6 години, представники сторони замовника не залишили б конференц-залу з розчарованими обличчями.
11. За умови, що ми інвестуємо у ваш бізнес, який відсоток з продажів ви могли б нам запропонувати?
12. Якщо ви хочете вживати якісні й здорові напої, ви маєте купувати смузі, що виробляється з органічних інгредієнтів.

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Укладачі:

АГІБАЛОВА Тетяна Миколаївна

КАРАЧОВА Дар'я Володимирівна

Відповідальний за випуск Бадан А. А.

Роботу рекомендував до друку проф. Кіпенський А. В.

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