

МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ

ПОЛІСЬКИЙ НАЦІОНАЛЬНИЙ УНІВЕРСИТЕТ



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ДІЛОВА ІНОЗЕМНА МОВА

Навчальний посібник

*для самостійної роботи здобувачів першого (бакалаврського)
рівня вищої освіти першого року навчання*

Житомир
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Ділова іноземна мова. Навчальний посібник для самостійної роботи здобувачів першого (бакалаврського) рівня вищої освіти першого року навчання / Ситняківська С.М, Барабашук Ю.В, Кубрак С.В, Житомир: Вид-во Євро-Волинь, 2025. с. 168.

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Навчальний посібник рекомендований викладачам закладів вищої освіти, здобувачам першого (бакалаврського) рівня вищої освіти.

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ВСТУП

Самостійна робота є невід'ємною частиною вивчення освітньої компоненти «Ділова іноземна мова» і відіграє в цьому ключову роль. Хоча заняття з викладачем надають структуру та основу, справжнє оволодіння мовою приходить через регулярну практику та особисту ініціативу студента. Займаючись самостійними вправами, спрямованими на розвиток чотирьох видів діяльності таких як читання, слухання, письмо, говоріння іноземною мовою, студенти закріплюють отримані знання, підвищують впевненість та розвивають навички володіння мовою у власному темпі.

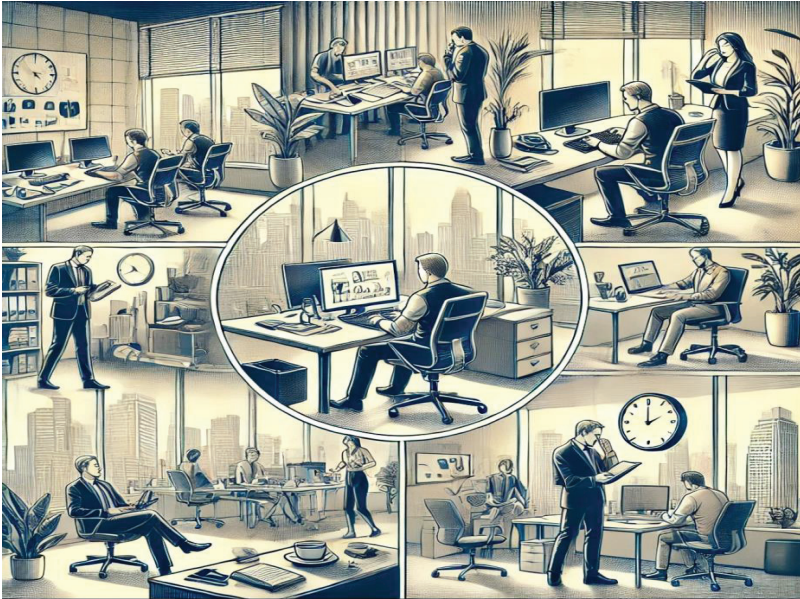
Самостійне робота сприяє розвитку дисциплінованості та критичного мислення, оскільки студенти змушені самостійно вирішувати завдання та заглиблюватися у розуміння мовних аспектів. Самостійна робота також спонукає до вивчення культурного контексту, що підвищує мовну та культурну компетентність. Активно шукаючи можливості для занурення в мовне середовище у межах самостійної роботи, чи то при перегляді відео сюжетів, чи при прослуховуванні спеціальних текстів, переглядаючи фільми, читаючи книги, повідомлення, виконуючи тематичні кейси, студенти можуть значно прискорити свій прогрес і зробити процес вивчення мови більш особистим і захоплюючим.

Навчальний посібник містить широкий спектр мовного матеріалу і достатню кількість лексичних та граматичних вправ, спрямованих на розвиток і закріплення умінь і навичок як монологічного, так і діалогічного мовлення, полілогу, перекладу.

Обсяг матеріалу, представленого у навчальному посібнику, дає можливість викладачу варіювати завдання, враховуючи тривалість навчання, рівень знань та індивідуальні особливості здобувачів вищої освіти.

A WORKING DAY

UNIT 1 A WORKING DAY



NECESSARY EXPRESSIONS

| | | |
|----|--------------------------|------------------------------|
| 1. | Office work | офісна робота |
| 2. | Sit at a desk | сидіти за робочим столом |
| 3. | Colleague support | підтримка колеги |
| 4. | Have a meeting | проводити/відвідувати нараду |
| 5. | Turn on/off the computer | вмикати/вимикати комп'ютер |
| 6. | Complete a task | виконувати завдання |
| 7. | Meet the deadline | вкластися в дедлайн |
| 8. | Write an email | писати електронний лист |

A WORKING DAY

| | | |
|-----|---------------------|-----------------------------------|
| 9. | Plan the day | планувати день |
| 10. | Prepare a report | підготувати звіт |
| 11. | Take a coffee break | зробити перерву на каву |
| 12. | Print documents | друкувати документи |
| 13. | Answer a phone call | відповідати на телефонний дзвінок |
| 14. | Work in a team | працювати в команді |
| 15. | File papers | впорядковувати документи |

A working day in the office starts early. I arrive at the office at 9 a.m. First, I check my emails and reply to important messages. Then, I make a list of tasks for the day. My job involves working with documents, making phone calls, and attending meetings.

During the day, I have a short break for lunch. Sometimes I eat in the office, and sometimes I go out with my colleagues. After lunch, I continue my work. I finish my tasks and prepare for the next day. My working day usually ends at 6 p.m., and then I go home.

Exercise 1. Read the text and choose the right heading.

- A Typical Day in the Office.
- Working Night Shifts in the Office.
- Spending the Whole Day in Meetings.

Exercise 2. Read the text carefully and decide if the following statements are True or False.

- The person arrives at the office at 8 a.m. _____
- They check their emails first thing in the morning. _____
- The job includes working only with documents. _____
- Sometimes they have lunch outside the office. _____
- The working day ends at 5 p.m. _____
- They prepare for the next day before leaving work. _____

Exercise 3. Complete the sentences with the words and phrases in the box.

| |
|--|
| Starts, arrive, check emails, reply, to make a list of tasks, finish, ends |
|--|

- My working day _____ early in the morning.

A WORKING DAY

2. I _____ at the office at 9 a.m.
3. First, I _____ to see if there are any updates.
4. Then, I _____ important messages that need my attention.
5. After that, I _____ to organize my work for the day.
6. By the afternoon, I _____ my tasks and review what I've completed.
7. My working day usually _____ at 6 p.m., and then I go home.

A DIALOGUE



John: Hi, Sarah! How's your day going?

Sarah: Hey, John! It's pretty busy. I'm finishing a report for the meeting this afternoon. What about you?

John: Same here. I've been working on the budget update. It's taking longer than I expected.

Sarah: I know what you mean. There's always so much to do! Are you ready for the meeting later?

John: Almost. I just need to double-check a few numbers. Do you think we'll finish on time today?

Sarah: I hope so. If everything goes smoothly, we should be done by 5 p.m.

John: Sounds good. Let me know if you need any help with that report.

Sarah: Thanks, I might take you up on that! How about a coffee break in 15 minutes?

John: Perfect, see you then!

A WORKING DAY

Exercise 1. Read the dialogue and match the words or phrases from the dialogue with their meanings.

1. Report _____
2. Meeting _____
3. Budget _____
4. Double-check _____
5. Smoothly _____
6. Take you up on that _____
 - a. A formal document with information about a topic.
 - b. To accept an offer or suggestion.
 - c. Without problems or difficulties.
 - d. A gathering of people to discuss work or plans.
 - e. To review or verify something again.
 - f. A plan for managing money or resources.

Exercise 2. Choose the correct alternatives to complete the sentences.

1. I need to finish the sales **report/email** before the meeting this afternoon.
2. The **meeting/budget** starts at 3 p.m., and we'll discuss the new project.
3. We have to prepare the **budget/double-check** for next year's expenses.
4. Please **write/double-check** these numbers to make sure they're correct.
5. If we work together, the project will go **smoothly/with difficulty** and finish on time.
6. Thanks for the offer to help; I might **pass on that/take you up on that** later!

Exercise 3. Answer the following questions based on the dialogue.

1. What is Sarah working on for the meeting?
2. Why is John's work taking longer than expected?
3. What time do Sarah and John think the meeting will finish?
4. What does John offer to help Sarah with?
5. When are they planning to take a coffee break?

Exercise 4. Write a short description of your working day when you were a pupil. When did you get up? What did you do after classes?

Exercise 5. Write about your usual day at present answering the following questions:

A WORKING DAY

1. What time do you usually get up at?
2. Do you always get up at the same time on week days?
3. Do you use an alarm clock every day?
4. Do you get up as soon as you wake up?
5. Do you do morning exercises regularly?
6. Do you make the bed before or after you have breakfast?
7. Do you use a diary or calendar to arrange your life?
8. Are you ever late for classes (appointments, dates)?
9. You leave your place early, don't you?
10. What is your place of studying? How long does it take you to go there?
11. On which days do you study?
12. When are you at home?
13. Does it take you a lot of time to do your home-task?
14. When do you go to bed?

Exercise 6. *Who would you contact in the situations given below? Match the situations in the left with the jobs in the right.*

| | |
|---|------------------------------|
| 1) a filling has come out of your teeth | a) a surgeon |
| 2) you need to have your hair cut | b) a lawyer |
| 3) you need legal advice | c) a dentist |
| 4) your house is on fire | d) a mechanic |
| 5) your granny's knee needs an operation | e) a fireman |
| 6) in the shop you want advice on what sort of coffee to buy | f) a psychologist |
| 7) all the lights in your house have gone out | g) a barber / hairdresser |
| 8) your neighbour's flat has been burgled | h) a shop assistant |
| 9) you don't get on well with your parents | i) an accountant |
| 10) your father needs somebody to help his firm with money problems | j) an electrician |
| | k) a policeman |

Exercise 7. *Answer the following questionnaire.*

1. Who helps you in choosing your future profession?
a) Nobody. b) My parents. c) My friends. d) Other.
2. What is to your mind the most important thing in your future profession?

A WORKING DAY

- a) Good money. b) Contact with people. c) Regular promotions.
d) Your job is your hobby. e) Other.

3. What skills are the most important for your future profession?

- a) People skills. b) Computer skills. c) Managing skills. d) Other.

4. What attracts you in your future profession?

- a) Challenge. b) Risk and danger. c) Prestige. d) Other.

5. How much do you agree to study to get well-qualified status in your job / profession?

- a) As little as possible. b) I got enough knowledge at school.
c) As much as boss requires. d) All my life.

Exercise 8. Read the list of jobs and sort them into two columns.

| | | |
|------------------|---------------------|--------------|
| a geologist | a waiter / waitress | a pop singer |
| a journalist | an IT operator | a bookseller |
| a gardener | a businessman | a bodyguard |
| a film star | a book-keeper | a bus driver |
| a shop assistant | a tourist guide | a nurse |
| a bank manager | an interpreter | a teacher |

| The jobs I'd like to do | The jobs I'd hate to do |
|-------------------------|-------------------------|
| | |

Exercise 9. Choose the best word to complete the sentence.

| | | | |
|--|---|---|---|
| 1. Ask the ____ where the nail polish is. | a) nurse; b) assistant; c) barber; d) conductor. | 9. Sherlock Holmes is an important ____ in detective fiction. | a) employer; b) character; c) manager; d) writer. |
| 2. That ____ sells very good meat. | a) baker; b) dentist; c) butcher; d) architect. | 10. It is difficult to become a ____ of the club. | a) travel agent; b) customer; c) bachelor; d) member |
| 3. Not many buses have a ____, you usually pay a driver. | a) manager; b) farmer; c) conductor; d) porter. | 11. A famous ____ operated on her. | a) surgeon; b) driver; c) carpenter; d) sailor. |

A WORKING DAY

| | | | |
|---|--|--|--|
| 4. The ____ is showing them the new plans of the building. | a) optician; b) nurse; c) architect; d) dancer. | 12. If she beats the other contestant, she'll be the new tennis ____ | a) character; b) host; c) champion; d) passenger. |
| 5. The boss wants his ____ to take some dictation | a) secretary; b) pianist; c) writer; d) jockey. | 13. He left his job because his ____ didn't pay him enough. | a) employee; b) employer; c) conductor; d) architect. |
| 6. My ____ always comes early so I get my post before work. | a) postman; b) chemist; c) mechanic; d) porter. | 14. Who is the ____ of the book? | a) operator; b) author; c) orphan; d) gardener. |
| 7. The ____ will take your suitcase to your room. | a) engineer; b) porter; c) writer; d) nurse | 15. The ____ made this door badly. I can't close it. | a) thief; b) clown; c) carpenter; d) widow. |
| 8. I hope the ____ can repair our car quickly | a) reporter; b) surgeon; c) coach; d) mechanic. | 16. I hope they will find the ____ who stole the money. | a) thief; b) orphan; c) contestant; d) operator. |

Exercise 10. Most nouns which refer to people have the same form for men and for women, for example: teacher, student etc. A few have different forms, for example: son, daughter. Sort these nouns into three groups. Add more professions.

Actress, cousin, doctor, driver, headmistress, lady, bride, professor, parent, waitress, cook, headmaster, cleaner, landlady, stewardess, widow, waiter, widower, journalist, actor, gentleman, madam, landlord, painter, sir, steward.

| Men | Women | both |
|-----|-------|------|
| | | |

Exercise 11. Answer the following questions:

1. What do your friends and parents think of the choice of your future profession?

A WORKING DAY

2. Can you say that your choice of your future profession was influenced by the subjects at school that you studied?

3. How many and what professions have you changed in your dreams since you were a child?

4. Could you say that your parents' occupation may influence your choice of a future profession?

5. What professions to your mind are considered to be more or less prestigious nowadays? Why?

6. What knowledge and skills are necessary for any job or profession?

7. Do you believe that people are born for some certain profession?

LISTENING TASK: A DAY AT THE OFFICE

Listen to the dialogue "A Day at the Office" (audioscript 1) and complete the following exercises



1. Pre-listening.

Vocabulary: arrive at work, meeting, coffee break, report, lunch, send an email, leave the office.

| | |
|---------------------|---|
| Warm-up Questions : | What time do you usually start your work or university day? |
| | How many breaks do you take during the day? |

2. While-listening.

Task 1: General Understanding.

What is John talking about?

- a) His weekend plans.
- b) His typical workday.
- c) A trip to another city.

Task 2: Details. Answer the following questions:

- 1. What time does John arrive at the office?
- 2. What does John do after his morning meeting?
- 3. What time does John have lunch?
- 4. When does John plan to leave the office?

A WORKING DAY

Task 3: True or False:

1. John's meeting is at 9 a.m.
2. John usually eats lunch in a restaurant.
3. John sends the report in the afternoon.

Task 4: Ordering Events. Put the events in the correct order:

1. John grabs a coffee.
2. John has lunch.
3. John finishes his report.
4. John has a team meeting.

3. Post-listening.

Answer the questions:

1. How is John's workday similar to or different from yours?
2. What do you usually do during your lunch break?

Writing Task: write 8-10 sentences about your typical day at work or university. Use the new vocabulary from the task.

DELIVERY SERVICES

UNIT 2 DELIVERY SERVICES



NECESSARY EXPRESSIONS

| | | |
|-----|-------------------|-------------------------|
| 1. | Place an order | оформити замовлення |
| 2. | Fast delivery | швидка доставка |
| 3. | Track the package | відстежувати посилку |
| 4. | Delivery address | адреса доставки |
| 5. | Shipping cost | вартість доставки |
| 6. | Free delivery | безкоштовна доставка |
| 7. | Next-day delivery | доставка наступного дня |
| 8. | Receive a package | отримати посилку |
| 9. | Delivery service | служба доставки |
| 10. | Home delivery | доставка додому |
| 11. | Pick-up point | пункт видачі |
| 12. | Courier service | кур'єрська служба |

DELIVERY SERVICES

| | | |
|-----|-------------------------|--------------------------|
| 13. | Estimated delivery time | орієнтовний час доставки |
| 14. | Package arrived | посилка прибула |
| 15. | Return the item | повернути товар |

Delivery services have become an essential part of modern life. They allow people to receive goods quickly and conveniently without leaving their homes. There are many types of delivery services, including food, groceries, packages, and online shopping orders.

With delivery services, you can order products from local stores or even from other countries. Companies like DHL, FedEx, and UPS offer international shipping, while local couriers focus on fast deliveries within cities. Many food delivery apps, such as Uber Eats and DoorDash, let you enjoy your favorite meals from restaurants at home.

The convenience of delivery services saves time and effort. You can track your package, choose different delivery options, and pay securely online. This makes delivery services a popular and reliable choice for people around the world.

Exercise 1. Match the words with their meanings.

1. Delivery services _____
2. Conveniently _____
3. Couriers _____
4. International shipping _____
5. Track _____
6. Securely _____
 - a. In a safe and protected way.
 - b. The process of bringing goods to a customer's location.
 - c. To follow the progress or location of something.
 - d. In a way that is easy and saves time or effort.
 - e. Transporting packages to other countries.
 - f. People or companies that deliver goods.

Exercise 2. Complete the sentences with the words and the phrases in the box.

| |
|---|
| Securely, delivery services, track, couriers, international shipping, conveniently |
|---|

DELIVERY SERVICES

1. Many people use _____ to get food delivered to their homes.
2. Apps like Uber Eats make ordering food fast and _____.
3. _____ focus on delivering packages within cities.
4. Companies like DHL offer _____ for customers around the world.
5. You can _____ your package to see where it is.
6. Online payments are processed _____ to protect your information.

Exercise 3. Choose the correct answer for each question.

| | |
|---|---|
| What do delivery services allow people to do? | a) Work from home b) Receive goods without leaving home c) Travel to stores easily d) Save money on shopping |
| Which is an example of an international delivery company? | a) Uber Eats b) DHL c) DoorDash d) Local couriers |
| What types of items can be delivered through delivery services? | a) Food and groceries only b) Packages, food, and groceries c) Products from local stores only d) Items from other countries only |
| Why are delivery services popular? | a) They are free for everyone b) They allow people to avoid online shopping c) They save time and effort d) They offer discounts on all products |
| What feature helps people know the location of their package? | a) International shipping b) Secure payment c) Package tracking d) Delivery options |

A DIALOGUE

Customer: Hi, I'd like to ask about the delivery of my order. When should I expect it to arrive?

Customer Service: Hello! Could you please provide me with your order number so I can check the status?

Customer: Sure, it's #123456.

DELIVERY SERVICES

Customer Service: Thank you. I see that your order is on its way. It should arrive by tomorrow evening.

Customer: Great! Can I track the delivery?

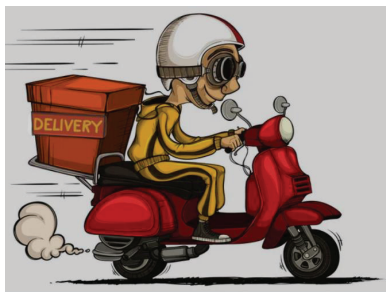
Customer Service: Yes, of course. I'll send you the tracking link via email. You'll be able to see the current location of your package.

Customer: That's perfect. What if I'm not home when it arrives?

Customer Service: No problem. The courier will either leave it at a secure location or attempt delivery again the next day. You can also reschedule the delivery through the tracking link.

Customer: Thank you for the information!

Customer Service: You're welcome! Let us know if you need anything else. Have a great day!



Exercise 1. Match the words from the dialogue to similar meanings:

| | |
|---------------|----------------|
| 1. Courier | a. In transit |
| 2. Reschedule | b. Transporter |
| 3. On its way | c. Rearrange |

Exercise 2. Choose the correct alternatives to complete the sentences.

1. The customer wanted to know when their **delivery/ courier** would arrive.
2. The agent asked for the **on its way/ order number** to check the order.
3. The package is **stationary/ on its way** and will arrive tomorrow evening.
4. The agent promised to send a **tracking link/deliver** via email for tracking the package.
5. The **courier/oder** will leave the package at a safe spot if no one is home.
6. If needed, the customer can **reschedule/timetable** the delivery for a different day.

DELIVERY SERVICES

Exercise 3. Answer the following questions based on the dialogue.

1. What information does the customer need to provide to check their order?
2. When is the customer's order expected to arrive?
3. What can the customer do if they aren't home when the package arrives?
4. How will the customer receive the tracking link?

LISTENING TASK: DELIVERY SERVICES

Listen to the dialogue "Delivery Services" (audioscript 2) and complete the following exercises

1. Pre-Listening Activities.

Vocabulary Match: Match the words to their meanings.

| | |
|----------|---|
| Package | a) A place where someone lives or works. |
| Delivery | |
| Address | b) A box or parcel sent to someone. |
| Standard | c) A service that brings things to your home. d) Faster than usual. e) Normal or regular. |
| Express | |
| | |



Predict the Content: Look at the title, "Delivery Services." What do you think the dialogue will be about? Choose one:

- A restaurant order;
- Sending a package;
- Asking for directions.

2. While-Listening Activities.

Listen to the Dialogue and:

1. Choose the Correct Option:

| | |
|---|-------------------------------|
| 1) How heavy is the package? | a) 1 kg b) 2 kg c) 3 kg |
| 2) Which delivery type did the customer choose? | a) Standard |

DELIVERY SERVICES

| | |
|---|---|
| | b) Express |
| 3) How long does express delivery take? | a) 1-2 days b) 3-5 days c) 1 week |

2. True or False:

- a) The package is going to Paris.
- b) Standard delivery is cheaper than express.
- c) The customer provided the address during the call.

3. Fill in the Blanks:

- a) The customer wants to send a _____ to a friend.
- b) The package weighs _____ kilograms.
- c) The delivery service costs _____ pounds.

3. Post-Listening Activities.

1. Answer the questions:

- a) Why did the customer choose express delivery instead of standard?
- b) Have you ever used a delivery service? What was your experience like?

2. Role Play:

Pair up with a partner. One of you will be the delivery service operator, and the other will be the customer. Create your own dialogue based on the listening task.

3. Writing Task:

Write a short message from the customer to their friend, informing them that the package will arrive soon.

THE HISTORY OF OUR COMPANY

UNIT 3 THE HISTORY OF OUR COMPANY



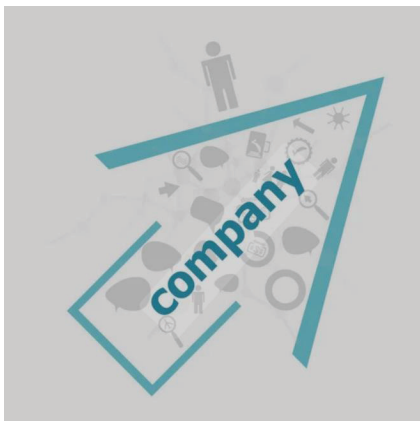
NECESSARY EXPRESSIONS

| | | |
|-----|-----------------------------------|---------------------------------------|
| 1. | Founded in... | Заснована у... |
| 2. | Our company was established in... | Наша компанія була заснована у... |
| 3. | Started as a small business | Починалася як маленький бізнес |
| 4. | Over the years | Протягом років |
| 5. | We have grown into... | Ми вирости у... |
| 6. | Family-owned business | Сімейний бізнес |
| 7. | Achieved success in... | Досягли успіху у... |
| 8. | Expanded to new markets | Розширилися на нові ринки |
| 9. | Introduced new products | Запустили нові продукти |
| 10. | Our mission is... | Наша місія – це... |
| 11. | Focused on customer satisfaction | Сфокусувалися на задоволенні клієнтів |
| 12. | Innovative solutions | Інноваційні рішення |
| 13. | Celebrated milestones | Відзначили важливі етапи |

THE HISTORY OF OUR COMPANY

| | | |
|-----|-----------------------------|-----------------------------|
| 14. | Built a strong reputation | Побудували сильну репутацію |
| 15. | Looking ahead to the future | Дивимося у майбутнє |

The history of our company began in 2017 when a group of friends had a vision to create innovative products that would improve people's lives. With just a small office and a big dream, they started working on their first project. In the beginning, it wasn't easy. There were many challenges, including limited resources and fierce competition. However, the team's determination and passion kept them going.



In 2020, the company launched its first successful product, which quickly gained attention in the market. This success allowed the business to grow and expand its operations. Over the next few years, the company continued to develop new products and services, focusing on quality and customer satisfaction.

By 2023, the company had opened several offices worldwide and had built a strong reputation as a leader in the industry. Today, it continues to innovate, striving to create products that meet the needs of its customers and contribute to a better future.

Exercise 1. Match the words with their meanings.

| | |
|------------------|---|
| 1. Vision | a) The opinion people have about a company or person. |
| 2. Innovative | b) To grow or increase in size or operations. |
| 3. Challenges | c) Introducing new ideas or methods. |
| 4. Determination | d) A clear idea or goal for the future. |
| 5. Expand | e) The drive to keep going despite difficulties. |
| 6. Reputation | f) Difficult situations or problems to overcome. |

Exercise 2. Read the statements below and decide if they are **True** or **False** based on the text.

1. The company was founded by a group of friends in 2017. _____

THE HISTORY OF OUR COMPANY

2. The first office of the company was very large and well-equipped. _____
3. The company faced no challenges in the beginning. _____
4. The company launched its first successful product in 2020. _____
5. Customer satisfaction was not a priority for the company. _____
6. By 2023, the company had opened offices only in its home country. _
7. Today, the company is focused on innovation and creating a better future. _____

Exercise 3. Translate sentences into English.

1. Історія нашої компанії почалася у 2015 році, коли група людей вирішила втілити свої ідеї в реальність.

2. Почавши з маленького офісу та великих амбіцій, вони зіткнулися з багатьма труднощами, зокрема обмеженим бюджетом та конкурентним ринком.

3. У 2018 році команда представила свій перший продукт, який став миттєвим успіхом і став переломним моментом для компанії.

4. Протягом років компанія розширила свій вплив, зосереджуючись на наданні високоякісних послуг своїм клієнтам.

5. До 2022 року компанія відкрила офіси у кількох великих містах і була визнана одним із лідерів галузі.

A DIALOGUE

Interviewer: Can you tell me about the history of your company? How did it all start?

CEO: Sure! Our company was founded in 2005 by a small group of friends who shared a passion for innovation. We started with a small office and limited resources, but we had big ideas.



Interviewer: What were the main challenges you faced in the beginning?

CEO: At first, it was tough to compete with larger companies. We had to work hard to make our products stand out. We also had to be very resourceful since we didn't have a lot of funding.

Interviewer: When did you see your first big success?

THE HISTORY OF OUR COMPANY

CEO: In 2008, we launched our first product, and it was a hit! That really helped us gain visibility and grow our business. It was a turning point for us.

Interviewer: How has the company evolved since then?

CEO: Over the years, we've expanded our product line and opened offices in several countries. By 2015, we had become a leader in our industry, and we're still growing. Innovation and customer satisfaction remain at the heart of what we do.

Interviewer: That's an inspiring story! What's next for your company?

CEO: We're always looking for new ways to innovate. Our goal is to continue developing products that improve people's lives and contribute to a better future.

Exercise 1. Read the sentences below and decide if they are true or false.

1. The company was founded in 2010. _____
2. A group of friends started the company because they loved innovation. _____
3. The company had a lot of funding at the beginning. _____
4. The first big success came when the company launched its first product in 2008. _____
5. By 2015, the company had become a leader in its industry. _____
6. The company plans to focus only on opening more offices in the future. _____

Exercise 2. Answer these questions based on your understanding of the dialogue.

1. Why do you think innovation was important to the founders of the company?
2. What do you think made the first product a hit in 2008?
3. How did the company grow after its first success?
4. Why do you think customer satisfaction is important to the company?
5. What advice would you give to a company just starting out with limited resources?

Exercise 3. Match the interviewer's question with the CEO's answer.

| Questions: | Answers: |
|--|--|
| When did you see your first big success? | a) In 2008, we launched our first product, and it was a hit! |

THE HISTORY OF OUR COMPANY

| | |
|---|---|
| What were the main challenges you faced in the beginning? | b) At first, it was tough to compete with larger companies... |
| How has the company evolved since then? | c) Sure! Our company was founded in 2005 by a small group of friends... |
| Can you tell me about the history of your company? | d) Over the years, we've expanded our product line and opened offices in several countries. |
| What's next for your company? | e) We're always looking for new ways to innovate. |

LISTENING TASK: THE HISTORY OF OUR COMPANY

Listen to the dialogue "The History of Our Company" (audioscript 3) and complete the following exercises



1. Pre-Listening Activities

1. Vocabulary preview: match the words to their meanings.

| | |
|-------------|---------------------------------------|
| 1. Founder | a) A person who starts a company. |
| 2. Product | b) A thing made or sold by a company. |
| 3. Employee | c) A person who works for a company. |
| 4. Mission | d) A company's main goal or purpose. |

2. Predict the content: look at the title, "The History of a Company". What do you think the dialogue will include?

- a) How the company started.
- b) What the company sells.
- c) How big the company is now.

2. While-Listening Activities

1. Choose the correct answer:

| | |
|---------------------------------|--|
| 1. When was BrightTech founded? | a) 2000 b) 2005 c) 2010 |
| 2. Who started the company? | a) Sarah and James b) Mike and Anna c) John and Emma |

THE HISTORY OF OUR COMPANY

| | |
|--|--|
| 3. What was the company's first product? | a) A website b) A computer c) An app |
|--|--|

2. True or False:

- a) The company started in an office.
- b) BrightTech has offices in 10 countries.
- c) The company's mission is to help people with technology.

3. Fill in the blanks:

- a) BrightTech was started in a _____ by two friends.
- b) Their first product was an app for _____ tasks.
- c) Today, the company has _____ employees.

3. Post-Listening Activities

1. Answer the questions:

- a) What do you think makes BrightTech successful?
- b) Would you like to work for a company like this? Why or why not?

2. Role play:

Pair up with a partner. One of you is an interviewer, and the other is a company representative. Create your own dialogue about another company's history.

3. Writing task:

Write a short paragraph about a company you know, including when it was founded, its first product, and its mission.

A BUSINESS TRIP

UNIT 4 **A BUSINESS TRIP**



NECESSARY EXPRESSIONS

| | | |
|-----|----------------------------|------------------------------|
| 1. | Go on a business trip | поїхати у відрядження |
| 2. | Book a flight | забронювати авіарейс |
| 3. | Reserve a hotel room | зарезервувати номер у готелі |
| 4. | Attend a meeting | відвідати нараду |
| 5. | Travel expenses | витрати на подорож |
| 6. | Pack a suitcase | пакувати валізу |
| 7. | Meet with clients | зустрітися з клієнтами |
| 8. | Business lunch | діловий обід |
| 9. | Prepare a presentation | підготувати презентацію |
| 10. | Visit the headquarters | відвідати головний офіс |
| 11. | Take a taxi to the airport | взяти таксі до аеропорту |
| 12. | Discuss partnership | обговорювати партнерство |
| 13. | Check the itinerary | перевірити маршрут |
| 14. | Have a tight schedule | мати щільний графік |
| 15. | Return from the trip | повернутися з відрядження |

A BUSINESS TRIP

A business trip is an important part of many jobs. It allows employees to meet clients, attend conferences, or visit company branches in different locations. Business trips can vary in length, from a single day to several weeks, depending on the purpose of the travel.

Before going on a business trip, it's important to plan everything carefully. This includes booking flights, hotels, and transportation, as well as preparing documents or presentations for meetings. During the trip, employees represent their company, so professionalism is key.

Although business trips can be demanding, they also provide opportunities for networking, learning, and personal growth. It's a chance to gain new experiences and strengthen relationships with clients or colleagues.

Exercise 1. Find synonyms (words with similar meanings) for the following words from the text.

1. Important – _____
2. Carefully – _____
3. Demanding – _____
4. Strengthen – _____
5. Clients – _____

Exercise 2. Match the question to the correct answer based on the text.

1. What is a business trip? _____
2. Why is planning important for a business trip? _____
3. What opportunities can business trips provide? _____
4. What are some tasks employees might do on a business trip? _____
5. How long do business trips usually last? _____

Answers:

- a) They allow employees to meet clients, attend conferences, or visit branches.
- b) Business trips provide opportunities for networking and personal growth.
- c) Careful planning helps ensure flights, hotels, and documents are ready.
- d) It is an important part of many jobs where employees travel for work.
- e) They can last from one day to several weeks.

A BUSINESS TRIP

Exercise 3. Find the words in the text that match the definitions below.

1. The act of organizing and arranging things ahead of time. _____
2. A meeting or event where people share ideas or learn about specific topics. _____
3. The ability to interact with others and form professional connections. _____
4. To formally show or act on behalf of someone or something. _____
5. To improve or make stronger. _____

A DIALOGUE

Alex: Hey, Maria! How's the trip going so far?

Maria: Hi, Alex! It's going well. The meeting this morning went smoothly. The client seems interested in our proposal.

Alex: That's great to hear! I was just finishing up some emails. Do we have anything scheduled for this afternoon?



Maria: Yes, we have a tour of the local office at 3 p.m. After that, we're meeting with the regional manager.

Alex: Sounds good. By the way, did you manage to try the local food yet?

Maria: Not yet, but I've heard there's a great restaurant nearby. We should go there for dinner tonight.

Alex: That's a good idea. We can relax a bit after a busy day.

Maria: Definitely. Let's make sure we're prepared for tomorrow's presentation too.

Alex: Agreed. We'll review the slides before dinner. Shouldn't take too long.

Maria: Perfect. See you at 3 for the office tour!

Alex: See you then!

A BUSINESS TRIP

Exercise 1. Match the words from the dialogue to their meanings.

| | |
|--------------------------|--|
| 1. Proposal _____ | a) A person who oversees business operations in a specific area. |
| 2. Scheduled _____ | b) Organized or planned to happen at a specific time. |
| 3. Regional manager ____ | c) A formal plan or suggestion, often presented to clients. |
| 4. Presentation _____ | d) Visual materials used to support a presentation, often created with software. |
| 5. Slides _____ | e) A talk or speech given to explain something or share information. |

Exercise 2. Complete the sentences with the words and the phrases in the box.

| |
|--|
| Proposal, scheduled, presentation, local, slides |
|--|

1. Maria said the client is interested in their _____.
2. The office tour is _____ for 3 p.m. this afternoon.
3. Maria and Alex need to review the _____ before tomorrow's big _____.
4. Alex asked Maria if she had tried the _____ food yet.

Exercise 3. Read the statements below and decide if they are **True** or **False** based on the text.

1. Alex and Maria are on a personal vacation. _____
 2. The client is interested in their proposal. _____
 3. Maria says the meeting this morning was problematic. _____
 4. Alex is finishing up some emails during the conversation. _____
 5. The office tour is scheduled for 3 p.m. this afternoon. _____
 6. Maria has already tried the local food. _____
 7. Maria suggests going to a nearby restaurant for dinner. _____
 8. Alex and Maria will prepare for tomorrow's presentation after dinner. _____
-
9. Maria says reviewing the slides will take a long time. _____
 10. Alex and Maria agree to meet at 3 p.m. for the office tour. _____

A BUSINESS TRIP

GOING THROUGH THE CUSTOMS

Exercise 1. *Read the rules and regulations one should follow while going through the customs. Write down and translate underlined words and phrases concerning the topic.*

All passengers arriving in a foreign country must go through the customs. While still on board the plane the passenger is given an arrival card to fill in. He fills in his name in full, country of residence, permanent address, purpose and length of visit, and address in the country he is visiting.

At a customs desk the passenger produces his passport and visa to the customs officer who looks them through to see if they are in order. In some countries the customs officer will check the passenger's certificate of vaccination.

Then the customs officer asks the passengers to open their bags and suitcases for him to examine them. According to the customs regulations foreign visitors are to declare what dutiable goods they have. In this case they are to fill in a customs declaration. The custom declaration is a statement of goods liable to duty. If there is something dutiable in the passengers' luggage the customs officer may ask them to pay some duty. Personal belongings may be brought in duty-free. After you are through with all customs formalities the customs inspector will put a stamp on each piece of luggage.

Exercise 2. *Answer the questions.*

1. What passengers must go through the customs?
2. Where can they do it?
3. Whom do they produce their passports to?
4. What does the customs officer ask the passengers about?
5. What must the passengers do if they have any dutiable goods?
6. What is a customs declaration?

Exercise 3. *Match a line in A with a line in B to make questions the customs officer usually asks. Then ask your group-mates to answer them to illustrate the dialogue.*

| A | B |
|-------------------|-----------------------|
| Where is | any foreign currency? |
| Have you anything | open your suitcase? |

A BUSINESS TRIP

| | |
|--------------------|----------------|
| Are you carrying | your luggage? |
| Could you | to declare? |
| Can I see your | of your visit? |
| What's the purpose | visa? |

Exercise 4. Read and translate the following dialogues, put 3-5 questions concerning the content of the dialogues:

1. Passport control officer: Your passport, please.

Traveller: Here you are.

Passport control officer: How long are you staying in America?

Traveller: Two months. I'm here on business (on invitation).

Passport control officer: Your passport and visa are in order. Have a pleasant stay, sir.

Traveller: Thank you.

2. Traveller: Hello.

The customs officer: Hello.

Traveller: Could you tell me which channel to go through?

The customs officer: If you've got anything to declare you go through the red channel.

Traveller: How do you know if I have things to declare?

The customs officer: Are you staying in Britain for more than six months?

Traveller: No.

The customs officer: The amount of goods you can bring in without duty depends on where you bought them. You can have 200 cigarettes, 1 litre of spirits, 2 litres of wine and presents worth 29 pounds, if you bought them in a duty free shop or on the plane or in a country not in the EEC.

Traveller: Oh!

The customs officer: If you bought them in an EEC country you can have 300 cigarettes, 1 and 1/2 litres of spirits, 4 litres of wine and presents worth a hundred and twenty pounds.

Traveller: Right. I have 1 litre of whisky and 2 litres of wine. I don't have any presents, that means I don't have anything to declare.

The customs officer: That's right. That's right. you can go through the green channel.

A BUSINESS TRIP

3. The customs officer: Have you got anything to declare? Any spirits, wine, tobacco in excess of the duty free allowance?

Traveller: No, I only have a bottle of vodka and these cigarettes.

The customs officer: Have you got any presents that you intend to leave in Britain?

Traveller: Yes, I've got this camera. It costs 200 pounds. I bought it this week.

The customs officer: Have you got the receipt for this camera?

Traveller: Yes, here it is.

The customs officer: If you wait a minute I'll tell you how much duty you must pay.

Exercise 5. *Make up dialogues filling in the missing remarks.*

At the Passport and Health check

1. Could I have your passport, please? —
2. Where are you going?—.....
3. How long are you going to stay?—.....
4. What's the purpose of your trip?—.....
5. And can I see your vaccination certificate?—.....

At the Customs Office

1.? — That's right. Shall I open it?
2.? — No, I don't think I have.
3.? — Thank you.

Exercise 6. *Fill in the customs declaration. Translate all the points.*

Full name _____

Citizenship _____

Arriving from _____

Country of destination _____

Purpose of visit (business, tourism, private) _____

My luggage (including hand luggage) submitted for Customs inspection consists of _____ pieces

With my luggage I have:

1. Weapons of all description and ammunition _____
2. Narcotics and appliances for the use there of _____

A BUSINESS TRIP

3. Antiques and objects of art (paintings, drawings, icons, sculptures) _____

4. Currency (bank notes, letters of credit, etc.), securities (shares, bonds, etc.) in foreign currencies, precious metals, crude and processed natural precious stones (diamonds, brilliants, rubies, emeralds, sapphires and pearls), jewelry and other articles made of precious stones and scrap thereof, as well as property in papers: _____

5. Other currency, payment vouchers, valuables and any objects belonging to other persons _____

| Description | Amount\quality in figures\in words | For official use |
|--------------------|---|-------------------------|
| Pounds sterling | | |
| US Dollars | | |
| French Francs | | |
| Euros | | |
| Ukrainian Gryvnas | | |

I am aware that, in addition to the objects listed in the Customs Declaration, I must submit for inspection: printed matter, manuscripts, films, sound recordings, postage stamps, graphics, plants, fruits, seeds, live animals, birds, as well as raw foodstuffs of animal origin and slaughtered fowl.

I also declare that my luggage sent separately consists of _____ pieces.

(DATE) _____ 20__ Owner of luggage _____ (signed)

Exercise 7. Render the dialogue into English.

| | |
|---|---|
| Офіцер проглядає паспорта. | |
| Офіцер: підготуйте ваші паспорти. Ваш паспорт, будь ласка. | Містер Сміт: Будь ласка. |
| Офіцер: Ви громадянин Велико-британії? | Містер Сміт: Ні, я американець. |
| Офіцер: Вибайте, все гаразд. Ваш паспорт, будь ласка. | Пасажир: Ось, тримайте. |
| Митник оглядає валізи і відкриває деякі з них. | |
| Митник: Доброго ранку, чи бажаєте що-небудь задекларувати? | Пасажир: Ні, у моїй валізі лише особисті речі. Відкрити? |
| Митник: Ні, дякую. Все гаразд. Це | Містер Сміт: Ні, це не моя. Ось та |

A BUSINESS TRIP

| | |
|---|---|
| ваша валіза, сер? | синя валіза. |
| Митник: Так, зрозуміло. Це приватна подорож? | Містер Сміт: Ні, я бізнесмен. Відкрити валізу? |
| Митник: Не потрібно. Можете проходити. | |

Exercise 8. Translate into English.

1. У вас є про що заявити у митній декларації?— Боюсь, що я не цілком уявляю про що треба заявляти.

2. Ви довго збираєтесь пробути у Великобританії? Понад 6 місяців?— Ні, лише 2 місяці.

3. Вибачте, скажіть, будь ласка, це вихід на посадку на рейс 225?— Ні, ви пішли не туди. Йдіть по коридору і в кінці нього поверніть ліворуч.

4. Яка мета вашого візиту до нашої країни?— Це ділова поїздка.

5. Це ваш багаж, сер?— Так, ці дві валізи мої. Мені їх відкрити?

6. Кількість речей, яку ви можете провезти, не сплачуючи мита, залежить від того, де ви їх придбали.— У мене 1 літр бренді та 150 цигарок.

Exercise 9. Make up your own dialogues “Going through the Customs” using Ex. 3, 4 and 5 as examples.

LISTENING TASK: A BUSINESS TRIP

Listen to the dialogue “A Business Trip” (audioscript 4) and complete the following exercises.

1. Pre-listening Exercises:

1. Answer the questions:

- a) Have you ever been on a business trip?
Where did you go?
- b) What are the key activities during a business trip?
- c) What things should you prepare before going on a business trip?



A BUSINESS TRIP

2. *Vocabulary matching: match the words with their meanings:*

| | |
|----------------------|---|
| 1. Conference | a) A formal gathering to discuss business matters. |
| 2. Meeting | b) Booking a place to stay in advance. |
| 3. Flight | c) A person or company that you do business with. |
| 4. Hotel reservation | d) Travel by airplane. |
| 5. Networking | e) A scheduled gathering to discuss topics or projects. |
| 6. Client | f) Building connections with other professionals. |

2. While-listening Exercises:

1. *Listening comprehension: listen to the dialogue and answer the following questions:*

- Where is John going on his business trip?
- What is the main purpose of his trip?
- Who does John plan to meet during his trip?

2. *Fill in the blanks: listen to the dialogue again and fill in the missing words:*

- "I'm going to _____ (1) for a conference."
- "I have a _____ (2) with a potential client."
- "I'll stay at a _____ (3) near the conference venue."

3. Post-listening Exercises:

1. *True/False: listen again and decide if the following statements are true or false:*

- John is going to Berlin for a vacation. (True/False)
- The main purpose of the trip is to attend a conference. (True/False)
- John has already booked his hotel and flight. (True/False)
- John plans to stay in Berlin for one week. (True/False)

2. *Answer the questions:*

- Why is networking important during business trips?
- What are the advantages of booking your flight and hotel in advance?
- How do you think John can prepare for his meeting with the client?

3. *Role-play:*

A BUSINESS TRIP

In pairs, role-play the conversation between Anna and John. One person will be Anna, and the other will be John. After practicing, switch roles and act out the conversation again.

Example dialogue:

Anna: Hi, John! How are you?

John: Hi, Anna! I'm doing well, thanks. How about you?

(Continue the conversation following the structure above.)

FAIRS AND EXIBITIONS

UNIT 5 FAIRS AND EXIBITIONS



NECESSARY EXPRESSIONS

| | | |
|-----|----------------------------|--|
| 1. | Attend a fair | відвідати ярмарок |
| 2. | Take part in an exhibition | брати участь у виставці |
| 3. | Exhibit products | демонструвати продукцію |
| 4. | Set up a booth | встановлювати стенд |
| 5. | Promote a brand | просувати бренд |
| 6. | Display new products | показувати нові продукти |
| 7. | Networking opportunities | можливості для встановлення кон- тактів |
| 8. | Attract visitors | приваблювати відвідувачів |
| 9. | Hand out brochures | роздавати брошури |
| 10. | Demonstrate innovations | демонструвати інновації |
| 11. | Schedule a meeting | призначити зустріч |
| 12. | Meet potential clients | зустрічатися з потенційними клієнтами |
| 13. | Gather feedback | збирати відгуки |
| 14. | Sign a contract | підписати контракт |
| 15. | Explore market trends | досліджувати ринкові тенденції |

FAIRS AND EXIBITIONS

Fairs and exhibitions are important events that bring together people, businesses, and organizations from various industries to showcase products, innovations, and ideas. These events provide a platform for companies to promote their goods, network with potential clients, and explore partnerships. Fairs often cater to the general public, offering a mix of entertainment, shopping, and cultural experiences. Exhibitions, on the other hand, tend to be more specialized, focusing on particular industries like technology, art, or agriculture.

One of the key benefits of fairs and exhibitions is the opportunity for face-to-face interactions. In a world dominated by digital communication, these events allow people to engage directly with products and services, ask questions, and build relationships. For businesses, fairs and exhibitions can also be a vital tool for brand visibility and market research.

Additionally, fairs often have a festive atmosphere with food stalls, live performances, and family-friendly activities, making them a fun and educational outing for visitors of all ages. Meanwhile, exhibitions typically offer more in-depth presentations, workshops, and panel discussions, providing insights into current trends and innovations within specific fields.

In summary, fairs and exhibitions serve as dynamic spaces for commerce, learning, and entertainment, making them valuable for both participants and visitors alike.

Exercise 1. Match the words with their meanings.

| | |
|---------------------|---|
| 1. Showcase _____ | a) A professional gathering for a specific industry. |
| 2. Networking _____ | b) Events designed to entertain, educate, or bring people together. |
| 3. Innovation _____ | c) A new idea, product, or method. |
| 4. Exhibition _____ | d) Establishing connections or relationships for business purposes. |
| 5. Platform _____ | e) A space or opportunity to present or promote something. |
| 6. Festive _____ | f) To display or present something in an impressive way. |

Exercise 2. Complete the sentences with the correct word from the box.

| |
|---|
| showcase, innovations, face-to-face, exhibitions, festive, insights |
|---|

1. The company used the event as a _____ to present its new product line.

FAIRS AND EXIBITIONS

2. Visitors enjoyed the _____ atmosphere at the fair, with music and food stalls.

3. The conference provided valuable _____ into emerging trends in the technology sector.

4. Many _____ focus on specific industries, such as art or agriculture.

5. Fairs and exhibitions allow for _____ interactions, which help build stronger relationships.

6. The latest technological __ were demonstrated during the presentation.

Exercise 3. Choose the correct option.

| | |
|--|--|
| 1. Fairs often have a _____ atmosphere. | a) Professional b) Festive c) Formal |
| 2. Exhibitions typically include _____ like workshops and panel discussions. | a) Cultural experiences b) Presentations c) Shopping |
| 3. A _____ provides a space to promote goods and ideas. | a) Platform b) Performance c) Festival |
| 4. One benefit of fairs is the chance for _____ interactions | a) Indirect b) Digital c) Face-to-face |
| 5. Companies use exhibitions to showcase ____. | a) Old methods b) Innovations c) Casual gatherings |

A DIALOGUE

John: Wow, this fair is huge! I didn't expect so many stalls. Where should we start?

Emily: I know, right? Let's check out the food section first. I heard they have some amazing local dishes.

John: Sounds good. I could use a snack. Look, there's a stall with home-made pies. Want to try one?

Emily: Sure! Let's get one of those apple pies. It smells so good!

John: Two apple pies, please. *[hands over the money]* So, what else do you want to see?

FAIRS AND EXIBITIONS

Emily: After we eat, let's head over to the crafts section. I'm curious to see the handmade jewelry and pottery.

John: Great idea. I'm also interested in the woodworking displays. Maybe we'll find something unique for the house.

Emily: And don't forget, they've got a live music performance later. We should check that out too!

John: Absolutely! I love the mix of shopping, food, and entertainment here. It's such a fun atmosphere.

Emily: Agreed! Let's enjoy the day and explore as much as we can.



Exercise 1. Find a synonym in the dialogue for each word below.

1. Mood _____
2. Stands _____
3. Taste (noun) _____
4. Made by hand _____
5. Unique _____

Exercise 2. Complete the dialogue using words from the box.

| | | | | |
|-----------|----------|-------------|-------|--------|
| homemade, | explore, | atmosphere, | live, | stalls |
|-----------|----------|-------------|-------|--------|

John: Wow, this fair is amazing! The _____ is so lively and fun.

Emily: I agree. Let's check out the food _____ first. I heard they have delicious _____ pies!

FAIRS AND EXIBITIONS

John: That sounds great. After that, we should _____ the crafts setion.

Emily: Don't forget the _____ music performance later.

Exercise 3. *Translate sentences into English.*

1. Святкова атмосфера тут просто фантастична! Тут так жваво і весело.
2. Почнемо з продуктової секції. Я чула, що тут є дуже смачні домашні смаколики.
3. Мені цікава ювелірна секція. Можливо, ми знайдемо щось особливе.
4. Ця виставка гончарних виробів дивовижна! Ходімо подивимось.
5. Мені подобається, що тут все зроблено вручну. Відчувається щось особисте.

LISTENING TASK: AT THE EXHIBITION

Listen to the dialogue “At the Exhibition” (audioscript 5) and complete the following exercises



1. Pre-Listening Exercises

1. *Brainstorming: answer the questions:*

- a) What do you know about fairs and exhibitions?
- b) Why do companies participate in these events?

2. *Vocabulary preview: learn these key phrases from the dialogue:*

Booth - ...

Networking session - ...

Brochure - ...

Innovation zone - ...

Showcase - ...

3. *Prediction task: look at the title of the dialogue (“At the Exhibition”). What do you think the people will talk about?*

2. While-Listening Exercises

1. *True or false:*

- a) Anna has already visited the innovation zone.

FAIRS AND EXIBITIONS

- b) Mike's booth had over 50 visitors.
- c) Anna and Mike plan to meet at the innovation zone.

2. Fill in the gaps: complete these sentences as you listen:

- a) Mike has already had over ____ visitors at his booth.
- b) Anna plans to visit the ____ during her lunch break.
- c) Mike recommends checking out the ____ zone.

3. Comprehension questions:

- a) What is Anna doing at the exhibition?
- b) Why does Mike recommend visiting the innovation zone?

3. After-Listening Exercises

1. Answer the questions:

- a) Why do you think fairs and exhibitions are important for businesses?
- b) How would you prepare for a fair or exhibition if you were representing a company?

2. Role play:

In pairs, create your own short dialogue where two colleagues discuss their experience at a fair or exhibition.

3. Writing task:

Write a short summary of the dialogue, including what Anna and Mike discussed and their plans for later.

THE PRODUCTS OF THE FUTURE

UNIT 6 THE PRODUCTS OF THE FUTURE



N
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ES
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RY
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NS

| | | |
|-----|-----------------------------|-----------------------------------|
| 1. | Innovative design | інноваційний дизайн |
| 2. | Smart technology | розумна технологія |
| 3. | Environmentally friendly | екологічно чистий |
| 4. | Powered by renewable energy | працює на відновлюваній енергії |
| 5. | Artificial intelligence | штучний інтелект |
| 6. | User-friendly interface | зручний для користувача інтерфейс |
| 7. | Cutting-edge solutions | передові рішення |
| 8. | Voice-controlled devices | пристрої з голосовим керуванням |
| 9. | Self-driving cars | автомобілі з автопілотом |
| 10. | Virtual reality experiences | досвід віртуальної реальності |
| 11. | Energy-efficient systems | енергоефективні системи |
| 12. | Wearable technology | носимі технології |
| 13. | Advanced robotics | передова робототехніка |
| 14. | Sustainable materials | стійкі матеріали |
| 15. | Transform everyday life | змінюють повсякденне життя |

The products of the future will be shaped by advances in technology, sustainability, and personalization. As artificial intelligence (AI) and robotics con-

THE PRODUCTS OF THE FUTURE

tinue to develop, we can expect to see smarter, more efficient devices in our daily lives. From fully automated homes with AI-driven assistants to personalized health devices that monitor and improve our well-being in real time, the future of products will revolve around enhancing convenience and efficiency.

Sustainability will also play a major role in the design and production of future goods. Eco-friendly materials, energy-efficient solutions, and waste-reducing technologies will become standard. Products like biodegradable packaging, renewable energy-powered gadgets, and recyclable clothing will help reduce environmental impact and create a more sustainable future.

Another key trend will be customization. With advancements in 3D printing and AI, consumers will be able to create personalized products tailored to their preferences, from customized furniture and clothing to bespoke gadgets that perfectly meet individual needs.

In transportation, we can expect electric and autonomous vehicles to become more common, revolutionizing how we travel. The rise of smart cities, with interconnected systems for energy, waste, and transportation management, will also shape the future of how products and services are delivered.

In summary, the products of the future will be smarter, more sustainable, and tailored to individual needs, transforming everyday life and driving us towards a more efficient and eco-friendly world.

Exercise 1. Read the statements below and decide if they are True or False based on the text.

1. Biodegradable packaging helps reduce environmental impact. _____
2. Autonomous vehicles require constant human supervision to operate. _____
3. Renewable energy gadgets will be less common in the future. _____
4. Personalization allows products to be adapted to individual needs. _____
5. Smart cities rely on interconnected systems to manage energy, waste, and transportation. _____

Exercise 2. Use the correct word from the box to complete the sentences.

| | | | |
|-----------------|---------------|-------------|----------------|
| sustainability, | personalized, | autonomous, | biodegradable, |
| interconnected, | customization | | |

THE PRODUCTS OF THE FUTURE

1. Products designed with _____ in mind use eco-friendly materials and reduce waste.
2. The rise of _____ vehicles will change how people commute and transport goods.
3. With _____ systems in smart cities, energy and transportation are managed more efficiently.
4. Packaging made from _____ materials will help reduce environmental impact.
5. Consumers increasingly demand _____ products tailored to their preferences.
6. Advances in technology make _____ a key trend in product design, allowing unique items to be created.

Exercise 3. *Rearrange the words to form complete sentences based on the text.*

1. Smarter / the future / will / products / be.
2. Personalization / AI / makes / with / possible / advanced.
3. Materials / products / eco-friendly / use / sustainable.
4. Revolutionizing / vehicles / future / are / the / autonomous.
5. Cities / smart / interconnected / systems / have / will.

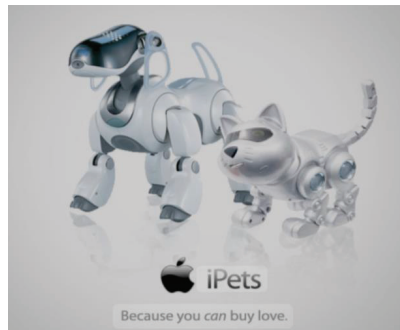
A DIALOGUE

Anna: Have you ever thought about what kind of products we'll have in the future?

Mark: Yeah, I think about it all the time! With the way technology is advancing, the possibilities seem endless. What do you imagine?

Anna: I picture fully automated homes, where everything is controlled by voice or even thought. Like, you could just think about making coffee, and your smart kitchen would do it for you.

Mark: That would be amazing! I'm really excited about the idea of personalized health gadgets. Imagine wearing a device that tracks your health in re-



THE PRODUCTS OF THE FUTURE

al time and gives you instant advice on how to improve your diet or workout routine.

Anna: Oh, definitely. And I think sustainability will be a big focus too. We'll probably have more eco-friendly products, like clothes made from recycled materials or solar-powered gadgets.

Mark: For sure. I've also heard about 3D printing becoming more common. People could design and print their own custom products at home, from furniture to electronics.

Anna: That would be so convenient! And what about transportation? Do you think we'll all be driving electric or even flying cars?

Mark: I think electric cars will definitely be the norm. Autonomous vehicles too, so no more driving – you'll just sit back and relax while the car takes you wherever you need to go.

Anna: Sounds like a dream! The future of products is going to change how we live in ways we probably can't even imagine yet.

Mark: Absolutely. I can't wait to see what's next!

Exercise 1. Read the statements below and decide if they are True or False based on the text.

1. Mark thinks sustainability will not be important in the future. _____
2. Anna imagines homes where appliances can be controlled by thought. _____
3. Mark believes health gadgets could give instant advice on workouts and diets. _____
4. Both Anna and Mark agree that 3D printing will make custom products less common. _____
5. Autonomous vehicles could allow people to relax during travel. _____

Exercise 2. Choose the best answer for each question.

| | |
|---|---|
| What does Anna imagine about homes in the future? | a) They will be simpler and less technology-driven. b) They will be fully automated and controlled by voice or thought. c) They will have fewer devices to save energy. |
| According to Mark, what will health gadgets do? | a) Provide real-time health tracking and advice. b) Replace doctors and medical professionals. c) Only track physical activity without giving advice. |

THE PRODUCTS OF THE FUTURE

| | |
|--|---|
| What does Anna say about sustainability? | a) It won't be a priority in product design. b) Products will be made from recycled and eco-friendly materials. c) It will only apply to the transportation industry. |
| What is Mark's opinion on future transportation? | a) People will stop using cars altogether. b) Electric and autonomous vehicles will be widely used. c) Flying cars will be the only option. |
| What does Anna think about the future of transportation? | a) She agrees with Mark about the dominance of electric cars. b) She believes flying cars will be impractical. c) She prefers traditional vehicles. |

Exercise 3. *Identify who said each sentence: Anna (A) or Mark (M).*

1. "I'm really excited about the idea of personalized health gadgets." _____
2. "Let's think about flying cars for transportation." _____
3. "Sustainability will be a big focus in product design." _____
4. "I think 3D printing will make custom products more accessible." _____
5. "Fully automated homes sound like something from a dream!" _____

LISTENING TASK: THE PRODUCTS OF THE FUTURE

Listen to the dialogue "The Products of the Future" (audioscript 6) and complete the following exercises



1. Pre-Listening Exercises

1. *Brainstorming: answer the questions.*

- a) What kinds of products do you think will be available in the future?
- b) What technologies do you hope will be developed in the next decade?

2. *Vocabulary preview: learn these key words from the dialogue:*

Gadgets - ...

Smart glasses - ...

THE PRODUCTS OF THE FUTURE

Eco-friendly - ...

Self-driving cars - ...

Energy-efficient - ...

3. *Prediction task: before listening to the dialogue, guess what new products might be mentioned.*

2. While-Listening Exercises

1. *True or false:*

- a) John and Sara talk about smart glasses and self-driving cars.
- b) John is concerned about the environmental impact of future products.
- c) Sara is excited about the idea of self-driving cars.

2. *Fill in the gaps: complete these sentences as you listen:*

- a) Smart glasses will allow you to ____, ____, and ____ without taking out your phone.
- b) Many future products are designed to be ____ and made from ____ materials.
- c) Self-driving cars could help reduce ____ and improve ____.

3. *Comprehension questions:*

- a) What features do the smart glasses have?
- b) Why does Sara think self-driving cars will be a positive development?

3. After-Listening Exercises

1. *Answer the questions:*

- a) What products from the dialogue do you think will change the most in the future? Why?
- b) How important is it for future products to be eco-friendly?

2. *Role play:*

In pairs, imagine you're talking about the future products you're excited about. Discuss what features these products might have and how they could impact our daily lives.

3. *Writing task:*

THE PRODUCTS OF THE FUTURE

Write a short paragraph on one product you would like to see in the future. Describe how it works and how it would improve people's lives.

PRODUCT COMPETITIVENESS

UNIT 7 PRODUCT COMPETITIVENESS



NECESSARY EXPRESSIONS

| | | |
|-----|------------------------------|----------------------------------|
| 1. | Competitive advantage | конкурентна перевага |
| 2. | High quality | висока якість |
| 3. | Affordable price | доступна ціна |
| 4. | Unique features | унікальні характеристики |
| 5. | Stand out from competitors | виділятися серед конкурентів |
| 6. | Customer satisfaction | задоволеність клієнтів |
| 7. | Market leader | лідер ринку |
| 8. | Strong brand | сильний бренд |
| 9. | Reliable product | надійний продукт |
| 10. | Effective marketing strategy | ефективна маркетингова стратегія |
| 11. | Wide range of products | широкий асортимент продукції |
| 12. | Value for money | співвідношення ціни та якості |
| 13. | Innovative solutions | інноваційні рішення |
| 14. | Positive reviews | позитивні відгуки |
| 15. | Meet customer needs | відповідати потребам клієнтів |

Product competitiveness refers to the ability of a product to stand out in the market and attract consumers over similar offerings. It is a crucial factor for companies aiming to succeed in a highly competitive environment. Several ele-

PRODUCT COMPETITIVENESS

ments contribute to the competitiveness of products, including quality, price, innovation, and customer satisfaction.

First and foremost, product quality plays a significant role. A high-quality product is more likely to meet or exceed customer expectations, leading to greater demand and loyalty. At the same time, competitive pricing is essential. A product must offer value for money, balancing cost with features and benefits.

Innovation is another key factor. In today's rapidly evolving markets, consumers often look for the latest trends, technology, or unique features. Companies that invest in research and development to create innovative products can gain a competitive edge.

Customer satisfaction and service are also vital. A product that comes with excellent customer support, easy returns, and personalized solutions is more likely to be preferred by consumers.

Lastly, strong branding and effective marketing can enhance a product's competitiveness. A clear brand message and strategic marketing campaigns help to create a strong identity, which makes the product memorable and desirable.

In summary, for a product to be competitive, it must offer superior quality, innovation, pricing, and customer experience, supported by effective branding and marketing strategies.



PRODUCT COMPETITIVENESS

Exercise 1. Match the halves of the sentences.

| Column A | Column B |
|-----------------------------------|---|
| 1. High-quality products | a) help customers remember and trust a product. |
| 2. Competitive pricing ensures | b) to deliver better customer experiences. |
| 3. Strong branding and marketing | c) that consumers feel they are getting value. |
| 4. Companies invest in innovation | d) are more likely to meet customer expectations. |

Exercise 2. In each group, choose the word that doesn't belong.

1. Pricing – Innovation – Quality – Randomness
2. Branding – Marketing – Environment – Customer Support
3. Sustainability – Competitiveness – Visibility – Neglect
4. Innovation – Outdated – Modernization – Development

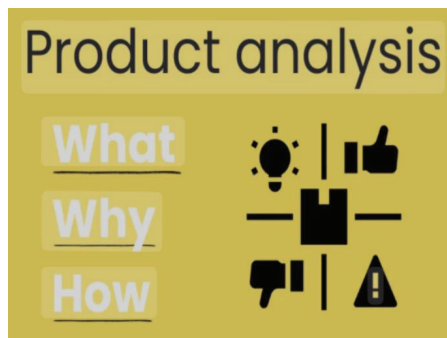
Exercise 3. Match the vocabulary word to its synonym.

| | |
|----------------|--|
| Word | <ol style="list-style-type: none"> 1. Competitiveness 2. Branding 3. Customer satisfaction 4. Innovation 5. Pricing |
| Synonym | <ol style="list-style-type: none"> a. Rivalry b. Marketing Identity c. Consumer happiness d. Modernization e. Cost strategy |

A DIALOGUE

Emma: Hey, David, have you seen the latest sales report? Our product is doing well, but competition is really heating up.

David: Yeah, I noticed that. Some of our competitors have launched new features that are catching a lot of attention. We need to figure out how to stay ahead.



PRODUCT COMPETITIVENESS

Emma: I agree. I think one of the key factors in maintaining our competitiveness is improving our product's quality and making it more user-friendly. A lot of customers have mentioned they want a simpler interface.

David: Good point. User experience is crucial. We could also look into adding more personalized features. Customization is a big trend right now, and it could help differentiate us.

Emma: Absolutely. Plus, we should keep an eye on pricing. Some competitors are offering similar products at lower prices. Do you think we should consider adjusting our pricing strategy?

David: We might need to. But I think rather than just lowering prices, we could focus on offering better value. Maybe bundling our product with additional services or support could make it more attractive.

Emma: That's a smart idea. And we can't forget about marketing. We need to communicate the unique benefits of our product more effectively. Our brand is strong, but we can definitely improve how we highlight our advantages.

David: Agreed. We need to emphasize our product's reliability and the customer support we offer. Those are areas where we really stand out compared to competitors.

Emma: Exactly. If we focus on quality, innovation, and customer experience while keeping our pricing competitive, we should be able to maintain our edge.

David: Let's present these ideas to the team at the next meeting. We need to be proactive to stay ahead in this market.

Emma: Sounds like a plan! Let's make sure our product remains the best choice for customers.

Exercise 1. Read the statements below and decide if they are True or False based on the text.

1. David thinks the company should only focus on lowering prices to stay competitive. _____
2. Emma mentions that a simpler interface is something customers have requested. _____
3. Marketing plays no role in making the product more competitive. _____
4. The team agrees that innovation and quality are essential to maintain their market position. _____

PRODUCT COMPETITIVENESS

5. Bundling the product with additional services is suggested as a way to increase value. _____

Exercise 2. Unscramble the words related to the dialogue.

1. SEILBITIYAR (A product feature that ensures dependability) _____
2. TIEMKTARNG (Communicating a product's benefits to customers) _____
3. ONIVTANOIN (Introducing new ideas and improvements) _____
4. DIFFNERELY-USER (Easy to use and navigate) _____
5. MIZACOSTUTION (Adapting products to individual preferences) _____

Exercise 3. Choose the correct word from the box to complete the sentences.

| |
|---|
| competitiveness, user-friendly, customization, value, marketing |
|---|

1. Our product's _____ is one of its strongest selling points because it stands out in a crowded market.

2. Customers love _____ features that allow them to tailor the product to their preferences.

3. A _____ design can help attract more users who want simple and intuitive interfaces.

4. Instead of lowering prices, we should focus on offering more _____ through bundled services.

5. Effective _____ strategies will help us communicate the benefits of our product to potential customers.

LISTENING TASK: PRODUCT COMPETITIVENESS

Listen to the dialogue "Product Competitiveness" (audioscript 7) and complete the following exercises.

1. Pre-Listening Exercises

1. *Brainstorming: answer the questions:*

- a) What makes a product competitive in the market?
- b) Why do customers choose one brand over another?



2. *Vocabulary preview: learn these key phrases from the dialogue:*

PRODUCT COMPETITIVENESS

Outdo the competition - ...

Customer reviews - ...

Selling point - ...

Brand reputation - ...

Value for money - ...

3. Prediction task:

Before listening to the dialogue, predict what factors might affect the competitiveness of a product in the market.

2. While-Listening Exercises

1. True or false:

- a) David and Lisa are discussing the features of the latest smartphones.
- b) Lisa thinks that a great camera is the most important feature for a phone.
- c) David believes that a strong marketing strategy is essential for success.

2. Fill in the gaps: complete these sentences as you listen:

- a) One company launched a phone with a ____ MP camera.
- b) Lisa thinks that people also care about the phone's ____ and ____.
- c) Customer reviews can really help increase a product's ____.

3. Comprehension questions:

- a) What does Lisa think is important for a competitive product besides features?
- b) According to David, what is necessary for a product to succeed in the market?

3. After-Listening Exercises

1. Discussion questions:

- a) What factors do you think are most important for making a product competitive?
- b) How do customer reviews impact your decision when buying a product?

2. Role play:

In pairs, imagine you are launching a new product. Discuss the features, price, and marketing strategy to make it competitive in the market.

3. Writing task:

Write a short paragraph describing a new product you would like to launch. Explain how it will compete in the market and what makes it better than other products.

WORK EXPERIENCE

UNIT 8 WORK EXPERIENCE



NECESSARY EXPRESSIONS

| | | |
|-----|-----------------------------|------------------------------------|
| 1. | Gain work experience | здобувати досвід роботи |
| 2. | Full-time job | робота на повну зайнятість |
| 3. | Part-time job | робота на неповну зайнятість |
| 4. | Internship program | програма стажування |
| 5. | Workplace responsibilities | обов'язки на робочому місці |
| 6. | Team collaboration | співпраця в команді |
| 7. | Develop professional skills | розвивати професійні навички |
| 8. | Job interview | співбесіда |
| 9. | Previous job | попередня робота |
| 10. | Work environment | робоче середовище |
| 11. | Customer service experience | досвід роботи з клієнтами |
| 12. | Learn new skills | вивчати нові навички |
| 13. | Problem-solving skills | навички вирішення проблем |
| 14. | Career growth | кар'єрне зростання |
| 15. | Adapt to new challenges | пристосовуватися до нових викликів |

WORK EXPERIENCE

Experience is one of the most valuable assets when working for any company. It not only helps employees perform their tasks more efficiently, but also contributes to their personal and professional growth. Experienced employees often have a deeper understanding of their industry, allowing them to make informed decisions, solve complex problems, and handle challenges with confidence.

In the workplace, experience often leads to improved productivity. Those with more years on the job typically know the ins and outs of the company's processes, tools, and expectations. This familiarity allows them to work faster, avoid common mistakes, and mentor less experienced colleagues. As a result, experienced employees often play a crucial role in maintaining the overall efficiency and success of a team.

Moreover, experience fosters better judgment and decision-making. Having faced a variety of scenarios over time, experienced employees are better equipped to anticipate potential risks and opportunities. They can draw from their past experiences to make sound strategic choices that benefit the company.

Additionally, experience builds credibility. Both within the company and externally, employees with significant experience are often seen as reliable and knowledgeable. This can lead to increased trust from colleagues, managers, and clients, further strengthening the employee's position within the company.

In summary, experience is vital in the workplace as it enhances performance, boosts problem-solving abilities, and contributes to stronger decision-making, ultimately leading to a more successful and efficient organization.

Exercise 1. Match the words to their definitions.

| | |
|-----------------------|--|
| 1. Credibility _____ | The ability to deal with difficult situations or solve problems. |
| 2. Productivity _____ | Trustworthiness or being believable. |
| 3. Judgment _____ | How efficiently tasks are completed. |
| 4. Efficiency _____ | The quality of making good decisions. |
| 5. Mentor _____ | Someone who provides guidance and advice to less experienced people. |

WORK EXPERIENCE

Exercise 2. Read the statements below and decide if they are True or False based on the text.

1. Experienced employees often help new team members by mentoring them. _____
2. Experience does not contribute to improved decision-making. _____
3. James worked at Tech Innovators for seven years. _____
4. Credibility is important for gaining trust from clients and colleagues. _____
5. Productivity refers to the ability to solve problems effectively. _____

Exercise 3. Choose the best answer for each question.

| | |
|---|--|
| 1. According to the text, what is one reason experienced employees are more productive? | a) They are younger and work faster. b) They have a better understanding of company processes and tools. c) They receive higher salaries. d) They work fewer hours. |
| 2. Why are experienced employees considered reliable? | a) They always take fewer risks. b) They make decisions without consulting others. c) Their knowledge and past work build trust and credibility. d) They rarely make mistakes. |
| 3. What role do experienced employees play in a team? | a) They focus only on their tasks. b) They mainly work independently. c) They mentor less experienced colleagues and enhance overall team efficiency. d) They avoid complex projects. |
| 4. What was James's position at his previous company? | a) Software engineer b) Project manager c) Designer d) Team leader |

A DIALOGUE

Interviewer: So, James, can you tell me a bit about your experience working at your previous company?

WORK EXPERIENCE

James: Absolutely. I worked at Tech Innovators for five years as a project manager. During that time, I led a team of developers and designers, working on a wide range of software projects.

Interviewer: That sounds interesting. What kind of projects were you involved in?

James: We mainly focused on developing custom solutions for clients in the healthcare and financial sectors. One of the most challenging projects was creating a data management system for a large hospital network. It required strict security measures and seamless integration with existing systems.

Interviewer: That's impressive. How did your experience help you manage such a complex project?

James: Well, over the years, I developed a strong understanding of project timelines, client expectations, and risk management. My experience allowed me to anticipate potential issues before they became big problems. I also learned the importance of communication, both within the team and with clients, to ensure everyone was aligned.

Interviewer: What would you say was your biggest achievement at Tech Innovators?

James: I'd say leading the launch of a financial app that ended up being one of our most successful projects. It was a tough deadline, but thanks to my experience managing tight schedules, we delivered it on time and it exceeded the client's expectations. The app is still being used today with great reviews.

Interviewer: That's great to hear. How do you think your experience at Tech Innovators will benefit you in this role?

James: My experience has taught me how to handle both the technical and human aspects of a project. I'm confident I can bring those skills to this role, ensuring that projects are delivered efficiently while maintaining a high level of quality and collaboration.



WORK EXPERIENCE

Interviewer: It sounds like your experience would be a great asset here. Thank you for sharing!

James: Thank you! I'm excited about the possibility of bringing my experience to your team.

Exercise 1. Read the statements below and decide if they are True or False based on the text.

1. James worked on projects primarily in the retail and education sectors.

2. One of James's key skills is the ability to anticipate potential problems.

3. James believes communication is important only within the team, not with clients.

4. The financial app James led was delivered late but met client expectations.

5. James mentioned that he learned to handle both technical and human aspects of projects.

Exercise 2. Choose the correct answer based on the dialogue.

| | |
|--|--|
| 1. Which industry sectors did James focus on at Tech Innovators? | a) Retail and education b) Healthcare and financial c) Technology and agriculture d) Manufacturing and logistics |
| 2. What was one of the challenges of the hospital project James managed? | a) Limited team resources b) Complex marketing strategies c) Strict security measures d) Expensive production costs |
| 3. How did James describe the financial app project? | a) A failure due to time constraints b) A challenging yet highly successful project c) A minor project with little impact d) A routine task with no unique challenges |
| 4. What does James believe is key to delivering high-quality projects? | a) Reducing client communication b) Prioritizing speed over quality c) Handling both technical and human aspects d) Avoiding risk-taking |

WORK EXPERIENCE

| | |
|---|---|
| 5. How did James contribute to the success of his projects? | a) By avoiding tight deadlines b) Through his expertise in financial modeling c) By anticipating problems and improving communication d) By delegating all tasks to his team |
|---|---|

Exercise 3. Answer the following questions based on the dialogue.

1. What sectors did James primarily work with at Tech Innovators?
2. What project did James describe as the most challenging, and why?
3. What skills did James develop over the years that helped him manage complex projects?
4. What was James's biggest achievement at his previous job?
5. How does James believe his experience will benefit him in the new role?

LISTENING TASK: WORK EXPERIENCE

Listen to the dialogue "Work Experience" (audioscript 8) and complete the following exercises



1. Pre-Listening Exercises

1. *Brainstorming: answer the questions:*

- a) What is work experience?
- b) Why is work experience important when starting a new job?

2. *Vocabulary preview: learn these key phrases from the dialogue:*

- a) Learning the ropes – вчитися основам роботи
- b) Marketing assistant – асистент з маркетингу
- c) Social media content – контент для соціальних мереж
- d) Organizing campaigns – організація кампаній
- e) Work experience – досвід роботи

3. *Prediction task:*

Before listening to the dialogue, what do you think Sarah will say about her work experience?

2. While-Listening Exercises

1. *True or false:*

WORK EXPERIENCE

- a) Sarah is enjoying her new job.
- b) Tom works in marketing.
- c) Sarah is struggling with the software at her new job.

2. *Fill in the gaps: complete these sentences as you listen:*

- a) Sarah is working as a ____ assistant.
- b) Sarah helps with creating ____ content and organizing ____.
- c) Sarah is still learning how to use the ____ software.

3. *Answer the questions:*

- a) What is Sarah's role in her new job?
- b) What is Sarah looking forward to in the future?

3. After-Listening Exercises

1. *Discussion Questions:*

- a) What are the benefits of gaining work experience?
- b) How can you make the most of your first few weeks at a new job?

2. *Role play:*

In pairs, imagine one person is starting a new job and the other is an experienced employee. Have a conversation about the challenges and rewards of work experience.

3. *Writing task:*

Write a short paragraph about your ideal work experience. What would you be doing, and what would you want to learn?

TEST

CHECK YOURSELF



| | | |
|----|--|--|
| 1. | They sometimes work in the office and _____ on the phone. | a) Call customers b) Write customers c) Email customers d) Do customers |
| 2. | At the end of the week, they _____ to find new clients. | a) Go to the meeting b) Do research c) Book rooms d) Travel for work |
| 3. | I sometimes _____ with important customers. | a) Analyze data b) Write reports c) Go to meeting d) Travel for work |
| 4. | I also _____ to find new clients. | a) Call customers b) Do research c) Make calls d) Finish work |
| 5. | I'm so busy I never ____ before 5.30 p.m. | a) Start work b) Finish work c) Go to meeting d) Book rooms |
| 6. | She usually _____ at 7 a.m. and she has a lot of work to do. | a) Goes to meeting |

TEST

| | | |
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| | | b) Makes calls c) Starts work d) Writes emails |
| 7. | She needs to _____ a room for ten people for the meeting. | a) Update b) Calculate c) Make d) Book |
| 8. | Money isn't a problem. The _____ says we have \$10000 for the project. | a) Presentation b) Reservation c) Budget d) Brief |
| 9. | The _____ says the meeting starts at 10 a.m. and we have five points to discuss. | a) Brief b) Agenda c) Book d) Presentation |
| 10. | The work isn't difficult. The _____ gives instructions about the job. | a) Update b) Brief c) Agenda d) Reservation |
| 11. | Jo and Sam have new project. Their _____ about it was interesting. | a) Reservation b) Update c) Meeting d) Presentation |
| 12. | How is your new job? Can you give me an _____ on it? | a) Update b) Plan c) Brief d) Presentation |
| 13. | We need to prepare a budget. Please _____ the costs before the meeting. | a) Calculate b) Write c) Make d) Read |
| 14. | We need to change the _____ of the new project planning meeting. | a) About b) Available c) Date d) Fine |
| 15. | Are you _____ on Friday 29 th , in the morning? | a) Shall b) Meet c) Available |

TEST

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| | | d) Busy |
| 16. | The Sales Assistants _____ work at 9 a.m. | a) Do b) Start c) Finish d) Travel |
| 17. | Emilio needs to create the _____ with instructions for the projects. | a) Brief b) Update c) Finish d) Start |
| 18. | They need the _____ from the team with all new information. | a) Agenda b) Update c) Finish d) Travel |
| 19. | We have a _____ meeting tomorrow to discuss production costs. | a) Data b) Clients c) Budget d) Management |
| 20. | Our Admin Assistant usually _____ a meeting room for the team. | a) Books b) Creates c) Writes d) Makes |
| 21. | We have five things on the _____ to discuss. | a) Agenda b) Presentation c) Report d) Email |
| 22. | Can you _____ the production costs today please? | a) Calculate b) Book c) Read d) Make |
| 23. | A doctor _____ people when they are sick. | a) Help b) Helps c) To help d) Helping |
| 24. | A teacher _____ students in a classroom. | a) Teaches b) Teach c) To teach d) Teaching |
| 25. | Choose the correct sentence | a) A pilot always fly planes. b) A pilot always flies planes. |

TEST

| | | |
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| | | c) A pilot always flying planes. d) A pilot flies always planes. |
| 26. | Choose the correct sentence | a) He always start work early b) He starts work always early c) He always to start work early d) He always starts work early |
| 27. | Choose the correct sentence | a) She never travel for work b) She doesn't never travel for work c) She never travels for work d) She travels never for work |
| 28. | What _____ gym's opening hours? | a) Are b) Is c) Do d) Does |
| 29. | _____ you use the gyms at work | a) Are b) Do c) Is d) Does |
| 30. | Where _____ your parents live? | a) Do b) Does c) Is d) Are |
| 31. | How often ____ you travel for work? | a) Is b) Am c) Are d) Do |
| 32. | How much _____ it cost to phone to New York? | a) Is b) Are c) Do d) Does |
| 33. | I _____ like my job. It's very boring. | a) Don't like b) Doesn't like c) Isn't like d) Aren't like |
| 34. | Where is Martin? I'm sorry. I _____ know | a) Isn't b) Doesn't c) Aren't d) Don't |

TEST

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| 35. | Who _____ the team | a) Does manage b) Do manage c) Manages d) Is manage |
| 36. | It _____ rain any more. | a) Doesn't b) Isn't c) Don't d) Aren't |
| 37. | The jazz band _____ in the park | a) Play b) Playing c) Plays d) Played |
| 38. | The old man _____ about the room. | a) To walk b) Walking c) Walks d) Walk |
| 39. | What language _____ you _____? | a) Does study b) Do study c) Is study d) Are study |
| 40. | John _____ computer games | a) Doesn't play b) Don't play c) Aren't play d) Play |
| 41. | Jangle _____ meals to customers from their favorite restaurants. | a) Delivers b) Orders c) Buys d) Sends |
| 42. | You can _____ your food on our website or our app. | a) Deliver b) Send c) Order d) Call |
| 43. | The _____ prepares your food. | a) Customer b) Client c) Supplier d) Deliver |
| 44. | Our rider _____ food to you. | a) Sends b) Makes c) Orders |

TEST

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| | | d) Delivers |
| 45. | We often _____ food on their website. | a) Order b) Call c) Make d) Deliver |
| 46. | They don't make _____ at the weekend. | a) Deliveries b) Send c) Buy d) Send |
| 47. | Does the company _____ products outside the UK? | a) Order b) Deliveries c) Deliver d) Send |
| 48. | Can you _____ food with their app? | a) Order b) Orders c) Deliver d) Supplier |
| 49. | We place a food _____ every day. | a) Supply b) Oder c) Deliver d) Supplier |
| 50. | We _____ tined food to supermarket. | a) Supply b) Send c) Make d) Do |
| 51. | Does the _____ prepare food every day? | a) Supply b) Client c) Costumer d) Supplier |
| 52. | Frutel, good morning. Vera Sanches _____. How can I help you? | a) Talking b) Making c) Answering d) Speaking |
| 53. | Do you _____ the product reference number? | a) Put b) Make c) Do d) Have |
| 54. | Not _____ people want to | a) Much |

TEST

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| | work here. | b) Some c) Many d) Any |
| 55. | There aren't ___ apples left in the basket. | a) A b) An c) Much d) Many |
| 56. | How ___ sugar do you want in your tea? | a) Much b) Some c) No d) Many |
| 57. | She doesn't have ___ friends in this city. | a) Some b) A c) Much d) Many |
| 58. | We don't have ___ time before the train arrives. | a) Some b) Much c) Many d) Few |
| 59. | There are too ___ chairs in this room. We need to remove some. | a) Much b) Many c) A lot of d) Some |
| 60. | How ___ water is in the bottle? | a) Some b) Any c) Much d) Many |
| 61. | Which of the following is un-countable ? | a) Apple b) Water c) Chair d) Book |
| 62. | I don't eat ___ bread in the morning. | a) Many b) Much c) A few d) Several |
| 63. | There are ___ cars parked outside the building. | a) Many b) Much c) A little d) Some |

TEST

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| 64. | We need to buy ____ furniture for the new office. | a) A few b) Any c) Some d) Many |
| 65. | She drank ____ water after her run. | a) Many b) Much c) A few d) Several |
| 66. | How ____ books do you own? | a) Much b) Many c) Some d) Little |
| 67. | I saw ____ apple on the table. | a) Some b) Any c) A d) An |
| 68. | She bought ____ orange from the market. | a) An b) Some c) A d) Lot of |
| 69. | Can you give me ____ advice? | a) Some b) An c) A d) Lot of |
| 70. | He wants ____ sandwich for lunch. | a) A b) An c) Some d) Any |
| 71. | There _____ a delivery for you | a) Is b) Are c) Do d) Does |
| 72. | We have a _____ of problems with their order. | a) Lot b) Some c) A d) An |
| 73. | There is ____ book on the shelf. | a) Some b) A little c) An |

TEST

| | | |
|-----|--|---|
| | | d) A |
| 74. | I have very ____ friends in this town. | a) Few b) Little c) Any d) A |
| 75. | There is ____ milk left in the fridge, so we need to buy more. | a) Much b) Many c) Little d) Few |
| 76. | She has ____ experience in teaching, so she might struggle with this job. | a) Little b) Much c) Many d) Few |
| 77. | He made ____ mistakes in his exam, so he passed with a high grade. | a) Much b) Many c) Little d) Few |
| 78. | The project is difficult because we have ____ information about the topic. | a) Many b) Any c) Few d) Little |
| 79. | I have ____ patience for people who lie. | a) Much b) Many c) Few d) Little |
| 80. | We spent ____ days at the beach before heading back home. | a) A b) An c) Few d) Much |

ГРАМАТИЧНИЙ ДОВІДНИК



UNIT 1 PRESENT SIMPLE

Часова форма Present Simple (теперішній простий час) використовується у мовних конструкціях для опису регулярних дій, звичок, загальних фактів та станів.

Основні правила вживання Present Simple:

1. Вживається для опису дій, які відбуваються регулярно (регулярних дій або звичок):

I go to the gym every day — Я ходжу до спортзалу кожного дня

2. Використовується для опису загальновідомих фактів (фактів та загальновідомих істин).

Water boils at 100 degrees Celsius — Вода кипить при 100 градусах за Цельсієм

3. Використовується для опису станів, емоцій або відчуттів.

She likes chocolate — Їй подобається шоколад

Маркери часу для мовних конструкцій в Present Simple

| | |
|--------------------------|----------------------------|
| <i>always</i> | <i>завжди</i> |
| <i>often</i> | <i>часто</i> |
| <i>usually</i> | <i>зазвичай</i> |
| <i>regularly</i> | <i>постійно, регулярно</i> |
| <i>from time to time</i> | <i>час від часу</i> |
| <i>sometimes</i> | <i>інколи</i> |
| <i>seldom</i> | <i>зрідка, подеколи</i> |

GRAMMAR GUIDE (UNIT 1)

| | |
|--------------------------------|------------------------------------|
| <i>Rarely</i> | <i>рідко</i> |
| <i>Never</i> | <i>ніколи</i> |
| <i>every day (month, year)</i> | <i>кожного дня (тижня, року)</i> |
| <i>at 7 o'clock</i> | <i>о 7-й годині (в розкладах)</i> |
| <i>three times a week</i> | <i>три рази (тричі) на тиждень</i> |
| <i>on Mondays</i> | <i>щопонеділка</i> |

Правила формування мовних конструкцій в *Present Simple*

Для стверджувальних речень:

Після займенників у формі “I/You/We/They” використовується базова форма дієслова. Після “He/She/It” до дієслова додається закінчення -s або -es.

He plays football — Він грає у футбол

They play football — Вони грають у футбол

Для заперечень:

Використовується допоміжне дієслово “do”, якщо підмет речення виражений займенниками I/You/We/They або “does”, якщо підмет речення виражений займенниками He/She/It.

I do not (don't) like spinach — Мені не подобається шпинат

She does not (doesn't) play the piano — Вона не грає на піаніно

Для запитань:

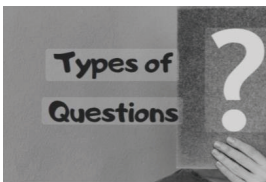
Також використовується допоміжне дієслово “do” або “does” на початку речення. Дієслово “do”, якщо підмет речення виражений займенниками I/You/We/They, а “does”, якщо підмет речення виражений займенниками He/She/It.

Do you like coffee? — Тобі подобається кава?

Does he play guitar? — Він грає на гітарі?

ТИПИ ЗАПИТАНЬ В АНГЛІЙСЬКІЙ МОВІ

(Types of Questions in English)



1. *Загальне запитання* (використовується для перепитування, уточнення, підтвердження чи заперечення інформації, передбачається надання короткої відповіді «так» чи «ні»):

Does the secretary write letters at home? - Yes, she does. No, she doesn't.

Doesn't the secretary write letters at home?

2. *Спеціальне запитання* (питання зі спеціальними словами):

GRAMMAR GUIDE (UNIT 1)

What does the secretary write at home?

Where does the secretary write?

When does the secretary write letters?

*Питання до підмета в межах спеціальних запитань виділяють окремо. Найчастіше це питання зі спеціальними словами *who, what*. При цьому допоміжне дієслово чи смислове дієслово (тільки *Present Indefinite, Past Indefinite*) вживається в 3 особі однини:

Who writes letters at home?

Who is speaking?

What has been done?

У запитаннях зі словами до групи підмета *how many* іменник повинен стояти у множині:

How many students come to the meeting? – 20 students usually come.

3. *Альтернативне запитання* (характеризується як підвид загального чи спеціального, але містить альтернативу, яка вводиться за допомогою *or*):

Does the secretary write letters at home or in the office?

What does the secretary write at home: letters or articles?

Does the secretary write or read letters at home?

Where does the secretary write letters: at home or in the office?

4. *Розділове запитання* (складається з двох частин: перша за формою співпадає з розповідним стверджувальним чи заперечним реченням, а друга містить допоміжне дієслово чи допоміжного дієслова + *not* та підмета-займенника речення):

On Mondays the secretary writes letters doesn't she?

On Mondays the secretary doesn't write letters does she?

The students have been writing letters haven't they?

The students have not been writing letters have they?

Схема формування питального речення (спеціального, загального запитання):

| (Питальне слово) | Допоміжне дієслово | Підмет | Смислове дієслово | (Додатки) | (Обставини) |
|------------------|--------------------|--------|-------------------|-----------|-------------|
|------------------|--------------------|--------|-------------------|-----------|-------------|

*В питальних реченнях порядок слів – зворотній.

Does the secretary write letters (at home)?

What does the secretary write (at home)?

Has the secretary been writing letters (all morning)?

What has the secretary been doing (all morning)?

GRAMMAR GUIDE (UNIT 1)

Схема формування питального речення з запитанням до підмета:

Як було зазначено вище, запитання до підмета мають власну, відмінну від попередньої схему.

| | | | |
|----------------|--------------------------------------|-----------|-------------|
| Питальне слово | Присудок речення в 3 особі однини | (Додатки) | (Обставини) |
|----------------|--------------------------------------|-----------|-------------|

*У часах *Present Simple*, *Past Simple* допоміжні дієслова не вживаються.

Who writes letters all morning? - The secretary.

Who has been writing letters all morning? - The students of this group.

Питальні слова (Question Words)

| | | |
|---|--|---|
| Who Whom Whose | Хто Кому, кого Чий (чия, чие, чії) | Who is there? Whom are you waiting for? Whose house is that? |
| Where (...from) | Де, куди (звідки) | Where do you live? Where are you from? |
| When | Коли | When were you born? |
| Why | Чому, навіщо | Why do you learn English? |
| What What kind of (+noun, e.g. music) What sort of (+noun, e.g. books) What (e.g. your sister) like? | Що Яку (+іменник, напр. музику) Які (+іменник, напр. книги) Яка (напр. твоя сестра) | What do you think? What kind of music do you like? What sort of books do you read? What is your sister like ? |
| How How old How long How often How (+adjective, e.g. big) | Як Скільки років Як довго, скільки (час) Як часто Наскільки (+прикметник,напр. великий) | How are you? How old are you? How long are you here for? How often do you visit your parents? How big is your house? |
| How many (+plural count noun, e.g. classes) | Скільки (+зліч. ім. в мн., напр. занять) | How many classes do you have? |

GRAMMAR GUIDE (UNIT 1)

| | | |
|---|--|--|
| 1. How much | 1. Скільки коштує | 1. How much is that watch? |
| 2. How much (+uncount noun, e.g. sugar) | 2. Скільки (+незліч. ім., напр. цукра) | 2. How much sugar do you have? |
| Which* Which (+noun, e.g. house) | Котрий Котрий (+ім., напр. будинок) | Which is yours? Which house is yours? |

**Which (+іменник) вживається у значенні «котрий» із запропонованих чи конкретних предметів. What (+іменник) вживається у значенні «який» в загальному розумінні.*

Which T. Dreiser novels have you read?

What novels do you like reading?

GRAMMAR EXERCISES

Exercise 1. Fill in the blanks with the correct form of **to be** (am, is, are) based on the context of the sentence.

1. The report _____ incomplete, but the team _____ working on it now.
2. Not every solution _____ perfect, but this one _____ close enough to meet our needs.
3. The results _____ surprising, considering how much effort was put into the project.
4. Why _____ the guidelines so complicated if the task _____ meant to be simple
5. There _____ plenty of opportunities to learn, but the key _____ to take them seriously.
- 6.

Exercise 2. Rewrite the following sentences in their negative form.

1. The manager is available for the meeting today.
2. There are many options for solving this issue.
3. This task is very simple to complete.
4. The results are accurate according to the calculations.
5. The schedule is finalized for next week.

Exercise 3. Turn these statements into Yes/No questions.

1. The team is ready to present their findings.
2. There are enough resources to complete the project.

GRAMMAR GUIDE (UNIT 1)

3. This software is compatible with the company's systems.
4. The employees are satisfied with the new benefits package.
5. The timeline is realistic for achieving the project goals.

Exercise 4. Translate sentences into English.

1. Зустріч о 15:00 в конференц-залі.
2. Мої друзі зараз у парку.
3. Ключі на кухонному столі.
4. Наша команда готова до виклику.
5. Фільм не дуже захоплюючий.
6. Ця дорога дуже небезпечна вночі.
7. Твій почерк акуратний і чіткий.
8. Студенти працьовиті та ввічливі.
9. Я втомився, але робота ще не закінчена.
10. Вона розумна, але її ідеї іноді не всі розуміють.
11. Презентація готова, але аудиторія ще не прийшла.
12. Я запізнився на зустріч?
13. Вона новий керівник групи?
14. Чи можна приводити гостей на захід?
15. Чи задоволені вони своїми новими ролями?
16. Чи можна виконати це завдання сьогодні?
17. Чи готові ви до іспиту?
18. Чи достатньо часу для завершення проекту?

Exercise 5. Complete the story by using the correct form of the verbs in parentheses.

Tom ____ (work) as a software engineer. Every morning, he ____ (wake) up at 6:30 and ____ (make) a cup of coffee. He ____ (not have) breakfast because he ____ (prefer) to eat later. At work, he ____ (design) apps and ____ (collaborate) with his team. On Fridays, his company ____ (organize) team-building events, which he ____ (enjoy) very much.

Exercise 6. Match the sentences to the correct time expression.

| Sentences | Time Expressions |
|---|----------------------------------|
| 1. She always listens to music while cooking. | a) Every Saturday and Sunday. |
| 2. We watch movies every weekend. | b) At 7:00 AM every day. |
| 3. He reads the newspaper every morning. | c) While doing other activities. |
| 4. They rarely go to the gym. | d) Occasionally, but not often. |
| 5. I clean the house once a week. | e) Once in seven days. |

GRAMMAR GUIDE (UNIT 1)

Exercise 7. Complete the questions using the correct form of the verbs in parentheses.

1. _____ she _____ (like) chocolate?
2. What time _____ they _____ (finish) work every day?
3. Where _____ your brother _____ (go) on weekends?
4. _____ you _____ (watch) TV in the evenings?
5. Why _____ they _____ (not study) for the test?

Exercise 8. Find and correct the mistakes in these questions.

1. Do she works in a hospital?
2. What does your parents do for a living?
3. Does you need help with your homework?
4. Where he go every summer?
5. Why does they always arrive late?

Exercise 9. Fill in the blanks with general or special questions using the Present Simple.

Emma: _____ (you / go) to the gym regularly?

Jake: Yes, I go three times a week.

Emma: _____ (what / you / do) at the gym?

Jake: I usually do cardio and weight training.

Emma: _____ (why / you / like) working out so much?

Jake: It helps me stay healthy and feel good.

Emma: _____ (your brother / also work out)?

Jake: No, he doesn't.

Emma: _____ (where / you / train)?

Jake: At a fitness center near my house.

Exercise 10. Translate sentences into English.

1. Вона працює в міському банку.
2. Сонце сходить на сході.
3. На вихідних ми любимо дивитися фільми.
4. Мій брат вивчає інженерію в університеті.
5. Поїзд прибуває о 18:30 щодня.
6. У цьому магазині продають свіжий хліб і тістечка.
7. Вони більше не живуть у цьому районі.
8. Він не вміє грати на піаніно.
9. Вчителька не задає багато домашніх завдань.

GRAMMAR GUIDE (UNIT 1)

10. Автобус не зупиняється біля мого будинку.
11. Чим вона займається у вільний час?
12. Коли вони зазвичай їдуть у відпустку?
13. Чому він завжди приходиться пізно?
14. Як ми вирішуємо цю проблему?
15. О котрій годині відходить потяг?
16. Кому ви телефонуєте, коли вам потрібна допомога?
17. Де вона купує продукти?

GRAMMAR GUIDE (UNIT 2)

UNIT 2

ІМЕННИК (Noun)

Іменник – це самостійна частина мови, що означає предмет чи особу і відповідає на питання хто? що?. Іменники поділяється на два види: власні назви (*Ann, Zhytomyr, Green Street*) та загальні назви (*a table, air, children*).

NOUNS

A noun is a person, place, animal, thing, or idea.

| Person | Place | Animal | Thing |
|---------|---------|--------|---------|
| man | Paris | dog | book |
| Ann | city | cat | pencil |
| girl | school | whale | apple |
| Steve | home | lion | flower |
| child | Asia | bee | disease |
| Grandma | space | bull | shoe |
| Grandpa | kitchen | lizard | cap |

Загальні назви, в свою чергу, поділяються на злічувальні (вживаються в однині та множині) та незлічувальні (вживаються тільки в однині).

Злічувальні та незлічувальні іменники (Countable and Uncountable Nouns)

За аналогії з іменниками в українській мові, до злічувальних іменників відносять такі що означають речовини, абстрактні поняття, явища природи тощо. Однак деякі іменники є злічувальними в українській мові, але незлічувальними в англійській: *advice, money, research, hair, knowledge, news, progress*.

Приклади злічуваних та незлічуваних іменників

| Злічувальні friends | Незлічувальні money |
|------------------------|------------------------|
| my friend(s) | my money |

GRAMMAR GUIDE (UNIT 2)

| | |
|--|------------------------------|
| a friend | money |
| the friend(s) | the money |
| many friends | much money |
| more/most friends | more/most money |
| a few friends | a little money |
| few friends | little money |
| fewer friends | less money |
| a lot of/lots of friends | a lot of/lots of money |
| some friend(s) | some money |
| not...any friend(s) | not...any money |
| no friend(s) | no money |
| hardly any friend(s) | hardly any money |
| a large number of friends | a great deal/amount of money |
| all (of) friends | all (of) money |
| either/neither friend either/neither of my friends | - |
| each/every friend every of my friends | - |
| both friends | - |

МОДАЛЬНЕ ДІЄСЛОВО CAN / CAN'T

Модальне дієслово “can” використовується для вираження здатності, можливості або дозволу. Його заперечна форма — “cannot” або “can’t”.

Вживання модального дієслова “can”:

1. У випадку вираження здатності:

Використовується для вираження того, що хтось може щось робити.

I can swim. — Я можу плавати.

2. У випадку вираження можливості:

Вказує на те, що щось можливе.

It can rain tomorrow. — Завтра може йти дощ.

3. У випадку вираження дозволу:

GRAMMAR GUIDE (UNIT 2)

Вживається для вираження дозволу.

You can go to the party. — Ти можеш піти на вечірку.

Вживання “cannot” (або “can’t”)

1. У випадку вираження нездатності:

Використовується для вираження того, що хтось не може щось робити.

I cannot drive. — Я не можу водити.

2. У випадку вираження неможливості:

Вказує на те, що щось неможливе.

It cannot be true. — Це не може бути правдою.

3. У випадку вираження заперечення дозволу:

Використовується для вираження відмови в дозволі.

You cannot enter the room. — Ти не можеш увійти до кімнати.













Додаткові приклади:

She can play the piano. — Вона може грати на піаніно.

They cannot come to the meeting. — Вони не можуть прийти на зустріч.

Can you help me with this task? — Чи можеш ти допомогти мені з цим завданням?

You can't eat that; it's not yours. — Ти не можеш це з'їсти; це не твоє.

| CAN | | COULD | |
|---|---------------------------------|---|--|
|  ABILITY (present) | I can speak four languages. |  ABILITY (past) | I could play a guitar when I was a child. |
|  POSSIBILITY (present) | Smoking can cause cancer. |  POSSIBILITY (past) | A lot of crime could be prevented. |
|  PERMISSION (informal) | Can I use your book, please? |  PERMISSION (polite) | Could we go home now? |
|  REQUEST (informal) | Can you hand me the pen? |  REQUEST (polite) | Could you lend me this book? |
|  OFFER (help) | Can I help you? |  SUGGESTION | I could help you with English. |
|  CAN NOT (not allowed) | You can not (can't) smoke here. |  CONDITIONAL OF CAN | I could visit many places if I had more money. |

GRAMMAR GUIDE (UNIT 2)

THERE IS / THERE ARE

Вирази “there is” та “there are” використовуються для вказівки на наявність чогось. Використання:



1. “There is”: вживається з одиничними іменниками або незлічуваними іменниками.

There is a book on the table. — На столі є книга. (одиничний)

There is water in the glass. — В склянці є вода. (незлічуваний)

1. “There are”: вживається з множинними іменниками.

There are three apples in the basket. — В кошику є три яблука.

There are many students in the classroom. — В класі багато студентів.

У випадку заперечної форми: “There is not” або “there isn’t” для одиничних/незлічуваних іменників. “There are not” або “there aren’t” для множинних іменників.

There isn’t any milk in the fridge. — В холодильнику немає молока.

There aren’t any chairs in the room. — В кімнаті немає стільців.

У випадку запитання використовують: “Is there...?” для одиничних/незлічуваних і “Are there...?” для множинних.

Is there a park nearby? — Чи є поблизу парк?

Are there any restaurants around? — Чи є поблизу ресторани?



GRAMMAR EXERCISES

Exercise 1. Sort the following nouns into **countable** and **uncountable** categories.

| apple, love, happiness, information, advice, knowledge, time, book, chair, pen, car, milk, sugar, rice, park, city, building, sand, oil, flour, orange, bread, cheese, butter, meat, salt, tomato. | |
|--|-------------------|
| Countable nouns | Uncountable nouns |
| | |

GRAMMAR GUIDE (UNIT 2)

Exercise 2. Fill in the blanks with *much* or *many*.

1. How _____ apples are in the basket?
2. There isn't _____ water in the glass.
3. She doesn't eat _____ sugar in her tea.
4. How _____ friends do you have at school?
5. We don't have _____ chairs in the room.
6. He doesn't spend _____ time watching TV.
7. Are there _____ books on the table?
8. There isn't _____ milk left in the fridge.
9. How _____ cars are parked outside?
10. I don't have _____ patience for this!

Exercise 3. Choose the correct option *much* or *many*.

1. There isn't (*much/many*) bread left for breakfast.
2. How (*much/many*) oranges did you buy?
3. We didn't see (*much/many*) people at the park.
4. Is there (*much/many*) homework to do tonight?
5. He drank so (*much/many*) juice at the party!
6. How (*much/many*) money do you need for the ticket?
7. I didn't find (*much/many*) information about the topic online.
8. She has (*much/many*) photos from her vacation.
9. They don't have (*much/many*) free time on weekdays.
10. How (*much/many*) eggs are in the fridge?

Exercise 4. Fill in the blanks, using *few* or *less*.

1. There are _____ chairs in this room than in the next one.
2. He drinks _____ coffee now than he used to.
3. I have _____ friends in this city than I expected.
4. The teacher gave us _____ homework today, so we can relax.
5. There are _____ apples in the basket than yesterday.
6. She spends _____ time on social media these days.
7. Only a _____ students attended the lecture today.
8. You should use _____ sugar in your tea to make it healthier.
9. There are _____ books on the shelf than before.
10. They had _____ opportunities to apply for the job.

GRAMMAR GUIDE (UNIT 2)

Exercise 5. Choose the correct option (*much, many, few, less*) to complete each sentence.

1. There aren't _____ chairs in the room.
2. She doesn't drink _____ coffee during the day.
3. How _____ apples did you buy at the market?
4. We have _____ sugar left; we need to buy more.
5. Only a _____ students attended the class today.
6. He spent _____ time on his homework this week.
7. There are _____ books on the shelf than before.
8. You should eat _____ sweets if you want to stay healthy.
9. She doesn't have _____ friends in the new city.
10. How _____ water is required for the recipe?

Exercise 6. Each sentence below has a mistake in the use of *much, many, few, or less*. Correct the errors.

1. He has less books than his brother.
2. There isn't many sugar in the jar.
3. Only less students passed the exam.
4. How much pens do you have in your bag?
5. She gave me many advice for the trip.

Exercise 7. Complete the sentences with *there is* or *there are*.

1. _____ a glass of milk on the table.
2. _____ some students in the library.
3. _____ a little sugar in the jar.
4. _____ many chairs in the classroom.
5. _____ a loaf of bread in the kitchen.
6. _____ several cars parked outside.
7. _____ no water in the bottle.
8. _____ an orange and two apples in the basket.
9. _____ too much noise in the room.
10. _____ few pencils left in the box.

Exercise 8. Complete the sentences with appropriate *countable* or *uncountable nouns*.

1. There is some _____ (liquid).
2. There are two _____ (objects) on the table.

GRAMMAR GUIDE (UNIT 2)

3. There is a little _____ (uncountable food) in the bowl.
4. There are many _____ (plural items) in the bag.
5. There is no _____ (uncountable noun) left in the fridge.
6. There are a few _____ (plural countable items) on the shelf.

Exercise 9. Write sentences using *there is* or *there are* with the following prompts.

1. A loaf of bread / on the counter
2. Five oranges / in the basket
3. A little water / in the bottle
4. Two cats / in the garden
5. No milk / in the fridge

Exercise 10. Translate sentences into English.

1. Скільки молока ви випиваєте щодня?
2. До чаю залишилося мало цукру.
3. У неї не так багато часу, щоб закінчити проект.
4. Я бачив багато машин, припаркованих біля будинку.
5. Скільки води потрібно для цього рецепта?
6. Він не витратив багато грошей на свій новий телефон.
7. Ми бачили багато зірок на небі минулої ночі.
8. Сьогодні в класі менше учнів, ніж учора.
9. Мені потрібно менше солі в суп, він і так солоний.
10. Для гостей є кілька вільних стільців.
11. Я менш терплячий до галасливого оточення.
12. Щоб бути здоровим, треба їсти менше цукру.
13. Цього літа було менше дощів, ніж минулого року.
14. Вона витратила менше годин на навчання, але все одно склала іспит.

UNIT 3 PAST SIMPLE (Минулий простий час)

Past Simple (минулий простий час) використовується для опису дій, які сталися і завершилися в минулому.

Правила вживання Past Simple:

1. У випадку вираження завершеної дії в минулому: використовується для дій, які відбулися у конкретний момент у минулому.

I visited my grandmother last week. — Я відвідав свою бабусю минулого тижня.

2. У випадку вираження послідовності дій: використовується для опису серії дій, що відбулися одна за одною.

He woke up, had breakfast, and went to work. — Він прокинувся, снідав і пішов на роботу.

3. У випадку вираження досвіду: використовується для опису досвіду, що стався в минулому.

I went to Paris in 2019. — Я був у Парижі в 2019 році.

| PAST SIMPLE TENSE | | | |
|--|---|--|--|
| TO BE | | VERBS | |
| + | S + Was/were They were friends. | S + V-ed She worked yesterday. | |
| - | S + was not/were not + ... They weren't friends. | S + did not + verb (base form) She didn't work yesterday. | |
| ? | Was/Were + S + ...? They weren't friends. | Did + S + verb (in base form)? Did she work yesterday? | |
| Usage | | Example | |
| To express completed action in the past | | I saw a ghost last Friday. | |
| To describe a series of completed actions in the past | | I finished work, walked to the beach, and found a nice place to swim. | |
| To express habits in the past | | When I was young, I watched lots of television every day after school. | |
| For stative verbs (have (own), be, think (believe), know, dislike, need, owe, wish | | He had a small cottage in the woods. | |

GRAMMAR GUIDE (UNIT 3)

Маркери часу для минулого простого часу

| | |
|---|--|
| <i>yesterday</i> | <i>вчора</i> |
| <i>the day before yesterday</i> | <i>позавчора</i> |
| <i>the other day</i> | <i>на днях</i> |
| <i>last week (month, year, century)</i> | <i>минулого тижня (місяця, року, століття)</i> |
| <i>an hour ago</i> | <i>годину тому назад</i> |
| <i>two weeks ago</i> | <i>два тижня назад</i> |
| <i>in 1992</i> | <i>в 1992 році</i> |
| <i>at 6 o'clock</i> | <i>в 6 годин</i> |

Формування Past Simple

Для регулярних дієслів:

додається закінчення **-ed** до основи дієслова:

play — played (грати — грав).

Для неправильних дієслів:

необхідно запам'ятати їх форму (2 форма неправильних дієслів) в минулому часі, оскільки вони не мають чітких правил:

go — went (йти — пішов), eat — ate (їсти — їв).

Для заперечення та запитання:

Для заперечень: використовується допоміжне дієслово “did” + “not” + основна форма дієслова.

I did not (didn't) see the movie. — Я не бачив фільм.

Для запитань: на початку речення ставимо “Did” + підмет + основна форма дієслова.

Did you finish your homework? — Ти закінчив домашнє завдання?

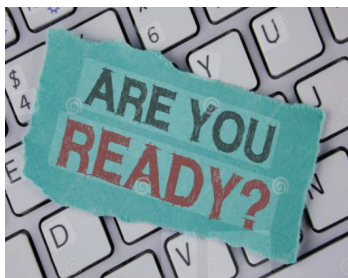
Додаткові приклади:

They traveled to Italy last summer. — Вони подорожували до Італії минулого літа.

She did not (didn't) like the food. — Їй не сподобалася їжа.

Did he call you yesterday? — Він телефонував тобі вчора?

ПРАВИЛЬНІ ТА НЕПРАВИЛЬНІ ДІЄСЛОВА
(Regular and Irregular Verbs)



Більшість англійських дієслів є правильними і утворюють форму минулого часу та дієприкметник II за допомогою додавання закінчення *-ed* до основи дієслова:

play – played

study – studied

open – opened

walk – walked

close – closed

Особливості утворення форм правильного дієслова (додавання закінчення -ed)

1. Якщо дієслово закінчується на *-y* і перед ним стоїть приголосний, то при додаванні закінчення *-ed* у змінюється на *i* та додається закінчення *-ed*:

study – studied

2. Якщо дієслово закінчується на *-y* і перед ним стоїть голосний, то додається закінчення *-ed*:

play – played

3. Якщо дієслово закінчується на *-e*, додається закінчення *-d*:

type – typed

4. Якщо односкладове дієслово закінчується на приголосний, голосний і приголосний, то останній приголосний подвоюється і додається *-ed*:

hug – hugged

5. Якщо двоскладове слово закінчується на приголосний, голосний і приголосний, то останній приголосний подвоюється тільки, якщо другий склад є наголошеним.

prefer – preferred

occur – occurred

Але подвоєння не відбувається, якщо слово закінчується на *-w*, *-x*:

fix – fixed

Неправильні дієслова мають інші форми (див. таблицю неправильних дієслів), які потрібно запам'ятати.

GRAMMAR GUIDE (UNIT 3)

Таблиця неправильних дієслів

| Інфінітив | Форма минулого часу (V2) | Дісприкметник II (V3) | Переклад |
|------------------------|---------------------------------|------------------------------|-------------------|
| arise | Arose | arisen | виникати |
| be | was, were | been | бути, знаходитися |
| beat | Beat | beaten | бити |
| become | became | become | ставати |
| begin | began | begun | починати |
| bite | Bit | bitten | кусати |
| blow | Blew | blown | дути |
| break | Broke | broken | ламати |
| bring | brought | brought | приносити |
| build | Built | built | будувати |
| burn | Burnt | burnt | горіти |
| buy | bought | bought | купувати |
| catch | caught | caught | ловити; упіймати |
| choose | Chose | chosen | обирати |
| come | Came | come | приходити |
| cost | Cost | cost | коштувати |
| cut | Cut | cut | різати |
| dig | Dug | dug | копати |
| do | Did | done | робити |

GRAMMAR GUIDE (UNIT 3)

| | | | |
|--------------------------------|---------|------------|---------------------|
| <u>draw</u> | Drew | drawn | малювати |
| <u>drink</u> | Drank | drunk | пити |
| <u>drive</u> | Drove | driven | вести машину |
| <u>eat</u> | Ate | eaten | їсти |
| <u>fall</u> | Fell | fallen | падати |
| <u>feed</u> | Fed | fed | годувати |
| <u>feel</u> | Felt | felt | відчувати |
| <u>fight</u> | Fought | fought | битися; боротися |
| <u>find</u> | Found | found | знаходити |
| <u>fly</u> | Flew | flown | літати |
| <u>forget</u> | Forgot | forgotten | забувати |
| <u>forgive</u> | Forgave | forgiven | прощати |
| <u>freeze</u> | Froze | frozen | морозити; замерзати |
| <u>get</u> | Got | got/gotten | отримувати |
| <u>give</u> | Gave | given | давати |
| <u>go</u> | Went | gone | ходити |
| <u>grow</u> | Grew | grown | виросчувати |
| <u>hang</u> | Hung | hung | вішати |
| <u>have</u> | Had | had | мати |
| <u>hear</u> | Heard | heard | чути |
| <u>hide</u> | Hid | hidden | ховати |

GRAMMAR GUIDE (UNIT 3)

| | | | |
|------------------------------|------------------|------------------|-----------------------------|
| <u>hit</u> | Hit | hit | ударяти |
| <u>hold</u> | Held | held | тримати; проводити (лекцію) |
| <u>hurt</u> | Hurt | hurt | боліти; поранити |
| <u>keep</u> | Kept | kept | тримати |
| <u>know</u> | Knew | known | знати |
| <u>lay</u> | Laid | laid | класти |
| <u>learn</u> | learned / learnt | learned / learnt | вчити |
| <u>leave</u> | Left | left | залишати; покидати |
| <u>lend</u> | Lent | lent | давати в борг |
| <u>let</u> | Let | let | дозволяти |
| <u>lie</u> | Lay | lain | лежати |
| <u>lose</u> | Lost | lost | втрачати; губити |
| <u>make</u> | Made | made | робити |
| <u>mean</u> | meant | meant | означати |
| <u>meet</u> | Met | met | зустрічати |
| <u>pay</u> | Paid | paid | платити |
| <u>put</u> | Put | put | класти |
| <u>quit</u> | Quit | quit | кидати |
| <u>read</u> | Read | read | читати |
| <u>ride</u> | Rode | ridden | їхати верхи; їхати |
| <u>ring</u> | Rang | rung | дзвонити |

GRAMMAR GUIDE (UNIT 3)

| | | | |
|------------------------------|--------|--------|---------------------------|
| <u>rise</u> | Rose | risen | підніматися |
| <u>run</u> | Ran | run | бігти |
| <u>say</u> | Said | said | казати |
| <u>see</u> | Saw | seen | бачити |
| <u>sell</u> | Sold | sold | продавати |
| <u>send</u> | Sent | sent | відправляти |
| <u>shake</u> | Shook | shaken | трясти |
| <u>shine</u> | Shone | shone | світити |
| <u>shoot</u> | Shot | shot | стріляти; знімати (фільм) |
| <u>show</u> | Showed | shown | показувати |
| <u>shut</u> | Shut | shut | закривати |
| <u>sing</u> | Sang | sung | співати |
| <u>sink</u> | Sank | sunk | тонути |
| <u>sit</u> | Sat | sat | сидіти |
| <u>sleep</u> | Slept | slept | спати |
| <u>speak</u> | Spoke | spoken | говорити |
| <u>speed</u> | Sped | sped | перевищувати швидкість |
| <u>spend</u> | Spent | spent | проводити ; витрачати |
| <u>stand</u> | Stood | stood | стояти |
| <u>steal</u> | Stole | stolen | красти |

GRAMMAR GUIDE (UNIT 3)

| | | | |
|-------------------|------------|------------|-----------------------|
| <u>stick</u> | Stuck | stuck | застрягати; прилипати |
| <u>swear</u> | swore | sworn | присягати |
| <u>swim</u> | Swam | swum | плавати |
| <u>take</u> | Took | taken | брати |
| <u>teach</u> | taught | taught | навчати |
| <u>tell</u> | Told | told | розповідати |
| <u>think</u> | thought | thought | думати |
| <u>throw</u> | Threw | thrown | кидати |
| <u>understand</u> | understood | understood | розуміти |
| <u>wake</u> | Woke | woken | просинатися |
| <u>wear</u> | Wore | worn | носити (одяг) |
| <u>win</u> | Won | won | перемогати |
| <u>withdraw</u> | withdrew | withdrawn | знімати гроші |
| <u>write</u> | Wrote | written | писати |

GRAMMAR EXERCISES

Exercise 1. Complete the sentences with the correct **Past Simple** form of the regular verbs in parentheses.

1. She _____ (clean) her room yesterday.
2. They _____ (watch) a movie last night.
3. I _____ (finish) my homework before dinner.
4. He _____ (help) his mother with the dishes.
5. We _____ (visit) our grandparents last weekend.
6. The teacher _____ (explain) the lesson clearly.
7. The children _____ (play) in the park all afternoon.
8. He _____ (want) to become a doctor when he was younger.

GRAMMAR GUIDE (UNIT 3)

9. She _____ (talk) to her friend on the phone for an hour.
10. They _____ (start) the project a week ago.

Exercise 2. Rewrite the sentences below as negative sentences using the Past Simple tense.

1. She visited her aunt.
2. We played football in the park.
3. He liked the new restaurant.
4. They started the meeting on time.
5. I finished the book last night.
6. The team practiced for the match.
7. You traveled to London last year.
8. She talked to the teacher after class.

Exercise 3. Each sentence contains a mistake. Find and correct the mistake.

1. He studyed for the test last night.
2. They did not liked the new movie.
3. She talk to her friend yesterday.
4. We finish our homework on time.
5. The teacher explaine the topic well.
6. I writed an email to my boss.

Exercise 4. Complete the sentences with the correct Past Simple form of the irregular verbs in parentheses.

1. I _____ (go) to the park yesterday.
2. She _____ (see) her friends at the mall.
3. They _____ (buy) a new car last week.
4. He _____ (take) his dog for a walk in the evening.
5. We _____ (eat) pizza for dinner.
6. The children _____ (run) around the playground.
7. She _____ (write) a letter to her grandmother.
8. He _____ (break) his phone last month.
9. I _____ (speak) to the teacher after class.
10. They _____ (swim) in the lake during their vacation.

Exercise 5. Rewrite the following sentences in the Past Simple tense.

1. She drinks a glass of water every morning.
2. We go to the beach every summer.
3. He takes a lot of photos during his trips.

GRAMMAR GUIDE (UNIT 3)

4. I know the answer to the question.
5. They give their friends gifts on special occasions.
6. The dog sits by the door every evening.
7. She comes home late on weekdays.
8. We begin our day with exercise.

Exercise 6. *Form questions in the Past Simple tense using the irregular verbs.*

1. He ate a sandwich for lunch.
_____ he _____ a sandwich for lunch?
2. They broke the vase by accident.
_____ they _____ the vase by accident?
3. She spoke to her friend on the phone.
_____ she _____ to her friend on the phone?
4. We went to the museum last weekend.
_____ you _____ to the museum last weekend?
5. I saw a bird outside the window.
_____ you _____ a bird outside the window?

Exercise 7. *Rewrite the following sentences as negative sentences in the Past Simple tense.*

1. He wrote a letter to his friend.
2. They sang a beautiful song at the party.
3. She found her lost keys under the bed.
4. I drank a glass of orange juice for breakfast.
5. We met them at the airport.
6. The cat caught a mouse in the garden.
7. She read a book about history.
8. He told a funny story to his classmates.

Exercise 8. *Rewrite the following sentences in the Past Simple tense, changing the verb to its correct past form (regular or irregular).*

1. They walk to school every day.
2. She writes in her journal every evening.
3. We finish our work at 6 PM.
4. I go to the gym twice a week.
5. He studies English at the library.
6. The children play outside after lunch.
7. She reads a book before going to bed.

GRAMMAR GUIDE (UNIT 3)

8. We bring snacks to the party.

Exercise 9. *Each sentence contains a mistake. Find and correct the error.*

1. He goed to the market early in the morning.
2. They writed a letter to their friends.
3. She gived her sister a birthday present.
4. We eated dinner at a restaurant last night.
5. The children runned in the park for hours.
6. He watch a movie with his family.
7. I knowed the answer to the question.

Exercise 10. *Translate sentences into English.*


1. Минулих вихідних вона відвідала бабусю з дідушем.
2. Весь вечір він працював над своїм науковим проектом.
3. На уроці вчитель чітко пояснив тему.
4. Вони прибрали в будинку перед приходом гостей.
5. Минулого тижня ми розпочали наш новий проект.
6. Вона пішла в магазин, щоб купити продукти.
7. Він побачив веселку після того, як дощ закінчився.
8. Ми плавали в басейні під час наших канікул.
9. Вона написала листа своїй двоюрідній сестрі.
10. Я прочитав цікаву книгу на вихідних.
11. Я прокинувся рано і готував всім сніданок.
12. Вона їздила в Париж і зробила багато фотографій.
13. Вони допомагали по господарству, а потім йшли гратися.
14. Він слухав музику і читав книгу перед сном.
15. Зустріч почалася пізно, але закінчилася вчасно.

GRAMMAR GUIDE (UNIT 4)

UNIT 4 PRESENT CONTINUOUS (Теперішній тривалий час)

Present Continuous (теперішній тривалий час) використовується для вираження теперішніх дій, або дій запланованих у майбутньому.

Граматичний час **Present Continuous** (теперішній тривалий час) утворюється за допомогою допоміжного дієслова **be** у формах **am, is** або **are** та форми **Present Participle** (першої форми смислового дієслова з закінченням **-ing**).



Present Continuous Tense

He is running on the road.

| | | |
|---|-----------|--|
| + | Structure | <input type="radio"/> S+ is/am/are + V1 (-ing) |
| | Example | <input type="radio"/> He is playing football. |
| - | Structure | <input type="radio"/> S+ is/am/are + not + V1 (-ing) |
| | Example | <input type="radio"/> He is not playing football. |
| ? | Structure | <input type="radio"/> Is/am/are+ S + V1(ing) +... ? |
| | Example | <input type="radio"/> Is he playing football? |

USAGE

- Actions happening now.
- Actions that is already planned.
- For changing situations
- For expressing time at the moment of speaking

EXAMPLES

- He **is playing** football now.
- He **is watching** movie with his friend next Sunday.
- The climate **is getting** hotter each year.
- We **are performing** our duty at the moment.

GRAMMAR GUIDE (UNIT 4)

Вибір необхідної форми допоміжного дієслова залежить від підмета:

I → **am**;

he, she, it → **is**;

you, we, they → **are**

I am reading now. Я зараз читаю.

We are reading now. Ми зараз читаємо.

Заперечне речення в **Present Continuous** утворюється за допомогою заперечної частки **not**, що ставиться після допоміжного дієслова **am, is** або **are**. Загальний порядок слів при цьому не змінюється.

I'm not working now. – Я не працюю зараз.

We aren't working now. – Ми не працюємо зараз.

She isn't working now. – Вона не працює зараз.

Загальне питання в **Present Continuous** утворюється шляхом винесення допоміжного дієслова **am, is** або **are** на початок речення перед підметом.

Am I working now? – Я зараз працюю?

Are we working now? – Чи ми працюємо зараз?

Is she working now? – Чи вона зараз працює?

Маркери часу для теперішнього тривалого часу

| | |
|-----------------------|-------------------------|
| <i>Now</i> | зараз |
| <i>right now</i> | прямо зараз |
| <i>Still</i> | все ще |
| <i>Currently</i> | тепер, в цей час |
| <i>at the moment</i> | в цей момент |
| <i>at present</i> | в теперішній час |
| <i>this morning</i> | цього ранку, цим ранком |
| <i>this evening</i> | цього вечора |
| <i>this afternoon</i> | сьогодні після обіду |
| <i>Today</i> | сьогодні (удень) |
| <i>Tonight</i> | сьогодні (ввечері) |
| <i>these days</i> | на днях |
| <i>Nowadays</i> | в наші дні |

GRAMMAR GUIDE (UNIT 4)

Правила вживання Present Continuous:

1. Використовується для вираження певної дії, що відбувається прямо зараз, в момент говоріння, а також вказує на одночасні дії, що відбуваються саме в цей момент.

I'm reading a book at the moment. – Я читаю книгу в цей момент.

2. Використовується для вираження тимчасової дії, що відбувається не в даний момент часу, а загалом в найближчий часовий проміжок – «around now» (приблизно в цей час).

My brother is looking for a job these days. – Мій брат зараз шукає роботу.

3. Для вираження дії, що була запланована на найближче майбутнє, особливо якщо час та місце виконання дії заздалегідь відомі та сплановані.

They're moving to Kyiv next Sunday. – Вони переїжджають до Києва наступної неділі.

4. Використовується для вираження ситуацій, що розвиваються або змінюються, тобто для вираження певних тенденцій.

More men are taking paternity leave nowadays. – В наш час все більше чоловіків беруть декретну відпустку.

GRAMMAR EXERCISES

Exercise 1. Complete the sentences with the correct form of the verb using the **Present Continuous**.

1. She _____ (read) a fascinating book right now.
2. We _____ (not/watch) TV at the moment.
3. They _____ (play) football in the park.
4. I _____ (study) for my exams this week.
5. He _____ (talk) to his friend on the phone.
6. The children _____ (not/sleep) because it's too noisy outside.
7. The dog _____ (chase) the cat across the garden.
8. I _____ (learn) how to cook Italian food these days.

Exercise 2. Turn the following sentences into **Present Continuous** questions.

1. She is cleaning her room.
2. They are swimming in the pool.
3. We are waiting for the bus.
4. He is talking on the phone.
5. I am reading a magazine.

GRAMMAR GUIDE (UNIT 4)

6. They are washing their car.
7. She is cooking a cake.
8. We are doing yoga.
9. I am dancing now.
10. He is cleaning his room.

Exercise 3. *Each sentence has a mistake. Find and correct it.*

1. She are dancing with her friends.
2. What you is doing right now?
3. They is preparing for the event.
4. I am not watches TV.
5. We playing a new game together.
6. He aren't reading a newspaper now.
7. They is doing homework now.
8. Are she playing the piano now?
9. She is play with a cat now.
10. Why he is cleaning his room now?

Exercise 4. *Match the sentences in Column A to the appropriate phrases in Column B.*

Column A

1. I am cooking dinner.
2. They are playing football.
3. She is studying hard for her exams.
4. We are not watching TV.
5. Are you writing an email?

Column B

- a) A negative action.
- b) A question about an action.
- c) An activity related to sports.
- d) An activity involving preparation.
- e) Studying for a purpose.

Exercise 5. *Write questions for the following answers.*

1. Yes, I am reading a book.
2. No, they are not watching TV.
3. Yes, we are having dinner at a restaurant tonight.
4. No, she is not working on the presentation.
5. Yes, he is talking to his manager.

GRAMMAR GUIDE (UNIT 4)

Exercise 6. Rearrange the words to form correct Present Continuous sentences.

1. (is / the / helping / teacher / student / her).
2. (we / going / movie / are / the / to).
3. (playing / guitar / he / not / is / the).
4. (are / what / they / about / talking)?
5. (she / taking / why / photos / is)?
6. (is / she / cleaning / right / the house / now).
7. (making / for the party/ a cake / we / are).
8. (his bike / in the garage / isn't/ fixing/ he).

Exercise 7. Use the prompts to create sentences in the **Present Continuous**.

1. (He / read / a new book)
2. (We / not / travel / to London today)
3. (She / design / a new website?)
4. (They / work / on the project)
5. (I / not / take / any calls right now)
6. (She / write / a letter to her friend)
7. (We / not / play / football now)
8. (They / build / a new house)
9. (He / not / listen / to the teacher)
10. (I / wait / for the bus at the moment)

Exercise 8. Complete the dialogue using the Present Continuous.

Sarah: Hi! What _____ (you/do) right now?

Tom: Hi, Sarah! I _____ (work) on my science project.

Sarah: Really? That's great. _____ (you/need) any help?

Tom: Not at the moment. What about you? _____ (you/watch) TV?

Sarah: No, I _____ (read) a new book.

Exercise 9. Choose the correct form of the verb (Present Continuous or Present Simple).

1. He usually (**goes / is going**) to the gym after work.
2. Right now, she (**reads / is reading**) a very interesting book.
3. We (**don't watch / aren't watching**) TV at the moment.
4. The sun (**rises / is rising**) in the east every morning.
5. Look! The children (**play / are playing**) in the park.
6. I (**don't eat / am not eating**) breakfast at the moment.
7. She (**studies / is studying**) hard for her exams these days.

GRAMMAR GUIDE (UNIT 4)

8. They **(visit / are visiting)** their grandparents every Sunday.
9. Listen! Someone **(sings / is singing)** a beautiful song.
10. Water **(boils / is boiling)** at 100 degrees Celsius.
11. Why **(do you cry / are you crying)**? What happened?
12. He **(walks / is walking)** to school every morning.
13. My friends **(don't come / aren't coming)** to the party tonight.
14. We usually **(spend / are spending)** our summers at the beach.
15. The baby **(sleeps / is sleeping)** right now, so please be quiet.
16. She **(doesn't like / isn't liking)** coffee, but today she **(drinks / is drinking)** tea.
17. Where **(do you live / are you living)** these days?
18. John **(works / is working)** late tonight because of an important meeting.
19. I **(need / am needing)** some help with my homework right now.
20. Every evening, we **(watch / are watching)** the news together as a family.

***Exercise 10.** Translate sentences into English using Present Continuous.*

1. Зараз вона читає цікаву книгу.
2. Ми обідаємо в кафе в цей момент.
3. Вони грають у футбол на стадіоні.
4. Я пишу електронний лист своєму другові зараз.
5. Чому ти плачеш? Що сталося?
6. Зараз не йде дощ.
7. Діти співають пісню на уроці музики.
8. Моя сестра готує вечерю в цей момент.
9. Що ти робиш зараз?
10. Вони не дивляться телевізор зараз.
11. Ми готуємось до тесту з англійської мови зараз.
12. Він малює нову картину у своїй майстерні.
13. Собака біжить за котом у саду.
14. Я слухаю музику у своїй кімнаті.
15. Вчитель пояснює новий матеріал на уроці.

UNIT 5

GOING TO ДЛЯ ВИРАЖЕННЯ НАМІРІВ ТА ПЛАНІВ

Going to – це конструкція, яка використовується для вираження майбутніх намірів, планів або подій, що, ймовірно, відбудуться. Вона є більш розмовною і вказує на те, що дія запланована заздалегідь або має очевидні підстави відбутися.

Формула утворення даної конструкції:

Affirmative (стверджувальне речення):

Subject + am/is/are + going to +
base form of the verb

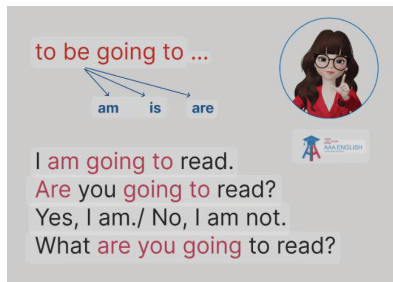
(Підмет + am/is/are + going to +
інфінітив без “to”)

Negative (заперечне речення):

Subject + am/is/are + not + going to
+ base form of the verb

Question (питальне речення):

Am/Is/Are + subject + going to +
base form of the verb?



to be going to ...

am is are

I am going to read.
Are you going to read?
Yes, I am./ No, I am not.
What are you going to read?

Використання going to:

Вираження намірів (intentions). Ця конструкція використовується, коли ми говоримо про дії, які людина планує зробити.

I'm going to start a new job next week. (Я збираюся почати нову роботу наступного тижня).

She's going to learn Spanish. (Вона збирається вивчати іспанську).

They are going to buy a new car soon. (Вони збираються купити нову машину незабаром).

Видаження запланованих подій (plans). Це також стосується дій, які вже вирішено виконати, і вони є частиною плану.

We're going to travel to Italy this summer. (Ми збираємося поїхати до Італії цього літа).

He is going to visit his grandparents next weekend. (Він збирається відвідати своїх дідуся і бабусь наступних вихідних).

Прогнози на основі очевидних фактів (predictions based on evidence). Коли є очевидні докази, що щось відбудеться.

GRAMMAR GUIDE (UNIT 5)

Look at those clouds! It's going to rain. (Подивіться на ці хмари! Почнеться дощ).

Be careful! You're going to fall. (Будь обережний! Ти впадеш).

Приклади в різних типах речень:

Стверджувальні речення:

I'm going to call her tonight. (Я збираюся зателефонувати їй сьогодні ввечері).

They are going to move to a new house. (Вони збираються переїхати в новий будинок).

Заперечні речення:

I'm not going to eat junk food anymore. (Я більше не збираюся їсти шкідливу їжу).

He isn't going to join the meeting. (Він не збирається приєднуватися до зустрічі).

Питальні речення:

Are you going to watch the movie tonight? (Ти збираєшся дивитися фільм сьогодні ввечері?)

Is she going to attend the party? (Вона збирається прийти на вечірку?)

Порівняння going to з will:

Going to більше стосується заздалегідь запланованих дій або намірів, тоді як **will** використовується для спонтанних рішень чи прогнозів без підстав.

I'm going to bake a cake tomorrow. (Я збираюся спекти торт завтра. → Це вже заплановано.)

I'll bake a cake tomorrow. (Я спечу торт завтра. → Це рішення прийнято щойно.)

Типові помилки використання going to:

Помилка: *I going to play football.* **Правильно:** *I am going to play football.*

Помилка: *He going to study French.* **Правильно:** *He is going to study French.*

Помилка: *They are going playing.* **Правильно:** *They are going to play.*

WOULD / WANT

Would – це модальне дієслово, яке використовується для вираження умовних дій, ввічливих запитів, бажань або припущень.

Умовні речення (conditional sentences)

Would вказує на дію, яка відбудеться за певної умови.

Формула: If + Past Simple, ... would + base form of the verb

If I had more time, I would travel the world. (Якби в мене було більше часу, я б подорожував світом.)

She would help you if she knew the answer. (Вона б допомогла тобі, якби знала відповідь.)

Ввічливі прохання або пропозиції (polite requests or offers)

Would використовується для ввічливих запитів чи пропозицій.

Would you like a cup of tea? (Чи бажаєте чашку чаю?)

Would you mind opening the window? (Чи не могли б ви відкрити вікно?)

Бажання або уявні ситуації (wishes or hypothetical situations)

Would вказує на уявні дії чи бажання.

I would love to visit Paris someday. (Я б із задоволенням відвідав Париж одного дня.)

It would be great to have a holiday now. (Було б чудово зараз мати відпустку.)

Минулі звички (past habits)

Would іноді використовується для опису звичок у минулому (але рідше, ніж **used to**).

When I was a child, we would go to the beach every summer. (Коли я був дитиною, ми їздили на пляж кожного літа.)

Want – це звичайне дієслово, яке виражає бажання або потребу.

Вираження бажання (desire)

Want вказує на те, що хтось хоче зробити або отримати щось.

Формула: Subject + want(s) + noun/infinitive

I want a new phone. (Я хочу новий телефон.)

She wants to learn Spanish. (Вона хоче вивчати іспанську.)

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They don't want to go out tonight. (Вони не хочуть виходити сьогодні ввечері.)

Вираження потреби (need)

Want також може використовуватися для вираження потреби, хоча це більш розмовне.

This room wants cleaning. (Ця кімната потребує прибирання.)

The car wants repairing. (Ця машина потребує ремонту.)

Порівняння would і want

| Would | Want |
|---|------------------------------------|
| Виражає умовну або уявну дію | Виражає бажання або потребу |
| Would you like some coffee? (Ввічливий запит) | Do you want coffee? (Прямий запит) |
| I would go to the party if I were free | I want to go to the party. |
| She would love to visit Italy | She wants to visit Italy. |

Приклади у контексті:

1. **Would:**

If I were you, I would take this job. (Якби я був на твоєму місці, я б узяв цю роботу.)

Would you like to join us? (Чи хотіли б ви приєднатися до нас?)

2. **Want:**

I want to buy a new car. (Я хочу купити нову машину.)

He wants more time to finish the project. (Він хоче більше часу, щоб завершити проєкт.)

3. **Would + Want:**

I would want to help you, but I'm busy. (Я б хотів тобі допомогти, але я зайнятий.)

Would you want to go for a walk later? (Чи хотів би ти прогулятися пізніше?)

GRAMMAR EXERCISES

Exercise 1. Complete the sentences using the correct form of "to be going to" and the verb in brackets.

GRAMMAR GUIDE (UNIT 5)

1. She _____ (visit) her grandparents this weekend.
2. They _____ (not / watch) a movie tonight.
3. I _____ (buy) a new phone tomorrow.
4. _____ you _____ (attend) the meeting on Friday?
5. We _____ (have) a picnic if the weather is nice.
6. He _____ (not / travel) to Spain next month.
7. _____ they _____ (start) the project soon?
8. The children _____ (play) outside after school.
9. I _____ (learn) how to cook Italian food.
10. She _____ (not / take) the bus to work tomorrow.

Exercise 2. Choose the correct answer for each sentence.

| | |
|--|--|
| She _____ to visit her friend tomorrow. | a) is going b) are going c) am going |
| _____ they _____ to go shopping this evening? | a) Are / going b) Is / going c) Am / going |
| I _____ to finish my homework before dinner. | a) is going b) am going c) are going |
| We _____ to organize a surprise party for him. | a) is going b) am going c) are going |
| He _____ to start a new job next week. | a) is going b) am going c) are going |

Exercise 3. Rewrite the sentences using “to be going to”.

1. She plans to study abroad next year.
2. They have decided to renovate their house soon.
3. I intend to start a fitness program next month.
4. He has made up his mind to quit his job.
5. We are planning to visit Paris this summer.
6. She plans to organize a charity event next month.
7. They have decided to move to a new apartment soon.
8. I intend to call my friend after work.
9. He wants to start a new hobby this weekend.
10. We are planning to visit the museum on Saturday.

GRAMMAR GUIDE (UNIT 5)

11. The company has decided to launch a new product in June.
12. She aims to learn French before her trip to Paris.
13. They are planning to host a barbecue party next weekend.
14. I've decided to get a new haircut tomorrow.

Exercise 4. Match the beginnings of the sentences in Column A with their correct endings in Column B.

| Column A | Column B |
|----------------------|-----------------------------------|
| 1. I am going to | a. Finish my report by Friday. |
| 2. They are going to | b. Not come to the party. |
| 3. She is going to | c. Visit her grandparents soon. |
| 4. We are going to | d. Start a new business together. |
| 5. He is going to | e. Play soccer after classes. |

Exercise 5. Write sentences using “to be going to” based on these prompts.

1. (He / take / a vacation next month)
2. (They / not / attend / the concert)
3. (She / cook / dinner tonight)
4. (We / watch / a movie later)

Exercise 6. Translate sentences into English using “to be going to”.

1. Вона збирається написати листа своїй бабусі.
2. Ми збираємося купити нову машину наступного місяця.
3. Я не збираюся дивитися цей серіал.
4. Ти збираєшся запросити своїх друзів на вечірку?
5. Вони збираються переїхати до іншого міста.
6. Він не збирається говорити з нею про це.
7. Ми збираємося побудувати новий будинок у селі.
8. Діти не збираються лягати спати рано сьогодні.
9. Я збираюся вивчити більше слів англійською мовою цього тижня.

10. Ви збираєтеся замовити їжу в ресторані чи готувати вдома?

Exercise 7. Fill in the blanks with “would” or “want”.

1. I _____ like a cup of tea, please.
2. She _____ to go to the park after lunch.

GRAMMAR GUIDE (UNIT 5)

3. _____ you help me with this project?
4. We _____ to visit Italy next summer.
5. They _____ love to join us for dinner.
6. He _____ a new phone for his birthday.
7. _____ you mind if I opened the window?
8. I _____ to learn how to play the guitar.
9. She _____ rather stay home tonight.
10. He _____ like to try the chocolate cake.

Exercise 8. Match the sentences with their meanings.

| | |
|-----------------------------------|--|
| 1. I would like to go for a walk. | a. A strong desire. b. A polite way of expressing a wish. |
| 2. He wants to buy a new car. | a. A strong desire. b. A polite way of expressing a wish. |
| 3. Would you like some help? | a. A polite offer. b. A statement of intent. |
| 4. She wants to become a doctor. | a. A polite suggestion. b. A goal or aspiration. |
| 5. I'd love to see that movie. | a. A strong wish or preference. b. A neutral statement. |

Exercise 9. Rewrite the sentences using “would” or “want”.

1. I prefer to eat pizza tonight.
I _____ like to eat pizza tonight.
2. She wishes to speak to the manager.
She _____ to speak to the manager.
3. Do you have a desire to travel abroad?
Do you _____ to travel abroad?
4. Can I offer you some coffee?
_____ you like some coffee?
5. They plan to go hiking this weekend.
They _____ like to go hiking this weekend.
6. I feel like drinking coffee. I will make some.
I _____ like to drink coffee.
7. He has a desire to learn French. He will take lessons.
He _____ to learn French.

GRAMMAR GUIDE (UNIT 5)

8. We think a walk sounds nice. We should go now.
We _____ like to go for a walk now.
9. She plans to call her friend. She will do it after dinner.
She _____ to call her friend after dinner.
10. Do you prefer watching a movie? Let's decide together.
_____ you like to watch a movie?

Exercise 10. Choose the correct option "would" or "want".

1. I _____ (would/want) to finish my homework before dinner.
2. She _____ (would/want) like a glass of water, please.
3. _____ (Would/Want) you like to join us for the meeting?
4. He _____ (would/want) to know more about the job opportunity.
5. They _____ (would/want) rather stay at home tonight.
6. I _____ (would/want) like to have a cup of tea, please.
7. She _____ (would/want) to go to the concert next week.
8. _____ (Would/Want) you like to join us for dinner tonight?
9. They _____ (would/want) to spend the weekend at the beach.
10. He _____ (would/want) rather read a book than watch TV.
11. Do you _____ (would/want) to learn how to play the piano?
12. I _____ (would/want) like to try the new Italian restaurant downtown.
13. What _____ (would/want) you like to do this afternoon?
14. She _____ (would/want) to buy a new dress for the party.
15. We _____ (would/want) love to visit the museum with you.

UNIT 6 FUTURE SIMPLE (Майбутній простий час)

Future Simple використовується для вираження дій, які відбудуться в майбутньому, без прив'язки до конкретного плану чи домовленості. Це часто спонтанні рішення, припущення, обіцянки, загальні факти або прогнози.

Формула утворення мовних конструкцій з Future Simple:

Стверджувальні речення: Subject + will + base form of the verb

I will go to the cinema tomorrow.

Заперечні речення: Subject + will not (won't) + base form of the verb

He won't call you tonight.

Питальні речення: Will + subject + base form of the verb?

Will she visit us next weekend?

Використання Future Simple у мовних конструкціях, які виражають:

Спонтанні рішення (Spontaneous decisions) (дії, які ми вирішуємо зробити в момент мовлення).

I'm hungry. I'll make a sandwich.

Don't worry, I'll help you with the homework.

Прогнози та припущення (Predictions) (для передбачень про майбутнє, часто на основі думок чи припущень).

I think it will rain tomorrow.

People will travel to Mars one day.

Обіцянки та погрози (Promises, threats) (для обіцянок, попереджень чи погроз).

I promise I'll never lie to you.

If you don't stop, I'll tell the teacher.

Факти або події, що точно відбудуться (Facts about the future) (коли говоримо про щось, що станеться, незалежно від наших дій).

The sun will rise at 6 a.m. tomorrow.

Summer will come after spring.

GRAMMAR GUIDE (UNIT 6)

Слова-маркери Future Simple

| | |
|---|---------------------------|
| tomorrow <i>I will visit you tomorrow.</i> | завтра |
| next <i>They will move to a new house next month.</i> | наступний/наступного |
| next week | наступного тижня |
| next year | наступного року |
| soon <i>She will call you soon.</i> | незабаром |
| later <i>I'll do it later.</i> | пізніше |
| In a minute/hour/day <i>We will leave in an hour.</i> | через хвилину/годину/день |
| Someday <i>I will visit Paris someday.</i> | колись у майбутньому |
| Probably <i>It will probably snow next week.</i> | ймовірно |

Порівняння Future Simple з іншими формами майбутнього часу:

| Future Simple | Be going to |
|---|--|
| Використовується для спонтанних рішень. <i>I'll open the window.</i> | Використовується для планів або намірів. <i>I'm going to study tonight.</i> |
| Виражає припущення або обіцянки. | Виражає дії, які вже вирішено виконати. |

Приклади речень із словами-маркерами:

1. *I will call you **tomorrow** to discuss the details.*
2. *He will finish the project **next week**.*
3. *We'll meet **soon**, don't worry.*
4. *They'll probably arrive **later**.*
5. *She will go on vacation **in a month**.*

PRESENT SIMPLE PASSIVE

(Теперішній пасивний простий час)

Present Simple Passive використовується для вираження дій, які виконуються над об'єктом, а не тим, хто їх виконує. У пасивному стані увага зосереджена на самій дії або на об'єкті, який зазнає дії.

Формула утворення мовних конструкцій з Present Simple Passive:

Стверджувальне речення (Affirmative):

Subject + am/is/are + past participle (V3)

(Підмет + am/is/are + дієслово в третій формі або з -ed)

*The book **is written** by a famous author. (Книгу написано відомим автором.)*

*Letters **are delivered** every day. (Листи доставляють щодня.)*

Заперечне речення (Negative):

Subject + am/is/are + not + past participle (V3)

*The homework **is not checked** on weekends. (Домашню роботу не перевіряють на вихідних.)*

*Emails **are not sent** automatically. (Листи не надсилаються автоматично.)*

Питальне речення (Question):

Am/Is/Are + subject + past participle (V3)?

***Is** this book **read** by students? (Цю книгу читають студенти?)*

***Are** the dishes **washed** every evening? (Посуд миють кожного вечора?)*

Використання Present Simple Passive у мовних конструкціях:

Коли виконавець дії неважливий або невідомий:

*English **is spoken** in many countries. (Англійською говорять у багатьох країнах.)*

*The room **is cleaned** every day. (Кімнату прибирають щодня.)*

Для загальних фактів та правил:

*Coffee **is grown** in Brazil. (Каву вирощують у Бразилії.)*

*The shop **is opened** at 8 a.m. (Магазин відкривають о 8 ранку.)*

Для опису процесів:

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The documents **are printed** automatically. (Документи друкуються автоматично.)

Cheese **is made** from milk. (Сир виготовляється з молока.)

У наукових фактах або інструкціях:

Water **is boiled** at 100 degrees Celsius. (Вода кипить при 100 градусах за Цельсієм.)

Paper **is recycled** to save trees. (Папір переробляється для збереження дерев.)

Слова-маркери для Present Simple Passive:

(Загалом слова-маркери такі ж, як і для Present Simple, оскільки час залишається тим самим. Вони вказують на регулярність дії або факт)

| | |
|--|-------------------------------|
| Always <i>This work is always done on time.</i> | завжди |
| Usually <i>Orders are usually delivered within a week.</i> | зазвичай |
| Often <i>Mistakes are often corrected by the teacher.</i> | часто |
| Sometimes <i>Emails are sometimes sent late.</i> | іноді |
| Every day/week/month/year <i>The office is cleaned every day</i> | кожного дня/тижня/місяця/року |
| Never <i>This road is never repaired.</i> | ніколи |

Порівняння активного та пасивного стану мовних конструкцій в Present Simple:

| Active | Passive |
|-------------------------------------|--|
| The chef cooks delicious meals. | Delicious meals are cooked by the chef. |
| They deliver packages every day. | Packages are delivered every day. |
| She cleans the house every weekend. | The house is cleaned every weekend. |

Приклади речень із словами-маркерами:

1. Letters **are sent** every morning. (Листи відправляються щоранку.)

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2. This product **is always packed** carefully. (Цей продукт завжди запаковується ретельно.)

3. Mistakes **are never ignored** by the team. (Помилки ніколи не ігноруються командою.)

4. Flowers **are often watered** in the evening. (Квіти часто поливають увечері.)

5. The meeting **is usually held** on Mondays. (Зустріч зазвичай проводиться по понеділках.)

GRAMMAR EXERCISES

Exercise 1. Fill in the blanks with the correct form of the Future Simple tense.

1. I _____ (call) you as soon as I get home.
2. She _____ (not attend) the meeting tomorrow.
3. _____ you _____ (help) me with my homework?
4. They _____ (arrive) at the station at 6 p.m.
5. We _____ (go) to the cinema tonight.
6. He _____ (not believe) the news until he hears it from her.
7. What _____ they _____ (do) if it rains tomorrow?
8. I promise I _____ (write) to you every day.
9. She _____ (not travel) abroad next summer.
10. _____ you _____ (visit) your grandparents this weekend?

Exercise 2. Choose the correct option Future Simple or Present Simple.

1. If it rains tomorrow, we _____ (will stay/stay) at home.
2. She always _____ (starts/will start) her work at 9 a.m.
3. I _____ (will call/call) you as soon as I finish my meeting.
4. The train _____ (leaves/will leave) at 8:30 tonight.
5. What _____ (will you do/do you do) if they don't arrive on time?
6. When the movie _____ (ends/will end), we'll go for dinner.
7. He _____ (won't help/doesn't help) you unless you ask him.
8. I _____ (will buy/buy) a new phone after I save enough money.
9. As soon as we _____ (get/will get) there, I'll send you a message.
10. The shop _____ (closes/will close) at 9 p.m. every day.

Exercise 3. Rewrite the sentences in Future Simple.

Example:

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Sentence: I go to the gym every morning.

*Future Simple: I **will go** to the gym every morning.*

1. I go to the gym every morning.
2. She helps her mother with cooking.
3. They enjoy playing board games on weekends.
4. We take the bus to school every day.
5. He works late on Fridays.
6. The baby sleeps for two hours every afternoon.
7. I drink tea before bedtime.
8. She watches her favorite TV show on Sundays.
9. We visit our relatives during the holidays.
10. They buy groceries from the local market.

Exercise 4. *Form questions in Future Simple based on the prompts.*

Example Answer:

*Prompt: **you / help / me with my homework?***

Question: Will you help me with my homework?

1. you / help / me with my homework?
2. they / arrive / on time for the meeting?
3. she / visit / her grandparents this weekend?
4. we / go / to the beach tomorrow?
5. he / finish / the project by Friday?
6. it / rain / next week?
7. you / call / your friend later?
8. they / attend / the conference next month?
9. we / have / enough money to buy the car?
10. she / bake / a cake for the party?

Exercise 5. *Correct the mistakes in the sentences using Future Simple.*

1. She will goes to the party tomorrow.
2. They doesn't will finish the project on time.
3. I will not to forget to bring my notebook.
4. He will buying a new car next month.
5. We will plays soccer in the evening.
6. Will you helps me with this task?
7. The weather will be sunny, so we goes to the beach.
8. They will not going to the concert this weekend.

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9. I will writes an email to my manager.
10. He will fix the bike after he finishes the lunch.

Exercise 6. *Translate sentences into English using Future Simple.*

1. Вона поїде до Києва наступного тижня.
2. Ми будемо готувати вечерю завтра ввечері.
3. Вони напишуть листа своїм друзям.
4. Ти завершиш це завдання до п'ятниці?
5. Він купуватиме продукти для вечірки.
6. Чи буде йти дощ у неділю?
7. Я подзвоню тобі після уроків.
8. Ми побачимо новий фільм у кінотеатрі.
9. Вона піде до лікаря наступного понеділка.
10. Ви поїдете у відпустку цього літа?

Exercise 7. *Complete the sentences with the correct form of the verbs in the Present Simple Passive.*

1. English _____ (speak) all over the world.
2. The classroom _____ (clean) every evening.
3. Letters _____ (deliver) by the postman in the morning.
4. This book _____ (read) by many students every year.
5. Fresh vegetables _____ (sell) at the local market.
6. Coffee _____ (grow) in many tropical countries.
7. Books _____ (read) by students in libraries.
8. Homework _____ (do) every evening by the children.
9. These cars _____ (make) in Germany.
10. A lot of emails _____ (send) every day.
11. The room _____ (clean) by the staff every morning.
12. Cheese _____ (produce) in many European countries.
13. Football _____ (play) in almost every country.
14. Vegetables _____ (sell) at the local market.
15. The windows _____ (wash) once a month.

Exercise 8. *Rewrite the following sentences using the Present Simple Passive.*

1. The teacher explains the lesson clearly.
2. They make shoes in this factory.
3. People speak English in many countries.

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4. The chef prepares delicious meals every day.
5. Workers build the roads in the city.
6. People clean the streets every day.
7. Farmers grow vegetables in the field.
8. They produce cars in Japan.
9. The students write essays for homework.
10. The company sells many products worldwide.

Exercise 9. Read the sentences below and correct the mistakes using *Present Simple Passive*.

1. The book is read by many students every year.
2. The rooms are clean by the housekeeper every morning.
3. Letters are delivered by the postman every evening.
4. The windows are wash once a month.
5. English is speak in many countries around the world.
6. The lessons are teach by experienced teachers.
7. The homework is do by the children before bed.
8. The computers are use in the classroom every day.
9. The food is prepare by the chefs in the restaurant.
10. This software is sell in many countries.

Exercise 10. Translate sentences into English using *Present Simple Passive*.

1. Листи доставляються поштарем кожен день.
2. Їжа готується в ресторані щодня.
3. Ці книги читаються студентами кожного року.
4. Цей сайт відвідується тисячами людей щодня.
5. Уроки проводяться досвідченими вчителями.
6. Мобільні телефони використовуються в офісі.
7. Задачі перевіряються вчителями після уроків.
8. Вода фільтрується на заводі.
9. Товари доставляються до клієнтів кожного тижня.
10. Цей продукт продається в багатьох магазинах.

UNIT 7 DEGREES OF COMPARISON (Ступені порівняння прикметників)

Ступені порівняння прикметників в англійській мові допомагають порівнювати предмети за якістю чи властивістю.

Існують три ступені порівняння прикметників:

1. Позитивний ступінь (Positive degree)

Використовується для опису якості без порівняння.

big (великий), smart (розумний).

2. Вищий ступінь (Comparative degree)

Використовується для порівняння двох предметів або осіб.

Формула утворення: додається **-er** до коротких прикметників (1-2 склади): *taller, bigger, faster.*

Для довгих прикметників (3 і більше склади) додається **more**: *more beautiful, more interesting.*

У реченні: *This house is bigger than that one.*

3. Найвищий ступінь (Superlative degree)

Використовується для порівняння трьох або більше предметів.

Формула утворення: додається **-est** до коротких прикметників: *tallest, biggest, fastest.*

Для довгих прикметників використовується **the most**: *the most beautiful, the most interesting.*

У реченні: *This is the tallest building in the city.*

Примітка: Нерегулярні прикметники мають особливі форми:

Good – better – the best

Bad – worse – the worst

Far – farther/further – the farthest/furthest

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| Шляхи утворення | Початкова форма | Порівняльний ступінь | Найвищий ступінь |
|---|---|--|--|
| 1. Всі односкладові прикметники | strong wide big | +er stronger wider bigger | + the ...est the strongest the widest the biggest |
| 2. Двоскладові, що закінчуються на <i>-er, -y, -ow, -le</i> | clever happy narrow simple | cleverer happier narrower simpler | the cleverest the happiest the narrowest the simplest |
| 3. Прикметники, що мають два чи більше двох складів | important beautiful famous | more + початкова форма прикметника more important more beautiful more famous | the most + початкова форма прикметника the most important the most beautiful the most famous |
| 4. Деякі мають інший корінь | good bad little many much } | better worse less more | the best the worst the least the most |

Особливості утворення (-er, -est)

1. Якщо прикметник закінчується на приголосний і перед ним стоїть короткий голосний, відбувається подвоєння:

big – bigger – the biggest

hot – hotter – the hottest

wet – wetter – the wettest

2. Якщо прикметник закінчується на *-y* і перед ним стоїть приголосний, *-y* змінюється на *-i* перед *-er, -est*:

happy – happier – the happiest

pretty – prettier – the prettiest

busy – busier – the busiest

3. Якщо прикметник закінчується на *-e*, воно випадає перед *-er, -est*:

wide – wider – the widest

simple – simpler – the simplest

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4. Якщо прикметник закінчується на приголосний і перед ним стоїть короткий голосний, відбувається подвоєння:

big – bigger – the biggest

hot – hotter – the hottest

wet – wetter – the wettest

5. Якщо прикметник закінчується на -у і перед ним стоїть приголосний, -у змінюється на -і перед -er, -est:

happy – happier – the happiest

pretty – prettier – the prettiest

busy – busier – the busiest

6. Якщо прикметник закінчується на -е, воно випадає перед -er, -est:

wide – wider – the widest

simple – simpler – the simplest

nice – nicer – the nicest

ВЖИВАННЯ “AS...AS” І “THAN”

1. “As...as” – використовується у мовних конструкціях для порівняння рівності, зокрема, щоб сказати, що дві речі/особи **однакові** за якістю.

Формули утворення мовних конструкцій з “as...as”:

У випадку **стверджувальної мовної конструкції**:

as + прикметник/прислівник + as

*This book is **as interesting as** that one.* (Ця книга така ж цікава, як і та).

*He runs **as fast as** his brother.* (Він біжить так само швидко, як його брат).

У випадку **заперечувальної мовної конструкції**:

not as/so + прикметник/прислівник + as

*This movie is **not as exciting as** I expected.*

2. “Than” – використовується у мовних конструкціях для порівняння нерівності. Використовується у вищому ступені прикметників, для того щоб показати, що одна річ/особа **краща, більша, менша тощо**, ніж інша.

Формули утворення мовних конструкцій з “than”:

прикметник (вищий ступінь) + than

*This car is **faster than** that one.* (Ця машина швидша за ту).

*She is **more experienced than** her colleague.* (Вона більш досвідчена за свого колегу).

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Примітка:

Після “**than**” може стояти іменник, займенник або ціле речення.

He is taller than I am.

This task is harder than expected.

GRAMMAR EXERCISES

Exercise 1. Complete the sentences by choosing the correct form of the adjective.

1. This test is _____ (easy) than the last one.
2. My house is _____ (big) than yours.
3. This is the _____ (beautiful) painting I’ve ever seen.
4. He is the _____ (tall) player on the team.
5. This book is _____ (interesting) than the one I read last week.
6. Sarah is _____ (good) at math than Tom.
7. This is the _____ (delicious) cake I have ever tasted.
8. She is _____ (friendly) than most of the people I know.
9. The blue shirt is _____ (expensive) than the red one.
10. John is the _____ (young) of the two brothers.

Exercise 2. Choose the correct form of the adjective: **Comparative** or **Superlative**.

1. This is the _____ (more beautiful / most beautiful) city I’ve visited.
2. She is _____ (more creative / most creative) than her colleagues.
3. This is _____ (farther / furthest) I’ve ever run.
4. My phone is _____ (less expensive / least expensive) than yours.
5. This is the _____ (more expensive / most expensive) dress in the store.
6. He is _____ (more careful / most careful) than anyone I know.
7. This book is _____ (better / best) than the previous one.
8. She is _____ (more friendly / friendliest) of the two.
9. My mother is the _____ (more hardworking / most hard-working) person I know.
10. He is _____ (more interesting / most interesting) than his brother.

Exercise 3. There are mistakes in the use of comparative and superlative forms in the following sentences. Find and correct the mistakes.

1. This is the more exciting movie I have ever seen.

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2. John is the most younger than his brother.
3. My car is the more expensive than yours.
4. This cake is more delicious than that one.
5. She is the most clever girl in our class.
6. This book is more interesting than the other.
7. He is the most tallest player on the team.
8. I think this is the more beautiful picture of all.
9. This is the more difficult test I've ever taken.
10. She is the more intelligent of the two girls.

Exercise 4. Complete the sentences with the correct form of the adverb.

1. Tom runs _____ (fast) than his brother.
2. She sings _____ (beautiful) than anyone I know.
3. This project was done _____ (carefully) than the last one.
4. He worked _____ (hard) than anyone else in the team.
5. This is the _____ (well) I have done on a test.
6. You did _____ (good) than I expected.
7. She solved the puzzle _____ (quick) than I thought she would.
8. Of all the employees, he works _____ (efficient).
9. The car runs _____ (smooth) than the old one.
10. The team performed _____ (poor) in the last match.

Exercise 5. Complete the sentences with the correct form of the adjective or adverb. Use **more, most, less, least, than, or as...as**.

1. My house is _____ (large) than hers.
2. She is _____ (intelligent) of all the students in her class.
3. This movie is _____ (interesting) than the one we watched last week.
4. I think this chair is _____ (comfortable) than the one in the living room.
5. His answers were _____ (clear) than mine.
6. I find this math problem _____ (difficult) than the others.
7. This is the _____ (expensive) restaurant in the area.
8. My brother is not _____ (friendly) as my cousin.
9. I am _____ (good) at solving puzzles than my sister.
10. She is _____ (beautiful) than any of her friends.

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Exercise 6. Write sentences using the following prompts with the correct form of the adjective (Comparative or Superlative).

1. (John / tall / Peter)
2. (This / difficult / the last exam)
3. (My room / clean / yours)
4. (The movie / good / the book)
5. (Sarah / creative / her colleagues)
6. (This test / easy / the previous one)
7. (Her dress / beautiful / the others)
8. (This cake / delicious / all the others)
9. (My house / big / your house)
10. (This is / interesting / that one)

Exercise 7. Rewrite the following sentences using **comparative adjectives** or **adverbs + than**.

1. My brother is taller than me.
I am _____ my brother.
2. She runs faster than her friend.
Her friend runs _____ her.
3. This test was easier than the last one.
The last test was _____ this one.
4. John studies harder than Mike.
Mike studies _____ John.
5. The blue car is more expensive than the red car.
The red car is _____ the blue car.
6. Today is colder than yesterday.
Yesterday was _____ today.
7. He speaks more fluently than his classmates.
His classmates speak _____ him.
8. My bag is heavier than yours.
Your bag is _____ mine.
9. Sarah is more polite than her brother.
Her brother is _____ Sarah.
10. This movie is more interesting than the book.
The book is _____ the movie.

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Exercise 8. Rewrite the following sentences using the “as ... as” structure to make them mean the same.

1. This house is bigger than that one.
That house is not _____.
2. She runs faster than her brother.
Her brother does not run _____.
3. Today is colder than yesterday.
Yesterday was not _____.
4. This test is easier than the previous one.
The previous test was not _____.
5. He is more talented than his classmates.
His classmates are not _____.
6. My bag is heavier than yours.
Your bag is not _____.
7. This restaurant is more expensive than that one.
That restaurant is not _____.
8. Sarah is taller than her younger sister.
Her younger sister is not _____.
9. This movie is more exciting than the book.
The book is not _____.
10. He speaks more fluently than I do.
I do not speak _____.

Exercise 9. Fill in the blanks with the correct superlative adjective, *ever*, and the present perfect tense.

1. This is the _____ (good) meal I have _____ had.
2. She is the _____ (smart) student I have _____ met.
3. That was the _____ (exciting) movie I have _____ seen.
4. This is the _____ (bad) experience I have _____ had.
5. It was the _____ (long) day I have _____ spent at work.
6. He is the _____ (kind) person I have _____ known.
7. This has been the _____ (fun) holiday I have _____ had.
8. That was the _____ (challenging) test I have _____ taken.
9. This is the _____ (beautiful) painting I have _____ seen.
10. It was the _____ (cold) winter I have _____ experienced.

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Exercise 10. *Translate sentences into English using degrees of comparison.*

1. Цей фільм кращий, ніж інші, які я бачив.
2. Моя сестра старша за мене.
3. Це найцікавіша книга, яку я коли-небудь читав.
4. Вона працює старанніше, ніж її колеги.
5. Це найдорожчий ресторан у місті.
6. Моя кімната більша за твою.
7. Він добріший, ніж я думав.
8. Сьогодні значно холодніше, ніж вчора.
9. Вчителька пояснює зрозуміло, але я хочу, щоб вона пояснювала зрозуміліше.
10. Це найкраща піца, яку я коли-небудь куштував.

UNIT 8 PRESENT PERFECT (Теперішній доконаний час)

Граматичний час **Present Perfect** утворюється за допомогою допоміжного дієслова **have** або **has** та форми Past Participle (третьої форми смислового дієслова).

Past Participle для правильних дієслів утворюється шляхом додавання до їх словникової форми закінчення **-ed**.

Для неправильних дієслів використовуються їхні особливі треті форми, що можна взяти з таблиці неправильних дієслів (стор. 88-92).

Формули утворення мовних конструкцій в Present Perfect :

1. В залежності від особи та числа, в якому стоїть підмет у реченні, використовується та чи інша форма допоміжного дієслова **have**.

I, We, You, They → **have** (для 1-ї, 2-ї особи та форм множини)

He, She, It → **has** (для 3-ї особи однини)

He has just finished his first book. – Він тільки-но закінчив свою першу книгу.

Скорочення: have=**'ve**, has=**'s**

2. В заперечних реченнях в **Present Perfect** після допоміжного дієслова **have** або **has** додається заперечна частка **not**.

He has not finished his first book. – Він не закінчив свою першу книгу.

We haven't bought all the furniture. – Ми не придбали всі меблі.

3. Загальне питання в **Present Perfect** утворюється шляхом винесення допоміжного дієслова **have** або **has** на початок речення перед підметом.

Have we bought all the furniture? – Ми придбали всі меблі?

Has he just finished his first book? – Він тільки-но закінчив свою першу книгу?

4. Спеціальне питання в **Present Perfect** утворюється за допомогою питального слова або фрази, що ставиться на самий початок речення перед допоміжним дієсловом. Подальший порядок слів такий самий, як і в загальному питанні з **Present Perfect**.

What has he just finished? – Що він щойно закінчив?

Where have we bought all these goods? – Де ми придбали ці всі товари?

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Маркери часу для Present Perfect :

| | |
|--|---|
| <i>Ever</i> | <i>коли-небудь</i> |
| <i>Never</i> | <i>ніколи</i> |
| <i>Already</i> | <i>вже</i> |
| <i>Yet</i> | <i>ще, вже</i> |
| <i>Lately</i> | <i>останнім часом</i> |
| <i>Just</i> | <i>тільки-но</i> |
| <i>Recently</i> | <i>нещодавно, на днях</i> |
| <i>Once</i> | <i>одного разу</i> |
| <i>many times</i> | <i>багато разів</i> |
| <i>several times</i> | <i>декілька разів</i> |
| <i>Today</i> | <i>сьогодні</i> |
| <i>this week (month, year)</i> | <i>цього тижня(місяця, року)</i> |
| <i>for an hour (two weeks)</i> | <i>протягом години(двох тижнів)</i> |
| <i>since twelve o'clock (15 January, July)</i> | <i>з дванадцятої години (15 січня, липня)</i> |

Використання Present Perfect :

1. Використовується для передачі важливості результату минулої дії у теперішньому часі **без точного зазначення часу** виконання дії. Дія була виконана колись у минулому (часто нещодавно), і результат цієї дії можна побачити в теперішньому часі.

*Приклад: "She **has found** this doggy outside". – "Вона знайшла це цуценя на вулиці".*

2. Використовується для вираження дій, що почалися в не зовсім відомий момент в минулому (неважливо, коли), але ще можуть бути незавершеними, а результат таких дій можна побачити в теперішньому часі.

*Приклад: "They **have played** in the orchestra since college". – "Вони грали в оркестрі з коледжу". (Вони все ще грають там)*

PRESENT PERFECT VS PAST SIMPLE

Present Perfect та **Past Simple** використовуються для опису подій у минулому, але між ними є ключові відмінності.

Теперішній доконаний час (**Present Perfect**) описує події, які мають зв'язок із теперішнім моментом. Зазвичай використовується для вираження:

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1. Результату, який важливий зараз (подія сталася в минулому, але має наслідок у теперішньому):

I have lost my keys. Я загубив ключі — вони досі загублені.

She has finished her homework. — Вона закінчила домашнє завдання — зараз вона вільна.

2. Досвіду, але без конкретного зазначення часу (ми говоримо про те, що трапилося, але не вказуємо, коли саме):

I have been to Paris. — Я був у Парижі — важливо, що це відбулося, а не коли саме.

Have you ever tried sushi? — Чи пробував ти коли-небудь суши?

3. Дії, яка почалася в минулому і досі триває (з використанням “for” і “since”):

I have lived here for 5 years. — Я живу тут уже 5 років.

She has worked at this company since 2010. — Вона працює в цій компанії з 2010 року.

Минулий простий час (**Past Simple**) використовується для опису подій, які відбулися в минулому і не мають прямого зв'язку з теперішнім. Зазвичай використовується для указання:

1. Завершених дій у конкретний момент у минулому (при цьому, час події вказується або зрозумілий із контексту).

I lost my keys yesterday. — Я загубив ключі вчора.

She finished her homework an hour ago. — Вона закінчила домашнє завдання годину тому.

2. Послідовності подій у минулому:

We arrived at the station, bought tickets, and boarded the train. — Ми прибули на станцію, купили квитки і сіли на потяг.

3. Дій, які не мають зв'язку із теперішнім:

I lived in Paris when I was a child. — Я жив у Парижі, коли був дитиною.

Порівняння Present Perfect і Past Simple:

| Present Perfect | Past Simple |
|--|---|
| Подія має значення зараз або пов'язана із теперішнім часом. <i>I have visited London. — Я був у Лондоні, це факт з мого життя</i> | Подія завершена і залишилася в минулому <i>I visited London last year. — Я був у Лондоні минулого року, це конкретний момент у минулому.</i> |

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GRAMMAR EXERCISES

Exercise 1. Select the correct form of the verb to complete the sentences.

1. She _____ (has worked / have worked) here for five years.
2. I _____ (haven't seen / hasn't seen) him since last summer.
3. They _____ (has traveled / have traveled) to Europe recently.
4. He _____ (hasn't called / haven't called) his parents this week.
5. _____ you _____ (have ever been / has ever be) to New York?
6. I _____ (haven't eaten / hasn't eaten) breakfast yet.
7. They _____ (have seen/ has saw) the movie before.
8. They _____ (hasn't finish / haven't finished) their project on time.
9. The dog _____ (hasn't barked / haven't barked) all morning.
10. _____ you ever _____ (have visited / has visited) London?

Exercise 2. Match the sentence halves to form complete sentences in Present Perfect.

| | |
|----------------------------|---------------------------------------|
| 1. I have never _____ | a. finished cleaning the kitchen. |
| 2. They have already _____ | b. seen that movie. |
| 3. She hasn't _____ | c. traveled to Europe. |
| 4. Have you ever _____ | d. met someone famous? |
| 5. We have _____ | e. visited the art gallery this month |

Exercise 3. Each sentence contains a mistake. Rewrite them correctly.

1. She have finished her homework.
2. I has never been to Japan.
3. They doesn't have visited the zoo yet.
4. Have you ever saw a dolphin?
5. He haven't eaten breakfast yet.
6. We have live here since 2015.
7. They has already packed their bags.
8. Have you already saw the new movie?
9. She hasn't writen the report yet.

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10. I has never been so happy in my life.

Exercise 4. Rewrite the sentences in *Present Perfect*.

1. I cleaned my room.
2. She wrote a letter to her friend.
3. They painted the house last month.
4. We finished the project yesterday.
5. He repaired the car this morning.
6. The children played in the garden all afternoon.
7. I didn't visit that museum last year.
8. Did she meet the new teacher?
9. We didn't eat dinner yet.
10. They saw the movie two days ago.

Exercise 5. Write **True** or **False** for each statement about yourself, using *Present Perfect*.

1. I have visited another country.
2. I have eaten something strange this year.
3. I have never been late to class.
4. I have seen a famous person in real life.
5. I have already finished reading three books this month.
6. I have met a famous person.
7. I have already finished all my homework today.
8. I have climbed a mountain.
9. I have been to the cinema recently.
10. I have spoken to a stranger this week.
11. I have learned a new skill in the past six months.

Exercise 6. Use the prompts below to create sentences in the *Present Perfect tense*.

1. (I / never / eat / sushi)
2. (She / visit / Paris / three times)
3. (They / already / finish / their homework)
4. (We / not / see / that movie yet)
5. (He / break / his arm / before)
6. (You / ever / try / skydiving?)
7. (The teacher / not / check / the tests / yet)
8. (She / just / buy / a new car)

GRAMMAR GUIDE (UNIT 8)

9. (They / live / in this city / for ten years)
10. (We / never / travel / by plane)

Exercise 7. Use the Present Perfect to complete this story.

Lucy is very excited. She _____ (win) a scholarship to study abroad. She _____ (always / dream) of traveling to another country, and now her dream is coming true. Her parents _____ (already / start) helping her pack. She _____ (never / fly) on a plane before, so she's a little nervous. However, her friends _____ (give) her lots of advice, and she feels ready for the adventure.

Exercise 8. Fill in the blanks with the correct form of the verb in Present Perfect.

Anna: Hi! _____ you _____ (see) the new movie yet?

Mike: No, I haven't. But I _____ (read) a lot of reviews about it.

Anna: Me too. I _____ (already / buy) tickets for tomorrow.

Mike: That's great! I _____ (never / watch) a movie in 3D before.

Anna: Oh, it's amazing. I _____ (go) to a 3D movie twice this year.

Exercise 9. Complete the sentences using the correct form of the verb in Present Perfect.

1. I _____ (finish) my homework already.
2. She _____ (visit) Paris three times.
3. They _____ (not / see) this movie before.
4. _____ you ever _____ (eat) sushi?
5. He _____ (lose) his keys again.
6. We _____ (live) in this city for ten years.
7. _____ she _____ (meet) your parents yet?
8. I _____ (not / read) that book yet.
9. The children _____ (break) the vase.
10. John _____ (take) some amazing photos on his trip.

Exercise 10. Translate sentences into English using Present Perfect.

1. Я вже закінчив свою домашню роботу.
2. Вона тричі відвідала Париж.
3. Вони ще не бачили цей фільм.
4. Ми щойно повернулися з магазину.
5. Він ніколи не їв суши.

GRAMMAR GUIDE (UNIT 8)

6. Ми вже купили квитки на концерт.
7. Ти коли-небудь бував за кордоном?
8. Діти розбили вазу.
9. Я ніколи не бачив такого красивого заходу сонця.
10. Вона вже приготувала вечерю.
11. Ми жили у цьому місті десять років.
12. Він не дзвонив мені цього тижня.
13. Вони побували в новому музеї.
14. Ви коли-небудь пробували кататися на ковзанах?
15. Ми ще не вирішили цю проблему.

GRAMMAR TEST

CHECK YOURSELF

Grammar test

| | | |
|----|---|--|
| 1. | He ... on a business trip yesterday. | a) is b) was c) will be d) were |
| 2. | ... she work at an office? | a) is b) was c) does d) do |
| 3. | Our manager ... speak English | a) don't b) doesn't c) isn't d) wasn't |
| 4. | What ... they usually do after classes? | a) does b) do c) are d) is |
| 5. | My daughter ...working now. | a) are b) is c) be d) am |
| 6. | What ... they reading at the moment? | a) were b) are c) is d) am |
| 7. | Where he take his exam? | a) is b) be c) was d) will |
| 8. | The girl always ... the article. | a) translate b) is translate c) translating d) translates |
| 9. | They ... in Kyiv 2 days ago. | a) was b) are |

GRAMMAR TEST

| | | |
|-----|--|---|
| | | c) were d) be |
| 10. | My mother ... the telegram tomorrow. | a) will send b) is send c) will be send d) send |
| 11. | We... ready to have a test in English. | a) didn't b) don't c) aren't d) isn't |
| 12. | My friend ...two foreign languages. | a) know b) knows c) to know d) knowing |
| 13. | The students have English lessons once a week,...? | a) do they b) aren't they c) hasn't they d) don't they |
| 14. | The longer I listen to you.... I understand you. | a) better b) the better c) the best d) good |
| 15. | My relatives ... live abroad. | a) do not b) does not c) have not d) are not |
| 16. | The Parliament ... 450 seats. | a) have b) has c) have had d) haves |
| 17. | ... you in the Crimea last summer? | a) are b) was c) were d) where |
| 18. | ... any managers of your office learn English? | a) are b) do |

GRAMMAR TEST

| | | |
|-----|---|--|
| | | c) have d) does |
| 19. | When ... you at your office? | a) was b) were c) did d) didn't |
| 20. | Where ... you from? | a) is b) was c) are d) will |
| 21. | ... they have a walk in the park every evening? | a) does b) has c) do d) have |
| 22. | We ...happy. | a) was b) is c) were d) won't |
| 23. | What date ... it today? | a) are b) is c) were d) has |
| 24. | Who ... here last year? | a) live b) lived c) lives d) did live |
| 25. | They have three | a) children b) childrens c) child d) childs |
| 26. | Children ... football at the stadium tomorrow. | a) will play b) play c) played d) plays |
| 27. | Lena and Victor ... married last week. | a) will get b) get |

GRAMMAR TEST

| | | |
|-----|---|--|
| | | c) got d) gets |
| 28. | We will go to the library when he ... | a) come b) will come c) comes d) came |
| 29. | When you finish this book I ... it. | a) read b) will read c) reads d) reading |
| 30. | How many languages ... your father ...? | a) does ... know b) do ... know c) will know d) does ... knew |
| 31. | If Boris publishes two articles soon he ... to Paris. | a) will go b) went c) goes d) go |
| 32. | The secretary ... these materials an hour ago. | a) will type b) types c) typed d) type |
| 33. | The Prime Minister of Australia ... tomorrow at 11 a.m. | a) arrive b) will arrive c) arrived d) arrives |
| 34. | Daddy won't take me to the party, ... ? | a) will he b) won't he c) doesn't he d) is he |
| 35. | What ... you ...yesterday? | a) did ... buy b) bought c) do ... buy d) do ... bought |
| 36. | My brothers ... from the University in June. | a) has graduate b) will graduate |

GRAMMAR TEST

| | | |
|-----|---|--|
| | | c) graduate d) be graduate |
| 37. | ... George ... about Kate's visit? | a) did ... know b) do ... know c) are ... going to know d) does ... knows |
| 38. | You train in the gym every day, ...? | a) aren't you b) don't you c) do you d) isn't you |
| 39. | Phillip ... his keys today. | a) lose b) has lost c) will lose d) loses |
| 40. | Timmy lived in Rome, ...? | a) did he b) wasn't he c) didn't he d) isn't he |
| 41. | They ... in Georgia two years ago. | a) was b) were c) are d) is |
| 42. | Our chief ... the documents every day. | a) sign b) signs c) to sign d) is signed |
| 43. | Who ... a new car last week? My friend ... | a) bought, did b) buys, does c) will buy, will d) did, bought |
| 44. | If you ... in time we'll go to the park. | a) come b) will come c) comes d) coming |
| 45. | They will arrive ... Wednesday, won't they? | a) in b) at |

GRAMMAR TEST

| | | |
|-----|--|--|
| | | c) on d) for |
| 46. | The president of the firm ... all the documents yesterday. | a) will sign b) signed c) has signed d) did sign |
| 47. | ... teacher is dictating the text now. | a) mine b) him c) she d) our |
| 48. | As you know this test is ... than the previous one. | a) the most difficult b) difficult c) more difficult d) the difficultiest |
| 49. | The Baikal is ... lake on the planet. | a) deep b) deeper c) the deepest d) as deep as |
| 50. | Merylin Monroe was one of (найпопулярніша) actresses in the world. | a) popular b) more popular c) the most popular d) the popular |

ADDITIONAL MATERIAL
CONDUCTING BUSINESS CORRESPONDENCE IN
ENGLISH, BASIC PHRASES AND STRUCTURE OF LETTERS
(ВЕДЕННЯ ДІЛОВОГО ЛИСТУВАННЯ
АНГЛІЙСЬКОЮ МОВОЮ, ОСНОВНІ ФРАЗИ ТА
СТРУКТУРА ЛИСТІВ)

Структура ділового листа

Початок листа

Dear (Name) – Шановний(а) (Ім'я)

To whom it may concern – Кого це може стосуватися

Dear Sir/Madam – Шановний пане/пані

Вступ

I hope this email finds you well. – Сподіваюся, ви отримали цього листа у гарному настрої.

I am writing to you regarding... – Пишу вам з приводу...

I am reaching out to inquire about... – Звертаюся, щоб дізнатися про...

Thank you for your email dated (date). – Дякую за ваш лист від (дата).

Основна частина

I would like to inform you that... – Хотів(ла) би повідомити, що...

Could you please provide more details about... – Чи не могли б ви надати більше деталей щодо...

We are pleased to offer... – Ми раді запропонувати...

Please note that... – Зверніть увагу, що...

Завершення

Looking forward to your reply. – З нетерпінням чекаю на вашу відповідь.

Should you have any questions, do not hesitate to contact me. – Якщо у вас виникнуть питання, не соромтеся звертатися до мене.

Thank you for your time and consideration. – Дякую за ваш час та увагу.

Заключні фрази:

Best regards – З найкращими побажаннями

Sincerely – Щиро ваш(а)

ADDITIONAL MATERIAL

Yours faithfully – З повагою

Корисні фрази для різних ситуацій:

Запити інформації:

Could you please clarify...? – Чи могли б ви уточнити...?

I would appreciate it if you could send me... – Я був(ла) б вдячний(а), якщо б ви надіслали мені...

We would like to request... – Ми хотіли б запросити...

Пропозиції:

We are happy to propose... – Ми раді запропонувати...

I suggest that we... – Я пропоную, щоб ми...

Let me know your thoughts on this. – Дайте знати, що ви думаєте з цього приводу.

Вибачення:

Please accept our apologies for... –Прийміть наші вибачення за...

We regret any inconvenience caused. – Ми шкодуємо про заподіяні незручності.

I apologize for the delay in responding. –Вибачте за затримку з відповіддю.

Приклади ділових листів

Лист із запитом інформації

Subject: Request for Product Details

Тема: Запит на деталі продукту

Dear (Name),

I hope this email finds you well. I am reaching out to inquire about the specifications of (product/service). Could you please send me a detailed description along with pricing information?

Looking forward to your reply.

Best regards,

(Your Name)

Шановний(а) (Ім'я),

Сподіваюся, ви отримали цього листа у гарному настрої. Я звертаюся, щоб дізнатися про специфікації (продукту/послуги). Чи могли б ви надіслати детальний опис разом з інформацією про ціни?

З нетерпінням чекаю вашої відповіді.

З найкращими побажаннями,

(Ваше ім'я)

ADDITIONAL MATERIAL

Лист-вибачення:

Subject: Apologies for the Delay

Тема: Вибачення за затримку

Dear (Name),

Please accept my sincere apologies for the delay in delivering (product/service). We encountered unforeseen circumstances that caused the delay. Rest assured, we are doing everything possible to resolve the issue promptly.

Thank you for your understanding.

Sincerely,

(Your Name)

Шановний(а) (Ім'я),

Прийміть мої щирі вибачення за затримку в доставці (продукту/послуги). Ми зіткнулися з непередбаченими обставинами, які спричинили цю затримку. Запевняю вас, що ми докладаємо всіх зусиль, щоб вирішити ситуацію якомога швидше.

Дякую за ваше розуміння.

Щиро ваш (а),

(Ваше ім'я)

Важливі деталі для оформлення листа:

Використовуйте офіційний стиль і уникайте сленгу.

Перевіряйте граматику та пунктуацію перед відправленням.

Пишіть чітко та структуровано.

Уникайте довгих речень.

ADDITIONAL MATERIAL

USEFUL PHRASES FOR CONDUCTING A BUSINESS PHONE CONVERSATION

(КОРИСНІ ФРАЗИ ДЛЯ ПРОВЕДЕННЯ ДІЛОВОЇ ТЕЛЕФОННОЇ РОЗМОВИ)

1. Початок розмови:

- Good morning/afternoon, this is (Your Name) from (Company Name).

Добрий ранок/день, це (Ваше ім'я) з (Назва компанії).

- May I speak to (Name), please?

Чи можу я поговорити з (Ім'я), будь ласка?

- I am calling regarding (topic).

Я телефоную з приводу (тема).

- Could you put me through to (Name)/the (Department Name), please?

Чи могли б ви з'єднати мене з (Ім'я)/(Назва відділу), будь ласка?

2. Запит уточнень:

- Could you please clarify that for me?

Чи могли б ви уточнити це для мене?

- Can you repeat that, please?

Чи могли б ви повторити, будь ласка?

- Could you spell that for me, please?

Чи могли б ви продиктувати це по буквах, будь ласка?

- Let me just confirm I understood correctly: (restate the information).

Дозвольте підтвердити, що я зрозумів(ла) правильно: (повторіть інформацію).

3. Узгодження часу/зустрічей

- When would be a good time to discuss this?

Коли було б зручно обговорити це?

- Could we schedule a meeting for (date and time)?

Чи можемо ми запланувати зустріч на (дата і час)?

- Would (time) work for you?

Чи підходить вам (час)?

- I'll send a calendar invite shortly.

Я незабаром надішлю запрошення в календарі.

4. Обговорення питань

- I'd like to discuss (specific topic).

Я б хотів(ла) обговорити (конкретна тема).

- What are your thoughts on (topic)?

ADDITIONAL MATERIAL

Що ви думаєте про (тема)?

- Could you elaborate on that?

Чи могли б ви детальніше пояснити?

- What would be the next steps from your side?

Які будуть наступні кроки з вашого боку?

5. Вибачення та затримки

- I'm sorry for the delay in getting back to you.

Вибачте за затримку з відповіддю.

- Unfortunately, we are facing some delays.

На жаль, ми зіткнулися з деякими затримками.

- Please accept our apologies for any inconvenience caused.

Прийміть наші вибачення за будь-які незручності.

6. Завершення розмови

- Thank you for your time. I'll follow up via email.

Дякую за ваш час. Я надішлю подальшу інформацію електронною поштою.

- It was great speaking with you. Have a nice day!

Було приємно поговорити з вами. Гарного дня!

-I look forward to hearing from you soon.

З нетерпінням чекаю вашої відповіді.

-Please don't hesitate to contact me if you need further assistance.

Не соромтеся звертатися до мене, якщо вам потрібна додаткова допомога.

Корисні слова та вирази:

Hold on a moment, please. – Зачекайте хвилинку, будь ласка.

Let me check that for you. – Дозвольте перевірити це для вас.

I'm putting you on speakerphone. – Я вмикаю вас на гучномовець.

The line is breaking up, could you repeat that? – Лінія переривається, чи могли б ви повторити?

I'll transfer your call to (Name/Department). – Я перенаправлю ваш дзвінок до (Ім'я/відділ).

**EXPRESSIONS FOR SUCCESSFUL SPEECH AND
DEFENDING YOUR POINT OF VIEW
(ВИРАЗИ ДЛЯ УСПІШНОГО ВИСТУПУ ТА
ВІДСТОЮВАННЯ СВОЄЇ ТОЧКИ ЗОРУ)**

1. Початок виступу

- Good morning/afternoon everyone. Thank you for being here today.
Доброго ранку/дня всім. Дякую, що приєдналися сьогодні.
- Let me start by saying...
Дозвольте розпочати з того, що...
- The purpose of my presentation is...
Мета моєї презентації – це...
- Today, I'd like to talk about...
Сьогодні я хотів(ла) би поговорити про...
- I'll begin by outlining the main points.
Я розпочну з окреслення основних пунктів.

2. Представлення своєї позиції

- I strongly believe that...
Я твердо переконаний(а), що...
- In my opinion...
На мою думку...
- From my perspective...
З моєї точки зору...
- I'm confident that...
Я впевнений(а), що...
- There are three key reasons why I believe this to be true...
Є три ключові причини, чому я вважаю це правдою...

3. Пояснення своєї точки зору

- Let me elaborate on this.
Дозвольте мені детальніше пояснити.
- To illustrate this point, consider...
Щоб пояснити це, розгляньте...
- For example/For instance...
Наприклад...
- The data clearly shows that...
Дані чітко показують, що...

ADDITIONAL MATERIAL

- This is supported by the fact that...

Це підтверджується тим фактом, що...

4. Переконавання аудиторії

- You'll agree that...

Ви погодитесь, що...

- I'm sure you can see how this benefits us all.

Я впевнений(а), що ви бачите, як це приносить користь нам усім.

- It's clear that...

Це очевидно, що...

- Wouldn't you agree that...?

Хіба ви не погодитесь, що...?

- This solution is both effective and practical.

Це рішення є одночасно ефективним і практичним.

5. Заперечення та відповіді на критику

- I understand your concern, but...

Я розумію ваше занепокоєння, але...

- That's a valid point, however...

Це слушна думка, однак...

- Let me explain why I disagree.

Дозвольте мені пояснити, чому я не погоджуюся.

- While it's true that... I believe that...

Хоча це правда, що... Я вважаю, що...

- I see things differently because...

Я бачу це по-іншому, тому що...

- Let's look at the bigger picture.

Давайте поглянемо на це з ширшої перспективи.

6. Аргументація та підкріплення

- The evidence suggests that...

Докази свідчать про те, що...

- Research shows that...

Дослідження показують, що...

- According to,...

Згідно з,...

- Statistically speaking...

З точки зору статистики...

- Let's consider the facts.

ADDITIONAL MATERIAL

Давайте розглянемо факти.

7. Підведення підсумків

- To summarize my main points...

Щоб підсумувати мої основні пункти...

- In conclusion...

На завершення...

- The key takeaway is...

Головний висновок – це...

- I'm confident this approach will lead to success.

Я впевнений(а), що цей підхід приведе до успіху.

- Thank you for your time and attention.

Дякую за ваш час та увагу.

8. Залучення аудиторії

- Does anyone have any questions?

Чи є у когось запитання?

- What do you think about this?

Що ви думаєте про це?

- I'd love to hear your feedback.

Я був(ла) би радий(а) почути вашу думку.

- Let's discuss this further.

Давайте обговоримо це детальніше.

9. Додаткові фрази для переконливості

- It's worth noting that...

Варто зазначити, що...

- Let me emphasize this point...

Дозвольте мені наголосити на цьому...

- This is the best course of action because...

Це найкращий план дій, оскільки...

- I'm confident we can achieve great results if...

Я впевнений(а), що ми зможемо досягти чудових результатів, якщо...

ADDITIONAL MATERIAL

USEFUL PHRASES FOR GIVING A BUSINESS PRESENTATION (КОРИСНІ ФРАЗИ ДЛЯ ПРОВЕДЕННЯ ДІЛОВОЇ ПРЕЗЕНТАЦІЇ)

1. Початок презентації

Привітання аудиторії:

- Good morning/afternoon, everyone. Thank you for joining me today.

Доброго ранку/дня всім. Дякую, що приєдналися сьогодні.

- It's a pleasure to be here with you today.

Радий(а) бути тут з вами сьогодні.

Вступ до теми:

- Today, I'm going to talk about...

Сьогодні я розповім про...

- The purpose of this presentation is to...

Мета цієї презентації – це...

- By the end of this presentation, you'll have a clear understanding of...

До кінця цієї презентації ви матимете чітке уявлення про...

Окреслення структури:

- I've divided my presentation into three main parts: [list parts].

Я поділив(ла) свою презентацію на три основні частини: [перелік частин].

- We'll start by looking at..., then move on to..., and finally we'll discuss....

Спочатку ми розглянемо..., потім перейдемо до..., і нарешті обговоримо....

2. Переходи між частинами презентації

Перехід до наступного пункту:

- Let's move on to the next point.

Давайте перейдемо до наступного пункту.

- This brings us to the next part of the presentation.

Це підводить нас до наступної частини презентації.

ADDITIONAL MATERIAL

Пояснення пункту:

- Here's what I mean by that.

Ось що я маю на увазі.

- Let me explain this in more detail.

Дозвольте пояснити це детальніше.

Повернення до попереднього:

- Let's go back to the point I made earlier about...

Давайте повернемося до пункту, який я згадував раніше про...

- As I mentioned earlier...

Як я згадував(ла) раніше...

3. Використання візуальних матеріалів

Представлення слайдів/графіків:

- As you can see on this slide...

Як ви можете бачити на цьому слайді...

- This chart shows...

Ця діаграма показує...

- Let me draw your attention to...

Дозвольте звернути вашу увагу на...

Пояснення даних:

- The data clearly indicates that...

Дані чітко вказують на те, що...

- This figure highlights the importance of...

Цей показник підкреслює важливість...

- According to this graph...

Згідно з цим графіком...

4. Залучення аудиторії

Запитання для аудиторії:

- How many of you are familiar with...?

Скільки з вас знайомі з...?

- What do you think about...?

Що ви думаєте про...?

- Does anyone have any questions at this point?

Чи є у когось запитання на цьому етапі?

ADDITIONAL MATERIAL

Заохочення до участі:

- I'd love to hear your thoughts on this.

Мені було б цікаво почути вашу думку щодо цього.

- Feel free to share your ideas.

Не соромтеся ділитися своїми ідеями.

5. Висновки та завершення

Підведення підсумків:

- To summarize...

Щоб підсумувати...

- In conclusion, we've covered...

На завершення, ми розглянули...

- The key takeaway is...

Головний висновок – це...

Подяка аудиторії:

- Thank you for your attention.

Дякую за вашу увагу.

- I appreciate your time and interest.

Я ціную ваш час та інтерес.

Запрошення до запитань:

- If you have any questions, I'd be happy to answer them now.

Якщо у вас є запитання, я буду радий(а) відповісти на них зараз.

- Feel free to ask any questions you may have.

Не соромтеся задавати будь-які запитання, які у вас є.

Корисні фрази для переконливості:

- I'm confident that this approach will...

Я впевнений(а), що цей підхід...

- This solution is both innovative and practical.

Це рішення є одночасно інноваційним і практичним.

- The benefits of this strategy are clear.

Переваги цієї стратегії очевидні.

- Let's focus on how this can drive success.

Давайте зосередимося на тому, як це може привести до успіху.

ADDITIONAL MATERIAL

USEFUL EXPRESSIONS WHEN APPLYING FOR JOB (КОРИСНІ ВИРАЗИ ПРИ ПРАЦЕВЛАШТУВАННІ)

1. Вступна частина співбесіди

Привітання та вдячність:

- Good morning/afternoon, thank you for having me here today.

Доброго ранку/дня, дякую, що запросили мене сьогодні.

- I'm excited to be here and discuss my application.

Я радий(а) бути тут і обговорити свою кандидатуру.

Самопрезентація:

- Let me introduce myself. My name is (Name), and I'm a (profession/field).

Дозвольте представитися. Мене звати (Ім'я), і я (професія/сфера діяльності).

- I have (X years) of experience in (field/industry).

У мене (X років) досвіду роботи в (сфера/галузь).

- I specialize in (specific skills or area).

Я спеціалізуюся на (конкретні навички або галузь).

2. Обговорення досвіду та навичок

Опис досвіду роботи:

- In my previous role at (Company Name), I was responsible for (tasks or achievements).

На моїй попередній посаді в (Назва компанії) я відповідав(ла) за (завдання або досягнення).

- I successfully managed (project/task), which resulted in (specific results).

Я успішно керував(ла) (проєктом/завданням), що привело до (конкретних результатів).

- One of my key achievements was (specific achievement).

Одним із моїх головних досягнень було (конкретне досягнення).

Опис навичок:

- I have strong skills in (specific skills), which I've developed through (experience or training).

Я маю сильні навички в (конкретні навички), які я розвинув(ла) через (досвід або навчання).

ADDITIONAL MATERIAL

- I'm proficient in (tools/technologies).

Я добре володію (інструменти/технології).

- I'm a quick learner and adaptable to new environments.

Я швидко навчаюся і легко адаптуюся до нових умов.

3. Обговорення мотивації

Чому ви хочете працювати в цій компанії:

- I'm impressed by your company's commitment to (specific value or mission).

Мене вражає прагнення вашої компанії до (конкретне значення або місія).

- I admire the innovative approach your company takes in (specific area).

Я захоплююся інноваційним підходом вашої компанії в (конкретна сфера).

- I believe this role aligns perfectly with my skills and career goals.

Я вважаю, що ця роль ідеально відповідає моїм навичкам і кар'єрним цілям.

Ваш внесок у компанію:

- I'm confident that my experience in [field] will bring value to your team.

Я впевнений(а), що мій досвід у [сфера] принесе користь вашій команді.

- I'm eager to contribute to [specific goal or project].

Я готовий(а) зробити свій внесок у [конкретна мета або проєкт].

4. Відповіді на складні запитання

Щодо прогалин у резюме:

- During that time, I focused on (self-improvement/project/education), which helped me grow professionally.

У той час я зосередився(лася) на (самовдосконалення/проєкт/освіта), що допомогло мені професійно зрости.

Чому ви хочете змінити роботу:

- I'm looking for new challenges and opportunities to grow in (specific field).

Я шукаю нові виклики та можливості для зростання в (конкретна сфера).

- I'm seeking a role that allows me to use my skills in (specific area) more effectively.

Я шукаю посаду, яка дозволить мені ефективніше використовувати мої навички в (конкретна сфера).

ADDITIONAL MATERIAL

5. Завершення співбесіди

Питання до роботодавця:

Could you tell me more about the team I'd be working with?

Чи могли б ви розповісти більше про команду, з якою я працюватиму?

What does success in this role look like in the first six months?

Як виглядає успіх на цій посаді протягом перших шести місяців?

Are there opportunities for professional development and growth?

Чи є можливості для професійного розвитку та зростання?

Заключні слова:

- Thank you for the opportunity to interview for this position.

Дякую за можливість пройти співбесіду на цю посаду.

- I'm very interested in this role and look forward to hearing from you.

Я дуже зацікавлений(а) у цій ролі і з нетерпінням чекаю вашої відповіді.

- Please let me know if you need any additional information.

Будь ласка, повідомте, якщо вам потрібна додаткова інформація.

6. Корисні фрази для супровідного листа та резюме

Супровідний лист:

- I am writing to express my interest in the (Position Name) at (Company Name).

Я пишу, щоб висловити зацікавленість у посаді [Назва посади] у компанії (Назва компанії).

- I'm excited about the opportunity to contribute to your team.

Мене надихає можливість зробити свій внесок у вашу команду.

Резюме:

- Key Achievements:

Ключові досягнення:

- Proven track record of...

Доведений досвід у...

- Experienced in [specific area] with strong skills in [specific skills].

Маю досвід у [конкретна сфера] та сильні навички у [конкретні навички].

AUDIOSCRIPTS

AUDIOSCRIPTS

Unit 1. Audioscript 1. A Day at the Office.

John: Hi, Sarah! How's your day going?

Sarah: Pretty good, thanks! How about yours?

John: Busy as usual. I usually arrive at the office around 9 a.m. This morning, I had a meeting with the team at 10.

Sarah: That sounds early!

John: Yeah, but it went well. After the meeting, I grabbed a coffee and worked on a report until lunchtime.

Sarah: What time do you have lunch?

John: Around 1 p.m. I usually bring my lunch from home and eat in the break room.

Sarah: That's nice! What's on your schedule for the afternoon?

John: I need to finish the report and send it to the manager before 4 p.m. Then I'll answer some emails and leave the office around 5.

Sarah: Sounds like a productive day!

Unit 2. Audioscript 2. Delivery Services.

(*A: Delivery Service Operator, B: Customer*)

A: Good afternoon! This is FastTrack Delivery. How can I help you?

B: Hi! I'd like to send a package to my friend in London. Can you tell me how it works?

A: Of course! First, I'll need the package details. How big is it and how much does it weigh?

B: It's a small box, about 2 kilograms.

A: Great! We offer standard delivery, which takes 3-5 days, or express delivery, which arrives in 1-2 days. Which one do you prefer?

B: I think express delivery is better. How much will it cost?

A: Let me check... It will cost £15 for express service.

B: That's fine. Do you need my friend's address now?

A: Yes, please.

B: Sure. The address is 45 Green Street, London.

A: Got it! Anything else?

B: No, that's all. Thank you!

A: You're welcome. Have a great day!

Unit 3. Audioscript 3. The History of a Company.

(A: Interviewer, B: Company Representative)

A: Good morning, and thank you for joining us! Can you tell us a little about your company's history?

B: Of course! Our company, BrightTech, was founded in 2005 by two friends, Sarah and James. They started in a small garage with just one computer and a big dream.

A: That sounds inspiring! What was their first product?

B: Their first product was a simple app for organizing tasks. It became very popular, and that's when the company started to grow.

A: How big is the company now?

B: Today, BrightTech has offices in 10 countries and more than 2,000 employees.

A: Wow! What's the company's mission?

B: Our mission is to make people's lives easier with technology.

A: Thank you for sharing your story. It's amazing to see how BrightTech has grown!

B: Thank you!

Unit 4. Audioscript 4. A Business Trip.

Anna: Hi, John! How are you?

John: Hi, Anna! I'm doing well, thanks. How about you?

Anna: I'm good, thanks. So, I heard you're going on a business trip next week. Where are you going?

John: Yes, that's right. I'm heading to Berlin for a conference. I have a meeting with a potential client there.

Anna: That sounds exciting! What will you be doing at the conference?

John: I'll be attending several sessions about new technology in our industry. It's also a great chance to network with other professionals.

Anna: Sounds like a great opportunity! Do you already have your flight and hotel booked?

John: Yes, I've already booked my flight and hotel. I'll stay at a hotel near the conference venue, so it's very convenient.

Anna: Great! How long will you stay there?

John: I'll be there for three days. I have the conference on the first two days, and then I'll spend the last day meeting with the client and going over some projects.

Anna: That sounds like a busy but productive trip! I hope everything goes well.

John: Thanks! I'm looking forward to it. Hopefully, I'll get some good business contacts.

Unit 5. Audioscript 5. At the Exhibition.

Mike: Hi, Mike! How's the exhibition going for you so far?

Anna: Hi, Anna! It's great. We've already had over 50 visitors at our booth today. How about you?

Mike: Not bad! We've been handing out brochures and explaining our new product features. People seem interested.

Anna: That's good to hear. Are you planning to attend the networking session later?

Mike: Definitely. It's a great opportunity to meet potential clients and partners. What about you?

Anna: Yes, I'll be there. By the way, did you check out the innovation zone?

Mike: Not yet. I've been busy with presentations. Is it worth visiting?

Anna: Absolutely. They're showcasing some amazing AI-driven products. You should take a look.

Mike: Thanks for the tip. I'll try to visit during the lunch break.

Anna: Sure. Let's catch up at the networking session later.

Mike: Sounds good. See you then!

Unit 6. Audioscript 6. The Products of the Future.

John: Have you seen the latest tech gadgets? Some of them are really impressive!

Sara: Yes, I have! I'm particularly excited about those smart glasses. They seem like something straight out of a sci-fi movie.

John: I know, right? They're going to change the way we interact with the world. You can get directions, make calls, and even read messages all without taking out your phone.

Sara: That's amazing! But what about the environmental impact? I hope these products are eco-friendly.

John: Absolutely. The companies are focusing on sustainability. Many products are made from recycled materials, and they're designed to be energy-efficient.

Sara: That's a relief. What about the self-driving cars? Do you think they'll be common in the near future?

John: I believe so! They're already being tested on the roads, and they could help reduce traffic accidents and make transportation more efficient.

Sara: I can't wait for that. The future is going to be incredible!

Unit 7. Audioscript 7. Product Competitiveness.

David: Have you noticed how many new smartphones are being released this year? It's incredible!

Lisa: Yes, the market is so competitive. Every company is trying to outdo the others with new features and lower prices.

David: Exactly. One company just launched a phone with a 100 MP camera! That's a huge selling point.

Lisa: That's true, but I think people also care about reliability and battery life. A phone with a great camera but poor battery won't win many customers.

David: I agree. It's all about finding the right balance between features and price. If you offer a product with great value for money, you're more likely to succeed.

Lisa: Absolutely. And customer reviews play a big role. If a product gets positive feedback, it can really boost sales.

David: Yes, building a strong brand reputation is key. Once you have that, you can compete with the bigger players in the market.

Lisa: Definitely. It's not just about having the best product, but also how you market it. A strong marketing strategy can make all the difference.

Unit 8. Audioscript 8. Work Experience.

Tom: Hi, Sarah! How's your first week at the new job going?

Sarah: Hi, Tom! It's going well. I'm still learning the ropes, but I'm enjoying it so far. The team is really helpful.

Tom: That's great! What are your main responsibilities?

Sarah: I'm working as a marketing assistant, so I help with creating social media content and organizing campaigns.

Tom: Sounds interesting! Have you had any challenges yet?

Sarah: A little. I'm still getting used to the software we use, but I'm confident I'll pick it up quickly.

Tom: That's the spirit! Work experience can be a bit overwhelming at first, but it gets easier with time.

Sarah: I agree. I've learned so much already, and I'm looking forward to taking on more tasks.

Tom: That's awesome! Keep up the good work, Sarah. It's all about gaining experience and developing your skills.

Sarah: Thanks, Tom! I'm excited for what's next!

КЛЮЧІ ДО ТЕСТІВ

Ключ до лексичного тесту

| | | | | | | | | | |
|------|------|------|------|------|------|------|------|------|------|
| 1.a | 2.b | 3.c | 4.b | 5.b | 6.c | 7.d | 8.c | 9.b | 10.b |
| 11.d | 12.a | 13.a | 14.c | 15.c | 16.b | 17.a | 18.b | 19.c | 20.a |
| 21.a | 22.a | 23.b | 24.a | 25.b | 26.d | 27.c | 28.a | 29.b | 30.a |
| 31.a | 32.d | 33.a | 34.d | 35.c | 36.a | 37.c | 38.c | 39.b | 40.a |
| 41.a | 42.c | 43.c | 44.d | 45.a | 46.a | 47.c | 48.a | 49.b | 50.a |
| 51.d | 52.d | 53.d | 54.c | 55.d | 56.a | 57.d | 58.b | 59.b | 60.c |
| 61.b | 62.b | 63.a | 64.c | 65.b | 66.b | 67.d | 68.a | 69.a | 70.a |
| 71.a | 72.a | 73.d | 74.a | 75.c | 76.a | 77.d | 78.d | 79.d | 80.c |

Ключ до граматичного тесту

| | | | | | | | | | |
|------|------|------|------|------|------|------|------|------|------|
| 1.b | 2.c | 3.b | 4.b | 5.b | 6.b | 7.d | 8.d | 9.c | 10.a |
| 11.c | 12.b | 13.d | 14.b | 15.a | 16.b | 17.c | 18.b | 19.b | 20.c |
| 21.c | 22.c | 23.b | 24.b | 25.a | 26.a | 27.c | 28.c | 29.b | 30.a |
| 31.a | 32.c | 33.d | 34.a | 35.a | 36.c | 37.a | 38.b | 39.b | 40.c |
| 41.b | 42.b | 43.a | 44.a | 45.c | 46.b | 47.d | 48.c | 49.c | 50.c |

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ДОДАТКИ

Додаток А

ІНФОРМАЦІЙНИЙ ОБСЯГ ОСВІТНЬОЇ КОМПОНЕНТИ

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- Тема 2. Граматика: Present Simple.
- Тема 3. Розпорядок робочого дня.
- Тема 4. Призначення ділової зустрічі.
- Тема 5. Опитування співробітників.
- Тема 6. Граматика: Questions.
- Тема 7. Знайомство з діловими партнерами.
- Тема 8. Комунікативна ситуація: знайомство з партнерами по бізнесу.
- Тема 9. Business Workshop: Співбесіда.
- Модульна контрольна робота № 1.

Модуль 2

- Тема 10. Послуги доставки.
- Тема 11. Граматика: Countable / Uncountable Nouns.
- Тема 12. Замовлення товарів по телефону.
- Тема 13. Граматика: модальне дієслово Can / Can't.
- Тема 14. Написання ділового імейла.
- Тема 15. Граматика: There is / There are.
- Тема 16. Ділові домовленості.
- Тема 17. Комунікативна ситуація: досягнення домовленості з діловим партнером.
- Тема 18. Business Workshop: Планування корпоративної вечірки.
- Модульна контрольна робота № 2.

Модуль 3

- Тема 19. Історія створення компанії.
- Тема 20. Граматика: Past Simple.
- Тема 21. Переїзд до нового офісу.
- Тема 22. Написання розпоряджень.
- Тема 23. Успішність компанії.
- Тема 24. Граматика: Regular / Irregular Verbs.
- Тема 25. Життєвий цикл проекту.
- Тема 26. Комунікативна ситуація: обговорення проекту.
- Тема 27. Business Workshop: Написання імейла про зміни в компанії.
- Модульна контрольна робота № 3.

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Тема 28. Відрадження.
Тема 29. Граматика: Present Continuous для вираження майбутніх дій.
Тема 30. В аеропорту / На вокзалі.
Тема 31. Затримка та відміна рейсів / відправлень.
Тема 32. Розсилка новин електронною поштою.
Тема 33. Граматика: Present Continuous для вираження теперішніх дій.
Тема 34. Відеоконференції.
Тема 35. Комунікативна ситуація: вирішення проблем із зв'язком під час відеоконференції.
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Тема 37. Ярмарки та виставки.
Тема 38. Граматика: Going to для вираження намірів та планів.
Тема 39. Ділова розмова по телефону.
Тема 40. Організація конференцій.
Тема 41. Написання запрошень.
Тема 42. Граматика: Would / Want.
Тема 43. Спілкування з клієнтами.
Тема 44. Комунікативна ситуація: Small talk.
Тема 45. Business Workshop: Участь у конференції.
Модульна контрольна робота № 5.

Модуль 6

Тема 46. Товари майбутнього.
Тема 47. Граматика: Future Simple.
Тема 48. Проблеми при замовленні товарів.
Тема 49. Робота зі скаргами клієнтів.
Тема 50. Процес виробництва.
Тема 51. Граматика: Present Simple Passive.
Тема 52. Створення замовлення.
Тема 53. Комунікативна ситуація: Уточнення деталей замовлення.
Тема 54. Business Workshop: Екологічно чисті товари.
Модульна контрольна робота №6.

Модуль 7

Тема 55. Конкурентоспроможність товарів.
Тема 56. Граматика: Comparatives.
Тема 57. Встановлення вартості послуг.
Тема 58. Надання послуг з працевлаштування.
Тема 59. Особливості компаній з надання послуг.
Тема 60. Граматика: Superlatives.
Тема 61. Презентація компанії.
Тема 62. Комунікативна ситуація: Презентація товарів / послуг компанії.

Тема 63. Business Workshop: Аналіз конкурентних позицій.

Модульна контрольна робота № 7.

Модуль 8

Тема 64. Досвід роботи у компанії.

Тема 65. Граматика: Present Perfect.

Тема 66. Оголошення про вакансію в компанії.

Тема 67. Відбір кандидатів на заміщення вакантної посади.

Тема 68. Створення професійного портфоліо.

Тема 69. Граматика: Present Perfect vs Past Simple.

Тема 70. Співбесіда.

Тема 71. Комунікативна ситуація: Проходження співбесіди.

Тема 72. Business Workshop: Організація співбесіди.

Модульна контрольна робота № 8.

КРИТЕРІЇ ОЦІНЮВАННЯ ЗНАНЬ СТУДЕНТІВ З САМОСТІЙНОЇ РОБОТИ ОСВІТНЬОЇ КОМПОНЕНТИ «ДІЛОВА ІНОЗЕМНА МОВА»

Оцінювання навчальних досягнень здобувачів вищої освіти з навчальної дисципліни «Ділова іноземна мова» за всіма видами навчальних робіт проводиться за поточним (перевірка виконання завдань для самостійного відпрацювання, робота під час практичних занять, тестовий контроль, тощо) модульним (виконання модульних контрольних робіт) та підсумковим (залік, екзамен) видами контролю.

Здобувача вищої освіти варто вважати атестованим, якщо сума балів, одержаних за результатами підсумкової/семестрової перевірки успішності, дорівнює або перевищує 60. Максимально/мінімально можлива кількість балів за поточний і модульний контроль упродовж семестру – 60/36 та максимально/мінімально можлива кількість балів, набраних на заліку/екзамени – 40/24.

Здобувач вищої освіти одержує підсумкову оцінку за залік з навчальної дисципліни, якщо за результатами поточного контролю він набрав 60 балів. Якщо за результатами поточного контролю здобувач вищої освіти набрав менше 60 балів, він повинен виконати залікове завдання і з урахуванням його результатів одержати відповідну кількість залікових балів із дисципліни.

Якщо за результатами поточного контролю здобувач вищої освіти набрав 60 балів, проте хоче поліпшити свій підсумковий результат, він також може виконати залікове завдання і з урахуванням його результатів підвищити свою підсумкову оцінку з дисципліни.

До підсумкового контролю з навчальної дисципліни допускаються здобувачі вищої освіти, які виконали всі види індивідуальних завдань та обов'язкових робіт, передбачених робочою програмою навчальної дисципліни.

Загальна підсумкова оцінка (сума балів) за залік з навчальної дисципліни, обов'язково складається з оцінки поточного та/або періодичного контролю результатів навчання впродовж семестру та оцінки результатів навчання за проведені контрольні заходи під час підсумкового контролю.

Максимальну кількість балів за поточний та/або періодичний контроль і під час підсумкового контролю визначає викладач, про що вказує у робочій програмі навчальної дисципліни.

Шкала оцінювання знань здобувачів вищої освіти

| Оцінка за університетською шкалою | | Оцінка в балах | Оцінка за шкалою ECTS | |
|-----------------------------------|--------------|----------------|-----------------------|--|
| Екзамен | Залік | | Оцінка | Пояснення |
| Відмінно | Зараховано | 90-100 | A | відмінне виконання лише з незначною кількістю помилок |
| Добре | | 82-89 | B | вище середнього рівня з кількома помилками |
| | | 74-81 | C | в цілому правильне виконання з певною кількістю суттєвих помилок |
| Задовільно | | 64-73 | D | непогано, але зі значною кількістю недоліків |
| | | 60-63 | E | виконання задовольняє мінімальним критеріям |
| Незадовільно | Незараховано | 35-59 | FX | з можливістю повторного складання |
| | | 1-34 | F | з обов'язковим повторним курсом |

**Світлана СИТНЯКІВСЬКА
Юлія БАРАБАШУК
Сніжана КУБРАК**

ДІЛОВА ІНОЗЕМНА МОВА

Навчальний посібник
*для самостійної роботи здобувачів першого (бакалаврського)
рівня вищої освіти першого року навчання*

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