

Завдання з дисципліни ділова іноземна мова  
для практичних занять для студентів груп  
БКР -31-7, БКР-31-6

старшого викладача Яценко С.С.

## Тема 1

Тема1.

"There+to be" (Present and Past Simple)

Поєднанню there з різними формами дієслова be відповідає  
величезна кількість повноцінних українських дієслів,  
наприклад:

---

---

---

---

є

з'явився відбудеться

знаходиться можна побачити

можна зустріти

is, are

висить лежить

нараховується

will be THERE was, were

наприклад:

---

There are many good actors in Ukraine. – В Україні багато гарних артистів.

або

There were many good actors in Ukraine. – В Україні було багато гарних артистів.

Але також можливо поставити обставину на перше місце: In Ukraine there are/there were many good actors.

У реченнях із зворотом there is/ there are може з'явитися прислівниковий зворот:

There is a car parked in the yard. – На дворі стоїть машина.

There is a man ringing the door bell. – У двері хтось дзвонить.

одн. мн.

одн. множ.

одн.

одн. множ.

Питання з there

"Позитивн" питання:

Теперішній час

Is there any / anyone / anything ...? Are there any...?

Минулий час

Was there any / anyone / anything ...? Were there any...?

"Негативні" питання:

Теперішній час

Isn't there any / anyone / anything...? Aren't there any...?

Минулий час

Wasn't there any / anyone / anything...? Weren't there any...?

4. Many, much, few, little

---

Much та (a) little уживаються з іменниками, які мають лише форму однини чи множини, а many і (a) few з іменниками в множині.

much milk much rice (a) little wine (a) little sugar

Much та many головним чином уживаються в питаннях і заперечних реченнях.

How much milk have we got?	We haven't got much milk.
Is there much rice left? Has he got many books?	There isn't much rice left. He hasn't got many books.

У стверджувальних реченнях зазвичай уживаються a lot (of), lots (of) і plenty (of), а ні much і many.

We've got a lot of milk. (Not: We've got much milk.) There's lots of rice left. (Not: There's much rice left.)  
He's got plenty of books. (Not normally: He's got many books.)

Проте дуже часто уживаються much і many у стверджувальних реченнях після too, as, so і very.	
We've got far too much milk. Take as much milk as you want.	I've got so many jobs to do today. We enjoyed the party very much.
A little і a few мають позитивне значення. A little означає 'невелика, але деяка кількість'; a few означає 'невелике, але деяке число'.	
There's still a little work to do before we go home. (= невеликий, але деякий об'єм роботи.)	The exam was extremely difficult, but a few students passed it. (= невелике, але деяке число студентів.)
Little і few, без a, мають більш негативне забарвлення. Little означає 'небагато' або 'майже нічого', few також означає 'небагато' або 'майже нічого'.	
There's little work to do. We've already finished most of it. (= майже немає роботи)	The exam was extremely difficult and few students passed it. (= майже немає студентів)

Grammar exercises 1) Fill There is or There are in the gaps below:

1. \_\_\_\_\_ five pens in the box. 2. \_\_\_\_\_ a car in the garage.
3. \_\_\_\_\_ some books on the table.
4. \_\_\_\_\_ a telephone in the bedroom. 5. \_\_\_\_\_ two tables in the kitchen.
6. \_\_\_\_\_ many birds in that tree.
7. \_\_\_\_\_ a magazine on the floor.
8. \_\_\_\_\_ four chairs in the room.
9. \_\_\_\_\_ seven days in a week.

10. \_\_\_\_\_ a drink in the fridge.

2) Add there is or there are to the following sentences:

Example: There are many stars in the sky.

1. \_\_\_\_\_ a fly in my soup. (There is, There are)

2. \_\_\_\_\_ many parks in New York. (There is, There are)

3. \_\_\_\_\_ any tigers in Africa. (There isn't, There aren't)

4. \_\_\_\_\_ lots of hotels in big cities. (There is, There are)

5. \_\_\_\_\_ a bank near here? (Is there, Are there)

6. \_\_\_\_\_ life on Mars? (Is there, Are there)

7. \_\_\_\_\_ a telephone I can use? (Is there, Are there)

8. \_\_\_\_\_ a football game tomorrow. (There is, There are)

9. \_\_\_\_\_ 8 students in my class. (There is, There are)

10. \_\_\_\_\_ many people my town. (There isn't, There aren't)

3) Fill in all the gaps.

1. \_\_\_\_\_ a lot of traffic in Valencia.

2. \_\_\_\_\_ anywhere to park around here?

3. \_\_\_\_\_ much sugar.

4. \_\_\_\_\_ enough time to finish?

5. \_\_\_\_\_ a few bananas and a few apples.

6. \_\_\_\_\_ only one way to solve this problem.

7. \_\_\_\_\_ anyone here who wants to volunteer?

8. \_\_\_\_\_ many tigers left in the world.

9. \_\_\_\_\_ a lot of information available on this issue.

10. \_\_\_\_\_ any public buses in Los Angeles?

Many, much, few, little

1) Fill in the blanks with much/many or a few/a little.

Example: My mother has got \_\_\_\_\_ bracelets not many. (key = a  
1. Not a lot, only \_\_\_\_\_ .

2. No, I prefer to wear tank tops. I only have \_\_\_\_\_ dress shirts.

3. May I borrow \_\_\_\_\_ books about economics from you?

4. I wash all my clothes, but I only iron \_\_\_\_\_ of them.

5. I tried on \_\_\_\_\_ pairs of high heels, but I bought a pair of sneakers. 6. I only carry money and my glasses in my handbag.

7. I love swimming very \_\_\_\_\_ .

8. I have \_\_\_\_\_ scarves. I like to wear them when it's cold outside.

9. I have got \_\_\_\_\_ friends abroad, not many.

10. I don't like to wear a lot of jewelry, but I put on \_\_\_\_\_ make-up every day.

11. I don't have \_\_\_\_\_ pairs of pants.

12. I bring \_\_\_\_\_ water when I go shopping.

13. How \_\_\_\_\_ money do you have?

14. How \_\_\_\_\_ jewelry do you have?

15. How \_\_\_\_\_ does that cost?

16. How \_\_\_\_\_ do you swim in a training session?

17. Do you wear \_\_\_\_\_ blouses?
18. Do you have \_\_\_\_\_ denim in your closet?
19. Do you carry \_\_\_\_\_ things in your purse?
20. Are all your undershirts dirty? No, there are \_\_\_\_\_ left in my closet.

2) Decide whether you have to use little or few.

1. We had \_\_\_\_\_ snow last winter.
2. \_\_\_\_\_ people were interested in the exhibition. 3. I speak \_\_\_\_\_ French.
4. There are \_\_\_\_\_ gentlemen nowadays.
5. She has \_\_\_\_\_ relatives.
6. There is \_\_\_\_\_ water in the pond.
7. The professor spends \_\_\_\_\_ time in company.
8. We have \_\_\_\_\_ knowledge of this phenomenon.
9. There are \_\_\_\_\_ mushrooms in my mushroom soup. 10. \_\_\_\_\_ animals can survive in the desert.

3) Underline the correct word from each sentence:

I haven't got much / many money today.

I've got a few / a little fruit and a lot of / many vegetables.

They don't seem to have much / many free time these days.

He has only read a few / a little chapters of that new book, but he likes it.

A: Does he show much / many interest in sports? B: Yes, a lot / a lot of.

There aren't many / much huge buildings and traffic problems in the small cities so there is no / any stress there.

Тема 2.

Modal verbs: can, may, must

Modal verbs equivalents "to have, to be able to"

Ability (Здатність, можливість): can, could, be able to

Методичні рекомендації

Теперішній час

<p>Can уживається для вираження здатності або можливості. Негативна форма can – cannot (can't):</p> <p>Can you swim? He can play the guitar. I can't open this bottle.</p> <p>Can you meet me tomorrow evening?</p>	<p>Be able to може вживатися замість can:</p> <p>Are you able to swim ?</p> <p>Але модальне дієслово can вживається частіше.</p>
---	--

Минулий час



Could може уживатися для вираження того, що у когось була спільна можливість щось зробити у минулому:

I could swim when I was 4 years old.

My sister could talk when she was 15 months old. Was/were able to також уживається в цьому значенні: I was able to swim when I was 4 years old.

Але коли необхідно сказати, що хтось мав можливість щось зробити і що це було зроблено в певній ситуації, необхідно вживати was/were able to (could не вживається): Even though I'd hurt my leg, I was able to swim back to the boat. (Not: ... I could swim back....)

Вийняток

Існує вийняток з дієсловами сприйняття: see, hear, smell, taste, feel і деякими дієсловами мислення, наприклад, understand, remember. Could уживається з цими дієсловами, коли фактично дія відбувається в конкретній ситуації:

We could see a man in the garden. I could hear a noise outside my bedroom door.

Вираження здатності або можливості іншими формами: be able to.

Can не має форми infinitive, -ing форми або participle. Таким чином, коли необхідно, відповідні форми можна утворювати з be able to:

I'd like to be able to play the piano. (We cannot say I'd like to can play...)

In the future people will be able to live on other planets. (We cannot say... people will can live...)

She enjoys being able to speak foreign languages. (We cannot say She enjoys canning...) I've been able to drive since I was 18. (We cannot say I've could...)

Possibility (Можливість і вірогідність): can

Can вживається для вираження 'теоретичної можливості або вірогідності':  
Anyone can learn to swim.  
(Кожен може навчитися плавати.)

В цьому випадку can часто має значення близьке 'інколи':

My brother can be very nice.  
(Мій брат інколи дуже милий.)

May, уживається для вираження того, що щось, ймовірно, станеться в майбутньому, або того, що, ймовірно, щось справедливе у момент мовлення:

It may rain later. (Not: It can rain later.)

'Where's Ken?' 'He could be outside.' (Not: 'He can be outside.')

Порівняйте: It can be cold in England. (Інколи в Англії холодно.) та

It may be cold tomorrow. (Можливо, завтра буде холодно.)

Could уживається для вираження теоретичної можливості або вірогідності в минулому: My brother could be really horrible when he was a child.

Obligation and necessity (Обов'язок і необхідність) (1): must, have to

Must і have to уживаються для вираження обов'язку або необхідності, але інколи між ними можуть існувати відмінності:

Must зазвичай уживається, коли повноваження виходять від того, хто говорить:

You must be home by 10 o'clock.

(Я наполягаю на цьому.)

I've got a terrible pain in my back. I must go and see the doctor. (Я вважаю це необхідним.)

You must drive carefully. (Я наполягаю на цьому.)

Have to зазвичай уживається, коли повноваження виходять не від того, хто говорить:

I have to be home by 10 o'clock. (Мої батьки наполягають на цьому.)

I have to go and see the doctor at 9.00 tomorrow morning. (У мене призначена зустріч.)

You have to drive on the left in Britain. (Це – закон.)

Must (+ infinitive) уживається лише в теперішньому і майбутньому часі. Коли йдеться про обов'язок або необхідність у минулому, уживається had to:

I had to work late yesterday. (Not: / must work late yesterday.)

Must не має форми infinitive, -ing форми або participle. Таким чином, коли необхідно, відповідні форми можна утворювати з have to:

I'll have to work late tomorrow. (We cannot say I'll must ...) He hates having to get up early. (We cannot say He hates rousing ...)

She's had to work hard all her life. (We cannot say She's musted ...)

Зверніть увагу, що в питаннях і заперечних формах з have to уживається do/does в present simple і did в past simple:

What time do you have to start work?

We don't have to hurry. We've got plenty of time. Did you have to walk home last night?

Obligation and necessity (Обов'язок і необхідність) (2): mustn't, don't have to

<p>Mustn't уживається у тому випадку, коли існує необхідність не робити чогось: You mustn't wash that sweater. It has to be dry-cleaned. (= Не пери його.)</p>	<p>Don't have to уживається у тому випадку, коли немає необхідності щось робити: You don't have to wash that shirt. It isn't dirty. (= Немає необхідності прати.)</p>
--	---

Deduction (Висновок): must, can't

<p>Must уживається у висновках для вираження упевненості в чомусь. It's not very warm and you're not wearing a coat. You must be cold. (Вам, мабуть, холодно.) Mrs Woods must know London very well. She has lived there all her life. (Пані Вудз, мабуть, добре знає Лондон.)</p>	<p>Can't (не mustn't) уживається як негативна форма від must в цьому значенні. Can't уживається для вираження неможливості чогось. Peter was here a moment ago, so he can't be far away. (= Неможливо, щоб він був вже далеко.) Annie can't be asleep. There's a light on in her bedroom. (= Неможливо, щоб вона вже спала.)</p>
<p>Зверніть увагу на форму: must/can't + be + ... -ing. You've been working hard all day. You must be feeling tired. (Мабуть, ви втомилися.) Simon has bought two tickets for the concert, so he can't be going on his own. (Не може бути, що він піде в кіно сам.)</p>	

Possibility (Можливість, ймовірність): may, might, could  
Present and future possibility

May, might та could уживаються для вираження можливості і вірогідності в теперішньому та майбутньому часі.

Стверджувальна форма: 'There's someone at the door.' 'It may be Sarah.' (Можливо, це Сара.)	Заперечна форма: Simon may not be in the living room. (Ймовірно, його немає у вітальні.)
---	---

### Possibility in the past

May/might/could + have + past participle може вживатися для вираження можливості і вірогідності у минулому: 'Where was Sally last night?' 'I think she may have been at the cinema.' (= Я вважаю, що вона могла бути в кінотеатрі.) 'Peter is late.' 'He might have missed his train.' (= Ймовірно, він запізнився на потяг.) 'I can't find my wallet anywhere.' 'You could have left it at home.' (= Можливо, ви залишили його вдома.)

Could і might (але не may) з have + past participle також уживається для вираження чогось можливого у минулому, але того, що не трапилось: 'I forgot to lock my car last night.' 'You were very lucky. Someone could have stolen it.'

You were stupid to try to climb that tree. You might have killed yourself.

### Modal verbs: can, may, must Grammar exercises

1) Define the right variant.

1. I want \_\_\_\_\_ you tomorrow. a) to see b) see  
2. I can't \_\_\_\_\_ you tomorrow. a) to see b) see  
3. You must \_\_\_\_\_ hard. a) study b) to study

4. Heather tried \_\_\_\_\_ but she was too tired. a) study b) to study  
5. I can't \_\_\_\_\_ you. a) hear b) to hear

6. He wants \_\_\_\_\_ what she is saying. a) hear b) to hear

7. I want \_\_\_\_\_ a doctor. a) be b) to be

8. I must \_\_\_\_\_ sick – I have a fever. a) to be b) be

9. I couldn't \_\_\_\_\_ to the movies with Fiona. a) go b) to go

10. Alex does not know how \_\_\_\_\_. a) drive b) to drive

2) Choose the right modal verb.

1. She looks pretty sick – I think she \_\_\_\_\_ go to a doctor.

a) can

b) should

2. You've been driving all day – You \_\_\_\_\_ be exhausted!

a) must

b) should

3. You \_\_\_\_\_ smoke so much. It's bad for your health.

a) can't

b) shouldn't

4. Hey I'm lost – \_\_\_\_\_ you help me?

a) Should

b) Can

5. You have such a beautiful voice – You \_\_\_\_\_ sing for us!

a) should

b) can

6. I know he speaks five languages, but \_\_\_\_\_ he speak Arabic?

a) should

b) can

7. That looks very expensive. It \_\_\_\_\_ have cost a fortune!

a) must

b) should

8. I \_\_\_\_\_ believe that you failed your test!

a) can't

b) shouldn't

9. I'm on my way. I \_\_\_\_\_ be there in about 10 minutes.

a) can

b) should

10. I'm sorry – I \_\_\_\_\_ afford that.

a) shouldn't b) can't

3) Insert the appropriate modal verb.

1. George has travelled a lot. He \_\_\_\_\_ speak many languages.

2. I can hear you quite well. You \_\_\_\_\_ not shout.

3. I'm not sure where I go for my holidays but I \_\_\_\_\_ go to Italy.

4. She \_\_\_\_\_ ride her bike at night without lights. It's forbidden.

5. She \_\_\_\_\_ not eat so much chocolate because it's bad for her figure.

6. I \_\_\_\_\_ understand him.

7. It's later than I thought. I \_\_\_\_\_ go now.



8. You \_\_\_\_\_ a better trainer if you want to become good.
9. Talk to Ann about your problems. I'm sure she \_\_\_\_\_ help you.
10. You \_\_\_\_\_ not Hoover the carpets, Carol has already done it.
11. You \_\_\_\_\_ be tired because you have worked very hard.
12. He \_\_\_\_\_ come to my party because he is ill.
13. He \_\_\_\_\_ go to the dentist when he has toothache.
14. It's not very important. You \_\_\_\_\_ not do it now. You \_\_\_\_\_ do it tomorrow.
15. \_\_\_\_\_ you speak many languages?
16. I don't know what I'm doing this weekend but I \_\_\_\_\_ go to London.
17. Smoking is very unhealthy. You \_\_\_\_\_ stop it.
18. Playing football \_\_\_\_\_ in this park.
19. You have got plenty of time. You \_\_\_\_\_ not hurry.
20. You \_\_\_\_\_ have a passport to visit most foreign countries.

Тема 3.

### **Past Simple (Простий минулий час)**

#### ***Методичні рекомендації***

Форма Past Simple однакова для всіх осіб (I, you, he, she, etc).

#### **CONTRACTION**

didn 't = did not

**Виключення** складає дієслово "to be" (див. тему 1).

#### **AFFIRMATIVE NEGATIVE QUESTION**

I you he she it we you they	worked came
-----------------------------	-------------

I you he she it we you they	did not	work come
--------------------------------	---------	-----------

Did	I you he she it we you they	work? come?
-----	--------------------------------	-------------

## Use

Past simple вживається для вираження дій і ситуацій, що мали місце у минулому:

I played football **yesterday**.

He lived in London **from 1970 to 1973**. Then he moved to Manchester. 'Did you see Sarah **yesterday**?' 'No, I didn't.'

We didn't go out **last night**. We stayed at home and watched TV. They went to Italy on holiday **last summer**.

Marie and Pierre Curie discovered radium.

## Grammar exercises

**1) Choose the correct verb for each sentence and put it into the simple past: repair, copy, need, stop, play, try, use, laugh, stay, drop, enjoy, smile.**

1. John \_\_\_\_\_ his trip to England.
2. We \_\_\_\_\_ at a restaurant to have something to eat.
3. Peter and Sarah \_\_\_\_\_ in England for a few weeks.
4. Manchester United \_\_\_\_\_ against Blackburn Rovers last week and won.
5. Sam \_\_\_\_\_ off John in the test and was told off.
6. He didn't know that he \_\_\_\_\_ a visa to enter Russia.
7. Mark very kindly \_\_\_\_\_ me off at the cinema.
8. The baby \_\_\_\_\_ at me because I was being silly.

9. I \_\_\_\_\_ to do my homework but I just couldn't do it.  
10. The children \_\_\_\_\_ their heads off at the clown.  
11. Christopher \_\_\_\_\_ my computer but it still crashed a few days later. 12. Celia \_\_\_\_\_ her brother's calculator at school and lost it.

**2) Put the verbs into the Past Simple tense:**

1. At first I could not put up with him but then I really (grow) \_\_\_\_\_ fond of him. 2. Everything (seem) \_\_\_\_\_ so romantic in the moonlight.  
3. He (cut) \_\_\_\_\_ up the cake into five equal parts.  
4. He (lead) \_\_\_\_\_ the group through the jungle.  
5. He (swim) \_\_\_\_\_ for at least two hours.  
6. He (teach) \_\_\_\_\_ me German.  
7. I (keep) \_\_\_\_\_ away from him. I knew how vicious he was.  
8. I (kneel) \_\_\_\_\_ down at her knees and asked her to marry me.  
9. I could not decide at first but then I firmly (make) \_\_\_\_\_ up my mind.  
10. I did not want to cook so we (go) \_\_\_\_\_ out for dinner.  
11. I went into the hall and (hang) \_\_\_\_\_ up my coat on the coat hanger.  
12. My grandfather (die) \_\_\_\_\_ at the age of 77.  
13. The hammer (fall) \_\_\_\_\_ off the table right on my foot.  
14. The house had been on fire for half an hour when the firemen (arrive) \_\_\_\_\_. 15. The sun (shine) \_\_\_\_\_ into the dusty room through a tiny hole in the wall. 16. They (pay) \_\_\_\_\_ far too much for the car, in my opinion.  
17. We (get) \_\_\_\_\_ off the bus after two hours of travelling.  
18. We (seek) \_\_\_\_\_ some relief from the scorching sun in the shade.

19. When he was really getting on my nerves I (send) \_\_\_\_\_ him away.

20. While we were waiting in the queue I (tell) \_\_\_\_\_ her all about the accident.

**3) Put the verbs into the Past Simple tense.**

1. I (lie) \_\_\_\_\_ to them about the accident.

2. I lost all my money. I just (bet) \_\_\_\_\_ on the wrong horse.

3. The dog (bite) \_\_\_\_\_ off a big chunk from his calf.

4. When I told him the story he (burst) \_\_\_\_\_ out laughing.

5. He (creep) \_\_\_\_\_ into the room through the back door.

6. The police (deal) \_\_\_\_\_ with his case.

7. When we watched television together we always (vote) \_\_\_\_\_ on what to watch.

8. They just stopped him and (beat) \_\_\_\_\_ him up.

9. The very strong wind (blow) \_\_\_\_\_ away our tent.

10. When I was in Paris I (come) \_\_\_\_\_ across a nice little restaurant in a nice little street.

11. He (cut) \_\_\_\_\_ up the cake into five equal parts.

12. She (draw) \_\_\_\_\_ back the curtains.

13. BBC World Service (broadcast) \_\_\_\_\_ in over 100 countries.

14. I (feed) \_\_\_\_\_ the horse and left the stable.

15. He (dig) \_\_\_\_\_ up the garden in two days.

16. He (fall) \_\_\_\_\_ right into the river.

17. When he (find) \_\_\_\_\_ out that she was going out with another man he beat her up.

18. When he first (fly) \_\_\_\_\_ across the Atlantic he felt a great sense of relief.

19. When realising the danger she (flee) \_\_\_\_\_ to the door.

20. The lake (freeze) \_\_\_\_\_ over last week.

---