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**МЕТОДИЧНІ РЕКОМЕНДАЦІЇ**

для самостійної роботи студентів

студентів факультету національної безпеки, права та міжнародних відносин

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ГРАМАТИЧНІ ТЕСТИ

ЛІТЕРАТУРА

1. Job Hunting

 ***1. Give your own definition to the word Recruitment. The words below will help you: a recruit, to be recruited, recruitment agencies.***

 ***2. Put the following actions into the correct order and prove your choice:***

1. accept the job;
2. find an interesting post;
3. apply for the job;
4. sign a contract;
5. be called for an interview;
6. look through job adverts;
7. fill in the application form;
8. be offered the job;
9. attend the interview;
10. send off for an application form.

***Topical Vocabulary***

 ***3. Match words with definitions.***

|  |  |
| --- | --- |
| **Word / Word combination** | **Definition** |
| 1. employment agencies
 | 1. a specialist who looks for people with specific skills for a job.
 |
| 1. headhunter
 | 1. special tests to assess intelligence and personality.
 |
| 1. application form
 | 1. to [ask](https://dictionary.cambridge.org/dictionary/english/ask) someone if they would like to have something or if they would like you to do something.
 |
| 1. CV (curriculum vita)
 | 1. an organization which matches employers to employees.
 |
| 1. psychometric tests
 | 1. to [employ](https://dictionary.cambridge.org/dictionary/english/employ) someone.
 |
| 1. to accept
 | 1. a [letter](https://dictionary.cambridge.org/dictionary/english/letter) that is written by someone who [knows](https://dictionary.cambridge.org/dictionary/english/know) you, to [describe](https://dictionary.cambridge.org/dictionary/english/describe) you and say if you are [suitable](https://dictionary.cambridge.org/dictionary/english/suitable) for a [job](https://dictionary.cambridge.org/dictionary/english/job).
 |
| 1. offer
 | 1. a [letter](https://dictionary.cambridge.org/dictionary/english/letter) that [contains](https://dictionary.cambridge.org/dictionary/english/contain) [information](https://dictionary.cambridge.org/dictionary/english/information) about the thing it is [sent](https://dictionary.cambridge.org/dictionary/english/sent) with.
 |
| 1. references
 | 1. to say yes to an [offer](https://dictionary.cambridge.org/dictionary/english/offer)
 |
| 1. hire
 | 1. the 'story' of your working life.
 |
| 1. covering letter
 | 1. a [form](https://dictionary.cambridge.org/dictionary/english/form) that you complete in [order](https://dictionary.cambridge.org/dictionary/english/order) to [apply](https://dictionary.cambridge.org/dictionary/english/apply) for a [job](https://dictionary.cambridge.org/dictionary/english/job).
 |

 ***4. Complete the gap in each sentence with one of the following words in the correct form:***

ACCEPT | SIGN | SEND | ATTEND | APPLY | FILL | OFFER | CALL

1. Nearly 200 people ­­­­\_\_\_\_\_\_\_\_\_\_\_ for the job that was advertised in the local newspaper.
2. Before you \_\_\_\_\_\_\_\_\_\_\_the contract make sure you have read it through carefully.
3. You should always \_\_\_\_\_\_\_\_\_\_\_ in the application form as honestly as possible.
4. D) Do you know that job I applied for? Well, I've been \_\_\_\_\_\_\_\_\_\_\_ for an interview.
5. I've \_\_\_\_\_\_\_\_\_\_\_ 5 interviews so far and still haven't been \_\_\_\_\_\_\_\_\_\_\_a job.
6. In the end I decided to \_\_\_\_\_\_\_\_\_\_\_the job and started last week.
7. This job looks interesting. I think I'll \_\_\_\_\_\_\_\_\_\_\_ off for more information.

 ***5. Make up your own sentences using words from the Ex. 3.***

 ***6. Read and translate the article.***

A CV (short for the Latin phrase curriculum vitae, which means “course of life”) is a detailed document highlighting your professional and academic history. CVs typically include information like work experience, achievements and awards, scholarships or grants you’ve earned, coursework, research projects and publications of your work.

While your CV should be specific to your background and tailor to the job for which you're applying, there are several steps you can take to ensure you write an effective CV. Most CVs include the following information: сontact information, academic history, professional experience, qualifications and skills, awards and honors, publications, professional associations, grants and fellowships, licenses and certificates, volunteer work, personal information (optional), hobbies and interests (optional).

***Writing***

***9. Read the letter of application for a job and then discuss the questions that follow.***

 Dear Mrs Blake,

 I am writing to apply for the position of Sales Manager in your Boston office, as advertised in the Herald newspaper on 6th May.

As outlined in my curriculum vitae, I graduated from the University of Brighton with a BSc in Business Studies and Economics in 1996.

 Following my graduation from university, I moved to New York. where I trained as a Sales Consultant for the Seabrook Company for three years. On my return to England. I continued to work as a sales consultant until 2001, when I obtained my current position.

 At present I am employed as Assistant Sales Manager at Deerfield Enterprises, where I am responsible for the organisation of staff and stock, as well as the allocation of the budget within the sales department. My duties also include planning new sales strategies, and I am generally noted for my organisational and business skills, as well as my initiative.

 I believe that I would be an ideal candidate for the position you have outlined, as I have had extensive training with a well-known American firm. The time which I spent living in New York also ensured that I obtained a valuable insight into American culture and business practices. I also have several professional contacts in America, which could prove to be extremely useful in my future career. Finally. I am willing and able to relocate at short notice, which I understand to be a requirement of the position.

 Please find enclosed my curriculum vitae and two references from previous employers, as requested. I would be happy to supply you with further information should it be required. I thank you for considering my application and am willing to attend an interview at any time.

 Yours sincerely,

 *David Huntley*

***In which paragraph(s) has the writer:***

* given details of the job he is applying for?
* mentioned academic qualifications?
* written about work experience?
* described personal qualities / suitability?

#  *10. Rewrite and replace the underlined phrases with synonyms.*

 Fred had already (1) refused two job offers when he went for (2) a discussion to see if he was suitable for the job. They looked at his driving licence and contacted (3) previous employers Fred had mentioned in his application. A few days later, the supermarket (4) asked him if he would like the job and Fred (5) said yes.

 Harry didn't hear anything for six weeks, so he phoned the company. They told him that they had received a lot of (6) requests for the job. After looking at the (7) live stories of the (8) people asking for the job and looking at (9) what exams they had passed during their education, the company (10) had chosen six people to interview, done tests on their personality and intelligent and they had then given someone the job.

 ***11. Read the letter again and replace the underlined information with details – real or imaginary – about yourself (the job you would like to do, your work experience, personal qualities, etc).Write it down.***

***Speaking***

 ***12. Role-play game. Have you ever been to a job interview or have you ever been an interviewer? Work in groups and create your dialogues according to the following situations:***

 Situation 1. You are the Head of Human Resources at an international IT-company. Your group-mate applies for a position of a manager in your company. Role-play a job-interview.

 Situation 2. You are the Head of recruitment at a German transport company. You have too recruit a driver. Your group-mate applies for this position. Role-play a job-interview.

***Communicative practice***

 20. Work in small groups and discuss the answers to the following questions. Find out something new about your groupmates.

1. Have you applied for any jobs?

2. Were you interviewed? How did it go?

3. What's the usual process for getting your first job in your country?

***Homework***

 21. Do a project. Ask you friend or relative to give you an interview. Find out as much as possible about his or her current job and position and about his previous working experience.

2.How to reach success?

***Lead-in activity***

 ***1. There is a world famous proverb – From rags to riches. What do you think this proverb means. Pay attention to some variants below and guess the correct one:***

1. used to describe a person's rise from a state of extreme poverty to one of great wealth;
2. nothing can come of nothing;
3. nothing is got without pain.

 ***2. Work in pairs. Look at the success quotes of famous people. Do you agree or disagree with their points of view? Give your own definition what success means to you.***

 a) Success consists of going from failure to failure without loss of enthusiasm. Winston Churchill

 b) Try not to become a man of success, but rather try to become a man of value. Albert Einstein

 c) Always be yourself, express yourself, have faith in yourself, do not go out and look for a successful personality and duplicate it. Bruce Lee

 d) Without continual growth and progress, such words as improvement, achievement, and success have no meaning. Benjamin Franklin

 e) It's fine to celebrate success but it is more important to heed the lessons of failure. Bill Gates

***Topical Vocabulary***

 ***3. Look through the new vocabulary. Try to guess the translation of the unknown words by reading their synonyms.***

1. a mayor- chairperson, executive, authority;
2. an intelligence – cleverness, brainpower, understanding;
3. to deem – to believe, to think, to suppose;
4. a peer – companion, a person who is another s equal, colleague;
5. to measure - take an exact quantity of something, judge someone or something by comparison with, scale;
6. a freshman – beginner, fresher, starter;
7. drop out – quit, give up;
8. a competitiveness – fight, aggressiveness;
9. greedy- selfish, stingy, grabby;
10. a bunch – group, pack, lot.

 ***4. Read and translate examples and have a look at how you can use new words.***

1) His great-grandfather was a state legislator and a mayor.

2) He also believes that if you are intelligent and know how to use your intelligence, you can reach your goals and targets.

3) Bill was deemed by his peers and his teachers as the smartest kid on campus.

4) They developed a small computer to measure traffic flow.

5) He took the standard freshman courses.

6) Within a year, Bill Gates dropped out from Harvard.

7) He does not believe in mere luck or God’s grace, but just hard work and competitiveness.

8) Bill Gates is not a greedy person.

9) Some years back, he visited Chicago’s Einstein Elementary School and announced grants benefiting Chicago’s schools and museums where he donated a total of $110,000, a bunch of computers, and provided internet connectivity to number of schools.

 ***5. Make up your own sentences using new vocabulary items.***

***Reading***

 ***6. Work in small groups and try to remember everything you know about Bill Gates. Questions bellow will help you.***

1. Do you know where he is from?
2. What do you think Bill Gates is successful for?
3. Do you know where he studied?
4. Is he from a rich family?
5. What kind of person is Bill Gates?

 ***7. Have you ever thought that the meaning of the name Bill Gates means the gate of the money. Discuss this opinion with your partner and present your point of view to the rest of the group.***

 ***8. Now read and find out more information about Bill Gates and his story of success.***

**SUCCESS STORY OF BILL GATES**

Bill Gates was born on October 28, 1955 in Seattle in a family having rich business, political and community service background. His great-grandfather was a state legislator and a mayor, his grandfather was vice president of national bank and his father was a lawyer.

 Bill believed in achieving his goals through hard work. He also believes that if you are intelligent and know how to use your intelligence, you can reach your goals and targets. From his early days Bill was ambitious, competitive and intelligent. These qualities helped him to attain great position in the profession he chose also Bill was deemed by his peers and his teachers as the smartest kid on campus; Bill’s parents came to know their son’s intelligence and decided to enroll him in a private school, known for its intense academic environment. That was the most important decision in Bill Gate’s life where he was first introduced to computers. Bill Gates and his friends were very much interested in computer and formed “Programmers Group” in late 1968. Being in this group, they found a new way to apply their computer skill in university of Washington. In the next year, they got their first opportunity in Information Sciences Inc. in which they were selected as programmers. ISI (Information Sciences Inc.) agreed to give them royalties, whenever it made money from any of the group’s program. As a result of the business deal signed with Information Sciences Inc., the group also became a legal business.

 Bill Gates and his close friend Allen formed a new company of their own, Traf-O-Data. They developed a small computer to measure traffic flow. From this project they earned around $20,000. The era of Traf-O-Data came to an end when Gates left the college. Upon graduating from Lakeside Bill enrolled in Harvard University in 1973, one of the best universities in the country, He didn’t know what to do, so he enrolled his name for pre-law. He took the standard freshman courses with the exception of signing up for one of Harvard’s toughest mathematics courses. He did well over there, but he couldn’t find it interesting too. He spent many long nights in front of the school’s computer and the next day asleep in class. After leaving school, he almost lost himself from the world of computers. Gates and his friend Paul Allen remained in close contact even though they were away from school. They would often discuss new ideas for future projects and the possibility of starting a business one fine day. At the end of Bill’s first year, Allen came close to him so that they could follow some of their ideas. That summer they got job in Honeywell. Allen kept on pushing Bill for opening a new software company.

 Within a year, Bill Gates dropped out from Harvard. Then he formed Microsoft. Microsoft’s vision is “A computer on every desk and Microsoft software on every computer”. Bill is a visionary person and works very hard to achieve his vision. His belief in high intelligence and hard work has put him where he is today. He does not believe in mere luck or God’s grace, but just hard work and competitiveness. Bill’s Microsoft is good competition for other software companies and he will continue to stomp out (challenge) the competition until he dies. He likes to play the game of Risk and the game of world domination. His beliefs are so powerful, which have helped him increase his wealth and his monopoly in the industry.

 Bill Gates is not a greedy person. In fact, he is quite giving person when it comes to computers, internet and any kind of funding. Some years back, he visited Chicago’s Einstein Elementary School and announced grants benefiting Chicago’s schools and museums where he donated a total of $110,000, a bunch of computers, and provided internet connectivity to number of schools. Secondly, Bill Gates donated 38 million dollars for the building of a computer institute at Stanford University.
 ***9. Mark the following sentences true or false. If the sentences are false correct them.***

1. Bill Gates was born on September 28, 1955 in Seattle.
2. He was born in a poor family.
3. Bill Gates and his friends were very much interested in sports.
4. Bill Gates dropped out from Oxford.
5. His father was a bank manager.
6. Secondly, Bill Gates donated 38 million dollars for the building of a computer institute at Stanford University.
7. Bill believed in achieving his goals through much money.
8. He visited Chicago’s Einstein Elementary School and announced grants benefiting Chicago’s schools and museums where he donated a total of $110,000, a bunch of computers, and provided internet connectivity to number of schools.

 ***10. Work individually and make your own list of steps how to become successful. Use these words and phrases to make your story more interesting: First and foremost, all in all, I suppose, besides, moreover, all in all, in general.***

|  |
| --- |
| ***SUCCESS*** |
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |
| 6. |
| 7. |
| 8. |
| 9. |

***Writing***

 ***11. Who is a successful person? Read and say what a successful person is? Write down appropriate sentences and add your own.***

1. A person who lives separately from the parents.
2. A person who is independent in his relationships with other people.
3. A person who shares everything with other people.
4. A person who has no friends.
5. A person who doesn't rely on other people.
6. a person who works very hard to become cleverer and better.
7. A person who succeeds by his or her own efforts.
8. a person who thinks only about himself.

 ***12. Write a letter to a pen-friend. Share your experience. Do you consider yourself a successful person? Questions below will help you.***

1. Are you a successful person? Why do you think so?
2. What must you do to become a successful person?
3. What is your motto in life?
4. What can you advise to other people?

***Speaking***

 ***13. Role-play game. Work in pairs and make up your dialogues. One person is a successful rich businessman, and another one is a poor engineer who wants to become rich as fast as it is possible. Rich businessman gives a poor engineer his own pieces of advice.***

|  |
| --- |
| ***Useful Vocabulary******A wise man once said ...******It might be an old wives' tale, but ...******... is worth a try.******The sooner you ... the better.******My (main/personal) recommendation is/would be ...******In this (kind of) situation, I (would) always recommend/advise ...******If that happened to me/In that case/If I had that problem, I'd ...*** |

***Homework***

 ***14. Imagine that you have an opportunity to take part in the graduation ceremony, what kind of speech would you like to have. Write your own one***

3.Business Ethics

***Lead-in activity***

 ***1. Discuss the following questions with your partner and then share your ideas with the class.***

1. How do companies educate employees about ethics?

2. Where do employees get information when they face a conflict between keeping a competitive edge and maintaining ethical standards?

3. How do employees learn to do a better job and to do it ethically?

4. Do you know what ethical crime is? If no, give your predictions.

***Topical Vocabulary***

 ***2. Match words with definitions.***

|  |  |
| --- | --- |
| **Words / Word combinations** | **Definitions** |
| 1. controversial
 | 1. [causing](https://www.ldoceonline.com/dictionary/cause) a lot of [disagreement](https://www.ldoceonline.com/dictionary/disagreement), because many people have [strong](https://www.ldoceonline.com/dictionary/strong) [opinions](https://www.ldoceonline.com/dictionary/opinion) about the [subject](https://www.ldoceonline.com/dictionary/subject) being [discussed](https://www.ldoceonline.com/dictionary/discuss)
 |
| 1. to define
 | 1. to get something, especially something good, as a result of what you have done
 |
| 1. a conduct
 | 1. to think that someone or their [behaviour](https://www.ldoceonline.com/dictionary/behaviour%22%20%5Co%20%22behaviour), ideas etc are bad or [wrong](https://www.ldoceonline.com/dictionary/wrong)
 |
| 1. to disapprove
 | 1. to make someone [believe](https://www.ldoceonline.com/dictionary/believe) something that is not [true](https://www.ldoceonline.com/dictionary/true)
 |
| 1. profit
 | 1. to increase in [quantity](https://www.ldoceonline.com/dictionary/quantity) or amount, in a way that is [difficult](https://www.ldoceonline.com/dictionary/difficult) to [manage](https://www.ldoceonline.com/dictionary/manage)
 |
| 1. to deceive
 | 1. the way someone [behaves](https://www.ldoceonline.com/dictionary/behave), especially in public, in their job etc
 |
| 1. defective
 | 1. [cruel](https://www.ldoceonline.com/dictionary/cruel) or [violent](https://www.ldoceonline.com/dictionary/violent) treatment of someone
 |
| 1. to pile up
 | 1. to [describe](https://www.ldoceonline.com/dictionary/describe) something correctly and thoroughly, and to say what [standards](https://www.ldoceonline.com/dictionary/standard), [limits](https://www.ldoceonline.com/dictionary/limit), qualities etc it has that make it different from other things
 |
| 1. abuse
 | 1. a very strong [belief](https://www.ldoceonline.com/dictionary/belief) or [opinion](https://www.ldoceonline.com/dictionary/opinion)
 |
| 1. to resent
 | 1. not made properly, or not working properly
 |
| 1. conviction
 | 1. to feel [angry](https://www.ldoceonline.com/dictionary/angry) or [upset](https://www.ldoceonline.com/dictionary/upset) about a situation or about something that someone has done, especially because you think that it is not [fair](https://www.ldoceonline.com/dictionary/fair)
 |
| 1. to reap
 | 1. money that you [gain](https://www.ldoceonline.com/dictionary/gain) by [selling](https://www.ldoceonline.com/dictionary/selling) things or doing [business](https://www.ldoceonline.com/dictionary/business), after your [costs](https://www.ldoceonline.com/dictionary/cost) have been [paid](https://www.ldoceonline.com/dictionary/pay)
 |

 ***3. Match words from Ex. 2 with synonyms.***

To cheat \_\_, behavior \_\_, to mistreat \_\_, to get / to receive \_\_, disputable \_\_, imperfect \_\_, financial gain \_\_, belief / opinion \_\_, to explain \_\_, to be annoyed at \_\_, to reject \_\_, to expand profit \_\_.

 ***4. Complete the sentences using words from Ex. 2.***

1. An independent committee will look into alleged human rights \_\_\_\_\_\_\_\_.
2. He tried to \_\_\_\_\_\_\_\_ the public into thinking the price could be cheaper.
3. I \_\_\_\_\_\_\_\_\_ having to work such long hours.
4. Merchants will give refunds on any damaged or \_\_\_\_\_\_\_\_ merchandise.
5. My boss is a woman of strong political \_\_\_\_\_\_\_\_\_.
6. Some figures in this paper are hard to \_\_\_\_\_\_\_\_\_\_.
7. The area of workers’ rights remains politically \_\_\_\_\_\_\_\_\_\_\_\_\_.
8. The shop’s daily \_\_\_\_\_\_\_\_\_\_\_is usually around $500.
9. The work has a tendency to \_\_\_\_\_\_\_\_\_ if I’m not careful.
10. This firm should be ashamed of its \_\_\_\_\_\_\_\_\_\_\_.
11. Those who do take risks often \_\_\_\_\_\_\_\_\_\_ the rewards.
12. You do not even \_\_\_\_\_\_\_\_\_\_\_\_\_, very much, of the way I earn money by cheating.

 ***5. Using new vocabulary items write down 3 sentences what business ethics is in your opinion. Be ready to share them with the group.***

***Reading***

 ***6. Read the comments about poor customer service. Which of these experiences have you had? Which one is the most annoying?***

You have to wait so long to speak to someone.

They put you on hold and you can't turn off their awful music.

They ask you to repeat the information so many times and then nobody can help you.

They try and sell you other services.

They sell you expired products.

 ***7. Skim the text and give its key idea.***

***The meaning of ethics.***

When one is dealing with ethics, clear thinking is extremely important, because most ethical issues and problems are controversial, involving emotional questions of right and wrong behavior. A good first step is to have a clear definition of ethics.

***What Is Ethics?***

Ethics is a set of rules that define right and wrong conduct. These ethical rules tell us when our behavior is acceptable and when it is disapproved and considered to be wrong. Ethics deals with fundamental human relationships.

Ethical rules are guides to moral behavior. For example, all societies have ethical rules forbidding lying, stealing, deceiving, and harming others, just as they also have ethical rules that approve of honesty, keeping promises, helping others, and respecting the rights of others. Such basic rules of behavior are thought to be essential for the preservation and continuation of organized life.

Ethical rules are present in all societies, all organizations, and all people, although they may vary greatly from one to another. Your ethics may not be the same as your neighbor's; or one particular religion's notion of morality may not be identical to another's; or what is considered ethical in one society may be forbidden in another society. In spite of this diversity, ethics is a universal human trait. All people everywhere need rules to govern their conduct, rules that tell them whether their actions are right or wrong, moral or immoral, approved or disapproved.

***What is Business Ethics?***

Business ethics is not a special set of ethical rules different from ethics in general and applicable only to business. Business ethics is the application of general ethical rules to business behavior. If a society's ethical rules say that dishonesty is unethical and immoral, then anyone in business who is dishonest with employees, customers, creditors, stockholders, or competitors is acting unethically and immorally. If protecting others from harm is considered to be ethical, then a business firm that recalls a defective and dangerous product is acting in an ethical way. When business firms or people in business violate the rules that define right and wrong behavior, they are acting unethically, and they also may be acting illegally.

***Why Is Business Ethics Important?***

Why should business pay attention at all to ethics? What prevents a business firm from piling up as many profits as it can, in any way it can, regardless of ethical rules? In most cases, the general public expects business to exhibit high levels of ethical performance and social responsibility. A second factor encouraging business firms and their employees to act ethically is to prevent harm to society. One of the strongest-ethical principles is stated very simply: "Do no harm." A company that is careless in disposing of toxic chemical products that may cause disease and death is breaking this ethical injunction. Many ethical rules operate to protect society against various types of harm, and business is expected to observe

these commonsense ethical principles.

A third reason for promoting ethical behavior is to protect business firms from abuse by unethical employees or unethical competitors.

High ethical performance also protects the individuals who work in business. Employees resent invasions of privacy (such as unjustified polygraph tests) or being ordered to do something against their personal convictions (such as "midnight dumping" of toxic wastes) or working under hazardous conditions (such as entering unventilated coal mines). Businesses that treat their employees with dignity and integrity reap many rewards in the form of high morale and improved productivity. People feel good about working for an ethical company because they know they are protected along with the general public.

 ***8. Read again and mark sentences as true or false.***

1. Ethical problems can be defined controversial.

2. Problems of business ethics are personal and human.

3. Ethics does not define conduct.

4. Ethical rules are the same in every society.

5. Employees prefer working for an ethical company.

6. Moral behavior and ethical rules are interrelated.

7. Business should observe commonsense ethical principles.

8. If you want to gain profit, you can omit ethical rules.

 ***9. Answer the following questions:***

1. What is the meaning of ethics?

2. What ethical problems can arise in business? What are their reasons?

3. What is the difference between ethics and business ethics?

4. Is it necessary to encourage business firms to act ethically? Give your reasons.

5. Is business ethics essential? Give reasons.

6. Give your opinion. What is the process of selecting employees for the companies? How can the administration weed out ethically undesirable employees?

 ***10. Find synonyms in the text.***

Meaning \_\_\_\_\_\_\_\_\_\_\_\_\_\_, way of acting \_\_\_\_\_\_\_\_\_\_\_\_\_\_, reasonable / adequate \_\_\_\_\_\_\_\_\_\_\_\_\_\_, prohibit \_\_\_\_\_\_\_\_\_\_\_\_\_\_, to value \_\_\_\_\_\_\_\_\_\_\_\_\_\_, to differ \_\_\_\_\_\_\_\_\_\_\_\_\_\_, to accept \_\_\_\_\_\_\_\_\_\_\_\_\_\_, benefit / bonus \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 ***Writing***

11. Write down 10 rules how person should

behave during the meeting and 10 points

what is forbidden.

***Speaking***

 ***12. The words below describe different types of meetings. Underline the words which describe the meetings you normally attend. Work in pairs and discuss your experience. Present experience of your partner to the rest of the class.***

1. with colleagues (internal) / with clients (external)
2. formal (with a plan or agenda) / less formal (with a flexible plan or agenda)
3. the chairperson says the most / everyone participates equally
4. need lots of preparation / don’t usually need much preparation normally very useful / not always useful
5. end on time / rarely end on time

***Video***

***Pre-watching activity***

 ***13. Match words and word combinations with the definition:***

|  |  |
| --- | --- |
| 1. figures | 1. used to give someone permission to do something, or let them [speak](https://www.ldoceonline.com/dictionary/speak) before you
 |
| 2. handout | 1. a situation in which someone has to leave their job, because they are no longer needed
 |
| 3. cost-saving | 1. extremely important and [necessary](https://www.ldoceonline.com/dictionary/necessary) for something to [succeed](https://www.ldoceonline.com/dictionary/succeed) or [exist](https://www.ldoceonline.com/dictionary/exist)
 |
| 4. redundancy | 1. an action, especially an official one, that is [intended](https://www.ldoceonline.com/dictionary/intend) to deal with a particular problem
 |
| 5. downturn | 1. a number [representing](https://www.ldoceonline.com/dictionary/represent) an amount, especially an official number
 |
| 6. go ahead | 1. a set of [questions](https://www.ldoceonline.com/dictionary/question) that you [ask](https://www.ldoceonline.com/dictionary/ask) a large number of people in order to find out about their [opinions](https://www.ldoceonline.com/dictionary/opinion) or behavior
 |
| 7. survey | 1. [determined](https://www.ldoceonline.com/dictionary/determine) or trying very hard to be more [successful](https://www.ldoceonline.com/dictionary/successful) than other people or businesses
 |
| 8. vital | 1. adjective which is used to talk about strategy that has [saved](https://www.ldoceonline.com/dictionary/save) money of a company by deliberately [spending](https://www.ldoceonline.com/dictionary/spend) less
 |
| 9. competitive | 1. a [period](https://www.ldoceonline.com/dictionary/period) or [process](https://www.ldoceonline.com/dictionary/process) in which business [activity](https://www.ldoceonline.com/dictionary/activity), [production](https://www.ldoceonline.com/dictionary/production) etc is [reduced](https://www.ldoceonline.com/dictionary/reduce) and [conditions](https://www.ldoceonline.com/dictionary/condition) become worse
 |
| 10. measure | 1. a piece of [paper](https://www.ldoceonline.com/dictionary/paper) with information, which is given to people who are [attending](https://www.ldoceonline.com/dictionary/attend) a [lesson](https://www.ldoceonline.com/dictionary/lesson), meeting etc
 |

 ***14. Fill in the blanks using words from Ex. 1.***

1. \_\_\_\_\_\_\_\_\_\_! I listen to your point of view!
2. Government \_\_\_\_\_\_\_\_\_\_\_\_ underestimate the problem.
3. The closure of the export department resulted in over 100 \_\_\_\_\_\_\_\_\_\_\_.
4. Yesterday's trade figures showed clearly that export volumes were at record levels even in a worldwide economic \_\_\_\_\_\_\_\_\_\_\_\_\_\_.
5. We conducted a \_\_\_\_\_\_\_\_\_\_\_\_ of parents in the village.
6. The Internet increases competition between firms by placing downward pressure on prices and by encouraging suppliers to adopt \_\_\_\_\_\_\_\_\_\_\_\_ techniques.
7. \_\_\_\_\_\_\_\_\_\_\_\_\_ are being taken to reduce crime in the city.
8. The work she does is absolutely \_\_\_\_\_\_\_\_\_\_\_\_\_\_.
9. The teacher distributed the \_\_\_\_\_\_\_\_\_\_\_\_ to the students.
10. Some US industries are not as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as they have been in the past.

 ***15. Make up your own sentences using new vocabulary items.***

***16. Discussion:***

1. Do you agree with this statement?

2. Have you ever had a rude and aggressive boss?

3. What can an employee do in this situation?

4. Do you think that good bosses are strict and rude with their workers, because if they are too loyal, the employees won’t respect them?

5. What type of boss can be you?

***While watching activity***

 ***17. Listen to four managers of an international high street retailer talking in a meeting and answer the questions.***

1. What three complaints have customers made?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. What two plans of action do the managers agree on?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ***18. Watch the video. Take notes on what these people say in the meeting.***

|  |  |
| --- | --- |
| Maja’s input |  |
| David’s input |  |
| Anna’s solution |  |
| Maja’s solution |  |
| David’s action points |  |

***19. The verbs in the box are often used in phrases for asking for and giving opinions. Listen to the conversation again. Complete the box with any of these phrases you hear.***

|  |  |  |
| --- | --- | --- |
| Think | agree | feel |
| 1. I think …2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1. I don’t agree …2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1. I feel …2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

***Post-watching activity***

 ***20. Which phrases in Ex. 4 are used to***

|  |  |
| --- | --- |
| ask for an opinion? | agree? |
| 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| give an opinion? | disagree? |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

 ***21. Choose the correct answer in italics in sentences 1-6. Then match the sentences to responses a-f.***

|  |  |
| --- | --- |
| 1 *What* / *~~How~~* do you think about that proposal? | a Good. I'm glad you agree with me. \_ |
| *2 Are* / *Do* you agree that we should contact them now? | b I don't agree with it at all. \_1\_ |
| 3 I think *you're* / *you have* right. | c Yes,Ido.\_ |
| 4 I don't feel we *should* / *shouldn't* do anything now. | d I agree with you. It's too early. \_ |
| 5 *I'm not* / *J don't* agree with you. | e It seems like a good idea. \_ |
| *6 What* / *How* do you feel about closing the factory? | f Why not? \_ |

 ***22. The participants in the meeting below are discussing ideas for improving phone skills. Sabina Dusek doesn't agree with the others. Complete the dialogue with phrases from the list.***

|  |
| --- |
| I don't think do you think do you feel I think staff shouldI think you're right personally, I feel I don't agree at all I agree |

***Albert*** If a customer has a complaint, 1 *I think staff should* say sorry immediately.

***Sabina*** I'm sorry, but 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ . If they say sorry, that means it's our fault.

***Janek*** Oh, 3\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ so. We 're just saying that we are sorry they have a problem. Customers like to hear that.

***Albert*** 4 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with you, Janek. In a survey we did recently, many of our customers said that the person they spoke to didn't understand the difficulties they were having.

***Janek*** What 5 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_ about this, Tomas?

***Tomas*** Well, 6 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_ there's something even more important here. Too many staff are telling customers that there's nothing they can do. They say the problem is the customer's fault. That's just not acceptable.

***Albert*** Yes. 7 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_ How 8 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ about all this, Sabina? Don't you agree?

***Sabina*** No, I'm afraid I don't. I think that some customers try to make us pay for their mistakes. But I agree that it's important to be polite and listen carefully first.

***Communicative practice***

 ***23. Work with a partner. Ask for and give opinions on the following ideas, using the phrases in Ex. 4.***

1. Staff should always be polite to customers.
2. The best customers should get the best service.
3. The customer is always right.
4. Customer complaints are good for a company.
5. Customers don't always tell the truth in questionnaires.
6. Call centres are very popular with customers.

***24. Work in small groups. You work for Pan-European Oil (PEa), which has petrol stations in your country / countries. PEa wants to improve customer service in its petrol stations. Have a meeting to discuss the proposals and decide which one is the best.***

• To introduce a new loyalty card: customers get one free litre of petrol for every 200 litres bought.

• To improve the quality of the food in petrol station cafes.

• To employ new staff to operate the petrol pumps for customers.

• To offer a half-price car wash when customers buy 40 litres of petrol.

***Homework***

***25. Write down about your 1 good and 1 bad experience you have had with customer service, using the prompts below to help you:***

* what did you buy?
* were you satisfied / dissatisfied?
* why did you choose this company?
* what have you heard about this company from other customers?
* would you like to repeat this experience?

|  |
| --- |
| ***Useful Expressions:******I would like to share with you …******Another key thing to remember …******By contrast / in comparison …******Despite this …******In light of …******Significantly / Importantly…******I’m convinced that …******I’d like to note here that …*** |

4.Companies

***Lead-in activity***

 ***1. Have you ever heard about such companies as Google, Volkswagen, Mitsubishi, UNICEF, Privat Bank, Apple and Microsoft? Tell what you know about them using words given below.***

- produces … - makes … - specializes in … - operates in … - provides … - offers … - sells …

***Topical Vocabulary***

 ***2. Match types of companies with definitions:***

|  |  |
| --- | --- |
| **Types of companies** | **Definitions** |
| 1. Sole trader / Sole proprietor
 | 1. The shares of the company are privately owned, usually by a small number of people. These shareholders typically include the founder of the company, possibly some close family members, and perhaps a few business associates who provided money for the company
 |
| 1. Partnership
 | 1. A business owned by one or more shareholders and managed by a board or directors
 |
| 1. Private company
 | 1. A special form of business organization that combines advantages of a corporation and a partnership.
 |
| 1. Public company
 | 1. A group of people who work together as equals (eg a firm of lawyers or architects). They share the risks and the profits.
 |
| 1. Corporation
 | 1. It is one that does not have a separate legal identity.
 |
| 1. Incorporated businesses
 | 1. These are the large companies and anyone can buy their shares.
 |
| 1. Unincorporated business
 | 1. They are companies that have separate legal status from their owners.
 |
| 1. Limited Liability Company
 | 1. This is oneperson business. The person may describe themselves as ‘self-employed’ (eg the owner of a small shop), or as a ‘freelancer’ if they are a professional who works for different clients (eg a photographer).
 |

 ***3. Match examples of companies with their types from Ex. 2***

Freelance Writer \_\_\_, **Walt Disney Company** \_\_\_,Nike \_\_\_, Google \_\_\_, Housecleaning Service \_\_\_, McDonald’s \_\_\_, Joint Venture \_\_\_, A voluntary group \_\_\_.

 ***4. What type of companies is the most successful / the less successful in your opinion? Share your point of view.***

***Reading***

 ***5. Match words and word combinations with their definitions.***

|  |  |
| --- | --- |
| 1. To bind
 | 1. to show which person or party you want, or whether you support a plan, by marking a piece of paper, raising your hand etc
 |
| 1. Nominee
 | 1. to keep something under control
 |
| 1. On behalf of
 | 1. to form a strong emotional or economic connection between two people, countries etc
 |
| 1. To vote
 | 1. to gradually get rid of a system or organization
 |
| 1. founder
 | 1. instead of someone, or as their representative
 |
| 1. To retain control
 | 1. a rule or law that limits or controls what people can do
 |
| 1. Executive
 | 1. someone who has been officially suggested for an important position, duty, or prize
 |
| 1. Restriction
 | 1. to have a clear meaning and be easy to understand
 |
| 1. To dismantle
 | 1. someone who establishes a business, organization, school etc
 |
| 1. To make sense
 | 1. a manager in an organization or company who helps make important decisions
 |

 ***6. Match words and word combinations from Ex. 5 with their synonyms.***

To become clear \_\_, limitation \_\_, creator / inventor \_\_, to destroy \_\_, to connect \_\_, applicant \_\_, to choose \_\_, instead of \_\_, to regulate \_\_, manager \_\_.

 ***7. Fill in the blanks using words and word combinations from Ex. 5.***

1. I \_\_\_\_\_\_\_\_\_\_ for the Labour candidate in the last election.
2. It \_\_\_\_\_\_\_\_\_\_ to save money while you can.
3. \_\_\_\_\_\_\_\_\_\_ everyone here, may I wish you a very happy retirement
4. Speakers included former presidential \_\_\_\_\_\_\_\_\_\_ Bob Dole.
5. The authorities placed strict \_\_\_\_\_\_\_\_\_\_ on diamond exports.
6. The occupation regime was gradually \_\_\_\_\_\_\_\_\_\_ .
7. The shop is still run by the \_\_\_\_\_\_\_\_\_\_ and his two sons.
8. The state wants to \_\_\_\_\_\_\_\_\_\_ of food imports.
9. Their shared experiences in war helped \_\_\_\_\_\_\_\_\_\_ the two communities together.
10. We were visited by a young, dynamic \_\_\_\_\_\_\_\_\_\_ from a small computer company.

 ***9. Make up your own sentences using new vocabulary units.***

 ***10. Read the text and underline the main characteristic features of corporations.***

**CORPORATIONS**

 Corporations as a form of enterprises arose as an alternative to partnerships, limited partnerships, or such rarely used forms as business trust or an unincorporated Joint stock company.

 Within the partnership the investors directly manage their own money, rather than entrust that task to others. Partners are “mutual agents” and each is able to sign contracts that are binding on all the others. Such an arrangement is unsuited for strangers or those who are suspicious about each other’s integrity or business capacities. Hence the transfer of partnership interests is subject to restrictions.

 In a corporation, by contrast, the shareholders do not personally manage their money. Instead, a corporation is managed by directors and officers who need not be investors. Because managerial authority is concentrated in the hands of directors and officers, shares are freely transferable in the hands of directors and officers, shares are freely transferable unless otherwise agreed.

 They can be sold or given to anyone without placing other investors at the mercy of a new owner’s poor judgment. The splitting of management and ownership into distinct functions is the main corporate feature.

 Shareholders receive voting rights to elect the board of directors, and the directors, in turn, elect the officers.

 When a corporation is created, its officers, directors, and shareholders usually are the same people. They elect themselves or their nominees to the board of directors and then elect themselves as corporate officers. When the corporation later goes public, the founders usually prefer to retain control because they value the additional capital and because they expect to continue to control a majority of votes on the board and thus to direct the company’s future policy and growth.

 That the board of directors is dominated by “insiders” makes sense. The founders are the first directors; later, their places on the board are filled by the executives that will succeed them. This arrangement does not injure new shareholders. As outside investors they buy shares of common stock because they discover corporations whose record of performance indicates a competent managerial system. They do not want to interfere with it or dismantle it; on the contrary, they willingly entrust their savings to it. They know that the best safeguard for their investments if they become dissatisfied

with the company’s performance is their ability to sell instantly their shares of a publicly traded corporation.

 To differentiate it from a partnership, a corporation should be defined as a legal and contractual mechanism for creating and operating a business for profit, using capital from investors that will be managed on their behalf by directors and officers.

 The crucial corporate feature is the limited liability. It means that the corporation, as an entity, contracts debts in “its” own name, not “theirs” (the shareholders), so they are not responsible for its debts. By incorporating and then by using the symbols “Inc.” (incorporated) or “Corp.,” shareholders are warning potential creditors that they do not accept unlimited personal liability, that creditors must look only to the corporation’s assets for satisfaction of their claims.

 ***11. Read again and answer the questions:***

1. Why is the transfer of partnership interests restricted?

2. What is the main corporate feature?

3. What do shareholders receive voting rights for?

4. Why do the founders of a corporation usually prefer to retain control when the corporation goes public?

5. In what cases do outside investors willingly entrust their savings to a corporation?

6. What is the definition of a corporation?

7. What is limited liability?

8. What assets of a corporation can creditors satisfy their claims with?

 ***12. Find synonyms in the text:***

Hope / Faith \_\_\_\_\_\_\_\_\_\_\_, unfitting \_\_\_\_\_\_\_\_\_\_\_, foreigner \_\_\_\_\_\_\_\_\_\_\_, cautious \_\_\_\_\_\_\_\_\_\_\_, to shift \_\_\_\_\_\_\_\_\_\_\_, to divide \_\_\_\_\_\_\_\_\_\_\_, specific \_\_\_\_\_\_\_\_\_\_\_, to prevail / to control \_\_\_\_\_\_\_\_\_\_\_, to replace \_\_\_\_\_\_\_\_\_\_\_, gladly \_\_\_\_\_\_\_\_\_\_\_, to caution \_\_\_\_\_\_\_\_\_\_\_.

 ***13. Find parts of the sentences in the text:***

1. інвестори безпосередньо управляють своїми власними грошима;
2. ті, хто сумнівається в цілісності чи бізнес-потенціалі один одного;
3. акції вільно передаються в руки директорів;
4. основною корпоративною ознакою є розділення управління та власності на окремі функції;
5. акціонери отримують право голосу для обрання ради директорів;
6. засновники, як правило, воліють зберігати контроль;
7. засновниками це перші директори;
8. вони не хочуть втручатися;
9. корпорація повинна бути визначена як правовий та договірний механізм створення та ведення бізнесу для отримання прибутку;
10. важливою корпоративною рисою є обмежена відповідальність;
11. кредитори повинні розглядати лише активи корпорації для задоволення своїх вимог.

***Writing***

 ***14. Choose a situation and write down a letter (students can work in pairs or in small groups if you do this task during the lesson).***

Situation 1: You are Head of Human Resources at an international cosmetics company. You have been in touch with an IT Training company about training for some of your staff. You have now received information about the training and want to sign your employees. Write down a reply and don’t forget to ask about the time, place and other peculiarities.

Situation 2. You are organising a conference for your company’s sales representatives from all over the country. You have already booked the hotel where the conference will be held and the sales reps will stay, and have just received a letter of confirmation. However, you need to make some changes to the arrangements.

***Speaking***

 ***15. Students put their letter on the blackboard. Each group or a student should choose the letter they like the most. Discuss with the class positive points and drawbacks.***

 ***19. Look at different jobs people do in the company. Discuss what these people’s responsibilities in the company are and how important these roles are. Give reasons and examples.***

 Administration Staff Managing Director Office Manager

   

 Personal Assistant Sales Representative Manufacturer

  

***Communicative practice.***

 ***23. Discussion. Work with a partner. What are the three most important factors when buying a product? For example: quality, cost, time taken to manufacture / import the product, company reputation. Think of your own examples too. Choose which four things you think are the most important. Give reasons for your choices and present your ideas to the class.***

|  |
| --- |
| ***Useful expressions:******We dare say that …******We hold the opinion that …******We have come to the conclusion that …******Firstly / Secondly / Thirdly, …******We suppose / assume that …*** |

***Homework***

 ***24. Choose a company and prepare information about it in the form of presentation using prompts below***.

1. How old / company?
2. What products / company / specialize in?
3. What / its annual sales?
4. Where / its head office?
5. How many factories / have?
6. company / sell / products / all five continents?
7. How many people / employ?
8. What / offer / its employees?
9. company / a lot of work in the community?
10. How / protect the environment?

**GRAMMAR TESTS**

**Present Simple**

|  |  |  |
| --- | --- | --- |
| Positive | Negative | Questions |
| I work You workHe worksShe worksIt worksWe workThey work | I don’t workYou don’t workHe doesn’t workShe doesn’t workIt doesn’t workWe don’t workThey don’t work | Do I work?Do you work?Does he work?Does she work?Does it work?Do we work?Do they work? |
| Usage:* for permanent states, repeated actions and daily routines;
* for general truth, laws of nature;
* for timetables and programmes;
* for sport commentaries, review, narrations;
* to give instructions or directions.

Time expressions: usually, always, often, never, sometimes, rarely, seldom, every day / week / months / year, in the morning / afternoon / year, at night, at the weekend etc.  |

**To be**

|  |  |  |
| --- | --- | --- |
| Positive | Negative | Questions |
| I amYou areHe isShe isIt isWe areThey are | I am not You are notHe is notShe is notIt is notWe are notThey are not | Am I?Are you?Is he?Is she?Is it?Are we?Are they? |

1. She \_\_\_\_\_ a uniform.

A) wear B) to wear C) wearing D) wears

1. He \_\_\_\_\_ his car every weekend.

A) wash B) washes C) washing D) washed

1. Rosemary \_\_\_\_\_ three languages.

A) speaks B) talks C) tells D) know

1. She \_\_\_\_\_ a uniform.

A) wear B) to wear C) wearing D) wears

1. He \_\_\_\_\_ his car every weekend.

A) wash B) washes C) washing D) washed

1. Rosemary \_\_\_\_\_ three languages.

A) speaks B) talks C) tells D) know

1. \_\_\_\_\_ she \_\_\_\_\_ French?

A) Do / speaks B) Does / speaks C) Does / speak D) Is / speak

1. She \_\_\_\_\_ \_\_\_\_\_ from America.

A) don’t comes B) doesn’t come C) doesn’t comes D) does comes

1. Every time he \_\_\_\_\_ a glass of lemonade before breakfast.

A) is B) have C) has D) does

1. \_\_\_\_\_ he \_\_\_\_\_ three children?

A) Does / have B) Does / has C) Do / have D) Has / have

1. She \_\_\_\_\_ a white coat.

A) wear B) wears C) does wear D) have

1. He \_\_\_\_\_ television every evening.

A) watch B) watches C) see D) buy

1. What \_\_\_\_\_ you \_\_\_\_\_ at the weekend?

A) does / does B) do / does C) does / do D) do / do

1. What \_\_\_\_\_ Dick and Tom like \_\_\_\_\_?

A) do / doing B) doing / \* C) do / do D) does / doing

1. Do boys like \_\_\_\_\_ jeans?

A) wear B) wearing C) to wear D) worn

1. My classmates \_\_\_\_\_ on picnic every month.

A) went B) goes C) going D) go

1. Mary \_\_\_\_\_ face every morning.

A) washes his B) wash my C) washes her D) washes their

1. I \_\_\_\_\_ a cigarette, but my teacher \_\_\_\_\_ smoke.

A) don’t / smokes B) smoke / doesn’t C) smokes / smokes D) smoke / don’t

1. They \_\_\_\_\_ wash \_\_\_\_\_ car every day.

A) don’t / my B) don’t / his C) don’t / their D) don’t / our

1. My parents \_\_\_\_\_ eat meat.

A) don’t B) aren’t C) doesn’t D) are

1. Summer holidays \_\_\_\_\_ in June.

A) begins B) begin C) beginning D) began

1. We \_\_\_\_\_ tennis on Monday evenings, but my little sister \_\_\_\_\_ on Sundays.

A) play / play B) plays / plays C) play / plays D) plays / play

1. You \_\_\_\_\_ a lot of things in \_\_\_\_\_ free time.

A) do / our B) does / your C) do / my D) do / your

1. My cat licks \_\_\_\_\_ tail every evening. But my dogs never lick \_\_\_\_\_ tails.

A) its / their B) its / its C) their / its D) \* / \*

1. I like \_\_\_\_\_ football, but my brother doesn’t.

A) play B) played C) playing D) plays

1. She likes \_\_\_\_\_ TV, but her husband doesn’t.

A) watching B) to watch C) watches D)watched

1. Her sister doesn’t \_\_\_\_\_ eating a hamburger.

A) like B) likes C) liking D) liked

1. Do you like \_\_\_\_\_ in your free time?

A) read B) reads C) to read D) reading

1. I like \_\_\_\_\_ but I \_\_\_\_\_ like swimming.

A) sailing / don’t B) sail / doesn’t C) sail / don’t D) sail / do

1. I \_\_\_\_\_ English, Russian, and Romanian, but I \_\_\_\_\_ Chinese.

A) speak / don’t speak B) speaks / speak C) speaks / speaks D) speaks / don’t speak

**Present Continuous**

|  |  |  |
| --- | --- | --- |
| Positive | Negative | Questions |
| I am workingYou are workingHe is workingShe is workingIt is workingWe are workingThey are working | I am not workingYou are not workingHe is not workingShe is not workingIt is not workingWe are not workingThey are not working | Am I working?Are you working?Is he working?Is she working?Is it working?Are we working?Are they working? |
| Usage:1. for actions taking place now, at the moment of speaking;
2. for temporary actions;
3. to express annoyance, irritation, anger;
4. for actions which we have already decided to do in the near future, especially when the time and place have been decided;
5. for changing and developing situations.

Time expressions: at the moment, at present, these days, still, nowadays, today, tonight etc.  |

1. I am \_\_\_\_\_ English.

A) study B) to study C) studying D) studied

1. She’s \_\_\_\_\_ jeans.

A) wearing B) wear C) to wear D) wore

1. I am \_\_\_\_\_ tennis this afternoon.

A) play B) playing C) to play D) played

1. We are not \_\_\_\_\_ outside.

A) go B) went C) going D) to go

1. Where are you \_\_\_\_\_?

A) go B) going C) to go D) went

1. “Are you \_\_\_\_ a good time?” “Yes, we \_\_\_\_.”

A) having / are B) have / is C) having / do D) have / aren’t

1. I \_\_\_\_\_ from Switzerland.

A) come B) coming C) to come D) came

1. Is my English \_\_\_\_\_ better.

A) gets B) get C) getting D) to get

1. Jane’s \_\_\_\_\_ her friend tonight.

A) sees B) seeing C) see D) saw

1. He \_\_\_\_\_ as a clerk in a bank.

A) working B) work C) works D) to work

1. “Why are you \_\_\_\_\_ a suit?” “You usually wear jeans.”

A) wears B) wore C) wear D) wearing

1. It is \_\_\_\_\_ .

A) rains B) to rain C) raining D) rained

1. I’m \_\_\_\_\_ gum.

A) chew B) chewing C) chews D) chewed

1. I \_\_\_\_\_ a shower every morning.

A) am having B) have C) having D) had

1. He’s \_\_\_\_\_ down.

A) sit B) sitting C) sits D) sat

1. I \_\_\_\_\_ tennis this afternoon.

A) ’m playing B) play C) playing D) plays

1. We \_\_\_\_\_ pizza for dinner tonight.

A) having B) have C) are having D) had

1. Where \_\_\_\_\_ you going tonight.

A) do B)is C) does D) are

1. She \_\_\_\_\_ tennis every day.

A) play B) playing C) plays D) to play

1. My daughter \_\_\_\_\_ French and German.

A) speaks B) ’s speaking C) speak D) to speak

1. Sally \_\_\_\_\_ a breakfast at the moment.

A) has B) having C) is having D) had

1. I’m not \_\_\_\_\_ to buy you lunch, today.

A) go B) going C) goes D) to go

1. How many languages do you \_\_\_\_\_?

A) speaking B) speaks C) spoke D) speak

1. They \_\_\_\_\_ for us near the door.

A) are waiting B) waits C) is waiting D) am waiting

1. Harry \_\_\_\_\_ television every day.

A) is watching B) watch C) watches D) are watching

1. What \_\_\_\_\_ in the room now?

A) they are doing B) are they doing C) do they do D)they do

1. Ann \_\_\_\_\_ French at all.

A) isn’t speaking B) not speaks C) doesn’t speaking D) doesn’t speak

1. Mr. Scott \_\_\_\_\_ German to Ann at the moment.

A) speaks B) is speaking C) are speaking D) speaking

1. I am busy now. I \_\_\_\_\_ to the radio.

A) am listening B) listen C) am listen D) listening

1. They \_\_\_\_\_ to the seaside every summer.
2. are going B) goes C) go D) is going

**Present Perfect**

|  |  |  |
| --- | --- | --- |
| Positive | Negative | Questions |
| I have worked \ done You have worked \ doneHe has worked \ doneShe has worked \ doneIt has worked \ doneWe have worked \ doneThey have worked \ done | I haven’t worked \ doneYou haven’t worked \ doneHe hasn’t worked \ doneShe hasn’t worked \ doneIt hasn’t worked \ doneWe haven’t worked \ doneThey haven’t worked \ done | Have I worked \ done?Have you worked \ done?Has he worked \ done?Has she worked \ done?Has it worked \ done?Have we worked \ done?Have they worked \ done? |
| Usage:1. for an action which started in the past and continues up to the present;
2. for an action which has recently finished and whose results are visible in the present;
3. for an action which happened at an unstated time in the past;
4. for an action which has happened within a specific time period which is not over at the moment of speaking.

Time expressions: for, since, already, yet, always, just, ever, never, so far, today, this week, month, recently etc.  |

1. ............ you ever ............... (drink) whisky?

A) Have, drink B) Have, drank C) Has, drunk D)Have, drunk

1. She .............. (just/wake) up.

A) have woke just B) have just woken C) has just woken D) has just woke

1. I \_\_\_\_\_\_\_\_\_\_\_\_\_ my homework yet.

A) have finish B) has finished C) did finished D) haven't finished

1. My father is on the way. He \_\_\_\_\_\_\_\_\_\_\_\_ home yet.

A) haven't arrived B) hasn't arrived C) didn't arrived D) arrived

1. I am not hungry. I have \_\_\_\_\_\_\_ eaten.

A) yet B) now C) just D) ever

1. I have never \_\_\_\_\_\_\_\_\_\_\_ to Paris.

A) been B) went C) go D) was

1. \_\_\_\_\_\_\_\_ you ever been to New York?

A) Are B) Were C) Do D) Have

1. I am still working. I haven't finished my work \_\_\_\_\_\_\_\_.

A) already B) yet C) still D) never

1. I am looking for my pen. I \_\_\_\_\_\_\_\_\_\_ it.

A) have lost B) lost C) did lost D) was lost

1. During the two years David \_\_\_\_\_\_\_\_\_\_\_\_ ten different jobs.

A) has has B) has had C) have had D) have has

1. I \_\_\_\_\_\_\_\_\_\_ a teacher since 2002.

A) was B) have be C) have been D) had be

1. My friend \_\_\_\_\_\_\_\_\_\_\_\_\_\_ my new dress yet.

A) haven't seen B) didn't see C) hasn't see D) hasn't seen

1. Sue \_\_\_\_\_\_\_\_ a quitar lessons. Se is taking her lesson now.

A) started B) have started C) has started D) starts

1. I\_\_\_\_\_\_\_\_\_\_\_\_\_ a cup of tea for you. It is on the table.

A) made B) have made C) make D) am making

1. Pete \_\_\_\_\_\_\_\_\_\_\_\_ his glasses. He hasn't got his glasses now.

A) have lost B) lost C) was lost D) has lost

1. David's hair is very short. He \_\_\_\_\_\_\_\_\_\_\_\_\_\_ his hair off.

A) has cut B) cut C) have cut D) cuts

1. A: Is your father at home now? B: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

A) No, he went to Paris B) No, he has gone to Paris C) No, he left home D) No, he didn't come

1. I \_\_\_\_\_\_\_\_\_\_\_ my arm three times.

A) has broken B) broken C) broke D) have broken

1. Our team \_\_\_\_\_\_\_\_\_\_\_ two matches this year.

A) has win B) has won C) won D) was won

1. I have worked very hard \_\_\_\_\_\_\_\_\_\_\_\_.

A) this week B) last week C) two weeks ago D) two days ago

1. I have written six letters \_\_\_\_\_\_\_ breakfast.

A) from B) for C) since D) in

1. Tom has lived in Istanbul \_\_\_\_\_\_ five years.

A) since B) in C) ago D) for

1. We ................... (not see) Maria since 1999.

A) hasn’t seen B) hasn’t saw C) haven’t seen D) haven’t seed

1. Brian ................. (never/make) a birthday cake.

A) never have made B) have never made C) has never make D)has never made

1. Debbie .................... (not come) back home yet.

A) hasn’t come B) hasn’t came C) haven’t comed D) haven’t come

1. I .................. (already/feed) my fish.

A) have fed already B) have already fed C) has already feed D) has already feeded

1. ............ Margaret .................. (finish) her project yet?

A) Have, finished B) Have, finish C) Has, finished D) Has, finish

1. They .................. (not clean) their rooms so they can’t watch any cartoons.

A) hasn’t cleaned B) hasn’t clean C) haven’t clean D) haven’t cleaned

1. ............ Sandra and Bill .................. (find) all these mushrooms?

A) Have, found B) Have, finded C) Has, find D) Has, found

1. Janet and Barbie .................. (have) a terrible accident lately.

A) have has B) have had C) has had D) has have

**Past Simple**

|  |  |  |
| --- | --- | --- |
| Positive | Negative | Questions |
| I worked \ didYou worked \ didHe worked \ didShe worked \ did It worked \ did We worked \ did They worked \ did  | I didn’t work \ doYou didn’t work \ doHe didn’t work \ doShe didn’t work \ doIt didn’t work \ doWe didn’t work \ doThey didn’t work \ do | Did I work \ do?Did you work \ do?Did he work \ do?Did she work \ do?Did it work \ do?Did we work \ do?Did they work \ do? |
| Usage:* for an action which happened at a definite time in the past;
* for actions which happened one after another in the past;
* for past habits and states which are now finished (= used to);
* for sport commentaries, review, narrations;
* to give instructions or directions.

Time expressions: yesterday, last week / month / year, three days ago, in 1997 etc.  |

1. He \_\_\_\_\_\_\_ his examination because he \_\_\_\_\_\_\_ very hard.

A) pass / study B) past / was study C) was past / studied D) passed / studied

1. I \_\_\_\_\_\_\_ anything last week.

A) did do B) didn't do C) wasn't do D) don't do

1. How \_\_\_\_\_\_\_ you \_\_\_\_\_\_\_ to drive?

A) was / learn B) did / learn C) did / learnt D) are / learn

1. Sue wasn't hungry. She \_\_\_\_\_\_\_ anything.

A) ate B) did eat C) wasn't eat D) didn't eat

1. When I was three, I \_\_\_\_\_\_\_ to be an actor.

A) want B) was want C) wanted D) did want

1. What time \_\_\_\_\_\_\_ your lessons \_\_\_\_\_\_\_?

A) did / started B) was / start C) did / start D) were / started

1. We \_\_\_\_\_\_\_ our parents everything.

A) tell B) did told C) were told D) told

1. She \_\_\_\_\_\_\_ the first question but she \_\_\_\_\_\_\_ others.

A) answered / answered B) answered / didn't answer C) was answer / answered D) answered / not answer

1. My uncle \_\_\_\_\_\_\_ English.

A) teached B) was teach C) did teach D) taught

1. Ann \_\_\_\_\_\_\_ play tennis this morning.

A) doesn't B) wasn't C) didn't D) isn't

1. Shakespeare \_\_\_\_\_\_\_\_\_\_ a wife. He was single.

A) wasn't have B) didn't have C) had D) didn't had

1. My brother was so happy because he \_\_\_\_\_\_\_\_ the school team.

A) joined B) joins C) joining D) did join

1. A: Who \_\_\_\_\_\_\_\_\_\_\_\_ Mona Lisa? B: Leonarda da Vinci \_\_\_\_\_\_\_\_\_\_ it.

A) paints / paint B) did paint / painted C) did painted / painted D) painted / painted

1. Susan \_\_\_\_\_\_\_\_\_ her mother about a film she \_\_\_\_\_\_\_ on TV.

A) tells / looking B) spoke / seen C) told / saw D) speaks / watched

1. My father \_\_\_\_\_\_\_\_\_\_\_\_ late, so he \_\_\_\_\_\_\_\_ a taxi.

A) wakes up / got B) woke up / got C) is waking up / getting D) has woken up / gets

1. Shakespeare \_\_\_\_\_\_\_\_ a printing company.

A) had B) has had C) has D) was having

1. The students \_\_\_\_\_\_\_\_\_\_ stories for homework yesterday.

A) has written B) have written C) wrote D) were written

1. How \_\_\_\_\_\_\_\_ your friend \_\_\_\_\_\_\_\_\_\_ to the train station last night?

A) did / got B) has / gotten C) has / got D) did / get

1. John \_\_\_\_\_\_\_ the old lady carry her shopping bags yesterday.

A) helped B) helps C) was helped D) help

1. Unfortunately, he \_\_\_\_\_\_\_\_\_\_ late last night and \_\_\_\_\_\_\_\_\_ the play.

A) was arriving / missed B) arrived / missed C) arrived / was missing D) has arrived / has missed

1. I \_\_\_\_\_\_\_\_\_\_\_ the kitchen floor yesterday.

A) mopped B) was mopped C) mopping D) am mopping

1. First she \_\_\_\_\_\_\_\_\_\_\_\_ the door and then she \_\_\_\_\_\_\_\_\_\_\_\_ out.

A) opened / was going B) opened / went C) was opening / went D) opens / went

1. Elvis Presley \_\_\_\_\_\_\_\_\_\_ many great songs.

A) is singing B) was sung C) sang D) was sang

1. I \_\_\_\_\_\_\_\_\_\_\_ a hamburger for lunch.

A) was have B) am have C) had D) was had

1. How \_\_\_\_\_\_\_ your friend get to the airport yesterday?

A) was B) are C) does D) did

1. Where \_\_\_\_\_\_\_ your friends \_\_\_\_\_\_\_ after school yesterday?

A) was / going B) were / went C) did / went D) did / go

1. Steven Spielberg \_\_\_\_\_\_\_\_\_\_\_\_ TV programmes and then he \_\_\_\_\_\_\_\_\_\_\_to direct films.

A) directed / started B) was direct / started C) directed / was starting D) did direct / started

1. \_\_\_\_\_ you \_\_\_\_\_\_\_\_ Tom yesterday?

A) Were / see B) Have / see C) Did / see D) Did / saw

1. Nobody \_\_\_\_\_\_\_\_\_\_\_\_ the school uniforms yesterday.

A) did wear B) didn't wear C) was wear D) wore

1. My father \_\_\_\_\_\_\_\_ my grandparents yesterday.

A) visited B) did visit C) visits D) was visit

**Past Continuous**

|  |  |  |
| --- | --- | --- |
| Positive | Negative | Questions |
| I was workingYou were workingHe was workingShe was workingIt was workingWe were workingThey were working | I was not workingYou were not workingHe was not workingShe was not workingIt was not workingWe were not workingThey were not working | Was I working?Were you working?Was he working?Was she working?Was it working?Were we working?Were they working? |
| Usage:1. for an action which was in progress at a stated time in the past;
2. for an action which was in progress (Past Cont.) when another action interrupted it (Past Simple);
3. for two or more simultaneous actions;
4. to express the atmosphere and setting in the introduction to the story before we describe the main events.

Time expressions: while, when, as, all morning, all evening, all day, all night etc.  |

1. The girls \_\_\_\_\_\_\_\_\_\_ while the boys \_\_\_\_\_\_\_\_\_\_ around the garden.

A) were chatting / were running B) talked / ran C) were talking / was running D) were chatting / ran

1. My father \_\_\_\_\_\_\_\_\_\_\_\_ the bushes in the garden while we \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

A) pruned / played B) was pruning / were playing C) prunes / played D) were pruning / was playing

1. I \_\_\_\_\_\_\_\_\_ that some flowers \_\_\_\_\_\_\_\_\_\_.

A) was noticing / were bloomed B) noticed / was blooming C) was noticing / were blooming D) noticed / were blooming

1. I \_\_\_\_\_\_\_\_\_ a squirrel under a tree and it \_\_\_\_\_\_\_\_\_\_\_\_ a nut in its mouth.

A) was seeing / was carrying B) see / carried C) saw / was carrying D) was seeing / carried

1. My father \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the squirrel because he \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

A) didn't notice / was working B) noticed / works C) notices / was working D) has noticed / were working

1. One of my friends \_\_\_\_\_\_\_\_\_\_ while he \_\_\_\_\_\_\_\_\_\_\_ the biggest tree in our garden.

A) was fell down / was climbing B) fell down / climbs C) was falling down / climbed D) fell down / was climbing

1. He \_\_\_\_\_\_\_\_\_\_\_\_\_ under the tree because he \_\_\_\_\_\_\_\_\_\_\_ his arm.

A) cried / was injuring B) was crying / injured C) were crying / was injured D) cried / was injured

1. My father \_\_\_\_\_\_\_\_\_\_\_ an ambulance and \_\_\_\_\_\_\_\_ him while the ambulance \_\_\_\_\_\_\_\_\_\_\_.

A) was calling / helped / come B) calls / was helping / came C) called / helped / was coming D) called / helps / was coming

1. All of my friends \_\_\_\_\_\_\_\_\_\_\_\_\_ under the tree while we \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the ambulance.

A) gathered / were waiting B) gathering / waiting C) was gathering / waited D) gathered / waited

1. He \_\_\_\_\_\_\_\_ still \_\_\_\_\_\_\_\_\_\_\_ when the ambulance \_\_\_\_\_\_\_\_\_\_\_\_\_.

A) is / crying / arrived B) was / crying / arriving C) was / crying / arrived D) did / cry / arriving

1. My mother \_\_\_\_\_\_\_\_\_\_\_\_ the dished at six o'clock yesterday.

A) were washing B) was washed C) was washing D) washes

1. Katie and Emma \_\_\_\_\_\_\_\_\_\_\_\_ a picture when I entered the class.

A) was drawing B) were drawing C) drew D) were drew

1. I broke a glass while I \_\_\_\_\_\_\_\_\_\_ tea.

A) drank B) was drink C) has drunk D) was drinking

1. My sister burnt her finger while she \_\_\_\_\_\_\_.

A) cooked B) was cooking C) cooks D) was cook

1. My father \_\_\_\_\_\_\_\_\_\_\_\_\_ the newspaper while my mother \_\_\_\_\_\_\_\_\_\_\_\_ the floor.

A) was reading / was vacuuming B) read / vacuumed C) was read / was vacuuming D) has read / has vacuumed

1. The students \_\_\_\_\_\_\_\_\_\_\_\_\_\_ when the teacher entered the class.

A) were talk B) talked C) were talking D) were talked

1. I couldn't watch the match because I \_\_\_\_\_\_\_\_\_\_ my homework at that time.

A) was do B) was did C) did D) was doing

1. Emma \_\_\_\_\_\_\_\_\_\_\_\_\_ to work I saw her.

A) walked B) was walked C) was walking D) walks

1. I broke that window while I \_\_\_\_\_\_\_\_\_\_\_ the room.

A) was painting B) was paint C) painted D) has painted

1. I burnt my shirt while I \_\_\_\_\_\_\_\_\_\_\_ it.

A) am ironing B) was ironing C) ironed D) irons

1. Yesterday, at six I \_\_\_\_\_\_\_\_\_\_\_ dinner.

A) was preparing B) was prepare C) was prepared D) did prepare

1. My father \_\_\_\_\_\_\_\_\_\_ a novel while I \_\_\_\_\_\_\_ TV.

A) was read / was watching B) were reading / was watching C) read / watched D) was reading / was watching

1. We \_\_\_\_\_\_\_\_\_\_\_ our school when he came in.

A) talked B) were talking C) were talked D) talking

1. The kids \_\_\_\_\_\_\_\_\_\_\_\_\_ in the garden when it suddenly started to rain.

A) played B) playing C) were playing D) was playing

1. Most of the time we \_\_\_\_\_\_\_\_\_\_ in the park.

A) were sat B) sitting C) was sitting D) were sitting

1. While I \_\_\_\_\_\_\_\_\_\_\_\_ in my room, my sister left home.

A) was studying B) studied C) study D) have studied

1. My baby brother \_\_\_\_\_\_\_\_\_\_\_\_\_\_ loudly so I couldn't do my homework.

A) was cried B) cried C) was crying D) has cried

1. The teacher tried to explain but they they \_\_\_\_\_\_\_\_\_\_.

A) were listening B) weren't listening C) listened D) have listened

1. \_\_\_\_\_\_\_ you doing your homework at six o'clock last night?

A) Are B) Did C) Have D) Were

1. The teacher was angry because some students \_\_\_\_\_\_\_\_\_\_\_ football in the class when he came in.

A) are playing B) played C) have played D) were playing

**Past Perfect**

|  |  |  |
| --- | --- | --- |
| Positive | Negative | Questions |
| I had worked \ done You had worked \ doneHe had worked \ doneShe had worked \ doneIt had worked \ doneWe had worked \ doneThey had worked \ done | I hadn’t worked \ doneYou hadn’t worked \ doneHe hadn’t worked \ doneShe hadn’t worked \ doneIt hadn’t worked \ doneWe hadn’t worked \ doneThey hadn’t worked \ done | Had I worked \ done?Had you worked \ done?Had he worked \ done?Had she worked \ done?Had it worked \ done?Had we worked \ done?Had they worked \ done? |
| Usage:1. for an action which happened before another past action or before a stated time in the past;
2. for an action which finished in the past and whose results were visible in the past;
3. for an action which happened at an unstated time in the past;
4. for an action which has happened within a specific time period which is not over at the moment of speaking.

Time expressions: before, after, already, for, since, till, until, when, by, by the time, never etc.  |

1. When Airi \_\_\_\_\_\_\_ at school, she realized she \_\_\_\_\_\_\_ her textbook.

A) had arrived, forgot B) arrived, had forgotten C) forgot, had arrived D) Had forgotten, arrived

1. When I \_\_\_\_\_\_\_ the new teacher, I was so surprised. I \_\_\_\_\_\_\_ his class before!

A) met, had taken B) had met, took C) had taken, met D) took, had met

1. Fraser \_\_\_\_\_\_\_ sushi before he \_\_\_\_\_\_\_ to Japan.

A) never ate, had come B) came, had never eaten C) had come, never ate D) had never eaten, came

1. I \_\_\_\_\_\_\_ any money on the weekend because I \_\_\_\_\_\_\_ my wallet on Friday.

A) didn't have, had lost B) hadn't had, lost C) didn't lose, hadn't had D) hadn't lost, didn't have

1. When Yuka \_\_\_\_\_\_\_ washing the dishes, she \_\_\_\_\_\_\_ the TV on.

A) finished, had turned B) turned, had finished C) had finished, turned D) had turned, finished

1. When we went to Osaka, my friend \_\_\_\_\_\_\_ a lot about the city because she \_\_\_\_\_\_\_ there many times.

A) was, had known B) had known, was C) knew, had been D) had been, knew

1. It was a very difficult movie, but I \_\_\_\_\_\_\_ it because I \_\_\_\_\_\_\_ the book.

A) had understood, read B) read, had understood C) had read, understood D) understood, had read

1. I was sure that I \_\_\_\_\_\_\_\_\_\_\_ the place before.

 A) had seen B) have seen C) seen D) had saw

1. I needed to know what \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to my car.

 A) happened B) has happened C) had happened D) happens

1. The film \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by the time we got to the cinema.

 A) started B) had start C) has started D) had started

1. Lynne left the restaurant after she \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ eating.

A) had finished B) finished C) has finished D) had finish

1. I went to bed after I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ off the television.

 A) switched B) had switch C) had switched D) has switched

1. We \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the car for five years when we sold it.

 A) have had B) had C) had had D) had have

1. By the time we got there, he \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

 A) had left B) has left C) have left D) left

1. When I came round in the hospital I realised I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the car.

 A) had crashed B) crashed C) has crashed D) have crashed

1. If I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to University. I would have studied computers.

A) had went B) had gone C) go D) have gone

1. After I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ my homework I watched the TV.

A) done B) had did C) had done D) have done

1. What is the correct past perfect form of "We can rent a car"?

A) We 'd rent a car. B) We had rented a car. C) We could rent a car. D) We had been able to rent a car.

1. What is the correct past perfect form of "I do the laundry"?

A) I did the laundry. B) I had done the laundry. C) I had did the laundry. D) I have done the laundry.

1. What is the correct past perfect form of "We visit Paris"?

A) We'd visiting Paris. B) We've visited Paris. C) We'd visit Paris. D) We'd visited Paris.

1. What is the correct past perfect form of "It is hot"?

A) It had be hot. B) It was hot. C) It had hot. D) It had been hot.

1. What is the correct past perfect form of "She makes some delicious cookies"?

A) She has made some delicious cookies. B) She had made some delicious cookies.

C) She had make some delicious cookies. D) She made some delicious cookies.

1. I was sure that I \_\_\_\_\_\_\_\_\_\_\_ her before.

A) had saw B) saw C) seen D) had seen

1. I needed to know what \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to my dog.

A) has happened B) had happened C) happened D) had happen

1. The film \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by the time we got to the cinema.

A) had start B) had started C) had starts D) has started

1. Julia left the restaurant after she \_\_\_\_\_\_\_\_\_ eating.

A) had finished B) had finishes C) has finished D) finished

1. I went to bed after I \_\_\_\_\_\_\_\_\_\_\_ off the television.

A) switched B) has switched C) had switched D)switches

1. Jack \_\_\_\_\_ (live) in Boston for the past 15 years.

A) has lived B) lives C) lived D) had lived

1. Janet \_\_\_\_ (work) for Smith and Brothers before she came to work for us.

A) worked B) works C) has worked D) had worked

1. Dad, \_\_\_\_ (you/finish) reading the paper?

A) did you finish B)are you finishing C) had you finished D) have you finished

**Future Simple**

|  |  |  |
| --- | --- | --- |
| Positive | Negative | Questions |
| I will work You will workHe will workShe will workIt will workWe will workThey will work | I won’t workYou won’t workHe won’t workShe won’t workIt won’t workWe won’t workThey won’t work | Will I work?Will you work?Will he work?Will she work?Will it work?Will we work?Will they work? |
| Usage:* in predictions about the future;
* for on-the-spot decisions;
* for promises, threats, warnings, requests, hopes and offers;
* for actions, events that will definitely happen in future and which we cannot control.

Time expressions: tomorrow, the day after tomorrow, tonight, soon, next week, next month, in a week, in a month, in a year, in two days etc.  |

1. People will \_\_\_\_\_\_\_\_\_\_\_ on the moon in the future.

A) living B) live C) are live D) be live

1. I \_\_\_\_\_\_\_ return the book after I read it.

A) will B) am C) would D) going to

1. Tom \_\_\_\_\_\_\_\_\_\_\_\_\_ at eight tomorrow morning.

A) will arrives B) arrives C) will going to arrive D) will arrive

1. When Tom arrives we \_\_\_\_\_\_\_\_\_\_\_ a party.

A) will has B) have C) are going to has D) will have

1. A: This letter is in French, and I don't know French. Can you help me? B: Sure, I \_\_\_\_\_\_\_\_\_\_\_ it for you.

A) am going to translate B) won't translate C) will translate D) am translate

1. A: Can you give Ann a message for me? B: Sure, Probably \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ him at the meeting this evening.

A) will see B) am going to see C) saw D) am seeing

1. I am not sure but It \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ tomorrow.

A) is going to rain B) will rains C) will going to rain D) will rain

1. Nobody \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ recognize you in that wig.

A) are going to B) will C) won't D) isn't go to

1. Choose the correct sentence.

A) He will comes tomorrow. B) They will do it for me.

C) He wills be at the meeting. D) Where will you be yesterday?

1. I will \_\_\_\_\_\_\_\_\_\_\_\_ right here until Jessica comes.

A) wait B) waiting C) waits D) not waiting

1. Tell them again. Perhaps they \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

A) will understand B) going to understand C) will be understand D) understands

1. According to weather report it \_\_\_\_\_\_\_\_\_\_\_ sunny tomorrow.

A) is going to B) is be C) will D) will be

1. I am sure you \_\_\_\_\_\_\_\_\_\_\_ a good time staying with Richard.

A) are going to have B) will have C) are have D) has

1. I imagine the stadium \_\_\_\_\_\_\_\_\_\_\_\_\_ full for the match on Saturday.

A) is be B) is going to C) will be D) is going to be

1. When \_\_\_\_\_\_ you know your exam results?

A) are you going to B) will C) are D) have

1. I am sure that everything \_\_\_\_\_\_\_\_\_\_\_\_ be all right in the end.

A) is going to B) is C) might D) will

1. People say that in 2050 computers \_\_\_\_\_\_\_\_\_\_\_ really small.

A) will be B) are going to be C) are being D) will been

1. It is possible that in fifty years there \_\_\_\_\_\_\_\_ any tigers in the world.

A) aren't going to be B) won't be C) isn't D) aren't

1. I promise I \_\_\_\_\_\_\_\_\_\_\_\_ you everything in the end.

A) am tell B) am going to tell C) will tell D) told

1. Do you think you \_\_\_\_\_\_\_\_\_\_\_ work here when you are fifty years old?

A) are will B) will be C) are going to D) will

1. Tell them again. Perhaps they \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

A) will understand B) going to understand C) will be understand D) understands

1. According to weather report it \_\_\_\_\_\_\_\_\_\_\_ sunny tomorrow.

A) is going to B) is be C) will D) will be

1. I am sure you \_\_\_\_\_\_\_\_\_\_\_ a good time staying with Richard.

A) are going to have B) will have C) are have D) has

1. I imagine the stadium \_\_\_\_\_\_\_\_\_\_\_\_\_ full for the match on Saturday.

A) is be B) is going to C) will be D) is going to be

1. When \_\_\_\_\_\_ you know your exam results?

A) are you going to B) will C) are D) have

1. I am sure that everything \_\_\_\_\_\_\_\_\_\_\_\_ be all right in the end.

A) is going to B) is C) might D) will

1. People say that in 2050 computers \_\_\_\_\_\_\_\_\_\_\_ really small.

A) will be B) are going to be C) are being D) will been

1. It is possible that in fifty years there \_\_\_\_\_\_\_\_ any tigers in the world.

A) aren't going to be B) won't be C) isn't D) aren't

1. I promise I \_\_\_\_\_\_\_\_\_\_\_\_ you everything in the end.

A) am tell B) am going to tell C) will tell D) told

1. Do you think you \_\_\_\_\_\_\_\_\_\_\_ work here when you are fifty years old?

A) are will B) will be C) are going to D) will

**Be going to**

|  |  |  |
| --- | --- | --- |
| Positive | Negative | Questions |
| I am going to workYou are going to workHe is going to workShe is going to workIt is going to workWe are going to workThey are going to work | I am not going to workYou are not going to workHe is not going to workShe is not going to workIt is not going to workWe are not going to workThey are not going to work | Am I going to work?Are you going to work?Is he going to work?Is she going to work?Is it going to work?Are we going to work?Are they going to work? |
| Usage:1. for plans, intentions and ambitions we have for future;
2. for actions we have already decided to do in the near future;
3. for two or more simultaneous actions;
4. in predictions when there is evidence that something will happen in the near future.

Time expressions: tomorrow, the day after tomorrow, tonight, soon, next week, next month, in a week, in a month, in a year, in two days etc |

1. Stop climbing on that rope! You \_\_\_\_\_\_\_\_\_\_\_ fall down!

A) will be B) are going to C) are D) can be

1. I have bought this paint because I \_\_\_\_\_\_\_\_\_\_\_\_\_ paint my room.

A) will B) am going to C) will be D) do

1. Don't sit on that bench. I am \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

A) painting them B) might paint it C) will paint it D) going to paint it

1. Watch out! You are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that glass over.

A) going to knock B) going to knocking C) will knock D) might knock

1. This car is out of control! We \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ crash.

A) will B) might C) are going to D) are

1. I \_\_\_\_\_\_\_\_\_\_\_ practise the piano for two hours this evening, so I can't come with you.

A) am going to B) will C) might D) can

1. Oh, no! Look at time! I \_\_\_\_\_\_\_\_\_\_\_\_\_\_ be terribly late.

A) am B) will C) might D) am going to

1. Do you want to go shopping with me? I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ go to shopping mall in the afternoon.

A) will B) am going to C) might D) can

1. After the rain stops I \_\_\_\_\_\_\_\_\_\_\_ sweep the front porch.

A) am going to B) will be C) will do D) might be

1. We are \_\_\_\_\_\_\_\_\_\_\_\_\_\_ watch TV all day.

A) won't B) don't C) not going to D) will not

1. Rebecca is \_\_\_\_\_\_\_\_\_\_ have a baby next month.

A) go to B) goes to C) going D) going to

1. \_\_\_\_\_\_ you going to cook supper?

A) Will B) Are C) Do D) What

1. What are you going to \_\_\_\_\_\_\_\_\_\_ this evening?

A) wore B) wear C) wearing D) wears

1. Be careful or you \_\_\_\_\_\_\_\_\_\_\_ fall.

A) will B) are C) are go to D) are going to

1. I have decided. I \_\_\_\_\_\_\_\_\_\_\_\_ stop smoking.

A) will B) won't C) am going to D) am go to

1. Look at those clouds. It \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

A) rains B) is rain C) is going to rain D) will rain

1. Look out! You \_\_\_\_\_\_\_\_\_\_\_\_ break that glass!

A) must B) will C) will going to D) are going to

1. I am going to \_\_\_\_\_\_\_\_\_\_\_\_\_ Spanish next summer.

A) learning B) learn C) will learn D) learnt

1. Look at that car! \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

A) It will crash B) It is go to crash C) is will crash D) is going to crash

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ because it is too sweet.

A) I don't drink B) I won't drink C) I am not going to drink D) I will drinking

1. Tom: Are you busy this evening? Adam: No, Not at all. I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ do anything.

A) am not going to B) will C) am going to D) don't

1. Adam: Are you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ go out of the town this weekend? Tom: Yes, I am. I am going to visit my grandparents.

A) will B) going to C) like D) don't

1. Adam: \_\_\_\_\_\_\_\_\_ you going to watch the soccer match tomorrow. Tom: No, I am not. I \_\_\_\_\_\_\_\_\_\_\_\_\_\_ be out of the town.

A) Do / am going to B) Will / will C) Are / don't D) Are / am going to

1. Tom: Would you like to come over tomorrow? Adam: I'd like to, but I am going to \_\_\_\_\_\_\_\_\_\_\_ for my English exam.

A) studying B) studied C) study D) studies

1. Adam: I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have a party at my place on Tuesday. Would you like \_\_\_\_\_\_\_\_\_? Tom: I'd like to. Thank you for inviting me.

A) am going to / to come B) will / coming C) am going to / coming D) will / to come

1. Tom: Are you going to join Kevin's birthday party? Adam: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I am going to visit my relatives.

A) Yes, I can B) No, I don't C) Yes, I will D) No, I am not

1. Would you like to join my tea party? I am sure you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have great fun.

A) will going to B) are going to C) going to D) go to

1. Adam: Our school tennis club is organizing a tennis competition on Friday afternoon. It is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the City Sports Center. Would you like to join? Tom: It would be great.

A) will be B) be C) going to be D) will going to be

1. We are \_\_\_\_\_\_\_\_\_\_\_\_ have a barbecue with friends on Saturday. Would you like to join us?

A) going to B) will C) don't D) not

1. Tom: What a nice day! Do you want to take a walk with me? Adam: Sorry, but \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

A) I will be there on time B) I am not going to do anything else

C) I will come with you D) I am going to help my mother to clean the house

**Future Continuous**

|  |  |  |
| --- | --- | --- |
| Positive | Negative | Questions |
| I will be workingYou will be workingHe will be workingShe will be workingIt will be workingWe will be workingThey will be working | I won’t be workingYou won’t be workingHe won’t be workingShe won’t be workingIt won’t be workingWe won’t be workingThey won’t be working | Will I be working?Will you be working?Will he be working?Will she be working?Will it be working?Will we be working?Will they be working? |
| Usage:1. for an action which will be in progress at a stated future time;
2. for an action which will definitely happen in future as a result of arrangement or routine;
3. when we ask politely about someone’s plans for the near future.

Time expressions:  while, when, this time tomorrow, this time next week, in the afternoon, next month, next week, next year etc. |

1. My friend \_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the TOEFL exam over her summer vacation.

A) will be studying B) will have studied C) will studying D) will studies

1. What \_\_\_\_\_\_\_\_\_\_\_\_\_\_ this afternoon at 3PM?

A) will you be doing B) will you done C) will you have done D) will you doing

1. When you come tonight, our group \_\_\_\_\_\_\_\_\_\_\_\_\_ for our class presentation.

A) will practicing B) will practiced C) will have practiced D) will be practicing

1. I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with my brother through Europe because I don't have enough money.

A) will not traveled B) will not be traveling C) won't be traveling D) will not traveling

1. I \_\_\_\_\_\_\_\_\_\_\_\_\_ English 2 next semester.

A) will have taken B) will took C) will taking D) will be taking

1. We \_\_\_\_\_\_\_\_\_\_\_\_\_\_ essays all semester for English 2. It is going to be a lot of work.

A) will be writing B) will wrote C) will have written D) will be writing

1. I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ this evening. Do you want to go out?

A) will not studies B) will not be studying C) won't be studying D) will not studying

1. Tomorrow, I \_\_\_\_\_\_\_\_\_\_\_\_ in the same seat that I am sitting in now.

A) will be sitting B) will sat C) will sitting D) will have sat

1. Please don't call me after 11PM. I \_\_\_\_\_\_\_\_\_\_\_\_\_.

A) will be sleeping B) will have slept C) will sleeping D) will sleeps

1. My brothers and I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ this weekend. We will be too busy studying for exams.

A) will not camping B) won't be camping C) will not be camping D) will not camped

1. I \_\_\_\_\_\_\_\_ during rush hour.

A) will be driving B) will have drive C) will be drive D) will driving

1. He will not be \_\_\_\_\_ the bus today.

A) take B) taken C) taking D) takes

1. They \_\_\_\_\_\_\_\_ the cottage that weekend.

 A) using B) 'll be using C) 're be using D) will using

1. Nigel \_\_\_\_\_ be coming to the picnic.

A) won't B) won't not C) willn't D)isn’t

1. Where \_\_\_\_\_\_\_\_ sleeping?

A) you be B) will you C) will you be D) will you being

1. We'll be \_\_\_\_\_\_\_\_ the news at 10pm.

A) watch B) watching C) to watch D) watches

1. I'll try my best to spot you. What \_\_\_\_\_\_\_\_ wearing?

A) will you B) will C) will you be D) be will

1. Don't forget your snowpants. It \_\_\_\_\_\_\_\_ by the time you get to school.

A) will snowing B) is snowing C) will be snowing D) are snowing

1. At noon tomorrow, I \_\_\_\_\_\_\_\_ on a beach somewhere.

A) 'll be relaxing B) relax C) will being relax D)be relaxing

1. Sorry, I can't. I \_\_\_\_\_\_\_\_ my daughter to work at that time.

A) will be taking B) 'll take C) won't be take D) will taking

1. ... you still ... ... at six o'clock?

A) Will / working / be B) Working / will / be C) Be / will / working D) Will / be / working

1. He ... ... ... at midnight.

A) be / will / sleep B) be / will / sleeping C) will / be / sleeping D) will / be / sleep

1. We ... ... ... our flat in May.

A) will / be / renovating B) will / be/ renovate C) will / being / renovate D) be / will / renovating

1. I ... ... ... for you at that moment.

A) will be waiting B) will be wait C) will being wait D) be will waiting

1. What ... you ... ... when he comes?

A) will / be / do B) will / be / doing C) be / will / do D) be / will / doing

1. This time tomorrow they (sit) in the train on their way to Chicago.

A) will sit B) will be sitting C) are sitting D) will sitting

1. Don’t phone Jim from 5 to 6 – he (have) English.

A) had B) is having C) will be having D) has

1. Why are you in a hurry? If you arrive at 8 o’clock, they (still/cook) the meal.

A) still are cooking B) are still be cooking C) will be still cooking D) will still cooking

1. I’m not sure I’ll recognize Eve. I haven’t seen her for ages. - She (wear) a dark blue pullover and jeans.

A) wears B) will be wearing C) is wearing D) will wearing

1. He (sleep) when you come back tonight.

A) will be sleeping B)would be sleeping C) slept D) will sleeping

**Future Perfect**

|  |  |  |
| --- | --- | --- |
| Positive | Negative | Questions |
| I will have worked \ done You will have worked \ doneHe will have worked \ doneShe will have worked \ doneIt will have worked \ doneWe will have worked \ doneThey will have worked \ done | I won’t have worked \ doneYou won’t have worked \ doneHe won’t have worked \ doneShe won’t have worked \ doneIt won’t have worked \ doneWe won’t have worked \ doneThey won’t have worked \ done | Will I have worked \ done?Will you have worked \ done?Will he have worked \ done?Will she have worked \ done?Will it have worked \ done?Will we have worked \ done?Will they have worked \ done? |
| Usage:1. for an action which will be finished before a stated future time.

Time expressions: before, by, by then, by the time, until, till etc.  |

1. By the year 2050, scientists \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (discover) a cure for cancer.

 A) will have discover B) will have discovered C) discovered will have D) have will discovered

1. By the time I´m 30, I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (get) married. (-)

 A) will have got B) won´t have got C) will get D) will not have get

1. If you don´t hurry up, the film \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (finish) by the time we arrive. (+)

 A) will have finished B) will be finished C) won´t have finished D) will not finish

1. I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (finish) this exercise by the time the football match starts. (-)

 A) will have finished B) won´t have finished C) will finish D) will haven´t finished

1. Jim´s train was due at 6. He \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (arrive) by now. (+)

 A) will have arrived B) will have arrive C) won´t have arrived D) will not have arrived

1. Sheila \_\_\_\_\_\_\_\_the scholarship by the time she starts school in September. (get) (+)

 A) will have got B) needn´t have got C) been have got D) won´t have got

1. By this time next month, I hope they \_\_\_\_\_\_building the community center. (finish) (+)

 A) won´t not have finished B) will finished C) will have finished D) won´t have finished

1. By this time tomorrow night we \_\_\_\_\_\_ in Australia. (arrive)

 A) will have arrived B) won´t have arrived C) will be arrive D) won´t arrive

1. The team \_\_\_\_\_\_\_ at the exhibition for five hours by the time I arrive there. (work) (-)

 A) will have worked B) will be working C) won´t have worked D) will work

1. By the time we get on the plane, they \_\_\_\_\_\_\_\_already \_\_\_\_\_\_\_\_\_ the luggage. (load) (+)

 A) won´t have loaded B) won´t have already loaded C) will have already loaded D) will already have loaded

1. By that time I’ll \_\_\_\_\_\_ from the University and will \_\_\_\_\_\_ a well-paid job, I hope.

A) graduate, get B) have graduated, have got C) have graduated, get D)graduate, have got

1. We \_\_\_\_\_\_ the camp by 10 o’clock, I believe.

A) reached B) were reaching C) will have reached D) will have reaching

1. I hope, we \_\_\_\_\_\_ half of our way by tomorrow.

A) will have drived B) are driving C) ’ll have driven D) will driven

1. We’ll \_\_\_\_\_\_ decorating the room before you get back.

A) finish B) have finished C) finished D) have

1. By the end of August we’ll \_\_\_\_\_\_.

A) have moved B) would move C) will move D) moving

1. If we don’t hurry, the party will \_\_\_\_\_\_ before we get there.

A) have finished B) finishes C) finished D) had

1. He \_\_\_\_\_\_ by Monday, so try to get in touch with him earlier if you really want to speak to him about that.

A) is leaving B) will leave C) will left D) will have left

1. I hope they \_\_\_\_\_\_ this unpleasant episode by the time they meet again.

A) will have forgotten B) ‘ll be forgotten C) forget D) will had forget

1. I hope we will \_\_\_\_\_\_ the market research by January.

A) be doing B) are doing C) will do D) have done

1. By the time I come they \_\_\_\_\_\_.

A) will have gone B) will be going C) will go D) will gone

1. “It is snowing heavily. Have you listened to the weather forecast for tomorrow?” – “I hope it \_\_\_\_\_\_ snowing by tomorrow.”

A) will stop B) will have stopped C) will had stop D) will stopped

1. As you \_\_\_\_\_\_, he has cut off his beard.

A) will notice B) are noticing C) will noticed D) will have noticed

1. Next Thursday, I \_\_\_\_\_\_ my present car for exactly 20 years.

A) will be owning B) will have owned C) will owned D) will had owning

1. Let’s hope the volcanic eruption \_\_\_\_\_\_ before we arrive at the island.

A) finishes B) will have finished C) will finish D) will finished

1. By the time you get home I will \_\_\_\_\_\_ the house from top to bottom.

A) have cleaned B) clean C) cleaned D) be cleaning

1. Before he gets home from school tonight Peter will \_\_\_\_\_\_ three bars of chocolate.

A) ate B) eat C) have eaten D) eaten

1. By the time the software goes on sale, the company \_\_\_\_\_\_ 5 million dollars on developing it.

A) will spend B) will have spent C) spent D) will had spent

1. When you get back, I will \_\_\_\_\_\_ the front door.

A) am painting B) have painted C) painting D) painted

1. John is going to spend a year away from his family in Peru. By the time he sees his children again he \_\_\_\_\_\_ what they look like.

A) will have forgotten B) will be forgetting C) forgets D) will forget

1. I am sure you \_\_\_\_\_\_ my letter of resignation by now.

A) receive B) will be receiving C) will have received D) will received

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