

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE

**O. M. BEKETOV NATIONAL UNIVERSITY
of URBAN ECONOMY in KHARKIV**

Methodological guidelines

for self-study

on the subject

“English”

(advanced level)

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Unit 1. Relative pronouns, who, whom, whose, which, that

Pronouns are words that take the place of a noun. **Relative pronouns** are used at the beginning of an adjective clause (a dependent clause that modifies a noun). The three most common relative pronouns are *who*, *which* and *that*.

Who has two other forms, the object form **whom** and the possessive form **whose**.

- *Who* and *whom* are used mainly for people. However, these pronouns can also be used to refer to animals that are mentioned by name and seen as persons.
 - The musician who wrote this song is Canadian.
 - The witnesses whom I interviewed gave conflicting evidence.
 - The vacuum scared our cat Scooter, who was sleeping on the rug.
- **Whose** can be used for people, animals or things:
 - The man whose daughter won the tournament is a tennis coach.
 - A dog whose owner lets it run loose may cause an accident.
 - The tree whose branches shade my kitchen window is an oak.

Which is used for animals in general or things.

- Bridget visited the park with her dog, which likes to chase squirrels.
- Jason bought the top hybrid car, which will help him save on gas.

That can be used for people, animals or things.

- The musician that won the award is Canadian.
- The car that Jason bought runs on electricity and gas.
- The dog that is chasing the squirrels belongs to Bridget.

That vs. which

That and *which* are used to start two different types of adjective clauses, called essential and non-essential clauses.

Essential clauses

That always indicates a clause that is **essential** to the meaning of the sentence because it defines or identifies the noun it refers to. An essential clause does not take a comma before it.

- Lisa wore the shoes that she bought in Italy.
(What shoes? The ones that she bought in Italy. The clause identifies the shoes.)

Which may also be used to introduce an essential clause.

- Lisa wore the shoes which she bought in Italy.

Non-essential clauses

Which is used in a non-essential clause modifying an animal or a thing. A non-essential clause is one that gives secondary, **non-essential** information about a noun that is already fully identified. A non-essential clause is separated from its noun with a comma:

- Lisa wore her best leather shoes, which she bought in Italy.
(What shoes? Her best leather ones. The clause is not needed to identify the shoes, so it is non-essential.)

Who vs. whom

The relative pronoun *who* may cause confusion because it has both a subject form (*who*) and an object form (*whom*). The key to choosing between these forms is to see what the pronoun is doing **in its own clause**.

Use **who** if the pronoun is the **subject of the verb** in the dependent clause.

- The people **who** just boarded the plane are in a rock band.
(The pronoun is subject of the verb *boarded*.)

Use **whom** if the pronoun is the **object of the verb** in the dependent clause.

- The cousin **whom** we met at the family reunion is coming to visit.
(The pronoun is object of the verb *met*.)

Use **whom** if the pronoun is the **object of a preposition** in the dependent clause.

- The agent with **whom** I spoke was able to help me.
(The pronoun is object of the preposition *with*.)

Tips

If in doubt, reword the clause to see which personal pronoun you need: *he/him*, *she/her*, etc. Then replace that pronoun with *who* or *whom*, using the following rule:

- Use WHO for *he*, *she*, *they*, *we*:

- The people **who** just boarded the plane are in a rock band.
(Reword: **They** just boarded the plane—so use *who*.)
- Use WHOM for *him, her, them, us*:
 - The cousin **whom** we met at the family reunion is coming to visit.
(Reword: We met **him** at the family reunion—so use *whom*.)
 - The agent with **whom** I spoke was able to help me.
(Reword: I spoke with **her**—so use *whom*.)
 -

Excercise 1. Fill in with who, whom and whose.

1. _____ wrote this book?
2. _____ are you going to recommend?
3. _____ dictionary is on the table?
4. It doesn't look like this is the right address. _____ did you ask for directions?
5. We have two extra tickets for the concert. _____ wants to go with us?
6. It wasn't me! I have no idea _____ left the oven on.
7. _____ car is parked in the handicapped parking space? If someone doesn't move it, it's going to be towed.
8. The police have called in an expert to identify _____ handwriting is actually on the ransom letter.
9. Do you remember _____ received the Academy Award for best actress that year?
Was it Nicole Kidman?
10. Melanie couldn't remember the name of the student _____ science project received the \$100,000 prize.
11. I know exactly _____ I'm going to support in the upcoming election.
12. That's the professor _____ spent 10 years living with the Pygmies in Central Africa.
13. She's the actress he so vividly describes in his scandalous new book.
14. Can you please tell me the names of the people _____ helped organize the AIDS charity event?

15. The national park is being renamed in honor of Dian Fossey, _____ scientific research and environmental efforts helped save the last remaining mountain gorillas.

Exercise 2. Fill in with who, whom and whose.

1. The women _____ live in Paris are reputed to be elegant.
2. Our classmates, to _____ we lent our books, are serious and studious.
3. The workers, _____ enthusiasm was obvious, finished the work quickly.
4. The musicians _____ we heard yesterday have played together for many years.
5. Parents _____ children do well at school usually consider themselves fortunate.
6. Children _____ like music are often good at mathematics.
7. The student to the prize was awarded had an impressive record.
8. My friend, _____ I visited last week, is taking a holiday soon.
9. The class treasurer, to _____ we gave the money, announces the balance of the account.
10. The engineers _____ designed the building received an award.

Unit 2 Have something done

What someone does for us

We use *have* + object + *-ed* form when we talk about someone doing something for us which we ask or instruct them to do. It emphasises the process/action rather than who performs it:

*We're **having** the house painted next week.* (We are not going to paint the house ourselves. Someone else will paint it. The emphasis is on the fact that the house is being painted rather than who is doing it.)

Warning:

This pattern is not the same as the present perfect or past perfect.

Compare

*I **had** my hair cut.*

Someone cut my hair.

*I've **cut** my hair.*

I cut my own hair.

*I'd **cut** my hair.*

We can also use *have* + object + *-ed* form when something bad happens, especially when someone is affected by an action which they did not cause:

*They've **had** their car stolen.* ('They' are affected by the action of the car being stolen but they did not cause this to happen.)

*Hundreds of people **had** their homes destroyed by the hurricane.* (Hundreds of people were affected by the hurricane, which they did not cause.)

Asking or instructing

We use the pattern *have* + object + infinitive without *to* when we talk about instructing someone (underlined) to do something. We use it to emphasise who performed the action:

*I'll **have** Harry book you a taxi.* (I will instruct Harry to book a taxi for you. Emphasis is on who will do the action more than on the action.)

*He **had** Kay make us all some tea.*

Talking about an experience

We use *have* + object + *-ing* form or infinitive without *to* to talk about an event or experience. We use the *-ing* form for an event in progress and the infinitive without *to* for a completed event:

*We **had** a man singing to us as we sat in the restaurant having our meal.*

*We **had** a strange woman come to the door selling pictures.*

We can also use the *-ing* form to describe an ongoing action that someone or something is causing:

*Her story **had** us laughing so much.* (Her story was making us laugh.)

I just **had** them doing stretch routines, and after, they got really good at it.

	<i>John is a diligent student.</i>	<i>Steve is a lazy student.</i>
<i>Present Simple</i>	<i>I do my homework.</i>	<i>I have my homework done.</i>
<i>Past Simple</i>	<i>I did my homework</i>	<i>I had my homework done.</i>
<i>Future Simple</i>	<i>I will do my homework</i>	<i>I will have my homework done</i>
<i>Present Continuous</i>	<i>I am doing my homework</i>	<i>I am having my homework done.</i>
<i>Past Continuous</i>	<i>I was doing my homework.</i>	<i>I was having my homework done.</i>
<i>Present Perfect</i>	<i>I have done my homework.</i>	<i>I have had my homework done.</i>
<i>Past Perfect</i>	<i>I had done my homework before mother came home.</i>	<i>I had had my homework done before mother came home.</i>
<i>Modals</i>	<i>I must do homework.</i>	<i>I must have my homework done for me.</i>

Exercise 1. Fill in the gaps with HAVE SMTH DONE

- I've made an appointment at the hairdresser's for next Monday.
I'm _____ next Monday. (my hair / cut)
- Builders checked our roof after the storm.
We _____ after the storm. (our roof / check)
- Some bricklayers are building a wall for our neighbours.
Our neighbours are _____ (a wall / build)
- My brother is going to the dentist next week. The dentist is going to pull my brother's tooth out.
My brother is _____ next week. (his tooth / pull out)
- An electrician installed a burglar alarm for us in October.
We _____ in October. (an alarm / install)
- The doctors removed David's tonsils when he was eleven.
David _____ when he was eleven. (his tonsils / remove)

Exercise 2. Complete the sentences with HAVE SOMETHING DONE

1. _____ (the house/paint) at the moment.
2. I lost my key. I will have to _____ (another key/make).
3. When was the last time you _____ (your hair/cut) ?
4. _____ (you/a newspaper/deliver) to your house every day, or do you go out and buy one ?
5. What are those workmen doing in your garden ? ...Oh, we _____ (a garage/build).
6. This coat is dirty. I must _____ (it/clean).
7. If you want to wear earrings, why don't you _____ (your ears/pierce)?
8. Why did you go to the cleaner's ? ...I needed _____ (my jacket /clean).

TEST A

1. We usually _____ (the bedrooms / redecorate) every two years.
2. Sarah isn't making her own wedding dress, she _____ (it / make) by a designer in Italy.
3. _____ (you / ever/ anything / steal) from your house?
4. He didn't fix his car himself, he _____ (it / fix) at the garage.s
5. Your hair is too long. You need _____ (it / cut).

TEST B

1. I'm going to do my food shopping online and I _____ (the food / deliver) to my house.
2. Sarah isn't making her own wedding dress, she _____ (it / make) by a designer in Italy.
3. If you can't see properly, you should _____ (your eyes / test).
4. Are they going to paint the kitchen themselves, or _____ (it / paint)?

Unit 3 Passive Voice

Passive voice is used when the focus is on the action. The cause of the action, however, is not important or not known. (In contrast, active voice focuses on the cause of an action.)

Form of Passive

	Active	Passive
Present Simple	Mr Smith <i>writes</i> the delivery notes.	The delivery notes <i>are written</i> (by Mr Smith).
Present Progressive	Mr Smith <i>is writing</i> the delivery notes.	The delivery notes <i>are being written</i> (by Mr Smith).
Past Simple	Mr Smith <i>wrote</i> the delivery notes.	The delivery notes <i>were written</i> (by Mr Smith).
Present Perfect	Mr Smith <i>has written</i> the delivery notes.	The delivery notes <i>have been written</i> (by Mr Smith).
Past Perfect	Mr Smith <i>had written</i> the delivery notes.	The delivery notes <i>had been written</i> (by Mr Smith).
Future Simple	Mr Smith <i>will write</i> the delivery notes.	The delivery notes <i>will be written</i> (by Mr Smith).
Ausiliary Verbs	Mr Smith <i>must write</i> the delivery notes.	The delivery notes <i>must be written</i> (by Mr Smith).

Exercise 1.

Rewrite the sentences in passive voice.

1. I confirm the reservation.
2. We will deliver the goods immediately.
3. We arranged a meeting.
4. You can cancel the contract within five business days.
5. They execute all orders carefully.

6. You have made a mistake.
7. We are processing your order.
8. Jane had booked a flight.
9. He has not answered our letter.
10. She did not sign the contract.

Exercise 2. Write passive sentences in Past Simple.

1. the test / write
2. the table / set
3. the cat / feed
4. the lights / switch on
5. the house / build
6. dinner / serve
7. this computer / sell / not
8. the car / stop / not
9. the tables / clean / not
10. the children / pick up / not

Exercise 3. Write passive sentences in Future I.

1. the exhibition / visit
2. the windows / clean
3. the message / read
4. the thief / arrest
5. the photo / take
6. these songs / sing
7. the sign / see / not
8. a dictionary / use / not
9. credit cards / accept / not
10. the ring / find / not

Exercise 4. Complete the sentences (Active or Passive Voice). You must either use Present Simple or Past Simple.

1. The Statue of Liberty _____ (give) to the United States by France.
2. It _____ (be) a present on the 100th anniversary of the United States.
3. The Statue of Liberty _____ (design) by Frederic Auguste Bartholdi.
4. It _____ (complete) in France in July 1884.
5. In 350 pieces, the statue then _____ (ship) to New York, where it _____ (arrive) on 17 June 1885.
6. The pieces (put) together and the opening ceremony _____ (take) place on 28 October 1886.
7. The Statue of Liberty _____ (be) 46 m high (93 m including the base).
8. The statue _____ (represent) the goddess of liberty.
9. She _____ (hold) a torch in her right hand and a tablet in her left hand.
10. On the tablet you _____ (see / can) the date of the Declaration of Independence (July 4, 1776).
11. Every year, the Statue of Liberty _____ (visit) by many people from all over the world.

Exercise 5. Rewrite the sentences in passive voice.

1. Kerrie has paid the bill. -
2. I have eaten a hamburger. -
3. We have cycled five miles. -
4. I have opened the present. -
5. They have not read the book. -
6. You have not sent the parcel. -

7. We have not agreed to this issue. -
8. They have not caught the thieves. -
9. Has she phoned him? -
10. Have they noticed us? -

Exercise 6. Read the text and fill in the gaps.

A Look at the Intriguing History of Snowboarding

By Keith Kingston

To say who actually invented the sport of snowboarding would be impossible because people have always loved to slide down a snow-covered hill. Soaring through the snow on some kind of seat or board is nothing new. The ways to enjoy the snow are numerous, and people have devised ways to turn garbage can lids and cardboard into 'snow boards' to enjoy an afternoon frolic outdoors. The various ways to glide through snow have become more sophisticated and have evolved into using polished boards or skis in much the same manner as a surfboarder would ride a wave.

<p>There have been many attempts at developing a modern snowboard. In 1965, the 'Snurfer' (a word play on 'snow' and 'surfer') _____ as a child's toy. Two skis _____ together and a rope _____ at the front end to afford control and stability. Over 500,000 'Snurfers' _____ in 1966 but they _____ as more than a child's plaything even though organized competitions began to take place. The year 1969 brought a slightly more sophisticated snowboard based on the principles of skiing combined with surfboard styling.</p> <p>The 'Flying Yellow Banana' _____ in 1977. This was nothing more than a plastic shell covered with a top</p>	<ul style="list-style-type: none"> • was considered • was developed • was known • was placed • was finally declared • were bound • was developed
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<p>surface like that of a skateboard, but at the time it _____ a major advance in the little known sport of snowboarding. The first national snowboard race _____ in the area outside Woodstock and _____ as ‘The Suicide Six.’ The race consisted of a steep downhill run called The Face in which the main goal was probably mere survival.</p> <p>Snowboarding continued to increase in popularity over the next several years. In 1985 the first magazine dedicated specifically to snowboarding hit the news stands with huge success and furthered the popularity of this exciting sport. Hoards of fans began to organize regional events and pretty soon snowboarding events _____ in all parts of the world. In the year 1994 snowboarding _____ an Olympic event, much to the delight of fans. The not-so-new sport of snowboarding _____ and meant a huge victory for serious snowboarders across the globe.</p>	<ul style="list-style-type: none"> • were sold • was held • was finally recognized • were never seen • were held
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A collection of snowboarding tricks and stunts was released on video in 1996. Filmed in Alaska, the breathtaking beauty and captivating snowboarding techniques featured in the video exposed snowboarding to a new generation, and by 1998 snowboarding constituted almost 50% of all winter activity. Today, nearly all ski resorts accept snowboarders. There are still a few holding on to the past but this is unlikely to continue as the number of snowboarders continually increases.

From the first crudely built snowboards to the advanced and specialized models available today, snowboarders have carried a ‘bad boy’ image. This rebel reputation is still common today in spite of the fact that snowboarding appeals to men, women, and children of all nationalities and social groups. At most major ski resorts you can

find snowboarding gear, information, and lessons. Olympic and world wide snowboarding events are among the most popular of winter sports and the competition to be the best is fierce.

Retailers nation wide and around the world carry many types of snowboards, and the choice in specially made snowboarding gear is immense. Snowboarders have participated in the X Games and even charity events such as Boarding for Breast Cancer. From its early meager beginnings snowboarding has progressed into a fully recognized sport, and large numbers of people are turning to snowboarding for adventure, fun, and professional recognition.

Keith Kingston is a professional web publisher offering information on snowboards, skiing, ski vacations, snow removal and snowmobiles at all-4-snow.com

Article Source: EzineArticles.com

Exercise 7. Hadrian's Wall

Fill the gaps with the correct tenses (active or passive voice).

1. In the year 122 AD, the Roman Emperor Hadrian _____(visit) his provinces in Britain.
2. On his visit, the Roman soldiers_____ (tell) him that Pictish tribes from Britain's north_____ (attack) them.
3. So Hadrian _____(give) the order to build a protective wall across one of the narrowest parts of the country.
4. After 6 years of hard work, the Wall _____(finish) in 128.
5. It _____ (be) 117 kilometres long and about 4 metres high.
6. The Wall _____ (guard) by 15,000 Roman soldiers.
7. Every 8 kilometres there _____(be) a large fort in which up to 1,000 soldiers _____(find) shelter.

8. The soldiers (watch) over the frontier to the north and _____ (check) the people who _____ (want) to enter or leave Roman Britain.
9. In order to pass through the Wall, people (must go) to one of the small forts that _____ (serve) as gateways.
10. Those forts _____ (call) milecastles because the distance from one fort to another _____ (be) one Roman mile (about 1,500 metres).
11. Between the milecastles there _____ (be) two turrets from which the soldiers _____ (guard) the Wall.
12. If the Wall _____ (attack) by enemies, the soldiers at the turrets _____ (run) to the nearest milecastle for help or _____ (light) a fire that _____ (can / see) by the soldiers in the milecastle.
13. In 383 Hadrian's Wall _____ (abandon) .
14. Today Hadrian's Wall _____ (be) the most popular tourist attraction in northern England.
15. In 1987, it _____ (become) a UNESCO World Heritage Site.

TEST A

Put the following sentences into the passive voice or form.

1. They make shoes in that factory.

Shoes _____ in that factory.

2. People must not leave bicycles in the driveway.

Bicycles _____ in the driveway.

3. They built that skyscraper in 1934.

That _____ skyscraper in 1934.

4. The students will finish the course by July.

The course _____ by July.

5. They are repairing the streets this month.

The streets _____ this month.

6. They make these tools of plastic.

These tools _____ of plastic.

7. They have finished the new product design.

The new product design _____ .

8. They were cooking dinner when I arrived.

Dinner _____ when I arrived.

9. Smithers painted 'Red Sunset' in 1986.

'Red Sunset' _____ in 1986 by Smithers.

10. Did the plan interest you?

_____ in the plan?

11. They had finished the preparations by the time the guests arrived.

The preparations _____ by the time the guests arrived.

12. They are going to perform Beethoven's Fifth Symphony next weekend.

Beethoven's Fifth Symphony _____ next weekend.

13. Someone will speak Japanese at the meeting.

Japanese _____ at the meeting.

14. Karen is going to prepare the refreshments.

The refreshments _____ by Karen.

15. Toyota manufactures this car in Japan.

This car _____ in Japan.

TEST B

Take the following sentences in the passive voice and put them into the active voice.

1. The instructions have been changed.

Someone _____ the instructions.

2. She will have to be taught.

Someone _____ her.

3. This car was manufactured in Japan by Toyota.

Toyota _____ this car in Japan.

4. Why aren't the exercises being finished on time?

Why the exercises _____ on time?

5. Last year 2,000 new units had been produced by the time we introduced the new design.

We _____ 2,000 new units by the time we introduced the new design last year.

6. Casual clothes must not be worn.

You _____ casual clothes.

7. \$400,000 in profit has been reported this year.

The company _____ \$400,000 in profit this year.

8. The test will be given at five o'clock this afternoon.

The school _____ the test at five o'clock this afternoon.

9. Students are required to wear uniforms at all times.

The school _____ students to wear uniforms at all times.

10. This rumor must have been started by our competitors.

Our competitors _____ this rumor.

11. All work will have been completed by five o'clock this evening.

You _____ all work by five o'clock this evening.

12. We were told to wait here.

Someone _____ us to wait here.

13. Lunch was being served when we arrived.

They _____ lunch when we arrived.

14. Lectures are recorded and posted on the Internet.

They _____ lectures on the Internet.

15. Portuguese has always been spoken in this village.

People _____ in this village Portuguese.

Unit 4 Conditionals

Conditionals are clauses introduced with **if**. There are three types of conditional clauses: Type 1, Type 2, Type 3. There is also another common type – Type 0.

BASIC VERB FORMS USED IN CONDITIONAL SENTENCES

SITUATION	IF-CLAUSE	RESULT CLAUSE	EXAMPLES
Type 0 general truth	present simple	present simple	If the temperature falls below 0C, water turns into ice.
True in the present/future	present simple	present simple <i>will + simple form</i>	If <i>I have</i> enough time, <i>I watch</i> TV every evening. If <i>I have</i> enough time, <i>I will watch</i> TV later on tonight.
Untrue in the present/future	past simple	<i>would + simple form</i>	If <i>I had</i> enough time, <i>I would watch</i> TV now or later on.
Untrue in the past	past perfect	<i>would have + past participle</i>	If <i>I had had</i> enough time, <i>I would have watched</i> TV yesterday.

Exercise 1.

Answer the questions with "yes" or "no."

1. *If the weather had been good yesterday, our picnic would not have been canceled.*

a. Was the picnic canceled? yes

b. Was the weather good? no

2. *If I had an envelope and a stamp, I would mail this letter right now.*

a. Do I have an envelope and a stamp right now? _____

b. Do I want to mail this letter right now? _____

c. Am I going to mail this letter right now? _____

3. *Ann would have made it to class on time this morning if the bus hadn't been late.*

a. Did Ann try to make it to class on time? _____

b. Did Ann make it to class on time? _____

c. Was the bus late? _____

4. *If the hotel had been built to withstand an earthquake, it would not have collapsed.*

a. Was the hotel built to withstand an earthquake? _____

b. Did the hotel collapse? _____

5. *If I were a carpenter, I would build my own house.*

a. Do I want to build my own house? _____

b. Am I going to build my own house? _____

c. Am I a carpenter? _____

Exercise 2. Complete the sentences with the verbs in parentheses.

Untrue in the past

1. SITUATION: *I usually write my parents a letter every week. That is a true fact. In other words:*

If I (have) _____ have _____ enough time, I (write) _____ write _____ my parents a letter every week.

2. SITUATION: *I may have enough time to write my parents a letter later tonight. I want to write them a letter tonight. Both of those things are true. In other words:*

If I (have) _____ enough time, I (write) _____ my parents a letter **later tonight**.

3. SITUATION: *I don't have enough time right now, so I won't write my parents a letter. I'll try to do it later. I want to write them, but the truth is that I just don't have enough time right now. In other words:*

If I (have) _____ enough time **right now**, I (write) _____ my parents a letter.

4. SITUATION: *I won't have enough time tonight, so I won't write my parents a letter. I'll try to do it tomorrow. I want to write them, but the truth is that I just won't have enough time. In other words:*

If I (have) _____ enough time **later tonight**, I (write) _____ my parents a letter.

5. SITUATION: *I wanted to write my parents a letter last night, but I didn't have enough time. In other words:*

If I (*have*) _____ enough time, I (*write*) _____
 my parents a letter **last night**.

TRUE IN THE PRESENT OR FUTURE

<p>(a) If I <i>don't eat</i> breakfast, I always get hungry during class.</p> <p>(b) Water <i>freezes</i> OR <i>will freeze</i> if the temperature <i>reaches</i> 32°F/0°C.</p> <p>(c) If I <i>don't eat</i> breakfast tomorrow morning, I <i>will get</i> hungry during class.</p> <p>(d) If it <i>rains</i>, we <i>should stay</i> home. If it <i>rains</i>, I <i>might decide</i> to stay home. If it <i>rains</i>, we <i>can't go</i>. If it <i>rains</i>, we're <i>going to stay</i> home.</p> <p>(e) If anyone <i>calls</i>, please take a message.</p>	<p>In conditional sentences that express true, factual ideas in the present/future, the <i>simple present</i> (not the simple future) is used in the <i>if</i>-clause. The result clause has various possible verb forms. A result clause verb can be:</p> <ol style="list-style-type: none"> 1. the <i>simple present</i>, to express a habitual activity or situation, as in (a). 2. either the <i>simple present</i> or the <i>simple future</i>, to express an established, predictable fact or general truth, as in (b). 3. the <i>simple future</i>, to express a particular activity or situation in the future, as in (c) 4. <i>modals</i> and <i>phrasal modals</i> such as <i>should</i>, <i>might</i>, <i>can</i>, <i>be going to</i>, as in (d) 5. an imperative verb, as in (e)
<p>(f) If anyone <i>should call</i>, please take a message.</p>	<p>Sometimes <i>should</i> is used in an <i>if</i>-clause. It indicates a little more uncertainty than the use of the simple present, but basically the meaning of examples (e) and (f) is the same.</p>

Exercise 3. True in the present or future.

Answer the questions. Pay special attention to the verb forms in the result clauses.

Work in pairs, in groups, or as a class.

1. If it rains, what always happens?
2. If it rains tomorrow, what will happen?
3. If it should rain tomorrow, what will you do or not do?
4. If it's cold tomorrow, what are you going to wear to class?
5. Fish can't live out of water. If you take a fish out of water, what will happen? / If you take a fish out of water, what happens?
6. If I want to learn English faster, what should I do?
7. If you run up a hill, what does/will your heart do?
8. Tell me what to do, where to go, and what to expect if I visit your hometown as a tourist.

UNTRUE (CONTRARY TO FACT) IN THE PRESENT OR FUTURE

<p>(a) If I taught this class, I wouldn't give tests.</p> <p>(b) If he were here right now, he would help us.</p> <p>(c) If I were you, I would accept their invitation.</p>	<p>In (a): In truth, I don't teach this class.</p> <p>In (b): In truth, he is not here right now.</p> <p>In (c): In truth, I am not you.</p> <p>Note: Were is used for both singular and plural subjects.</p> <p>Was (with <i>I, he, she, it</i>) is sometimes used in informal speech: <i>If I was you, I'd accept their invitation.</i></p>
<p>COMPARE</p> <p>(d) If I had enough money, I would buy a car.</p> <p>(e) If I had enough money, I could buy a car.</p>	<p>In (d): The speaker wants a car, but doesn't have enough money. Would expresses desired or predictable results.</p> <p>In (e): The speaker is expressing one possible result. Could = <i>would be able to</i>. Could expresses possible options</p>

Exercise 4. Present or future conditional sentences. Complete the sentences with the verbs in parentheses.

1. If I have enough apples, I (*bake*) will bake an apple pie this afternoon.
2. If I had enough apples, I (*bake*) _____ an apple pie this afternoon.
3. I will fix your bicycle if I (*have*) _____ a screwdriver of the proper size.
4. I would fix your bicycle if I (*have*) _____ a screwdriver of the proper size.
5. Sally always answers the phone if she (*be*) _____ in her office.
6. Sally would answer the phone if she (*be*) _____ in her office right now.
7. I (*be, not*) _____ a student in this class if English (*be*) _____ my native language.
8. Most people know that oil floats on water. If you pour oil on water, it (*float*) _____.
9. If there (*be*) _____ no oxygen on earth, life as we know it (*exist, not*) _____.
10. My evening newspaper has been late every day this week. If the paper (*arrive, not*) _____ on time today, I'm going to cancel my subscription.
11. If I (*be*) _____ a bird, I (*want, not*) _____ to live my whole life in a cage.
12. How old (*human beings,*



live) _____ to be if all diseases in the world
(be) _____ completely eradicated?

13. If you boil water, it (*disappear*) _____ into the atmosphere as vapor.

14. If people (*have*) _____ paws instead of hands with fingers and opposable thumbs, the machines we use in everyday life (*have to*) _____ be constructed very differently. We (*be, not*) _____ able to turn knobs, push small buttons, or hold tools and utensils securely.

Exercise 5 Activity: present or future untrue conditions. In small groups or as a class, discuss the questions.

Under what conditions, if any, would you . . .

1. exceed the speed limit while driving?
2. lie to your best friend?
3. disobey an order from your boss?
4. steal food?
5. carry a friend on your back for a long distance?
6. not pay your rent?
7. (*Make up other conditions for your classmates to discuss.*)

Exercise 6. Activity: present conditionals. Use the statistics in PART I to answer the question in PART II. Work in pairs, in groups, or as a class.

PART I. POPULATION STATISTICS

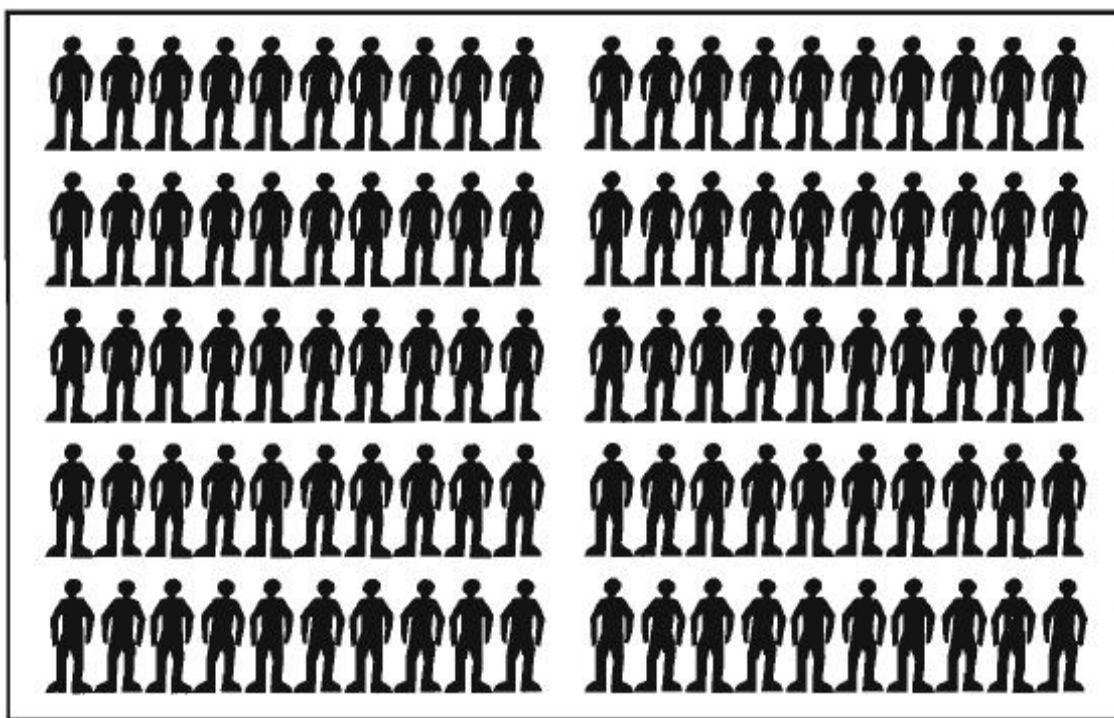
1. 51 % of the world's population is female.
2. 57% of the people in the world are from Asia, the Middle East, and the South Pacific.
3. 21 % are Europeans.
4. 14% are from the Western Hemisphere.
5. 8% are from Africa.

6. 50 % of the world's population suffers from malnutrition.
7. 30 % of the world's population is illiterate. 60% of the people who are illiterate are women.
8. 1% of the world's population has a college education.
9. 6% of the people in the world own half of the world's wealth.
10. One person in three is below 15 years of age. One person in ten is over 65 years old.

PART II. QUESTION

If there were only one village on earth and it had exactly 100 people, who would it consist of? Assuming that the village would reflect global population statistics, describe the people in this imaginary village. Use the illustration to point out the number of people who fit each description you make.

- *If there were only one village on earth and it had exactly 100 people, 51 of them would be women and 49 of them would be men. More than half of the people in the village (57 of them) would...(continue describing the village).*



A village of 100 people

UNTRUE (CONTRARY TO FACT) IN THE PAST

<p>(a) If you had told me about the problem, I would have helped you.</p> <p>(b) If they had studied, they would have passed the exam.</p> <p>(c) If I hadn't slipped on the stairs, I wouldn't have broken my arm.</p>	<p>In (a): In truth, you did not tell me about it.</p> <p>In (b): In truth, they did not study. Therefore, they failed the exam.</p> <p>In (c): In truth, I slipped on the stairs. I broke my arm.</p> <p>Note: The auxiliary verbs are almost always contracted in speech. "If you'd told me, I would've helped you (OR I'd've helped you)."*</p>
<p>COMPARE</p> <p>(d) If I had had enough money, I would have bought a car.</p> <p>(e) If I had had enough money, I could have bought a car.</p>	<p>In (d): would expresses a desired or predictable result.</p> <p>In (e): could expresses a possible option; could have bought = would have been able to buy.</p>

*In casual, informal speech, some native speakers sometimes use **would have** in an if-clause: *If you would've told me about the problem, I would've helped you.* This verb form usage is generally considered not to be grammatically correct standard English, but it occurs fairly commonly.

Exercise 7. Conditional sentences.

Complete the sentences with the verbs in parentheses.

1. If I (*have*) _____ enough money, I will go with you.
2. If I (*have*) _____ enough money, I would go with you.
3. If I (*have*) _____ enough money, I would have gone with you.
4. If the weather is nice tomorrow, we (*go*) _____ to the zoo.
5. If the weather were nice today, we (*go*) _____ to the zoo.
6. If the weather had been nice yesterday, we (*go*) _____ to the zoo.
7. If Sally (*be*) _____ at home tomorrow, I am going to visit her.
8. Jim isn't home right now. If he (*be*) _____ at home right now, I (*visit*) _____ him.
9. Linda wasn't at home yesterday. If she (*be*) _____ at home yesterday, I (*visit*) _____ her.
10. A: Shh! Your father is taking a nap. Uh-oh. You woke him up.
 B: Gee, I'm sorry, Mom. If I (*realize*) _____ he was sleeping, I (*make, not*) _____ so much noise when I came in. But how was I supposed to know?



11. Last night Alex ruined his sweater when he washed it. If he
(read) _____ the label, he (wash, not)
_____ it in hot water.

12. A: Ever since I broke my foot, I haven't been able to get down to the basement
to wash my clothes.

B: Why didn't you say something? I (come) _____
over and (wash) _____ them for you if you
(tell) _____ me.

A: I know you (come) _____ right away if I (call)
_____ you. I guess I didn't want to bother you.

B: Nonsense! What are good neighbors for?

Excercise 8. Review: conditional sentences

Complete the sentences with the verbs in parentheses.

1. You should tell your father exactly what happened. If I (be) _____ you, I
(tell) _____ him the truth as soon as possible.
2. If I (have) _____ my camera with me yesterday, I (take) _____
a picture of Alex standing on his head.
3. I'm almost ready to plant my garden. I have a lot of seeds. Maybe I have more
than I need. If I (have) _____ more seeds than I need, I (give) _____
_____ some to my neighbor.
4. George has only two pairs of socks. If he (have) _____ more than
two pairs of socks, he (have to, not) _____ wash
his socks so often.
5. The cowboy pulled his gun to shoot at the
rattlesnake, but he was too late. If he (be) _____
quicker to pull the trigger, the snake (bite, not)
_____ him on the foot. It's a
good thing he was wearing heavy leather boots.



6. What *(we, use)* _____ to look at ourselves when we comb our hair if we *(have, not)* _____ mirrors?
7. It's been a long drought. It hasn't rained for over a month. If it *(rain, not)* _____ soon, a lot of crops *(die)* _____. If the crops *(die)* _____, many people *(go)* _____ hungry this coming winter.
8. According to one scientific theory, an asteroid collided with the earth millions of years ago, causing great changes in the earth's climate. Some scientists believe that if this asteroid *(collide, not)* _____ with the earth, the dinosaurs *(become, not)* _____ extinct. Can you imagine what the world *(be)* _____ like today if dinosaurs *(exist, still)* _____? Do you think it *(be)* _____ possible for dinosaurs and human beings to coexist on the same planet?

Exercise 9. Conditional sentences

Complete each sentence with an appropriate auxiliary verb.

1. I don't have a pen, but if I _____ *did* _____, I would lend it to you.
2. He is busy right now, but if he _____ *weren't* _____, he would help us.
3. I didn't vote in the last election, but if I _____ *had* _____, I would have voted for Senator Anderson.
4. I don't have enough money, but if I _____, I would buy that book.
5. The weather is cold today, but if it _____, I would go swimming.
6. She didn't come, but if she _____, she would have met my brother.
7. I'm not a good cook, but if I _____, I would make all of my own meals.
8. I have to go to class this afternoon, but if I _____, I would go downtown with you.
9. He didn't go to a doctor, but if he _____, the cut on his hand wouldn't have gotten infected.
10. I always pay my bills. If I _____, I would get in a lot of trouble.

11. Helium is lighter than air. If it _____, a helium-filled balloon wouldn't float upward.

12. I called my husband to tell him I would be late. If I _____, he would have gotten worried about me.

TEST A	
1. If he comes,	A) we will go to lunch. B) we would go to lunch. C) we went to lunch.
2. I would buy a new house	A) if I have a lot of money. B) if I win the lottery. C) if I inherited a million dollars.
3. If she misses the bus,	A) I take her to school by car. B) I would take her to school by car. C) she have to walk.
4. If I had known you were in town,	A) I would buy you some flowers! B) I would have bought you some flowers. C) I will buy you some flowers.
5. If he studies a lot,	A) he might pass the exam. B) he would pass the exam. C) he is going to pass the exam.
6. I would get a new job	A) if I was you. B) if I am you. C) if I were you.
7. He will surely fail his exams	A) if he not work harder. B) unless he begins to study. C) if he weren't serious.

8. She would live in New York now	A) if she stays. B) if she had stayed. C) if she was to stay.
9. They would have bought that new car	A) if they had had the money. B) if they had the money. C) if they were having the money.
10.If I were a millionaire	A) I would buy a yacht. B) I have bought a yacht. C) I will buy a yacht.

ANSWER SHEET									
1)	2)	3)	4)	5)	6)	7)	8)	9)	10)

TEST B	
1. I leave on Saturdays	A) if she will come to visit. B) if she comes to visit. C) if she won't come to visit.
2. If he were President,	A) he would help the poor more. B) he will help the poor more. C) he would have helped the poor more.
3. If they had had enough good sense,	A) they would move to Santa Monica. B) they would have moved to Santa Monica. C) they would had moved to Santa Monica.

4. She will go crazy	A) if you leaves her. B) unless she leaves you. C) if she don't leave you.
5. If this storm gets worse,	A) we will have to go inland. B) we have to get inland. C) we must to go inland.
6. Watch out! If you touch that cable,	A) you will get a shock. B) you shocked. C) you had a shock.
7. I might have had time	A) if you needed my help. B) if you had asked me for help. C) if you ask me for help.
8. I'm afraid I can't understand you	A) if you speak unclear. B) unless you speak more clearly. C) if you don't speak clear.
9. She would have gone	A) if she had been in your position. B) if she were in your position. C) if she was in your position.
10. You would certainly have been angry	A) if you discovered what he knew. B) if you had discovered what he knew. C)if you had discovered what he had known.

ANSWER SHEET									
1)	2)	3)	4)	5)	6)	7)	8)	9)	10)

Unit 5 Verb forms following *WISH*

<i>Wish</i> is used when the speaker wants reality to be different, to be exactly the opposite.			
	"TRUE" STATEMENT	VERB FORM FOLLOWING <i>WISH</i>	<i>Wish</i> is followed by a noun clause. Past verb forms, similar to those in conditional sentences, are used in the noun clause. For example, in (a): <i>would</i> , the past form of <i>will</i> , is used to make a wish about the future. In (d): the simple past (<i>knew</i>) is used to make a wish about the present. In (g): the past perfect (<i>had come</i>) is used to make a wish about the past.
A wish about the future	(a) She <i>will not tell</i> me. (b) He <i>isn't going to be</i> here. (c) She <i>can't come</i> tomorrow.	I <i>wish</i> (that) she <i>would tell</i> me. I <i>wish</i> he <i>were going to be</i> here. I <i>wish</i> she <i>could come</i> tomorrow.	
A wish about the present	(d) I <i>don't know</i> French. (e) It is <i>raining</i> right now. (f) I <i>can't speak</i> Japanese.	I <i>wish</i> I <i>knew</i> French. I <i>wish</i> it <i>weren't raining</i> right now. I <i>wish</i> I <i>could speak</i> Japanese.	
A wish about the past	(g) John <i>didn't come</i> . (h) Mary <i>couldn't come</i> .	I <i>wish</i> John <i>had come</i> . I <i>wish</i> Mary <i>could have come</i> .	

Exercise 1. Verb forms following *WISH* . Complete the sentences with an appropriate verb form.

- Our classroom doesn't have any air conditioners. I wish our classroom had air conditioners..
- The sun isn't shining. I wish the sun _____ right now.
- I didn't go shopping. I wish I _____ shopping.
- I don't know how to cook. I wish I _____ how to cook.
- You didn't tell them about it. I wish you _____ them about it.
- It's cold today. I'm not wearing a coat. I wish I _____ a coat.
- I don't have enough money to buy that book. I wish I _____ enough money.
- Elena is tired because she went to bed late last night. She wishes she _____ to bed earlier last night.
- I can't go with you tomorrow, but I wish I _____.

10. My friend won't ever lend me his car. I wish he _____ me his car for my date tomorrow night.
11. Mrs. Takasawa isn't coming to dinner with us tonight. I wish she _____ to dinner with us.
12. The teacher is going to give an exam tomorrow. I wish he _____ us an exam tomorrow.
13. You can't meet my parents. I wish you _____ them.
14. Khalid didn't come to the meeting. I wish he _____ to the meeting.
15. I am not lying on a beach in Hawaii. I wish I _____ on a beach in Hawaii.

Exercise 2.. Verb forms following WISH

Complete the sentences with an appropriate auxiliary verb.

1. I'm not at home, but I wish I were
2. I don't know her, but I wish I did
3. I can't sing well, but I wish I could
4. I didn't go, but I wish I had
5. He won't talk about it, but I wish he would
6. I didn't read that book, but I wish I _____
7. I want to go, but I can't. I wish I _____
8. I don't have a bicycle, but I wish I _____
9. He didn't buy a ticket to the game, but he wishes he _____
10. She can't speak English, but she wishes she _____ .
11. It probably won't happen, but I wish it _____ .
12. He isn't old enough to drive a car, but he wishes he _____ .
13. They didn't go to the movie, but they wish they _____ .
14. I don't have a driver's license, but I wish I _____ .
15. I'm not living in an apartment, but I wish I _____ .

USING *WOULD* TO MAKE WISHES ABOUT THE FUTURE

<p>(a) It is raining. I <i>wish</i> it would stop. (<i>I want it to stop raining.</i>)</p> <p>(b) I'm expecting a call. I <i>wish</i> the phone would ring. (<i>I want the phone to ring.</i>)</p>	<p>Would is usually used to indicate that the speaker wants something to happen or someone other than the speaker to do something in the future. The wish may or may not come true (be realized).</p>
<p>(c) It's going to be a good party. I <i>wish</i> you would come.</p> <p>(d) We're going to be late. I <i>wish</i> you would hurry.</p>	<p>In (c) and (d): <i>I wish you would . . .</i> is often used to make a request.</p>

Exercise 3. Using *WISH*.

Complete the sentences with an appropriate form of the verbs in parentheses.

1. We need some help. I wish Alfred (*be*) _____ here now. If he (*be*) _____, we could finish this work very quickly.
2. We had a good time in Houston over vacation. I wish you (*come*) _____ with us. If you (*come*) with us, you (*have*) _____ a good time.
3. I wish it (*be, not*) _____ so cold today. If it (*be, not*) _____ so cold, I (*go*) _____ swimming.
4. I missed part of the lecture because I was daydreaming, and now my notes are incomplete. I wish I (*pay*) _____ more attention to the lecturer.
5. A: Did you study for that test?
B: No, but now I wish I (*have*) _____ because I flunked it.
6. A: Is the noise from the TV in the next apartment bothering you?
B: Yes. I'm trying to study. I wish he (*turn*) _____ it down.
7. A: What a beautiful day! I wish I (*lie*) _____ in the sun by a swimming pool instead of sitting in a classroom.
B: I wish I (*be*) _____ anywhere but here!
8. A: I wish we (*have, not*) _____ to go to work today.

B: So do I. I wish it *(be)* a holiday.

9. A: He couldn't have said that! That's impossible. You must have misunderstood him.

B: I only wish I *(have)* _____, but I'm sure I heard him correctly.

10. Alice doesn't like her job as a nurse. She wishes she *(go, not)* _____ to nursing school.

11. A: I know that something's bothering you. I wish you *(tell)* _____ me what it is. Maybe I can help.

B: I appreciate it, but I can't discuss it now.

12. A: My feet are killing me! I wish I *(wear)* _____ more comfortable shoes.

B: Yeah, me too. I wish I *(know)* _____ that we were going to have to walk this much.

TEST A

Complete the sentences with an appropriate form of the verbs in parentheses.

1. Bruce wishes he _____ (have) more money so he could buy a new sweater.

2. I wish I _____ (be) taller so that I could be in the basketball team.

3. I wish you _____ (stop) watching television while I am talking to you.

4. I wish you _____ (do) that. It annoys me.

5. I wish the holidays _____ (come) so we could go off to the seaside.

6. Of course Tom wishes he _____ (come) with us to Paris, but he has to stay here.

7. I wish we _____ (go) to the match on Saturday but we're visiting my uncle.

8. I wish you _____ (keep) your mouth shut yesterday. Now Mary knows

9. If only I _____ (lose) all my money. Now I'm broke.

10. Peter is always late. If only he _____ (turn up) on time for a change!

TEST B

Choose the correct variant.

1 I don't understand this point of grammar. I wish I _____ it better.

A)understood

B)would understand

C)had understood

2 It never stops raining here. I wish it _____ raining.

A)stopped

B)would stop

C)had stopped

3 I should never have said that. I wish I _____ that.

didn't say

wouldn't say

hadn't said

4 I miss my friends. I wish my friends _____ here right now.

A)were

B)would be

C)had be5 I speak terrible English. I wish I _____ English

well.

A)spoke

B)would speak

C)had spoken

6 I cannot sleep. The dog next door is making too much noise. I wish it _____ quiet.

- A) kept
- B) would keep
- C) had kept

7 This train is very slow. The earlier train was much faster. I wish I _____ the earlier train.

- A) caught
- B) would catch
- C) had caught

8 I didn't see the TV programme but everybody said it was excellent. I wish _____ it.

- A) saw
- B) would see
- C) had seen

9 I went out in the rain and now I have a bad cold. I wish I _____ out.

- A) didn't go
- B) wouldn't go
- C) hadn't gone

10 This movie is terrible. I wish we _____ to see another one.

- A) went
- B) would go
- C) had gone

Unit 6

Reported Speech

Direct Speech is the exact words someone said.
e.g. 'I'm very happy,' Mary said.

Reported Speech is the exact meaning of what someone said, but not the exact words. We can use the word that after the introductory verb or we can omit it. e.g. Mary said (that) she was very happy.



- When we use a present tense reporting verb (e.g. **say/says**), the tense of the original verb does not change. We can use **that** after **say/says**, but we do not

have to. We use **say/says** to report a conversation that we are still in the middle of:

Mike: *'I've never been abroad.'* → Mike **says** (that) he has never been abroad.

- When we report a statement later, then we usually use a past reporting verb (e.g. **said**), and we usually change the tense of the original verb:

A: *Where's Sam?* B: *Oh, he said (that) he **was** ill.*

Jean: *'I want to come to the party.'* Jean **said** (that) she **wanted** to come to the party.

- The most common tense changes are:

Present Simple → Past Simple:

am/is → was, are → were, go → went, is going → was going

Present Perfect → Past Perfect: **has taken → had taken**

Past Simple → Past Perfect: **took → had taken**

Modals: **will → would, can → could, may → might, must → had to**

- In reported speech we often need to change nouns and pronouns. For example:

*'Sara's brilliant,' said Joe. Later Joe could say: **I said** (that) **Sara** was brilliant.*

Sara could say: **Joe said** (that) **I** was brilliant.

- Note that we can:

<p>say that tell someone that say to someone that</p>	<p>Joe: <i>'You're brilliant, Sara.'</i> Joe said (that) she was brilliant. Joe said to Sara (that) she was brilliant. Joe told Sara (that) she was brilliant. Joe told her (that) she was brilliant.</p>
--	---

We cannot **say someone that**, and we cannot **tell that**:

Not *Joe said Sara (that) she was brilliant.*

Not *Joe told (that) she was brilliant.*

- Certain words and time expressions change as follows:

Direct Speech	Reported Speech
tonight, today, this week/ month/year	that night, that day, that week/month/year
now	then, at that time, at once, immediately
yesterday, last night	the day before, the previous day
tomorrow, next week	the day after, the following day, next day
two days ago	two days before
this, these	that, those
here	there
come	go

Exercise 1. These people are saying these things. Report them, using says that.

0 Paul: 'Atlanta is a wonderful city.'

Paul says that Atlanta is a wonderful city. _____

1 Ruth: 'I go jogging every morning.'

Ruth _____

2 Anna: 'Jenny isn't studying for her exams.'

3 Andrew: 'I used to be really fat.'

4 Jim: 'I can't swim.'

Exercise 2. People made these statements. Report them, using said.

0 'Mary works in a hospital,' Jane said.

Jane said Mary worked in a hospital

1 'I'm staying with some friends,' Jim said.

2 'I've never been to Spain,' Mike said.

3 'Tom can't use a computer,' Ella said.

4 'Everybody must try to do their best,' Jill said.

5 'Jane may move to a new flat,' Rachel said.

6 'I'll stay at home on Sunday,' Bill said.

Reporting Verbs

<p>agree + to-inf offer promise refuse threaten</p>	<p>Yes. I'll give you a lift.' "Shall I carry the boxes?" 'I promise I'll help you.' 'No, I won't buy you a car.' 'Stop talking or I'll send you out.'</p>	<p>She agreed to give me a lift. He offered to carry the boxes. He promised to help me. She refused to buy me a car. He threatened to send me out if I didn't stop talking.</p>
<p>•advise + sb + to+ inf ask beg command invite order remind warn</p>	<p>'You should see a doctor.' 'Could you do something for me?' 'Please, please call the police.' your weapons!" "Will you come to my party?' 'Get out of the house!' 'Don't forget to write to Paul.' 'Don't go near the oven.'</p>	<p>He advised me to see a doctor. She asked me to do something for her. She begged me to call the police. He commanded them to drop their weapons. She invited me to (go to) her party. She ordered me to get out of the house. She reminded me to write to Paul. She warned me not to go near the oven.</p>
<p>admit (to) + gerund accuse sb of apologise for boast about/of complain to sb of deny insist on suggest</p>	<p>'Yes. I stole the plans.' 'You lied to me.' 'I'm sorry I shouted at you.' 'I'm the cleverest of all.' I have a headache.' 'I didn't take your bag.' 'You must do your work.' Let's visit Jane.'</p>	<p>He admitted (to) stealing/having stolen the plans. She accused me of lying/having lied to her. He apologised for shouting/having shouted at me. He boasted of/about being the cleverest of all. She complained to me of having a headache. He denied taking/having taken my bag. She Insisted on me/my doing my work. She suggested visiting Jane.</p>
<p>complain + that deny explain exclaim/remark promise suggest admit, advise, boast, insist, threaten, warn, remind</p>	<p>'You're always late.' 'I didn't take the money.' 'It's a difficult situation.' "What a beautiful baby he is!" 'I promise I'll call you," 'You'd better go home.'</p>	<p>She complained that I was always late. She denied that she had taken the money. He explained that it was a difficult situation. She exclaimed/remarked that he was a beautiful baby She promised that she would call me. He suggested that I (should) go home.</p>

Exercise 3 Fill in the gaps with one of the introductory verbs from the list below in the past simple.

agree, invite, warn, accuse, boast, complain, insist, explain, exclaim, remind, suggest, promise

'Will you come to the ball?' he said to her.

He **invited-**, her to go to the ball.

1. 'I'm the best student in the class,' he said.

He _____ about being the best student in the class.

2. 'Yes, I'll lend you some money Ann,' he said to Jane.

He _____ to lend some money.

3. 'What a beautiful dress she is wearing!' he said.

He _____ that she was wearing a beautiful dress.

4. 'He never buys me flowers,' he said.

She _____ that he never bought her flowers.

5. 'Let's go for a picnic.' he said.

He _____ going for a picnic.

6. 'You stole the money.' Tom said to Jim.

Tom _____ Jim of stealing the money.

7. 'Don't forget to hang out the washing.' she said to me.

She _____ me to hang out the washing.

8. 'I promise I'll write to you.' she said to him.

She _____ to write to him.

9. 'You must finish the report.' she said to him.

She. _____ on him finishing the report.

10. 'Don't touch the wet paint.' Dad said to us.

Dad. _____ us not to touch the wet paint.

11. 'There's nothing else I can do.' he said.

He _____ that there was nothing else he could do.

Exercise 4.

People made these statements. Make different reports for different situations.

0 Norman said: 'Rosa, I love you.'

Later, Rosa said to her sister: Norman said that *he loved me.* _____

0 Jenny said: 'I like your paintings, Peter.'

Later, Jenny said to a friend: I said to Peter that *I liked his paintings.* _____

1 Anna said: 'You can rely on me, Tom.'

Later, Tom said to his brother: Anna said that _____

2 Susan said: 'Jane, your mother has been very kind.'

Later, Jane said to her mother: Susan said that _____

3 Mary said: 'Jenny is staying with me, Peter.'

Later, Peter said to Jenny: Mary said that _____

4 Christina said: 'I'll help you with your homework, Angela.'

Later, Christina said to a friend: I said to Angela that _____

5 The teacher said: 'Class! You're making too much noise.'

Later, the pupils said to their parents: The teacher said that _____

6 Mark said: 'John may come to your party, Andrew.'

Later, Andrew said to John: Mark said that _____

Exercise 5. Rewrite the sentences in brackets using *tell* instead of *say*.

0 (Norman said to Rosa that he would be late.) *Norman told Rosa that he would be late.* _____

1 (She said to him that she liked his paintings.) _____

2 (You said to me that you liked that film.) _____

3 (Tom said to Ann that he felt ill.) _____

4 (She said to Bill that she was leaving.) _____

5 (I said to you that I couldn't find it.) _____

6 (Mary said to him that she would send the letter.) _____

7 (We said to them that we would arrive at six.) _____

Reported requests, orders, and advice

1. To report requests, use verb **ask** or **beg+(not) to** –infinitive.

e. g. Sarah: *'Please wait a minute, Tom.'*

Sarah: *'Will you wait a minute, please?'*

Sarah: *'Tom, could you wait a minute, please?'*

→ Sarah **asked** Tom to wait a minute.

We do not usually use **please** in a reported question.

2 To report orders we use the words **tell** and **order**.

'Stand up, John.'

'You must work harder.'

We can report orders like this:

He **told** John to stand up.

He **ordered** me to work harder.

3 ADVICE

We can give advice like this:

'You should get married, Peter.'

'You ought to stop smoking, Jane.'

We can report advice like this, using **advised**:

He **advised** Peter to get married.

He **advised** Jane to stop smoking.

3 In reported speech, we use **ask**, **tell**, and **advise** like this:

VERB + OBJECT + **to** + INFINITIVE

Sarah **asked** Tom to wait.

She **told** him to stand.

He **advised** Jane to stop smoking.

Here is a list of common verbs that we use in this structure:

advise ask tell order
persuade remind forbid warn

Examples:

I'll remind them to come early.

I advised them to go to the police. We cannot use **say** in this structure:

She said (that) he should wait.

(Not *She said him to wait.*)

3 To report a negative request, order etc. (e.g. *'Don't laugh'*), we use **not + to** + infinitive:

VERB + OBJECT + **not + to** + INFINITIVE

Sara told Tom **not to laugh**.

They warned Ian **not to borrow** money.

I reminded John **not to be** late.

Exercise 6. Rewrite the sentences using an object + to + infinitive, as in the example.

0 'Make some coffee please, Bob.'

Carol asked Bob to make some coffee.

1 'You must do the homework soon, Jane.'

She told _____

2 'Remember to buy a map, Ann.'

He reminded

3 'You should see a doctor, Mrs Clark.'

He advised _____

4 'Keep all the windows closed, Bill.'

They warned _____

5 'Go home, Paul'

Francis told _____

6 'Please stay for supper, Bob.'

I tried to persuade _____

Exercise 7. Report what these people said using the words in brackets. Use the Past Simple, as in the example.

0 Fred said, 'Anne, would you lend me five pounds, please?'

(ask) Fred asked Anne to lend him five pounds.

1 I said to John, 'Remember to phone Sally.'

(remind) _____

2 'You must wash your hands, children,' the teacher said.

(tell) _____

3 'Please play the guitar, Tom,' said Jane.

(try to persuade) _____

4 'Mary, please lend me your bicycle pump,' said Paul.

(ask) _____

5 She said, 'Children, stay away from the water.'

(warn) _____

6 'You ought to see a lawyer' the policeman said to Mark.

(advise) _____

7 'Alan, have a shower immediately,' she said.

(tell) _____

8 I said, 'Sally, remember to take an umbrella.'

(remind) _____

Exercise 8. Complete the conversations using the words in brackets. You will also need a pronoun (e.g. me, him, them) and the word not. Use the Past Simple, as in the example.

0 A: Did you tell the children to clean the car?

B: (Yes, but I/tell/to use too much water)

Yes, but I told them not to use too much water.

1 A: Did you ask Bill to come to the meeting?

B: (Yes, and I/tell /to be late)

2 A: Did the doctor tell your sister to keep warm?

B: (Yes, and she/warn /to go outside the house)

3 A: Did you ask Michael to post the letters?

B: (Yes, and I/tell /to forget the stamps)

4 A: Did the manager tell the players to go to bed early?

B: (Yes, and he /warn /to eat late at night as well)

5 A: Did the policeman advise everyone to stay indoors?

B: (Yes, and he/tell /to go near the windows)

6 A: Did the dentist advise you to eat carefully?

B: (Yes, and she particularly/warn /to eat nuts)

Reported questions (She asked if...)

1 'Yes/no' questions have a form of **be** (e.g. **is, are**) or an auxiliary verb (e.g. **can, do, have**)

that goes before the subject:

SUBJECT

'*Are they English?*'

'*Can John type?*'

We report these questions with **ask if**:

SUBJECT

*She asked if they **were** English.*

*She asked if John **could** type.*

Or:

*She asked **whether** they **were** English.*

*She asked **whether** John **could** type.*

Note that in a reported question we do not put **be** or an auxiliary before the subject.

2 Many questions begin with a question word
(**Who, What, Where** etc.):

SUBJECT

'*Where does Ann live?*' '*Why has Jane gone?*'

We report these questions with **ask**:

SUBJECT

*They asked **where** Ann lived.*

*She asked **why** Jane had gone.*

3 We can also **ask someone something**:

*The manager asked **me** if I could type. They asked **him** where Sarah lived.*

4 Note that when we report a question that somebody asked, we usually change the tense of the verb:

'*Can John swim?*'

*He asked if John **could** swim.*

The most common tense changes are:

- ▶ Present → Past: **am/is** → **was**
are → **were** **is living** → **was living** **live** → **lived**
- ▶ Present Perfect → Past Perfect:
has gone → **had gone**
- ▶ Past Simple → Past Perfect:
arrived → **had arrived**

- Modals: **will** → **would**
can → **could**

We often also change other words, for example:

*'Have **you** finished, Mike?'*

*She asked Mike if **he** had finished.*

5 We can use **wanted to know and **wondered** instead of **asked**:**

*She **wanted to know** if they were English.*

*(or She **wanted to know** whether they...)*

*She **wondered** why Jane had gone*

Exercise 1. Use the sentence in brackets to complete each sentence. End each sentence with a full stop (.) or a question mark (?).

0 (Did they come?) She asked if they came .

1 (Do you speak English?) They asked me _____ I spoke English _____

2 (I wanted to know why he had taken my key.) _____ did you take my key _____

3 (How many people came to the party?) I asked _____ people came to the party _____

4 (Does Ann work on Saturdays?) I asked _____ Ann worked on Saturdays _____

5 (Can we meet tomorrow?) I asked _____ we could meet tomorrow _____

6 (I asked what he had done.) _____ has he done _____

7 (Was Tom born in 1965 or 1966?) I asked them _____ Tom was born

8 (Why has Jane gone home?) I wondered _____ Jane had gone home

9 (Where do you go for your holidays?) I wanted to know _____ they went for their holidays _____

10 (Is Bill coming to the party, Jane?) I asked Jane _____ Bill was coming to the party _____

11 (I asked him where he worked.) _____ do you work _____

B Use the words in brackets to write a question, and then complete the reported question.

0 (Where/have/Maria/go /?)

Question: Where has Maria gone?

Reported question: I asked where Maria had gone.

1 (do/Jim/often/play/football/?)

Question: _____

Reported question: I wondered if _____

2 (What/have/the children/eat/?)

Question: _____

Reported question: She wanted to know _____

3 (Where/be/Mark/going/?)

Question: _____

Reported question: I asked _____

4 (When/be/the next bus/?)

Question: _____

Reported question: We wanted to know _____

5 (Have/Ann/see/this film/?)

Question: _____

Reported question: Tom asked _____

6 (How many/student/will/come /on the trip?)

Question: _____

Reported question: Sara wondered _____

C Steven Ellis robbed a bank. The police believe that Alan Reeves helped him. A policeman asked Reeves these questions:

0 ~~How long have you been out of prison?~~

1 Have you worked since then?

4 Do you know Steven Ellis?

2 Does your sister give you money?

5 How long have you known Steven?

3 Who else gives you money?

6 Have you seen Steven recently?

Later the policeman talked about the interview. Complete what he said, using the questions in the box.

0 I asked him how long he had been out of prison , and he replied that he had

left prison six months ago.

1 Then I asked him _____. He told me that he hadn't found a job.

2 I asked him _____, and he said she did give him some money, but not very much.

3 Then I asked him _____. He replied that nobody else did.

4 I asked him _____, and he said that he and Steven were friends.

5 Sol asked him _____, and he said that he had known him for six years.

6 Then I asked him _____, and he said that he couldn't remember.

TEST A

1. You: "Why is he late?" (This is what you are thinking now.)

A) I wonder why he was late.

B) I wonder why he is late.

2. You: "How is Christy today?" (Your friend Christy has been sick. You report to her today the question you asked yourself yesterday.)

A) I wondered how you were.

B) I wondered how you are.

3. Sydney: "I'm playing tennis after work today. Do you want to play too?" (Your friend said this to you this morning.)

A) Sydney said she's playing tennis after work today and asked if I wanted to play too.

B) Sydney said she was playing tennis after work today and asked if I want to play too.

C) Sydney said she's playing tennis after work today and asked if I want to play too.

4. Teacher: "You have a grammar test tomorrow." (Your teacher told you this last week.)

A) The teacher told us that we had a test the next day, but I forgot to study.

B) The teacher told us that we have a test tomorrow, but I forgot to study.

5. Jose: "Who's going to the party on Friday?" (Jose asked this question on Tuesday in the week of the party. You reported the question the same day.)

A) Jose asked me who was going to the party that Friday.

B) Jose asked me who is going to the party this Friday.

6. Mother: "What have you been doing all day?" (Your mother asked you this yesterday.)

A) My mother wanted to know what I was doing all day.

B) My mother wanted to know what I had been doing all day.

C) My mother wanted to know what I have been doing all day.

7. Kevin: "I come to school by bus." (Kevin is in your class and you believe what he says.)

A) Kevin said he comes to school by bus.

B) Kevin said he came to school by bus.

8. Prime minister in a TV broadcast: "Unemployment has fallen." (You simply report what you heard. You neither want to imply that you believe the information nor that you disbelieve it.)

A) The Prime Minister said that unemployment had fallen.

B) The Prime Minister said that unemployment has fallen.

9. Jacob: "Were you in school yesterday." (Jacob asks you the question 10 minutes before you report it to Yuta.)

A) Jacob asked me if I were in school yesterday.

B) Jacob asked me if I was in school the day before.

C) Jacob asked me if I was in school yesterday.

D) Jacob asked me if I had been in school yesterday.

10. You: "Where is Sophia?" (You asked this question yesterday. Today you ask your friend ..)

- A) Did you know where Sophia is?
- B) Did you know where Sophia was?
- C) Did you know where Sophia has been?
- D) Did you know where Sophia had been?

11. Sally: "I don't eat chocolate." (Sally tells you this at 10.15. Twenty minutes later you see her eating a chocolate bar.)

- A) You just told me that you don't eat chocolate!
- B) You just told me that you didn't eat chocolate.

12. Teacher: "Come here please." (The teacher says this to you in the classroom. You report it to your friend in the playground.)

- A)The teacher told me to come here.
- B)The teacher told me to go to him.

13. Mary: "John's not very well!" (Two hours after Mary tells you this, you see John jogging in the park.)

- A) Mary said you don't feel well, so how come you're out running?
- B) Mary said you didn't feel well, so how come you're out running?

14. Sarah: "I don't like the new science teacher." (You report this a few weeks after hearing it, but you know it is still true.)

- A)Sarah told me that she doesn't like the science teacher.
- B)Sarah told me that she didn't like the science teacher.

15. Frank: "I promise not to fall asleep next lesson." (You heard Frank say this to the teacher in class two days ago.)

A) Frank promised not to fall asleep next lesson.

B) Frank promised not to fall asleep the next lesson.

TEST B

1. Mary: "I've lost my dictionary!" (You report this just after you hear it. You know it is still true.)

A) Mary said that she's lost her dictionary. Can you help us find it?

B) Mary said that she'd lost her dictionary. Can you help us find it?

2. Jennifer: "I'm flying back to Japan tomorrow." (Jennifer told you this last week.)

A) Jennifer told me that she was flying back to Japan the next day.

B) Jennifer told me that she's flying back to Japan tomorrow.

3. Alexandra: "Sorry. I can't play tennis. I'm too busy" (She said this last week.)

A) Alexandra said that she had been too busy and couldn't play tennis.

B) Alexandra said that she was too busy and couldn't play tennis.

4. Harry: "I didn't do my homework." (He told you this 3 days ago.)

A) Harry said that he hadn't done his homework.

B) Harry said that he didn't do his homework.

5. "This test will be easy!" (The test was last week.)

A) I thought the test would be easy, but I was wrong!

B) I thought the test will be easy, but I was wrong!

6. Brianna: "Do we have a test tomorrow?" (Brianna asked you this question this morning. You report it to your friend in the afternoon.)

A) Brianna wanted to know if we have a test tomorrow.

B) Brianna wanted to know if we had a test tomorrow.

7. Katherine: "I don't like Japanese food." (You don't believe her. She's Japanese!)
- A) Katherine said she doesn't like Japanese food.
 - B) Katherine said she didn't like Japanese food.
8. Gloria: "I can speak 6 languages." (You have heard that Gloria does not always tell the truth.)
- A) Gloria said that she can speak 6 languages.
 - B) Gloria said that she could speak 6 languages.
9. Alex: "What you you buy if you won €10,000?" (He asked you last week.)
- A) Alex asked me what I would buy if I won €10,000.
 - B) Alex asked me what I would have bought if I had won €10,000.
10. Maria: "Have you seen Filip?" (Maria asked you this question yesterday.)
- A) Maria wanted to know if I saw Filip.
 - B) Maria wanted to know if I had seen Filip.
11. John: "I'm 37." (You don't believe him.)
- A) He said he was 37, but he looks much older.
 - B) He said he's 37, but he looks much older.
12. Filip: "I saw her in the cafeteria an hour ago." (Filip told you this 15 minutes ago, and you now report it to the teacher.)
- A) Filip said that he's seen her in the cafeteria an hour ago.
 - B) Filip said that he saw her in the cafeteria an hour ago.
 - C) Filip said that he'd seen her in the cafeteria an hour before.
13. You think: "Why is she not talking to me?" (You report your thoughts to your friend the next day.)
- A) I wondered why she isn't talking to me.
 - B) I wondered why she wasn't talking to me.
 - C) I wondered why she hadn't talked to me.

14. You: "Who's taken my pencil?" (You said this in class yesterday, and report it to your friend today.)

A) I wanted to know who took my pencil.

B) I wanted to know who had taken my pencil.

15. Dylan: "I played tennis yesterday." (Dylan tells you this today, and you report it to Mike today.)

A) Dylan said that he had played tennis the day before.

B) Dylan said that he played tennis yesterday.

C) Dylan said that he had played tennis yesterday.

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