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**Кафедра англійської мови і літератури**

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**Посібник з граматичних категорій англійської мови для студентів І-ІІ курсів факультету іноземної філології Миколаївського національного університету імені В.О. Сухомлинського**

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**Передмова**

Посібник призначений для студентів І-ІІ курсів факультету іноземної філології Миколаївського національного університету імені В.О. Сухомлинського.

Метою навчального посібника є систематизація знань, закріп­лення граматичного матеріалу шляхом самостійного виконання вправ.

Посібник містить правила та вправи, що охоплюють наступні розділи граматики англійської мови: неособові форми дієслова.

Посібник містить 26 розділи (Units), кожен з яких присвячений певній граматичній темі. Види вправ досить різноманітні: це й підставлення, й створення логічних ланцюгів, перифраз, множинний вибір, переклад з української мови на англійську й з англійської на українську, текстові завдання та ін.. Система вправ усередені розділів збудована за принципом «від простого до складного». Це дозволяє використовувати збірник на різних етапах вивчення певної теми.

Посібник містить ряд різноманітних тестів, завданням яких є перевірка засвоєного матеріалу. Перші вісім тестів знаходяться після розділів, об’єднаних загальною тематикою (наприклад, перший тест надаєтся після вивчення тем The Noun, Noun Structures и The Possessive Case). Останні два тести (Final Tests) — узагальнюючі, тому виконувати їх рекомендується після вивчення всього граматичного матеріалу.

**VERBALS**

**(NON-FINITE FORMS OF THE VERB)**

**ENTRY TEST**

***1. Complete the sentences with the correct Non-finite form of the verbs in brackets. Put in the particle to or the appropriate preposition where required.***

1. The Council offered …… the residents with new flats in this area. (*provide*)
2. The burglars made Julian …… of the car and searched him. (*get out***)**
3. It’s funny they let him …… his camera. (*keep*)
4. Would you rather …… tea or coffee? (*have*)
5. Why not …… with the company that has been loyal to you for years? (*deal*)
6. He was made …… into the car and later it was reported that he had been kidnapped. (*get*)
7. I felt somebody …… me by the shoulder. (*touch*)
8. The story was so funny. He couldn’t but …… (*laugh*)
9. I’m not the person …… of what doesn’t concern me. (*talk*)
10. I suppose he is a dangerous man. He is a man …… . (*watch*)
11. They are one of the three teams …… more than ten goals a season. (*score*)
12. You must be proud …… the benefits of a classical education. (*receive*)
13. The book is difficult …… . (*translate*)
14. Hearing the bell …… he went to see who was at the door. (*ring*)
15. They seemed …… a good time at the seaside last summer. *(have)*
16. He left a book here …… me …… .(*read*)
17. It is almost unheard …… a play …… in this way. (*perform*)
18. She is bored …… the same job. (*do*)
19. He was angry …… me …… the news. (*bring*)
20. The child did not want to leave without …… .(*congratulate*)
21. She denies …… to him. (*speak*)
22. Excuse me …… without knocking. (*come*)
23. He kept on …… though nobody was listening. (*talk*)
24. You can avoid many mistakes …… these rules. (*observe*)
25. There is no fear…… my …… about your birthday. (*forget*)
26. The author has succeeded …… his study on sound principles. *(base)*
27. There was no point …… away. (*run*)
28. It was a lesson he had learned from …… so many accidents. *(see)*
29. We regret …… you that we can’t offer you the job. (*inform*)
30. I now regret …… what I said. (*say*)
31. They spoke about her …… in the list. (*include)*
32. We were warned …… the car. (*buy*)
33. He made a few mistakes …… the text. (*copy*)
34. The police never found the jewelry …… in the robbery. (*steal*)
35. All the workers …… part in the strike are sure to be at the meeting. (*take*)
36. I was reminded of a painting …… in the gallery. (*see*)
37. The window…… now, was broken by some naughty boy last night. (*repair*)
38. The enterprise …… 1000 workers has been closed. (*employ*)
39. Her mood, though …… was enough to answer the questions. *(spoil)*
40. If ……, the diamond could make him the richest man in the town. (*possess*)
41. While …… by her maid, she tried to sort out what she would say to the people downstairs. (*dress*)
42. …… to put out the fire the boys were overcome by smoke. (*try*)
43. The choice ……, she didn’t want to discuss it again. (*make*)
44. They wanted the Committee …… on Thursday. (*convene*)
45. She was sitting and listening to his brilliant speech. She heard her heart …… . (*beat*)
46. The conclusions …… now are based on recent scientific discoveries. (*draw*)
47. The shops were empty, all residents …… in the streets. (*be*)
48. The sun ……, the climbers decided to have a rest. (*set)*
49. They were walking …… each other. ( negative- *touch*)
50. The shares of the company …… down, it suffered severe losses. (*fall)*

***Translate the sentences into English using the Verbals.***

1. Я вважаю, мені краще запитати, як пройти на площу, а то можливо й заблукати.
2. Повстанці дозволили репортеру ходити по їхньому табору та фотографуватися.
3. Припускається, що рекламне оголошення з’явиться завтра. Тому, ми будемо знать усі подробиці.
4. Дороги мокрі. Напевно, вночі йшов дощ.
5. Я б краще залишилася вдома, а не йшла у ресторан. В мене болить голова.
6. Що заставляє його підписувати цей контракт?
7. Чому б нам не розмовляти англійською? Тут усі її розуміють.
8. Її не залишалося нічого кращого, тільки зізнатися
9. Коли директору принесли звіт і він його продивився, він не міг не розлютитися.
10. Єдиним інтересом великих компаній є отримання великих прибутків.
11. У світі існує багато речей, які зможуть зробити вас нещасними.
12. Вона зробила крок назад, щоб я зміг пройти.
13. Я б хотіла, щоб ти пояснила мені це правило.
14. Ніхто не очікував, що вони підуть так рано.
15. Вони відчували, як тремтів її голос.
16. Вибачте, що потурбували вас.
17. Кажуть, що моя сестра схожа на мене.
18. Пожежа обов’язково викличе паніку на судні.
19. Убачали, що члени ради дійдуть згоди.
20. Здається, ця книжка дуже популярна серед читачів.
21. Здається ймовірним, що скляні деталі меблів були розбиті під час перевезення.
22. Відомо, що він притримується іншої думки з цього приводу.
23. Виявилося, що будівля була пошкоджена під час вибуху сусіднього будинку.
24. Я зрозумів, що з моїми сусідами важко мати справу.
25. Я викличу таксі, щоб ми не запізнилися.
26. Важливо, щоб документи прибули вчасно.
27. Відверто кажучи, я не проти тут залишитися.
28. Єдиним засобом від нудьги були прогулянки по саду.
29. Вона не зможе далі жити, не бачачи тебе.
30. Ти не проти, якщо ми зупинимося біля кафе перекусити?
31. Вона дуже любила організовувати свята.
32. На вулиці продовжував йти сильний дощ.
33. Він народився з даром відчувати прекрасне.
34. Щойно вона прокинулася, вона одразу пішла до саду.
35. Йому вдалося справити на неї гарне враження.
36. За цю посаду варто було позмагатися.
37. Не має сенсу плакати через пролите молоко.
38. Під час обстеження місця злочину були знайдені важливі речові докази.
39. Шпалери треба було замінити.
40. Вона заперечувала, що зустрічалася з Річардом у паркі.
41. Его обвинили в совершении преступления. Його звинуватили у скоєнні злочину.
42. Вона втомилася від пошуків роботи.
43. Статті, опубліковані у цьому журналі, не відносяться до теми твоєї наукової праці.
44. Існуючі методи медичних досліджень суттєво відрізняються від тих, які використовувалися десять років тому.
45. Якщо ваше волосся покрасити, воно буде виглядати набагато краще.
46. Хоча пошта й прибула, вона не містила тієї інформації, на яку очікували.
47. Вона говорила так, нібито була великим спеціалістом.
48. Вона почула, як свідок вимовив її ім’я.
49. Київ – велике місто, його населення складає приблизно три мільйони мешканців.
50. Київ менший у порівнянні з Лондоном та Нью-Йорком.

***Total:100/\_\_\_\_\_\_***

**Unit 1 General Information**

As you have seen in the previous chapters of this book, **Finite forms** of the verb are the ones that have a particular number, tense, person or mood and their function in sentences is to be a predicate. In other words, Finite forms of the verb make sentences:

*The money provides basic finance. It was borrowed in the bank.*

*Mr Smith was promoted. The idea belonged to the manager.*

There are also **Non-finite forms** of the verb that do not function as predicates because they do not limit the verb to a particular number, tense, person or mood. In other words, they cannot make sentences, they form only word-combinations: *the money* ***borrowed*** *in the bank, the idea of* ***promoting*** *Mr Smith,* etc. These forms are also called **Verbals** because they are made from the verb.

The function of Non-finite forms of the verb is to complicate sentences adding another verbal structure to the finite one:

**Verbal Predicate**

*The money* ***borrowed*** *in the bank* ***provides*** *basic finance.*

*The idea of* ***promoting*** *Mr Smith* ***belonged*** *to the manager.*

The above sentences are formally simple as they have only one finite verb (Predicate), but logically there are two ideas that are joined in one sentence, e.g.

*The money* ***borrowed*** *in the bank* ***provides*** *basic finance.*

*The money* ***was borrowed*** *in the bank. The money* ***provides*** *basic finance*

There are four Verbals in the English language: **the Infinitive, the Gerund, Participle I** and **Participle II,** two of which – the Gerund and Participle I – coincide in the form:

|  |  |  |  |
| --- | --- | --- | --- |
| ***The Infinitive*** | ***The Gerund*** | ***Participle I*** | ***Participle II*** |
| *to do* | *do****ing*** | *do****ing*** | *done* |
| *to check* | *check****ing*** | *check****ing*** | *check****ed*** |

The Verbals also have voice and aspect distinctions and they fulfil different functions, consistent with different parts of speech such as the noun, the adjective, and the adverb which we shall be dealing with later and separately for each Verbal.

**THE INFINITIVE**

**§ 1 General Information**

**The Infinitive** is the base form of the verb and thus it has some features of the verb: aspect and voice distinctions (***to play, to be playing, to have played, to have been playing, to be played***). (see § 3)

At the same time the Infinitive has nominal character which is revealed in its functions (a Subject, Predicative, Object, etc.) as you will see later in § 4.

**§ 2 The Use of Particle *TO*  with the Infinitive**

**The Infinitive** is usually used with the particle ***to***:

*They decided* ***to get*** *married.*

*She failed* ***to attract*** *his attention.*

*I promised not* ***to be*** *late.*

The structure **Verb + to-Infinitive** is consistent with the verbs in the box:

*offer, ask, hope, decide, learn, manage, tell, promise, invite, attempt, plan, forget, fail, order, threaten, agree, aim, arrange, deserve, remind, refuse, want, urge, like, instruct, would like, expect, intend, force*

Yet the Infinitive can be used without the particle ***to*** and is called the **bare Infinitive:**

*Ann must* ***be*** *late*

*Why not* ***solve*** *this problem?*

So the Infinitive is divided into two types: **to-Infinitive** and **bare Infinitive.**

The **bare Infinitive** is used:

1)after **modal verbs (**except ***'ought to*’):**

*She* ***can’t go*** *now.*

*We* ***might go*** *to the cinema.*

2) after **the verbs *let, have/make*** (in the meaning of 'compel')**:**

*The teacher* ***didn’t let*** *the boys* ***leave****.*

*She* ***made*** *them* ***stay*** *in after school.*

*I* ***had*** *them* ***take*** *my luggage.*

3) after **the verbs of sense perception: *see, hear, feel, know*** (in the meaning of 'see', 'observe'):

*I never* ***saw*** *you* ***look*** *so before.*

*I* ***felt*** *my heart* ***jump.***

***I*** *have* ***often*** *known* ***a change of medicine*** *work* ***wonders.***

**Note:** after the verbs ***hear, see, make, know*** in the Passive Voice the **to-Infinitive** is used*.*

*He* ***was made to work*** *twenty hours a day.*

*They* ***were seen to leave*** *the house early.*

4) **after the expressions: *had better, would rather, would sooner, cannot but, nothing but, why not:***

*I* ***would rather not speak*** *on the subject.*

*I* ***cannot but think*** *so.*

*You* ***had better go*** *to bed now.*

***Why not explain*** *everything to her?*

*She* ***does nothing but make*** *scenes.*

**E X E R C I S E S**

***1. Fill in the suitable form of the verbs from the box in the following text. Some verbs can be used more than once. Reproduce the text.***

*manage, hope, offer, want, expect, plan, promise, threaten, intend, decide, refuse*

Mrs Hamilton, an 83-year old widow, was the only person out of the residents who (1)... *refused*… to leave her house. Her house was the only one that hasn’t been demolished. The County Council officials (2) ..... to speak to Mrs Hamilton. They (3) ..... to build new blocks of flats in the area and to provide the residents with new flats nearby. The officials (4) ..... her to come out peacefully. They didn’t (5) ..... to prosecute her. But she was a very stubborn woman. Nobody else (6) ..... to move. People (7) ..... to move next year and all was delayed because of one person. They even (8) ..... to give her a modern flat immediately. Later Mrs Hamilton (9) ..... to give an interview to a correspondent. The correspondent (10) ..... to arrange the interview. Mrs Hamilton as she said (11) ..... to stay in her house. She (12) ..... to have a new house, not a flat to keep her dogs. Though the Council (13) ..... to cut off the water and electricity she (14) ..... to stay in her house until they provided her with a house.

***2. Change the sentences as in the model.***

*Model:* Don’t forget to fasten your seat-belts.

The stewardess *(remind)* ..... .

*The stewardess* ***reminded*** *the passengers* ***to fasten*** *their seat-belts.*

1. Please, do not leave your seats while the warning light is on.

The stewardess *(warn)*..... .

1. Read the emergency procedures, please.

She *(ask)* ..... .

1. I’m busy now but I’ll bring you a drink in a minute.

She *(promise)* ..... .

1. Would you like to see the Flight deck?

She *(invite)* ..... .

1. I don’t want to keep my belt fastened.

The passenger *(refuse)* .....

1. Would you like to come to a party on Saturday?

He *(invite)* ..... .

1. Don’t forget to go to the bank today.

The manager *(remind)* ..... .

1. Switch off the engine, and get out of the car.

The policeman *(order)* ..... .

1. Certainly not, I won’t sell it at that price.

The seller (refuse) ..... .

1. Don’t worry. I’ll definitely meet you at six o’clock.

She *(promise)* ..... .

***3. Fill in the particle to before the Infinitive where required.***

1. Do you think I’d like ..... spend the rest of my life in that situation?I’d rather ..... die!
2. She couldn’t help but ..... feel a little choked for breath.
3. Why not ..... come down to my place?
4. He gave a quick grin that made his lean face ..... look more lean than ever.
5. Ever since I came into this silly house I have been made ..... look like a fool.
6. I won’t have anyone ..... come interfering in my kitchen.
7. Andy let the hammer ..... drop out of his hand and ..... fall on the step.
8. You’d better ..... take him back to his place.
9. They ought ..... ask me for advice.
10. The poor boy was absolutely broken up. It made my heart ..... bleed. I couldn’t ..... let him ..... go without a word of comfort.
11. I’ve got nothing to do but ..... talk.
12. I would die sooner than ..... ask him for another penny.
13. They do nothing but ..... play bridge.
14. Why not ..... try ..... save yourself?
15. You’d better ..... get some sleep.
16. When she reached the front steps, she heard the taxi ..... drive away.
17. Arthur couldn’t but ..... glance at her.

***4. Complete the sentences using the correct type of the Infinitive. The first sentence has been done for you.***

1. Burt was furious and broke the furniture. But why did you let him ..... ?

*But why did you let him break it?*

1. My sister Ann has given up her job. What made her ..... ?
2. I think the meeting has already begun. We’d better ..… .
3. Did the old lady leave her home as the Council insisted? She was made ..… .
4. Did the assistant manager sign the contract? Yes, the manager let him ..… .
5. Bill is afraid the fire might destroy his new cottage. He’d better ..... .
6. We need more money to expand the business. Make the financial manager ..… .
7. Ted knows he’s done the wrong thing and he wants to confess and apologise to his parents. Let his parents ..... .
8. People don’t seem to be ready to invest money in our bank. Increase the interest rate and it will make ….. .

***5. Fill in the particle to where required and retell the dialogues.***

**a)** *Policeman:* – As soon as I saw you (1) ..... come round the bend I said to myself, ‘ 45 at least’.

*Lady-driver:* – How dare you! It’s this hat that makes me (2) ..... look so old.

**b)** ‘What has happened, George?’ she asked her husband who had got out of the car (1) ..... investigate. ‘Puncture’, he said briefly. ‘You ought (2) ..... have been on the look out for this’, was the helpful remark. ‘Do you remember the guy warned you there was a fork in the road?’

***6. Translate the sentences into English using the Infinitive with or without the particle to.***

1. Я відчував, що його розповідь правдива.
2. Я відчув, що хтось торкнувся мого плеча.
3. Ви маєте втомлений вигляд. Вам краще піти додому. – Ні, я б краще закінчив роботу.
4. Чому б не поговорити з деканом?
5. Йому залишалося тільки признати свою провину.
6. Я не можу не погодитися з вами.
7. Його змучили це зробити.
8. Бачили, як він вийшов з дому.
9. Я бачив, як вона вийшла з кімнати.
10. Він чув, як вона співає.
11. Я дозволю йому піти туди.
12. Він вміє розмовляти англійською.
13. Він сказав, що краще залишиться вдома.
14. Він змусив мене прочитати цю книгу.
15. В мене страшенно болить голова. – Чому ти не вип’єш ліки?
16. Барбара дуже сильно погладшала. Їй би треба було сісти на дієту.
17. Давай не будемо нікому розповідати про те, що трапилося.
18. Що змушує тебе так себе поводити?
19. Коли вона це почула, вона не могла не розсміятися.
20. Вона сподівалася заробити трохи грошей.
21. Вони сподіваються отримати усю необхідну інформацію про компанію до початку переговорів.
22. Йому порадили взяти кредит в банку.
23. Вони вирішили випустити додаткову кількість акцій.

**§ 3 Forms of the Infinitive**

There are several forms of the Infinitive in English: **Indefinite, Continuous, Perfect** and **Perfect Continuous** which are used to show both the simultaneousness or the priority of the action of the Infinitive to the main verb and the form's aspect. Some of them have Passive forms:

|  |  |  |
| --- | --- | --- |
|  | Active | Passive |
| **Indefinite** | *to speak* | *to be spoken* |
| **Continuous** | *to be speaking* | *–* |
| **Perfect** | *to have spoken* | *to have been spoken* |
| **Perfect Continuous** | *to have been speaking* | *–* |

**The Indefinite Infinitive** expresses an action simultaneous with that of the finite verb, so it may refer to the present, past or future:

*I'm glad* ***to meet*** *you.*

*I was glad* ***to see*** *her.*

*I'll be glad* ***to come****.*

*It's glorious* ***to love*** *and* ***to be loved****.*

*There is no time* ***to* *lose****. = There is no time* ***to be lost****.*

**The Continuous Infinitive** expresses an action simultaneous with that of the finite verb, but this is an action in progress:

*They happened* ***to be standing*** *near a small restaurant.*

**The Perfect Infinitive** expresses an action

1) **prior to that of the finite verb:**

*I'm glad* ***to have seen*** *you.*

2) **a prior action that was not carried out:**

*I meant* ***to have gone*** *there.* (But I didn't go there)*.*

**The Perfect Continuous Infinitive** expresses the action which lasted a certain time before the action of the finite verb

*She seemed* ***to have been eating*** *nothing for ten days.*

**§ 4 THE FUNCTIONS OF THE INFINITIVE**

The Infinitive can be used as:

1) **a Subject:**

***To discuss*** *the question is useless.*

***To be recognized*** *gave her a great joy.*

2) **a Predicative:**

*His intention* ***is******to get*** *into Parliament.*

*The manager's task* ***is to keep*** *track of the finance.*

3) **an Attribute:**

*She had a little* ***boy to look after****.*

*There was* ***someone to meet*** *him at the airport.*

**NOTE:**  As an Attribute the Infinitive often has a **modal** or a **future** meaning:

*The goods* ***to be produced*** (that will be produced) *by this company will be a real sensation.*

*The task* ***to be understood***(that must be understood*) as urgent is* ***to be given*** *special attention.*

4) **an Object:**

*The girl learned* ***to dance*** *at school.*

*I was angry* ***to read*** *the letter from Mrs Williams.*

**NOTE:** With the expressions*:* ***to be sorry, to be glad, to be pleased*** etc. the Perfect Infinitive is used only when the subject of the finite verb and the subject of the Infinitive coincide:

*I'm glad* ***to have got*** *the ticket for the concert.*

*I'm sorry* ***to have done*** *him wrong*

In other cases the subordinate clause is used:

*I'm glad that Mary got a ticket for the concert.*

*I'm sorry that you have done him wrong.*

5) **Adverbial modifiers:**

a) **of purpose:**

*Sometimes you retreat* ***to/in order to/ advance.***

*I did my best* ***to stop*** *her.*

b) **of result:**

*He was tall enough* ***to get*** *the book from the shelf.*

*They are too tired* ***to talk****.*

6) **Parantheses. T**hey are used in fixed phrases*:* ***to be honest, to begin with, to cut the long story short, to get to the point, not to make too much of it, to put it another way, to tell you the truth,*** etc*.*

***To tell you the truth****, I've never heard of this story.*

***Strange******to say****, he has never been to Minsk.*

**E X E R C I S E S**

***1. Make one sentence out of two using the Infinitive as a Subject. The first sentence has been done for you.***

1. People *elect* and *are elected*. It is the right of every citizen.

*To elect and to be elected is the right of every citizen.*

1. A postman delivers letters and newspapers. They are his duties.
2. He liked to walk in the garden. It was pleasant.
3. He was to answer the teacher's questions. It was difficult.
4. We must prove it. It's our task.
5. They were to include all the information available. It was their aim.
6. She was to drive to London during the night. It was her plan.
7. The scientists were to prove that hypothesis. It was their intention.

***2. Paraphrase these proverbs by using the Infinitive as a Subject***.

1. It's never too late to learn.
2. It's easy to be wise after the event.
3. It's better to give than to take.
4. It takes two to make a quarrel.
5. It's easy to bear the misfortunes of others.
6. It is easier to pull down than to build.
7. It's a lady's privilege to change her mind.
8. It's too late to lock the stable when the horse has been stolen.

***3.*** ***Complete the sentences with the suitable Infinitives from the box as a Subject or a Predicative.***

*maintain, make, keep, increase, be, read, collect, brand*

1. ..... a brilliant speaker is a big problem.
2. The role of advertising is ..... the customer's loyalty.
3. ..... efficiently requires the reader's attention.
4. One of the easiest ways of increasing sales is ..... credit.
5. In writing, the primary rule is ..... everything short and simple.
6. One function of a manager is ..... the clues about persons' experiences.
7. ..... the product is the most effective way to protect the businessman's position.
8. The recommended anti-sleep precaution during the lecture is ..... notes.

***4.* *Translate into English using the Infinitive as a Subject or a Predicative.***

1. Було б абсурдом сприймати його серйозно.
2. Його головною метою сьогодні вранці було дістатися станції.
3. Найменше, що ми можемо зробити – це постаратися зрозуміти його.
4. Робота репортера складається з того, щоб висвітлювати та записувати.
5. Все, що ми можемо зробити – це дотримуватися нашої позиції.
6. Якщо він залишиться живим, його першою дією буде піти від них назавжди.
7. Єдиною зацікавленістю компанії у фермах було вижати з них максимальну вигоду.
8. Дуже важко змусити його ризикувати.
9. Менеджеру дуже важливо розуміти економічні закони.
10. Одна з економічних функцій центрального банку – випускати гроші.
11. Обов’язком керівника є вміння оцінювати, наскільки гарно досягаються цілі компанії.
12. Перший крок, який потрібно зробити – це заключити торгові відносини з іншими країнами.

***5*. *Make one sentence out of two using the Infinitive as an Attribute. The first one has been done for you.***

1. He wanted to express his ideas. His effort was great.

*His effort to express his ideas was great.*

1. He wanted to try everything he possessed. This was the chance.
2. He wanted to run down the stairs. He had an impulse to do it.
3. The man's desire was to help him. He was touched by this desire.
4. I want to eat. Do you have anything?
5. I must stay anywhere. But I can't find where.
6. We stopped such tests. We were the first who did it.
7. Andrew went in for interview. He was the third.
8. The film star Ann Burn plays this part on the London stage. She is the 34th actress who has played it.
9. He wasn't an easy man. It was difficult to make friends with him.

***6.*** ***Read and then retell the dialogue in pairs.***

Norman is a sales representative. He is going to Spain on business.

His Mum helps him pack his suitcase.

|  |  |
| --- | --- |
| **Mum:** | * Norman, haven't you finished packing yet? |
| **Norman:** | * No, Mum. But there isn't much to do. |
| **M.** | * Well, I'll help you. Is there anywhere to put your toilet bag? |
| **N.** | * Yes, it'll go in here. Now, I've got three more shirts to pack.And there is another pair of shoes to get in |
| **M.** | * I'll put them down the side. And where is the air-line label to put on the suitcase? Ah, here it is. Have you got the key to lock the case? |
| **N.** | * It's in the lock. Don't fuss, Mum.There is nothing to worry about. |
| **M.** | * And have you got a safe pocket to keep your passport in? |
| **N.** | * Yes. It's in my inside jacket pocket. |
| **M.** | * Have you got a book to read on the plane? |
| **N.** | * Yes, it's in my briefcase. |

***7. Use the correct form of the Infinitive as an Attribute***.

1. Miss Williams watched him as he bent over the small task, admiring his ability ...... *(concentrate)*
2. Knowledge is not something ..... about. *(boast)*
3. He was a man ..... *(watch)*
4. I'm so proud to be the first ..... you here. *(welcome)*
5. There is nothing ..... by pretending. *(gain)*
6. We are different kinds of people, and there is nothing more ..... . *(say)*
7. I'm not the one ..... of what doesn't concern me. (talk)
8. We've never had a chance ..... together and ..... our plans. *(get, outline)*
9. For a moment I had a fierce longing ..... wine. *(drink)*
10. He was an Englishman ..... the unfortunate experience. *(have)*
11. They are one of the four teams ..... more than 2,000 points in First Division Soccer. *(score)*

***8. Paraphrase the sentences using the Infinitive as an Attribute. The first one has been done for you.***

1. There is no slow, gentle way that will effect the necessary change in the economy.

*There is no slow, gentle way to effect the necessary change in the economy*.

1. Sensitivity analysis involves a subjective assessment of the lowest return that can be expected from a certain asset or investment.
2. This is a good value assessment that must be used.
3. It is another piece of data that must be added to our file.
4. The enquiry had uncovered no other matters that would give cause for concern.
5. This technique becomes a realistic and practical instrument which must be used.
6. It is the first company that has entered the field.
7. The market leader is the company that can lead other firms in the introduction of new products, in price changes and so on.

***9. Translate into English using the Infinitive as an Attribute.***

***A)***

1. В мене не було часу оглянути кімнату.
2. Вона була не з тих жінок, що страждають мовчки.
3. В мене немає нікого, хто б сказав мені добре слово.
4. Він був перший, хто простягнув нам руку.
5. Коли його машина зламалася, її починили останньою.
6. В нього є дружина та дитина, про яких він має турбуватися.
7. У цьому світі є багато того, що може зробити вас нещасними.
8. Джейн не була такою незначною істотою, з якою можна було погратися та кинути.
9. Ось книжка, яку можна почитати перед сном.
10. В нього не хватало хоробрості подивитися у лице небезпеці.

***B)***

1. В нас є право продавати активи за певною ціною.
2. Директор приймає рішення. Які мають бути виконані його підлеглими.
3. У найближчому майбутньому у фірми не буде гарної перспективи, щоб сприяла її розвитку.
4. Це співвідношення показує здатність фірми виконувати взяті на себе фінансові обов’язки.
5. Це практичний метод, який вам слід використовувати.

***10. Put questions to the Infinitives as an Object.***

*Model:* The man pretended not to recognize us.

*What did the man pretend to do?*

1. Doris learnt to drive a car when she was eighteen.
2. He remembered to put out all the lights before he left.
3. She decided to make a speech.
4. Max means to get at the truth, however long it takes.
5. She was offered to move to another area.
6. They regret to tell him that his application hasn't been successful.
7. He claims to be an expert in stock market.
8. They promised to give a full account of their business trip.
9. They were distressed to learn that the last chance had gone.
10. I'm glad to have met such a promising financial analyst.

***11. Say that somebody is glad, happy, surprised, sorry, delighted to do or to have done something.***

*Model:* Carol declined Bill's proposal to become his wife.

*Carol is sorry to have declined Bill's proposal to become his wife.*

1. Bob relaxed after submitting his essay.
2. He has been elected to be the captain of the team.
3. He won a tender for small reconstruction contracts.
4. They have rejected the offer of their rivals.
5. The manager informed us about the delay.

***12. Complete the following letter using the appropriate Infinitive as an Object from the box.***

*be, employ, give, have, learn, let, read, say, work*

Dear Sir,

I was not at all surprised (1) ..... in the paper that there are now more unemployed young people than ever before. If I were a boss, I'd be very reluctant (2) ..... anyone under twenty-five. What can school-leavers offer an employer? They are too young (3) ..... any experience, and, I'm sorry (4) ...… most of them are too lazy (5) ...... hard. They are quite happy (6) ..... the State look after them, because the State is foolish enough (7) ..... them money for doing nothing!

Yours faithfully,

A.J. Williams

***13. Make one sentence with the Infinitive as an Object out of two. The first one has been done for you.***

1. I read the letter from A.J.Williams. I was extremely angry.

*I was extremely angry to read the letter from A.J.Williams.*

1. He says that young people are lazy. This is stupid.
2. They don't have any experience. They aren't old enough.
3. Employers don't offer them jobs. Employers are unwilling.
4. Young people learn. They are quick.
5. They work hard. They are keen.
6. You see young people out of work. This is sad
7. The situation must change. It would be wise.

***14. Complete with the correct form of the Infinitives in brackets as an Object.***

1. It's unusual ..... a shy girl nowadays. *(meet)*
2. It was pleasant ..... a car again. *(drive)*
3. It was charming ..... with so much eagerness. *(welcome)*
4. It was funny ..... Mrs Henneker. *(startle)*
5. It was odd ..... by men in sun-glasses at dawn. *(surround)*
6. I had known him as a doctor, but was not old enough ..... him as a friend. *(know)*
7. He was glad ..... to like to an Olympian god. *(talk)*

***15. Make one sentence with the Infinitive as a Result out of two. The first one has been done for you.***

1. They are very tired. They can't talk.

*They are too tired to talk.*

1. He is very old. He can't work.
2. We were very surprised. We couldn't say anything.
3. She is very ill. She shouldn't go out.
4. The exam is rather difficult for him. He will not pass it.
5. The way is rather long. He can't walk.
6. It's rather cold. You should wear a coat.
7. You can obtain such pictures. It's not difficult.
8. He is sensible. He can cut his losses.
9. He was old enough. He couldn't be his father.

***16.*** ***Paraphrase as in the model.***

*Model:* It's hard to please him*.> He is hard to please.*

1. It's difficult to deal with him.
2. It's pleasant to look at her.
3. It would be nice to spend the rest of one's days in this village.
4. It's profitable to expand economic contracts with foreign partners.
5. It's easy to please him.
6. It's easy to discuss this problem.
7. It's plain and simple to operate this machine.
8. It's difficult to translate this sentence.

***17. Change the compound or complex sentences into the one with the Infinitive as in the model.***

*Model:* I was glad that I have seen him *> I was glad to see him.*

1. The letter set her free, she started to hate him more.
2. I shall consider that I'll be obliged to accept your offer.
3. He didn't want to betray his own fear again, he was determined.
4. She stood up because she wanted to sustain her anger.
5. It was rare that he went out for dinner.
6. It's very good for them to have an older man with plenty of experience who could come to for advice.
7. Could they be so cold-blooded that they could prepare a murder like that?
8. He came. It was very kind.

***18. Use the correct form of the Infinitive in brackets***.

1. Dinner was ready ..... . *(serve)*
2. He was easy ..... *(understand)*
3. I'm sorry ..... you harm. *(do)*
4. I was angry because he was hard ..... *(persuade)*
5. He was never likely ..... to their place. *(invite)*
6. They started to part. 'I'm glad ..... you', - he said. *(meet)*
7. It's disadvantageous ..... back by middle-class morality. *(hold)*
8. It must be terrible ..... the benefits of a classical education. *(receive)*
9. 'It would be dreadful ..... ', he exclaimed. *(marry)*
10. He was happy ..... to Alice. *(talk)*

***19. Translate into English using the Infinitive where possible in the functions of an Object, Attribute or Result.***

1. Вірші важко перекладати.
2. Ми не можемо нічого зробити, доведеться йти пішки.
3. Я від’їжджаю завтра, а ще багато потрібно зробити.
4. Доповідь почнеться рівно о п’ятій, обов’язково приходьте вчасно.
5. Вже пізно відправляти листа. Єдине, що нам залишається зробити,- це відправити телеграму.
6. Не йдіть, я маю дещо вам сказати.
7. Я не винен в тому, що трапилося.
8. Перестань сваритися. Цим нічого не доб’єшся.
9. Деяким людям важко пригодити.
10. Він дуже розумна людина, але з ним важко мати справу.
11. На неї приємно дивитися.
12. Я радий, що послухався вашої поради.
13. Я радий, що ви прислухалися моєї поради.
14. Мені жаль, що я не бачила цієї п’єси.
15. Мені жаль, що ви не бачили цю п’єсу.
16. Він задоволений. Що поступив до університету.
17. Я задоволений, що моя сестра поступила до університету.
18. Мені жаль, що я не застала її вдома.
19. Мені жаль, що ви не застали її вдома.
20. Дитина була настільки стомленою, що не змогла дістатися ліжка.

***20***. ***Express the same idea in one sentence as in the model with the Infinitive as a Purpose.***

*Model:* I came in. I wanted to see if I could help Alison pack.

*I came in to see if I could help Alison pack.*

1. I dressed and went up to Albion Gate. I wanted to buy the morning paper.
2. I did my best. I wanted to stop her.
3. He put his head out of the window. He wanted to get some fresh air.
4. I wanted to finish the work. I required two weeks.
5. Every morning she was up early. She used to get the fire lit in the kitchen.
6. There was much talk of sending sick boys home. They wanted to escape an epidemic.
7. They slid into the water and had a swim. They wanted to freshen up and cool off.
8. You’d better wait outside. I want you to be at hand.
9. We had gone into the middle of Hyde Park. We didn’t want to be overheard.
10. She hurried. She didn’t want to give him time for reflection.
11. She had to pass a street of houses. She wanted to reach the park.
12. Mrs Small offered her a cup of tea. She wanted to smooth over the little awkwardness.
13. I came here. But I don’t want to be insulted.
14. He sent his shoes to the repairs’. He wanted them to be mended.

***21. Fill in the correct form of the Infinitive as a Purpose in brackets.***

1. Laws were not made *(break),* laws were made *(stay)* within.
2. *(Pacify)* her, I held the window ajar a few seconds.
3. Sometimes you retreat in order *(advance)*.
4. Soames put on his coat in order *(be cold/neg)*.
5. *(Supply)* the needs of the new civilization a vast increase of vocabulary became necessary.
6. *(Releave)* my feelings I wrote a letter to Robert.
7. She turned *(face)* him, laughing unhappily.
8. Diana, *(pass)* the time, had left her kitchen *(see)* whether Mr Faber was all right.

***22. Use your own ideas to complete the sentences with the Infinitive as a Purpose.***

1. The President has a team of bodyguards ..... him.
2. I didn’t have enough time ..... the newspaper today.
3. I came home by taxi. I didn’t have the energy ..... .
4. We need a bag ..... these things in.
5. I wish we had enough money ..... a new car.
6. They’ve just passed their exams. They are having a party .... .
7. I can’t do all this work alone. I need somebody ..... me.
8. They gave us some money ..... some food.
9. We shouted ..... everybody of the danger.
10. A friend of mine phoned ..... me to the party.
11. I need a few days ..... about your proposal.

***23. Read the text about the first world’s largest airship, the Hindenburg, that crashed in 1937. Complete five sentences after reading and reproduce the text.***

The Hindenburg was designed to carry passengers and cargo over long distances. It could carry 50 passengers accomodated in 25 luxury cabins like in a first class hotel.

The Hindenburg was built to compete with the great luxury transatlantic liners. It was able to cross the Atlantic in less than half the time of a liner.

It was filled with hydrogen, which is a highly flammable gas, and every safety precaution had been taken to prevent accidents. It had a smoking room which was pressurized in order to prevent gas from ever entering it. Special materials had been chosen to minimize the possibility of accidental sparks which might cause an explosion.

The cause of disaster is believed to be ignition by static electricity. The most surprising thing is that most passengers managed to survive.

1. The airship was designed to ..... .
2. It was built in order to ..... .
3. Every safety precaution had been taken to ..... .
4. The smoking room was pressurized to ..... .
5. Special materials had been chosen to ..... .

***24. Translate into English using the Infinitive as a Purpose.***

1. Я подзвонила тобі учора, щоб запросити до театру.
2. Усі знали, що він збрехав, щоб врятувати собі життя.
3. Они вышли из комнаты, чтобы дать ей возможность переодеться. Вони залишили кімнату, щоб дати її можливість переодягтись.
4. У новому районі відкрили універсам, щоб задовольнити потреби покупців.
5. Боб зв’язався з банком, щоб дізнатися скільки грошей в нього залишилося та поточному рахунку.
6. Щоб збільшити дивіденди компанії потрібно багато працювати.
7. Компанія використовує цю методику для прийняття рішень
8. Ці заходи організовуються для того, щоб побачити справжній стан справ і на майбутнє прогнозувати труднощі.

***25. Translate the sentences with the Infinitive as Parantheses into Russian.***

1. To tell the truth, I'm beginning to find her a bore.
2. He is acting, to say the least, rather impertinently.
3. To be quite frank, the speech for me was rather funny.
4. To put it mildly, she is just a bit inquisitive.
5. To begin with, there was not much to listen to.
6. Strange to say, he has never been in the British Museum.
7. When they found out I was not one of them, so to speak, they would politely turn from me and ignore me.
8. To make matters worse, the mist has settled down.
9. To put it at its simplest, he believed that most people in power have misjudged the meaning of nuclear weapons.

***26. Translate into English using the Infinitive as Parantheses.***

* 1. Коротше кажучи, вони вирішили, що дешевше буде мешкати на віллі.
  2. Он был груб, чтобы не сказать больше. Він був грубим, щоб не сказати більше.
  3. Мягко выражаясь, он был не на высоте. М’яко кажучи, він був не на висоті.
  4. По правде говоря, я был несколько встревожен, но теперь это прошло. Чесно кажучи, я був трохи стурбованим, але тепер все пройшло.
  5. Он привез с собой коллекцию картин, не говоря уже о значительном состоянии. Він привіз з собою колекцію картин, не кажучи вже про суттєвий спадок.
  6. Короче говоря, их вина осталась недоказанной. Коротше кажучи, їх вина залишилася недоказаною.

**§ 5 The Infinitive Constructions**

**5.1. Complex Object** **with the Infinitive**

**Complex Object** **with the Infinitive** is the construction in which the object is complex consisting of a noun or a personal pronoun in objective case plus the Infinitive: *I'd like* ***the students/them to come*** *at 5*.

**Complex Object** is used:

**a) after the verbs of sense perception*****hear, see watch, feel, observe, notice,*** etc.

* **in the Active Voice without the particle** ***to:***

*I* ***haven’t heard anyone call*** *me.*

*I* ***felt the blood rush*** *into my cheeks.*

* **and in the Passive Voice with the particle to:**

*She* ***was heard to scream****.*

**NOTE:** When the verb ***see*** has the meaning of '***understand’*** and the verb ***hear*** has the meaning of ***‘learn, be told’*** Complex Object is not used:

*I* ***saw that he didn’t realize*** *the danger.*

*I* ***hear that he left*** *for the South.*

**b) after the verbs denoting:**

|  |  |
| --- | --- |
| **mental activity:** | ***know, think, consider, believe, suppose, expect, imagine, find, feel, trust*** |
| **declaring:** | ***declare, pronounce, report*** |
| **wish and intention:** | ***want, wish, desire, mean, intend, choose*** |
| **feeling and emotion:** | ***like, dislike, love, hate, cannot bear*** |
| **order and permission:** | ***order, allow, suffer, have*** |
| **compulsion:** | ***make, cause, get, have*** |

*e.g.: Everyone* ***knows him to be admirable****.*

*The judge* ***pronounced*** *t****he suspect to be guilty.***

*I* ***want you to come*** *and* ***dine*** *with me.*

*I* ***dislike him to talk*** *like that.*

*The**teacher* ***ordered the room to be aired****.*

*The noise* ***made her wake up.***

*The crash* ***caused her to wake up****.*

**E x e r c i s e s**

***1. Translate the sentences with Complex Object into Russian.***

1. I didn’t expect these remarks to be popular.
2. We knew some of the rumours to be nonsense.
3. He didn’t mean this to be a very long meeting.
4. Would you like me to read the manuscript aloud to you?
5. I wanted him to know that some of us were thinking about him.
6. He wished me to be present at the reconciliation.
7. No one could expect her to be happy.
8. I knew that to be true.
9. I could feel my nose bleed.
10. I felt Maggie’s hand tighten in mine.
11. I had not heard him speak before.
12. I had never known Mr Rose behave like this.
13. What makes you think you have any talent?
14. I watched her move away from us.
15. Do you really want us to go to the theatre tomorrow?

***2. Use the particle to with the Infinitive where required.***

1. Tell me what you would like me ..... do.
2. Hearing the bell ..... ring he went to see who was at the door.
3. Did you feel the bridge ..... shake?
4. I don’t like you ..... say such things.
5. Put on a thicker coat, I don’t want you ..... catch cold.
6. We expect this book ..... appear on sale very soon.
7. I saw him ..... get off the bus.
8. The whole problem is so important that I would like you ..... go over the facts once more.
9. At the Central Station, the men watched the train ..... come in.
10. We know Australia ..... be the only continent situated in the southern hemisphere.
11. We sincerely wish good relations ..... be established between our two countries.
12. Presently we saw him ..... emerge from the station, ..... cross the street and ..... disappear into the building.

***3. Change these sentences using Complex Object as shown in the model.***

*Model*: I believe that he is a great artist.

*I believe him to be a great artist.*

1. I consider that business is very profitable.
2. The firm can’t expect that unskilled men will become experienced overnight.
3. I admit that my accusation was right.
4. I believe that the sault mine will make a bigger profit.
5. We didn’t expect that the government was running late clearing the cheques.
6. I don’t expect that he will give the reason.
7. The banker discovered that their customers were always trying to tell them a good tale.
8. He found that the assignment of his client was difficult to fulfil.
9. We expect that at the talks they will clear up several points of the contract.

***4. Act out the dialogue containing Complex Object.***

The interview takes place at the Marriage Guidance Council.

Barbara complains about her husband to the counsellor, Mrs Murray.

|  |  |
| --- | --- |
| Mrs M.: | – Come in, Barbara. Is your husband here? |
| B.: | – Yes, I persuaded him to come. He is waiting outside. |
| Mrs M.: | – Do you still have rows? |
| B.: | – Yes, we do. I wanted to go to work again. But my husband doesn’t want me to have a job. He never does anything in the house. He expects me to run around and get his meals. You don’t think that’s right, do you? |
| Mrs M.: | – I’m not here to pass judgement. I’m here to listen. |
| B.: | – And I’m not his servant. Last Friday he invited his friends to come round for a drink. He didn’t tell me to expect them. And I always have to remind him to pick up his clothes. He is so untidy and inconsiderate. |
| Mrs M.: | – Barbara, Malcolm said he would like you to go back to work. He complains you never allow him to suggest anything about the house or the kids, that you forbid the kids to ride their bikes to school. |
| B.: | – But the kids are too young to ride in the traffic. When I once saw them ride I nearly fainted. I can’t hear him even speak of such things! |

***5. Use Complex Object instead of the subordinate clause.***

1. Have you ever seen how Paul plays golf?
2. Have you seen how she got on Glasgow bus this morning?
3. Did you see how somebody picked up Tony?
4. Did you notice how the man parked the car near our house?
5. Did you watch on TV how Phil Dilan knocked down another player?
6. Did you notice how Sally entertained the guests at the party?
7. Did you see how he fell off the wall?
8. I didn’t hear how you came in.
9. She didn’t notice how everyone got out.
10. He did’t see how the accident happened.

***6. Paraphraze the sentences using Complex Object.***

1. The Fund expects that Eastern governments will institute massive programmes of public information and education.
2. Some people expect that individual currencies will disappear and will be replaced by international ones.
3. Until 1980s, most developing countries opposed free trade. Governments wished their countries were industrialized in order to counteract.
4. Few analysts expect that the Prime Minister will adopt the aggressive financial restructuring measures.
5. The Chairman said that he wished the company’s shares would resume trading at the end of August.
6. It’s unrealistic to expect that advertising will do the major job of communicating large number of prices.
7. The existence of large corporations showed that the classical economic theory of perfect competition is inadequate.

***7. Translate the sentences into English using Complex Obiect where possible.***

1. Я хотел бы, чтобы вы объяснили мне это правило еще раз.
2. Что вы хотите, чтобы я сделал для вас?
3. Вы слышали когда-нибудь, как он поет?
4. Я слышал, что он приехал в Москву.
5. Они не видели, как я вошел в комнату.
6. Никто не ожидал, что они уедут так скоро.
7. Я знаю, что он порядочный человек.
8. Он увидел, как машина повернула за угол и исчезла.
9. Я считаю, что он ответственен за это.
10. Она увидела, что письмо не было подписано.
11. Они хотели, чтобы его пригласили на вечер.
12. Она чувствовала, как дрожит ее голос.
13. Они не ожидали, что их пошлют в Англию учиться.
14. Мы стояли у ворот, ожидая, когда прибудет машина.
15. Я слышал, как директор упомянул его имя.
16. Я бы хотел, чтобы встреча с мистером Грином была перенесена на более позднее время.
17. Начальник отдела надеялся, что его помощник сможет найти ошибку в декларации о доходах.
18. Я слышал, что условия поставок зерна уже обсуждены.
19. Вы не заставите нас поверить, что этот банк обанкротился. Он считается очень надежным.

**5.2. Complex Subject (The Subjective Infinitive Construction)**

**Complex Subject** contains the Subject complicated by the Infinitive: ***Ann*** *is said* ***to resemble*** *her sister.* The underlined words are the Subject of the sentence.

**Complex Subject is used:**

**a)** with the following **verbs in the Passive Voice:** ***see, hear, think, consider, know, expect, believe, suppose, make, say, report, allege,*** etc.:

***He*** *was seen* ***to disappear*** *in the distance.*

***The man*** *was reported* ***to have stolen*** *the money.*

***The manuscript*** *is believed* ***to have been written*** *in the 15th century.*

**b) with the word-groups: *to be likely, to be sure, to be certain****:*

***They*** *are likely* ***to be married*** *in September.*

***He*** *is sure (certain)* ***to come.***

**c)** **with the verbs in the Active Voice: *seem, appear, happen, prove, turn out:***

***The experiment*** *proved* ***to be*** *a failure.*

***They*** *all turned out* ***to be good friends.***

***They*** *seemed* ***to have forgotten*** *my address.*

*Only yesterday* ***we*** *happened* ***to see*** *Andy****.***

**E x e r c i s e s**

***1. Paraphraze using Complex Subject.***

*Model:* It is known that he is a great book-lover.

*He is known to be a great book-lover.*

1. It was expected that the members of the Committee would come to an agreement.
2. It was reported that many buildings had been damaged by the fire.
3. It seems that this book is very popular with children.
4. It appears that the house was built in the 18th century.
5. It happened so that he was at home at that time.
6. It proved that he was a very experienced worker.
7. It is likely that the ship will arrive tonight.
8. It is not likely that they will return soon.
9. It is unlikely that the meeting will be postponed.
10. It is sure that they will come to London.
11. It is certain that they will be here on Monday.
12. It was likely that the price of copper would fall.

***2. Put in the correct form of the Infinitive as a Complex Subject.***

1. My sister is said ..... me. (*resemble*)
2. The book is said ..... very interesting. *(be)*
3. Coal in India is said ..... as far back as 1775. *(work)*
4. The Island of Britain is known ..... to the Roman world by Julius Caesar in the year 55 B.C.. *(reveal)*
5. Latin was supposed ..... the only language worth of study, and it was studied for practical purpose. *(be)*
6. His father was considered by many ..... a great man. *(be)*
7. Priam Farll is supposed ..... in Westminster Abbey. *(bury)*
8. Historians appear ..... but little of his life. *(know)*
9. They seemed ..... quite ..... this fact already. *(forget)*
10. Only yesterday we happened ..... Michael. *(see)*
11. The experiment proved .....a success. *(be)*
12. They all turned out ..... good fighters. *(become)*
13. He is sure ..... her. *(marry)*
14. This fire is certain ..... a panic in the morning. *(produce)*
15. They are likely ..... us soon. *(forget)*
16. No modern writer would be likely ..... anything of the sort. *(write)*
17. When a book is greatly admired and often read, the language in which it is written is likely ..... to some extent by those who read it. *(imitate)*

***3. Use your own ideas to complete the sentences with the Infinitive in the correct form.***

1. Lake Baikal is said ..... the deepest lake in the world.
2. The negotiations are likely ..... until Sunday.
3. The steamer is believed ..... in Istambul.
4. The cargo does not seem ..... by the storm.
5. The parties are reported ..... the problem.
6. The parties are understood ..... an agreement.
7. They are very likely ..... part in this work.
8. The results of the test seemed ..... them.
9. This plant seems ..... such equipment since 1965.
10. I happened ..... my office early that day.
11. She seemed ..... for along time.
12. They seem ..... a good time at the seaside.
13. The price of this metal in England is stated ..... by 11.6% in September last year.
14. The devaluation of the pound sterling is known ..... to a rise in the prices of all the goods imported into England.
15. He is sure ...… manager of the production department at the next meeting of the Board.

***4.*** ***Put in suitable words to make Complex Subject.***

1. He ..... to be inviting Roger to take a risk.
2. Human fatigue ..... to have played a part in the tragedy.
3. In that same week I ..... to have been enquiring whether certain invitations have been sent out.
4. They ..... to be getting on a bit better.
5. He ..... to have gained all he wanted.
6. The victim ..... to have been poisoned.
7. He ..... to report on his findings to the Committee.
8. Mummy ..... to be a saint.
9. He ..... to be preparing a report on the incident.
10. The building ..... to have been damaged in the air raid.
11. What's that ..... to signify?
12. In those days a woman ..... to be as thin as a rail and as flat as a pancake.
13. He ..... always ..... to be a doctor.
14. The remark ..... to reach our teacher.
15. He ..... to make a speech there and he wanted me to hear it.

***5. Fill in with the correct form of the Infinitive in brackets.***

1. Competition in future is likely *(be)* between a small number of large carriers.
2. Telecom Italia is expected *(bid)* aggressively for the company.
3. The market had got very pessimistic about interest rates but that view seems *(shift)* a little in the past couple of days.
4. The appointment was intended *(enhance)* the credibility of the new administration.
5. Seeboard company due to introduce competition for consumers this September, is thought *(run)* at least four weeks.
6. The planned merger is likely *(prove)* a headache for federal and state regulators.
7. The Minister is said *(involve)* in bribery.

***6.*** ***Translate the sentences into English using Complex Subject.***

1. Він обов’язково прийде.
2. Досвід виявився невдалим.
3. Ця пожежа, безумовно, викличе паніку.
4. Очікують, що він приїде завтра.
5. Кажуть, що він поїхав до Парижу.
6. Кажуть, що президент їде до Стамбулу на саміт.
7. Виявилося, що він правий.
8. Було доведено, що він правий.
9. Відомо, що Ломоносов був найвидатнішим ученим свого часу.
10. Дуже вперта людина.
11. Я випадково був у конторі, коли він прийшов.
12. Він, здається, не розуміє значення цього винаходу.
13. У моїй розповіді будуть, скоріш за все, помилки.
14. Дуже вірогідно, що вони заключили угоду.
15. Відомо, що він дотримується іншої думки з цього питання.

**5.3. The For-to-Infinitive Construction**

**The For-To-Infinitive construction** is a complex structure consisiting of the preposition for + Object + the Infinitive: *That was* ***for him to explain****.*

It is used in all functions characteristic of the Infinitive:

|  |  |
| --- | --- |
| ***Subject:*** | ***For me to speak*** *was impossible.* |
| ***Predicative:*** | *That was* ***for him to find out.*** |
| ***Complex Object:*** | *He waited* ***for her to speak****.* |
| ***Attribute:*** | *The best thing* ***for you to do*** *is to leave at once.* |
| ***Purpose:*** | *He stepped aside* ***for me to pass.*** |
| ***Result:*** | *It was too great a temptation* ***for him to resist.*** |

**E x e r c i s e s**

***1. Make one sentence out of two as in the model***.

*Model*: He never swore. If he did, it was such a rarity.

*For him to swear was such a rarity.*

1. He left a book for me here. I was to look it over.
2. Murdock, standing at the station exit, was moving his arms. He wanted us to stop.
3. A policeman came and pinned a notice on the gate. He wanted the people to read it.
4. He meant to ask her where she would like to go. They planned to talk in peace.
5. In the evening she came round. They intended to drink a bottle of wine to her success.
6. She stepped back. She didn’t want Andy to see her.
7. The boy stood aside. He let the man go by.
8. She held out the papers. She wanted me to see them.
9. The boss cordially gave Erik his hand. He expected Erik to shake it.

***2. Exchange the subordinate clause for the For-to-Infinitive constructions.***

1. There is not a thing that I can eat in my cottage.
2. It was good tactics so that Roger could have a wife.
3. It was a bitter experience when Philip learned that his friend let him down.
4. He was prepared that anyone would accuse him of being cowardly.
5. It’s very good if they have an older man with plenty of experience to come to for advice.
6. It’s unusual that he lets his impatience show through.
7. I felt advisable that he should ascertain the facts first.
8. The main problem is that this material has to be published as soon as possible.
9. The only conclusion that he could draw was the following.
10. It must be almost unheard of if a play is performed each day under completely different titles.

***3. Translate the following sentences into English using the For-To-Infinitive constructions.***

1. Ми зупинилися, щоб Майкл випалив цигарку.
2. Щоб студенти зрозуміли здачу, він накреслив на дошці діаграму.
3. Вони викликали таксі, щоб не запізнитися на потяг.
4. Старий чоловік йшов повільно, щоб не впасти.
5. Я зараз запишу номер вашого телефону, щоб не забути.
6. Він зачинив вікно, щоб ми не застудилися.
7. Сестра відійшла назад, щоб я міг бачити, що відбувається.
8. Вона запропонувала зустрітися у спокійному місці, щоб ми все змогли обговорити не поспішаючи.

***4. Use your ideas to begin the sentences with the For-To-Infinitive construction.***

1. …… for him to be without a coat.
2. …… for him to do.
3. …… for her to carry.
4. …… for the documents to be sent on time.
5. …… for him to translate without a dictionary.
6. …… for the steamer to call at Odessa.
7. …… for her to return immediately.
8. …… for you to go there.
9. …… for us to come soon.
10. …… for your sister to read.
11. …… for young men to be interested in politics.
12. …… for us to take into account.

***5. Translate into English using the For-To-Infinitive construction.***

1. З’ясувати це мав він.
2. Він попросив принести документи.
3. Тут немає нікого, з ким би дитина могла погратися.
4. Він відійшов вбік, щоб я змогла пройти.
5. Задоволення супроводжувати її було настільки величезним, що Сем не міг йому противитися.
6. Недостатньо часу для того, щоб матеріали були опубліковані цього року.
7. Цілком ймовірно, що цей матеріал буде скоро опублікований.
8. Він просив, щоб йому переслали документи поштою.
9. Про це має розсуджувати читач.
10. Їм дуже важко написати таку статтю.
11. Зараз занадто пізно для того, щоб діти йшли гуляти.
12. Дуже важливо для компанії зуміти виконати свої обов’язки.
13. Іноземним працівникам набагато важче зайняти достойне місце в компанії.
14. Було ба набагато ефективніше, якби Центральний банк здійснював валютну політику.

**Unit 3 THE G E R U N D**

**§ 1 GENERAL INFORMATION**

**The Gerund** is an ***ing-form*** made from the verb and thus it has ***the features of the verb***, i.e. *voice distinctions* (active/passive), *Indefinite and Perfect forms*, takes *direct object* (without the preposition 'of') as transitive verbs do:

*She* ***does this work*** *with pleasure.*

*She enjoys* ***doing this work****.*

At the same time the Gerund has some ***nominal features*** *(features of the noun)* as it has functions associated with the functions of the noun (Subject, Object and part of a compound Predicate):

|  |  |
| --- | --- |
| ***Subject:*** | ***Maintaining*** *a car is costly.* |
| ***Object:*** | *She objected to his* ***smoking****.* |
| ***Part of a Compound Predicate:*** | *I like* ***swimming****.* |

Like nouns the Gerund can also be preceded by the possesive case of nouns or pronouns: ***Ann's/her*** *being honest was surprising.*

**§ 2 The Forms of the Gerund**

|  |  |  |
| --- | --- | --- |
| **Form** | **Active** | **Passive** |
| **Indefinite** | *watching* | *being watched* |
| **Perfect** | *having watched* | *having been watched* |

**The Indefinite forms** of the Gerund denote simultaneous action and **Perfect forms** prior action to that of the main verb:

*He likes* ***watching*** *television.*

*She dislikes* ***being criticized****.*

*He admitted* ***having told*** *lies.*

*He denied* ***having been informed*** *about the time of the meeting.*

**NOTE:** After the verbs ***excuse, forgive, remember, thank*** etc. and after the prepositions ***on (upon), after, without*** the **Gerund Indefinite** may be used to denote a prior action:

*Excuse my* ***interrupting*** *you.*

*After* ***confessing*** *to her he was very much relieved.*

**§ 3 The Functions of the Gerund**

**The Gerund** is used as:

1) **a Subject**: ***Advertising*** *is very helpful.*

2) **Part of a Compound Predicate:**

*All he wanted was* ***leaving*** *the place at once.*

*The baby started* ***crying****.*

3) **an Object**: *Would you mind my* ***opening*** *the window?*

4) **an Attribute**: *He has no plans of* ***expanding*** *the company*.

5) **Adverbial modifiers** of:

a) **manner**: *He began the lecture by* ***explaining*** *the general look at the problem.*

b**) time**: *After* ***merging*** *with another company they became the monopolists.*

c**) purpose:** *These devices are used for* ***cleaning****.*

**§ 4 The Use of the Gerund**

**1.** There are **verbs** after which the Gerund is used (not the Infinitive). They are*:* ***enjoy, mind, suggest, fancy, imagine, admit, deny, miss, risk, involve, avoid, keep,***etc.*:*

*I don’t* ***fancy going*** *out this evening.*

*I* ***enjoy dancing.***

*Ian* ***suggested going*** *to the cinema.*

**2.** The Gerund is used after **phrasal verbs:**

***talk about***

***apologise for, thank for, forgive for***

***think of, dream of, approve of, accuse of, suspect of***

***insist on, congratulate on***

***decide against, warn against***

***prevent from, stop from***

***feel like***

***succeed in***

***look forward to***

*E.g. The man* ***was suspected******of being*** *a spy.*

*She* ***apologised to me for not telling*** *the truth.*

**3.** The Gerund is used after following **expressions: *It’s no use/It’s no good; There is no point in; It’s (not) worth; Have difficulty; Go*** *(go fishing, go swimming);* ***Be/get used to; How about*** *(playing tennis)?*

*I* ***had difficulty finding*** *a place to live.*

*There* ***was no point in waiting*** *any longer.*

*She is English. She* ***is used to driving*** *on the left.*

**4.** The Gerund is used after **adjectives/participles with prepositions: *be interested in, be good at, be bored with, be fed up with, be tired of,*** etc.*:*

*E.g. She* ***is not very good at learning*** *languages.*

*She must* ***be fed up with studying****.*

**5.** The Gerund is used after ***nouns with prepositions***:

**for**: *cause, excuse, genius, gift, motive, passion, reason, reputation, talent;*

**in**: *advantage, belief, difficulty, experience, harm, hesitation, meaning, object, participation, pleasure, point, purpose, sense, skill, use;*

**at**: *amazement, astonishment, attempt, delight, irritation, pleasure, practice, satisfaction, shyness, surprise;*

**about**: *fantasy, obsession;*

**to**: *objection, preparation.*

*E.g. I can't make out* ***the reason for rejecting*** *the offer.*

*Is there any* ***advantage in learning****?*

**E X E R C I S E S**

***1. Complete the sentences using the correct form of the Gerund from the verbs in brackets.***

1. Nobody can go on ..... without some belief. *(live)*
2. ..... is not the best way of behaviour in this situation. *(argue)*
3. He greeted me noisily, but I cut him short by ..... him the fax. *(give)*
4. She cannot sleep without ..... you and ..... to you once more. *(see, speak)*
5. She doesn’t like the thought of ..... you. *(leave)*
6. Do you mind ..... me your name and telephone number, please? *(give)*
7. I appreciated ..... to your home. *(invite)*
8. For many years, the banks denied ..... deposits from criminal sources. *(receive)*
9. I’m tired of ..... like a silly fat lamb. *(treat)*
10. Jack laughed, as their ..... amused him. *(bother)*
11. These unhappy events occurred without his ...... . *(inform)*
12. Furious with his employees for ..... up late each morning, the manager decided to have a serious talk with them. *(turn)*

***2. Make sentences with the same meaning by using the Gerund as a Subject.***

*Model:* It’s important to have good friends. >

*Having good friends is important.*

1. It’s fun to travel by boat.
2. It’s not easy to master a foreign language.
3. His favourite pastime is to ride a bicycle.
4. It’s interesting to learn about other cultures.
5. It’s easy to talk about having high moral standards.
6. It’s very difficult to stand by your principles.
7. Our aim is to master some rules in the shortest time possible.
8. It’s hard work to ask him for help.
9. It’s obligatory to confirm the company’s profits at the end of the fiscal year.
10. It’s dangerous to be a witness in a mafia case.

***3. Join the two sentences to make one sentence with the Gerund as a Subject following the model.***

*Model:* Mr Truman delivers lectures. It takes a lot of time.>

*Delivering lectures takes a lot of time.*

1. Linda takes care for a bed-ridden woman. It’s very tiring.
2. Barbara is a nurse. It requires a lot of patience.
3. Rent smaller premises. It’s a way of saving money.
4. Don’t make personal calls from the office phone. It’s forbidden.
5. Ann is often late. It makes the teacher very cross.
6. She tries to get a job at a successful company. But it is difficult.
7. The police try to find evidence at the crime scene. If they do, it’ll be very convenient.
8. Don't pump a dry well. It's no use.
9. If your organisation requires frequent report, standardize the framework for these. It's worth it.

***4. Read the sentences about Michael who is going to college soon. And then remember if you had the same or different feelings and problems.***

1. Michael is scared and excited because going to college means leaving home.
2. He is going to have an interview with the Dean of Admissions at Michigan University. Having an interview is scaring.
3. He hasn’t made up his mind yet which University to apply to. Michael thinks that making his own decisions is a part of growing up.
4. He doesn’t know yet what he is going to become. He writes articles for the school paper. Becoming a writer or a journalist is his dream.
5. His father is a doctor. He wants Michael to follow in his footsteps. But following in his father’s footsteps is not Michael’s intention.
6. Michael’s friends have applied to Columbia University. Joining them would be great. Sharing a room at the hostel with one of them would be fun.
7. His father advises that he should think everything over carefully. Understanding his father is very important for Michael.
8. Michael’s parents have given up a lot to save money for his going to college. Showing respect for his parents would be very wise of him.

***5. Translate the sentences into English using the Gerund as a Subject.***

1. Життя у поганих умовах впливає на здоров’я людини.
2. Створення нових робочих місць може суттєво знизити рівень безробіття.
3. Не варто плакати через пролите молоко.
4. Марно качати воду з пустої криниці.
5. Не варто навіть намагатися обманути його.
6. Навчання віднімає суттєву частину його часу.
7. Відкриття компанії передбачає її презентацію. Однак, не варто витрачати багато грошей на те, що не є продуктивним і не принесе прибутку.
8. Купівля або оренда приміщення компанії також вимагає досвіду.
9. Збільшення обсягу продажу товарів на внутрішньому ринку дає фірмі більше прибутку, ніж їх експорт.

***6. Complete using the appropriate form of the Gerund as a Part of a Compound Predicate from the verbs in brackets.***

1. Mrs Finch enjoyed ..... *(give)* parties.
2. Mr Finch liked ..... *(invite)* to the parties.
3. His friends suddenly burst out ..... *(laugh).*
4. All children hate ..... *(take)* to the dentist's.
5. John intends ..... *(buy)* a new house.
6. Do you think the grass needs ..... *(cut)*?
7. Ann's husband can't stand ..... *(shop)*.
8. He hates ..... *(interrupt).*
9. They couldn't help ..... *(break)* the contract.
10. Ann likes ..... *(wear)* a hat.
11. You'd better stop ..... *(talk)* on the phone for hours.
12. The manager hates urgent work ..... *(put off)*.

***7. Translate into English using the Gerund as a Part of a Compound Predicate.***

1. Терпіти не можу стояти в переповненому автобусі.
2. Перестань шуміти. Ти розбудеш сусідів.
3. Діти люблять, коли їм розповідають казки.
4. Анекдот був таким смішним, що ніхто не зміг утриматися від сміху.
5. Тому не подобається жити у селі тому, що там зовсім немає чого робити увечері.
6. Продовжуйте дивитися телевізор. Я вас більше не потурбую.
7. Мій друг пропонує подорожувати автостопом. Я не проти того, щоб приєднатися до нього.
8. Вона не може терпіти, коли з нею не погоджуються.
9. Її подобається, коли подруги діляться з нею своїми секретами.
10. Ти вже закінчив складати контракт?

***8. Put in the right preposition before the Gerund as an Object.***

1. They talked ..... going to college.
2. She apologised ..... being late.
3. Have you succeeded ..... finding a job yet?
4. They insisted ..... sharing the compartment.
5. He is thinking ..... buying a car.
6. I wouldn't dream ..... going to Spain this summer.
7. My mom doesn't approve ..... playing card games.
8. We have decided ..... moving to another area.
9. We are looking forward ..... hearing from her.
10. I congratulated my sister ..... obtaining the visa.
11. They accused the young man ..... concealing some important facts.
12. They prevented the man ..... committing the suicide.
13. The police stopped everyone ..... leaving the building.
14. We thanked them ..... receiving us so cordially.
15. She never forgave her sister ..... stealing her husband.
16. They warned us ..... paying cash.

***9. Translate into English using the Gerund as an Object.***

1. Мы с нетерпением ждем встречи с вашей семьей в Риме.
2. Есть много трудностей, связанных с ведением такого образа жизни.
3. Правительство не смогло не пообещать снизить налоги в ближайшее время.
4. Дождь помешал нам закончить работу в саду.
5. Банк отрицал, что участвовал в отмывании грязных денег этой фирмы.
6. Я извинился перед мистером Джоунзом, что заставил его ждать.
7. Они настаивали на том, чтобы им рассказали всю историю в подробностях.
8. Прошлым летом ему удалось заработать достаточно денег, чтобы сделать ремонт в квартире.
9. Он возражал против того, чтобы ехать в Лондон вместе.
10. Они предупредили нас, чтобы мы не ехали отдыхать на юг, так как там началось наводнение.

***10. Read the dialogue and complete the sentences after reading.***

|  |  |
| --- | --- |
| **Ann:** | – Jeff, have you seen the ad in the ESL Newsletter? |
| **Jeff:** | – Yes, I saw it, but I’m not interested in finding a new job. I’ve been here since I finished school. I like working here |
| **Ann:** | – Really? I’ve only been here for two years, and I’m already tired of doing the same thing every day. I’m afraid of getting really bored. |
| **Jeff:** | – Oh, come on. It’s not that bad. You’ll do the same thing there every day. |
| **Ann:** | – But the salaries are good. |
| **Jeff:** | – I’m not interested in making more money. I have enough now. |
| **Ann:** | – I can never have enough. I’m going to apply for the job. |
| **Jeff:** | – Good luck. |

1. Ann is interested in …… .
2. Jeff is not interested in …… .
3. Ann is tired of …… .
4. Ann is afraid of …… .
5. Jeff is not tired of …… .
6. Jeff is not afraid of …… .
7. Ann is interested in …… more …… .
8. Jeff is not interested in …… .

***11. Complete and then retell the story told by Tracy about herself and her family using Gerund from the box.***

*bringing, working, having, queuing, seeing, looking, meeting, living, being*

My dad started (1) ..... in a steel mill when he was 15. Things are different now, but he thinks I should start (2) ..... home some money. I get my unemployment benefit, but that isn’t much and I’m fed up with (3) ..... for it every Thursday. I hate (4) ..... to ask my mum and dad for money. My mum gives me a couple of pounds for tights now and then, but she can’t stand (5) ..... me at home all day. I’ve almost given up (6) ..... for a job. I buy the local paper every day but I’m really tired of (7) ..... through the ‘Situations Vacant’ column. There are 50 applicants for every job. I was interested in (8) ..... a dentist’s receptionist because I like (9) ..... people, but now I’d take any job at all. I don’t want to leave my family and move to London. I’m scared of (10) ..... on my own in a big city.

***12.*** ***Translate the sentences into English using the Gerund.***

1. Майкл привык жить пососедству с Элис.
2. Она не привыкла слушать советы других людей.
3. Анна устала от того, что приходится делать одну и ту же работу каждый день.
4. Роб боится даже думать, что ему придется покинуть свой дом, в котором он родился и вырос.
5. По всей вероятности, ему никогда не наскучит сидеть у компьютера целый день.
6. Дэн сыт по горло тем, что друзья постоянно советуют ему, что делать.
7. Вы не возражаете, если моя жена будет присутствовать при нашем разговоре?
8. Они не могли простить мне, что зря потратили столько времени.
9. Секретарь справился с порученной работой вовремя и заслуживал похвалы.
10. Ховард Хьюз не боялся летать на самолетах. Он несколько раз устанавливал рекорды в скорости полетов.
11. Ему удалось сделать несколько интересных изобретений.
12. Он интересовался кинематографией, особенно интересно для него было выпустить свой собственный фильм.
13. Он не боялся делать ошибки. Однако это привело его к тому, что он стал банкротом.
14. Мистера Ханта обвинили в подделке финансовых документов.
15. Его давно подозревали в использовании служебного положения в корыстных целях.

***13. Complete the sentences with one of the nouns from the box.***

*idea, hours, procedure, criteria, rates, reason, purpose, possibility, chance, ability, necessity, means*

1. There is a ..... of entering university this year.
2. Do you know the ..... for his being late?
3. Dick has the ..... of giving up his addictions.
4. What is the ..... of his coming late at night?
5. There is a ..... of going on business to Manchester as soon as possible.
6. More precise ..... of managing and controlling stocks in companies is generally essential.
7. Working ..... in different companies are varied.
8. The gap between saving and borrowing ..... is about 1.2%.
9. There are three or four fundamental ..... for judging advertisements.
10. The suspect attempted to use the ..... of exonerating himself.
11. The ..... of hearing the case in the court started.
12. The ..... of taking the fifth amendment had never occurred to the witness until his lawyer mentioned it.

***14. Join two sentences to make one with the Gerund as an Attribute. The first sentence has been done for you.***

1. Sally missed her chance. She refused to meet Ken.

*Sally missed her chance of meeting Ken.*

1. He rejected a very promising offer. Do you know the reason?
2. Mr Fink gave false evidence in the court. Will he be put the blame on?
3. Richard and Marylin were a young married couple, they wanted to buy their own house or an apartment. But there was no possibility at that stage of their life.
4. They kept saving to put more money down. They had that plan.
5. Meanwhile they were looking at houses in different areas to find the house they cared for. They had the purpose.
6. Soon they had some experience. They visited the Real estate agency, talked to agents, learned a lot.
7. They went to the bank to find out about the mortgage to buy a house. They needed that knowledge.
8. They wanted to get a loan. The loan officer let them know the ways to do it.
9. They had to make payments every month. There was a requirement at the bank.

***15.*** ***Put in the Gerund as an Attribute to complete the sentences about experience, skills and abilities a manager must possess. Comment on them.***

1. Managers set objectives and decide on the ways of ..... them. *(achieve)*
2. The latter involves the task of .....strategies, plans and precise tactics. *(develop)*
3. Managers thus require abilities of ..... decisions. *(make)*
4. They need abilities of ..... people. *(organize)*
5. Managers are to have the experience of ..... and ..... the activities of the organisation. *(analise, classify)*
6. No less important is the skill of ..... people to manage units and perform the jobs. *(select)*
7. Managers practise the social skills of ..... people. *(motivate)*
8. They must have the experience of ..... meetings of the staff and of ..... speeches in order to communicate objectives to people. *(hold, make)*
9. Managers should practise the skill of ..... the work of their subordinates. *(supervise)*
10. There is a very important ability of ..... the performance of the organisation’s staff. *(measure)*
11. And last, but not least comes the skill of ..... people. *(develop)*

***16. Complete the sentences with the Gerund in the function of an Attribute and a suitable noun. The first sentence has been done for you.***

* 1. A place where you can fill your petrol tank is ..… .

*A place where you can fill your petrol tank is a filling station.*

* 1. A special room where you can wait is a .... ..
  2. A pill which helps you to sleep is a ..… .
  3. A licence which allows you to drive is a ..... .
  4. A glove which boxers wear is a ..... .
  5. Oil you can cook with is ..... .
  6. A pool where you can swim is a ..... .
  7. A boat with sails is a ..... .
  8. The hours you spend at work are called ..... .

***17. Translate into English using the Gerund as an Attribute.***

1. У нее нет никакой перспективы получить эту работу.
2. У меня есть основания предполагать, что ее не примут.
3. Не могу понять причину, по которой ей не дали визу.
4. Он правильно использовал свое преимущество владения иностранным языком.
5. Я не имел никакого представления о публикации его книги.
6. Должен ли управляющий иметь цель достичь вершины иерархии?
7. Как ты думаешь, как наилучшим образом провести свободное время в этом месте?
8. Возможность потерять работу тревожит многих людей, привыкших к гарантии трудоустройства.
9. Капитал является основой обеспечения богатства общества.
10. Эти меры дадут дополнительные преимущества оценки банковских ссуд, выдаваемых промышленным предприятиям.
11. У адвоката было опасение столкнуться в этом деле с мафией.
12. Надежда найти нужные улики на месте преступления исчезла, как только они увидели толпу людей.

***18. Complete the sentences by using the Gerund as an Adverbial Modifier of Manner. The first sentence has been done for you.***

1. Philip began his report ..... *(explain the situation in the North)*.

*Philip began his report by explaining the situation in the North.*

1. We will conclude the topic ..... *(give some examples of how national characteristics can affect business behaviour).*
2. A dissatisfied employee may be disloyal to the company he works for ..... *(divulge its secret processes or inventions to rival companies)*.
3. We got the project finished ..... *(work sixteen hours a day)*.
4. Emily stayed awake the whole hight ..... *(drink black coffee)*.
5. We show other people that we are happy ..... *(smile)*.
6. She tried, ..... *(stare into the glass)*, to see what the expression was on the man’s face.
7. Peter got out of doing the work ..... *(pretend to be ill)*.

***19. Use the prompts from the box to complete the sentences with the Gerund as an Adverbial Modifier of Manner.***

*sort out business correspondence, clear up the piles of parers, inform about the forthcoming meeting, sort out telephone calls and visitors, get in touch with the executive, make coffee and sandwiches, suggest to take a seat, pretend to be tired, work overtime.*

1. Susan is a secretary. She starts her working day by ..... .
2. She always keeps her desk tidy by ..... .
3. Her boss often forgets things. And she helps him by ..... .
4. There are no crowds of people in the office. Susan does it by ..... .
5. If the boss is out she solves the problem by ..... .
6. If there’s too much work to do and there’s no time for lunch she can do even without ..... .
7. She tries her best to be polite with the customer by ..... .
8. She has worked for ten years without ..... .
9. She wouldn’t have deserved her boss’s praise without ..... .

***20. Complete the sentences using the prepositions*** *by* ***or*** *without.*

1. Sarah sat through her first lesson ..... saying a word.
2. You can't have a war ..... someone getting hurt.
3. I wouldn't do a thing like that ..... telling you.
4. Two men escaped from jail ..... climbing a wall.
5. The customer initiates an order ..... sending an order form to the sales area.
6. ..... securing the immediate future we shall have no prospects.
7. The company can be made to perform properly ..... having competent staff.
8. Business is developed ..... acquiring additional assets, subsidiaries or ordinary long-term outside investments.
9. The production and marketing departments cannot take financial decisions ..... consulting the finance department.
10. You can expand the information in your letter ..... including more details about the item.
11. Good management can greatly improve the resources ..... selling and distributing the finished goods as quickly as possible.
12. The policeman rarely completed a Christmas duty ..... having to report a suicide, usually caused by loneliness.

***21. Translate into English using the Gerund as an Adverbial Modifier of Manner.***

1. Если не привести сравнительные данные за прошедший год, отчет не даст читателю основу для сравнения результатов в динамике.
2. Путем анализа мнений и предложений акционеров правление пришло к выводу, что продажа активов не принесет компании достаточного капитала.
3. Рентабельность оценивают путем соотнесения доходов фирмы с объемом продаж, стоимостью активов и капиталом.
4. Без создания соответствующих условий для рентабельности фирмы в ближайшем будущем, о длительной перспективе вообще не стоит и говорить.
5. Задолженность фирмы можно измерить путем отношения размера долга к полным активам.
6. Полиция ищет водителя автомобиля, который уехал с места преступления, не остановившись после того, как сбил женщину.

***22. Put in the suitable prepositions: before, after, on, in with the Gerund as an Adverbial Modifier of Time.***

1. ..... laying the table she brought in the tea.
2. ..... hearing the news Liz seemed excited.
3. ..... exploring the problem thoroughly the experts can make a conclusion.
4. ..... entering the building of the Academy a visitor should show his pass.
5. An applicant fills in the form ..... reading the instructions.
6. ..... sending any message the sender needs to think to confirm that there is a need to communicate.
7. ..... lending money bankers have to find a balance between yield and risk.
8. The problem-solving meeting enables the manager to weigh one opinion against the other ..... making a decision.
9. Layout and the effect of the immediate visual appearance is of great importance ..... preparing sales letters.
10. ..... determining its credit policy each company examines carefully its implications.

***23. Change the sentences as shown in the model using the Gerund as an Adverbial Modifier of Purpose.***

*Model:*  You can buy goods with money.

*Money is used for buying goods.*

1. You can measure value with money.
2. You can store wealth with money.
3. You can sell things for money.
4. People used a system of barter to exchange goods.
5. People used cattle, grain and tobacco to exchange goods.
6. People needed a more practical system to exchange things.
7. People still use paper currency to pay for goods.
8. They say people will no longer use paper currency to pay for goods.
9. You will use only cheques, bankers’ cards, credit cards etc. to pay for goods and services.

***24. Complete the sentences using the Gerund in different functions. Put in the suitable preposition where required.***

1. ..... a school in Britain today costs only half as much as in the 1940s, said the Minister of Education yesterday. *(build)*
2. ..... too economical with glue and screws can give a plenty of trouble later. *(be)*
3. Miss Smith’s ..... her to the office had been in the nature of a preparation and warning. *(call)*
4. ..... big prices for famous pictures is now a wealthy man’s way ..... taxation. *(pay, escape)*
5. I have been blamed often ..... too easily to directors and ..... their opinions. *(yield, accept)*
6. As luck would have it, he was saved ..... to make the decision. *(have)*
7. One of them was fined in the county court ..... his cows. *(starve)*
8. He promised them that no harm would come to them ..... the papers. *(sign)*
9. As we sat and watched them, Roger, ..... to me, said in a flat and even tone: ‘There may possibly be trouble’. *(turn/neg)*

***25. Complete using the appropriate form of the Gerund.***

1. Stark sat down without ..... . *(speak)*
2. He didn’t go without ..... by Amy. *(congratulate)*
3. After ..... more closely than usual and ..... his hair, he took the bus downtown. *(shave, brush)*
4. Even a criminal must be told the nature of his crime before ..... . *(convict)*
5. I know everyone who is worth ..... . *(know)*
6. Let me tell you whose house you’ve come into without ..... or ..... . *(ask, want)*
7. No one could pass in or out without ..... .*(see)*
8. She denies ..... to him. *(speak)*
9. He was ashamed of ..... even the slightest irritation. *(show)*
10. On ..... the house we directed our steps to the nearest shade. *(leave)*
11. He didn’t remember ..... in that room. *(be)*
12. He liked neither ..... aloud nor ..... aloud to. *(read, read)*
13. The child deserves ..... . *(praise)*
14. I had to sound as if I didn’t mind ..... . *(insult)*
15. They could hardly have been successful lawyers if they had not possessed a shrewdness that prevented them from ..... by appearances. *(deceive)*

***26. Complete the story with the correct Infinitive or Gerund form of the verbs in brackets and reproduce it.***

A new find was about (1) ..... *(star)* in a picture. One scene was where the girl was (2) ..... *(jump)* from a high cliff into the water. Upon (3) ..... *(examine)* the (4) ..... *(jump)* point and the (5) ..... *(land)* place, the girl ran to the director and said, – "I won’t make that jump. I absolutely refuse (6) ..... *(do)* it. There’s only a foot of water at the bottom of that cliff." "All right," answered the director. "Do you think we want you (7) .....? *(drown)*

***27. Translate into English using the Gerund.***

1. Несмотря на то, что он устал, нам пришлось его побеспокоить.
2. Автору удалось построить свое исследование на здравых принципах.
3. Коллекционирование редких книг было его любимым занятием.
4. Он любит читать вслух своим детям.
5. Ребенку нравится, когда ему показывают картинки в книжке.
6. Я знаю, что он скоро возвращается из командировки.
7. Я знаю, что он уже возвратился из Москвы.
8. Она перестала отвечать на мои письма.
9. После окончания унивеситета он поехал в экспедицию.
10. Рассматривая рукопись, ученый обнаружил очень любопытный факт.
11. Он очень не любит, когда его об этом спрашивают.
12. Я не могу найти свою книгу. Помню, что положил ее на стол.
13. Я настаиваю на том, чтобы сообщение было отослано немедленно.
14. Мы говорили о том, что ее включили в список.
15. Эти слова стоит запомнить.
16. Едва ли есть люди, которые любят, когда их критикуют.
17. Они закончили проект, работая над ним по пятнадцать часов в сутки.
18. Я чувствовал себя странно, когда меня оставили одного.
19. Ей очень понравилось, что я приготовила ей виноградный сок.
20. Я предложил уехать немедленно.