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# **THE ENGLISH VERBALS AND MODALS**

**Практикум**

Москва

Издательство «Флинта»

Издательство «Наука»

2003

УДК 373.167.1:811.111(075.4)

ББК 81.2Англ-9

Р 92

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The English Verbs and Modals: Практикум / И.С. Рушинская. — М.: Флинта: Наука, 2003. — 48 с.

ISBN 5-89349-446-6 (Флинта)

ISBN 5-02-022780-3 (Наука)

Практикум состоит из заданий для проработки, систематизации и контроля усвоения неличных форм и модальных глаголов в английском языке. Цель практикума — максимально приблизить теоретическое изучение этих тем к практическому владению данными языковыми явлениями. В заданиях представлено большое количество типичных моделей и структур, характерных как для устного общения, так и для письменной англоязычной речи. Задания в основном составлены на бытовой лексике.

Пособие предназначено для групп углубленного изучения английского языка, аспирантов и широкого круга лиц, изучающих английский язык.

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## П р е д и с л о в и е

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Данный практикум состоит из заданий по грамматическим темам “The English Verbs and Modals” и предназначен для групп углубленного изучения английского языка. Его рекомендуется использовать на II и III курсах, а также на факультативах, спецкурсах и для работы с аспирантами. Все задания и дополнительные объяснения даны на английском языке.

Практикум состоит из шести разделов. Первые пять разделов предназначены для проверки понимания студентами правил по изучаемым грамматическим темам, а также для проработки и закрепления типовых моделей и структур. Кроме тренировочных упражнений, имеются объяснительно-сопоставительные задания, а также контрольные задания творческого характера.

Раздел “Revision Tasks”, как уже следует из названия, служит цели подведения итогов, то есть для окончательной проработки изучаемых тем, контроля знаний студентов и выработки у них автоматизированных навыков употребления неличных форм и модальных глаголов как в устной, так и в письменной англоязычной речи.

Лексический материал, используемый в заданиях, не является очень сложным. Он подбирался таким образом, чтобы, не создавая дополнительных трудностей для студентов, обогатить их словарный запас разговорного английского языка. Исключением является заключительное упражнение в последнем разделе, так как в нем даны примеры из коммерческих документов, деловой переписки и научной прозы, стиль которых отличается от бытовой речи. Все задания составлены с учетом предупреждения типичных ошибок обучаемых.

Обращение к студентам и введение к каждому разделу призваны внести элемент юмора в трудный процесс изучения этих грамматических тем. Определение конечных целей после прохождения каждого раздела организует студентов и позволяет преподавателю осуществлять контроль их знаний по каждой отдельной теме.

Следует отметить, что задания всех разделов составлялись с намерением включить многообразие случаев употребления неличных форм и модальных глаголов в современном английском языке. Обилие примеров в заданиях всех разделов наглядно иллюстрирует употребление изучаемых явлений не только в устной речи, но и их функционирование в книжном стиле. Это, в свою очередь, обучает студентов навыкам аналитического и самостоятельного внеаудиторного чтения художественных текстов и специлитературы в подлиннике, а также письменным нормам, характерным для эссе, докладов, рефератов, тезисов и деловой переписки.

При написании и составлении заданий был обобщен опыт практической работы над данными грамматическими темами в группах углубленного изучения английского языка на втором курсе специальности «Менеджмент» факультета экономики и управления Ивановского государственного энергетического университета, где эти учебные материалы прошли успешную апробацию в учебном процессе, начиная с 1994 года.

## A WORD TO STUDENTS

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*Learning English can be fun,  
but gains cannot be attained  
without pains.*

When one begins to study English, one, at the same time, begins to study English grammar. Teachers of English fully realize how important it is for their students to study it in order to master the language as a means of communication, to develop their students' reading and writing skills and listening comprehension. But they know too well that both the study and the teaching of grammar frequently cause loss of interest and boredom. We are afraid that you sometimes find English grammar difficult and dull, too.

The primary aim of this modest booklet is to brighten up the teaching of the two grammar topics "The English Verbals and Modals", to impress them firmly in the students' minds, and to bring more variety and interest into language teaching as a whole. We also believe that the booklet can provide useful material for vocabulary building as well.

The tasks in the booklet are largely used for two purposes, namely: the teaching of grammatical forms, structures and patterns, which is called developing *organizational skills*, and the teaching of their usage, which is called developing *semantic skills*.

It is hoped that this booklet can expand and summarize your knowledge of the English verbals and modals as there are tasks in it, while doing which, you discuss and compare different grammar meanings of and patterns with verbals and modals. It will help you to better understand this or that grammar point. For this purpose, the booklet is supposed to be used by the teacher in class and by the students at home. Some of the tasks are meant to be done in writing for the students to fully understand the most difficult grammar patterns. Neither neglect nor ignore this assignment, or else you will be at a disadvantage in class.

We honestly hope that, after doing all the tasks in this booklet, you will make friends with its characters: Mrs. Participle, Miss Gerund, Mr. Infinitive, their teenager children Modals by name and similar younger kids.

So go ahead with sincere effort and enthusiasm, and the above mentioned Britons will prove quite constructive, very cooperative and so systematic.

# UNIT ONE

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## The Participle

### Looking Ahead

In this unit you will meet Mrs. Participle. She is a very energetic and extroverted lady. She likes variety and diversity. Being capricious, she may give you trouble by her unexpected whims and practical jokes. So don't give her this chance.

After doing the tasks of this unit, you should be able:

- 1) to state and account for the tense and voice forms of the participle;
- 2) to define the functions of the participle in the sentence;
- 3) to distinguish between a participial phrase and a participial construction;
- 4) to state what participial constructions there are in English;
- 5) to draw a parallel and compare the English participle and its Russian counterparts, i.e. the participle and the verbal adverb;
- 6) to complete the suggested sentences by using participles;
- 7) to translate all the sentences given in the tasks into adequate and literary Russian.

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**T a s k I.** **Read and translate the sentences. State and account for the tense and voice forms of the participles.**

The forms are:

- a) the Present Participle Active,
- b) the Present Participle Passive,
- c) the Past Participle Passive,
- d) the Perfect Participle Active,
- e) the Perfect Participle Passive.

1. When passing through a crowded hall, the host greeted the guests.
2. The equipment produced by our factory is of high quality.
3. While making experiments, we carefully put down the results.
4. Having made many tests, the engineers obtained results of great importance.
5. The book discussed at the lesson yesterday deals with some important social problems.
6. All the problems discussed at our conversation lessons are always interesting and involving.
7. Having already been informed about it, I left the room.
8. Hearing the news, I ran to tell it to my friend.
9. Coming home, I took off my coat.
10. He is a man, loved and respected by everybody.
11. When crossing the street, I was stopped by a stranger.
12. The experiment being made now is rather difficult.
13. Having considered this problem for an hour already, they could not come to the final conclusion yet.

**T a s k II.** **Define the functions of the participles and translate the sentences into Russian.**

The functions are:

- a) an attribute,
- b) an adverbial modifier (of time, of cause, of condition, of manner, of comparison),
- c) part of the predicate,
- d) a parenthesis.

1. The engineers invited to our firm are well-known specialists in this field of business.
2. Hearing the bell, she went to open the door.

3. I shall be going on business tomorrow. 4. The new equipment has just been received. 5. Having completed the graduation programme, our graduates became young specialists. 6. The man making the report is our dean. 7. While translating an English article, we used to write out all the new words. 8. The lecture followed by an experiment was very interesting. 9. Being invited too late, my friend could not come. 10. The problem discussed is of great interest. 11. They looked surprised. 12. The article being typed will be published in the next issue of our magazine. 13. When given time to think, he always answered well. 14. If heated, water boils. 15. As mentioned before, he is a great specialist in this field. 16. Smiling happily, he held out his hand. 17. Not being able to read, think or work, she asked me to stay and have supper with her. 18. He was still in the room as if waiting for a further question from me. 19. Generally speaking, I don't like hot weather. 20. Not having been written in time, the letter came late. 21. Unless spoken to, he never said a word himself. 22. Frankly speaking, he is no doctor at all.

**T a s k III.** Read and translate the sentences. State whether they have: a) a participial phrase, b) a complex object, c) a complex subject, d) a nominative absolute participial construction, e) a prepositional absolute participial construction.

**E x a m p l e 1.**

He looked out of the window and saw clouds gathering.

Он выглянул из окна и увидел, что (как) собираются (собирались) тучи.

“Clouds gathering” is a complex object.

**E x a m p l e 2.**

We make many experiments while working in our laboratory.

Мы проводим много экспериментов, работая в нашей лаборатории.

“While working in our laboratory” is a participial phrase.

1. Having written the test, he gave it to the teacher. 2. I saw that young man and his wife talking to you on the staircase. 3. There being many people in the room, we could not enter it. 4. She could feel his hands trembling. 5. While translating the text, I did not consult my dictionary. 6. She found him waiting for her at the front door. 7. When

shown this book, pay attention to the last page. 8. The experiment having been finished, the students left the laboratory. 9. The dean wants it done quickly. 10. I have had my coat made. 11. Having lived in the country for so many years, he spoke English quite well. 12. They were heard arguing loudly. 13. Why don't you have your hair cut? 14. Our friends were seen entering the University. 15. The letter written, we went to post it. 16. They were walking on again, with Peter calmly smoking his pipe. 17. It being now quite late, the guests left one by one. 18. He went out, we following him. 19. She sat on the bench, with her eyes fixed on the ground. 20. The device being repaired, we will be able to use it in our experiment.

***T a s k IV. Compare the Russian and the English sentences and complete the English ones choosing the proper forms of the participles. Account for your choice.***

1. Ему приготовили завтрак.  
He has had his breakfast...
  - making,
  - being made,
  - made,
  - having been made.
2. Закончив испытание, он записал результаты.  
...the test, he put down the results.
  - finishing,
  - being finished,
  - having finished,
  - having been finished.
3. Делая опыты, мы тщательно записываем результаты.  
...experiments, we carefully put down the results.
  - while making,
  - being made,
  - having made,
  - having been made.
4. Используемые методы увеличивают выпуск машин.  
The methods... increase the production of cars.

- a) applying,  
b) being applied,  
c) having applied,  
d) having been applied.
- 5. Прочитав книгу, я вернул ее в библиотеку.  
...the book, I returned it to the library.  
a) reading,  
b) being read,  
c) having read,  
d) having been read.
- 6. После того как словари были принесены из библиотеки, студенты начали переводить статью.  
The dictionaries... from the library, the students began to translate the article.  
a) bringing,  
b) being brought,  
c) having brought,  
d) having been brought.
- 7. Когда статью перевели, ее отдали специалистам.  
When..., the article was given to the specialists.  
a) translated,  
b) translating,  
c) having been translated,  
d) having translated.
- 8. Открытые свойства требовали дальнейшего исследования.  
The properties... required further investigation.  
a) discovering,  
b) discovered,  
c) having discovered,  
d) having been discovered.
- 9. Когда Анну спросили, она сказала, что ничего не знает об этом.  
When..., Ann said that she knew nothing about it.  
a) asking,  
b) asked,

c) having been asked,  
d) having asked.

10. Я слышала, как моя мама пела в соседней комнате.  
I heard my mother... in the next room.  
a) sung,  
b) singing,  
c) being sung,  
d) having sung.

11. Я считаю, что эта проблема обсуждена.  
I consider this problem...  
a) having discussed,  
b) having been discussed,  
c) discussed,  
d) being discussed.

12. Вы можете заказать себе одежду в Европе.  
You can have your clothes... in Europe.  
a) having made,  
b) having been made,  
c) made,  
d) making.

13. Видели, как машина спускалась с холма.  
The car was seen... down the hill.  
a) having gone,  
b) going,  
c) gone,  
d) being gone.

14. Забор, окружавший сад, недавно покрашен.  
The fence... the garden is newly painted.  
a) being surrounded,  
b) having surrounded,  
c) surrounded,  
d) surrounding.

15. Он спросил о картине, висевшей здесь раньше.  
He asked about the picture... there before.  
a) hanging,  
b) having hung,

c) that had hung,  
d) having been hung.

16. Он посмотрел на имя, написанное на конверте.  
He looked at the name... on the envelope.  
a) being written,  
b) having been written,  
c) written,  
d) writing.

17. Она слышала, как его имя упоминали несколько раз.  
She heard his name... several times.  
a) mentioned,  
b) mentioning,  
c) being mentioned,  
d) having been mentioned.

**T a s k V.** Change the following sentences and use one of the predicative participial constructions. State the constructions and translate the changed sentences into Russian.

**E x a m p l e 1.**

He could hear that his mother was breathing heavily.  
He could hear his mother breathing heavily.  
“His mother breathing” is a complex object.  
Он слышал, как тяжело дышит (дышала) его мама.

**E x a m p l e 2.**

It was seen that he was crossing the street.  
He was seen crossing the street.  
“He... crossing” is a complex subject.  
Видели, как он переходит (переходил) улицу.

**E x a m p l e 3.**

I went to the hairdresser, and she did my hair.  
I had my hair done at the hairdresser's.

“My hair done” is a complex object.

Мне сделали прическу в парикмахерской.

### **Example 4.**

If the weather permits, we shall start tomorrow.

The weather permitting, we shall start tomorrow.

“The weather permitting” is a nominative absolute participial construction.

Если погода позволит, мы отправимся завтра.

1. I heard that she was singing in the garden. 2. Peter’s father saw how his sons were crossing the street. 3. The girl felt that somebody’s hand was touching her cheek. 4. Do you see how the storm is coming near? 5. We watched how the cars were being loaded. 6. The travellers considered that the land was deserted. 7. The students found that the experiment had been completed already. 8. I went to the photographer, and he took a picture of me. 9. You will have to go to the barber as your hair needs cutting. 10. Your shirt needs washing. 11. My car is out of order, and it needs repairing. 12. It was heard that they were talking together. 13. It was seen that their car was stopping and starting again. 14. It was watched how the experiment was being made. 15. It was seen that our students were entering the laboratory. 16. As our work was finished, we went home. 17. If the letter is posted today, the news will reach them tomorrow. 18. If Mother allows us, we shall go to the theatre. 19. When the working day was over, she went straight home. 20. After we had got home, it started raining. 21. If the weather changes for the better, we shall go boating.

**T a s k VI.** Complete the sentences using the proper forms of the participles. Translate the sentences into Russian.  
Mind that more than one variant may be possible in some sentences.

1. (to translate) the article, he learned many interesting things. 2. (to heat) for several hours, the substance began to melt. 3. The temperature (to raise), the energy is (to increase). 4. While (to construct) his new device, the inventor made many experiments. 5. My friend (to finish) his work, his results were (to publish) in that magazine. 6. The necessary data (to obtain), we could complete our experiment. 7. (to give) the necessary information, the engineer could invent a new de-

vice. 8. I heard the raindrops (to fall) on the roof. 9. When (to leave) to herself, she spent her time at her desk. 10. Deeply (to hurt), he rose and left the room. 11. He felt her hand (to touch) his shoulder. 12. We had our breakfast (to bring) into our room. 13. He left the room with his heart (to be) full of strange emotions. 14. It was a lovely day, with the trees and the grass (to shine) bright green after the night's rain. 15. She was (to see) (to cry) bitterly. 16. Our professor was (to hear) (to speak) over the radio. 17. There are many electrical devices at home, the vacuum cleaner (to be) one of them. 18. I had my watch (to fix) at the repairshop.

## UNIT TWO

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### The Gerund

#### Looking Ahead

After meeting Mrs. Participle, meet her sister Miss Gerund. Though they are not twin-sisters, they resemble each other very much in appearance but differ greatly in their characters. That is why take care not to mix them up as both ladies are quick-tempered and take offence easily. And in this state they are hardly diplomatic.

After doing the tasks of this unit, you should be able:

- 1) to state and account for the tense and voice forms of the gerund;
- 2) to define the functions of the gerund in the given sentences;
- 3) to distinguish between a gerundial phrase and a gerundial construction;
- 4) to use predicative gerundial constructions;
- 5) to determine the English *ing*-forms;
- 6) to complete the suggested sentences by using gerunds and other *ing*-forms;
- 7) to translate all the sentences given in the tasks into adequate and literary Russian.

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**T a s k I. Read and translate the sentences. State and account for the tense and voice forms of the gerunds in them.**

The forms are:

- a) the Indefinite Gerund Active,
- b) the Indefinite Gerund Passive,
- c) the Perfect Gerund Active,
- d) the Perfect Gerund Passive.

1. No one could go in or out without being seen. 2. She denies having spoken to him. 3. I think of making her a present. 4. After signing the contract, the partners shook hands. 5. I do not remember hearing this legend before. 6. I like being invited by my friends. 7. We are proud of having been invited to this conference. 8. The book is worth reading. 9. My watch needs cleaning and regulating. 10. He liked neither reading aloud nor being read aloud to. 11. The child deserves praising and encouraging. 12. On leaving the house, he took a taxi. 13. He passed by without noticing the lady. 14. He was ashamed of having told her a lie. 15. I hate writing letters, but I like being written to. 16. She is fond of learning poems. 17. On reading that book, we learned many interesting things.

**T a s k II. State the functions of the gerunds and translate the sentences into Russian.**

The functions are:

- a) a subject,
- b) an object,
- c) an attribute,
- d) an adverbial modifier (of time, of manner, of cause, of condition, of concession),
- e) part of the predicate.

1. Translating from one language into another is a difficult task. 2. In the night it started raining heavily. 3. She went on sobbing. 4. I simply love riding. 5. She enjoyed singing and playing the piano. 6. He was born

with the gift of winning hearts. 7. She had a feeling of having been watched. 8. There is no chance of convincing him. 9. I do not remember meeting him last week. 10. After finishing school, he entered the University. 11. On being left to herself, she began crying. 12. She shocked us by bursting into tears. 13. The day was spent in packing. 14. Smoking is not allowed at the University. 15. There are many methods of solving this problem. 16. He has no right to come without being invited. 17. I am glad for having spent a good deal of my time abroad. 18. In spite of being busy, he did not refuse to help us.

**T a s k III.** Read and translate the sentences. State whether they have a gerundial phrase or a gerundial construction.

**E x a m p l e 1.**

On coming home, I had dinner.

Придя домой, я пообедал.

“On coming home” is a gerundial phrase.

**E x a m p l e 2.**

His having gone to Moscow was known to everybody.

То, что он уехал в Москву, было известно всем.

“His having gone to Moscow” is a gerundial construction.

1. After reading the book, we discussed it. 2. His having failed in the examination was due to his long illness. 3. He objected to their being sent to London. 4. Do you mind my opening the window? 5. Would you mind inviting him to our party? 6. He does not like your going off without any money. 7. Is there any objection to Peter’s seeing her? 8. I like making people happy. 9. I have made good progress in understanding and speaking English. 10. Without waiting for her answer, he turned and left us. 11. He regretted the Blacks’ having come. 12. After being informed of the conference, he immediately decided on participating in it. 13. We were interrupted by Richard’s coming back. 14. Everything depends on the Browns’ keeping their promise. 15. Her sleep was interrupted by the door opening loudly. 16. He did not like the idea of his young sister’s being alone in that big city. 17. I insist on both of them coming in time.

**T a s k IV.** Change the following sentences and use predicative gerundial constructions. Mind that you are to use the proper tense and voice forms of the gerunds and prepositions if necessary. Translate the changed sentences into Russian.

**E x a m p l e 1.**

I hope you will forgive me that I have disturbed you.

I hope you will forgive my disturbing you.

Надеюсь, вы простите меня за то, что я вас побеспокоил.

**E x a m p l e 2.**

He was ashamed that his brother had told them a lie.

He was ashamed of his brother's having told them a lie.

Ему было стыдно, что его брат солгал им.

1. She denies that he has spoken to her.
2. The teacher was angry that Tom was late again.
3. I remember that he has taken his umbrella.
4. Everybody insisted that the experiment be made at once.
5. We know that the house was destroyed by a stroke of lightning.
6. The fact that Professor Smith has been working at this problem for several years is known to everybody.
7. Everybody knows that you have worked in that company before.
8. She was not pleased that I had not come.
9. My mother is greatly displeased that my brother often misses lectures.
10. I am proud that my sister has won the beauty competition.
11. Are you sure that these words refer to my mother?
12. The child is not afraid that his parents leave him alone.
13. I don't like it when people interrupt me.
14. The fact that I answered in the affirmative gave him great satisfaction.
15. Tom complained to his mother that his elder brother did not let him play in the yard.

**T a s k V.** State whether the *ing*-form is a gerund, a participle or a verbal noun. Translate each sentence into Russian.

1. Being in Moscow, I visited some museums.
2. He insisted on sending for a doctor.
3. Reading books is useful.
4. She was proud of having passed all the exams successfully.
5. By inventing this device, we can develop a new means of production.
6. I am surprised at not having found you.
7. I think of going to the south this summer.
8. She

looked at the playing children. 9. At school children learn reading and writing. 10. While making that experiment, we faced a number of problems. 11. In taking that exam, he felt frightened. 12. After completing that course, he got a special certificate. 13. Having discussed all the details, we signed the contract. 14. George, on hearing the story, smiled nodding his head. 15. The four girls, hearing the story, burst out laughing. 16. Not knowing her address, I could not find her. 17. He was able to find her without knowing her address. 18. I like reading science-fiction books because the reading of such books develops my imagination. 19. I like the girl reading the book. 20. I want you to give my hair a good brushing. 21. While brushing, she found two grey hairs. 22. The dictionaries having been brought from the library, the students began translating the article. 23. We know about many discoveries having been made in science in the last century. 24. We know about many problems being solved at this research centre.

**T a s k VI.** Change the sentences using either “*not doing smth*” or “*without doing smth*”. Account for your choice of the pattern and translate the sentences into Russian.

**E x a m p l e 1.**

Paul left the room and did not close the door.

Paul left the room without closing the door.

“Without closing the door” acts as an adverbial modifier of manner and answers the question *How did Paul leave the room?*

Павел вышел из комнаты, не закрыв дверь.

**E x a m p l e 2.**

As I did not have her address, I could not find her.

Not having her address, I could not find her.

“Not having her address” acts as an adverbial modifier of cause and answers the question *Why could you not find her?*

Не имея ее адреса, я не смог найти ее.

1. David left London and did not tell anybody about it.
2. The boys did not ask for permission, so they could not miss the lesson.
3. As Bob did not know Betty’s address, he could not write to her.
4. He pushed the door open and ran out of the room, but he did not say good-bye.
5. They received no answer, so they made up their minds to send a

telegramme. 6. I shall not be able to translate these documents if I do not have a good dictionary. 7. The Minister left the airport, but he did not comment on the incident. 8. I wondered how to address the man as I did not know his rank.

**T a s k VII. Complete the sentences using the proper forms of the gerunds and translate the sentences into Russian.**

1. (to smoke) is not allowed at our University. 2. In spite of not (to have) any university education, Faraday made his great discovery. 3. Owing to Lodygin's (to make) his great discovery, the electric lamp lights our rooms. 4. In (to make) experiments, great care is necessary. 5. We learned of his (to start) a number of new laboratory experiments last week. 6. The students translated the article without (to consult) a dictionary. 7. In (to read) this text, she came across some unknown words. 8. He avoided (to look) at Mary. 9. She denies (to see) at the station that evening. 10. Excuse my (to leave) you yesterday. 11. It was quite difficult, but I kept on (to swim). 12. She agreed on their (to marry) that day. 13. We do not approve of your (to tell) her a lie yesterday. 14. I don't feel like (to stay) indoors today. 15. We suspect you of (to steal) the diamond. 16. Everybody looked forward to (to invite) to the party. 17. I hate (to bother) when I work.

## UNIT THREE

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### The Infinitive

#### Looking Ahead

This unit presents Mr. Infinitive, the head of the family. He is a very disciplined, methodical and tactful gentleman. He likes to be elegant, so he changes his suits every day of the week except Sunday because on Sunday he prefers to be either bare or split from his friend Mr. Particle. But, in any case, Mr. Infinitive is the right man in the right place.

Being married to Mrs. Participle for centuries, he takes every effort to keep his active wife in hand. But, in this age of emancipation, the lady has learned wit and often twists her well-organized husband round her little finger. So be on guard and keep the lady in her proper place. Let her substitute for her husband only when it makes sense.

After doing the tasks of this unit, you should be able:

- 1) to state and account for the tense and voice forms of the infinitive;
- 2) to define the functions of the infinitive in the given sentences;
- 3) to distinguish between an infinitive phrase and an infinitive construction;
- 4) to determine the infinitive constructions and use them;
- 5) to define the differences between the participle and the infinitive;
- 6) to learn the use of bare and split infinitives;
- 7) to compare and to use different patterns with verbals;
- 8) to complete the suggested sentences using the proper verbals;
- 9) to translate all the sentences given in the unit into adequate and literary Russian.

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**T a s k I. Read and translate the sentences. State and account for the tense and voice forms of the infinitives in them.**

The forms are:

- a) the Indefinite Infinitive Active,
- b) the Indefinite Infinitive Passive,
- c) the Continuous Infinitive Active,
- d) the Perfect Infinitive Active,
- e) the Perfect Infinitive Passive,
- f) the Perfect Continuous Infinitive Active.

1. My girl-friend was glad to have been given such a nice present.
2. This work must be done as soon as possible.
3. The article is to be translated at once.
4. I am glad to have seen this famous actor.
5. I meant to have gone there.
6. We are happy to have been travelling in Europe for a month.
7. We are born to love and to be loved.
8. There is no time to be lost.
9. I am delighted to be staying with you now.

**T a s k II. State the functions of the infinitives and translate the sentences into Russian.**

The functions are:

- a ) a subject,
- b ) part of the predicate,
- c ) an object,
- d ) an adverbial modifier (of purpose, of result, of comparison, of attendant circumstances, or manner),
- e ) an attribute,
- f ) a parenthesis.

1. There are many questions to be answered in this field of science.
2. The aim of our work is to find the necessary data.
3. To have been recognized as a good actor gave him great satisfaction.
4. My intention is to get into the Parliament.
5. We must not leave him by himself any longer.
6. Before daylight, it started to drizzle.
7. She learned to dance at the boarding school.
8. I have not had any time to examine this room

yet. 9. I have nobody to say a kind word to me. 10. He was the first to offer his help to me. 11. Here is a nice book to read before going to bed. 12. We have tested the machine to be put into operation tomorrow. 13. He was the first to answer at the examination. 14. She is leaving for the conference to be held in Moscow. 15. Here is a charming cottage to spend the summer in. 16. In his childhood he had no friends to play with. 17. To make her pleased, I gave her what she had asked me for. 18. Sometimes you retreat in order to advance. 19. I was too busy to see anyone. 20. He was smart enough to look after his own interests. 21. They were so hospitable as to place their sitting-room entirely at our disposal. 22. She made a step forward as if to stop him. 23. Well, to cut a long story short, they thought it would be more economical to rent a flat. 24. To tell the truth, I would thank and apologize to her.

**T a s k III.** Read and translate the sentences. State whether they have: a) an infinitive phrase, b) a complex object, c) a complex subject, d) a for-to-infinitive construction.

1. I have never seen him lose his temper and get angry about anything. 2. I haven't heard anyone call me. 3. I believe him to have come already. 4. She found the subject (to be) rather interesting. 5. The experiment to be carried out is described in this article. 6. I want you to come and dine with me. 7. I was the last to answer at the examination. 8. He ordered Ann to perfect her plan. 9. The light steps on the staircase made him turn his head. 10. My younger daughter is said to resemble me especially. 11. Mr. Adams was heard to laugh loudly. 12. He was considered to be working at that problem then. 13. They are supposed to have completed their graduation programme. 14. The students seem to have been discussing this problem for an hour already. 15. He is sure to marry her. 16. They are bound to disagree with us. 17. The fire is certain to produce a panic. 18. They appeared to have forgotten all about it. 19. Only yesterday we happened to see him cross our street. 20. For me to ask her about it would be impolite. 21. That was for him to find out. 22. The best thing for you to do is to tell the truth. 23. He stepped aside for me to pass. 24. It was too late for him to go home. 25. He spoke loud enough for everybody in the room to hear him. 26. The material to be used has been carefully examined. 27. To master our speciality, we work hard. 28. I have come here in order to work not to idle my time away. 29. He is likely to quarrel with his wife for

the right to keep the child. 30. He is unlikely to agree with you. 31. The experiment proved (to be) a failure. 32. They proved that letter to have been written by my father. 33. They all turned out (to be) good friends. 34. It is high time for you to learn wit.

**T a s k IV. Change the following sentences using one of the infinitive constructions and the proper form of the infinitive in it. Translate the changed sentences into Russian.**

1. I saw that Mr. Brown entered the room. 2. I felt that the blood rushed into my cheeks. 3. If you suppose that the boy is friendless, you are wrong. 4. Everybody expected that they had already got married. 5. I hate when he shouts at me. 6. We believe that he is still studying in the library. 7. It is said that Edith has already graduated from the University. 8. It was seen that the car was disappearing in the distance. 9. It was thought that he was honest and kind. 10. It is considered that they have already left for London. 11. It is supposed that he was a man without fortune. 12. It is known that many great Englishmen have been buried in Westminster Abbey. 13. We are sure that he will make a scandal. 14. It seems that they have been working on this book for five years already. 15. It is likely that he will come back soon. 16. It is unlikely that he will come to the heart of the matter. 17. It is expected that he will give us an answer tomorrow. 18. The worst thing that you can do is not to keep the appointment. 19. It is time we started our work.

**T a s k V. Change the following sentences and use the proper participial or infinitive constructions. Mind the tense and voice forms of the verbals. Account for your choice of the pattern and translate the changed sentences into Russian.**

1. It was heard how they were arguing in the hall. 2. We saw that the rider disappeared round the corner. 3. We heard that Ann's father was going up the stairs. 4. It was seen that she was approaching at that moment. 5. We saw that the picture fell down. 6. It was seen that the car drove up and stopped at the front door. 7. He heard that his name was being called out. 8. She felt that his hand touched hers. 9. Have you ever heard that she sings in her room? 10. Has it ever been seen that he cries?

**T a s k VI. Correct the mistakes in the sentences if there are any. Learn to use the bare infinitive and the infinitive with the particle “to”.**

1. I don't understand the meaning of this passage. 2. If one cannot to have what one loves, one must to love what one has. 3. I felt this to be true. 4. What makes you to think so? 5. I had them take my luggage. 6. I have never seen you to look so well before. 7. Let us to be the best of friends in the world! 8. He was heard to mention your name several times. 9. The child was made to obey. 10. You had better to go to bed now. 11. I would rather not speak about it again. 12. I would sooner die here, at your feet, than to see you married to such a one as that. 13. I cannot but to think about it again and again. 14. There was nothing for him to do but to wait. 15. Why not to come and talk to her yourself? 16. Would you like have tea with me? 17. I cannot get her finish her homework.

**T a s k VII. Change the following sentences using verbals as attributes. Translate the changed sentences into Russian.**

**E x a m p l e 1.**

The problem which will be discussed is very important.  
The problem to be discussed is very important.

Проблема, которую надо (следует) обсудить (будут обсуждать) очень важна.

**E x a m p l e 2.**

The problem which is being discussed is very important.  
The problem being discussed is very important.  
Обсуждаемая проблема очень важна.

**E x a m p l e 3.**

The problem which is discussed is very important.  
The problem discussed is very important.  
Обсужденная проблема очень важна.

Mind that in English all these attributes are in post-position. In Examples 2 and 3 the Russian attributes are in pre-position.

**E x a m p l e 4.**

He was the first who answered at the examination.  
He was the first to answer at the examination.  
Он первым ответил на экзамене.

1. This is the book that is being read by the students at present. 2. I am going to tell her about the problem which will be discussed at our meeting. 3. He was the first who saw the guests out of the window. 4. The Soviet Union was the first country in the world that opened the cosmic era. 5. He had invented the device that was used in our experiment. 6. We are proud of the students who are being spoken about now. 7. I am sorry about the anger that was displayed by him. 8. We were shocked by the words that were said. 9. I've got a wife and a little boy that I should look after. 10. That engine was the last which was repaired.

**T a s k VIII.** Complete the sentences using either a gerund or an infinitive in the proper tense and voice form or both verbals if possible. Translate the sentences into Russian and memorize the patterns.

1. He avoided (look) at his brother. 2. All of a sudden, she burst out (cry). 3. He enjoyed (think) of her as his future wife. 4. At last the committee finished (decide) on its politics. 5. They went on (chatter). 6. The doctor keeps (come) and (have) a look at me. 7. I have given up (cry) for help. 8. She could not help (smile). 9. They accuse me of (deal) with the Browns. 10. I insist on (treat) with consideration. 11. I object to (have) any business with such partners. 12. My medical adviser succeeded in (save) my life. 13. I think that students always look forward to (have) their holidays. 14. I felt incapable of (say) no to her. 15. You are really guilty of (deceive) him. 16. She was not pleased at (disturb). 17. She is proud of (be) so pretty. 18. The young man began (turn) over the pages of the book. 19. She continued (insist) on her point. 20. Don't forget (shut) the windows when you leave home. 21. We will never forget (take) that examination. 22. Remember (turn off) the light. 23. I remember (meet) that man before. 24. I do not like (interrupt) people. 25. They stopped (talk) when he came in. 26. She stopped (exchange) a few words with a neighbour.

**T a s k IX.** Complete the sentences using the proper forms of the infinitives and translate the sentences into Russian.

1. I am quite happy (travel) all over the world during my last summer holidays. 2. The students were glad (invite) to this conference. 3. This work must (complete) as soon as possible. 4. The plan seems (im-

prove) already. 5. The construction of the new theatre is likely (complete) next year. 6. We have some problems (discuss) at our meeting. 7. I consider this question (answer) already. 8. We suppose them (work) at this problem for some time already. 9. The article appears (be) very interesting. 10. Our students heard their professor (deliver) his lecture in English. 11. He was seen (leave) the University. 12. We watched the temperature (rise) gradually. 13. The subject (consider) is of great importance. 14. He is supposed (work) at his report now. 15. The patient wanted (examine) as soon as possible. 16. Many scientists are known (study) the theory of engineering management for a long time. 17. I saw the teacher (enter) the classroom already.

**T a s k X. Read the sentences and learn to use the split infinitive. Translate the sentences into Russian. Mind that the split infinitive is typical of very formal English.**

1. To systematically organize the advertising of any equipment, the press, radio, television, cinema and printed material should be used. 2. The Sellers are to immediately advise the Buyers of any circumstances which can prevent any of the parties from fulfilling their obligations under the contract. 3. One is to fully realize how important it is to carefully study grammar in order to master any language. 4. To firmly impress the English verbals and modals in the students' minds, the teacher should provide useful material for training. 5. This booklet will help you to better understand the English verbals and modals and to easily use them in speaking and while writing.

## UNIT FOUR

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### The Predicative Constructions with the Verbals in Summary

#### Looking Ahead

In this unit the grown-ups of the family invite you to visit them at home for a lovely talk about their family relations. Be attentive, creative and thoughtful. The host and the hostesses in this esteemed household are full of fun and fond of playing tricks on their guests.

After doing the tasks of this unit, you should be able:

- 1) to state what predicative constructions there are in English;
- 2) to define the differences between the constructions;
- 3) to know some peculiar things about the verbs *to see*, *to hear*, *to feel*;
- 4) to translate all the sentences in the unit into adequate and literary Russian;
- 5) to make up your own sentences to illustrate some of the patterns studied.

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**T a s k I.** Read, analyse and translate the sentences. Study the patterns and make up your own sentences to illustrate them.

### ***The Participial Constructions***

1. We saw (heard, watched) him entering the room.
2. He was seen (heard, watched) leaving the room.
3. We saw (heard, watched) the cars being loaded.
4. The cars were seen (heard, watched) being unloaded.
5. She had (*or* got) her hair done.
6. He wants (wishes, would like) this work done at once.
7. Dinner being served, we entered the dining-room.
8. The book read, it was sent back to the library.
9. The problem having been discussed, the meeting was over.
10. The weather changing for the better, we shall go boating.
11. There are many electrical devices at home, the refrigerator being one of them.
12. The old man entered the room, with his dog following him.

### ***The Gerundial Construction***

1. We insist on this experiment being made at once.
2. We know of his having worked at this problem already.
3. We were angry at Nick's not having kept his promise.

Mind that in formal English a possessive pronoun (e.g. *our*) and a possessive noun (e.g. *Mary's*) are used to modify a gerund. In this case the action is emphasized. In less formal English an objective pronoun (e.g. *us*) and a noun in the Common Case (e.g. *Mary*) are used. In this case the doer of the action is emphasized.

### **Compare:**

Mr. Lee complained about our coming to his class late (formal).

Mr. Lee complained about us coming to his class late (informal).

Mr. Lee complained about Mary's coming late (formal).

Mr. Lee complained about Mary coming late (informal).

### ***The Infinitive Constructions***

1. I want (wish, would like, expect) him to do this work.
2. We consider (believe, know, think) the experiment to have been made already.
3. We heard (saw, watched) the door close after him (the Active Voice).

**But:** The door was heard (seen) to close after him (the Passive Voice).

4. I wish (want, would like) this letter to be answered today.
5. We made (let) them come again (the Active Voice).

**But:** They were made (let) to come again (the Passive Voice).

6. He is said (supposed, reported, considered, believed) to be translating this article now.
7. He seems (appears) to have come already.
8. They don't seem (appear) to like this play.

### ***Compare:***

Кажется (оказывается), им не нравится эта пьеса.

They don't seem (appear) to like this play.

9. Do you happen to know him?

**But:** What has happened to him?

10. The work turned out (proved) to be interesting.

**But:** They proved the work to be interesting.

11. He was seen (watched) to be crossing the street.

12. It's time (high time) for you to understand it.

Mind that in less formal English the verb “*to be*” is frequently omitted.

### ***Compare:***

- a) Supper (being) ready, they sat at the table.
- b) There are many special books in our library, these ones (being) part of them.
- c) He left the room, with his heart (being) full of angry thoughts.

- d) We consider this man (to be) a famous scientist.
- e) He proved (turned out) (to be) a friend in need.
- f) He was seen (to be) talking with our dean.
- g) I want the book (to be) returned tomorrow.

**T a s k II. Notice and remember the difference in the following patterns:**

**to see:** a) a verb of sense perception  
b) = to understand.

**Compare:**

He saw my brother playing in the park.  
We saw them enter the building.  
My brother was seen playing in the park.  
They were seen to enter the building.

**But:** I see that you are right (i.e. I understand that you are right).

**to hear:** a) a verb of sense perception  
b) = to learn, to be told

**Compare:**

I heard him speaking French with Mr. Brown.  
I have never heard her sing.  
He was heard speaking French with Mr. Brown.  
She has never been heard to sing.

**But:** I hear that he spoke French well in his childhood (i.e. I have learned (or I am told) that he spoke French well in his childhood).

Mind the Present Indefinite “*I hear*” in the last example and the Russian “*Я слышал*”.

**to feel:** a) a verb of sense perception  
b) = to think, to consider

**Compare:**

I felt his hand touch (touching) mine.  
He was felt to tremble (trembling) with cold.

**But:** I feel that he does not like it (i.e. I think (consider) that he does not like it).

**Yet:** I feel that it is right. = I feel it to be right.

**T a s k III. Change the following sentences using either the complex object or the object clause.**

1. They haven't seen it, but the railway accident occurred near the station.
2. They haven't heard it, but the new underground line opened a week ago.
3. They argued about different tastes in art, and I heard it.
4. Your tastes differ greatly, and I see it.
5. The tourists took pictures while doing the city, and we saw it.
6. He made a report on his new discovery, and we heard it.
7. He did not realize the danger, and I saw it.
8. He was pale, I saw it.
9. He wanted to tell something to her, and I felt it.
10. I touched his hand, it was trembling, and I felt it.
11. It was true, and I felt it.

## **UNIT FIVE**

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### **The English Modals and Similar Expressions**

#### **Looking Ahead**

In this unit you will be introduced to the offsprings of the family: their elder children Modals by name and their younger kids, who are not so often in public yet. Being young, all of them are quite independent, resourceful and smart. But you'd better take them seriously as they are very peculiar persons and sometimes differ greatly from their Russian twin brothers and sisters.

After doing the tasks of this unit, you should be able:

- 1) to define the meanings of the modals;
- 2) to determine the differences that the forms of the infinitives used after the modals cause;
- 3) to complete the suggested sentences using the proper modals and infinitives;
- 4) to know some special modal patterns and make up your own sentences to illustrate them;
- 5) to translate most of the sentences in the unit into adequate and literary Russian and some sentences into proper English.

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**T a s k I.** Read and translate the sentences. Define the meanings of the modals and the forms of the infinitives after them.

1. “Can I have a cup of tea, Miss?” she said. — “Oh no,” the waitress answered, “we’re not open yet”. 2. Could you give us a consultation tomorrow? 3. Can she be waiting for us still? 4. “May I see the manager, Miss?” — “No, you can’t, he is out”. 5. You are to stay in bed until you are allowed to get up. 6. She might have been right after all. 7. In this museum you may see many interesting things. 8. I can’t carry this heavy box. You might help me. 9. I felt that I had to take a walk. 10. “Must we go there tomorrow?” — “John must, but you needn’t.” 11. You must not speak to me like that. 12. You may not enter my room. 13. Then they must want me for something else. 14. Evidently, she did not have my address. 15. She will probably come tomorrow. 16. It’s a shame, and we ought to prevent it. 17. You should have been here last night. 18. They were to go to Spain for the honeymoon. 19. He is to have met me. Why hasn’t he come? 20. I shall have to take the pupils to the museum. 21. Did you have to walk all the way home? 22. I did not have to walk, I could take a taxi. 23. As you were to be there at five sharp, you had to take a taxi, didn’t you? 24. “Have you got to do all the work yourself?” — “No, I haven’t.” 25. “Shall I shut the door, ma’am?” — “Yes, you’d better.” 26. Don’t be afraid, you shall not be punished. 27. How dare you ask me about it? 28. You needn’t be in such a fright. 29. I suppose I needn’t have come? 30. He did not need to be told twice as he did what was needed at once. 31. I shall be able to tell you about it only tomorrow. 32. Could he have made such a mistake? 33. He can’t be reading these papers now.

**T a s k II.** Discuss the differences in meaning, if any, in the following groups of sentences. Translate the sentences into Russian.

- 1 a) May I use your phone?  
b) Can I use your phone?  
c) Could I use your phone?

2 a) You should take an intensive English course.  
b) You ought to take an intensive English course.  
c) You must take an intensive English course.  
d) You need to take an intensive English course.  
e) You are to take an intensive English course.

3 a) You should see a doctor about that cut on your arm.  
b) You have to see a doctor about that cut on your arm.  
c) You have got to see a doctor about that cut on your arm.

4 a) You must not use that door. It is forbidden.  
b) You cannot use that door. It is painted.  
c) You may not use that door until I allow it.  
d) You don't have to use that door.

5. There is a knock at the door. I think it's Mike.  
a) It may not be Mike.  
b) It couldn't be Mike.  
c) It can't be Mike.

6. Where's Jack?  
a) He might have gone home.  
b) He must have gone home.  
c) He had to go home.

7. a) Each student should have a health certificate.  
b) Each student is to have a health certificate.  
c) Each student must have a health certificate.

8. a) If you have a problem, you could talk to Mr. Anderson.  
b) If you have a problem, you should talk to Mr. Anderson.

9. a) You should have asked Tom.  
b) You ought to have asked Tom.  
c) You are to have asked Tom.

10. a) He may leave the room.  
b) He may have left the room.  
c) He might have left the room, I think.  
d) He might have left the room. Why didn't he?

11. a) He must come in time.  
b) He must have come in time.

12. a) You should study tonight.  
b) You should have studied last night.
13. a) She ought to do well on the test.  
b) She ought to have done well on the test.
14. a) You are to be here at nine sharp.  
b) You were to be there at nine sharp.  
c) You were to have been there at nine sharp.
15. a) You can run faster.  
b) You could run faster.  
c) You could have run faster.  
d) Can you have run faster?  
e) Could you run faster?  
f) Could you have run faster?  
g) You can't run faster.  
h) You can't have run faster.  
i) You couldn't run faster.  
j) You couldn't have run faster.
16. a) You needn't come tomorrow.  
b) You needn't have come today.  
c) You didn't need to come yesterday.  
d) You need to come tomorrow.  
e) You don't need a new coat.  
f) Your hair needs cutting.

**T a s k III. Complete the sentences using the proper modals.  
More than one modal may be possible. Account  
for your choice and translate the sentences into  
Russian.**

1. I... not go to the theatre yesterday because I was busy.
2. So far, every citizen of the Russian Federation... get medical treatment free of charge.
3. ... she have said that?
4. They... still be living in this flat.
5. You... see him every morning walking with his dog.
6. You... have called me that you wouldn't come.
7. Oh, think how he... be suffering!
8. You... to have known that it was too dangerous to go there at night.
9. You... have been doing many things other than walking along the streets.
10. I hate it, but I... to get up at six every day.
11. ... he go there

too? 12. ... you have a cup of tea, please! 13. Help me, ... you! 14. Let's go, ... we? 15. ... you mind telling me the time?

**T a s k IV. Complete the sentences using the proper tense and voice forms of the infinitives. Account for your choice and translate the sentences into Russian.**

1. It is a surprise because she cannot (to follow) us all this time.
2. The thought that he lost touch with the audience may (to be) the cause of his failure as a speaker.
3. For all I know, she may (to wait) for hours.
4. What a comfort you must (to be) to your blessed mother all this time!
5. You ought (to tell) the truth yesterday.
6. He ought never (to marry) a woman eighteen years younger than himself.
7. As you got a good job, you should (to help) your family with your salary since then.
8. You shall never (to see) me again!
9. They shall (to report) your behaviour to the dean.
10. He must (to fail) to come.

**T a s k V. Study the following patterns. Define their meanings and make up your own sentences to illustrate them.**

1. Jack used to live in Chicago.
2. Mary is used (accustomed) to cold weather.
3. Ann is used (accustomed) to walking to her work.
4. After a while, he got used (accustomed) to playing outside in the big field near the house.
5. When I was a child, my mother would read me a story before bed.
6. I would rather go to a movie tonight than stay indoors.
7. I'd rather not tell you.
8. I would sooner go to the park than to the theatre.
9. You had better stay and have breakfast with us.
10. I would like to help you.
11. Would you care for a cup of tea?

**T a s k VI. Translate the following sentences into English using the proper modals and the necessary tense and voice forms of the infinitives. Mind that variants are possible. Define the differences in their meanings.**

1. Я надеюсь, что скоро она сможет навестить нас.
2. На уроке нельзя разговаривать. (3)
3. Могу ли я взять эту книгу? (3) Нельзя. (3)
4. Не может быть, что это правда. (2)
5. Не может быть, чтобы он переводил эту статью сейчас. (2)
6. Я думаю, что он сможет (ему позволят) пойти с нами. (3)

7. Неужели она уже прочитала эту книгу? (2)
8. Не смейте входить в мою комнату, пока я не позволю.
9. Возможно, все еще идет дождь. (2)
10. Вероятно, дождь идет с утра.
11. Вы могли бы сказать мне об этом час назад.
12. Вам не нужно беспокоиться о мальчике. (2)
13. Вы должны будете прочитать эту книгу к понедельнику. (2)
14. Я, должно быть, старею.
15. Он, наверное, придет завтра. (2)
16. Вам следует быть более осторожным. (2)
17. Тебе следовало позвонить вчера. (2)
18. Вам приходится вставать рано, не так ли? (2)
19. Мы договорились, что он должен придти завтра.
20. Актриса должна была приехать вчера, но не приехала.
21. Ему не нужно было переводить этот текст, поэтому он и не перевел.
22. Вам не нужно было приходить вчера. Почему вы пришли?
23. Он не нуждается в нашей помощи, не так ли?
24. Он, должно быть, не смог придти вчера. (3)

# **UNIT SIX**

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## **Revision Tasks**

### **Looking Ahead**

In this unit these intelligent grammar Britons are arranging a kind of competition for you, the aim of which is to find who is who and what is what in this prosperous family business. Be careful, think twice before choosing or else they may fail you entirely. In this case you will have to be a frequent visitor in their offices again making appointments and fixing consultations.

After doing the tasks of this unit, you should be able to state:

- 1) that the abstract grammar rules about the English modals and verbals are no longer abstract, but vivid, clear and meaningful;
- 2) that these grammar rules are firmly retained in your minds;
- 3) that you have learned the English verbals and modals and can use them in the right situations in practice both orally, while reading and in writing;
- 4) but, if not, then you will have to go over these grammar topics again.

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**T a s k I. Read and translate the sentences. State the verbals and their functions.**

1. He felt a quick impulse to call the boy back. 2. She insisted on coming with me, but I managed to talk her out of it. 3. Writing good prose is not easy. 4. If this is what you intend asking me, stop wasting your time. 5. After hesitating for a moment or two, Jim knocked on the door. 6. Frankly speaking, I am at a loss. 7. She knew that he had gone never to return. 8. I couldn't decide whether to speak or to keep silent. 9. On arriving at that building, she found it locked. 10. He never said a word until spoken to. 11. To visit her was all that I desired. 12. He opened his mouth wide as if to speak. 13. He was old enough to be her father. 14. He said he had no son to carry on his business. 15. Going to concerts was the only thing he enjoyed. 16. The important thing is helping people in need. 17. He felt like giving up visiting her. 18. He succeeded in convincing her. 19. Without turning his head, he nodded to us. 20. We both sat quiet not knowing what to do. 21. He said he had no chance of learning the truth. 22. He stood surprised in front of the house. 23. She is a terror when disturbed.

**T a s k II. Complete the sentences using the proper verbals in the necessary tense and voice forms. Give your reasons and translate the sentences into Russian. Mind that more than one variant may be possible.**

1. Roger was at home (work) on his speech. 2. (Look) at his watch, he closed the book and put it on the shelf. 3. She is glad (run) across her former schoolmate while (do) shopping. 4. I remember (hear) my aunt (tell) my younger brother a fairy-tale last night. 5. It was pleasant (drive) the car at this hour of the day. 6. (See) him there made me (remember) (meet) him once. 7. I watched her for a while without (see). 8. Why not (go) with me? 9. What about (have) a look at my new house? 10. I am not (accustom) to (speak) to in that manner. 11. Ann, not (convince), went on (argue) about it. 12. It is charming (welcome) with such hospitality. 13. Kate was always (make) (wash) dishes. 14. The victim is (prove) (poison). 15. What makes you (think) you have any talent? 16. What could he (do) but (smile)? 17. Andrew

was the third (interview). 18. There is always a question or two (consider). 19. While (watch) us, they decided on (introduce) to us. 20. Did she (suspect) them of (cheat) her again? 21. Forgive my (interrupt) you. 22. Finally she stood up, her face (smile). 23. The business plan (discuss) now is part of our contract. 24. We revised the rules (study). 25. I forgot (tell) John about yesterday's party. 26. As I stopped (say) hello to them, they stopped (talk). 27. You will never guess where I had the suit (make). 28. David looked as though (surprise).

**T a s k III. Change the sentences using the proper verbal constructions and the necessary forms of the verbals. Mind that more than one variant may be possible and a preposition may be needed too. Analyse the changed sentences and translate them into Russian.**

1. It was a rare case that he went out for dinner. 2. I appreciate it that you have come to my place. 3. Can you imagine that Richard has done it? 4. His clothes were always made to order. 5. He heard that his name was called out. 6. The least that we could do is to try and understand their idea. 7. It happens that it is true. 8. For a moment it appeared as if she were hesitating. 9. It doesn't seem that he has gained all he wanted. 10. It seems that the letter has been lost in the post. 11. I found that they were getting ready to go out. 12. It is believed that he is preparing a report on this incident now. 13. I have never heard that he spoke like that before. 14. She complained that the coffee was weak. 15. He could not approve that Mike had told his mother a lie again. 16. He was unaware that Ann had come already. 17. He struggled on, and his heart was beating wildly. 18. It was seen that he took the money. 19. It was heard that his car was turning round the corner. 20. It is reported that the building was damaged in the air raid. 21. It was found that he was reading for his history examination in the library. 22. It is said that the scientist has been working at this problem for three years already. 23. I didn't want that any outsider be invited to my party. 24. We found that the students had already left. 25. I want that it be proved. 26. He was listening to her, and his eyes were closed. 27. We are sure that he has come already. 28. It is unlikely that they will go to the Crimea this year. 29. It is bound that she will tell the truth. 30. This article needs typing. 31. After the father had come from work, they sat to dinner. 32. As my sister was very ill, I had to go alone. 33. When our

breakfast was over, we started for the park. 34. If the weather permits, we shall start at seven.

**T a s k IV. Complete the following sentences using the English modals instead of the Russian ones and the proper forms of the verbs in brackets. Give the reasons for your choice. Translate the sentences into Russian.**

1. (Можешь ли) you (write) with your left hand? 2. I (смогу) (earn) my living soon. 3. (Неужели) she (tell) lies now? 4. (Не может быть) she (read) that book a month ago. 5. He (возможно) not (know) about it now. 6. (Неужели) she (wait) for us so long? 7. She (должно быть) (explain) the mystery yesterday. 8. The master (может быть) (take) the dog with him already. 9. (Возможно) she (prepare) for her report since the very morning. 10. The parcel was so heavy. You (мог бы) (help) me to carry it. Why didn't you? 11. He (нельзя) (leave) his room for a while. It is forbidden by the house rules. 12. You (не смей) (enter) my room until I say so. 13. The book is not on the shelf. I am sure Jane (должно быть) (read) it now. 14. It (наверное) (rain) the whole night. 15. He will (вероятно) (come) tomorrow. 16. “(Морг) I (smoke) here?” — “No, you (нельзя). Smoking is not allowed in the building”. 17. He (наверное) (fail) to get in touch with you. 18. Why do I (приходится) (do) everything? 19. We have agreed that we (должны) (discuss) it at the next meeting. 20. We (должны были) (meet) him at the station, but we were late. 21. At your age you (следует) (earn) your living. 22. You (не нужно) (be) afraid of me. 23. You (следовало) (tell) me the news long ago. 24. They (вынуждены) (give) the answer now, ... they? 25. You (не нужно было) (come), the deal is off already. 26. We (не нужно было) (make) his experiment, and we didn't.

**T a s k V. Study the following sentences from commercial documentation, business correspondence and science prose and analyse the verbals and modals in them. Translate the sentences into Russian.**

1. Continental Equipment PLC, Brighton, London, hereinafter referred to as “the Seller”, on the one part, and TST Systems

Ltd, Kiev, the Ukraine, hereinafter referred to as “the Buyer”, on the other part, have concluded the present Contract.

2. The equipment specified is to be delivered within two months from the date of opening the Letter of Credit.
3. Should the equipment prove to be defective or faulty, the Seller has either to remedy the defects or to replace the faulty equipment, the cost of which being at the Seller’s expense.
4. While calculating penalty for delay, the amount of days comprising over half of a calendar week is considered to be a full week.
5. The Seller and the Buyer ought to settle amicably any disputes or differences which may arise out of the present Contract.
6. Any changes to this Contract shall be valid if set forth in a written document and if signed by the duly authorized representatives of the parties.
7. The Commission for Educational Exchange between the United States and the Russian Federation has advised me to contact you in order to obtain employment assistance.
8. I would, therefore, greatly appreciate your sending me further information about your terms of delivery and payment.
9. We are interested in buying your equipment for producing pet food.
10. I have arranged for our agent to deliver our goods to you next week.
11. I look forward to hearing from you soon.
12. In attempting to understand social behavior, sociologists rely on an unusual type of creative thinking called sociological imagination.
13. To better illustrate the problem being studied, let us examine sociological and psychological approaches to the issue of gambling.
14. In conducting research, sociologists must abide by the code of ethics.
15. Management is attaining organizational goals in an effective and efficient manner through planning, organizing, leading, and controlling organizational resources.
16. Technical skill is the understanding of and proficiency in performing specific tasks.

17. Scientific management is a subfield of the classical management perspective that emphasized scientifically determined changes in management practices as the solution to improving labor productivity.
18. For the organization to be effective, corporate culture should be aligned with the needs of the external environment.
19. Strategy formulation is the stage of strategic management that involves the planning and decision making which lead to establishing the firm's goals and developing a specific strategic plan.

## Afterword

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You are through with this booklet, and we hope that you are on very friendly terms with this “grammar family” now. After all, they are not so difficult as they have seemed before, are they? We do believe that these English “ladies and gentlemen” have helped you to make a difficult but very useful trip into the wonderful land of the English language and you part with them the best of friends.

But, in order to be ready for the written test your English teacher is certain to give you, go over this booklet and your notes again. While doing it, be sure that you know the learning objectives given in the introduction to each unit. They will help you to keep up, not to fall out of practice and even get on in your study of the English verbals and modals. Some may say that it is too much of a good thing. But the famous Spanish writer Miguel de Cervantes asked three centuries ago, “Can we ever have too much of a good thing?”

It's up to you to decide!

***The End***

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*Учебное издание*

*Ирина Сергеевна Рушинская*

**The English Verbs and Modals**

**Практикум**

Подписано в печать 03.10.2002. Формат 60 × 88/16. Печать офсетная.  
Усл. печ. л. 2,9. Уч.-изд. л. 2,5. Тираж 1000 экз. Изд. 578.

ИД 04826 от 24.05.2001 г.  
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ЛР 020297 от 23.06.1997 г.  
Издательство «Наука», 117997, ГСП-7, Москва В-485,  
ул. Профсоюзная, д. 90.