

МІНІСТЕРСТВО ФІНАНСІВ УКРАЇНИ  
ДЕРЖАВНИЙ ПОДАТКОВИЙ УНІВЕРСИТЕТ


Факультет соціально-гуманітарних технологій та менеджменту

Кафедра мовної підготовки та соціальних комунікацій

Затверджено

Вченою радою факультету соціально-  
гуманітарних технологій та менеджменту  
протокол від «15» 02 2022\_ № 4

Голова вченої ради Факультету

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**Методичні рекомендації  
до організації самостійної  
та індивідуально-консультаційної роботи  
з навчальної дисципліни «Основна іноземна мова»**  
для підготовки здобувачів вищої освіти першого (бакалаврського) рівня  
(денної та заочної) форми навчання  
галузь знань 03 «Гуманітарні науки»  
спеціальність 035 «Філологія»  
ОПП «Германські мови та літератури (переклад включно)»  
статус дисципліни: обов'язкова

Ірпінь – 2022

Методичні рекомендації складені на основі робочої програми навчальної дисципліни «Основна іноземна мова», затвердженої Науково-методичною радою Університету від 20.01.2022, протокол №2

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Розглянуто і схвалено кафедрою мовної підготовки та соціальних комунікацій протокол від 18.01.2022 № 5

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## ВСТУП

Самостійна робота є важливою складовою частиною і основою підготовки майбутнього фахівця, оскільки мета самонавчання - опанувати засвоєння навчальної дії з наступним її опрацюванням на практичних заняттях.

Реалізація такої мети на практиці сприяє розв'язанню завдань інтеграції - повному злиттю навчання і виховання, здійсненню принципу розвиваючого навчання, формуванню особистості майбутнього фахівця. Самостійна робота з іноземної мови вирішує такі завдання:

- удосконалення знань, навичок і вмінь набутих на практичних заняттях;
- розширення світогляду студентів;
- розвиток творчих здібностей, самостійності, естетичних смаків.

Ефективність навчальної діяльності залежить від готовності студента до самонавчання та його індивідуальних якостей. Здатність до самонавчання є однією з найважливіших передумов не тільки успішного оволодіння іноземною мовою, але й формування навичок самостійної діяльності взагалі. Лише готуючи здатну до самонавчання особистість можна зреалізувати модель фахівця нового типу, орієнтованого до умов інформаційного суспільства та широких міжнародних контактів.

Центральною проблемою щодо організації самостійної роботи є проблема забезпечення високої внутрішньої мотивації до самостійного її опанування. Продуктивність самостійної роботи з іноземної мови залежить від психолого-педагогічних умов його організації: як мотивується навчально-пізнавальна діяльність студентів; як реалізується професійно-комунікативна компетенція студента; як здійснюється контроль його навчальних досягнень.

Головним завданням, яке має вирішити самостійне навчання є формування навичок і вмінь самонавчання, необхідних для оволодіння іноземною мовою від висунутих конкретних цілей самостійної роботи. Самостійна робота - це самостійна навчально-пізнавальна діяльність проблемного, творчого та практичного характеру. Самостійна робота базується на володінні студентами навичками та вміннями, набутими на практичних заняттях з іноземної мови, тому важливим є те, щоб студенти якнайповніше використовували ці навички та вміння під час самостійної роботи.

Самостійна робота з навчальної дисципліни «Основна іноземна мова» для підготовки здобувачів вищої освіти першого (бакалаврського) рівня галузі знань 03 «Гуманітарні науки» спеціальності 035 «Філологія» спеціалізації 035.04 «Германські мови та літератури (переклад включно)», розрахована на 720 години. Вона включає в себе 64 самостійних роботи, які тематично пов'язані з навчальним змістом практичних занять, доповнюють та розширюють їх лексичне та граматичне наповнення.

Метою проведення самостійних робіт є вдосконалення практичних вмінь та навичок, одержаних на практичних заняттях, а також формування вміння самостійно опанувати певні етапи засвоєння навчальної дії з наступним її опрацюванням на практичних заняттях. При виконанні самостійних завдань доцільно використовувати методичну рекомендовану літературу для розширення теоретичної бази, а також інформаційні ресурси для розвитку лексичних навичок англійської мови. Кожна самостійна робота є складовою частиною модульного поточного контролю. Контроль кожної самостійної роботи проводиться в формі усного опитування (монологічне висловлювання, діалог, полілог, усний переклад, контрольне читання) та письмового контролю (диктант, твір, письмовий переклад, лексико-граматичний тест). Тематика та рівень складності самостійної роботи відповідають навчальній програмі курсу «Основна іноземна мова» для підготовки здобувачів вищої освіти першого (бакалаврського) рівня галузі знань 03 «Гуманітарні науки» спеціальності 035 «Філологія» спеціалізації 035.04 «Германські мови та літератури (переклад включно)».

Критерії оцінювання знань і вмінь студентів. Оцінка "відмінно" виставляється студентові, який повністю виконав програму курсу, тобто виконав усі завдання передбачені програмою курсу, показав високий рівень знань теоретичного та практичного матеріалу. Для отримання відмінної оцінки студент повинен показати вміння та навички усного

діалогічного та монологічного мовлення, а також письмового мовлення з використанням лексичного матеріалу курсу, розвинуті навички двостороннього перекладу, слухання, навички реферування іншомовного тексту та складання основних видів контрактів та ділових листів.

Оцінка "добре" виставляється студентові, який повністю виконав програму курсу і показав відповідний рівень знань матеріалу курсу. На оцінку "добре" заслуговує студент, який продемонстрував добрі вміння та навички аудіювання, усного і письмового мовлення з лексичного матеріалу курсу, має добрі навички двостороннього перекладу, вміє реферувати іншомовний текст та складати основні види контрактів та ділових листів.

Оцінка "задовільно" виставляється студентові, який виконав програму курсу не повністю, тобто не всі завдання, передбачені курсом "Англійська мова професійного спрямування", було виконано повністю. На оцінку "задовільно" заслуговує студент, який має задовільний рівень мовної підготовки, який показав достатні навички реферування та складання основних видів контрактів та ділових листів.

Оцінка "незадовільно" виставляється студентові, який не виконав програму курсу, тобто не виконав завдання курсу і не продемонстрував певних знань матеріалу курсу, а також, вмінь та навичок, передбачених програмою курсу.

## **2. ВИКЛАДЕННЯ ТЕОРЕТИЧНИХ ПИТАНЬ НАВЧАЛЬНОЇ ДИСЦИПЛІНИ**

### **1. PRESENT SIMPLE AND PRESENT CONTINUOUS**

**Present simple tense** <https://www.e-grammar.org/english-grammar-tenses/>

Form

Positive statement: I play, He plays

Negative statement: I do not play (I don't play), He does not play (He doesn't play)

Question form: Do you play? Does he play?

Negative question: Do you not play? (Don't you play?) Does he not play? (Doesn't he play?)

The passive voice: The game is played. The letters are written. (See more at Active and passive voice.)

Spelling

We only use -s ending (plays) in the third person singular.

We add -es to the verbs that end in ss, sh, ch, x and o: misses, finishes, watches, mixes, goes.

If the verb ends in a consonant and -y, we change -y into -i and use the -es ending: carry - carries, try - tries.

But: play - plays, because this verb ends with a vowel and -y.

The auxiliary verb do is not used to make questions and negative statements with modal verbs and the verb to be.

Are you a student? Is he in London? I am not at home. He is not happy. Can you sing? Must I come? I cannot swim. He mustn't stay.

If the wh- pronoun introducing the question (who, which) is the subject of the question, we do not use the auxiliary verb do. Compare the following sentences.

Who knows you? (who is the subject)

Which cars belong to you? (which cars is the subject)

But: Who do you know? (who is the object)

The negative question normally expresses a surprise.

Doesn't he work?

Use

1. We use the present simple tense for activities that happen again and again (everyday, sometimes, ever, never).

I sometimes go to school by bike. You don't speak Greek. Do they get up early?

He often travels. She doesn't work. Does she ever help you?

2. We use it for facts that are always true.

Our planet moves round the sun. Lions eat meat.

3. With a future time expression (tomorrow, next week) the present simple is used for planned future actions (timetables).

The train leaves at 8.15. They return tonight.

**Present continuous tense** <https://www.e-grammar.org/english-grammar-tenses/>

Form

Positive statement: I am playing, You are playing, He is playing

Negative statement: I am not playing (I'm not playing), You are not playing (You aren't playing), He is not playing (He isn't playing)

Question: Are you playing? Is he playing?

Negative question: Are you not playing? (Aren't you playing?) Is he not playing? (Isn't he playing?)

The present continuous tense is formed with the verb to be and the present participle (-ing ending).

The negative question normally expresses a surprise: Isn't he working?

Use

The present continuous tense is used:

1. If we want to say that something is happening at the time of speaking. We often use it with time expressions such as now or at the moment.

I am doing housework at the moment.

You aren't listening to me now!

Look at him! What is he doing?

2. For temporary activities that are true now, but maybe not happening at the time of speaking.

Time expressions such as today, this week or these days are typical of this use.

I am in London. I am learning English here.

She can't go out today. She is preparing for an exam.

You can't meet him this week. He is working in

Bath.

3. For planned future arrangements. The time of the action must be given in the sentence (soon, tomorrow, on Monday, next week), otherwise it is not clear that we talk about future.

I am coming soon. We are leaving on Monday. She is starting next week.

4. With always to express the idea that something happens too often and it annoys the speaker. I am always forgetting my keys.

He is always smoking in the living room!

We do not normally use in the continuous the following groups of verbs (so called state verbs):

1. Of senses: feel, hear, see, smell, taste. On the other hand, look, watch or listen are action verbs and can be used in the continuous:

I can hear you. - I am listening to you.

Can you see the bird? - Are you looking at the bird?

2. Of liking and disliking: like, love, hate, fear, detest, want, wish... I like animals. I hate snakes.

3. Of mental states: agree, believe, forget, know, remember, suppose, think... I agree with you. I suppose you are right.

4. Of permanent states: be, have, belong, contain, owe, own, possess... This pen belongs to me.

I have a new pet.

<https://www.e-grammar.org/english-grammar-tenses/>

5. Of appearance: seem, appear, look, sound...

It seems that it will rain. Your new haircut looks really good.

If some of these verbs are used in the present continuous, they have a different meaning. In such a case they become action verbs.

I think he is my best friend. (mental state) - I'm thinking of giving him a present. (mental activity)

He has a new bathroom. (possess) - He is having a bath. (take a bath)

I see what you mean. (know) - I am seeing a doctor. I am ill. (visit)

The flower smells beautiful. (scent) - The dog is smelling the sausage. (sniff)

This wine tastes sour. (It has a sour taste.) - She is tasting the soup if it is warm enough.

## 2. PAST SIMPLE AND PAST CONTINUOUS TENSE

**Past simple** <https://www.e-grammar.org/english-grammar-tenses/>

Form - regular verbs

Positive statement: I watched, He watched

Negative statement: I did not watch (I didn't watch), He did not watch (He didn't watch)

Question: Did you watch?

Neg. question: Did you not watch? (Didn't you watch?)

It is formed by -ed ending. It is the same for all persons, singular and plural.

Spelling

We add -d (not -ed) to the verbs that end with -e: like - liked

If the verb ends with a consonant and -y, we change -y into -i: carry - carried, try - tried.

But: play - played, because this verb ends with a vowel and -y.

If the verb has only one syllable and ends with a vowel and a consonant, we double the consonant to keep the same pronunciation: stop - stopped. The same rule applies to the verbs that end with -l: travel - travelled.

Form - irregular verbs

All the irregular verbs have different forms: go - went, buy - bought, cut - cut etc.

The question and negative are made in the same way: I went - Did you go? No, I did not go.

Notes

We do not use the auxiliary verb did with the verb to be and modal verbs.

Were you a student? Was he in London? I was not at home. He was not happy. Could you sing? Could he come? I could not swim. He could not stay.

The auxiliary verb did is not used in questions beginning with wh- pronouns (who, which) in case that the pronoun is the subject of the question.

Who met you? (who is the subject) Which train arrived on time? (which train is the subject)

But: Who did you meet? Which train did you miss? (who and which train are the objects)

The negative question normally shows a surprise.

Didn't you know it?

Use

1. We use the past simple for activities or situations that were completed in the past at a definite time.

a) The time can be given in the sentence: I came home at 6 o'clock.

When he was a child, he didn't live in a house.

b) The time is asked about: When did they get married?

c) The time is not given in the sentence, but it is clear from a context that the action or situation finished in the past. He is 20 years old. He was born in Canada. I've been to Iceland. (present perfect) - Did you enjoy it? (past simple)

2. We use it for repeated actions in the past.

We walked to school every day. - And did you ever go by bus?

3. It is used in stories to describe events that follow each other.

Charles entered the hall and looked around. He took off his coat and put it on a chair. He was at home.

**Past continuous** <https://www.e-grammar.org/english-grammar-tenses/>

Form

Positive statement: I was watching, You were watching

Negative statement: I was not watching (I wasn't watching), You were not watching (You weren't watching)

Question: Were you watching? Was he watching?

Neg. question: Were you not watching? (Weren't you watching?) Was he not watching? (Wasn't he watching?)

The past continuous tense is formed with the past tense of the verb to be and the present participle (-ing form).

Use

We use the continuous tense for actions or situations in the past that were not completed.

From 10 to 12 I was washing my car. I was in the garage.

(I did not finish my work. It was in progress. I started before 10 and finished after 12.)

The sun was setting. The beach was changing its colours.

(The sun was still in the sky when I was watching it.)

Compare this sentence with the past simple, which is used for completed activities:

From 10 to 12 I washed my car. (I finished my work. I started at 10 and finished at 12.)

Finally, the sun set. It was dark and we did not see the beach anymore. (The sun completely disappeared.)

We use it for continuous, uninterrupted activities. If the action is interrupted (something is done in more intervals or we did more things one after another), we must use the past simple.

Tom was watching TV on Sunday. Tom watched TV in the morning and in the evening.

Yesterday I was working in the garden. Yesterday I worked in the garden and on my house.

The past continuous tense is typically used:

1. Combined with the past simple tense to describe the idea that the action in the past continuous started before the action in the past simple and continued after it.

When she saw me, I was looking at the trees.

(These two activities happened at the same time. I was looking at the trees for some time and she saw me in the middle of it.)

Compare with the past simple:

When she saw me, I looked at the trees. (These two activities happened one after another. First she saw me and then I looked at the trees.)

2. With a point in time to express an action that started before that time and continued after it.

At 8 o'clock Jane was having a bath. (At 8 o'clock she was in the middle of the activity. She did not finish it.)

Compare with the simple tense:

At 8 o'clock Jane had a bath. (She started the activity at 8 o'clock and finished it.)

3. To describe a situation, while the past simple is used to tell a story.

The sun was shining. Jack and Jill were lying on the beach. Jack was reading a book and Jill was sleeping. All of a sudden, Jack raised his head. Jill woke up. Something happened.

4. For incomplete activities in contrast with the past simple, which is used for completed activities.

I was reading a book yesterday. And today I am going to continue. I read the book yesterday. I can lend it to you now.

5. The past continuous can be used instead of the simple to show a more casual action:

I was talking to my neighbour yesterday. We had a nice chat. (I did not do it on purpose. We just met in the street.)

I talked to my neighbour yesterday. And he promised to help me. (I did it on purpose. I needed to ask him for help.)

### **3. FUTURE SIMPLE AND FUTURE CONTINUOUS TENSE**

**Future simple** <https://www.e-grammar.org/english-grammar-tenses/>

Form

Positive statement: I will learn (I'll learn), He will learn (He'll learn)

Negative statement: I will not learn (I won't learn), He will not learn (He won't learn)

Question: Will you learn?

Neg. question: Will you not learn? (Won't you learn?)

We can also use shall in the first person singular and plural (I, we). But this form is quite formal in modern English and is not very common.

I shall do it for you.

We shall come soon.

Use

1. Will is used as a modal auxiliary verb to show a general intention.

He will change his job. We'll travel abroad. (short form of will) I will not need it.

They won't change the telephone number. (short form of will not) Will you take the exam?



2. Will is used for predictions or opinions.

It will snow in winter. The horse will not win.

We can use following verbs or adverbs to express that we assume something, but we are not sure: think, be sure, hope, believe, suppose, perhaps, possibly, probably, surely.

They'll probably study art. I don't think she'll accept it.

3. Will is used to express a decision or offer made at the moment of speaking. Can I walk you home? - No, thank you. I'll take a taxi.

Please, tell Peter about it. - O.K. I'll call him.

But: I am going to call Peter. Do you want me to say hello to him?

(Going to expresses our decision made before the moment of speaking.)

**Future continuous** <https://www.e-grammar.org/english-grammar-tenses/Form>

Positive statement: I will be sitting (I'll be sitting)

Negative statement: I will not be sitting (I won't be sitting) Question: Will you be sitting?

Neg. question: Will you not be sitting? (Won't you be sitting?)

Use

1. This tense is used for an action that will be in progress at a point of time in the future. It will start before that point of time and will continue after it. The point in time can be given by a time expression or by another action in the future simple (will). This usage is very similar to the past continuous in this aspect.

At 8 o'clock I will be travelling to Dorset. This time tomorrow we'll be lying on the beach.

(In these two sentences the point of time that we refer to is given by a time expression.)

The shop will be closed. Will you be working? I'll be sleeping when you come back.

(In these two sentences the point of time that we refer to is given by another activity.)

2. The future continuous describes the idea that something will happen in the normal course of events. It refers to a routine activity, not an intention, decision or plan.

I'll be writing to you again. (I always write to you, so I'll do it again, as usual.)

They'll be leaving on Friday. You can join them. (They normally leave on Fridays.)

Everybody will be working on a computer sooner or later. (If nothing special happens.)

**Future continuous vs present continuous**

We are going to the cinema next weekend.

(The present tense means that we have already arranged it. We know the time and place and probably have the tickets.)

We'll be going to the cinema next weekend.

(The future continuous only tells us how we will spend the weekend. But we have not arranged anything and, probably, we do not even know which film we want to see.)

I am seeing Susan tomorrow. (I have some reason. Susan and I have arranged the time and place.)

I'll be seeing Susan tomorrow. (Susan is my classmate and because I will go to school tomorrow, I will see her as usual.)

**Future simple vs continuous**

Bill won't play football tomorrow. (The fact is that Bill cannot play or does not want to play for some reason.)

Bill won't be playing football tomorrow. (Bill will not play, because it will be Friday and he never plays on Fridays.)

I'll call Mimi tonight. I'll ask her. (I will do it because I need to talk to her.)

I'll be calling Mimi tonight. I can ask her. (I call her every night, that is why I will call her tonight too.)

In these examples the future simple shows intentions, while in the continuous there is no intention, it expresses routine actions.

Notes

In some cases we can use several forms for future events. But every form will have a slightly different meaning.

I'll be meeting Jim next week. (I meet Jim every week and it will be the same next week.)

I'll meet Jim next week. (I intend to meet Jim next week or I suppose that I will meet him.)

I'm going to meet Jim next week. (I decided to meet Jim some time ago and now I am expressing my intention.)

I'm meeting Jim next week. (We have arranged the time and place because we have some reason to meet.)

It will rain, I'm afraid. (I assume it will rain, it is my opinion. But who knows!)

It's going to rain. (I am sure it will rain because I can see the dark clouds in the sky. My opinion is based on clear evidence.)

The present tense (I am meeting) is more definite than be going to (I am going to meet) and will is the least definite (I will meet).

#### **4. INFINITIVE AND GERUND** <https://www.e-grammar.org/>

Bare infinitive (without to)

We usually use infinitives with to in the English language.

I want to go. I told him to come.

The infinitive without to (bare infinitive) is used as follows.

1. After modal verbs - can, may, must, needn't, dare ...

I can bring it. He may take it. You must buy it. We needn't open it. He dared not tell me.

The verbs dare and need can also be followed by the infinitive with to. In such sentences we use do to make questions and negatives.

I dared not call you. x I didn't dare to call you. These two sentences have the same meaning, only the form is different.

You needn't listen to him. (You don't have to listen to him.) You don't need to listen to him. (There is no need to listen.) These two sentences are different in the form and meaning, too.

2. After the verbs of senses - feel, hear, see, watch. We saw you swim. I heard her sing.

It is more common, however, to use -ing form in English after the verbs of senses.

We saw you swimming. I heard her singing.

But: In the passive voice the infinitive with to must be used after these verbs. She was seen to cry.

3. After some more expressions - let, make, would rather, had better, help.

Don't let him go. She made me drive. I'd rather finish it. You'd better start. I helped them carry it.

The verb help can also be followed by the infinitive with to.

I helped them to carry it.

But the passive voice is followed by the infinitive with to.

I was made to drive. He was let to go.

Infinitive or gerund?

In English some verbs are followed by infinitive (They agreed to come), other verbs are followed by gerund (Did you enjoy flying?) and there are also verbs followed by infinitive and gerund (She began to work - She began working).

1. The verbs followed by infinitive only.

agree decide hope order promise allow demand instruct permit refuse appear encourage invite persuade remind arrange fail learn plan seem ask forbid manage prepare swear choose force offer pretend warn

He decided to study at university. We hoped to find it. Did he seem to like it? They allowed me to smoke. I ordered my son to send it.

2. The expressions followed by infinitive.

be about make up one's mind turn out / do one's best set out /

He was about to start. I did my best to learn it. I haven't made up my mind to start yet. It turned out to be your car. We set out to cut the tree.

3. The verbs followed by gerund only.

admit enjoy forgive mind risk consider escape imagine miss suggest delay excuse insist practise  
understand dislike finish keep prevent

She admitted telling him. Did you escape writing the test? I don't want to risk coming late.

Excuse, forgive and prevent are used with three different forms.

Excuse my being late. Excuse me being late. Excuse me for being late.

4. The expressions followed by gerund.

be against / can't help / look forward to / be interested / in care for / it's no use/good / can't stand  
give up / it's worth

I can't stand waiting for hours. I can't help laughing. Don't give up studying this chapter. It's no use  
working so late. Is the film worth seeing?

5. The verbs followed by infinitives and gerunds.

A. With the same meaning.

begin can't bear allow recommend it requires start intend permit it needs it wants  
continue advise

Did you continue driving/to drive? He can't bear smoking/to smoke.

If the verbs advise, allow, permit, recommend are used with the indirect object, they are followed  
by infinitive. If not, gerund must be used.

They didn't allow us to eat there. They didn't allow eating there.

She recommended John to read this book. She recommended reading this book.

After the expressions it needs/requires/wants gerund is more common than  
infinitive. The car needs washing/to be washed. The flower wants watering/to be  
watered.

B. The verbs that have a different meaning with infinitive or  
gerund. Remember

I remember watching the match. It was fantastic. We use gerund to talk about earlier actions.

I remembered to watch the match. And so I sat down and switched on the TV. The infinitive is used  
to talk about following actions.

Try

I tried calling him because I needed to test my new mobile phone. I made an experiment with my  
mobile.

I tried to call him because I needed to meet him. I made an attempt to get in touch with him.

Love/like/hate/prefer

In the conditional tense these verbs are used with the infinitive.

I'd like to drive. I'd love to drive. I'd hate to drive. I'd prefer to drive.

In other tenses they are used with infinitives or gerunds, but both forms have a slightly different  
meaning.

I like driving. I love driving. I hate driving. I prefer driving.

I like to drive. I love to drive. I hate to drive. I prefer to drive.

Compare:

I like going to the cinema. (I enjoy it.)

I like to go to the dentist twice a year. (I don't enjoy it, but I go there, because it is good for my  
health.)

I hate ironing. (It is my least favourite activity. I never enjoy it.)

I hate to iron on Sundays. (I don't mind ironing, but not on Sundays.)

Go on

After dinner he went on showing us his photos.

The gerund is used when we want to say that a previous activity continues.

He gave us a lecture on the Greek history. And then he went on to show us his photos from Greece.

The infinitive is used when we want to describe an activity that follows a previous action and is  
somehow connected to it.

Stop

I stopped smoking. This means that I do not smoke anymore.

I stopped to smoke. I made a pause to have a cigarette.

Mean

I didn't mean to hurt you. I say that I didn't do it on purpose.

We can go to Spain. But it means spending more money. In this sentence we describe the consequences.

Be afraid

She was afraid of getting married. Any marriage is something that frightens her.

She was afraid to marry Bill. She doesn't mind getting married, but the marriage with Bill frightens her.

I'm sorry

I'm sorry for telling you. I apologize for a previous action.

I'm sorry to tell you that your flight will be delayed. I apologize for something that will happen.

The infinitive with this expression can also mean sorrow.

I'm sorry to hear that your wife is

ill. Note

There are a lot of verbs and expressions that are used with gerunds and infinitives. In this chapter we only tried to mention the most frequently used verbs.

## 5. CONDITIONAL TENSE <https://www.e-grammar.org/>

### Present conditional tense

Form

Statement: I would practise

Negative: He would not practise

Question: Would you practise?

Neg. question: Would she not practise?

Short forms: I'd practise, He wouldn't practise, Wouldn't we practise?

Use

We use the present conditional tense in English to speculate about present or future situations that could theoretically happen. This tense is used when the action is either impossible (unreal) or when we do not think that the action will happen.

He would sign it. (But he can't. It is not possible.)

I would travel by plane. (If I wanted to go on holiday. But I do not want to go.)

In the first person singular and plural should instead of would is also possible. But it is not very common in modern English.

I should/would be really glad. (If you could help me). We should/would send the fax. (But we do not know how to do it).

Should, however, can also express a recommendation or advice. In this respect, it is similar to ought to.

I should study tonight. I ought to study tonight. (Or I will fail the exam tomorrow.)

He should drive carefully. He ought to drive carefully. (Or he will crash one day.)

You should speak loudly. You ought to speak loudly. (I can't hear you.)

Could and might are conditional forms of can and may. They are used to speculate about the present or future. Could indicates theoretical possibility, might indicates possibility + uncertainty.

She could come with us tomorrow. (It is possible. She will be free.)

She might come with us tomorrow. (We hope that it is possible, but we are not sure.)

Could is also the past form of can and expresses possibility, ability or permission in the past.

Possibility: She could travel in our car. (It was possible because we had a free seat for her.)

Ability: She could play again in the last match. (She was able to play because she was not ill anymore.)

Permission: She could come with us last weekend. (Her father allowed her to go.)

### Perfect conditional tense

Form

Statement: I would have practised

Negative: He would not have given

Question: Would you have practised?

Neg. question: Would she not have written?

Short forms: I'd have practised, He wouldn't have given, Wouldn't we have written?

We make the perfect conditional tense with would and the perfect infinitive (have + past participle). In the first person singular and plural should instead of would is also possible. But it is not very common in modern English.

Use

We use the perfect conditional tense in English to speculate about the past situations which were theoretically possible, but did not happen in fact.

I would have learnt it. (But I didn't learn it). I would have told her. (But she didn't want to listen.)

She wouldn't have married me. (Because she didn't like me.)

Compare the present and perfect conditionals

Present conditional: She would lend me some money now. (She is willing to lend me the money. I will ask her.)

Perfect conditional: She would have lent me some money last year. (She was willing to lend me the money, but I didn't ask her.)

Similarly: I would do it. Will you help me? x I would have done it. But you didn't help me.

Should, could and might are used in the same way.

You should finish it soon. You should have finished it. Why did you give up?

We might have dinner. I am hungry. x We might have had dinner. But we didn't eat anything.

They could fly tomorrow. They could have flown last week. But they stayed at home.

Should + perfect infinitive (should have finished) is used to express regrets or recommendations concerning the past.

He shouldn't have refused it. It was a good offer. (It is a pity that he refused it.)

Might + perfect infinitive (might have had) and could + perfect infinitive (could have flown) are used to speculate about the past. We say that something was possible, but we know that it did not happen.

He might/could have died. But they rescued him.

He might/could have won. But he didn't buy a lottery ticket.

Compare

In English we can also speculate about the past with may + perfect infinitive (it is not the conditional tense, however). In this case we do not know if the action really happened or not.

He may have died. (It is possible that he died. But maybe he is still alive.)

He may have won. (It is possible that he won. But maybe he lost.)

## 6. WRITING A CV

A CV (curriculum vitae) allows you to summarise your education, skills and experience, selling yourself to employers.

In the USA and Canada it's known as a résumé, and tends to be a more concise document.

How long should a CV be?

A standard CV in the UK should be no longer than two sides of A4.

Only include the main facts; if your CV is just one page, that's fine, as employers only want to read relevant information. Some academic CVs may be longer depending on your experience.

What to include in a CV

- **Contact details** - Include your full name, home address, mobile number and email address. You do not need to include your date of birth or a photograph unless you're applying for an acting or modelling job.
- **Profile** - Placed at the beginning of the CV, a profile is a concise statement that highlights your key attributes or reasons for deciding to work in a particular field. Pick out a few relevant achievements and skills, while clearly articulating your career aims. It must focus on the sector you're applying to, as your cover letter will be job-specific. You should keep it short and snappy - 100 words is the perfect length.
- **Education** - List and date all previous education, including professional qualifications, placing the most recent first.

- **Work experience** - List your experience in reverse chronological order, making sure that anything you mention is relevant to the job you're applying for. If you have plenty of relevant work experience, this section should come before education.
- **Skills and achievements** - This is where you talk about the foreign languages you speak and the IT packages you can competently use. Whatever you list should be relevant to the job and not over-exaggerated, as you'll need to back up your claims at interview. If you have got lots of relevant experience you should do a skills-based CV.
- **Interests** - Simply writing 'socialising, going to the cinema and reading' isn't going to catch the attention of the recruiter. However, when relevant to the job, your interests can provide a more rounded picture of you and give you something to talk about at interview. Examples include writing your own blog if you want to be a journalist, or being part of a drama group if you're looking to get into sales.
- **References** - You don't need to provide the names of references at this stage. You also don't need to say 'references available upon request' as most employers would assume this to be the case.

#### How to write a good CV

1. Use active verbs wherever possible. For example, you could include words like 'created', 'analysed' and 'devised' to present yourself as a person who shows initiative.
2. There should be no spelling or grammar mistakes in your CV. Use a spell checker and enlist a second pair of eyes to check over it.
3. Avoid using generic phrases such as 'team player', 'hardworking' and 'multitasker'. Instead, provide real-life examples that demonstrate all of these skills.
4. Take a look at the company's website, local press and the job advert to make sure that your CV is targeted to the role and employer.
5. Decide whether the chronological, skills-based or academic CV is right for you. For more information, take a look at example CVs.
6. Don't put the term 'curriculum vitae' at the top of the page.
7. Provide a professional-sounding email address.
8. Never lie or exaggerate on your CV or job application. Not only will you demonstrate your dishonesty to a potential employer, but there can be serious consequences too. For example, altering your degree grade from a 2:2 to a 2:1 is classed as degree fraud and can result in a prison sentence.
9. If you're posting your CV online don't include your home address, as you could be targeted by fraudsters.
10. You should always include a cover letter unless the employer states otherwise. It will enable you to personalise your application to the job. You can draw attention to a particular part of your CV, disclose a disability or clarify gaps in your work history. Find out how to write a persuasive cover letter.

Writing a resume in English can be very different than in your own language. Here is an outline. The most important step is to take the time to prepare your materials thoroughly. Taking notes on your career, educational, and other accomplishments and skills will ensure that you can shape your resume to a wide variety of professional opportunities. This is a moderately difficult task that may take around two hours.

#### **Writing Your Resume**

1. First, take notes on your work experience—both paid and unpaid, full time and part time. Write down your responsibilities, job title and company information. Include everything!
2. Take notes on your education. Include degree or certificates, major or course emphasis, school names, and courses relevant to career objectives.
3. Take notes on other accomplishments. Include membership in organizations, military service, and any other special accomplishments.
4. From the notes, choose which skills are transferable (skills that are similar) to the job you are applying for—these are the most important points for your resume.

5. Begin resume by writing your full name, address, telephone number, fax, and email at the top of the resume.
6. Write an objective. The objective is a short sentence describing what type of work you hope to obtain.
1. Begin work experience with your most recent job. Include the company specifics and your responsibilities—focus on the skills you have identified as transferable.
2. Continue to list all of your work experience job by job progressing backward in time. Remember to focus on skills that are transferable.
3. Summarize your education, including important facts (degree type, specific courses studied) that are applicable to the job you are applying for.
1. Include other relevant information such as languages spoken, computer programming knowledge, etc. under the heading 'Additional Skills.' Be ready to speak about your skills in the interview.
2. Finish with the phrase: *References: Available upon request.*
3. Your entire resume should ideally not be any longer than one page. If you have had a number of years of experience specific to the job you are applying for, two pages are also acceptable.
4. Spacing: Separate each category (i.e. *Work Experience, Objective, Education, etc.*) with an empty line to improve readability.
5. Make sure to read your resume carefully to check grammar, spelling, etc.
6. Prepare thoroughly with your resume for the job interview. It's best to get as much job interviewing practice as possible.

### Tips

- Use dynamic action verbs such as: accomplished, collaborated, encouraged, established, facilitated, founded, managed, etc.
- Do *not* use the subject 'I', use tenses in the past, except for your present job. Example: *Conducted routine inspections of on site equipment.*
- Place your work experience *before* your education. In English speaking countries, especially in the United States, work experience is the most important factor in hiring.
- Ask for permission to use someone as a reference *before* you interview for a position. It's also a good idea to let your references know that you will be interviewing if you haven't interviewed for a while. In this way, references will be "in the loop" if a potential employer telephones or sends an email for further information.
- Don't include the contact information of your references on your resume. The phrase *available upon request* will suffice.
- Use a thesaurus to help you improve work-related vocabulary and eliminate unnecessary repetition.

### Example Resume

Here's an example resume following the simple outline above. Notice how work experience uses shortened sentences in the past without a subject. This style is more common than repeating 'I.'

Peter			Jenkins
25456	NW	72nd	Avenue
Portland,		Oregon	97026
503-687-9812			
pjenkins@happymail.com			

#### *Objective*

Become an Executive Producer in an established recording studio.

#### *Work Experience*

2004 - 2008

- Lead singer in a band which toured North America.
- Responsibilities included arranging music and recording live performances.
- After two years, managed entire group and

bookings. 2008 - 2010



- Producer at Sound Mixers Aligned studios in San Diego, California.
- Collaborated with a wide range of musicians to help produce demo recordings for major recording labels.
- Developed sound profiles recording setups for small to large ensembles.
- Became accomplished on a wide range of audio software

packages. 2010 - Present

- Director of artist relations at Spooky People Studios.
- Responsible for establishing a solid working relationship with our artists while meeting the needs of Spooky People Studios.

#### *Education*

2000 - 2004

Bachelor of Science University of Memphis, Memphis, Tennessee

#### *Additional Skills*

Fluent in Spanish and French

Expert in Office Suite and Google Documents

#### *References*

Available upon request

#### **Final Tip**

Make sure to always include a cover letter when applying for a job. These days, a cover letter is usually an email to which you attach your resume.

#### **Check Your Understanding**

Answer *true* or *false* for the following questions regarding the preparation of your resume in English.

1. Provide the references contact information on your resume.
2. Place your education before your work experience.
3. List your work experience in reverse chronological order (i.e. begin with your current job and go backwards in time).
4. Focus on transferable skills to improve your chances of getting an interview.
5. Longer resumes make better impressions.

#### **Answers**

1. False - *Only include the phrase "References available upon request."*
2. False - *In English speaking countries, especially the USA, it's more important to place your work experience first.*
3. True - *Start with your current job and list in backward order.*
4. True - *Transferable skills focus on skills that will apply directly to the position for which you are applying.*
5. False - *Try to keep your resume to just one page if possible.*

### **7. WRITING A FORMAL LETTER**

In today's Internet- and email-driven society, the need to write a formal letter arises less often than in the past. However, it is still occasionally necessary to present a formal letter to obtain information, to apply for an academic program or a job, to write a complaint letter, or simply to express your opinion in an effective and coherent manner.

#### **Be concise**

State the purpose of your formal letter in the first paragraph and don't veer from the subject. Try to avoid flowery language or long words. Keep the letter short and to the point. This excerpt from Strunk and White's *The Elements of Style* (4<sup>th</sup> edition) provides the perfect rule of thumb:

Vigorous writing is concise. A sentence should contain no unnecessary words, a paragraph no unnecessary sentences, for the same reason that a drawing should have no unnecessary lines and a machine no unnecessary parts. This requires not that the writer make all sentences short, or avoid all detail and treat subjects only in outline, but that every word tell.

Use the right tone

A business or formal letter should be written in a tone that is slightly more formal than your everyday language. Avoid the following: slang or jargon; contractions such as *I'm*, *can't*, *it's*; and vague words such as *good* and *nice*. Be polite and respectful, even if you are complaining. Take a look at our formal letter example to see what tone is appropriate.

### **Proofread**

Proofreading is so important. Once you have written your formal letter, check the grammar and spelling carefully. Use the spell-checker on your computer and then read the letter over yourself as the spellchecker will not catch every error. Use a dictionary or thesaurus, if necessary. Check the grammar and punctuation for correctness and make sure the sentences are complete.

It is a good idea to have someone else proofread your formal letter, even after *you* have done so, as you may have overlooked errors in something that you have read over many times. If this formal letter is important enough for you to take the time to write, don't rush its completion. Errors will diminish the impact of the statement or impression you are trying to make.

Use proper format and presentation

Remember that the first impression is the one that lasts. Use good quality paper and a matching envelope for your formal letter. Make sure the recipient is addressed properly and that his or her name is spelled correctly. Equally important—don't forget to sign the letter! Check out our letter writing ebook, which features several examples of formal letters. You can also search for free templates online.

Present your ideas properly: Formatting a formal letter

Adhering to the standard conventions of good formal letter writing and presenting your letter attractively will ensure that your thoughts are seriously considered by the recipient and given the attention and consideration they deserve. Here are a few formatting tips:

### **Heading**

The heading consists of your address (but not your name) and the date. Telephone numbers and email addresses are not usually included here, but they are acceptable. Using block format, the heading goes in the top left-hand corner of the page.

123 Elm Ave.  
Treesville, ON M1N 2P3  
November 23, 2008

### **Inside Address**

The inside address consists of the name and address of the person to whom you are writing. You should try to address the formal letter to a specific person, but if you do not know his or her name, at least try to include his or her title. This address is usually placed four lines below the heading if a word processor is used or one line below the heading if the letter is handwritten.

Mr. M. Leaf (*name*)  
Chief of Syrup Production (*title*)  
Old Sticky Pancake Company  
456 Maple Lane  
Forest, ON 7W8 9Y0

Salutation

Skip one line after the inside address and then type the salutation. Your choice of salutation depends on whether or not you know the intended recipient of the formal letter. The most usual greeting is

*Dear*

followed by the person's name and punctuated with a colon. If you don't know whether the person you are addressing is a man or a woman, you may begin with

*Dear Sir or Madam,*

again followed by a colon.

*Ms.*

may be used if you don't know the marital status of a woman. Furthermore, if the person has a specific title such as

*Dr.*

make sure that you use it. Here are some examples of each salutation:

- *Dear Mr. Trunk,*
- *Dear Ms. Root,*
- *Dear Mrs. Branch,*
- *Dear Dr. Acorn,*

### **Body**

Skip one line after the salutation and begin typing the body of the formal letter. This is the main part of the letter. Keep in mind the rules outlined above regarding brevity and coherence. It is best to use short, clear, logical paragraphs to state your business.

### **Closing and Signature**

This is the end of the letter. Skip one line after the last paragraph of the body of the letter and type the closing. Only the first word of the closing should be capitalized. It is punctuated with a comma. Leave several lines after the closing and type (or print) your signature. Your actual handwritten signature is to be inserted between these two printed lines, written in ink.

*Yours sincerely,*

*Ezra Twig*

Your typed signature marks the end of your letter, and while you can write a postscript (P.S.) containing additional information, it is better to include all pertinent details in the body of the letter itself so nothing is accidentally overlooked.

Now that your formal letter has been written, read it through in its entirety to ensure you have communicated your points thoroughly and accurately. Then, it's ready to be sent off to its recipient!

## **8. JOB INTERVIEW**

Співбесіди про прийом на роботу (*job interview*) стали невід'ємною частиною професійного життя. Що необхідно знати, щоб настільки хвилюючий досвід виявився корисним і приємним?

**Розглядаються найбільш розповсюджені питання на співбесідах, а також варіанти можливих відповідей до них:**

### **1. Tell me about yourself.**

- *I'm really energetic, and a great communicator. Working in sales for two years helped me to build confidence and taught me the importance of customer loyalty.*
- *I am punctual, dependable and can be counted upon to finish what I start.*
- *I understand my customers' needs.*
- *I consider myself hardworking / reliable / dependable / helpful / outgoing / organised / honest/ cooperative.*

Відповідаючи на дане запитання, варто відразу підкреслити свої сильні сторони і безперечні переваги на фоні інших кандидатів (особливі досягнення в Вашій професійній галузі, успішний досвід роботи). Уникайте сухого викладення біографічних даних; говоріть впевнено і по суті про свою кваліфікацію, досвід, зацікавленість і відповідальність.

### **2. Why did you leave your previous job?**

- *I've learned a lot from my current role, but now I'm looking for a new challenge, to broaden my horizons and to gain a new skill-set – all of which I see the potential for in this job.*
- *I'm looking forward to better opportunity to grow in job wise and financial wise. I want to learn more things, where am working.*
- *I'm looking for a job where I can grow with the company.*
- *I'm looking for a job that suits my qualifications.*
- *I was laid off / made redundant, because the company relocated / downsized / needed to cut costs.*

Негативним маячком для HR спеціаліста стане розповідь про те, що «керівник – псих, дурень, нічого не розуміє, ще й звільнив мене; колеги постійно сваряться» і т.д. Зазначте, що

Ви звільнилися через те, що хотіли більш складної роботи, високу зарплату і можливість реалізувати свої таланти і амбіції.

### **3. What are you currently doing?**

- *My work is important to me, so instead of rushing to accept the first thing that comes my way, I'm taking my time and being selective to make sure my next role is the right one.*
- *I am working on several freelance projects, while actively job seeking.*
- *I'm spending time being a stay-at-home mom and volunteering at my daughter's school.*
- *I'm taking some continuing education classes and seminars.*

Відповідаючи на дане запитання, зазначте, що поряд з активним пошуком роботи, у Вас усе одно достатньо справ: це може бути відвідування різноманітних курсів з підвищення кваліфікації, здобуття нової освіти, ремонт, дальні поїздки, подорожі тощо.

### **4. What do you find most rewarding about being in sales (marketing, HR and so on)?**

- *I really enjoy making contacts, and spending time talking with people. The most rewarding part of being in sales, for me, is the time spent with customers, helping them make the right decision about a product.*
- *I'm a people person. I was always happiest – and most satisfied – when I was interacting with customers, making sure I was able to meet their needs and giving them the best possible customer experience.*
- *I'd like to stay in a field related to training no matter what happens. I was too interested in business to work at a university, but I believe that teaching is somehow in my blood. I've been good at sales because I took the time to educate my clients. Now I look forward to training the new hires.*

Вмістіть в свою відповідь якомога більше інформації. HR спеціаліста цікавить Ваша здатність знаходити спільну мову в колективі, велика зацікавленість працювати саме на цій посаді, Ваша мотивація. Зробіть наголос на тому, що Вам дуже подобається те, чим Ви займаєтесь чи збираєтесь займатись; залиште позитивний відгук про попереднє місце роботи.

### **5. What are your strengths/weaknesses? Strength:**

- *I believe my strongest trait is my attention to detail. This trait has helped me tremendously in this field of work.*
- *I've always been a great team player. I'm good at keeping a team together and producing quality work in a team environment.*
- *I'm an adaptable person. I work for three different managers, they have very different management styles and expectations of me. I am able to adjust my approach to meet each of their needs.*

Перевага буде на Вашій стороні, якщо замість «не хочу себе хвалити, хай хтось з мого оточення скаже про мене тощо», Ви відразу підкреслите якості, котрі ціняться на даній посаді в компанії. Тобто згадайте про свій професіоналізм, надійність, бажання досягти потрібного компанії результату.

#### **Weaknesses:**

- *I've never been very comfortable with public speaking – which as you know, can be a hindrance in the workplace. Realizing this was a problem, I asked my previous employer if I could enroll in a speech workshop. He said “yes.” I took the class, and was able to overcome my lifelong fear. Since then, I've given lots of presentations to audiences of over a 100 high level executives – I still don't love it, but no one else can tell!*
- *I have had trouble in the past with planning and prioritization. However, I'm now taking steps to correct this. I just started using a pocket planner.*
- *I might need to learn to be more flexible when things are not going according to plan. This is something I'm working on at the moment.*
- *I'm a perfectionist and I may be too hard on myself or my co-workers sometimes.*

«Ой, я такий\така досконала, що просто й не знаю, якій мінуси назвати...». Також не варто наполегливо переконувати HR менеджера, що Ви багато чого не знаєте, не вмієте і таке інше. Ззначте пару своїх недоліків, але дещо завуалюйте їх: бажаючи виконати все вчасно і

якісно, я можу відразу братись за декілька справ, але я працюю над цим; занадто критично ставлюсь до себе та інших.

**6. Tell me about a difficult situation you have faced?**

- *In my last job I sometimes had to find answers to IT questions. I would often go on the Internet and look for blogs on the topic I needed to learn about. I enjoy learning new things, so research is actually one of my hobbies.*
- *I have faced a number of difficult situations, but the one that comes to mind now is.. (describe the situation). I was able to deal with it by assessing the situation, determining the possible different approaches and deciding on the most effective one. I had to remain unemotional and objective and focused on a solution.*

В даному питанні йдеться про складнощі в професійному житті, аж ніяк не в особистому...Насправді, HR менеджер воліє знати, яким чином Ви «піднімаєтесь» після поразок і як далі себе поводитье, а також, що насправді Ви вважаєте невдачами.

**7. Where do you see yourself in 3-5 years from now?**

- *Although it is hard to predict the future, I sincerely believe that I will become a very good financial consultant. I believe that my abilities will allow me to excel to the point that I can seek other opportunities as a portfolio manager (the next step) and possibly even higher.*
- *In five years I see myself as a valued employee of a company. I want to be an expert at my position and start training to be a manager.*
- *My goal is to become a lead in five years. Although not everyone gets promoted to this level, I believe I can achieve this goal through hard work.*

«Звідки я знаю, життя таке не передбачене... і т.д.». Подібними відповідями Ви лише зможете продемонструвати свою пасивність і безініціативність, та безперспективний спосіб життя. Краще поділіться своїми цілями в кар'єрі, планами стосовно професійного росту, тим самим показавши, що жадаєте успіху і докладаете зусиль для його досягнення.

**8. Why should we hire you?**

- *I am a fast learner, I had to learn a totally new operating system in my last job and I was up and running within a couple of weeks.*
- *You require someone who can perform a wide range of administrative duties. I have a track record of carrying out these different tasks efficiently and successfully.*
- *I have the right combination of skills and experience for this job. I also bring the additional quality of strong analytical and problem solving ability as shown by my introduction of a more efficient work flow system at ABC Company.*

Продемонструйте свій талант переконання. У Вас є всі необхідні навички, знання і досвід, щоб бути для компанії ефективною і потрібною знахідкою – не будьте сором'язливими.

**9. Do you have any questions?**

- *Do you have any examples of projects that I would be working on if I were to be offered the job?*
- *What is the typical day for this position (job)?*
- *Does the company offer in-house training to staff?*
- *Who would I report to? Who would I be working closely with?*
- *Are there any benefits your company offers its employees?*
- *When will I get an answer? How soon can I start?*

Ніколи не кажіть, що Вам повністю все зрозуміло. Проте запитайте чому звільнився попередній працівник з даної вакансії; якою має бути людина, новий працівник, щоб стати частиною команди; як виглядатиме Ваш типовий робочий день в компанії. З'ясовуйте всі можливі незрозумілі деталі з даної зустрічі, не мовчіть!

**10. What are your salary expectations?**

- *I'm more interested in the role itself than the pay.*
- *I am currently earning \$..., I would obviously like to better that figure but my main interest is the actual position.*

- *I am interested in finding a job that is a good fit for me. I'm sure whatever salary you're paying is consistent with the rest of the market.*

Хибним кроком стане власне переоцінка чи, навпаки, недооцінка. Варто заздалегідь дізнатись про заробітну плату для подібної вакансії на ринку праці і вказати дещо вищу суму від тої, на котру Ви готові погодитись. Також можна зазначити суму від і до, на котру Ви готові погодитись, в залежності від додаткових пільг від компанії тощо.

#### **11. Are you married? (questions about children and so on).**

- *I'd prefer to stay on track with job-related issues rather than personal ones.*
- *Yes I am. My work is very important to me, though, so I make sure nothing interferes with my giving 100% to my job. I can travel and work weekends when necessary.*
- *I do intend to have children, but not for several years, and when I do, my leave would be very short.*

Вам не доведеться відкривати таємниці, навпаки, однією з причин, чому HR менеджер задає подібне питання, являється Ваша здатність відстояти свою приватну територію, яким чином Ви зможете уникнути обговорення небажаних тем.

Додатково до стандартних запитань, Вас можуть попросити пройти оцінювання Ваших здібностей і знань, скласти IQ тести та ін. Втім, розраховуйте на те, можливо, Вам доведеться здивовано шукати відповіді на такі запитання, як: хто Ви за знаком зодіаку? Щоб Ви змінили в цій кімнаті? З якою твариною Ви себе асоціюєте і т.д.

Відповідаючи впевнено і влучно, не забудьте, що наразі під пильним наглядом знаходяться Ваші жести і міміка, а також тембр і тон голосу. Не дивина, що майже кожна людина має свій власний досвід проходження співбесіди. А якою історією могли поділитися б Ви?

## **9. BASICS OF ETIQUETTE**

The basis of business etiquette is about building strong relationships in your field by fostering better communication. This can only happen when those you work with feel secure and comfortable. Although basic business etiquette may vary from country to country, some principles stand the test of time and geography.

### **Arrive on Time**

In the business world, it is best to observe the old rule, "Five minutes early is late." Allow yourself enough time to arrive promptly, take off your coat, and settle in a bit. Arriving at a meeting exactly at the appointed time can make you feel rushed, and you will look it. Time is a commodity; by being punctual, you show you respect others.

### **Dress Appropriately**

While appropriate dress certainly varies from field to field and climate to climate, some things remain the same. Clean, pressed clothing without any loose threads or tags and relatively polished, closed-toe shoes are a must. Look at the people around you for ideas on what sort of clothing is standard. The adage, "Dress for the job you want, not the job you have," is a good rule to follow. When in doubt, ask human resources personnel when you get the job or discreetly ask someone you work with.

### **Speak Kindly**

Taking care to greet your co-workers and remembering to say "please" and "thank you" make a tremendous difference in the way they perceive you. Your good manners show that you acknowledge those around you and are considerate of their presence. Avoid discussing political or religious matters. Keep the conversation focused on noncontroversial topics, so your co-workers find you easy to talk to. That sort of diplomacy is the basic idea of business etiquette.

### **Avoid Gossip or Eavesdropping**

Gossip and eavesdropping are childish behaviors that have no place in the workplace. If you hear a rumor about someone in the workplace, do not pass it on. People don't always know or remember who starts a rumor, but they always remember who spreads it. If you walk into an area, and it seems your co-workers don't know you are there, make sure to greet them politely to remove any chance that you accidentally eavesdrop on their conversation.

### **Show Interest**

Showing interest goes beyond business etiquette into general politeness, but it bears repeating: When speaking with someone, show you are truly engaged. Do not play on your phone or computer, and if you have to answer a communication say, “Excuse me one moment; I'm so sorry.” Maintain friendly eye contact. Listen. People will remember how you make them feel, and nobody wants to feel as if they are ignored.

### **Watch Your Body Language**

In the Western world, a handshake is still the typical greeting. Say hello with a firm but quick handshake. This handshake is the extent of how much you should ever touch a co-worker – when in doubt, just don't touch. Hugs or other types of affection that you share with friends and family are out of place in the workplace.

### **Introduce Yourself and Others**

Sometimes you can tell people do not remember your name or position. Introduce or reintroduce yourself quickly if that seems to be the case. If you are with a co-worker who is new, take the time to introduce him to others. It helps to have a friendly person make you feel comfortable in the office.

### **Don't Interrupt**

When you have a great idea or suddenly remember something important, it can be tempting to blurt it out. Do not do this. Interrupting the person who is speaking sends the message that what she is saying isn't as important as what you have to say. Demonstrating you are an attentive listener is the backbone of diplomacy.

### **Mind Your Mouth**

Using vulgar language is a surefire way to become unpopular in your workplace. Vulgar language includes swear words and judgmental language. Business etiquette requires being constantly mindful that you are in a diverse environment with people you do not know on a personal level. Speak as though someone from human resources is always listening.

### **Consume Correctly**

If you attend an after-hours work event, do not drink too much alcohol. When at work, take care not to bring particularly malodorous foods that everyone in the office can't help but smell. Don't make noises during or after you eat; no one wants to hear that.

At the heart of these basics of business etiquette is diplomacy. Taking care to treat everyone as the valuable people they are says a lot about who you are as a person. That is the kind of care people notice and want to be around. Embrace the basics of business etiquette to become a lasting employee or to advance through the corporate ranks.

## **3. МЕТОДИЧНІ МАТЕРІАЛИ, ЩО ДАЮТЬ МОЖЛИВІСТЬ СТУДЕНТАМ ПРОВЕДЕННЯ САМОКОНТРОЛЮ**

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#### **4. КЛЮЧОВІ СЛОВА І ТЕРМІНИ**

##### **Тема 1. JOBS AND CAREERS**

Ключові терміни та поняття: *work, labor, job, position, profession, occupation, to look for a job; to find a job; to apply for a job; to get a job; to offer a job; to hire; to be hired; to fire; to be fired; to be laid off; to lose one's job; to quit; to quit one's job; to leave; to resign; to retire; employment; unemployment; unemployed; jobless; job seeker; letter of application for a job; resume; CV; job interview; work agreement; contract; employer; employee; co-worker; promotion; office; agency; company; firm; corporation; business firm; enterprise; plant; factory; restaurant; department store; bank; hospital; hotel; school; university; library; theater; museum; art gallery; transportation company; shipping company; construction company; publishing company; film company; insurance company; advertising agency; travel agency; rental agency.*

##### **Тема 2. SHOPPING**

Ключові терміни та поняття: *salesman, saleswoman, salesgirl; shopper, buyer, customer, client; store, shop, department store, salesclerk; shop assistant; salesperson; shopkeeper; seller; buyer; consumer; dealer; merchant; manufacturer; goods; commodities; merchandise; purchase; sale; trade; commerce; shopping bag; carrier bag; shopping cart; trolley, department store; specialty store; shopping center; shopping mall; retail store; retail outlet; wholesale store; warehouse; discount store; secondhand store; hypermarket; supermarket; superstore; megastore; chain store; general store; convenience store; grocery store; food store; food market; farmers' market; marketplace; street market; flower market; flea market; trading center; trade center; trade fair; book fair; garage sale; street vendor; ice cream vendor; vending machine; fruit stand; hot-dog stand; newsstand; bookstall; kiosk.*

##### **Тема 3. TRAVELLING AROUND THE WORLD**

Ключові терміни та поняття: *airport, check-in, fly, land, landing, plane, take off, destination, journey, passenger, route, travel, travel agent, trip, camp, go camping, charter flight, cruise, excursion, (youth) hostel, hotel, luggage, motel, package holiday, self-catering holiday, sightseeing, go sightseeing, suitcase, tour, tourism, tourist, vacation.*

##### **Тема 4. HEALTHY EATING**

Ключові терміни та поняття: *food store, supermarket, grocery store, convenience store, farmers' market, food market; meat store (the butcher's), fish store, bakery (the baker's), dairy / dairy store; fruit store, fruit and vegetables store (the greengrocery / the greengrocer's); deli store / deli (delicatessen), confectionery, liquor store; street vendor, ice cream vendor, fruit vendor; fruit*



*stand, hot-dog stand, ice cream stand. bakery department / bakery section / baked goods; meat section; fresh meat counter; frozen meat counter; fish section / fish; poultry section / poultry; deli counter / deli section / deli / delicatessen; milk and milk products; dairy section / dairy products; fruit and vegetables section / produce department / fruits and vegetables; frozen food section / frozen foods; canned goods section / canned goods; candy section / confectionery / confections / sweets / candy; beverages section; soft drinks section; pet food section; customer, shopper, salesperson, salesclerk; shopping cart, shopping basket; department / section, aisle, shelf, rack, counter, refrigerator, freezer, scale; checkout counter, cashier, cash register, receipt, groceries; to sell, to buy, to pay; paper bag; brown bag; plastic bag; shopping bag.*

#### **Тема 5. RELAX ACTIVITIES**

Ключові терміни та поняття: *holiday – 1. a day of celebration of some event; 2. a day of rest from work, a nonworking day; 3. vacation; national holiday, public holiday – an official holiday celebrated by the whole country; legal holiday – an official holiday, a nonworking holiday established by law; bank holiday – 1. BrE: an official public holiday on which banks are closed; a nonworking day; 2. AmE: a legal holiday; bank holiday, major holiday – a widely celebrated holiday; popular holiday – a widely celebrated holiday that people like very much; local holiday – a holiday celebrated locally, only in some region or place; religious holiday – a holiday observed in some religion; movable holiday – a holiday that is not fixed on a certain day; it moves every year; some religious holidays are movable holidays; red-letter day – 1. a holiday marked by red letters in the calendar; 2. a memorable, important, or happy day.*

#### **Тема 6. FAMILY AND FRIENDS**

Ключові терміни та поняття: *son; daughter; child; children; offspring; brother; sister; sibling; siblings; twins; twin brothers; twin brother; twin sisters; twin sister; younger brother; kid brother; older sister; elder sister; to bring up children; to raise children; offspring (i.e., child or children); sibling (i.e., brother or sister); spouse (i.e., husband or wife), grandfather; grandmother; granny; grandparents; grandson; granddaughter; grandchild; grandchildren; great-grandfather; great-grandmother; great-grandchild; doted son; adopted daughter; adopted child; half-brother (half brother); half-sister (half sister); stepfather; stepmother; stepbrother; stepsister; stepchild; foster family; foster father; foster mother; foster parents; foster home; foster son; foster daughter; foster child; foster brother; foster sister; to adopt a child; to foster a child; orphan, orphans; uncle; aunt; nephew; niece; cousin; first cousin; second cousin; close relatives; distant relatives; closest relatives; nearest relatives; next of kin; immediate family; family members; members of the family; head of the household; my family; my relatives; my folks; my kin; my kinfolk (kinsfolk).*

#### **Тема 7. DESCRIBING PLACES**

Ключові терміни та поняття: *city; town; capital; metropolis; village; hamlet; settlement; port; resort; health resort; seaside resort; winter resort; mountain resort; ski resort; big city; large city; small town; densely populated city; city center; downtown; suburb; outskirts; slums; ghetto; region; district; neighborhood; borough; block; city limits; residential district; residential area (neighborhood; quarter); industrial quarter; place; location; site; locality; vicinity; environment; surroundings, street; road; avenue; alley; boulevard; lane; drive; route; thoroughfare; main street; side street; back street; by-street (bystreet); one-way street; blind alley; main road; side road; crossroad; back road; byroad; byway; bypass; country road; dirt road; paved road; path; track; trail; passage; driveway; highway; speedway; expressway; freeway; parkway; causeway; turnpike; limited-access road; toll road; two-lane road; four-lane road; autobahn; motorway; superhighway.*

#### **Тема 8. STUDENT LIFE**

Ключові терміни та поняття: *a (school) term, a quarter at school or semester at university, a Bachelor's degree, a Bachelor of Arts (BA), a Bachelor of Science (BS), a boarding school/dormitory, a curriculum/syllabus-syllabi (pl), a degree, a diploma, a deputy head, a donation, a failure, a grant (US)/scholarship (GB), a headmaster/headmistress, a high school (US)/secondary school (GB), a master's degree, a Master of Arts (MA), a Master of Science (MS), a Master of Business Administration (MBA), a postgraduate (student), a senior high school (US) / sixth form college (GB), a state school/state-run school/governmental school/government-funded school, an internship (US)/placement (GB)/training program (GB).*

## **Тема 9. MIND AND BODY**

Ключові терміни та поняття: *healthy living; healthy lifestyle; to be in good health; to feel well; balanced diet; nutritious food; to have regular meals; to eat plenty of fruit and vegetables; proteins, fats, carbohydrates, vitamins, minerals; to be overweight; to go on a diet; to stay slim; physical fitness; regular exercise; sports; to do morning exercises; to exercise regularly; to play sports; to go in for sports; to feel well; to be in good health; to be physically fit; to be in good shape; healthy environment; clean water; fresh air; to quit smoking; to give up smoking; to sleep well; to have a good sleep; to have / to get a good night's sleep; to have eight hours of sleep; coping with stress; to cope with stress; regular medical checkups; preventing injuries and diseases, disease, malady, ailment, illness, sickness, disorder, health problem; chronic disease, acute disease, serious disease, heart disease, common diseases; infectious disease, contagious disease; communicable diseases, noncommunicable diseases; to have a heart disease; to suffer from asthma; to catch an infectious disease; minor disorder, major disorder, nutrition disorder, blood disorders, mental disorders, congenital disorders, hereditary disorders, hormonal disorders; to have a minor kidney disorder; to have a serious genetic disorder; to fall ill; to be ill; to be sick; to be in poor health; to be in bad shape; to have a cold; to catch cold; to come down with a cold; to come down with pneumonia; to go down with a cold (with pneumonia); to have a headache; to have a toothache; to have earache; to have a pain in the stomach; to have chest pains; my left foot hurts; my wrist hurts; to have an allergy to medication (to medicines); to be allergic to pollen (to animal hair; to smoke); to have food allergies; to faint, to lose consciousness; to be unconscious; to regain consciousness; to treat, to cure, to heal; to be on the mend; to recover (from an illness); to get well.*

## **Тема 10. PLACES TO STAY**

Ключові терміни та поняття: *hotel; inn; motel; lodge; youth hostel; residential hotel; lodging; lodgings; lodging house; rooming house; guesthouse (guest house); country inn; camping area; campsite; boardinghouse (boarding house); bed and board; bed and breakfast; deluxe hotel; luxury hotel; five-star hotel; four-star hotel; three-star hotel; downtown hotel; small hotel; large hotel; old hotel; rundown hotel; expensive hotel; moderate hotel; inexpensive hotel; cheap hotel; hotel amenities; hotel facilities; business center; restaurant; playground; fitness facilities; exercise facilities; fitness center; exercise room; swimming pool, health club; fitness center; gym; tennis club; golf club; country club; sports area; recreation area; sports ground; playground; campground; football ground; basketball ground; tennis court; golf course; swimming pool; skating rink; boxing ring; wrestling ring; racetrack; racecourse; football field; stadium; sports arena.*

## **Тема 11. SCIENCE AND NATURE**

Ключові терміни та поняття: *gorgeous, fair, mild, pleasant; bad, awful, terrible, nasty, lousy, foul, rotten, miserable, unpleasant, dull, gloomy, ugly; sunny, warm, hot, mild, cool, chilly, cold, freezing, icy, frosty; very cold; bitter cold; rainy, wet, humid, dry, arid, frigid, foggy, windy, stormy, breezy, windless, calm, still; a spell of good weather; a two-day spell of sunny weather; a spell of rainy weather; sky: cloudy, overcast, cloudless, clear, bright, blue, gray (BrE grey), dark; a patch of blue sky, warm sun; hot sun; blazing sun; sunshine, sunlight, sunrays, sunbeams; bright sunshine; bright sunlight; a patch of sunlight; daylight, moonlight; sunrise, sunset, day, night, dawn, morning, noon, afternoon, evening, twilight, nightfall, midnight, wind, breeze; a gust of wind; a blast of wind; strong wind; high wind; light wind; cool wind; warm wind; brisk wind; fresh wind; cold wind; piercing wind; easterly wind; northerly wind; southerly wind; westerly wind; hurricane, windstorm, whirlwind, tornado, typhoon, gale, dust storm, sandstorm, tropical storm, heavy rain; pouring rain; steady rain; constant rain; cold rain; warm rain; light rain; gentle rain; rain, rainfall, rain shower, downpour, deluge, rainstorm, drizzle, hail, sleet; a drop of rain, a droplet, a raindrop; rainbow, fog, haze, mist, smog; foggy, hazy, misty, smoggy; dew; dewy; thick fog; dense fog; heavy fog; patchy fog; a blanket of fog; pea soup (informal) – thick yellow fog.*

## **Тема 12. IMPORTANCE OF MOBILE PHONES**

Ключові терміни та поняття: *dial telephone, rotary dialing telephone; push-button telephone; touch-tone telephone; pay phone, public phone; mobile phone, cell phone / cellular phone; cordless / wireless phone, radiotelephone; satellite phone; IP telephone, softphone (software phone); VoIP (Voice over IP); WiFi phone (WiFi = Wireless Fidelity). the base unit / the base; the receiver / the handset; the microphone; the dial; the buttons; the redial button; the mute button; the hold button;*

*the bell; the hook; the telephone plug; the telephone jack; the headset; earphone, earphones; telephone cord; telephone cable; telephone wire; answering machine; fax machine; modem; speakerphone; caller ID / caller identification.*

### **Тема 13. CULTURE AND ART**

Ключові терміни та поняття: *museum, gallery, theater, cinema/ movies, exhibition, free entry, to merit an entry fee, to marvel at modern masterworks, ticketing practices, a sign at the ticketing line, museums focused on generating revenue, museums should be free community resources, still-life paintings, some museums do not charge general admission, others tend to charge high entry fees, strong government grant programmes, private donations, a revived culture of philanthropy, many scientists are very appreciative of the arts, aesthetic experience, to bring creativity and out-of-the-box, thinking into other disciplines, science and art have different ways of explaining the world,*

*great composers are still recognizable to most people, professional choirs, art connoisseur [ˌkɒnəˈsɜː], choral and orchestral pieces are used in popular movies, film composers.*

### **Тема 14. CONSUMER GOODS**

Ключові терміни та поняття: *home appliances, electrical appliances, office equipment, office supplies, stationery store, computer; printer; scanner; typewriter; calculator; copier; photocopier; Xerox machine; paper shredder; stationery; writing paper; notepaper; A4 paper; drawing paper; carbon paper; lined paper; ruled paper; unlined paper; scratch paper; blotting paper; transparent paper; tracing paper; colored paper; brown paper; wrapping paper; a piece of paper; a scrap of paper; a pad of paper; a sheet of paper; a stack of paper; notebook; writing pad; notepad; scratch pad; clipboard; drawing board; file; folder; binder; organizer; filing cabinet; letter tray; envelopes; pen; ballpoint pen; ball pen; fountain pen; pencil; color marker; crayon; pencil sharpener; eraser; ruler; stencil; paper knife; penknife; paperweight; paper clip; stapler; tack; Scotch tape; adhesive tape; sticker; label; wastepaper; wastebasket; wastepaper basket.*

### **Тема 15. MONEY IN OUR LIFE**

Ключові терміни та поняття: *note (GB) = bill (US), coin, token = piece of metal used to pay when travelling by train or underground. / receipt given as a present to somebody so that he spends it as he likes, quid = a pound, buck = a dollar, a euro, fiver = a £5 note, tenner = a £10 note, cheque (GB) = check (US), currency = money used in a country, fund = sum of money saved, funds = financial resources, finance (noun) = management of money, shares, bonds, assets = what you achieve and possess, to pay cash, to pay by cheque, to pay by credit card, draft, overdraft, postal order, money order, a deposit, to deposit, to withdraw, to cash a cheque, balance = money in your account, bank statement, bank charges = what the bank charges for their service, interest rate, teller, clerk, ATM, safe, vault, treasury, exchange rate, inflation, deflation, to lend, to borrow, a loan, to loan = to lend, to owe, to pay back, due = owed, overdue, a debt, expense account, to spend on something, to invest in something an investment, to pawn, a pawnbroker, mortgage, comfortably off = rich, well-off = quite rich, badly-off = poor, wealth, poverty, your account is in red = you are in the red, to be on the red line = cover the minimum necessities, to be tight, to be penniless, to be broke, to go/be bankrupt – bankruptcy. to inherit = receive money, properties from an ancestor, heir (masculine) - heiress (feminine) = person who inherits something, to make a fortune = earn a lot of money by working, to win a fortune = win a lot of money on a bet, game, etc., to run into debt, to be (heavily) in debt, to be up to one's ears in debt, to be broke, to be on the dole, retail, retailer, wholesale, wholesaler, to buy something in bulk, to give somebody a treat, to cost (cost, cost), to haggle over sth = ask for a lower price, to cut down = to reduce, cuts = reductions, to squander = throw away money - a squanderer, stake money = money used to bet, to pay in instalments = pay in amounts of money every month, hire purchase, at cheap rates, cheap-rate time = time when the rate is cheaper, off-peak time = time when the rate is cheaper, peak time = time when the rate is more expensive, to refund, a refund, income, expenditure, budget, upkeep = money needed to keep up something, economical = that doesn't spend much, economic = related to economy.*

### **Тема 16. PARTIES AND EVENTS**

Ключові терміни та поняття: *carol concert = a Christmas occasion where people often go to church to hear carols songs, school play = a play where school children play the roles. office*

*party = an evening or afternoon party organised by your place of work, family gathering = when family members meet for lunch, dinner, or the whole day, cocktail party = a party in the early evening, where people dress quite formally for drinks, informal drinks = an informal party at your house where you serve drinks and snacks, a drink-up = a party in a pub organised by your colleagues or friends.*

*pub quiz night = when a group of friends go to the pub to take part in a quiz, fundraising event / charity do = "do" is a more informal way of saying "event", fancy-dress party = a party where everyone wears a costume on a particular theme, a ball = a formal evening occasion where people dance, bingo = where people buy a card with numbers on it, then listen to an announcer reading out numbers, dinner dance = an old-fashioned, quite formal occasion, where couples eat dinner, then dance waltzes etc.*

### **Тема 17. YOUR PERSONALITY**

*Ключові терміни та поняття: good (excellent, fine, strong, firm, weak, bad, terrible, evil) character; traits of character; qualities; he has a terrible character; his character is very good; a woman of great character; a man of character; he has no character at all; pleasant (friendly, strong, weak, interesting, charismatic) personality; she has a friendly personality; he has a lot of personality; she is soft-hearted by nature; it is not in his nature to be rude, strong, tough, hardy, mature, independent; weak, immature; strong-minded, strong-willed, hard-headed, determined, resolute; honest, sincere, truthful, decent, scrupulous; dishonest, insincere; cunning, deceitful, crafty, sly, treacherous; unscrupulous; dependable, reliable, trustworthy; faithful, loyal, devoted; true; unreliable, untrustworthy; unfaithful, disloyal; irresponsible; hardworking, diligent, conscientious; responsible; persevering; ambitious; disciplined, organized, accurate, methodical, careful; thorough; undisciplined, disorganized, inaccurate, careless; forgetful; shallow, superficial; reasonable, sensible, rational, prudent, level-headed, practical; just, fair, objective, impartial, unbiased; unjust, unfair; opinionated; unreasonable, irrational; unpredictable; impractical; naive; superstitious; active, energetic, vigorous, quick, fast; lazy, idle, slow, inert, passive, sluggish; attentive, alert, perceptive, observant, insightful, shrewd; inattentive; brave, bold, courageous, fearless; reckless; cautious; timid, cowardly.*

### **Тема 18. FEELINGS AND EMOTIONS IN OUR LIFE**

*Ключові терміни та поняття: annoyed ~ apathetic ~ bored ~ certain ~ cold ~ crabby ~ cranky ~ critical ~ cross ~ detached ~ displeased ~ frustrated ~ impatient ~ indifferent ~ irritated ~ peeved ~ rankled ~ affronted ~ aggravated ~ angry ~ antagonized ~ arrogant ~ bristling ~ exasperated ~ incensed ~ indignant ~ inflamed ~ mad ~ offended ~ resentful ~ riled up ~ sarcastic ~ aggressive ~ appalled ~ belligerent ~ bitter ~ contemptuous ~ disgusted ~ furious ~ hateful ~ hostile ~ irate ~ livid ~ menacing ~ outraged ~ ranting ~ raving ~ seething ~ spiteful ~ vengeful ~ vicious ~ vindictive ~ violent ~ amused ~ calm ~ encouraged ~ friendly ~ hopeful ~ inspired ~ jovial ~ open ~ peaceful ~ smiling ~ upbeat cheerful ~ contented ~ delighted ~ excited ~ fulfilled ~ glad ~ gleeful ~ gratified ~ happy ~ healthy self-esteem ~ joyful ~ lively ~ merry ~ optimistic ~ playful ~ pleased ~ proud ~ rejuvenated ~ satisfied.*

### **Тема 19. FREE TIME ACTIVITIES**

*Ключові терміни та поняття: free time; spare time; leisure time; pastime; favorite occupation; go to the cinema; go to the theater; go to the movies; go to a movie; go to a concert; go to a museum; go to an art gallery; go to the park; go to the zoo; go to a party; go on holiday; go on vacation; be on holiday; be on vacation; go on an excursion (a picnic, a trip); go for a walk (a picnic, a swim, a drive); take a walk (a trip, a swim, a holiday, a vacation); have a party (a picnic, a walk, a holiday); have a picnic by the river (in the park, on the beach); go to the summer house in summer; go to a summer camp; go to the seaside; spend summers at the seaside; spend a holiday by the sea; go to the beach; get some tan; go swimming; go bicycling; go hiking; go skiing; go skating; go horse riding; go boating; go sailing; go hunting; go fishing; go camping; I go bicycling with my friends every Sunday; listen to music; listen to the radio; watch TV; watch a new film; see a movie; read a book; read a magazine; play the piano; play the violin; play (the) guitar; play the drums; sing in a school choir; sing songs; sing a song; sing and dance; go dancing;*

### **Тема 20. INTERESTS AND HOBBIES**

Ключові терміни та поняття: *watching television, visiting friends, entertaining friends (when friends come to your house for dinner, etc), listening to music, reading books, going to the pub, going to a restaurant, gardening, going for a drive, going for a walk, DIY (doing DIY = doing home-improvement activities), photography / taking photographs, surfing the net, play + sport / game, play football / play video games / play chess, do + hobby / individual sport, do DIY, do judo, go + activity, go swimming, go fishing.*

### **Тема 21. WORKING LIFE**

Ключові терміни та поняття: *my workplace; my office; the place where I work; the company that I work for; work in an office; work in a bank; work at a bank; work at a factory; work at a hospital; work at a small computer company; work for a newspaper; have a small business of my own; work as a secretary; work as an engineer; work as a nurse; be a clerk; be a manager; be a salesman; sell cars; design clothes; repair computers; go to work; drive to work; walk to work; go by bus; go by train; take the subway to work; not very far from home; quite far from home; it's ten minutes by car; it's a ten-minute drive from home; a twenty-minute walk from where I live; it takes me an hour to get to my workplace; it takes me about twenty minutes to get there; it takes me about an hour and a half to get there; work five days a week from nine in the morning till six at night; work from nine to six; I have to work on Saturdays; Sunday is my day off; work part time; work full time; she has to work overtime; have a short break for lunch at noon; eat lunch at the nearby cafeteria; I have lunch at my desk.*

### **Тема 22. BUYING AND SELLING**

Ключові терміни та поняття: *home appliances, electrical appliances, lamps; lights; floor lamp; desk lamp; reading lamp; chandelier; light bulbs; flashlight; stereo system; radio; clock; alarm clock; sewing machine; air conditioner; fan; ventilator; heater; iron; hair drier; hair dryer; refrigerator; fridge; freezer; microwave oven; toaster; electric stove; electric range; oven; grill; pressure cooker; pressure saucepan; mixer; blender; food processor; meat grinder; meat chopper; electric kettle; coffee maker; coffee machine; percolator; coffee mill; coffee grinder; washing machine; dishwasher; vacuum cleaner; water heater; boiler, teapot; coffeepot; kettle; teakettle; jug; jar; pitcher; coffee mug; beer mug; plastic cup; china; porcelain; teacup; coffee cup; saucer; sugar bowl; creamer; crystal; glassware; stemware; glasses; wineglass; goblet; tumbler; beer glass; a cup of tea; a cup of coffee; a glass of water; a glass of milk; a glass of wine; a glass of beer; a mug of beer; a mug of coffee; tableware; dish; platter; plate; dinner plate; salad plate; soup bowl; salad bowl; flatware; fork; dinner fork; salad fork; spoon; teaspoon; coffee spoon; tablespoon; cutlery; knife; cleaver; carving knife; carving fork; bread knife; fruit knife; breadboard; cutting board; tray; dish rack; dish drainer; container; canister; tablecloth; napkin; paper napkin; serviette; place mat; salt shaker; pepper shaker; cookware; pan; saucepan; casserole; pot; Dutch oven; frying pan; skillet; lid; handle; ladle; spatula; fish slice; tongs; can opener; tin opener; bottle opener; corkscrew; potato masher; rolling pin; eggbeater; whisk; grater; nutcracker; vegetable peeler; dipper; colander; strainer; funnel; kitchen scales; kitchen scissors; ice pick; dishtowel; tea towel; paper towel; dish holder; oven glove; garbage can; trash can; waste bin; dustbin.*

### **Тема 23. SYSTEM OF EDUCATION**

Ключові терміни та поняття: *professor, lecturer, researcher, research, undergraduate, graduate, post-graduate or post-graduate student, Masters student, PhD student, Master's degree, Bachelor's degree, degree, thesis, dissertation, lecture, debate, higher education, semester, student loan, student union, tuition fees, university campus, have about ... lessons per day / week. study approximately ... subjects. have lessons from ... to ... have lessons in the mornings and afternoons. do not have to repeat a year. have about ... weeks of holiday. (do not) wear school uniforms. are (not) required to wear school uniforms. o graduate from school, pressure to do well, to skip school, to keep somebody in after school, be kept in after school, to drop out of school, be expelled from school.*

### **Тема 24. EATING. FOOD AND RESTAURANTS**

Ключові терміни та поняття: *restaurant; cafeteria; cafe; lunchroom; luncheonette; coffee shop; tearoom; snack bar; eating place; eating house; diner; eatery; canteen; grillroom; pizzeria; milk*

*bar; French restaurant; Italian restaurant; Chinese restaurant; Mexican restaurant; seafood restaurant; fish restaurant; fast food restaurant (fast-food restaurant); hotel restaurant; a la carte restaurant; self-service restaurant; family restaurant; bar; barroom; cocktail lounge; pub; tavern; saloon.*

### **Тема 25. MODERN HOUSES**

Ключові терміни та поняття: *bright, cramped, expensive, costly, modern, tidy, quiet, relaxing, huge, enormous, comfortable, private, horrible, large, dirty, modern, beautiful, convenient, dangerous, shabby, old, dark, little, clean uncomfortable, tiny, untidy, economical, noisy, inconvenient, spacious, public, cheap, unsafe, small, great, oldfashioned, ugly, attractive, protected, neat.*

### **Тема 26. GOING OUT**

Ключові терміни та поняття: *tourist information center; visitors center; visitors bureau; travel agency; tourist agency, hotels and other accommodation, hotel; inn; motel; lodge; youth hostel; residential hotel; lodging; lodgings; lodging house; rooming house; guesthouse (guest house); country inn; camping area; campsite; boardinghouse (boarding house); bed and board; bed and breakfast; deluxe hotel; luxury hotel; five-star hotel; four-star hotel; three-star hotel; downtown hotel; small hotel; large hotel; old hotel; rundown hotel; expensive hotel; moderate hotel; inexpensive hotel; cheap hotel; hotel amenities; hotel facilities; business center; restaurant; playground; fitness facilities; exercise facilities; fitness center; exercise room; swimming pool.*

### **Тема 27. THE NATURAL WORLD**

Ключові терміни та поняття: *a bookworm; a history buff; a sports fan; a music fan; a movie fan; a TV addict; a computer whiz kid; a computer freak; a number-cruncher; a fashion plate; a dandy; a fashionmonger; a warmonger; a newsmonger; a scaremonger; a junk collector; a pack rat; a miser; a squanderer; a spendthrift; a spender; a homebody; a couch potato; lazybones; a workaholic; a Jack of all trades; an adventurer; a thrill seeker; an oddball; a weirdo; a chatterbox; a scatterbrain; a teaser; a prude; a hypocrite; a chronic liar; a gambler; a smooth operator; a city slicker; a simpleton; a superachiever; an underachiever; a winner; a loser; a tough guy; a softy; a woman-chaser; a womanizer; a ladies' man (a lady's man); a black sheep; a scapegoat; a scarecrow; a white crow; a night owl.*

### **Тема 28. PEOPLE I KNOW**

Ключові терміни та поняття: *pretentious, self-important, vain, pompous; domineering, oppressive; unpretentious; capricious, wayward, whimsical; mischievous; argumentative, irritable, quarrelsome;*

*critical, exacting, fault-finding; pedantic; docile, dutiful, obedient; disobedient; talkative; glib; noisy; reserved, reticent; laconic; taciturn; silent; secretive; economical, thrifty, frugal, tight, stingy, miserly, greedy; wasteful, prodigal, extravagant; strange, odd, weird, eccentric, crazy; normal, ordinary, regular, intelligent, wise, clever, smart; sharp, keen, bright, quick, agile; broad-minded; open-minded; narrow-minded; small-minded; absent-minded; a sharp mind; a quick mind; he is intelligent and broad-minded; foolish, silly, stupid, dumb; dull, slow; crazy, insane, mad; he is foolish.*

### **Тема 29. JOURNEYS**

Ключові терміни та поняття: *terminal – a place where vehicles, passengers, or goods begin or end a journey. Flight time / departure time – your “flight time” is the time that the plane leaves. Check-in desk – a place where you can show your ticket and give the airline your bags so they can put them on the plane. Baggage allowance – the maximum weight for your bags (it's usually 20 kilos). Excess baggage charge – an amount of money you have to pay if your bags are heavier than the baggage allowance. Luggage belt / baggage conveyor belt – a moving rubber belt that takes your bag from the check-in desk to the plane, or from the plane to the baggage reclaim area. Departure lounge – a large room in an airport where you can sit before getting on the plane Security check-in area – the area in an airport where you show your passport. Boarding gate – the area where you show your boarding pass and get on the plane. Board – if you “board” a plane, you*

*get on it. Arrival time – the time your plane arrives at its destination. Land – if a plane “lands”, it comes to the ground in a controlled manner. Take off – if a plane “takes off”, it leaves the ground in a controlled manner. Delayed – if your plane is “delayed”, it leaves later than planned. Cancelled – if your plane is “cancelled”, it doesn’t leave and you have to get on another flight.*

### **Тема 30. TECHNOLOGY AND SCIENCE**

Ключові терміни та поняття: *AAR At any rate, IOW In other words, AFAIK As far as I know, JK Just kidding, ATM At the moment, KIT Keep in touch, ASAP As soon as possible, LOL Lots of love, BBS Be back soon, NM Never mind, BION Believe it or not, NP No problem, CUL See you later, NRN No response necessary, DWAI Don't worry about it, PCM Please call me, F2F Free to talk, RUOK Are you okay? GL Good luck, THNQ/TY Thank you, GTSY Glad to see you, WU What's up? HAND Have a nice day, YW You are welcome.*

### **Тема 31. INJURIES AND ILLNESS**

Ключові терміни та поняття: *disease, malady, ailment, illness, sickness, disorder, health problem; chronic disease, acute disease, serious disease, heart disease, common diseases; infectious disease, contagious disease; communicable diseases, noncommunicable diseases; to have a heart disease; to suffer from asthma; to catch an infectious disease; minor disorder, major disorder, nutrition disorder, blood disorders, mental disorders, congenital disorders, hereditary disorders, hormonal disorders; to have a minor kidney disorder; to have a serious genetic disorder; to fall ill; to be ill; to be sick; to be in poor health; to be in bad shape; to have a cold; to catch cold; to come down with a cold; to come down with pneumonia; to go down with a cold (with pneumonia); to have a headache; to have a toothache; to have earache; to have a pain in the stomach; to have chest pains; my left foot hurts; my wrist hurts; to have an allergy to medication (to medicines); to be allergic to pollen (to animal hair; to smoke); to have food allergies; to faint, to lose consciousness; to be unconscious; to regain consciousness; to treat, to cure, to heal; to be on the mend; to recover (from an illness); to get well.*

### **Тема 32. NEWS AND EVENTS**

Ключові терміни та поняття: *awkward, clumsy – graceful, awkward, clumsy – skillful (BrE: skilful), dexterous, deft, handy, basic, fundamental – secondary, additional, beautiful, handsome, attractive, good-looking, pretty – ugly, repulsive, best – worst, big, large – little, small, bold, confident – timid, shy, brave, bold, courageous, fearless – afraid, frightened, scared, timid, cowardly, bright, vivid, colorful (BrE: colourful) – dull, dim, colorless (BrE: colourless), busy, occupied – free, calm, quiet, peaceful – noisy, agitated, excited, careful, cautious – careless, inattentive, cheerful, joyful – cheerless, gloomy, clean, neat, tidy – dirty, untidy, clear – not clear, unclear, clever, smart – foolish, silly, stupid, cold, chilly, cool – hot, warm, comfortable, cozy – uncomfortable, confident, sure, certain, positive – not sure, uncertain, doubtful, constructive – destructive, convenient – inconvenient, correct – incorrect, wrong, crazy, mad, insane – reasonable, sensible, rational.*

### **Тема 33. ENTERTAINMENT**

Ключові терміни та поняття: *basketball, cycling, skiing, work out, aerobics, weight, training, badminton, squash, swimming, hockey, martial arts, Pilates, spinning, yoga, darts, pool, tenpin, bowling, running, take something up, pick something up, sign up for something, stick at something, give up something, take part in something, bar court, track pool, gym, pitch, mountains, expends energy, no physical effort, just a bit of fun, develops muscle tone, improves stamina, has a clear set of rules.*

### **Тема 34. SIGHTSEEING**

Ключові терміни та поняття: *to go sightseeing; to see the sights; to visit scenic sites; to visit places of interest; tourist attractions; cultural attractions; scenic attractions; major attractions; historical places; historic places; historical sites; historic sites; historic landmarks; art gallery; art*

*museum; museum of art; science museum; exhibition; showroom; monument; memorial; square; plaza; park; garden; botanical garden; zoo; zoological garden; aviary; wildlife refuge; nature reserve; planetarium; aquarium; marine park; water park; aquapark; amusement park; concert hall; opera house; theater; movie theater; cinema; circus; dancing hall; disco; discotheque; night club.*

### **Тема 35. THINGS YOU NEED**

Ключові терміни та поняття: *learning to learn, writing, public speaking, meditation, forming good, habits, negotiation, mathematical thinking, coordination and flexibility, questioning, reasoning, critical judgement, urposeful introspection, maintaining perspective, a sense of humour, persuading others, setting and achieving realistic personal targets.*

### **Тема 36. SOCIETY AND CULTURE**

Ключові терміни та поняття: *parties, passage, patient, patriot, peaceful, penalty, perpetuity, petition, polarize, politics, pork belly, power, practice, presidential, pressure, principal, principles, privacy, protection, protest, provocative, pursuit, secretive, security, separation of power, social security, social service, solution, speech, spite, standoff, state, support, surveillance, symbol.*

### **Тема 37. SPORTS AND INTERESTS**

Ключові терміни та поняття: *stadium, team, athlete, coach, competitor, contest, defeat, league, season, captain, skill, tournament, medal, professional, referee, spectator, victory, amateur, tennis, boxing, football, swimming, skating, skiing, golf, healthy living; healthy lifestyle; to be in good health; to feel well; balanced diet; nutritious food; to have regular meals; to eat plenty of fruit and vegetables; proteins, fats, carbohydrates, vitamins, minerals; to be overweight; to go on a diet; to stay slim; physical fitness; regular exercise; sports; to do morning exercises; to exercise regularly; to play sports; to go in for sports; to feel well; to be in good health; to be physically fit; to be in good shape; healthy environment; clean water; fresh air; to quit smoking; to give up smoking; to sleep well; to have a good sleep; to have / to get a good night's sleep; to have eight hours of sleep; coping with stress; to cope with stress; regular medical checkups; preventing injuries and diseases.*

### **Тема 38. ACCOMMODATION**

Ключові терміни та поняття: *Accommodation: A place to stay. (noun)*

*Alternative: Another choice. (noun)*

*Amenities: The things that are available for guests to use or do in or around the hotel. (noun)*

*Appointed: To be filled with furniture and fittings. (adjective)*

*Appreciate: To like, enjoy. (verb)*

*Award: Something that is given for being very good. (noun)*

*Balcony: An outside space enclosed with a protective edge. (noun)*

*Bar: A place to sit and drink, and also eat food. (noun)*

*Basement: A space under a building. (noun)*

*Bed and breakfast: The price includes the room where you sleep and the food you eat for breakfast. (noun)*

*Bellboy: A person who carries guests' luggage to their rooms. (noun)*

*Booking: To secure a room to stay in a hotel (same as reservation). (noun)*

*Brochures: An information booklet. (noun)*

*Buffet: A counter where you help yourself to food. (noun)*

*Building: A strong covered area that protects from the wind and water. (noun)*

*Check-in: To arrive at a hotel and get access to your room. (verb)*

*Check-out: To leave a hotel and stop using the room. (verb)*

*Choice: The act of making a decision. (noun)*

*Comfortable: Very soft and cosy. (adjective)*

*Complimentary: Something that is free. (adjective)*

*Concierge: A person who can organise special requests for hotel guests. (noun)*

*Confirm: To accept, agree. (verb)*

### **Тема 39. NATURE AND ENVIRONMENT**

Ключові терміни та поняття: *acid rain, generation, aerosol, extremely toxic, sprayed in the air, animal welfare, strive to create, a balance, carbon monoxide, climate, conservation, focuses on,*



*protect the nature, endangered species, need our help, energy, increasing amount of energy, nuclear energy, serious environmental disasters, solar energy, fossil fuels exhaust fumes, traffic, cough, fertilizers, huge farms, pollute drinking water for miles around, forest fires, burn out of control, hazy weather conditions, global warming, doubt, greenhouse effect, to heat up the earth, (non)renewable resources, dependent on renewable energy resources, nuclear, exploration of nuclear science, great boons, horrific dangers for humanity, nuclear fallout, devastating, nuclear reactor, oil slick, sinking vessel, ozone layer, industrial additives, threaten, pesticide, kill off unwanted insects.*

#### **Тема 40. CRIME AND PUNISHMENT**

Ключові терміни та поняття: *accused/defendant, arsonist, release on, bail, blackmailer, burglar, defence, capital punishment, community service, corporal punishment, find innocent/guilty, fine, forger, hijacker, inquiry, judge, jury, kidnapper, lawyer, mugger, murderer, pickpocket, prison, sentence, (put on) probation, prosecution, shoplifter, smuggler, suspended sentence, thief, trial, verdict, witness, testimony, evidence.*

#### **Тема 41. CAREERS AND STUDYING**

Ключові терміни та поняття: *application, application form, apprentice, trainee apprenticeship, CV (curriculum vitae), job interview, skilled worker, to apply for a job, training, training course, vacancy, a full-time job, a part-time job, continued payment of wages, flexitime, pay slip, salary, to get a rise, to get a raise, to work in shifts, to work overtime, wage cut, wage demand, claim wage, group wages, period of notice, to be unemployed, to be out of work, to be on the dole, to fire somebody, to sack somebody, to give somebody notice, to dismiss somebody, to hand in one's notice, to resign, to quit unemployment, unemployment benefit, dole money.*

#### **Тема 42. SOCIALIZATION**

Ключові терміни та поняття: *socialization, self-concept, an image of yourself, separate from other people, looking-glass self, significant others, role taking, assuming the viewpoint, imitation stage, Mead's first stage in the development of role taking; to imitate behaviors, play stage, Mead's second stage, role taking; game stage, Mead's third stage; anticipate the actions of, generalized other, integrated conception of the norms, values, and beliefs of one's community or society, "me", the part of the self formed through socialization.*

#### **Тема 43. TRANSPORT AND TRAVEL**

Ключові терміни та поняття: *long-haul destination, layover (or stop-over) check-in, connecting flight, duty-free allowance, long queues, travel insurance, land, landing, plane, take off, destination, journey, passenger, route, travel, travel agent, trip, camp, go camping, charter flight, cruise, excursion, (youth) hostel, hotel, luggage, motel, package holiday, self-catering holiday, sightseeing, go sightseeing, suitcase, tour, tourism, tourist, vacation.*

#### **Тема 44. HEALTH AND MEDICINE**

Ключові терміни та поняття: *runny nose, broken bone, bruise, sunburn, chills, backache, nausea, dizziness, flu, stomachache, fever, snakebite, cough, fever, high blood pressure, broken arm, injury, diabetes, sore finger, toothache, sprain, common treatments, bed rest, blood tests, diet, surgery, exercise, physical therapy, shot (u.s)/ jab (u.k), massage, x-ray, eye exam, pressure measuring, examination, infusion.*

#### **Тема 45. LIFE-CHANGING EVENTS**

Ключові терміни та поняття: *widow, pensioner, bachelor, orphan, widower, graduation, wedding, engagement, bridal shower, honeymoon, immigrated, emigrated, citizens, bought houses, study law; study accounting; study business; study medicine; study English; study medicine at a school of medicine; study law at a school of law; study accounting at a vocational school (trade school; technical school); study bookkeeping on the job; have on-the-job training; study English with a private teacher; have English classes twice a week; have classes four times a week; to graduate from school; drop out of school; quit school.*

#### **Тема 46. BANKS AND MONEY**

Ключові терміни та поняття: *note (GB) = bill (US), coin, token = piece of metal used to pay when travelling by train or underground. / receipt given as a present to somebody so that he spends it as he likes, quid = a pound, buck = a dollar, a euro, fiver = a £5 note, tenner = a £10 note, cheque*

(GB) = check (US), currency = money used in a country, fund = sum of money saved, funds = financial resources, finance (noun) = management of money, shares, bonds, assets = what you achieve and possess, to pay cash, to pay by cheque, to pay by credit card, draft, overdraft, postal order, money order, a deposit, to deposit, to withdraw, to cash a cheque, balance = money in your account, bank statement, bank charges = what the bank charges for their service, interest rate, teller, clerk, ATM, safe, vault, treasury, exchange rate, inflation, deflation, to lend, to borrow, a loan, to loan = to lend, to owe, to pay back, due = owed, overdue, a debt, expense account, to spend on something, to invest in something an investment, to pawn, a pawnbroker, mortgage, comfortably off = rich, well-off = quite rich, badly-off = poor, wealth, poverty, your account is in red = you are in the red, to be on the red line = cover the minimum necessities, to be tight, to be penniless, to be broke, to go/be bankrupt – bankruptcy. to inherit = receive money, properties from an ancestor, heir (masculine) - heiress (feminine) = person who inherits something, to make a fortune = earn a lot of money by working, to win a fortune = win a lot of money on a bet, game, etc., to run into debt, to be (heavily) in debt, to be up to one's ears in debt, to be broke, to be on the dole, retail, retailer, wholesale, wholesaler, to buy something in bulk, to give somebody a treat, to cost (cost, cost), to haggle over sth = ask for a lower price, to cut down = to reduce, cuts = reductions, to squander = throw away money - a squanderer, stake money = money used to bet, to pay in instalments = pay in amounts of money every month, hire purchase, at cheap rates, cheap-rate time = time when the rate is cheaper, off-peak time = time when the rate is cheaper, peak time = time when the rate is more expensive, to refund, a refund, income, expenditure, budget, upkeep = money needed to keep up something, economical = that doesn't spend much, economic = related to economy.

#### **Тема 47. FOOD AND MEALS**

Ключові терміни та поняття: *A bag of: a bag of potatoes; a bag of oranges; a bag of dog food; a bag of potato chips;*

*A bar of: a bar of chocolate; a bar of candy; a candy bar; a bar of soap;*

*A bottle of: a bottle of milk; a bottle of mineral water; a bottle of grapefruit juice; a bottle of red wine; two bottles of beer; a bottle of ketchup; a bottle of soy sauce;*

*A bowl of: a bowl of breakfast cereal; a bowl of cornflakes; a bowl of salad; a bowl of soup;*

*A box of: a box of spaghetti; a box of corn flakes; a box of crackers; a box of cookies; a box of chocolates; a box of eggs; a box of matches;*

*A bunch of: a bunch of parsley; a bunch of carrots; a bunch of radishes; a bunch of flowers;*

*A can of: a can of green peas; a can of olives; a can of tomato soup; a can of sardines; a can of beer; a can of hair spray;*

*A carton of: a carton of milk; a carton of fruit juice; a carton of eggs; a carton of cigarettes (ten packs of cigarettes);*

*A container of: a container of sour cream; a container / a cup of yogurt;*

*A cup of: a cup of coffee; a cup of tea; a cup of soup; a (plastic) cup of coffee;*

*A dozen: a dozen eggs; two dozen eggs; a dozen oranges; a dozen bread rolls; a dozen hamburger buns;*

*A gallon of: a gallon of milk; a gallon of spring water;*

*A glass of: a glass of milk; a glass of water; a glass of beer; a glass of wine; A head of: a head of cabbage; a head of cauliflower; two heads of garlic;*

*A jar of: a jar of mayonnaise; a jar of raspberry jam; a jar of pickles; a jar of coffee;*

*A loaf of: a loaf of bread; a loaf of French bread; two loaves of rye bread;*

*A mug of: a mug of coffee; a mug of tea; a mug of beer; a mug of ale;*

*A package of: a package of hot dogs; a package of chicken legs; a package of sesame rolls; a package of cookies; a package of cottage cheese; a package of popcorn; a package of beans; a package of candies;*

*A packet of: a packet of envelopes; a packet of letters; a packet of cigarettes;*

*A pack of: a pack of chewing gum; a pack of cigarettes; a pack of cards; a six-pack of beer; a twelve-pack of mineral water; a twin pack;*

*A piece of: a piece of bread; a piece of cake; a piece of pie; a piece of fruit;*

*A pint of: a pint of blueberries; a pint of cream; a pint of beer;*

*A pound of:* a pound of meat; three pounds of ground beef; a pound of cheese; a half pound of butter; two pounds of tomatoes;  
*A quart of:* a quart of milk; a quart of apple juice; two quarts of orange juice;  
*A roll of:* a roll of toilet paper; a roll of paper towels; a roll of foil; a roll of film;  
*A slice of:* a slice of bread; a slice of pie; a slice of pizza; a slice of cheese; a slice of meat; a slice of tomato;  
*A teaspoon of:* a teaspoon of instant coffee; a teaspoon of syrup; a tablespoon of salt;  
*Sugar:* a lump of sugar; two lumps of sugar; a cube of sugar; a teaspoon of sugar; a spoonful of sugar;  
*A tube of:* a tube of mustard; a tube of hand cream; a tube of shampoo; a tube of toothpaste;  
*One, two, five:* two fish; four salmon steaks; five frozen hamburgers; three cinnamon buns; six oranges.

#### **Тема 48. BUSINESS**

Ключові терміни та поняття: *(co-)founder, consultant, market, value, objective, performance, promotion, public sector, resources, revenue, shareholder, skill, staff, subordinate, target, to accomplish, to allocate, to execute, to invest, investor, to measure, to resign, to supervise, supervisor, (un)skilled worker, benefits, bonus, career training, commission, corporate culture, early retirement, efficiency, fixed salary, hourly wage, incentive job rotation, job security, labor relations, manufacturing pay, rise pension, perk, professionals, profit, sharing promotion, remuneration, salary, sick pay, to supervise, vacation, wage, working conditions, working relations, working week.*

#### **Тема 49. CITIES AND CITY LIFE**

Ключові терміни та поняття: *fast lane; left lane; slow lane; right lane; breakdown lane; bicycle lane; bicycle path; intersection; crossroads; junction; traffic light; red light; yellow light; green light; pedestrian crossing; zebra crossing; crosswalk; sidewalk; pavement; walkway; street corner; overpass; underpass; traffic circle; bridge; tunnel. parking lot, bus stop; bus station; bus terminal; taxi stop; subway station; subway entrance; parking lot; curb parking; to park at the curb; parking meter; garage; train station; railroad station; railway station; airport; gas station; filling station; petrol station, brick house; brownstone; wooden house; apartment house; block of flats (BrE); residential building; three-story house; four-storied house; multistory building; row house; cottage; cabin; bungalow; hut; lodge; log cabin; castle; palace; villa; estate; mansion; manor house; fortress; town house; country house; summer house; farmhouse; ranch house; office building; concrete-steel building; glass building; brick building; skyscraper; high rise; tower; elevator building; walk-up (walk-up building), miscellaneous buildings, school; hospital; supermarket; department store; restaurant; hotel; bank; post office; museum; library; movie theater; factory; plant; police department; fire department; city hall; town hall; prison; jail; church; cathedral; temple; chapel; mosque; synagogue.*

#### **Тема 50. RELATIONSHIPS**

Ключові терміни та поняття: *deep, profound – shallow, superficial, definite, clear – vague, unclear, indefinite, delicious, tasty – tasteless, unpalatable, inedible, different – the same, similar, difficult, hard – easy, dry – wet, eager, willing – reluctant, unwilling, early – late, economic (situation; policy; development), economical (person; use; car), educated, literate – uneducated, ignorant, illiterate, elegant, graceful, tasteful – inelegant, tasteless, empty – full, essential, indispensable, requisite, necessary, required – unnecessary, optional, dispensable, even, smooth – rough, uneven, even – odd, uneven, evident, obvious, clear, plain – vague, unclear, obscure, evil, malicious – kind, nice, good, exact, precise – inaccurate, inexact, expensive, costly, valuable – inexpensive, cheap, experienced, skilled, competent, qualified – inexperienced, unskilled, incompetent, unqualified, fair, just, objective, unbiased, impartial – unfair, unjust, biased, prejudiced, faithful, loyal, devoted – unfaithful, disloyal, treacherous, famous, renowned, celebrated, distinguished, well-known – unknown, obscure, fantastic, unreal – real, actual, true, far, distant, remote – near, close, fashionable, stylish – unfashionable, not in style, old-fashioned, fast, quick, rapid, speedy, swift – slow, favorable, beneficial, profitable – harmful, female (child;*

*elephant; workers), feminine (dress; delicacy; voice); (ling.) feminine gender, fine, refined, delicate, exquisite – common, ordinary, firm, steady, stable.*

#### **Тема 51. CULTURE AND IDENTITY**

Ключові терміни та поняття: *museum, gallery, theater, cinema/ movies, exhibition, free entry, to merit an entry fee, to marvel at modern masterworks, ticketing practices, a sign at the ticketing line, museums focused on generating revenue, museums should be free community resources, still-life paintings, some museums do not charge general admission, others tend to charge high entry fees, strong government grant programmes, private donations, a revived culture of philanthropy, many scientists are very appreciative of the arts, aesthetic experience, to bring creativity and out-of-the-box, thinking into other disciplines, science and art have different ways of explaining the world, great composers are still recognizable to most people, professional choirs, art connoisseur [kənə'sɜː], choral and orchestral pieces are used in popular movies, film composers.*

#### **Тема 52. POLITICS**

Ключові терміни та поняття: *parties, passage, patient, patriot, peaceful, penalty, perpetuity, petition, polarize, politics, pork belly, power, practice, presidential, pressure, principal, principles, privacy, protection, protest, provocative, pursuit, secretive, security, separation of power, social security, social service, solution, speech, spite, standoff, state, support, surveillance, symbol.*

#### **Тема 53. GOING OUT, STAYING IN. PROS AND CONS**

Ключові терміни та поняття: *tourist information center; visitors center; visitors bureau; travel agency; tourist agency, hotels and other accommodation, hotel; inn; motel; lodge; youth hostel; residential hotel; lodging; lodgings; lodging house; rooming house; guesthouse (guest house); country inn; camping area; campsite; boardinghouse (boarding house); bed and board; bed and breakfast; deluxe hotel; luxury hotel; five-star hotel; four-star hotel; three-star hotel; downtown hotel; small hotel; large hotel; old hotel; rundown hotel; expensive hotel; moderate hotel; inexpensive hotel; cheap hotel; hotel amenities; hotel facilities; business center; restaurant; playground; fitness facilities; exercise facilities; fitness center; exercise room; swimming pool.*

#### **Тема 54. CONFLICT AND RESOLUTION**

Ключові терміни та поняття: *conflict, productive, destructive, avoidance, confrontation, resolve, escalate, abandoned, rejected, negotiation, mediation, put down, confidential, dispute, conflict resolution technique, alternative, clarifying, problem solving, cause and effect, disagreement, a hostile, argumentative situation, find an acceptable solution, resolving a problem or dispute, brainstorming; figuring out the answer or solution to a problem.*

#### **Тема 55. SCIENCE AND RESEARCH**

Ключові терміни та поняття: *gorgeous, fair, mild, pleasant; bad, awful, terrible, nasty, lousy, foul, rotten, miserable, unpleasant, dull, gloomy, ugly; sunny, warm, hot, mild, cool, chilly, cold, freezing, icy, frosty; very cold; bitter cold; rainy, wet, humid, dry, arid, frigid, foggy, windy, stormy, breezy, windless, calm, still; a spell of good weather; a two-day spell of sunny weather; a spell of rainy weather; sky: cloudy, overcast, cloudless, clear, bright, blue, gray (BrE grey), dark; a patch of blue sky, warm sun; hot sun; blazing sun; sunshine, sunlight, sunrays, sunbeams; bright sunshine; bright sunlight; a patch of sunlight; daylight, moonlight; sunrise, sunset, day, night, dawn, morning, noon, afternoon, evening, twilight, nightfall, midnight, wind, breeze; a gust of wind; a blast of wind; strong wind; high wind; light wind; cool wind; warm wind; brisk wind; fresh wind; cold wind; piercing wind; easterly wind; northerly wind; southerly wind; westerly wind; hurricane, windstorm, whirlwind, tornado, typhoon, gale, dust storm, sandstorm, tropical storm, heavy rain; pouring rain; steady rain; constant rain; cold rain; warm rain; light rain; gentle rain; rain, rainfall, rain shower, downpour, deluge, rainstorm, drizzle, hail, sleet; a drop of rain, a droplet, a raindrop; rainbow, fog, haze, mist, smog; foggy, hazy, misty, smoggy; dew; dewy; thick fog; dense fog; heavy fog; patchy fog; a blanket of fog; pea soup (informal) – thick yellow fog.*

#### **Тема 56. NATURE AND NURTURE**

Ключові терміни та поняття: *a bookworm; a history buff; a sports fan; a music fan; a movie fan; a TV addict; a computer whiz kid; a computer freak; a number-cruncher; a fashion plate; a dandy; a fashionmonger; a warmonger; a newsmonger; a scaremonger; a junk collector; a pack rat; a*

*miser; a squanderer; a spendthrift; a spender; a homebody; a couch potato; lazybones; a workaholic; a Jack of all trades; an adventurer; a thrill seeker; an oddball; a weirdo; a chatterbox; a scatterbrain; a teaser; a prude; a hypocrite; a chronic liar; a gambler; a smooth operator; a city slicker; a simpleton; a superachiever; an underachiever; a winner; a loser; a tough guy; a softy; a woman-chaser; a womanizer; a ladies' man (a lady's man); a black sheep; a scapegoat; a scarecrow; a white crow; a night owl.*

#### **Тема 57. PROFESSIONAL DEVELOPMENT**

Ключові терміни та поняття: *application, application form, apprentice, trainee apprenticeship, CV (curriculum vitae), job interview, skilled worker, to apply for a job, training, training course, vacancy, a full-time job, a part-time job, continued payment of wages, flexitime, pay slip, salary, to get a rise, to get a raise, to work in shifts, to work overtime, wage cut, wage demand, claim wage, group wages, period of notice, to be unemployed, to be out of work, to be on the dole, to fire somebody, to sack somebody, to give somebody notice, to dismiss somebody, to hand in one's notice, to resign, to quit unemployment, unemployment benefit, dole money.*

#### **Тема 58. HEALTHY LIFESTYLE**

Ключові терміни та поняття: *balanced/healthy diet, digestion, to put on weight To lose weight, runny nose, broken bone, bruise, sunburn, chills, backache, nausea, dizziness, flu, stomachache, fever, snakebite, cough, fever, high blood pressure, broken arm, injury, diabetes, sore finger, toothache, sprain, common treatments, bed rest, blood tests, diet, surgery, exercise, physical therapy, shot (u.s)/jab (u.k), massage, x-ray, eye exam, pressure measuring, examination, infusion.*

#### **Тема 59. SPORT IS IMPORTANT IN OUR LIFE**

Ключові терміни та поняття: *stadium, team, athlete, coach, competitor, contest, defeat, league, season, captain, skill, tournament, medal, professional, referee, spectator, victory, amateur, tennis, boxing, football, swimming, skating, skiing, golf, healthy living; healthy lifestyle; to be in good health; to feel well; balanced diet; nutritious food; to have regular meals; to eat plenty of fruit and vegetables; proteins, fats, carbohydrates, vitamins, minerals; to be overweight; to go on a diet; to stay slim; physical fitness; regular exercise; sports; to do morning exercises; to exercise regularly; to play sports; to go in for sports; to feel well; to be in good health; to be physically fit; to be in good shape; healthy environment; clean water; fresh air; to quit smoking; to give up smoking; to sleep well; to have a good sleep; to have / to get a good night's sleep; to have eight hours of sleep; coping with stress; to cope with stress; regular medical checkups; preventing injuries and diseases.*

#### **Тема 60. IMPORTANT HISTORICAL EVENTS IN THE WORLD**

Ключові терміни та поняття: *parties, passage, patient, patriot, peaceful, penalty, perpetuity, petition, polarize, politics, pork belly, power, practice, presidential, pressure, principal, principles, privacy, protection, protest, provocative, pursuit, secretive, security, separation of power, social security, social service, solution, speech, spite, standoff, state, support, surveillance, symbol.*

#### **Тема 61. NEWS AND THE MEDIA**

Ключові терміни та поняття: *coverage, interest, publicity, reporting, freedom, campaign, report, event, blitz, circus, hype, spotlight, image, bias blackout, censorship, relations, baron, magnate, mogul, person, pundit, tycoon, conglomerate, empire, group, outlet, awareness, studies, a craft, by hand, folk artists, fine arts, tapestry, pottery, embroidery, a landscape, an oil painting, a watercolor, a sketch, plastic arts, functional arts, do/produce piece of art, performance art, juggling, street artists, art galleries, exhibits, exhibitions, curators, artefacts, figurative/representational, abstract art, contemporary art, a masterpiece, nation's heritage, priceless, culture vultures, philistines, elitist, highbrow/lowbrow tastes, to appeal to, atmospheric perspective, background, color scheme, composition, cool colors, easel, Renaissance, Baroque, Pre-Raphaelites, Cubism.*

#### **Тема 62. BUSINESS AND ECONOMICS**

Ключові терміни та поняття: *added value, advanced country, agriculture, commercial services, delocalize, healthcare, heavy industry, lawyer/law firm, less-developed country, low-cost country, maintenance, manufacturing, packaging, primary sector, quaternary sector, raw materials, real estate, secondary sector, tertiary sector, to distribute, to extract, (co-)founder, consultant, market, value, objective, performance, promotion, public sector, resources, revenue, shareholder, skill, staff,*

*subordinate, target, to accomplish, to allocate, to execute, to invest, investor, to measure, to resign, to supervise, supervisor, (un)skilled worker, benefits, bonus, career training, commission, corporate culture, early retirement, efficiency, fixed salary, hourly wage, incentive job rotation, job security, labor relations, manufacturing pay, rise pension, perk, professionals, profit, sharing promotion, remuneration, salary, sick pay, to supervise, vacation, wage, working conditions, working relations, working week.*

### **Тема 63. TRENDS AND FASHION**

Ключові терміни та поняття: *customer, driven, distribution, channel, market, driven market, opportunity market, penetration market, segmentation market, skimming price, elasticity price, sensitive price, war product differentiation, product features, sales, driven sales, rep(resentative), wholesaler.*

### **Тема 64. DANGER AND RISK**

Ключові терміни та поняття: *to examine, to diagnose, to treat; examination, diagnosis, treatment; physical examination; to be examined by a doctor; to have a checkup; to have a medical; blood test, urine test, X-ray, electrocardiogram; to take a temperature; to take a blood test; to take an X-ray; to measure weight and height; to measure blood pressure; to check the pulse; check your pulse rate; to take the patient's pulse; to count the pulse; to count the heartbeats; vaccination, immunization; medical history; to dress the wound; to put a broken arm in a cast; to give an injection (to give a shot); to check into a hospital; to have an operation; to undergo an operation; to give a blood transfusion; to donate blood; blood donor; tonsils removal, appendix removal, heart surgery, organ transplantation, kidney transplant; plastic surgery, cosmetic surgery, skin graft, runny nose, broken bone, bruise, sunburn, chills, backache, nausea, dizziness, flu, stomachache, fever, snakebite, cough, fever, high blood pressure, broken arm, injury, diabetes, sore finger, toothache, sprain, common treatments, bed rest, blood tests, diet, surgery, exercise, physical therapy, shot (u.s)/ jab (u.k), massage, x-ray, eye exam, pressure measuring, examination, infusion.*

## **5. ПИТАННЯ ДЛЯ САМОПЕРЕВІРКИ**

Word

o Word: The Definition & Criteria

Sentence

- o Sentence: Definition & Types
- o Simple sentence
- o Compound sentence
- o Complex sentence, and
- o Compound-complex sentence.

Parts of speech

- o Parts of speech

Noun

- o Noun
- o Types of Noun
- o Proper Noun
- o Common Noun
- o Abstract Noun
- o Concrete Noun
- o Countable Noun
- o Non-countable Noun
- o Collective Noun
- o Compound Noun

Pronoun

- o Pronoun: Definition & Types
- o Subject Pronouns

- Object Pronouns
- Possessive Pronouns
- Reflexive Pronouns
- Intensive Pronouns
- Relative Pronouns
- Demonstrative Pronouns
- Interrogative Pronouns

#### Adjective

- Adjective: Definition & Types
- Descriptive Adjectives
- Quantitative Adjectives
- Proper Adjectives
- Demonstrative Adjectives
- Possessive Adjectives
- Interrogative Adjectives
- Indefinite Adjectives
- Articles
- Compound Adjectives
- Degree of Adjectives

#### Verb

- Verb: Definition & Types
- Finite Verbs
- Non-finite Verbs
- Action Verbs
- Linking Verb
- Auxiliary Verbs
- Modal Verbs

#### Adverb

- Adverb: Definition & Types
- Conjunctive Adverbs
- Sentence Adverbs
- Adverbs of Time/Frequency (When?)
- Adverbs of Place/Direction (Where?)
- Adverbs of Degree (How Much?)
- Adverbs of Degree (How Much?)

#### Preposition

- Preposition: Definition & Types
- Prepositions of Time
- Prepositions of Place and Direction
- Prepositions of Agents or Things
- Phrasal

#### Prepositions Use of

##### Prepositions

Prepositions are the most confusing and difficult part of grammar because almost every definition of a preposition has exceptions and different meanings. There is no better technique to grasp the correct use of prepositions other than practicing to picture how each preposition functions in certain contexts. There are some certain common uses and expressions of different prepositions.

- Prepositions of Time Usage
- Prepositions of Places & Direction Usage
- Use of Prepositions : of, about, for, with, by

##### Conjunction

- Conjunction: Definition & Types
- Coordinating Conjunctions



- Correlative Conjunctions

- Subordinating

## Conjunctions Interjection

- Interjection: Definition & Types

## Article

- Article: Definition & Types
- Rules of Using Articles with Examples
- Use of Indefinite Article
- Use of Definite Article

## Tense

- Present Tense
- Past Tense
- Future Tense

## Present Tense

- Present Indefinite Tense
- Present Progressive (Continuous) Tense
- Present Perfect Tense
- Present Perfect Progressive (Continuous)

## Past Tense

- Past Indefinite Tense
- Past Progressive (Continuous) Tense
- Past Perfect Tense
- Past Perfect Progressive

## Tense Future Tense

- Simple Future (Future Indefinite) Tense
- Future Continuous Tense
- Future Perfect Tense
- Future Perfect Continuous

## Tense Phrases

- Phrase: Definition, Types & Examples
- Noun Phrase
- Adjective Phrase
- Adverbial Phrase
- Prepositional

## Phrase Number

- Number: Rules, Types & Examples
- Singular Number
- Plural Number

## Clauses

- Clauses: Definition, Types & Examples
- Types of Clause
- Independent Clause
- Dependent

## Clause Conditionals

- Conditionals: Definition, Structure & Examples
- Types of Conditionals
- The Real Conditionals
- The Unreal

## Conditionals Modal Auxiliaries

- Modal Auxiliaries

## Mood

- Mood: Definition, Types & Examples
- Indicative Mood
- Imperative Mood

- Subjunctive Mood
- Subject-Verb Agreement
  - Subject-Verb Agreement: Rules & Examples
- Right Forms of Verbs
  - Right Forms of Verbs: Rules with Examples
- Case
  - Case: Definition, Types & Examples
  - Subjective Case
  - Objective Case
  - Possessive Case
- Transformation of Sentences
  - Transformation of sentences
- Modifiers
  - Modifiers: Definition, Types & Examples
  - Pre-modifiers
  - Post-modifiers
- Narration
  - Narration: Reported to Reporting Speech
- Determiners & Quantifiers
  - Determiners
  - Quantifiers
- Prefixes
  - Prefixes: Definition with Examples
- Suffixes
  - Suffixes: Definition with Examples
- Punctuation
  - Punctuation: Definition, Types & Usage
- Rules Do-insertion / Do-support
  - Do-insertion or Do-support
- Negation
  - Negation: Definition, Rules & Examples
- Inversion
  - Inversion: Definition with Examples

## 6. ТЕСТИ ДЛЯ САМОКОНТРОЛЮ

### TEST 1

1. She \_\_\_\_\_ a uniform.  
A) wear B) to wear C) wearing D) wears
2. He \_\_\_\_\_ his car every weekend.  
A) wash B) washes C) washing D) washed
3. Rosemary \_\_\_\_\_ three languages.  
A) speaks B) talks C) tells D) know
4. My dad \_\_\_\_\_ at 7 o'clock everyday.  
A) stands up B) looks up C) gets up D) jumps up
5. Isabel is a flight attendant. She \_\_\_\_\_ passengers.  
A) serve B) to serve C) serves D) serving
6. Their son \_\_\_\_\_ in this hospital.  
A) works B) begins C) starts D) likes
7. Jim's a postman. He \_\_\_\_\_ letters to people.  
A) answers B) works C) delivers D) serves
8. Jane's a doctor. She \_\_\_\_\_ ill people.  
A) looks at B) speaks to C) helps D) serves drinks

9. Bern\_\_\_\_\_in a flat in Birmingham.  
A) lives B) stands C) has D) wants
10. Nancy's uncle is a pilot. He\_\_\_\_\_all over the world.  
A) goes B) sees C) travels D) delivers
11. In winter Sheila\_\_\_\_\_skiing and in summer \_\_\_\_\_tennis.  
A) makes / plays B) goes / plays  
C) does / plays D) starts / \*
12. My friend's son\_\_\_\_\_Turkish and English at university.  
A) has B) plays C) studies D) goes
13. Most of the people\_\_\_\_\_work at 8 o'clock every morning.  
A) finishes B) goes C) does D) starts
14. A:\_\_\_\_\_does Tony Blair live?  
B: In Great Britain.  
A) When B) Where C) What time D) How
15. \_\_\_\_\_does your father do in his free time?  
A) Why B) What kind C) How many D) What
16. \_\_\_\_\_does Andy's little brother play with?  
A) Who B) Why C) How old D) Where
17. A:\_\_\_\_\_does Natalie's nephew do?  
B: He's an architect.  
A) How B) Whom C) When D) What
18. A:\_\_\_\_\_does it rain here?  
B: Mostly in summer and winter.  
A: \_snow?  
B: In winter.  
A) When / Why B) Why / How  
C) What time / Whom D) When / What about
19. A:\_\_\_\_\_does Anthony go to work?  
B: \_bus.  
A) How / By B) How well / On  
C) What kind / In D) How / In
20. She\_\_\_\_\_from England.  
A) come B) comes C) don't come D) goes
21. \_\_\_\_\_she\_\_\_\_\_French?  
A) Do / speaks B) Does / speaks  
C) Does / speak D) Is / speak
22. She \_\_\_\_\_from America.  
A) don't comes B) doesn't come  
C) doesn't comes D) does comes
23. Every time he\_\_\_\_\_a glass of lemonade before breakfast.  
A) is B) have C) has D) does
24. \_\_\_\_\_he\_\_\_\_\_three children?  
A) Does / have B) Does / has C) Do / have D) Has / have
25. \_\_\_\_\_a shower.  
A) Come B) Go C) Have D) Has
26. \_\_\_\_\_the phone.  
A) Go B) Read C) Look D) Answer
27. She\_\_\_\_\_a white coat.  
A) wear B) wears C) does wear D) have
28. \_\_\_\_\_a magazine.  
A) Go B) Read C) Live D) Has
29. Our teacher gives\_\_\_\_\_a lot of homework.  
A) our B) us C) her D) his

30. He \_\_\_\_\_ television every evening.  
A) watch B) watches C) see D) buy
31. At ten we go \_\_\_\_\_ bed.  
A) in B) on C) to D) sleep
32. He picks up the apples \_\_\_\_\_ the tree.  
A) for B) from C) on D) at
33. Get \_\_\_\_\_ the bus.  
A) on B) in C) to D) out
34. She lives \_\_\_\_\_ Switzerland.  
A) at B) on C) in D) city
35. A nurse looks \_\_\_\_\_ people in hospital.  
A) at B) for C) after D) helps
36. There's a letter \_\_\_\_\_ you.  
A) for B) to C) about D) on
37. Tourists come \_\_\_\_\_ boat.  
A) by B) to C) of D) with
38. He drives the children \_\_\_\_\_ school.  
A) of B) at C) to D) go
39. He speaks to people \_\_\_\_\_ his radio.  
A) at B) on C) of D) in
40. She likes going \_\_\_\_\_ walks \_\_\_\_\_ summer.  
A) for / at B) to / at C) for / in D) on / at
41. She goes skiing \_\_\_\_\_ her free time.  
A) in B) on C) at D) of
42. He works \_\_\_\_\_ an undertaker.  
A) as B) for C) of D) in
43. "Does she live in Australia?" "No, she \_\_\_\_\_."  
A) do B) does C) don't D) doesn't
44. We \_\_\_\_\_ watching television.  
A) doesn't like B) do like C) doesn't like D) don't like
45. He \_\_\_\_\_ to help people.  
A) flies B) likes C) runs D) swims
46. \_\_\_\_\_ languages does she speak?  
A) How much B) How many C) Why D) Where
47. \_\_\_\_\_ sells things.  
A) A postman B) A nurse C) A doctor D) A shopkeeper
48. A barman \_\_\_\_\_.  
A) sells things B) serves drinks  
C) delivers letters D) drinks a lot
49. \_\_\_\_\_ looks after money.  
A) A nurse B) A postman  
C) An accountant D) A dentist
50. \_\_\_\_\_ designs buildings.  
A) A pilot B) An architect  
C) An interpreter D) An engineer
51. He lives \_\_\_\_\_ an island \_\_\_\_\_ the west of Scotland.  
A) on / in B) in / in C) on / on D) in / at
52. She's married \_\_\_\_\_ an American man.  
A) with B) for C) to D) on
53. He \_\_\_\_\_ listening \_\_\_\_\_ music.  
A) like / to B) likes / to C) likes / of D) likes / with
54. "How \_\_\_\_\_ he \_\_\_\_\_ to work?"

“By car.”

A) do / go B) does / goes C) does / go D) does / play

55. Anna likes Joanna, but Maria doesn't like\_\_\_\_\_.

A) her B) them C) your D) their

56. That's my dictionary. Can I have\_\_\_\_back please?

A) it B) you C) them D) my

57. Philippe\_\_\_\_\_in London.

A) work B) starts C) comes D) lives

58. “\_\_\_\_\_he married?”

“No, he\_\_\_\_\_.”

A) Is / doesn't B) Does / isn't C) Is / isn't D) Does / is

59. “What\_\_\_\_\_she do?”

“She is an interpreter.”

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

60. \_\_\_\_\_he sleep well?

A) Has B) Have C) Do D) Does

## TEST 2

1. Our homework\_\_\_\_\_very difficult yesterday, but today it\_\_\_\_\_easy.

A) is / is B) was / is C) was / was D) is / was

2. I know that I\_\_\_\_\_late 2 days ago, but this time I\_\_\_\_\_late.

A) am / were B) am not / am not

C) was / was D) wasn't / am

3. A:\_\_\_\_\_was she born?

B: She\_\_\_\_\_born in New Zealand.

A) Where / was B) Where / were

C) When / were D) When / was

4. A:\_\_\_\_\_were they late for the meeting?

B: Because they\_\_\_\_\_asleep.

A) What / were B) Why / was

C) Why / were D) Why / are

5. The weather\_\_\_\_\_nice today, but it\_\_\_\_\_nasty yesterday.

A) is / was B) was / is C) is / is D) is / were

6. A:\_\_\_\_\_was Mr. Black born?

B: He was born\_\_\_\_\_1963.

A) When / at B) Where / in C) What / in D) When / in

7. The students\_\_\_\_\_very tired today.

Because they\_\_\_\_\_at a party last night.

A) were / are B) are / was C) are / were D) were / were

8. A:\_\_\_\_\_was Jennifer's job 2 years ago?

B: She\_\_\_\_\_a flight attendant.

A) Why / were B) What / was C) Who / was D) Who / were

9. A:\_\_\_\_\_is the briefcase?

B: It\_\_\_\_\_200 dollars, but it\_\_\_\_\_100 dollars before.

A) How much / is / was B) How many / is / was

C) How much / was / is D) How much / is / is

10. A: How old\_\_\_\_\_you in 1990?

B: I\_\_\_\_\_10, but I\_\_\_\_\_25 now.

A) are / are / was B) were / was / am

C) was / are / were D) were / was / are

11. A: How\_\_\_\_\_they after the accident?

B: They\_\_\_\_\_shocked, but now they\_\_\_\_\_better.

A) were / are / were B) were / were / were

- C) was / were / are D) were / were / are
12. A: How much \_\_\_\_\_ the tea cups before?  
B: They \_\_\_\_\_ 10 euros each, they \_\_\_\_\_ 8 euros now!  
A) were / were / are B) were / are / were  
C) are / were / were D) are / were / are
13. A: Where \_\_\_\_\_ they born?  
B: They \_\_\_\_\_ born \_\_\_\_\_.  
A) were / were / in 1995 B) was / were / in Italy  
C) were / were / in Denmark D) was / were / in 1995
14. I \_\_\_\_\_ play chess \_\_\_\_\_ I was five.  
A) can / when B) could / when  
C) could / what D) can / where
15. \_\_\_\_\_ could you do when you \_\_\_\_\_ seven.  
A) Were / was B) What / was  
C) What / are D) What / were
16. A: \_\_\_\_\_ languages \_\_\_\_\_ Nicola speak when he \_\_\_\_\_ a child?  
B: 2 languages.  
A) How many / could / was B) How much / could / was  
C) What / was / could D) What / could / was  
- Can / can't - Was / were  
- Could - Was born
17. A: \_\_\_\_\_ languages could they speak when they \_\_\_\_\_ teenagers?  
B: Italian and Russian.  
A) Which / was B) What / were  
C) What / was D) How / were
18. My little sister \_\_\_\_\_ paint pictures alone when she \_\_\_\_\_ nine, but she \_\_\_\_\_ now.  
A) could / can / can B) can / was / could  
C) couldn't / was / can D) was / can / could
19. Kim \_\_\_\_\_ ski 4 years ago, but he \_\_\_\_\_ ski very well now.  
A) could / can B) can / could  
C) could / can't D) couldn't / can
20. \_\_\_\_\_ Ben and Jane married ten years ago?  
A) Was B) Were C) Are D) Is
21. Tim \_\_\_\_\_ run very well, but I \_\_\_\_\_ run like him, because I was bad at running.  
A) could / couldn't B) could / could  
C) can / could D) can / can
22. I \_\_\_\_\_ play football well, but I \_\_\_\_\_ play ice-hockey very well.  
A) can't / can B) could / can't  
C) could / can D) can / could
23. Last year they \_\_\_\_\_ in Europe, and visited Germany, \_\_\_\_\_ they traveled only in Berlin.  
A) was / but B) were / but C) were / so D) was / and
24. I \_\_\_\_\_ born in Amsterdam \_\_\_\_\_ I live in New York now.  
A) was / and B) was / but C) were / and D) were / but
25. She \_\_\_\_\_ understand English, \_\_\_\_\_ she can't speak it.  
A) could / and B) can / and C) can / but D) can't / but
26. I love Netherlands, \_\_\_\_\_ I came to Amsterdam.  
A) and B) however C) for D) so
27. A: \_\_\_\_\_ you \_\_\_\_\_ the piano?  
B: Yes, \_\_\_\_\_.  
A) Can / use / I can B) Can / play / I can

- C) Can / play / I D) Can / use / \*
28. A: \_\_\_\_\_ of food \_\_\_\_\_ our cook cook?  
B: Italian & French food.  
A) What of / can B) Which / can  
C) What kind / can D) What / can
29. A: \_\_\_\_\_ can she \_\_\_\_\_ the guitar?  
B: Very well.  
A) How / play B) Why / play C) What / play D) When / play
30. A: \_\_\_\_\_ can they \_\_\_\_\_ a computer?  
B: In the office.  
A) What time / use B) Where / use  
C) When / use D) Where / using
31. A: \_\_\_\_\_ languages can her aunt \_\_\_\_\_?  
B: 2 languages.  
A) How many / speak B) How much / speak  
C) What / use D) What / speak
32. A: \_\_\_\_\_ languages can Mrs. Brown speak?  
B: English & Irish.  
A) How B) What C) Why D) Where
33. A: \_\_\_\_\_ can you cook Italian food for us?  
B: On Friday evening.  
A) What B) When C) What time D) Why
34. A: \_\_\_\_\_ can my students come?  
B: At 3 in the afternoon.  
A) What B) Where C) How D) What time
35. A: \_\_\_\_\_ can Alison go skiing?  
B: On her winter holiday.  
A) Where B) Why C) When D) What
36. A: \_\_\_\_\_ Paul play rugby?  
B: No, he can't. But he can \_\_\_\_\_ baseball.  
A) Can / play B) Can / plays C) Does / play D) Does / play
37. A: \_\_\_\_\_ can't you come to the party?  
B: Because I have an exam tomorrow.  
A) When B) \* C) Why D) What
38. Adam \_\_\_\_\_ ride a motorbike and he \_\_\_\_\_ drive a car.  
A) can't / can B) can / can C) can / is D) can / can't
39. Adam \_\_\_\_\_ use a computer, but he \_\_\_\_\_ program a computer.  
A) is / isn't B) can / can C) can / can't D) can't / can't
40. Flora \_\_\_\_\_ drive a car but she \_\_\_\_\_ ride a motorbike.  
A) can / can't B) is / can't C) can't / can't D) is / can
41. The homework \_\_\_\_\_ very difficult yesterday.  
A) were B) was C) is D) could
42. The children \_\_\_\_\_ very tired today. They \_\_\_\_\_ at a party yesterday evening.  
A) were / was B) are / were C) was / was D) am / was
43. Hello, everybody! I \_\_\_\_\_ sorry, I \_\_\_\_\_ late!  
A) am / is B) am / am C) was / was D) am / was
44. Was it hot yesterday? Yes, it .  
A) is B) was C) were D) wasn't
45. She paints \_\_\_\_\_ two hours \_\_\_\_\_ bedtime.  
A) at / to B) for / at C) for / until D) until / for
46. Yesterday there was a party \_\_\_\_\_ my house.



- A) at B) in C) for D) on  
 47. I was \_\_\_\_\_ a party last night.  
 A) at B) in C) on D) for  
 48. I could play chess when I \_\_\_\_\_ five.  
 A) am B) were C) was D) is  
 49. Can I speak \_\_\_\_\_ you?  
 A) to B) with C) for D) of  
 50. The weather \_\_\_\_\_ beautiful today. But it \_\_\_\_\_ terrible yesterday.  
 A) is / were B) is / is C) was / was D) is / was  
 51. They were \_\_\_\_\_ England \_\_\_\_\_ 1998.  
 A) at / in B) in / in C) at / of D) for / in  
 52. "Where \_\_\_\_\_ you born?"  
 "I \_\_\_\_\_ born in India."  
 A) are / am B) were / was C) were / were D) was / were  
 53. We \_\_\_\_\_ married when I \_\_\_\_\_ eighteen and Roger \_\_\_\_\_ twenty.  
 A) are / was / was B) are / is / was  
 C) were / was / was D) are / am / was  
 54. "Where \_\_\_\_\_ your sister born?"  
 "She \_\_\_\_\_ born in India, too."  
 A) were / was B) are / is C) was / was D) was / were  
 55. "\_\_\_\_\_ you drive?"  
 "No, I can't."  
 A) Could B) Are C) Can D) Is  
 56. Only Sam \_\_\_\_\_ play the piano.  
 A) can B) was C) is D) were  
 57. Nobody \_\_\_\_\_ play the guitar.  
 A) can't B) can C) couldn't D) isn't  
 58. I was \_\_\_\_\_ Adam's party \_\_\_\_\_ Saturday.  
 A) in / at B) at / on C) in / on D) on / at  
 59. Tom is \_\_\_\_\_ the garden \_\_\_\_\_ his friend Sam.  
 A) in / with B) in / of C) at / of D) on / with  
 60. She was \_\_\_\_\_ the cinema \_\_\_\_\_ her brother.  
 A) in / in B) on / of C) at / with D) of / with  
 61. John lives \_\_\_\_\_ home \_\_\_\_\_ his parents.  
 A) in / with B) at / with C) at / of D) on / with  
 62. I go \_\_\_\_\_ work \_\_\_\_\_ bus.  
 A) to / by B) at / on C) to / with D) by / to  
 63. I work \_\_\_\_\_ 6 a.m. \_\_\_\_\_ 6 p.m.  
 A) from / to B) to / at C) at / at D) at / until  
 64. Look \_\_\_\_\_ this photo \_\_\_\_\_ my brother. Isn't he tall?  
 A) at / of B) of / on C) in / in D) in / at  
 65. Queen Elizabeth was born \_\_\_\_\_ London \_\_\_\_\_ 1926.  
 A) at / in B) of / on C) in / in D) on / in  
 66. "Can you help me with my homework?"  
 "\_\_\_\_\_ course I can; give it \_\_\_\_\_ me."  
 A) Of / for B) Of / to C) It / at D) For / of  
 67. "Could she cook?" "Yes, she \_\_\_\_\_"  
 A) can B) is C) could D) was  
 68. "\_\_\_\_\_ you cook Italian food?"  
 "No, I \_\_\_\_\_ but I love eating it."  
 A) Are / am not B) Can / can't  
 C) Could / can't D) Can't / can

69. Everybody\_\_\_\_\_drive a car in my family.  
A) was B) can C) is D) are
70. \_\_\_\_\_you\_\_\_\_\_any other languages?  
A) Could / know B) Could / use  
C) Can / speak D) Can / speaking
71. “\_\_\_\_\_your friend speak English?”  
“No, she\_\_\_\_\_.”  
A) Is / isn’t B) Can / can’t  
C) Could / could D) Can/can
72. He\_\_\_\_\_paint pictures when he was just three.  
A) can B) could C) is D) are
73. “\_\_\_\_\_you in England in 1999?”  
“Yes, I\_\_\_\_\_.”  
A) Could / could B) Are / am  
C) Were / was D) Was / were
74. \_\_\_\_\_you swim when you were five?  
A) Could B) Can C) Do D) Are
75. Where \_\_\_\_\_you now?  
A) were B) do C) are D) is
76. What month \_\_\_\_\_it last month?  
A) was B) is C) were D) did
77. \_\_\_\_\_your teacher speak English when he was seven?  
A) Can B) Could C) Does D) Are

### TEST 3

1. Prince Charles\_\_\_\_\_Canadian. He\_\_\_\_\_English.  
A) is not / is B) is not / was  
C) was not / is D) was not / were
2. I \_\_\_\_\_to be \_\_\_\_\_artist when I \_\_\_\_\_a child.  
A) wanted / an / was B) want / a / was  
C) wants / an / was D) to want / an / is
3. He \_\_\_\_\_blind\_\_\_\_\_the car accident \_\_\_\_\_the beach.  
A) came / in / on B) went / in / on  
C) went / on / in D) came / in / in
4. My friend\_\_\_\_\_a present\_\_\_\_\_me\_\_\_\_\_the Ramadan Holiday last year.  
A) give / to / in B) give / at / to  
C) gives / to / at D) gave / to / on
5. It\_\_\_\_\_a lot\_\_\_\_\_our holiday.  
A) didn’t rain / during B) didn’t / during  
C) didn’t rained / on D) not rain / in
6. What a man he is! He\_\_\_\_\_his passport and\_\_\_\_\_keys\_\_\_\_\_his car yesterday.  
A) forgot / lose / of B) forget / lost / of  
C) forgot / lost / of D) forgot / lost / from
7. A: Did you watch a football match\_\_\_\_\_TV?  
B: No, I didn’t. But it was broadcast\_\_\_\_\_radio.  
A) on / in B) on / on C) in / in D) in / to
8. Can I talk\_\_\_\_\_Mr. Adams\_\_\_\_\_your mobile phone?  
A) with / on B) on / in C) on / on D) to / on
9. It\_\_\_\_\_a really bad joke; no one laughed\_\_\_\_\_his joke.  
A) was / with B) was / at C) were / at D) is / at
10. I learned\_\_\_\_\_the Internet that a pop concert is\_\_\_\_\_the third

\_\_\_\_\_November.

A) in / on / of B) on / in / of C) in / in / of D) on / on / of

11. Who's the blonde girl\_\_\_\_\_the first row?

A) in B) on C) at D) over

12. You'll find the poem\_\_\_\_\_page 16.

A) at B) on C) in D) \*

13. They lived in this city \_\_\_\_\_ 1980.

A) since B) for C) about D) before

14. The Greens lived in London \_\_\_\_\_ six years.

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

15. A:\_\_\_\_\_is Amanda's  
birthday?

B: It is\_\_\_\_\_the 25th\_\_\_\_\_December.

A) What / on / in B) When / on / of

C) When / in / on D) What / on / of

16. A: What is\_\_\_\_\_today?

B: Today is\_\_\_\_\_1st of\_\_\_\_\_.

A) the day / the / May B) the / the / Monday

C) the month / the / July D) the date / the / October

17. A: When\_\_\_\_\_Turkmenistan become Independent?

B: It\_\_\_\_\_Independent on\_\_\_\_\_.

A) did / became / the 27th of October, 1991.

B) became / did / 27 the 1991, October

C) did / became / the 27th of 1991, October

D) did / did / 1991, the 27th, October

18. A:\_\_\_\_\_century is it now?

B: It is\_\_\_\_\_.

A: What\_\_\_\_\_the last century?

B: It was\_\_\_\_\_.

A) What / the 21st century / was / the 20 century

B) What / the 21st century / was / the 20th century

C) What / the 21 century / is / the 20 century

D) When / the 21st century / was / the 20th century

19. A:\_\_\_\_\_is the\_\_\_\_\_month?

B: It is May.

A: Which is\_\_\_\_\_2\_\_\_\_\_month?

B: It is February.

A: Which is\_\_\_\_\_12th month?

B: It is December.

A) What / 5th / \* / st / the

B) Which / 5 / the / th / the

C) Which / 5th / the / nd / the

D) Which / 5th / the / rd / the

20. We\_\_\_\_\_see Tom last night.

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

21. I \_\_\_\_\_to the U.S.A. ten years ago.

A) went B) go C) visit D) gone

22. What's \_\_\_\_\_television this evening?

A) at B) on C) in D) of

23. Today's the third\_\_\_\_\_April.

A) in B) on C) of D) at

24. I left the party early\_\_\_\_\_I didn't feel well.

A) because B) but C) until D) so

25. They didn't go to bed\_\_\_\_\_midnight.

- A) when B) until C) so D) because  
 26. We met Ken's brother last Saturday \_\_\_\_\_ they came for dinner.  
 A) but B) until C) when D) so  
 27. I am \_\_\_\_\_ the mobile phone.  
 A) on B) in C) of D) at  
 28. Some people try to find friends \_\_\_\_\_ the Internet.  
 A) at B) on C) in D) of  
 29. We didn't laugh \_\_\_\_\_ his joke.  
 A) at B) with C) for D) on  
 30. There was a knock \_\_\_\_\_ the door.  
 A) of B) in C) at D) for  
 31. We met fifty years \_\_\_\_\_.  
 A) until B) ago C) of D) after  
 32. I didn't feel well \_\_\_\_\_ I left the party early.  
 A) so B) because C) but D) until  
 33. Peter couldn't speak \_\_\_\_\_ he was 6.  
 A) until B) because C) so D) where  
 34. I didn't enjoy math lessons \_\_\_\_\_ I was at school.  
 A) until B) when C) because D)  
 and  
 35. Sally didn't buy the red shoes \_\_\_\_\_ she couldn't afford them.  
 A) until B) so C) because D) when  
 36. We met Ken's wife \_\_\_\_\_ her parents last Saturday.  
 A) until B) when C) because D) and  
 37. She \_\_\_\_\_ see me.  
 A) don't B) aren't C) isn't D) didn't  
 38. Our teacher \_\_\_\_\_ come to school.  
 A) aren't B) isn't C) wasn't D) didn't  
 39. Paul \_\_\_\_\_ read until he was eight.  
 A) can't B) can C) couldn't D) could  
 40. I often \_\_\_\_\_ have a lot of time, so I \_\_\_\_\_ do the shopping myself.  
 A) don't / don't B) doesn't / does  
 C) didn't / did D) didn't / didn't  
 41. I \_\_\_\_\_ him three months ago.  
 A) see B) sees C) saw D) seen  
 42. We \_\_\_\_\_ in 1965.  
 A) met B) meets C) meet D) meeting  
 43. Princess Diana \_\_\_\_\_ in 1997.  
 A) die B) died C) dies D) dye  
 44. Alice \_\_\_\_\_ back from America last month.  
 A) come B) came C) comes D) coming  
 45. Their son \_\_\_\_\_ born at 2 o'clock this morning.  
 A) were B) is C) was D) are  
 46. I \_\_\_\_\_ have a shower yesterday evening.  
 A) don't B) didn't C) doesn't D) haven't  
 47. I \_\_\_\_\_ the answer now.  
 A) know B) known C) knows D) knew  
 48. I \_\_\_\_\_ bread this morning.  
 A) buy B) bought C) sell D) buying  
 49. He was born \_\_\_\_\_ 1955.  
 A) on B) at C) of D) in  
 50. 130 \_\_\_\_\_  
 A) one hundred and thirty B) one hundred and fifteen

C) one hundred and fifty D) one hundred and thirteen

51. 862 \_\_\_\_\_  
 A) eight hundred and forty-two  
 B) eight hundred and sixty-two  
 C) eight hundred and sixty  
 D) eight hundred and sixteen
52. 999 \_\_\_\_\_  
 A) nine hundred and nineteen–nine  
 B) nine hundred and ninety-six  
 C) one thousand and ninety-nine  
 D) nine hundred and ninety-nine
53. 603 \_\_\_\_\_  
 A) six hundred and thirteen B) six hundred and thirty  
 C) six hundred and three D) six hundred and nine
54. 387 \_\_\_\_\_  
 A) three hundred and eighty-seven  
 B) three hundred and eighteen  
 C) three hundred and eighty  
 D) three hundred and eighty-eight
55. I liked the movie \_\_\_\_\_ I didn't like the book.  
 A) until B) but C) so D) when
56. I went to university, \_\_\_\_\_ Sandy didn't.  
 A) until B) so C) but D) and
57. She married \_\_\_\_\_ she was just eighteen.  
 A) when B) until C) but D) and
58. We were together nearly every day \_\_\_\_\_ we left school twelve years later.  
 A) when B) until C) so D) and
59. I didn't see Sandy very often \_\_\_\_\_ we talked on the telephone.  
 A) and B) but C) until D) when
60. We stopped for three-quarters of an hour \_\_\_\_\_ New York Airport.  
 A) at B) in C) over D) on
61. Where is your mother? Is she \_\_\_\_\_ the hairdresser's again?  
 A) in B) on C) at D) \*
62. I'll finish the work \_\_\_\_\_ two weeks.  
 A) by B) for C) since D) in
63. I'll be home \_\_\_\_\_ 7 o'clock.  
 A) by B) in C) on D) since
64. He lived with Nomads \_\_\_\_\_ the Sahara desert for two years.  
 A) over B) on C) in D) of
65. I won't stay \_\_\_\_\_ bed; I'll just lie down \_\_\_\_\_ the bed for an hour.  
 A) in / in B) at / in C) at / on D) in / on
66. I last saw her \_\_\_\_\_ the car park.  
 A) in B) under C) on D) \*
67. He grows corn \_\_\_\_\_ his farm.  
 A) over B) with C) at D) on
68. They lived in Spain \_\_\_\_\_ the Second World War.  
 A) during B) for C) since D) at
69. She opened her mouth so the doctor could look \_\_\_\_\_ her throat.  
 A) to B) on C) at D) for
70. I cut myself \_\_\_\_\_ a knife.  
 A) by B) with C) in D) over
71. You'd better go \_\_\_\_\_ the next plane to London.  
 A) at B) in C) by D) on
72. She said hello \_\_\_\_\_ everyone except me.

- A) to B) \* C) at D) of  
73. She is worried\_\_\_\_\_her exams.
- A) of B) about C) with D) \*  
74. Tell us\_\_\_\_\_your holiday.
- A) \* B) of C) about D) with  
75. Mr. Collins always talks\_\_\_\_\_himself.
- A) to B) with C) at D) in  
76. Is it possible for me to keep it\_\_\_\_\_Tuesday?
- A) by B) at C) since D) until  
77. Who's the man\_\_\_\_\_the funny hat?
- A) in B) from C) at D) to  
78. Will you come\_\_\_\_\_bus or\_\_\_\_\_a late train ?
- A) by-by B) on-in C) by-on D) in-by  
79. I saw an accident\_\_\_\_\_my way home.
- A) on B) at C) in D) to  
80. The doctor gave me a prescription\_\_\_\_\_my cough.
- A) with B) to C) at D) for  
81. I usually stay at home\_\_\_\_\_night.
- A) at B) with C) in D) over  
82. I called you\_\_\_\_\_seven o'clock yesterday.
- A) in B) on C) at D) of  
83. Can't you come\_\_\_\_\_your bicycle?
- A) in B) with C) on D) by  
84. She arrived\_\_\_\_\_Friday.
- A) in B) on C) at D) over  
85. We'll go\_\_\_\_\_Rio\_\_\_\_\_June.
- A) \* - in B) at - on C) to - on D) to - in  
86. I was born\_\_\_\_\_September 9th.
- A) in B) on C) at D) of  
87. John and Mary are talking\_\_\_\_\_the telephone.
- A) \* B) to C) on D) with  
88. Classes began\_\_\_\_\_last week.
- A) in B) \* C) at D) on  
89. They took my temperature\_\_\_\_\_the operation.
- A) before B) by C) \* D) of  
90. Do you want sugar\_\_\_\_\_your tea ?
- A) with B) on C) by D) \*  
91. I'm afraid\_\_\_\_\_falling trees.
- A) from B) of C) with D) at  
92. She didn't get a passing grade\_\_\_\_\_her test.
- A) from B) with C) at D) of  
93. I sometimes listen\_\_\_\_\_the radio or watch\_\_\_\_\_TV.
- A) of - on B) to - on C) \* - to D) to - \*  
94. I always lie down\_\_\_\_\_a swim.
- A) by B) with C) on D) after  
95. Did you stay\_\_\_\_\_a tent on your last holiday?
- A) in B) over C) on D) of  
96. She put a bandage\_\_\_\_\_the boy's cut finger.
- A) at B) to C) on D) in  
97. He has a pain\_\_\_\_\_his leg.
- A) on B) over C) in D) at  
98. The Prime Minister arrived\_\_\_\_\_Tokyo last night.
- A) \* B) in C) at D) to



99. I couldn't get \_\_\_\_\_ school in time.  
A) to B) at C) \* D) in
100. Ann stirred her coffee \_\_\_\_\_ a spoon.  
A) with B) by C) in D) to

#### TEST 4

1. If he \_\_\_\_\_ in Tokyo he \_\_\_\_\_ us.  
A) was / will visit B) were / would visit  
C) will be / will visit D) is / would visit  
E) are / will visit
2. If he \_\_\_\_\_ ill, he would stay at home.  
A) is B) be  
C) were D) am  
E) are
3. What would you do if a millionaire \_\_\_\_\_ you a lot of money.  
A) gave B) give  
C) will give D) giving  
E) gives
4. If it \_\_\_\_\_ not so late I should go with you.  
A) was B) were  
C) is D) be  
E) are
5. If I \_\_\_\_\_ the car myself I \_\_\_\_\_ you use it.  
A) needed / would let  
B) don't need / would let  
C) didn't need / wouldn't let  
D) didn't need / would let  
E) doesn't need / would let
6. This house \_\_\_\_\_ better if they \_\_\_\_\_ it, \_\_\_\_\_ the grass and \_\_\_\_\_ flowers.  
A) will look / painted / cut / plant  
B) would look / paint / cut / planted  
C) looks / painted / cut / planted  
D) looked / painted / cut / planted  
E) would look / painted / cut / planted
7. If I \_\_\_\_\_ you I \_\_\_\_\_ never her.  
A) am / shall forgive  
B) was / don't forgive  
C) were / would forgive  
D) had been / forgave  
E) shall be / would have forgiven
8. I am sure Mike will lend you some money. I \_\_\_\_\_ if he refused.  
A) will be surprised B) am surprised  
C) would have been surprised D) would be surprised  
E) were surprised
9. Many people would be out of work if that factory \_\_\_\_\_ down.  
A) had been closed B) were closed  
C) was closing D) is closed  
E) will be closed
10. I \_\_\_\_\_ living in England if the weather \_\_\_\_\_ better.  
A) don't mind / was B) didn't mind / is  
C) wouldn't mind / is D) wouldn't mind / were  
E) wouldn't mind / will be
11. She promised that nothing \_\_\_\_\_ till he \_\_\_\_\_ home.

- A) would be done / came B) is done / came  
 C) will be done / comes D) has been done / came  
 E) have been done / comes
12. If he \_\_\_\_\_ generous, he \_\_\_\_\_ the poor.  
 A) were/would have helped B) is/would have helped  
 C) was/would help D) was/will help  
 E) were/would help
13. If I \_\_\_\_\_ you I \_\_\_\_\_ French next year.  
 A) am / learn B) was / shall learn  
 C) am / should learn D) were / should learn  
 E) were / learned
14. I \_\_\_\_\_ so upset, if I \_\_\_\_\_ you.  
 A) am / am B) wouldn't be / were  
 C) was / were D) won't be / are  
 E) shall be / would be
15. If you \_\_\_\_\_ the Prime Minister what \_\_\_\_\_ you \_\_\_\_\_?  
 A) are / would / have done  
 B) were / would / do  
 C) will be/will / do  
 D) have been / are / doing  
 E) will have been / would / be doing
16. If he \_\_\_\_\_ here he \_\_\_\_\_ help you.  
 A) is / would help B) were / would help  
 C) would be / helped D) was / helps  
 E) are / helping
17. I hoped if I \_\_\_\_\_ by the 10 o'clock train I \_\_\_\_\_ change for a bus.  
 A) went / shan't B) should go / hadn't  
 C) go / shan't D) went / shouldn't  
 E) go / shouldn't
18. Mr. Bond said if Mr. Blake \_\_\_\_\_ at 10 o'clock he \_\_\_\_\_ to see him later.  
 A) is busy / will come B) will be busy / will come  
 C) was busy / came D) was busy / would come  
 E) is busy / comes
19. \_\_\_\_\_ your mother wouldn't be angry with you.  
 A) If you didn't get bad marks.  
 B) If you got bad marks.  
 C) If you haven't got bad marks.  
 D) If you get bad marks.  
 E) If you don't get bad marks.
20. If I were you \_\_\_\_\_.  
 A) I shall wait B) I wait  
 C) I would wait D) I waited  
 E) I'm waiting
21. If all the seas \_\_\_\_\_ one sea, what a great sea it \_\_\_\_\_.  
 A) were/would be B) is/will be  
 C) would be/were will D) be/will be  
 E) were / will be
22. \_\_\_\_\_ you really \_\_\_\_\_ me if I \_\_\_\_\_ away?  
 A) would / follow / go  
 B) will / follow / am going  
 C) would / follow / went  
 D) will / follow / would have gone

- E) will / follow / goes
23. If I \_\_\_\_\_ you I \_\_\_\_\_ him.  
 A) am / will help B) to be / would help  
 C) were / would help D) is / would have helped  
 E) are / will help
24. If my brothers \_\_\_\_\_ time now they \_\_\_\_\_ help me.  
 A) has / helps B) have had / have helped  
 C) have / help D) is having / helped  
 E) had / would help
25. If I \_\_\_\_\_ the power I \_\_\_\_\_ people smoking at school and public places.  
 A) had / stop B) could have / would stop  
 C) had / stopped D) had / would stop  
 E) have / would stop
26. If Helen \_\_\_\_\_ anywhere in the world she \_\_\_\_\_ in India.  
 A) lived / live B) live / would live  
 C) could live / would live D) didn't live / would live  
 E) lives / would live
27. If I \_\_\_\_\_ you I \_\_\_\_\_ harder.  
 A) am / will work B) will be / work  
 C) be / shall work D) were / would work  
 E) am / would have worked
28. If I \_\_\_\_\_ you I \_\_\_\_\_ it.  
 A) am / regretted B) am / regrets  
 C) were / wouldn't regret D) is / didn't regret  
 E) was / regret
29. If you \_\_\_\_\_ the dictionary yesterday I \_\_\_\_\_ to translate the article today.  
 A) had given / would be able B) give / am able  
 C) gave / will be able D) will give / am able  
 E) have given / was able
30. If the help \_\_\_\_\_ in time, the experiment \_\_\_\_\_ tomorrow afternoon.  
 A) had offered / would he completed  
 B) was offered / will be completed  
 C) had been offered / would be completed  
 D) is offered / would be completed  
 E) are offered / will be completed

### TEST 5

1. Excuse me. Could you \_\_\_\_\_ me the way to the town hall?  
 A) let B) put C) talk D) tell
2. Not more books! There aren't enough \_\_\_\_\_ to put them on.  
 A) leaves B) cases C) spaces D) shelves
3. Don't forget your \_\_\_\_\_. It's very cold outside.  
 A) gloves B) underwear C) umbrella D) scissors
4. There are eleven players in a football \_\_\_\_\_.  
 A) game B) pitch C) team D) group
5. What's wrong with your foot? - One of my \_\_\_\_\_ hurts.  
 A) fingers B) heels C) wrists D) toes
6. Bill's a \_\_\_\_\_ so he travels all over the world.  
 A) baker B) butcher C) sailor D) driver
7. The \_\_\_\_\_ will help you if you can't find the book you want.  
 A) porter B) agent C) librarian D) operator

8. I must book a \_\_\_\_\_ for our game of tennis tomorrow.  
A) field B) court C) green D) team
9. My car won't start. Could you give me a \_\_\_\_\_ to town?  
A) bus B) car C) hand D) lift
10. Do you take \_\_\_\_\_ in your tea?  
A) spoon B) pepper C) salt D) sugar
11. This doll is a present for my \_\_\_\_\_. I hope she likes it.  
A) husband B) nephew C) niece D) uncle
12. What kind of fruit would you like?  
- A \_\_\_\_\_ please.  
A) carrot B) mushroom C) pear D) turnip
13. I'll look in my \_\_\_\_\_ and see if I'm free on Wednesday.  
A) diary B) dictionary C) briefcase D) calendar
14. You don't have to \_\_\_\_\_! We're not late!  
A) dream B) laugh C) rush D) wait
15. Which do you \_\_\_\_\_ cream or milk?  
A) rather B) eat C) prefer D) wear
16. You can hang your jacket in the \_\_\_\_\_.  
A) bedspread B) chest of drawers  
C) hanger D) wardrobe
17. The shopping centre is now a pedestrian \_\_\_\_\_.  
A) arrival B) palace C) pavement D) precinct
18. Could you \_\_\_\_\_ a photo of me in front of this building?  
A) check B) make C) paint D) take
19. The ice is very \_\_\_\_\_ so don't walk on it.  
A) high B) low C) thick D) thin
20. Carol speaks so fast that it's \_\_\_\_\_ to understand her.  
A) difficult B) easy C) slow D) wrong
21. The mechanic hopes to \_\_\_\_\_ our car by this evening.  
A) make B) renew C) repair D) wander
22. My \_\_\_\_\_ says I need stronger glasses.  
A) chemist B) conductor C) keeper D) optician
23. Are you ready to go?  
- Not \_\_\_\_\_. Give me 10 minutes.  
A) for me B) very much C) very many D) yet
24. How much does she earn?  
- That's none of your \_\_\_\_\_!  
A) business B) decision C) information D) role
25. The police are looking for the \_\_\_\_\_ of a red Ford.  
A) detective B) instructor C) owner D) rider
26. I've already got a \_\_\_\_\_ at a hotel in the town centre.  
A) prescription B) property C) reserve D) reservation
27. The next \_\_\_\_\_ of the show is at seven thirty.  
A) event B) performance C) stall D) game
28. You can't eat that pear. It isn't \_\_\_\_\_ yet.  
A) best B) pale C) ripe D) mature
29. Can you \_\_\_\_\_ the coffee and I'll get the biscuits.  
A) depart B) disturb C) feed D) pour
30. Should I wear my sandals or my \_\_\_\_\_?  
A) cardigan B) shorts C) trainers D) scarves
31. Shirley tried to stop the car but the \_\_\_\_\_ didn't work.  
A) brakes B) crossroads C) tires D) controls
32. The referee and the two teams ran out onto the \_\_\_\_\_.

- A) circus B) course C) observatory D) pitch
33. You need some \_\_\_\_\_ coffee to wake you up.  
A) awake B) hard C) brown D) strong
34. His suitcase was quite \_\_\_\_\_ so I could easily carry it.  
A) cheap B) heavy C) light D) short
35. When did you \_\_\_\_\_ smoking?  
- About two years ago.  
A) cut off B) give up C) make up D) throw away
36. The plane \_\_\_\_\_ late because of the terrible weather.  
A) blew up B) grew up C) went on D) took off
37. The \_\_\_\_\_ at the hospital told me not to worry about my leg.  
A) accountant B) director C) lodger D) specialist
38. The President is a very \_\_\_\_\_ man. Everyone does what he says.  
A) circular B) direct C) painful D) powerful
39. We had to \_\_\_\_\_ the match because of the bad weather.  
A) call back B) call off C) think over D) find out
40. Pat was surprised when her boss didn't \_\_\_\_\_ the meal.  
A) buy B) pay C) pay for D) spend
41. All Michael ate was two thin \_\_\_\_\_ of bread.  
A) rolls B) loaves C) slices D) snacks
42. With this \_\_\_\_\_ I can get to the windows on the first floor.  
A) index B) ladder C) ladder D) step
43. You can \_\_\_\_\_ a bus just outside the station.  
A) beat B) catch C) keep D) meet
44. Take your overcoat with you \_\_\_\_\_ it gets cold.  
A) although B) in case C) unless D) until
45. I'd like to \_\_\_\_\_ this cheque, please.  
A) cash B) change C) pay for D) spend
46. The police put \_\_\_\_\_ on the robbers to stop them getting away.  
A) handcuffs B) make-up C) saddles D) stretchers
47. Jimmy sent his mother a \_\_\_\_\_ of flowers for her birthday.  
A) bar B) bunch C) pack D) packet
48. It's raining. \_\_\_\_\_ take your umbrella with you.  
A) Are you going B) Let's  
C) You'd better D) Would you like
49. There's nothing good on television. Let's \_\_\_\_\_ a video.  
A) carry B) hire C) invite D) phone
50. Make sure the knife is really \_\_\_\_\_ before you cut the meat.  
A) flat B) sharp C) sliced D) thick
51. Thanks very much! I'm very \_\_\_\_\_ for your help.  
A) generous B) grateful C) full D) sorry
52. I like the color of the jacket but the \_\_\_\_\_ are too short.  
A) buttons B) heels C) collars D) sleeves
53. Can you just \_\_\_\_\_ that all the windows are shut?  
A) catch B) check C) control D) reclaim
54. Which \_\_\_\_\_ does our flight leave from?  
- Number 12.  
A) carriageway B) exit C) gate D) ground
55. Look at my sweater! It \_\_\_\_\_ when I washed it.  
A) boiled B) cut C) missed D) stretched
56. Wear a \_\_\_\_\_ to protect your head in case there's an accident.  
A) brooch B) crash helmet C) glove D) cap
57. Could you \_\_\_\_\_ your name at the bottom of the letter?

- A) answer B) cross C) lay D) sign
58. James is a terrible cook. He can't even \_\_\_\_\_ an egg!  
A) blow B) boil C) lay D) smoke
59. Surely they aren't \_\_\_\_\_ enough to buy such a large car!  
A) cautious B) well C) poor D) wealthy
60. There isn't any water coming out of this \_\_\_\_\_.  
A) heel B) lock C) shelf D) tap
61. I've put on \_\_\_\_\_. I eat too many cakes.  
A) gloves B) mixture C) waist D) weight
62. Put your suitcase up on the luggage \_\_\_\_\_.  
A) lounge B) park C) rack D) store
63. You could hear the crowd shouting in the local football \_\_\_\_\_.  
A) ground B) park C) pool D) station
64. That'll \_\_\_\_\_ children! Stop shouting!  
A) do B) fit C) help D) make
65. I can't tell you now. I'll \_\_\_\_\_ you know later.  
A) get B) let C) make D) tell
66. Give me a \_\_\_\_\_ some time. You know my phone number.  
A) date B) line C) post D) ring
67. The bus was so \_\_\_\_\_ that we couldn't all get on.  
A) crowded B) deep C) thick D) various
68. We have a \_\_\_\_\_ climate so the winters are never very cold.  
A) bright B) fair C) high D) mild
69. It's so \_\_\_\_\_ in here. Don't you ever clean this room?  
A) cloudy B) dark C) dusty D) misty
70. If you ask a \_\_\_\_\_ price for your car. I'm sure you'll sell it.  
A) helpful B) mild C) reasonable D) shiny
71. No, don't wear blue. It doesn't \_\_\_\_\_ you.  
A) fit B) notice C) suit D) take
72. The \_\_\_\_\_ climbed up the tree and we couldn't see it any more.  
A) deer B) rabbit C) squirrel D) tortoise
73. Can you \_\_\_\_\_ me the time, please?  
A) say B) tell C) speak D) talk
74. Do you know how \_\_\_\_\_ it is from Ashgabat to Mary? It's 370 km.  
A) many B) much C) far D) often
75. Can I \_\_\_\_\_ your phone, please? I must call my parents.  
A) borrow B) use C) take D) lend
76. Don't go. I'm going to \_\_\_\_\_ some coffee.  
A) make B) cook C) boil D) prepare
77. I am \_\_\_\_\_ my wife to drive a car.  
A) learning B) showing C) practising D) teaching
78. I had to keep my son home from school today because he had a \_\_\_\_\_ of 38.  
A) fever B) headache C) temperature D) heat
79. When we were in Spain last year we \_\_\_\_\_ at a wonderful hotel overlooking the beach.  
A) stayed B) stopped C) lived D) left
80. Is there anything \_\_\_\_\_ you'd like me to get you?  
A) else B) more C) extra D) much
81. Most banks will \_\_\_\_\_ people money to buy a house.  
A) lend B) borrow C) give D) take
82. My friend has a \_\_\_\_\_ job at a chemist's.  
A) half-time B) spare-time C) empty-time D) part-time

83. \_\_\_\_\_have you been learning English?  
 A) For how long time B) How long  
 C) How long time D) How many time
84. I hate doing the\_\_\_\_\_especially cleaning the windows.  
 A) homework B) housework C) jobs D) house-jobs
85. You mustn't be angry with her. It wasn't her\_\_\_\_\_that she was late.  
 A) blame B) error C) mistake D) fault
86. She\_\_\_\_\_to take her neighbor to court if he didn't stop making so much noise.  
 A) promised B) threatened C) offered D) suggested
87. You can count\_\_\_\_\_me if you ever want any help.  
 A) in B) on C) up D) by
88. Each\_\_\_\_\_of the family had to take it in turns to do the washingup.  
 A) individual B) character C) member D) person
89. Don't\_\_\_\_\_my speech when I am talking.  
 A) cut B) interrupt C) divide D) separate
90. You can borrow money this time but don't make\_\_\_\_\_of it.  
 A) habit B) feeling C) help D) learning
91. I always write my daily activities on my\_\_\_\_\_.  
 A) weekly B) daily C) diary D) minutely
92. James and Jim are twins. They were\_\_\_\_\_at birth and they didn't meet until they were both thirty nine.  
 A) left B) deserted C) separated D) abandoned
93. What do we call someone whose job is to repair taps and baths?  
 A) tailor B) carpenter C) bricklayer D) plumber
94. When I was away on business, my neighbors looked after my home. Which of the followings is the synonym of the underlined word?  
 A) pick out B) give up C) take care of D) settle down
95. When you say that you will do something for somebody, you\_\_\_\_\_.  
 A) shout B) promise C) ask D) tell
96. When you say something to someone's ear quietly and secretly, you\_\_\_\_\_.  
 A) say again B) whisper C) discuss D) cry out
97. \_\_\_\_\_it was difficult, they managed to find somewhere they all liked.  
 A) Although B) Before C) Since D) As soon as
98. Anyone who gets free rides in other people's cars as a way of travelling cheaply is called\_\_\_\_\_.  
 A) passenger B) traveller C) goner D) hitchhiker
99. When you pay no attention to anybody or to act as if you don't see him/her, you\_\_\_him/her.  
 A) ignore B) veiw C) notice D) watch
100. He was bitten by mosquito, but he made things worse by \_\_\_\_\_the bite all the time.  
 A) stoking B) scratching C) rubbing D) scraping

## 7. ЗАВДАННЯ ДЛЯ САМОСТІЙНОЇ РОБОТИ

### TEST A

#### What teenagers do with their money

Thirteen-year-olds do not spend as much money as their parents suspect - at least not according to the findings of a \_\_ (1) \_\_ survey, Money and Change. The survey \_\_ (2) \_\_ three hundred teenagers, 13-17 years old, from \_\_ (3) \_\_ Britain. By the time they \_\_ (4) \_\_ their teens, most children see their weekly allowance rise dramatically to an amazing national average of £5.14. Two thirds think they get \_\_ (5) \_\_ money, but most expect to have to do something to get it. Although they have more cash, worry about debt is \_\_ (6) \_\_ among teenagers. Therefore, the \_\_ (7) \_\_ of children \_\_ (8) \_\_ an effort to save for the future. Greater access to cash \_\_ (9) \_\_ teenagers does not, however, mean that they are more irresponsible \_\_ (10) \_\_ a result. The economic recession seems to have encouraged \_\_ (11) \_\_ attitudes to money, even in the case of children at these ages. Instead of wasting what pocket \_\_ (12) \_\_ they have on sweets or magazines, the 13-year-olds who took \_\_ (13) \_\_ in the survey seem to \_\_ (14) \_\_ to the situation by saving more than half \_\_ (15) \_\_ their cash.

1. A) late B) recent C) latest D) fresh
2. A) included B) contained C) counted D) enclosed
3. A) entire B) all over C) complete D) the whole
4. A) reach B) get C) make D) arrive
5. A) acceptable B) adequate C) satisfactory D) enough
6. A) gaining B) heightening C) increasing D) building
7. A) most B) maximum C) many D) majority
8. A) make B) do C) have D) try
9. A) among B) through C) between D) along
10. A) like B) as C) for D) in
11. A) aware B) knowing C) helpful D) cautious
12. A) cash B) money C) change D) savings
13. A) part B) place C) share D) piece
14. A) reply B) answer C) respond D) return
15. A) from B) as C) of D) for

## TEST B

### Becoming a nurse: the interview

The reality of an interview is never as bad as your fears. For some \_\_ (1) \_\_ people imagine the interviewer is going to jump on every tiny mistake they \_\_ (2) \_\_. In truth, the interviewer is as \_\_ (3) \_\_ for the meeting to go well as you are. It is what \_\_ (4) \_\_ his or her job enjoyable. The secret of a good interview is preparing for it. What you wear is always important as it creates the first impression. So \_\_ (5) \_\_ neatly, but comfortably. Make \_\_ (6) \_\_ that you can deal with anything you are \_\_ (7) \_\_. Prepare for questions that are certain to come up, for example: Why do you want to become a nurse? What is the most important \_\_ (8) \_\_ a good nurse should have? Apart from nursing, what other careers have you \_\_ (9) \_\_? What are your interests and hobbies? Answer the questions fully and precisely. \_\_ (10) \_\_, if one of your interests is reading, be prepared to \_\_ (11) \_\_ about the sort of books you like. \_\_ (12) \_\_, do not learn all your answers off \_\_ (13) \_\_ heart. The interviewer wants to meet a human \_\_ (14) \_\_, not a robot. Remember, the interviewer is genuinely interested in you, so the more you relax and are yourself, the more \_\_ (15) \_\_ you are to succeed.

1. A) reason B) idea C) explanation D) excuse
2. A) perform B) do C) make D) have
3. A) keen B) wanting C) interested D) delighted
4. A) does B) causes C) happens D) makes
5. A) dress B) wear C) put on D) have on
6. A) evident B) sure C) definite D) clear
7. A) requested B) questioned C) enquired D) asked
8. A) character B) quality C) nature D) point
9. A) thought B) regarded C) considered D) wondered
10. A) For instance B) That is C) Such as D) Let's say
11. A) say B) talk C) discuss D) chat
12. A) However B) Although C) Despite D) Therefore



13. A) at B) in C) on D) by
14. A) character B) being C) somebody D) nature
15. A) easy B) possible C) likely D) probable

## TEST C

### The four-minute mile

It is the nature of athletic records that they are broken and their place is taken by new ones. Yet in many sports \_\_ (1) \_\_, there is a mark which is not \_\_ (2) \_\_ in itself, but which becomes a legend as athletes \_\_ (3) \_\_ to break it. The most \_\_ (4) \_\_ of these is the attempt to run the mile in \_\_ (5) \_\_ than four minutes. In 1945, the mile record was \_\_ (6) \_\_ to 4 minutes, 1.5 seconds. And there, for nine years, it stuck. Then, in 1954, a medical student \_\_ (7) \_\_ Roger Bannister decided to try and break the record. He had been \_\_ (8) \_\_ for this day since running the mile in 4 minutes, 2 seconds the \_\_ (9) \_\_ year. Two other runners set the pace for him, and \_\_ (10) \_\_ 250 yards to go he burst ahead for the finish. He wrote \_\_ (11) \_\_: 'My body had exhausted all its energy, but it \_\_ (12) \_\_ on running just the same. Those \_\_ (13) \_\_ few seconds seemed never-ending. I could see the line of the finishing tape. I jumped like a man making a desperate attempt to save himself from danger. 'Bannister's time was 3 minutes, 59.4 seconds. \_\_ (14) \_\_ this record has been broken on many \_\_ (15) \_\_ since, Bannister's achievement will never be forgotten.

1. A) happenings B) events C) games D) matches
2. A) central B) major C) significant D) considerable
3. A) try B) try on C) try out D) try for
4. A) known B) public C) noticeable D) famous
5. A) smaller B) less C) lower D) under
6. A) broken down B) lessened  
C) decreased D) brought down
7. A) entitled B) called C) nicknamed D) known
8. A) trying B) studying C) running D) training
9. A) early B) previous C) past D) former
10. A) on B) in C) with D) by
11. A) afterwards B) then C) next D) after
12. A) went B) continued C) ran D) got
13. A) last B) late C) latest D) later
14. A) But B) In spite of C) However D) Although
15. A) times B) times C) occasions D) incidents

## TEST D

### Traffic Lights

The first traffic signal was invented by a railway signaling engineer. It was installed \_\_ (1) \_\_ the Houses of Parliament in 1868. It \_\_ (2) \_\_ like any railway signal of the time, and was operated by gas. \_\_ (3) \_\_, it exploded and killed a policeman, and the accident \_\_ (4) \_\_ further development until cars became common. \_\_ (5) \_\_ traffic lights are an American invention. Red-green \_\_ (6) \_\_ were installed in Cleveland in 1914. Three-color signals, operated \_\_ (7) \_\_ hand from a tower in the \_\_ (8) \_\_ of the street, were installed in New York in 1918. The \_\_ (9) \_\_ lights of this type to \_\_ (10) \_\_ in Britain were in London, on the junction between St. James's Street and Piccadilly, in 1925. Automatic signals were installed \_\_ (11) \_\_ year later. In the past, traffic lights were \_\_ (12) \_\_. In New York, some lights had a statue on top. In Los Angeles the lights did not just \_\_ (13) \_\_ silently, but would ring bells to \_\_ (14) \_\_ the sleeping motorists of the 1930s. These are gone and have been \_\_ (15) \_\_ by standard models which are universally adopted.

1. A) outside B) out C) out of D) outdoors
2. A) resembled B) looked C) showed D) seemed
3. A) However B) Therefore C) Although D) Despite
4. A) forbade B) disappointed C) avoided D) discouraged
5. A) New B) Recent C) Modern D) Late

6. A) methods B) ways C) systems D) means
7. A) by B) with C) through D) in
8. A) middle B) heart C) focus D) halfway
9. A) original B) primary C) first D) early
10. A) show B) appear C) happen D) become
11. A) a B) in the C) in a D) the
12. A) various B) particular C) rare D) special
13. A) change B) alter C) vary D) move
14. A) rise B) raise C) wake D) get up
15. A) reproduced B) replaced C) removed D) remained

## TEST E

### The best stone in the world

In 1769 George and Eleanor Coade bought a factory manufacturing artificial stone in southeast London on a \_\_ (1) \_\_ at Pedlar's Acre, south \_\_ (2) \_\_ the river. The family were \_\_ (3) \_\_ running a successful factory in the south-west of England. Within a year of moving \_\_ (4) \_\_ the capital, George Coade died, leaving his wife and daughter to \_\_ (5) \_\_ on the business. The Coade Stone they perfected \_\_ (6) \_\_ to become the most permanent stone ever made. The product developed by the factory's former \_\_ (7) \_\_, Richard Holt, was a kind of baked clay. The two women \_\_ (8) \_\_ with his recipe, and \_\_ (9) \_\_ in creating a new kind of stone which was almost a hundred percent weather-proof. The advantage of Coade Stone is that while natural stone slowly breaks down and erodes away, Coade Stone seems to be \_\_ (10) \_\_ to survive in all weather conditions for many years. The National Gallery, the Royal Opera House and Buckingham Palace \_\_ (11) \_\_ display their original ornaments made of Coade Stone. \_\_ (12) \_\_ mother and daughter were clever businesswomen. They \_\_ (13) \_\_ only the top artists of the day to model their stone into statues and other ornaments. After the deaths of Eleanor Coade and her daughter the factory survived for twenty years, but in 1840 it \_\_ (14) \_\_ closed. With it went the Coade Stone recipe which was \_\_ (15) \_\_, and has never been rediscovered.

1. A) territory B) place C) ground D) plot
2. A) to B) of C) from D) than
3. A) already B) just C) yet D) however
4. A) at B) in C) to D) on
5. A) go B) carry C) get D) run
6. A) claimed B) had C) was D) would
7. A) landlord B) possessor C) owner D) tenant
8. A) experimented B) tried  
C) experienced D) tested
9. A) managed B) succeeded C) achieved D) completed
10. A) capable B) possible C) able D) good
11. A) still B) only C) just D) yet
12. A) Either B) Also C) Each D) Both
13. A) employed B) worked C) staffed D) teamed
14. A) lastly B) at last C) in the end D) finally
15. A) missing B) disappeared C) lost D) left

## TEST F

### On your bike!

If you are getting fed up wasting time looking for parking space, my \_\_ (1) \_\_ to you is to consider the bicycle as an alternative \_\_ (2) \_\_ of transport. Cycling is probably the cheapest and healthiest way of getting \_\_ (3) \_\_ in our congested city centers. \_\_ (4) \_\_ it is convenient and environmentally desirable, it can be an unattractive \_\_ (5) \_\_ on a cold wintry morning. It is much easier to \_\_ (6) \_\_ onto a nice warm bus or jump into your car, \_\_ (7) \_\_ the sight of cyclists as they weave their way in

and out of the traffic may fill you with \_\_\_(8)\_\_\_as you sit waiting in yet \_\_\_(9)\_\_\_traffic jam. In spite of the \_\_\_(10)\_\_\_that worsening pollution is getting many people \_\_\_(11)\_\_\_, causing more and more health problems, and \_\_\_(12)\_\_\_it is fashionable to express one's \_\_\_(13)\_\_\_of the environmentally safe bicycle, it is hard to \_\_\_(14)\_\_\_the danger cyclists face in sharing the road with cars. \_\_\_(15)\_\_\_ cycling is not as risky as it looks at first sight, there are more and more accidents involving cyclists.

1. A) advice B) warning C) plan D) solution
2. A) method B) way C) means D) instrument
3. A) on B) through C) over D) about
4. A) Despite B) In spite C) Although D) Even as
5. A) choice B) advice C) propose D) transport
6. A) enter B) be C) travel D) get
7. A) even B) however C) though D) and
8. A) approval B) envy C) angry D) criticism
- 9 A) other B) more C) another D) longer
- 10 A) truth B) reality C) fact D) event
- 11 A) round B) down C) over D) together
- 12 A) while B) despite C) as D) in spite of
- 13 A) favor B) agreement C) belief D) approval
- 14 A) refuse B) criticize C) deny D) think
- 15 A) Even though B) However C) Whereas D) Although

## TEST G

### Picture this

Getting friends and family to pose for photos is hard enough, but how would you cope with a rabbit, an owl or a butterfly that simply \_\_\_(1)\_\_\_ to keep still? Simon King, wildlife film-maker and photographer, says you don't need any formal \_\_\_(2)\_\_\_ to get started. The whole \_\_\_(3)\_\_\_ is that photographing wildlife should be fun. Simon offers the following \_\_\_(4)\_\_\_: Specialize from the start. You're more likely to get good \_\_\_(5)\_\_\_ sooner if you \_\_\_(6)\_\_\_ on one type of wildlife - insects for instance - \_\_\_(7)\_\_\_ than just going off to the woods or park with your camera and snapping whatever you see. \_\_\_(8)\_\_\_ something that isn't hard to photograph. Choosing an animal that's hard to \_\_\_(9)\_\_\_, or will run away if it sees you \_\_\_(10)\_\_\_ unnecessary problems. How about flowers, or a group of birds? \_\_\_(11)\_\_\_ second-hand camera shops and local papers for quality \_\_\_(12)\_\_\_. You don't need to \_\_\_(13)\_\_\_ a fortune - Simon started with just a second-hand camera that cost around £30. But you will need a single lens reflex camera. Remember it's the \_\_\_(14)\_\_\_ photograph that counts, not just the subject. \_\_\_(15)\_\_\_ you're composing a picture and try to be as artistic as possible.

1. A) disobeys B) dislikes C) refuses D) avoids
2. A) training B) education C) exercise D) lecture
3. A) thought B) idea C) dream D) plan
4. A) lessons B) facts C) warnings D) tips
5. A) progress B) luck C) results D) events
6. A) think B) concentrate C) limit D) depend
7. A) more B) other C) better D) rather
8. A) Decide B) Pick C) Prefer D) Collect
9. A) spot B) notice C) meet D) glance
10. A) creates B) starts C) puts D) leads
11. A) Visit B) Look C) Find D) Search
12. A) instruments B) equipment C) material D) tools
13. A) cost B) make C) spend D) lose
14. A) big B) all C) whole D) full
15. A) Think B) Guess C) Invent D) Imagine

**TEST H**

## Shopping in Japan

Unlike millions of Britons, who will not know how much the Christmas turkey, child's bicycle and the January sales have \_\_ (1) \_\_ them until the credit card bill arrives, the Japanese \_\_ (2) \_\_ to settle up before they've even \_\_ (3) \_\_ their shopping list. The Japanese like to improve on every idea, even if the idea is cash. So they have been \_\_ (4) \_\_ about the pre-paid card. It \_\_ (5) \_\_ the bother of banknotes and it saves the Japanese \_\_ (6) \_\_ the fear of being in \_\_ (7) \_\_ to someone else. It \_\_ (8) \_\_ with the convenient pre-paid telephone card and has \_\_ (9) \_\_ through train ticket cards, taxi cards, and supermarket cards all the way to McDonald's hamburgers cards. Few Westerners can understand why anyone \_\_ (10) \_\_ want to give money to a supermarket or a department store \_\_ (11) \_\_ by buying a pre-paid card. But credit companies are held in some suspicion in Japan. People have traditionally preferred cash and will happily stroll the streets with quite large \_\_ (12) \_\_ of money in their pockets. The fact that street crime is fairly \_\_ (13) \_\_ helps. Pre-paid cards are now as \_\_ (14) \_\_ as chopsticks and twice as convenient. About 500 million cards were sold in the first five years after they became \_\_ (15) \_\_.

1. A) lost B) cost C) charged D) priced
2. A) prefer B) desire C) enjoy D) select
3. A) written about B) written off  
C) written out D) written up
4. A) keen B) enthusiastic C) exciting D) eager
5. A) does away with B) does out of  
C) does without D) does out
6. A) of B) from C) for D) by
7. A) payment B) bill C) debt D) interest
8. A) opened B) invented C) introduced D) started
9. A) followed B) developed C) changed D) turned
10. A) would B) will C) may D) must
11. A) in time B) in front C) in future D) in advance
12. A) savings B) sums C) deposits D) masses
13. A) seldom B) slight C) rare D) slow
14. A) common B) usual C) regular D) often
15. A) prepared B) possible C) ready D) available

## TEST I

### The personal trainer

What does a personal trainer do?

I meet each client to discuss what he or she is looking for. It could be \_\_ (1) \_\_ from improving general fitness to losing - or, in a few cases, - \_\_ (2) \_\_ weight. I then devise a training program for them which I think will \_\_ (3) \_\_ them to achieve their \_\_ (4) \_\_. If they've had anything \_\_ (5) \_\_ with them, say a back \_\_ (6) \_\_, I speak to their doctor who will \_\_ (7) \_\_ me what not to do. If someone eats and drinks too much, it's easy to suggest they \_\_ (8) \_\_, but if that doesn't \_\_ (9) \_\_, I look at their diet. I prefer to train on a one-to-one \_\_ (10) \_\_, though I do sometimes work with \_\_ (11) \_\_ if they are friends and want to train together. Who needs a personal trainer? I think most people do. A trainer will \_\_ (12) \_\_ you to try \_\_ (13) \_\_. You achieve 20 per cent more than you could training alone, no \_\_ (14) \_\_ how dedicated you are. I've got a lot of Americans on my books, and I actually prefer them. \_\_ (15) \_\_ most Brits, who still haven't really got the idea, Americans know how to work out.

1. A) nothing B) everything C) anything D) something
2. A) adding B) gaining C) putting D) finding
3. A) help B) ensure C) let D) organize
4. A) hope B) intention C) aim D) wish
5. A) ill B) bad C) off D) wrong
6. A) wound B) hurt C) injury D) accident
7. A) persuade B) advise C) suggest D) order

8. A) cut out B) cut off C) cut back D) cut down
9. A) work B) function C) manage D) advance
10. A) way B) method C) basis D) style
11. A) crowds B) couples C) twins D) doubles
12. A) move B) push C) make D) insist
13. A) stronger B) better C) more D) harder
14. A) matter B) point C) way D) doubt
15. A) Compared B) Contrary C) Different D) Unlike

## TEST J

### The fall guy

Nick Gillard earns a living working as a stuntman on films and TV shows but his first\_\_(1)\_\_\_of show business was trick-riding circus horses when he was just 12 years old. Four years later he got the chance to\_(2)\_in his first film. ‘I really enjoyed working on the film,’ Nick remembers, ‘so I started asking how I’d \_\_(3)\_\_\_ becoming a stuntman.’ Nick couldn’t just \_\_(4)\_\_\_ as a stuntman straight away. First he had to get\_(5) by the British Stunt Register, which represents stunt professionals in Britain. To do this he had to reach instructor\_(6)\_in six sports including skiing, riding and gymnastics. Since qualifying \_\_(7)\_\_\_the age of 19, Nick has worked on many movies and he has doubled for some of the biggest stars in Hollywood. Safety and timing are all-important for stunt professionals – they plan everything down to the\_(8) detail. ‘We take the utmost \_\_(9)\_\_. It’s not like being an actor where you can \_\_(10)\_\_\_the shot again if it goes wrong. It’s got to work first time.’ Nick has\_(11)\_some terrifyingly dangerous stunts. For one film he jumped across a bridge in a speed boat, and in Alien 3 he was \_\_(12)\_\_\_on fire, without air, for more than two minutes. Filming on location\_\_(13)\_\_\_him all\_\_(14)\_\_\_the world, often for months\_\_(15)\_\_\_a time.

1. A) lesson B) experiment C) attempt D) taste
2. A) play B) practice C) perform D) show
3. A) go on B) go about C) go by D) go for
4. A) put up B) establish C) set up D) introduce
5. A) applied B) allowed C) agreed D) accepted
6. A) line B) level C) measure D) mark
7. A) in B) on C) at D) by
8. A) tiniest B) lowest C) least D) lightest
9. A) caution B) care C) attention D) guard
10. A) have B) make C) give D) take
11. A) made B) done C) led D) given
12. A) put B) caught C) set D) lit
13. A) takes B) brings C) flies D) fetches
14. A) about B) through C) across D) over
15. A) at B) on C) for D) in

## TEST K

### Yachtswoman

Lisa Clayton’s dream was to become the first woman in history to sail single-handed, non-stop and unassisted around the world. On 17 September 1994, she set sail in Spirit of Birmingham on what could have been the final\_(1)\_of her life. Here are some of her notes on the journey.

Day 182

The loneliness got worse \_\_(2)\_\_\_ the day. When you haven’t \_\_(3)\_\_\_ a ship or land for four months,\_(4)\_talked to anyone, it really gets you\_(5)\_. The sense of isolation is frightening.

Day 217

I \_\_(6)\_\_\_a lot of my trip feeling frustrated and frightened, \_\_(7)\_\_\_ it was because of the \_\_(8) winds, a broken heater or the sharks. I remember thinking, ‘This is crazy!’ The sun was out, the sea

was\_\_(9)\_\_and here I was\_\_(10)\_\_tears! Then I saw the most wonderful\_\_(11)\_\_- a 12m whale which swam\_\_(12)\_\_the boat for hours.

Day 286

Two days before I crossed the\_\_(13)\_\_line a helicopter came out scanning the seas for me. That's when I finally thought, 'I'm going to do it.' About 50 boats escorted me into the harbor where thousands of people were waiting\_\_(14)\_\_me on. And, as I docked, fireworks and cannons \_\_(15)\_\_. It was just mad!

1. A) excursion B) travel C) journey D) tour
2. A) from B) by C) since D) at
3. A) crossed B) discovered C) passed D) joined
4. A) let alone B) not only C) without even D) not counting
5. A) back B) out C) off D) down
6. A) took B) spent C) had D) stayed
7. A) whether B) unless C) either D) if
8. A) low B) weak C) mild D) light
9. A) sparkling B) glowing C) flickering D) flashing
10. A) full of B) in C) down with D) on
11. A) scenery B) view C) sight D) outlook
12. A) alongside B) close C) besides D) ahead
13. A) ending B) final C) finishing D) last
14. A) crying B) cheering C) shouting D) screaming
15. A) broke out B) let out C) set off D) went off

## TEST L

### Night visitor

She put the key in the keyhole as quietly as she could but she found it \_\_(1)\_\_as the door was old and rusty. As she \_\_(2)\_\_opened the door, it squeaked \_\_(3)\_\_on its old hinges. 'I wish they'd oil the thing a bit more \_\_(4)\_\_', she muttered to herself \_\_(5)\_\_. She closed the door \_\_(6)\_\_behind her and then tiptoed\_\_(7)\_\_across the room. Unfortunately, this time it was the floorboards that betrayed her as they creaked\_\_(8)\_\_with every step she took. It had been so\_\_(9)\_\_since the old house had been built - it had\_\_(10)\_\_been about two hundred years before and for all Helen knew they had \_\_(11)\_\_replaced the original floorboards. Helen's heart began to beat \_\_(12)\_\_. It was one o'clock. Helen's parents must have gone to bed\_\_(13)\_\_. This was most unusual. Rarely \_\_(14)\_\_to bed before she got home. No sooner had she put her foot on the first stair\_\_(15)\_\_she heard a muffled voice call out, 'Who's there? Is that you, Helen?'

1. A) hardly B) easy C) hard D) easily
2. A) slowly B) loudly C) careful D) noisy
3. A) lightly B) noisily C) softly D) gently
4. A) frequent B) oftener C) sooner D) frequently
5. A) with angry B) angry C) angrily D) from anger
6. A) shyly B) efficiently C) carefully D) fast
7. A) softly B) gentle C) finely D) shortly
8. A) aloud B) loud C) loudly D) allowed
9. A) along B) long time C) long D) a long time
10. A) probably B) certainly C) definitely D) may not
11. A) rarely B) scarcely C) never D) occasionally
12. A) fastly B) more faster C) more fast D) faster
13. A) early B) more earlier C) the earliest D) more early
14. A) they went B) they did go  
C) they have gone D) did they go
15. A) then B) than C) that D) there

## TEST M

### A hectic time

Dear Trevor,

I know it's been ages since I wrote to you but I've been very busy \_\_ (1) \_\_ we decided to move into the country. The house in the village is not quite ready \_\_ (2) \_\_ but as you can imagine \_\_ (3) \_\_ the last few weeks we've had to chase up builders and plumbers and we've \_\_ (4) \_\_ got a long way to go. It's been such a long time since we \_\_ (5) \_\_ to work on it. I've almost forgotten how long it's been exactly. We must have started it about seven years \_\_ (6) \_\_ and we've \_\_ (7) \_\_ spent a small fortune on it. We are \_\_ (8) \_\_ living in our rather cramped flat where you \_\_ (9) \_\_ us a few years ago but it \_\_ (10) \_\_ to get unbearable and we \_\_ (11) \_\_ to moving out. We are still \_\_ (12) \_\_ around from morning \_\_ (13) \_\_ night and it's been particularly hectic \_\_ (14) \_\_ the last week. Anyway, \_\_ (15) \_\_ all this was going on Karen fell and sprained her ankle which was the last thing we needed!

1. A) every time B) ever since C) while D) before
2. A) still B) already C) yet D) soon
3. A) for B) as C) while D) since
4. A) yet B) already C) nearly D) still
5. A) have started B) start C) did start D) started
6. A) before B) ago C) previous D) since
7. A) still B) not C) already D) yet
8. A) already B) still C) yet D) longer
9. A) were visiting B) have visited  
C) had been visited D) visited
10. A) begun B) is beginning C) begins D) begin
11. A) have looked B) looked forward  
C) will look forward D) are looking forward
12. A) rush B) rushed C) rushing D) be rushed
13. A) and B) into C) till D) through
14. A) during B) from C) in D) while
15. A) in B) during C) while D) for

### TEST N

#### The mystery of the Marie Celeste

We spotted the Marie Celeste drifting in mid-Atlantic on December 5, 1872. Since the ship looked damaged, the captain said the three of us \_\_ (1) \_\_ board her at once \_\_ (2) \_\_ investigate and \_\_ (3) \_\_ him back any information we could get hold of. We \_\_ (4) \_\_ climb on board without too much difficulty but we couldn't see any sign of life anywhere. The crew of the Marie Celeste \_\_ (5) \_\_ have abandoned ship \_\_ (6) \_\_ the ship's small lifeboat was missing. Some navigational equipment which a ship of that kind \_\_ (7) \_\_ had on board was also missing. The crew \_\_ (8) \_\_ had much time to abandon ship because they had not \_\_ (9) \_\_ with them many of their personal possessions. Luckily, we \_\_ (10) \_\_ to find the ship's log which helped us a great deal in our \_\_ (11) \_\_. The last time the captain of the Maria Celeste had \_\_ (12) \_\_ an entry in the ship's log was November 21. Something extraordinary must have taken \_\_ (13) \_\_ between this date and December 5. The captain of the ship, Benjamin Briggs, had extensive \_\_ (14) \_\_ of the high seas so what had made him \_\_ (15) \_\_ the decision to abandon ship in the middle of nowhere?

1. A) have B) had to C) could D) ought
2. A) in order that B) so that C) in order to D) for to
3. A) take B) get C) carry D) bring
4. A) couldn't B) managed C) unable D) were able to
5. A) can't B) must C) hadn't D) could
6. A) since B) on account of  
C) as a result of D) owing to
7. A) shouldn't B) should have  
C) shouldn't have D) should be



8. A) ought not have B) must not  
C) couldn't have D) would have
9. A) taken B) fetched C) brought D) had
10. A) could B) able C) knew D) managed
11. A) information B) solution C) suggestion D) investigation
12. A) took B) passed C) wrote D) made
13. A) part B) care C) place D) control
14. A) qualification B) education C) experience D) travel
15. A) bring B) choose C) have D) take

## TEST O

### The big day

Whatever candidates may think about examiners, they are not in fact \_\_ (1) \_\_ monsters, dripping red ink instead of blood, but ordinary people who will do their best to pass candidates as \_\_ (2) \_\_ as candidates follow certain basic rules of the game. Many candidates are \_\_ (3) \_\_ in the First Certificate not because their English is \_\_ (4) \_\_ but because they are \_\_ (5) \_\_ about the requirements of the examination. Before you \_\_ (6) \_\_ for the examination, make sure you know what is expected of you; you are \_\_ (7) \_\_ to do well unless you answer all the questions set, and don't include \_\_ (8) \_\_ material. Don't start writing as \_\_ (9) \_\_ as you get the paper - think first, write \_\_ (10) \_\_! If part of an answer is incorrect, you \_\_ (11) \_\_ cross it out and write the preferred answer neatly above it. If your handwriting \_\_ (12) \_\_ illegible, it will be difficult for the examiner to give you credit for it, \_\_ (13) \_\_ it is right or \_\_ (14) \_\_. You will also lose marks if your essay is written in an \_\_ (15) \_\_ style for the type of writing and intended audience.

1. A) insensible B) unsensible C) unsensitive D) insensitive
2. A) much B) far C) long D) soon
3. A) unhappy B) inaccurate C) incorrect D) unsuccessful
4. A) inadequate B) misguided  
C) illegible D) misunderstood
5. A) ill-informed B) informed C) dissinformed D) mal-informed
6. A) will sit B) would sit C) have sat D) sit
7. A) improbably B) impossible C) unlikely D) unlucky
8. A) irrelevant B) illiterate C) indirect D) illogical
9. A) quickly B) immediately C) fast D) soon
10. A) after B) afterwards C) later D) slower
11. A) will B) would C) should D) have
12. A) was B) were C) be D) is
13. A) however B) whenever C) whether D) if
14. A) no B) none C) false D) not
15. A) unappropriate B) misappropriate  
C) inappropriate D) disappropriate

## TEST P

### Bad news

The mass media nowadays are our main source of information about what's happening in the world and the impression one \_\_ (1) \_\_ from them about human \_\_ (2) \_\_ is pretty depressing. My blood \_\_ (3) \_\_ rises every time I switch the television on. Apart from gossip about \_\_ (4) \_\_ personalities, the picture they paint of human \_\_ (5) \_\_ is that they are violent and bloodthirsty. They just report crimes, violations of human rights and the way we are destroying our natural \_\_ (6) \_\_. They rarely report \_\_ (7) \_\_ in science or medicine; it's a bleak picture. Last night, there was a report about a mass \_\_ (8) \_\_ from a prison in Chicago during which five prison guards \_\_ (9) \_\_ dead as the prisoners were \_\_ (10) \_\_ their getaway. Then there was the story of someone who \_\_ (11) \_\_ gunned down by police when he went berserk and massacred ten innocent \_\_ (12) \_\_ in a shopping centre somewhere - again - in the United States. I see now where Hollywood \_\_ (13) \_\_ get their ideas

from. They just turn on the news and they've got themselves a \_\_\_(14)\_\_\_ scenario. It seems to me that news \_\_\_(15)\_\_\_ have become a form of entertainment.

1. A) takes B) collects C) gets D) draws
2. A) nature B) character C) species D) persons
3. A) level B) impression C) pressure D) temperature
4. A) film affairs B) film business  
C) show star D) show business
5. A) beings B) characters C) personalities D) people
6. A) wealth B) springs C) materials D) resources
7. A) breakaways B) break-ins  
C) break-ups D) breakthroughs
8. A) break-in B) break-out C) breakthrough D) break-up
9. A) have been shot B) have shot  
C) were shooting D) were shot
10. A) taking B) making C) trying D) escaping
11. A) had B) has been C) got D) was got
12. A) by-passers B) passers-by C) pedestrians D) onlookers
13. A) screenplayers B) scriptplayers  
C) scenewriters D) screenwriters
14. A) ready-made B) take-away C) give away D) high class
15. A) bulletins B) broadcasters C) forecasts D) reporters

## TEST R

### E-mail or snail mail?

Modern technology has brought about enormous improvements in communications and yet many people are still very worried \_\_\_(1)\_\_\_ using the latest computer technology. I am often \_\_\_(2)\_\_\_ to meet colleagues who still don't know what the 'e' in e-mail stands for and they are too \_\_\_(3)\_\_\_ to ask. They assume you have to be skilled \_\_\_(4)\_\_\_ computers to send a message via e-mail but in fact it is \_\_\_(5)\_\_\_ thing in the world. It is also \_\_\_(6)\_\_\_ to send an e-mail message \_\_\_(7)\_\_\_ to send an ordinary letter or a 'snail' message which also takes \_\_\_(8)\_\_\_ longer. An e-mail message is only \_\_\_(9)\_\_\_ more expensive than a local telephone call to send; on top of the call itself you also have to pay a fee to your 'server'. If you send a letter by \_\_\_(10)\_\_\_ mail it will take a couple of days to get there whereas an e-mail will not take \_\_\_(11)\_\_\_ than a few seconds. Once you become \_\_\_(12)\_\_\_ to using the system you will be \_\_\_(13)\_\_\_ at how much more \_\_\_(14)\_\_\_ it is than other means of communication. Of course, before you have access to e-mail, you will need a fairly \_\_\_(15)\_\_\_ computer, which can be quite expensive.

1. A) for B) about C) at D) with as
2. A) surprising B) irritating C) surprised D) irritated
3. A) embarrassing B) embarrassed  
C) tired D) tiring
4. A) about B) into C) to D) in
5. A) simplest B) the more simple  
C) simpler D) the simplest
6. A) cheaper B) more cheaper  
C) cheapest D) the cheaper
7. A) as B) than C) that D) from
8. A) much B) more C) as D) lot
9. A) little B) slightly C) less D) least
10. A) second-hand B) low-paid  
C) part-time D) first-class
11. A) more long B) longest C) as long D) longer
12. A) capable B) accustomed C) clever D) good
13. A) amazed B) puzzled C) experienced D) pleased

14. A) confident B) certain C) efficient D) skilful  
15. A) strong B) great C) powerful D) large

## 8. РЕКОМЕНДОВАНА ЛІТЕРАТУРА

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