

МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ

**ХАРКІВСЬКИЙ НАЦІОНАЛЬНИЙ ЕКОНОМІЧНИЙ УНІВЕРСИТЕТ
ІМЕНІ СЕМЕНА КУЗНЕЦЯ**

**Збірник завдань з граматики
з англійської мови
для студентів галузі знань
0501 "Інформатика та обчислювальна техніка"
денної форми навчання**

Харків. Вид. ХНЕУ ім. С. Кузнеця, 2014

Затверджено на засіданні кафедри іноземних мов.
Протокол № 5 від 09.12.2013 р.

Укладачі: Уразова С. В.
Мітягіна Т. В.

М54 Збірник завдань з граматики з англійської мови для студентів галузі знань 0501 "Інформатика та обчислювальна техніка" денної форми навчання / укл. С. В. Уразова, Т. В. Мітягіна. – Х. : Вид. ХНЕУ ім. С. Кузнеця, 2014. – 32 с. (Укр. мов., англ. мов.)

Подано завдання з граматики англійської мови з метою повторення і систематизації знань студентів. Основну увагу приділено видо-часовим формам дієслова активного та пасивного стану, використанню модальних дієслів, структурі умовних речень.

Рекомендовано для студентів галузі знань 0501 "Інформатика та обчислювальна техніка" спеціальностей 8.05010101 "Інформаційні управляючі системи та технології" і 8.05010105 "Комп'ютерний еколого-економічний моніторинг" денної форми навчання.

Вступ

Збірник завдань з навчальної дисципліни "Іноземна мова" розроблений для студентів галузі знань 0501 "Інформатика та обчислювальна техніка" спеціальностей "Інформаційні керуючі системи та технології", "Комп'ютерний еколого-економічний моніторинг" денної форм навчання. Вони організовані відповідно до завдань та умов вивчення іноземних мов у немовних вищих навчальних закладах у відповідності з програмою з англійської мови для професійного спілкування та Загальноєвропейськими рекомендаціями з мовної освіти. Комплекс завдань спрямовує студентів на вдосконалення фахових компетенцій англійською мовою.

Метою збірника є повторення та систематизація знань студентів з граматики англійської мови, закріплення навичок застосування видочасових форм дієслова, модальних дієслів і ступенів порівняння прикметників у повсякденному житті та професійній діяльності.

Збірник завдань містить граматичні конструкції, важливі для читання та розуміння науково-технічних текстів. Видання має також на меті систематизувати та закріпити знання студентів з граматики англійської мови та сприяти формуванню мовленнєвих компетенцій.

Unit 1. Present Tenses

Task 1. Say whether the statements are true or false

1. Present Simple denotes habitual, regular actions in the present.
2. For interrogative sentences, we do not normally use the auxiliary "do/does" in Present Simple.
3. The structure of the present continuous tense is Subject + auxiliary verb DO + main verb base + -ing.
4. Present Continuous is usually marked by such adverbs of time as *now, at present, at the present time, at the moment, this year.*
5. Present Perfect usually states a fact, general truth, profession, state or condition.
6. Present Perfect reports the result or frequency of past actions by the present moment.
7. If the time of the action is indicated as "today, this morning, this month", etc., Present Simple is used if this period of time is not over yet at the moment of speaking.
8. The action denoted by Present Continuous has been going on for some time by now and is still going on.
9. Present Perfect stresses the result of some continued activity by now, while Present Perfect Continuous stresses the duration of such activity by now.
10. As a rule, verbs expressing mental or emotional state, mental or sense perception, possession, and other types of state or condition (stative verbs or non-progressive verbs) are used in the continuous tenses because they express action or process of action as opposed to action verbs.

Task 2. Complete the sentences with a suitable time expression from the list below

yet **often** **for** **since** **ever**
already **so far** **never** **always** **just**

1. They have studied programming ____since____ 2010.
2. Have they _____ worked as freelance analysts?
3. We have _____ heard that Stephen' s company has won the contract! Congratulations to them all!!
4. I do not think we should introduce more innovations. The new system has _____ made the accounting department much more productive.
5. Information systems have _____ been used in almost every imaginable career area.

6. Hurry up! Have you compiled the source code _____?
7. Jerry has worked for this company _____ over five years now.
8. Mrs. Evans has _____ used automatic teller machines before. It is such an exciting experience for her.
9. Computers have _____ acted as command and control systems, but this is the first time we have employed them in our company for these purposes.
10. We have been very busy on the stand this morning. _____ we have given away around 500 brochures and leaflets.

Task 3. For each sentence (1–10) choose the correct answer, A, B or C

1. The applications developed here _____ very efficient.
 a) isn't; b) aren't; c) not are.
2. _____ I invited to the Apple presentation in Odeon Expohall?
 a) Amn't; b) Don't; c) Aren't.
3. The PC shop _____ the monitors I saw last week.
 a) doesn't have got; b) hasn't got; c) doesn't got.
4. Don't bother to invite Gerry - he _____ discussing the choice of hardware for departments!
 a) doesn't like; b) doesn't likes; c) isn't like.
5. Some people in IT companies _____ enough attention to debugging.
 a) usually payn't; b) don't usually pay; c) not usually pay.
6. J _____ on a colour printer this week, but mine is broken at the moment.
 a) am print; b) are printing; c) am printing.
7. _____ on the report for Grant Brothers at the moment?
 a) Aren't you work; b) You aren't work; c) Aren't you working.
8. "Is Alan coming this evening?" "No, he _____ the software on office computers".
 a) troubleshooting; b) is troubleshoot; c) is troubleshooting.
9. Can you tell Jack and Bree to be quiet? They _____ over methods to protect computers from viruses!
 a) argue always; b) are always arguing; c) always argue.
10. The company _____ over £50,000 on upgrading its computer systems so far this year.
 a) is spent; b) has spent; c) has spendened.

Task 4. Correct mistakes in each sentence. Write the correct forms at the end. The first sentence is an example

1. She is sending emails all week but has not placed an order yet. *_has been.*

2. We have started this course four weeks ago. _____

3. A: "What have you been doing all morning?"

B: "I've been fed data into the system". _____

4. When have you upgraded the equipment in the company?

5. You have ever had difficulty accessing the information you needed in the Internet? _____

6. Mary Stevenson has already been organized a conference in Modern IT Systems. _____

7. Productivity has been declining since six months. _____

8. I work for this company since I graduated from Oxford. _____

9. I wait here a long time. Where have you been? _____

10. I did not deliver lectures before, so I am a bit nervous. _____

11. I am waiting for their reply to the email for two weeks. _____

12. How long do you develop for applications for Microsoft?

Task 5. Put the verbs in brackets into the correct form of Present Tenses

1. We _____ (to have) the same computers in our department for a year already.

2. How long _____ (to wait) for the help desk technician?

3. Scheduled reports _____ (to enable) accounting managers to control future payroll costs.

4. Lisa _____ (to install) the new software all day.

5. Mark _____ (to help) in the office since Monday.

6. Useful applications of virtual reality _____ (to include) training in a variety of areas.

7. Some IT specialists _____ (not to enjoy) their job in small companies lately.

8. Information systems _____ (to become) less expensive but much more powerful in the last ten years.

9. I am exhausted. I _____ (to feed) the new figures into the company database.

10. Accountants _____ (to use) expert systems this year to monitor and perform company profit and loss evaluations.

Task 6. Complete the second sentence so it has a similar meaning to the first sentence. You may need a new verb or a time expression from Task 3. The first sentence has been done for you

1. Janet does not work in this company now.

Janet _____ *has left* _____ this company.

2. This is the first time I have used this application.

I _____ this application before.

3. The system is still processing the data.

The system _____ the data yet.

4. The checkout clerks started scanning the bar codes on books in the morning.

The checkout clerks _____ morning.

5. Is this your first attempt to conduct a market research?

Have you _____ a market research?

6. I am still writing this report.

I _____ reading this report yet.

7. How stupid of Jim! His laptop is still in the car.

How stupid of Jim! He _____ his laptop in the car.

8. Some employees have had English classes in this company since September.

Some employees have been _____ English since September.

9. It's ages since we last placed any orders with the IBM Company.

We _____ any goods at The IBM Company for ages.

10. The company analysts started evaluating the company performance last week.

The company analysts _____ for a week already.

Unit 2. Past Tenses

Task 1. Say whether the statements are true or false

1. Past Simple expresses an action that comes up to the present moment and always has a connection with the present moment, while

Present Perfect expresses a completed past action that started and ended in the past and has no connection with the present moment.

2. Adverbs of time typically used in Past Perfect are *yesterday, next week, next year, in 1984, in 2007, an hour ago*, etc.

3. The ending "ed" is added to regular verbs to form the Past Simple Tense and Past Participle.

4. For negative sentences in Past Continuous, we insert "not" between the auxiliary verb and main verb and for question sentences, we exchange the subject and auxiliary verb.

5. Generally, Past Simple, not Past Continuous, is used when two actions in a sentence went on for some time and ended in the past.

6. Present Continuous expresses action at a particular moment in the past, which started before that moment but has not finished at that moment.

7. Present Perfect is usually required in sentences with "by the time" and is also used in sentences with "when" if it is necessary to stress which action happened before and which after the specified action in the past.

8. Past Simple, not Past Perfect, is used when you enumerate actions that happened one after another in the past.

9. Past Perfect Continuous is used predominantly in writing, in formal correspondence and scientific literature.

10. In a number of cases, Past Perfect may be used instead of Past Perfect Continuous, with the same adverbs of time.

Task 2. Choose the appropriate form of the verb for each sentence

1. I *had been waiting / have been waiting* here for a long time already.

2. The markets *have experienced / experienced* a sharp fall two days ago.

3. Their performance *improved / had improved* by 2012.

4. Wait a minute, I *have left / left* the instruction manual in Peter's office.

5. How long *were you working / have you been working* on this project?

6. We could not supply the goods to our clients last week because wrong reference numbers in the database *were wrong / had been wrong*.

7. We could not supply the goods because they *haven't paid / hadn't paid* the deposit.

8. I *was trying / was trying* to debug the system when the electricity went out.

9. I am looking for the CD with my favourite songs. When *have you last seen / did you last see* it?

10. I am looking for my black folder with documents. *Have you seen / did you see* it?

Task 3. Complete the sentences with a suitable time expression from the list below

at on in when while / when before

1. The computer crashed _____ I was loading up the new program.
2. _____ did you first notice the fault?
3. We sent you the invoice _____ the end of last month.
4. Apple was introducing new gadgets very rapidly _____ the late 2000s.
5. We had sent the goods _____ March,12. Haven' t you received them yet?
6. _____ they raised interest rates the euro recovered against the dollar.
7. _____ he was checking the company database, he detected several errors.
8. We met _____ 2 p.m. for a business lunch.
9. The two companies merged _____ 2009.
10. I had checked my files _____ you called me in the morning.

Task 4. A famous artist is being interviewed. Make questions to match his answers. Use the appropriate form of Past Simple or Present Perfect

e.g. Question: What did you do yesterday?

Answer: I worked on the computer.

1. Q: What _____ ?

A: Worked on a CD of my paintings.

2. Q: How many _____ ?

A: About a third.

3. Q: What _____ ?

A: I deleted them.

4. Q: How _____ ?

A: I scanned them in.

5. Q: How _____ ?

A: I' ve organized them into themes.

6. Q: Have _____ ?

A: Yes, I have added a sound track.

7. Q: How long _____ ?

A: It has taken me about a week.

8. Q: When _____ ?

A: I started about ten years ago.

9. Q: What _____?

A: Before I had a computer, I had to use slides.

10. Q: Have _____?

A: Yes, I have sold a few.

Task 5. Some sentences have grammatical mistakes. Correct mistakes where necessary. If there are no mistakes in the sentence, write CORRECT

e. g.

0 When you woke me up I had a wonderful dream. ___was having_

00 This time yesterday I was playing computer games. CORRECT

1. When I got to the office everybody worked. _____

2. When Linda left the office she copied all the data from
her computer. _____

3. We were installing new software when the system
dropped. _____

4. Everybody was knowing that Peter was a computer
wizard. _____

5. Had you wanted to fix the date and time of the
appointment with your partner yesterday? _____

6. We realised that we had chosen on the wrong
method of troubleshooting. _____

7. When I was seeing Jeanne, she was analysing
system performance in September. _____

8. When the security guards were stopping him, he tried
to steal three laptops. _____

9. They wondered if you were available yesterday
evening. _____

10. ISC had decided to replace its servers with an HP
Superdome server by 2012. _____

Task 6. Complete the sentences with appropriate past forms of the verbs in brackets

e.g.

0. That summer, the river that ___ran___ through the town dried up (to run).

1. When Mr Keller _____ to the office, Laura
_____ the printer (to get; to repair).

2. After promotion Jerry _____ a lovely office that
_____ out over the Central Park (to get; to look).

3. When I _____ Linda she _____ how to implement the new computer simulation project (to phone; to plan).

4. We _____ the issues until the chairperson _____ the break yesterday (to discuss; to announce).

5. Nobody understood why he _____ his post (to leave).

6. I started analyzing the monthly report and realized that sales managers _____ the wrong data into it (to enter).

7. When I _____ Jack he _____ the source code and he _____ not to disturb him (to find; to compile; to ask).

8. She was so annoying. She _____ always that she had too many responsibilities (to complain).

9. Last year, while Theodore _____ in Japan he _____ reports every week (to work; to send).

10. When I _____ into the busy office, the secretary _____ on the phone with a customer, several clerks _____ busily at their desks, and two managers _____ quietly methods to improve customer service (to walk; to talk; to work; to discuss).

Task 7. Complete the second sentence so it has a similar meaning to the first sentence using the words in brackets. The first sentence has been done for you

1. Michael made some notes and started writing.

(had) After _____ *Michael had made* _____ some notes, he started writing.

2. This Internet connection is slower than before.

(didn't) This Internet connection _____ to be slow.

3. I was sure the disk was in the drive!

(forgotten) I was sure _____ the disk.

4. In the past, the factory manufactured 9 500 units every month.

(used) The factory _____ 9 500 units every month.

5. I thought the article seemed familiar to you.

(had) I thought _____ the article before.

6. The meeting finished late so we left the office.

(had) We left the office because _____ late.

7. The system crashed before we found the problem.

(already) By the time we found the problem, the system _____.

8. When I was younger I played computer games every evening.

(used) I _____ when I was younger.

Unit 3. Future Tenses. Ways to Express Future Action

Task 1. Say whether the statements are true or false

1. Present Continuous is used instead of Future Simple for future actions according to the schedule (e.g., about public transportation, movies, banks).
2. No future tense is used in subordinate clauses of time and condition.
3. The phrase "be going to" is widely used in speech and writing to show unplanned future actions.
4. Present Simple is used instead of Future Simple for future actions according to the schedule, usually about the work of public transportation, stores, cinema, etc.
5. The action denoted by Future Perfect will be going on when another future action, expressed by the simple present, because the future tense forms are not allowed in subordinate clauses of time, happens.
6. The action denoted by Future Continuous is usually accompanied by adverbs of time such as "by the time"; "by 2035"; "by tomorrow"; "before he comes" etc.
7. Future Perfect is very common in speech and is not used in writing, for example, in formal correspondence and scientific literature.
8. Future Simple usually expresses an opinion, hope, uncertainty or assumption regarding the future.
9. We use "will" when we request that someone helps us or volunteers do something for us.
10. With Future Perfect Continuous the action will last for some time before a specific point of time in the future.

Task 2. Choose the appropriate form of the verb for each sentence

1. IT specialists assume that *it will cost / is going to cost* about £200,000 to modernize the system.
2. The performance *will decline / is going to decline* – look at the figures in last weeks' report.
3. The analysts forecast that processing capacities *will increase / are going to increase* soon.
4. "What is wrong?" – "The program *won' t run / won' t have run* on this computer."
5. One day everybody *will have / is going to have* laptops and tablet PCs.
6. With a bit of luck, we *will detect / are going to detect* all the faults in the system.

7. They *will get / are going to get* the tender on the new equipment. Anyway, they always do.

8. Don't allow her access private information. She can't keep secrets. She *will tell / is going to tell* it to everybody in the company.

9. They *are having / will have* a production meeting next Monday to discuss implementation of new technologies.

10. James *will prepare / will have prepared* the report by tomorrow.

Task 3. Make predictions for 2025 for each of the following issues using the appropriate forms to denote future action. You may need to use these verbs

to develop

to disappear

to increase

to replace

to take over

1. Computing power _____

2. interfaces _____

3. monitors _____

4. speech recognition _____

5. money _____

6. the Internet _____

7. teleworking _____

8. shops _____

9. keyboards _____

10. machine intelligence compared with human intelligence _____

11. online auctions _____

12. processing capacity _____

13. databases _____

Task 4. Choose the appropriate forms (Future Simple, Present Simple, Present Continuous, to be going to) the verbs in brackets to rewrite the sentences

1. I've arranged to have a meeting with Ronald Stone tonight.

I _____ a meeting with Ronald Stone tonight (to have).

2. We think we may analyze the queries before Christmas.

Perhaps, we _____ the queries before Christmas (to analyze).

3. What have you arranged to do this weekend?

What _____ this weekend (to do)?

4. He has decided to type in the sales figures next week.

He _____ the sales figures next week (to type).

5. The test of new software is on Wednesday morning.

I _____ my driving test on Monday morning (to test).

6. The university administration has decided to introduce new teaching methods when the new semester begins.

The university administration _____ new teaching methods when the new semester begins (to introduce).

7. They have arranged to drive the delegates to the airport at 2 p.m. on Friday.

They _____ the delegates to the airport at 2 p.m. on Friday (to drive).

8. The managers think that the company wants to buy new computers for them.

The company _____ probably new computers for its managers (to buy).

9. He has arranged to meet his colleague next week to discuss the possible upgrades of the system.

They _____ the possible upgrades of the system next week (to discuss).

10. Specialists say that it is impossible to find a good computer for less than £500.

Specialists think they _____ a good computer for less than £500 (to find).

11. The technicians have agreed to troubleshoot the system later on.

The technicians _____ the system later on (to troubleshoot).

12. The beginning of the exhibition has been postponed till early April.

The exhibition _____ at the beginning of April (to open).

Task 5. Read the first sentence and find a sentence with similar meaning in part A or B

1. In a couple of hours there will be no goods on the shelves.

A. In a couple of hours all goods on the shelves will start disappearing.

B. In a couple of hours all goods on the shelves will have disappeared.

2. This is my second year at university.

A. This year I'll have been studying at university for two years.

B. This year I'll be studying at university for two years.

3. Please, don't disturb me while I'm feeding the data into the program tomorrow morning.

A. I'll have been feeding the data into the program tomorrow morning, so don't disturb me.

B. I'll be feeding the data into the program 10 a.m. tomorrow morning, so don't disturb me.

4. Three years from now, companies will work with most of their customers on the Internet.

A. In three years' time, most people in the world will be shopping on the Internet.

B. In three years' time, most people in the world will have shopped on the Internet.

5. We started our project ten days ago and we plan to complete it tomorrow.

A. We will work on the project for ten days now.

B. We will have been developing the project for eleven days by tomorrow.

6. We are going to finish analyzing the results of the survey at the beginning of June.

A. We will be analyzing the results of the survey at the beginning of June.

B. We will have obtained the results of the survey by the beginning of June.

7. The department plans to improve its computer system performance next month.

A. The department will have been improving its computer systems performance next month.

B. The department will be improving its computer systems performance next month.

8. Three months from today we will have advanced processing techniques.

A. By this time in three months we will have upgraded processing techniques.

B. This time in three months we will be upgrading have processing techniques.

9. In the year 2114 people will be computer literate for more than a hundred years.

A. In the year 2114 people will be using computers for more than a century.

B. In the year 2114 people will have been using computers for more than a century.

Task 6. Tense revision. What a language course can do. Fill the gaps with the correct forms of verbs using Present, Past and Future tenses

I (1) _____ (to learn) English for seven years now. But last year I (2) _____ (not / to work) hard enough on English, that's why my marks (3) _____ (not / to be) really that good then. As I (4) _____ (to pass) my English exam successfully next year, I (5) _____ (to study) harder this term.

During my last summer holidays, my parents (6) _____ (to send) me on a language course to London. It (7) _____ (to be) great and I (8) _____ (to think) I (9) _____ (to learn) a lot. Before I (10) _____ (to go) to London, I (11) _____ (not / to enjoy) learning English. But while I (12) _____ (to do) the language course, I (13) _____ (to meet) lots of young people from all over the world.

There I (14) _____ (to notice) how important it (15) _____ (to be) to speak foreign languages nowadays. Now I (16) _____ (to have) much more fun learning English than I (17) _____ (to have) before the course.

At the moment I (18) _____ (to revise) English grammar. And I already (19) _____ (to begin) to read the texts in my English textbooks again. I (20) _____ (to think) I (21) _____ (to do) one unit every week. My exam (22) _____ (to be) on 1 June, so there (23) _____ (not / to be) any time to be lost. If I (24) _____ (to pass) my exams successfully, I (25) _____ (to start) an apprenticeship in September. And after my apprenticeship, maybe I (26) _____ (to go) back to London to work there for a while. As you (27) _____ (to see / can), I (28) _____ (to become) a real London fan already.

Unit 4. Adjectives and Adverbs. Making Comparisons

Task 1. Say whether the statements are true or false

1. We normally use adjectives in two positions – before nouns and after link verbs (*be, seem, appear, become, feel, look, taste, sound, smell, get etc.*).
2. We can turn all adjectives into adverbs by adding *-ly*.
3. We cannot form adverbs from nouns by adding *-ly*.

4. Some adjectives are the same as the, e.g. gold, silk. Their forms with suffix *-en* have different meaning, e.g. *golden, silken*.

5. We often put adverbs of frequency (*always, often etc.*) after the verb or at the beginning of the phrase.

6. In English there is a small number of adjectives ending in *-ing* and *-ed*.

7. There are two methods of forming the comparative and the superlative degrees: 1) by adding the suffixes *-er* and *-est* and 2) by using *more* and *most* before the adjective.

8. The superlative degree is used when an object, an action or a phenomenon is compared or contrasted only with one object, action or phenomenon.

9. All adverbs are invariable. It is not possible to form any degrees of comparison of them.

10. There are generally four possible positions for adverbs in the sentence:

a) at the head of the sentence;

b) between the subject and predicate or, if the predicate is a complicated form, the adverb appears after the first auxiliary verb, link verb or a modal verb;

c) after the word the adverb modifies;

d) at the end of the sentence.

Task 2. Make comparisons using the words in brackets. The first sentence has been given as an example

1. The Dressing Room is the smallest (small) company.

2. The Dressing Room' s IT requirements are _____(not complex) those of Maxland.

3. The Dressing Room is probably_____(easy) to manage than the other organizations.

4. Microsoft' s website is _____(big) than any of the others.

5. Microsoft' s employees are_____(computer-literate) as the staff at G-soft.

6. It is known that G-soft has _____(good) in-house IT specialists in the world.

7. G-soft' s web presence is probably _____(not / extensive) as Microsoft' s.

8. At Olympus Z1 security is _____(important) than it is at G-soft.

9. In fact, the Olympus Z1 is _____(critical) issue.

7. Even this expensive software is _____ to copy.
 a) very easily; b) too easy; c) much easier; d) too easily.
8. A single chip is _____ ENIAC
 a) most powerful; b) more powerful than;
 c) a bit more powerful than; d) far more powerful than.
9. A mainframe computer can calculate numbers _____ than manual calculator.
 a) more fastly than; b) much faster than;
 c) more faster than; d) much fastler than.
10. E-mail is _____ function of the Internet for many people.
 a) the simplest and the most immediate; b) more simple and immediate;
 c) most simple and most immediate; d) the simplest and immediatest.

Unit 5. Modal Verbs

Task 1. Say whether the statements are true or false

1. Modal verbs are followed by the infinitive with the particle *to*.
2. The interrogative and negative forms of modals verbs are always built up without the auxiliary verb *do*.
3. Most of the modal verbs have more than one meaning characterized by a specific usage. Some of the meanings may be found in all kinds of sentences; others occur only in affirmative or interrogative or negative sentences.
4. The form *could* may also be used in present-time contexts in combination with the simple infinitive to express unreality with reference to the present or future.
5. Modal verbs don' t have past forms, infinitives or –ing forms. Other verbs are used instead: *to be able*, *to have to*, *to be to*, *used to*, *allowed to*, *to be supposed to*.
6. The combination of *may* with *the Perfect infinitive* indicates an action which began in the past and continued into the present usually with stative verbs.
7. *To have to* as a modal verb is a defective verb and cannot have all the necessary finite forms as well as the verbals.
8. *To be to* expresses obligation or necessity resulting from an arrangement.
9. As a regular verb *need* can have all the necessary forms, including the verbals. It also expresses necessity. It is followed by the infinitive without *to* and is mainly used in interrogative and negative sentences.

10. *Should* may be combined with the Perfect infinitive. In this case the meaning of the combination depends on whether the sentence is affirmative or negative. In an affirmative sentence *should + Perfect infinitive* indicates that a desirable action was carried out.

Task 2. Choose the correct variant

1. To ____ work with this software you ____ to learn more.
a) be able, must; b) can, have to; c) be able, have to; d) may, can.
2. Any virus ____ be dealt with by means of a proper antivirus program.
a) may; b) is allowed to; c) might; d) is able to.
3. Sorry that I ____ to come to the meeting last Friday.
a) weren't able; b) couldn't; c) didn't can ; d) cannot.
4. The battery on my cell phone is dead ____ I use your recharger?
a) should; b) shall; c) could; d) have.
5. These days you ____ hardly find any enterprise without a computer.
a) can; b) must; c) should; d) will.
6. Luckily they ____ finish debugging the program on time.
a) ought to; b) might; c) could; d) were able.
7. Systems developers need ____ to break down the problem into smaller parts.
a) have to; b) can; c) to be able; d) must.
8. I think we ____ spend money on research and development.
a) need; b) could; c) should; d) are able to.
9. Congratulation on your promotion. You ____ very pleased.
a) will; b) can; c) must be; d) may be.
10. Important prices look stable- they ____ rise too much this year.
a) won' t; b) couldn't; c) shouldn't; d) needn't.

Task 3. Fill in the gaps with appropriate forms of the verbs: *need to, must, have to*, to make sensible statements. Sometimes more than one answer is possible

1. You _____ be an expert in hardware to become a programmer.
2. You _____ have a degree but it _____ be in computing science.
3. These days you _____ study BASICS.
4. Technical qualifications _____ to be renewed at intervals to ensure they do not go out of date.

5. You _____ have good communication skills to become a great IT Manager.

6. My brother _____ to have experience in Java Script to work at this company.

7. You _____ have worked with IBF mainframes for at least two years.

8. To work in our call center you _____ empathize with the person at the other end of the phone.

9. To be a good programmer you _____ be able to use C++.

10. People _____ be able to show leadership skills in order to make a brilliant career.

Task 4. Correct the mistakes where necessary

1. Gary is not sure if he can found a mistake in his calculations.

2. Computers networks should always be vulnerable to attack.

3. The quest for information had to lead to stress.

4. It will be Andrew' s fault that much of essential information was erased.

5. Mark was in a big hurry but may find time to discuss our future work.

Task 5. Change the following sentences by putting modal verbs into the past tenses

1. Simon must be finishing his research work in math now.

a) might; b) was allowed to; c) must have been; d) had to.

2. Computers can be classified according to their seize, complexity and storage capacity.

a) were allowed to; b) might; c) could; d) were able to.

3. Sarah must be late for her classes.

a) was able to; b) could; c) had to be; d) must have been.

4. Out team must find all necessary data.

a) musted; b) should have found; c) had to; d) were able to.

5. Tablets manufacturers ought to take the users' needs into account.

a) could have taken; b) ought to have taken; c) had d. could.

Unit 6. The Passive Voice

Task 1. Say whether the following sentences are true or false

1. The Passive Voice serves to show that the person or thing denoted by the subject of the sentence is not the agent (the doer) of the action expressed

by the predicate verb but the object of this action. The subject of a passive verb does not act but is acted upon, it undergoes an action.

2. If we want to say who does an action in a passive sentence we use *with*.

3. The verbs *believe, know, suppose, predict, expect, think, say* are often used in the passive followed by a gerund (*doing / being*). This is common in written reports where we want to make our language less certain.

4. There are a number of verbs in English which take two objects – a direct and indirect. The most frequently used verbs of this kind are *to give, to grant, to leave, to lend, to offer, to pay, to promise, to send, to show, to tell* and a few others. As a rule, the indirect object takes the preposition *to* after the verb in the Passive.

5. When we write or talk about facts or processes that occur regularly, we use Present Continuous Passive.

6. We use Present Perfect when we talk about a period of time that continues up to the present or about action that has a present result.

7. When we talk about the action taking place at the time of talking we use Present Continuous Passive.

8. The passive can never be used with modal verbs.

9. In this passive construction the verb is always followed by the direct object (*news, a job*); it is called a retained object since it is retained by the verb.

10. The Passive Voice may also be formed by means of the auxiliary verb *to get* and the participle of the notional verb. But instances of this kind are infrequent (even in informal English) and restricted mainly to situations and contexts dealing with accidental or unpleasant happenings.

Task 2. Rewrite the sentences from the Active Voice into the Passive Voice paying attention to tenses

1. During these interviews managers had given programmers the opportunity to define the data needed to support these business processes.

2. Programmers determine the field width by counting characters of the longest data item.

3. The scientists have used new technologies to upgrade some systems.

4. They are giving little attention to whether the information that they are developing is absolutely necessary.

5. The developers often did not catch errors made in the analysis and design phases of a project until the implementation phase.

6. The company will have introduced formalized planning and control mechanisms by the end of the year.

7. They were making efforts to design data bases that support many applications instead of just one at a time.

8. The designers will use computer-aided publishing graphics to visualize the pages of books, magazines, and newspapers as they will be making them.

Task 3. Rewrite each sentence with a passive verb

1. Steve gave me a copy of the report a month ago.

I _____ Steve

2. People expect that the price of oil will rise over the winter period.

The price of oil _____ over the winter period.

3. New York is my place of birth.

I _____ in New York.

4. Customers in all our target markets will see this advertisement.

This advertisement _____ by customers in all our target markets.

5. People believe that bonds are a safer investment than shares.

Bonds _____ a safer investment than shares.

Task 4. Fill in the gaps using the appropriate form of the verb in brackets

1. In the 1990s at least 100,000 LANs _____ (set up) in laboratories and offices around the world.

2. Microsoft _____ (found) by Bill Gates.

3. Traditionally, networks _____ (split) between wide area networks (WANs) and local area networks LANs.

4. During thirty years enormous advance _____ (make) in computer technology.

5. The part of the processor which controls data transfers between the various input and output devices _____ (call) the control unit.

6. The first digital computer _____ (build) by the University of Pennsylvania in 1946.

7. Last year more software companies _____ (launch) than ever before.

8. The user can communicate directly with the computer when programs _____ (type in and run).

9. Networks of computers _____ (use) to make information available on a worldwide scale.

10. A lot of creative things _____ (do) with paint software, word processing, desktop publishing systems, and the like.

11. Instructions written in a high-level language _____ (transform) into a machine code.
12. Once the index _____ (store), a temporary key number _____ (generate) and _____ (write) on the document.
13. The address bus _____ (use) to send address details between the memory and the address register.
14. The pixel positions _____ (pass on) to the computer's pattern recognition software.
15. When a document arrives in the mail room, the envelope _____ (open) by a machine.
16. An operating system _____ (store) on a disk.
17. In the star configuration, all processing and control functions _____ (perform) by the central computer.

Unit 7. Reported Speech

Task 1. Say whether the sentences are true or false

1. Reported speech is the exact meaning of what someone said but not the exact words. We do not use quotation marks in reported speech.
2. We also use *say* in Reported speech when *say* is followed by the person the words were spoken to.
3. We use *tell* in Reported speech when *tell* is followed by the person the words were spoken to.
4. To report statements we use a reporting verb (***say, tell, explain*** etc.) followed by a *that*-clause. In spoken English *that* can be omitted.
5. To report commands, requests, suggestions etc. we use a reporting verb (*advise, ask, suggest, beg, order, tell* etc.) followed by a *to infinitive*, a *not to-infinitive* or an- *ing form* (after *suggest*).
6. When we use reported speech, the main verb of the sentence is usually present. The rest of the sentence is usually present too.
7. If you report something and the situation *hasn't changed*, you do not need to change the verb to the past.
8. You don't need to use a past form when there is a difference between what was said and what is really true.
9. There is no change for *must, should, could, might, would*.
10. We can report about what people *say* only with *say* and *tell*.

Task 2. Brian is a computing support officer. He is giving a user advice about the problem. Report his commands using reporting verbs in Present Simple

1. Give me the service tag number.
2. Wait a moment.
3. Describe what the problem is.
4. Don't be in a hurry.
5. Try to reinstall the sound drivers.
6. Contact us again if that doesn't cure the problem.
7. Quote this job number. It's E83095. And tell me your name, please.
8. Don't switch off without closing your PC.

Task 3. Turn the following questions into Reported or Indirect questions. Begin with the words

I ask ...

Do you know ...?

She asks ...

I wonder ...

Could you tell me ...?

The teacher would like to know

1. What does Amy do with flip chart?
2. What is the difficulty in selling through a website?
3. How many sites have you found?
4. What can medical expert systems do?
5. How fast is the processor?
6. Does data flow from ROM to the CPU?
7. How do digital cameras differ from conventional cameras? How do they work?
8. What is a pixel?
9. Is special software required?
10. What does the capacity of a digital camera depend on?
11. What method of software distribution will replace optical disks?
12. Why did he choose to do his diploma in support?
13. What was the problem with the program?
14. Who taught you Maths?
15. Whose classes did you most enjoy?
16. What are the main functions of an operating system?
17. What is "My Sun Bay" for?
18. How do you delete files permanently?
19. Can computers communicate with synthesizers?
20. Is there an image on the screen?

Task 4. Put say or tell in the correct form

1. Can you _____ me what time the lecture starts?
2. She _____ she will never speak to him again.
3. I promise to _____ the truth, the whole truth and nothing but the truth.
4. The lecturer always _____ "good morning" to his students.
5. The old woman _____ her prayers and went to bed.
6. Sometimes it's hard to _____ one program from another.
7. Who _____ you the computer was still under warranty?
8. Please, _____ me what you are doing with the files.
9. "I'd like you to add some new modules to the operating system", the director _____ to the systems programmer.
10. The student _____ us about safe ways of paying for Internet shopping.

Task 5. Underline the correct form

1. Laura *said us* / *said* that the legal documents were all in order.
2. Chris *said* / *told* that he had prepared customer questionnaire.
3. Lisa *said to Elsje* / *told to Elsje* that she was going home earlier today because she had got much to do.
4. Mike *told me* / *said me* the trip to Berlin had been very useful for both parts of the agreement.

Task 6. Turn the following sentences into reported speech

1. "When shall we start our training course in programming?" she asked us (information).
2. "How shall I do these calculations?"(advice).
3. "He is an IT manager so he must have a first degree if not a second one", she said to him (deduction).
4. "You must be interested in your subject", they added (obligation).
5. "You must upgrade your certification to stay current", he said (obligation).
6. "You should be able to break down a problem into a number of smaller tasks", he said to her.
7. "How shall I clarify the objectives?" he said (advice).
8. "You mustn't make unauthorized copies of software", she said (prohibition).
9. "Can I work for only a few days or a week for a company?" he asked his supervisor.
10. "You may buy books on languages such as C ++", he said.

Unit 8. Conditionals

Task 1. Say whether the statements are true or false

1. Conditional sentences consist of two parts: **if-clause** (*real or unreal condition*) and **main clause** (the result clause).
2. We use a first conditional to talk about future events that are unlikely to happen.
3. We always use *will* in the *if*....part of the sentence.
4. We use a second conditional to talk about future events that are imaginary, unlikely or impossible at all.
5. *I wish* is followed by the past perfect for general or future wishes.
6. In written English after "*if*" we normally use *were* instead of *was* in all persons in type 2 conditionals.
7. All types of conditionals can be *mixed*. Any tense combination is possible if the context permits it.
8. When the *if-clause* precedes the result clause, the two parts of the sentence are separated with a *hyphen*.
9. All modal verbs can be used in conditionals and have their normal meanings. For example, *will / would* mean '*the result is certain*', *can / could* mean '*the result is possible*'.
10. We often put the condition using *unless* first and then we follow with the result using *won't* in order to give a strong emphasis, e.g. *Unless we pay all the money we owe our suppliers, they won't deliver any more parts.*

Task 2. Choose the appropriate form of the verb for each sentence

1. If he ___ the program, it will run properly.
a) will debug; b) debugs; c) debug; d) would debug.
2. If we ___ the system analyst, he will help to facilitate the process.
a) Invites b) invite; c) will invite; d) would invite.
3. If he ___ the conference on Cybernetic Analyses, he will learn about large-scale computers.
a) attend; b) will attend; c) would attend; d) attends.
4. If they _____ this equipment, they will run their affairs more effectively.
a) will use; b) use; c) uses; d) would use.
5. If you _____ a programmer, you will open up the computer world.
a) becomes; b) becom c) will become; d) would become.

6. Supposing something _____ wrong, the computer operator will signal you.

- a) goes; b) will go; c) would go; d) go.

7. If you _____ access to the Internet, you would do this work easily.

- a) have; b) had; c) will have; d) would have.

8. If you follow his explanations, you _____ a good system analyst.

- a) will become; b) became; c) would become; d) become.

9. If you record this information on a floppy disk, you _____ to use it easily.

- a) are able; b) would be able; c) were able; d) will be able.

10. If I were you, I _____ English better.

- a) learn; b) would learn; c) will learn d) learned.

11. If you had studied better, you _____ the University.

- a) entered; b) would entered; c) had entered; d) would have entered.

12. If she had had better knowledge of Math' s, she _____ that problem.

- a) can solve; b) could solve;
c) will be able to solve; d) could have solved.

13. If he had known the results beforehand, he _____ the research.

- a) never started; c) has never started;
b) would never started; d) would have never started.

14. If the cable fails, the whole network _____.

- a) fails; b) would fail; c) will fail; d) failed.

Task 3. Put the verbs in brackets in the correct form

1. If people _____ (to see) that they can make money from the Internet, commercial use of it _____ (to increase).

2. If you _____ (to send) an e-mail message, it _____ (to travel) through many different networks and computers.

3. If he _____ (to debug) the program, it _____ (to run) properly.

4. If we _____ (to invite) the systems analyst, he _____ (to help) to facilitate the process.

5. If you _____ (to learn) about interactive information processing, you _____ (to understand) learning information systems.

6. If commercial users _____ (to communicate) over Internet, they _____ (to do) it very cheaply.

7. Unless there _____ (to be) a good reason for it, people _____ (not to want) to change because computers already do most things they want.

8. If you just _____ (to hit) Enter, that _____ (to activate) the program.

9. If you _____ (to bring) your cursor down to the very bottom, you _____ (to find) the Start button.

10. If virtual reality technology _____ (to be) more affordable at present time, many people _____ (to be able) to try it.

Task 4. Underline the correct words

1. If we *would have known* / *had known* about their financial problems, we *didn't invest* / *wouldn't have invested* in the company.

2. We lost the contract. But I think we *would win* / *would have won* it if we *made* / *had made* a lower offer.

3. If we *had used* / *would* use magazine ads instead of street posters, the marketing campaign *would be* / *would have been* more expensive.

4. If you *had told* / *would have told* me about the problem, *I had done* / *would have done* something about it.

5. If we *had got* / *would get* to the airport on time, we *had missed* / *wouldn't have missed* our flight.

Task 5. Match scenarios in A with solutions in B to make second conditional sentences

Scenarios	Solutions
1. If one power feed failed	use / other network POP
2. If both power feeds failed	temperature alarm / go off
3. If anyone unauthorized tried to gain access	isolate / change / straight away
4. If one telecoms service lost connectivity	be stopped / security guards
5. If the air conditioning went wrong	switch / mirror site / Switzerland
6. If there was a problem with one of the servers	use / other power feed / grid
7. If there was a complete catastrophe like an earthquake or a plane crash	UPS system / generator

Task 7. There is one mistake in each of the following sentences. Find and correct it

1. If I am you, I would work on this design more thoroughly.

2. I can hardly keep my eyes open. If I went to bed earlier last night, I wouldn't be so tired now.

3. If I had to make a choice, my favorite site will have to be the Internet Movie Database.

4. If virtual reality technology would be more affordable at present time, many people would be able to try it.

5. Company executives are afraid of the bad publicity that would result if the public would find out that their computer had been misused.

Task 8. Open the brackets

1. He looked as if he _____ (to spend) all night studying.

2. He demands that the question _____ (to be discussed) at tomorrow' s meeting.

3. But for the train we _____ (to join) you.

4. He passed by as though he _____ (to not recognize) me.

5. I wish you _____ (to hear) it before.

6. I wish I _____ (to be) not so busy.

7. If only I _____ (to have) plenty of time for reading this article, but I have only five minutes.

8. He talks as if he _____ (to live) in England for many years.

9. I wrote several versions of this program. It is high time I _____ (to stop) this work.

10. I wish I _____ (to work) hard during the term.

11. The delegates proposed that the resolution _____ (to be discussed) at once.

12. It is necessary that the report _____ (to be done) in time.

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