Міністерство освіти і науки України

Уманський державний педагогічний університет

імені Павла Тичини

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АНГЛІЙСЬКА МОВА

Навчальний посібник

Укладач: О.В. Коваленко

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Unit 1 GRAMMAR IN A NUTSHELL

1.1. PRONOUNS - ЗАЙМЕННИКИ

singular				plural			
	то **THAT**	your case?			*Ті (то)* **THOSE**	Your cases?	
IS	**IT**	a case?	Yes, it is.	**ARE**	**THEY**	-cases?	Yes, they are
	THIS *це*	your case?			**THESE** *Ці (це)*	Your cases?	

Who? Хто? Nominative Case **Називний**відм. Особові	Інші питан. Objective Case **Об'єктний** відм. Особ.	Чий? +Імен. Whose?+Noun **Присвійні** займенники	Чий? Whose? **Присвійні (абсол. ф.)**	**Зворотні**
I	Me	My (name)	- **Mine**	myself
You =	You	Your	- your**s**	yourself
He	Him	His =	- His	himself
She	her =	Her	- Her**s**	herself
It	It	its	x	itself
We	Us	Our	- Our**s**	ourse**lves**
You =	you	Your	- Your**s**	yourselVES
They	them	Their	- Their**s**	themse**lves**
It is I Це я (formal)	It is me Це я (informal)	A book OF MY OWN do ON MY OWN	It is MINE. A cup of MINE.	I enjoyed myself. I did it BY MYSELF

NOUNS – ІМЕННИКИ

Українські відмінки-англійські відмінки

Українські відмінки	COMMON CASE **ЗАГАЛЬНИЙ ВІДМІНОК** Всі питання		POSSESSIVE CASE **ПРИСВІЙНИЙ ВІДМІНОК** Питання: **ЧИЙ?+**
1Називний		the boy	
2.Родовий **ДЛЯ**	*(book)* **OF** **FOR**	the boy= the boy	= boy'**S** book Boy**S'** book/ men'**S** book Child**'S** book, children**'S** book
3.Давальний	*Give* **TO**	the boy	**BUT:** a car key a flat key *+time* *a day**'S** trip* *+distance* *a mile**'S** walk* *+weight* *a kilo**'S** pack*
4.Знахідний	*Find* ------	the boy	
5. Орудний: ким? чим? **З** ким)	*Written* **BY** **WITH** *go* **WITH**	The boy a pen; a boy	
6. Місцевий **НА**	*Put* **ON**	the boy the table	

SOME –ANY

+	Singular uncountable	There **IS**	**A SOME**	**cup tea**	in the room
+	Plural	There **ARE**	**SOME**	**cupS**	in the room
-	Uncountable countable	There **ISN'T AREN'T**	**ANY**	**tea cupS**	in the room
?	Uncountable countable	**IS** there **ARE**	**ANY**	**Tea cupS**	in the room**?**
	Exceptions!				
	Offering smth	**Would you like**	**SOME**	coffee?	
	Asking for smth	**Could I have**	**SOME**	coffee? fries?	
	Suggesting smth	**Why don't you have**	**SOME**	coffee?	
-	NEVER/ HARDLY	**I NEVER/ HARDLY** drink	**ANY**	coffee	
-	WITHOUT	I left home **WITHOUT**	**ANY**	money	
	любий	**You can take**	**ANY**	bus	
	Expecting 'yes'	**Do you have**	**SOME**	letter	for me?

QUANTIFIERS

багато	**+A LOT OF/ LOTS OF (informal)**	
Багато, Так багато Занадто багато багато	?/-There **is [MUCH]** tea **so MUCH** too **MUCH** **A GREAT DEAL OF** **A LARGE AMOUNT OF**	There **are MANY** books so **MANY** too **MANY** **QUITE A FEW** **A GOOD MANY** **A GREAT MANY** **A LARGE NUMBER OF**
небагато	There **is A LITTLE** tea	There **are A FEW** books
Мало Занадто мало	There **is LITTLE** tea too **LITTLE**	There **are FEW** books too **FEW**

1.2.ARTICLES

are used before a noun, modified by the noun

A(AN) **indefinite**	**----**	**THE** **definite**
Загальні назви		
Один-One/not known I have **A** dog and two cats. It is **A** pen **Який-небудь/любий-any** Give me **A** pen.	**Множина-Декілька** They are ___ pen**S.**	**Цей/той/ відомий** **THE** pen is red. It's **THE** pen They're **THE** pens ***(I told you about)*** Give me **THE** pen ***of yours. уточнення*** **THE** house ***that Jack built.***
	Non-count nouns **А) речовини** It is ____water.	**Non-count nouns** **А) речовини** It is **THE** tea (***of..***.)

	Give me (some) money (I'm broke). **Б) абстрактні** **It is ____love ___**equipment, health, fun, advice, help, information, truth, knowledge, math	Give me **THE** money ***(I told you about)*** ***Б)* абстрактні (*рідко)*** *It is* not **THE** *love* ***that..*** **THE** equipment, health, Fun, advice, help, information, truth, knowledge, math*(рідко)*
		Collective nouns **THE** police**, THE** navy, **THE** c*rowd* **(System/service)** How long does it take on **THE** train? I heard it on **THE** radio**.**
		THE tragedy appeared 27 centuries ago. **THE** tiger has a reputation of a man-eater
		I play **THE *guitar*.**
		Superlative adjective **THE *best*** (one) **THE *most exciting*** **THE** rich- багачі **THE** unemploy***ed*** **THE** English **(are)-** англійці
	2022 **Room 5**	**THE *1990S, THE*** *number 5 bus*

A(AN)	----	THE
Власні назви		
	British, British people, Germans	**THE** English **(are**)- англійці
	Names John Brown	**(THE** Brown***S*****)**
	Countries Great Britain (is) England (are) *гравці*	**THE ..Kingdom/Union/ States/Federation, THE** Netherland**S**
	Mountain Everest	**Mountain ranges THE Alps**
	Island Ireland, Greenland	**Islands** THE Canaries
	Europe Peter**'s (Hotel)** Peter**'s (Restaurant)** Time (magazine), Stonehenge, Buckingham Palace, Westminster Abbey **Main Street** (майже всі вулиці)	**The (Middle) East** **The** Danube **River** **The** Pacific **Ocean** **Lake-The** Loch Ness **The** English **Channel** **The** Panama **Canal** **The** Ritz **Hotel, The** Times **(Newspaper)** The British Museum **Build**.- The Taj Mahal **But: The Mall, the Strand, the High Street** **The** Hyde **Park** **The** Conservative **Party** **The Titanic**

1.3. MODAL VERBS

(**Does**?) He like**s** **to** read BUT: 1) has 2) have to, ought to, be to

	CAN	**BE ABLE TO** (swim)	Бути здатним
Present	**Can** Можу, вмію	Am Are able to Is	
Past	**Could** Міг/ вмів\ міг би	Was Were able to зміг	
Future	-----	Will be able to	
Perfect		Have been able to	
	MAY	**BE ALLOWED TO /** **BE PERMITTED TO**	Бути дозволеним
Present	**may** Можу, дозволяють	Am Are allowed to Is	
Past	**might** Міг, дозволяв (би)	Was Were allowed to	
Future	-----	Will be allowed to	
	MUST	**HAVE TO / BE OBLIGED TO**	Мусити/Бути змушеним
Present	**Must** ≠ Мушу, повинен	Have to Has to Змушений	
Past	-----	Had to - мусив	
Future	-----	Will have to	

НА ЧАС ДІЇ ВКАЗУЄ ФОРМА ІНФІНІТИВА

Напевно	He MUST	be at home	Indefinite infinitive
Можливо	MAY	be sleeping	Continuous Infinitive
Можливо й Міг би і Міг би і (а не допоміг)	 MIGHT	be reading help (me) be sleeping have helped	 Perfect Infinitive
Міг би	COULD		
Слід Слід було	 SHOULD	do it have done it.	
Не може бути Невже	 CAN'T CAN he	have been sleeping for 6 hours be sleeping?	Perfect Continuous Infinitive

Need I do it? (inverted *need* only in the 1st person singular)

Do you/he/she/they need to do it?

DO you need the ticket? (something)

(How) dare you do (such a thing)? = (How) do you dare you to do (such a thing)?

You SHALL see. –Побачите! (погроза)

SHALL I read?- МЕНІ читати? (пропозиція)

1.4.QUESTIONS

SPECIAL GENERAL

What		Is / was	It/this/that Your name/job/age?	
		Are	you	good at?
Who		Are /were	They/these/those	
		is	there	In the room?
What	Kind[of pen]	is	It?	
	Sort [of man]	is	He?	
	Country	are	You	From?
	Colour/size	have	You [got]?	
Whose	[case] [cases]	Is /was Are /were	It? They?	
Which	[glass] glasses	Is are	Mine? Yours/ hers/his/?	
What		Can/Could	You	**Do**?
When		May /Might	I	**Do**?
		Should	You	**Do**?
		Ought	I	***TO*** **Do**?
Who What		needS makeS/made	You/Tom? You/him	 Do it/ go?
How	[old/big] Many[books] Much sugar much	Are / Were Are there Is there Is it?	You?	[gett**ING** on]? (in the cup)?
Where Who		Are / Were is	You/ they He/she/it	Go**ING** [to]? Go**ING** with?

How		will	You	**BE** Go**ING**?
Who(m) What time		Do / Did does	give You She/he/it	… ? Do [that]? ***HAVE TO*** do?
Why		Will	You go	(There)?
Since what time What		 Have / had has	 You He /she/it	**BEEN** (here)? **DONE** (it)? Finish**ED**?
		will	You HAVE	**Done**?
How long		have	you	**BEEN** **doING?**
Where		Is / was	it	Produc**ED?**
		will	it	**BE made**?

1.5. VERBS

Ukrainian (синтетична мова.)- Я біж**У** **(У**-1 особа, однина, тепер. час)

English (аналітична мова)- I **AM** runn**ing (AM**-1 особа, однина, тепер. час)

Допоміжні дієслова	**Смислові дієслова**
(Робити) **?-DO → Simple →** **+[----]**	**1.(Bare) Infinitive/ Base Form** **(to) close -**закривати **(to) write -**писати
? -- DO → Simple → **+[----]**	**2.Past simple** **clos+ED** –закрив(-ла) **wrote (2)** –написав(-ла)
(мати) **HAVE → Perfect →** **BE →PASSIVE →**	**3.Past Participle** **clos+ED** - закритий (=дієприкметник) **written (3)** написаний
(бути) **BE → Continious →**	**4.Present Participle clos+ING -**закриваючи (=дієприслівник) **writ+ING** -пишучи **Gerund («ерунда») clos+ING** закриття (іменник/дієслово) **writ +ING** написання

ACTIVE VOICE –активний стан (16)

	Present----»	**---»Past**	**Future---»**	**»Future.. in the Past**
Simple **(Indefinite)**	***?-[Do (es)]*** **+ --- V ---** **(he/she/it) - (e)s)**	***?-[Dldl*** **+ ---- V ed** **2**	**(Shall)** **Will V**	**Would V**
X X X	<u>always,</u> usually, often, sometimes, occasionally seldom, rarely <u>never</u> [тепер. час], Every (day, week),	(the day before) yesterday, last (week, month), in 2008, a (year) ago, the other day	(the day after) tomorrow, one of these days, next, in an hour soon, some day	
Continuous	**Am** **are** V **Ing** **is**	**Was** **were** V **ing**	**(Shall)** **Will be**V**ing**	**Would** **be**V**ing**
------|---->	now, at the moment, Look! still, <u>always</u> [too often], constantly, today, tonight, tomorrow(ПЛАН),	yesterday at 3 o'clock, at that moment, the whole (day), when you came I...	at 3 o'clock, at this time tomorrow, when you come I …, soon,	

Perfect	Have **V** ed/ has 3	Had **V** ed/ 3	Will have **Ved /3**	Would have **Ved /3**
---------->| x_____| since – for ДО .НА-	already, (not) yet, ever, never минул), just, today (мин.), of late, lately, recently, this (week), since/for, up till now (на сьогодні)	already, for, by then/ yesterday never ... before, no sooner ... than, hardly ... when (до тих пір, на/до вчора,)	by tomorrow/ then, by 2 o'cl. When she comes (I..), by the end of .. (-до завтра/тих пір,	
Perfect Continuous	Have been **V** ing has	had been **V** ing	Will have been **V** ing	would have been **V** ing
----------|> x_____| since -for-	Already, for (10 minutes) since (6 o'clock),	for (2 years) since (last week),by yesterday/that time	for (2 years) by that time next year	

PASSIVE VOICE- пасивний стан (10)

	Present	**Past**	**Future**	Future.... in the Past
Simple **(Indefinite)**	**Am** **Are V ed** **Is 3**	**was** **were V** **ed 3**	**(Shall)** **will be V ed** **3**	**Would be** **Ved 3**
X X X	always, usually, often, sometimes, occasionally seldom, rarely never [тепер. час], Every day	Yesterday, the day before yesterday, last (week, month), in 2008, a (year) ago, the other day	tomorrow, the day after tomorrow, one of these days, next week, in an hour soon,	
Continuous	**am** **are being V ed** **is 3**	**was** **were being V** **ed/ 3**	---	---
------|---->	now, at the moment, Look!still, constantly, today, tonight, tomorrow(план),	yesterday at 3 o'clock, at that moment, the whole (day /week),		
Perfect	**Have been V3** **has /ed**	**Had been V** **ed / 3**	**Will have** **been Ved/ 3**	**Would have** **been V ed** **/ 3**
	already, (not)	already, for,	by tomorrow,	

----------> x_____| since - for-	yet, ever, never [минулий], just, today (минул.), since, for, lately, recently so far,up till now (на сьогодні)	by then, by yesterday as soon as, never ... before, no sooner ... than, hardly ... when (до тих пір, на вчора,)	by then, by 2 o'clock, When she comes (I..), by the end of the (-до тих пір, На/до завтра,)	

ACTIVE VOICE (in Ukrainian)

	Present	**Past**	**Future**	Future.... in the Past
Simple (Indefinite)	Я **ходжу**	Я **пішов / ходив**	Я **піду**	[Він знав, що] Я **піду**
	X X X	**X (XX)**	**X**	**[X] X**
Continuous	Я йду	Я йшов	Я **буду йти** (і)	[Він знав, що] Я **буду йти**
------|---->	------|---->	------|---->	------|---->	**[X]** ------|---->
Perfect	Я **(з)ходив** =	==Я **(з)ходив**	Я з**хожу**	[Він знав, що] Я **зхожу**
---------->| **x_____|**	до/на сьогодні, до сих пір	до тих пір, на/до вчора	до завтра, до тих пір	до наступного ---------->| **[X] x_____|**
Perfect Continuous	Я **йду**	Я **(про)**йшов	Я **пройду**	[Він знав, що] Я **пройду**
----------|> **x_____| since -for-**	вже / з *на цей момент*	вже / з *на той момент*	вже / з *на той момент*	[Він знав, що] вже / з *на той момент*

1.5.PASSIVE VOICE (in Ukrainian)

	Present	**Past**	**Future**	Future.... in the Past
Simple (Indefinite)	Йому **кажуть/** Його **возять**	Йому **казали,** **Його повезли**	Йому **скажуть/** Його **повезуть**	[Він знав, що] Його повезуть/ йому **дадуть**
Continuous	Йому **кажуть** Його **везуть**	Йому **казали,** Його **везли**		
Perfect	Йому (вже) **сказали**,= = Його п**овезли/ звозили**	Йому (вже) =**сказали,** Його (вже) **повезли/звозили**	Йому (вже) скажуть, Його (вже) **повезуть/звозять**	[Він знав, що] йому (вже) **скажуть,** його **повезуть/звозять**

The book IS/WAS GIVEN to me. = **I** AM/WAS GIVEN the book.

Who IS the book WRITTEN **BY**?

What IS the sweater MADE **OF**?

What IS the cake MADE **FROM**?

CAUSITIVE FORM (PASSIVE)

Pr. Simple	I **have** / He **has** + the house + painted.	Мені / Йому фарбують будинок (кожне літо).
Pr. Contin.	I **am** / He **is having** + the house + painted.	Мені / Йому фарбують будинок зараз.
Past Simple	I **had** + the house + painted.	Мені / Йому фарбують будинок (вчора).
Past Contin.	I **was** / We **were having** + the house + painted.	Мені / нам фарбували будинок (коли він прийшов).
Fut. Simple	I **will** have + the house + painted.	Мені пофарбують будинок.
Pr. Perfect	I **have** / He **has had** + the house + painted.	Мені вже пофарбували будинок.
Modals	I **must have** + the house + painted.	Мені потрібно, щоб будинок побудували. – дослівно – *Я мушу мати будинок пофарбованим*

OTHER COMMON PATTERNS

I __ live in 'London. – Я живу в Лондоні.

I '**DO live** in London. – Я ДІЙСНО живу в Лондоні.

I __ liveD in 'London. – Я жив в Лондоні.

I **'DID live_** in London. – Я ДІЙСНО жив в Лондоні.

It's I who AM going… - Це 'я (їду)/Це я той, хто (їхе) – (formal)

It's I/me that/who AM going…. – (sounds unnatural for most)

I ___ **went** to a community center. – Я пішов/ходив в будинок культури/ громадський центр/ будинок школяра.

I **USED TO go** to a community center. – Я часто/бувало ходив в…

I **WOULD go** to a community center.– (книж.) Я часто/бувало ходив в…

I **AM USED TO** go**ING** out (a lot). – Я ЗВИКЛИЙ (багато) гуляти.

I **WAS USED TO** go**ING** out a lot. – Я був ЗВИКЛИЙ (багато) гуляти.

VERBS THAT CANNOT BE USED IN THE CONTINUOUS FORM/STATIVE VERBS (for permanent state)

Verbs of Emotion: love, hate, prefer, mind, like, dislike, please, surprise, astonish, impress

Verbs of Possession: have, own, belong, need, possess, own, owe, include, involve

Verbs used for the Senses: see (NOT meet), hear, smell, seem, sound, taste, **look** (=seem), appear, be

Verbs of Thought: know, believe, remember, agree, disagree, recognise, **think,** realise, suppose, mean, understand, concern, feel, want, wish, promise, imagine, doubt, deny, satisfy, depend, matter, deserve

Verbs of Measurement: contain, consist, fit, lack, **measure**, **weigh**

EXCEPTIONS to the Rule (Verbs that can be both Dynamic and Stative)

to think and to feel *What do you think of Malta?* But *I'm thinking of going to Malta.*

How do you feel about Tom dating your ex-girlfriend? But *How are you feeling now?*

to see *Did you hear that Tom is seeing Ann? (dating).* But *I see well.*

to be *Jane is being very shy <u>lately/now</u>. I wonder what she is hiding.* But *She's shy.*

to have *I have a car*. But *We will be having a party on Friday.*

to taste *The soup tastes delicious.* but *The chef is tasting the soup.*

to look *You look good*. But *I was looking right at it but I couldn't see it* (an unfinished action rather than the state of a thing)

1.6.ADJECTIVES: DEGREES OF COMPARISON

		COMPARATIVE DEGREE ВИЩА СТУПІНЬ	SUPERLATIVE DEGREE НАЙВИЩА СТУПІНЬ
1 склад	Small big	[MUCH -НАБАГАТО] small **+ ER** big (g)	the small **+ EST** the big(g)
2 склад –Y -ER -LE -OW	Bus**y** Clev**er** Simp**le** narr**ow**	Bus**i** **+ ER** Clever Simpl- narrow	the bus**i** + **EST** the Clever the Simpler the narrow
Інші 2, 3, 4, 5 склад.	Exciting expensive	**MORE** Exciting expensive	**THE MOST** Exciting expensive
виключення	Good/well Bad/badly Much/many Little	BETTER WORSE MORE LESS	THE BEST THE WORST THE MOST THE LEAST
Вживається з		**THAN**….	**...IN THE WORLD** ……**OF ALL**

(just) **AS** big **AS** -такий (же) як

NOT AS big **AS** = **NOT SO** big **AS** **- не** такий (же) як

Adjectives that end in *-ED* and in *-ING*

They are confused. Adjectives that end in ***-ED*** describe **emotions** – how people feel.

*I was so **bored** in that lesson, I almost fell asleep.*
*He was **surprised** to see Helen after all those years.*
*She was really **tired** and went to bed early. I am **interested** in games/playing games*

Adjectives that end in ***-ING*** generally describe the thing that **causes the emotion** – a **boring** lesson makes you feel **bored.**

*Have you seen that film? It's really **frightening**.*
*I could listen to her for hours. She's so **interesting.***

ADVERBS

He is a careful writer. He writes **careful+LY.**

BUT: He is a **good/fast/hard** worker. **–** He works **WELL /FAST/HARD.**

+ I like coffee**. –** I like coffee **too/as well.**

I **also** like coffee. (formal).

-You **don't** like hot chocolate. I **don't** like hot chocolate **either.**

- I/You **don't** like roller-skating. **Neither do** I.

+You want to get into university. **So do** I.

+I **am** fond of computer games**.** **So am** I.

Adjective or Adverb

Adjectives and **adverbs** are modifying words.

Incorrect: She did good on her exam.

In the sentence above, the verb ***did*** is modified by an adjective ***good***, when it should be modified by an adverb ***well***.

Correcting Adjective or Adverb Problems

Correct: *She did well on her exam.*

Many adverbs are formed by adding a suffix ***-ly*** at the end of an adjective:

Change close to closely

Change patient to patiently

Some adverbs and adjectives are, however, identical in form:

Adjectives	A rough draft	Adverbs	Play rough
ЯКИЙ?	(the) first exam	ЯК?	Ride first
	Right hand		Turn right

Bad or Badly

Bad is an adjective used with linking verbs such as ***feel, seem, be, look,*** etc.

I feel bad that he is not taking part in the game.

Badly is an adverb used to modify action verbs.

Hollywood romance ends badly.

Calm or Calmly

Calm is an adjective, and it is used to modify nouns and pronouns. It is also used with linking verbs.

She appeared calm after the accident.

She tried to be brave and take the bad news ***calmly.***

Easy or Easily

Easy is an adjective used to modify nouns and pronouns. It is also used with linking verbs.

The assignment looked easy.

Easily is an adverb, and it is used to modify verbs.

*The players were moving **easily** around the field.*

Good or Well

Good is an adjective. It is also often used with linking verbs.

It felt good to score an A on the final.

My grandmother looks well even now in her eighties. "in good health."

My friend plays the piano well. (expertly)

Real or Really

*Students did **really** well on the midterm. "very."*

*Students took a **real** midterm last week. "true or genuine."*

Slow or Slowly

*The traffic is moving **slow.** This is a **slow** dance.*

*He has been **slowly** recovering from his knee injury.*

Adverb Placement in Sentences

If a sentence begins with a negative adverb or an adverb with restrictive meaning, it must have an inverted word order.

Never before have I encountered such persistence in a student.

Seldom do we come across such talent.

Some other adverbs with restrictive meaning that require inversion of the verb and subject are:

- ***hardly ever -*** *ледве*
- ***hardly... when***
- ***in no circumstances –*** *ні за яких обставин*
- ***neither … nor –*** *не … чи*

- ***no sooner... than – і як тільки/ледь***
- *And no sooner did I get back than I called her again.*
- ***not only***
- ***nowhere***

1.7. CONDITIONAL SENTENCES

	ПІДРЯДНЕ РЕЧЕННЯ	ГОЛОВНЕ РЕЧЕННЯ
1.**Реальна** умова до **майбутнього**	**If** I **HAVE** time **When** **Before** I **SEE** you **After** **As soon as** **Until** I **AM** in Kyiv	I **WILL** do it. I **WILL** tell you**.** I **WILL** call you**.**
2.**Нереальна** умова до **теперішнього/ майбутнього [Б]**	If I **HAD** time (now/ tomorrow) If I **SAW /COULD** see you If I **WERE** there	**I WOULD** do it **I COULD** visit you. **I MIGHT** tell you**.** I **WOULD** have a good time.
2. Нереальна до **минулого [Б]**	If I **HAD HAD** time If I **HAD BEEN** there before/yesterday	**I WOULD HAVE** done it. **I WOULD HAVE** gone sightseeing.

I wish **I WERE there (now). I wish I HAD BEEN** there last year.

I wish **you/he/they WOULD/COULD/MIGHT** help me (now).

BUT FOR her/Jane I would (go)/would have (gone). – Якщо б не вона, я б ….

1.8.VERBS FOLLOWED BY GERUND AND INFINITIVE

In English, if you want to follow a verb with another action, you must use a gerund or infinitive. I suggested **going.** *(gerund – verb+ ing)* I want **to see** a movie. *(inf. – to+base verb)*

Common verbs followed by a GERUND: *I **avoid** wast**ING** time/money at/on weekends***.**

Admit -визнавати	Fear - боятися	promise
advise	**feel like** - хочеться	prevent- запобігати
appreciate -цінувати	**finish**	**put off** –відкласти
avoid -уникати	forgive	(плани)
be worth –бути вартим	**give up (stop**)	recall- пригадати
can't help- не можу НЕ	keep (continue)	recollect- пригадати
consider-	keep on-продовжувати	recommend
вважати,розглядат	mention - згадувати	resist-опиратися
discuss	**mind** (object to)- не	resume-
dislike	проти	відновити/продов.
enjoy	miss	risk
escape	permit -дозволяти	**suggest**- пропонувати
explain- пояснювати	postpone - відкладати	support
fancy –уявляти, любити	practice	tolerate
		understand

Common verbs followed by an INFINITIVE: *She **threatened TO** quit if she didn't get a raise***.**

agree	**fail –** не	pretend- удавати
appear-з'являтися	вдатися/провалити	**refuse** - відмовляти
arrange-	***Get*** - стати	**remain**-залишати(ся)
домовитися/орган.	grow (up)	request -прохати
ask	hesitate-ввагатися	say
beg- просити	hope	seek -шукати
can/can't afford-	hurry	**seem** -здаватися
дозволити	incline –схилятися	struggle
can/can't wait	l**earn**- дізнаватися	**tend**–мати
care	**manage**-вдаватися	тенденцію/схил.
choose	**mean-** мати на увазі	Threaten- погрожувати
claim-стверджувати	need	**turn out**- виявитися
come	neglect- нехтувати,	volunteer
dare	зневаж.	wait
decide	**Offer** -пропонувати	want
demand-вимагати	pay	wish
deserve- заслуговувати	plan	**would like** –би хотів
expect	prepare	

Verbs followed by a GERUND or INFINITIVE with little to no change in meaning:

Example: I **like** read**ING**. / I **like TO** read this book.

begin	hate	**Prefer-** віддавати
can't stand- не можу витримати	like	перевагу
	love	propose
continue		start

Verbs followed by a gerund or infinitive with a change in meaning:

remember	He remembered to visit his granny.	*He didn't forget to visit.*
	He remembered visiting his granny.	*He had memories of this time.*
forget	I forgot to meet him.	*I didn't meet him because I forgot to do it.*
	I forgot meeting him.	*I don't have the memory of meeting him before.*
go on	He went on to learn English.	*He ended one period of time before this.*
	He went on learning English.	*He continued learning the languages.*
regret	I regret promising to help you.	*I'm sorry that I made the promise.*
	I regret to tell you that we can't hire you.	*I'm telling you now, and I'm sorry.*
stop/quit кидати	I stopped to call you.	*I interrupted an action in order to call you.*
	I stopped calling you.	*I stopped this activity. We had a flight.*
try	I tried to open the window.	*I attempted this action but didn't succeed.*
	I tried opening the window.	*This was one option I sampled. It was hot*

1.9.DIRECT SPEECH -> REPORTED SPEECH

Розповідні речення	"It is cold". **He says (that)** it is cold. "I live in Uman." **He says/tells me** (that) ***he*** lives in Uman**.**
Наказові речення	"Visit us". **He asks me TO** visit *them*. "Don't smoke!" He asks me **NOT TO** smoke.
Загальні питання	"**Could *you*** help *me*?" He asks me **IF *I* could** help *him***.** **Підмет+присудок** "**Do you** like travelling?" He asks me **IF *I* ----- like** travelling. **"Did** you go on an excursion?" He asks me **IF *I* --- *WENT*** on an excursion.
Спеціальні питання	Where **did** you go last summer? He asks me where ***I WENT*** last summer? When **are *you*** arriving in Kyiv? He asks me when ***I am*** arriving in Kyiv?

SEQUENCE OF TENSES – УЗГОДЖЕННЯ ЧАСІВ

Головна частина складнопідрядного речення в минулому.

Direct Speech	Reported Speech
PRESENT	**PAST**
I **study** IT**.**	He said/told me that *he* **studiED** IT
I **am staying** in a hotel.	He said/told me that *he* **WAS staying** in a hotel.
I **have passed** my tests.	He said/told me that *he* **haD passed** *his* tests.
FUTURE	**FUTURE-IN-THE-PAST**
I **will study** languages.	He said/told me that *he* **WOULD study** languages.
PAST	**PAST PERFECT**
I **was** at the party last…	He said/told me that *he* **HAD BEEN** at the party…
I **went** sightseeing.	He said/told me that *he* **HAD GONE** sightseeng.
I **bought** a laptop.	I got to know that you **HAD BOUGHT** a laptop.
This	**That**
These	**Those**
Now	**Then**
Today	**That day**
Next (day)	**The next (day)**
Last (week)	**The previous (week)**
A (year) ago	**A (year) before**
today	**that day/the same day**
tomorrow	**the next day/the following day**
yesterday	**the day before/the previous day**
next week/month/year	**the following week/month/year**
last week/month/year	**the previous week/month/year**
now/just	**then**
ago	**before**
here	**there**
this/these	**that/those**

1.10.PREPOSITIONS

Prepositions of Place: at, in, on

In general, we use:

- **at** for a POINT
- **in** for an ENCLOSED SPACE
- **on** for a SURFACE

at **POINT**	**in** **ENCLOSED SPACE**	**on** **SURFACE**
at the corner	in the garden	on the wall
at the bus stop	in London	on the ceiling
at the door	in France	on the door
at the top of the page	in a box	on the cover
at the end of the road	in my pocket	on the floor
at the entrance	in my wallet	on the carpet
at the crossroads	in a building	on the menu
at the front desk	in a car	on a page

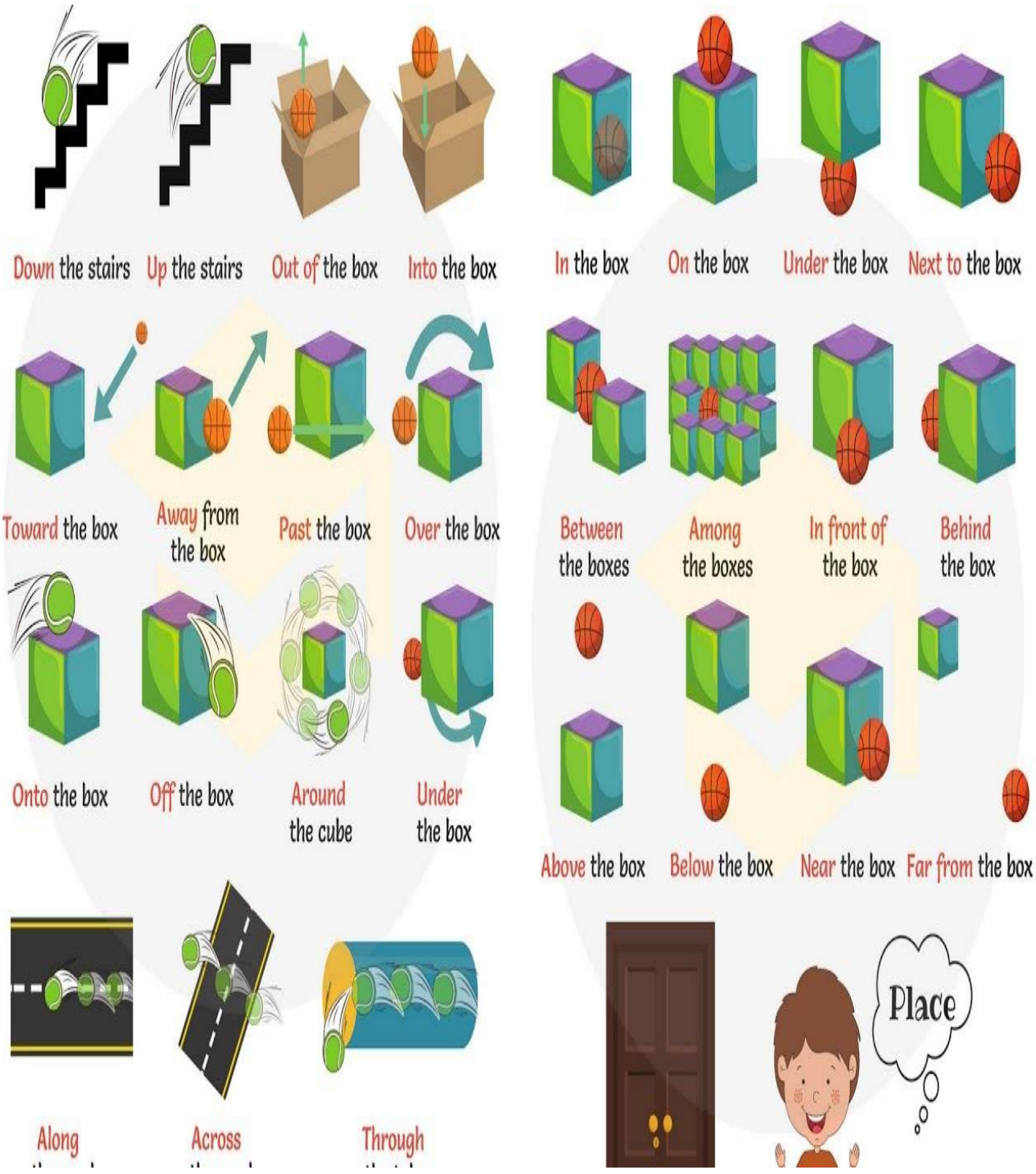
Look at these examples:

- Jane is waiting for you **at** the bus stop.
- I live **on** the 7th floor **at** 21 Oxford Street **in** London.

Notice the use of the prepositions of place **at**, **in** and **on** in these standard expressions:

at	**in**	**on**
at home	in a car	on a bus
at work	in a taxi	on a train
at school	in a helicopter	on a plane
at university	in a boat	on a ship
at college	in a lift (elevator)	on a bicycle, on a motorbike
at the top	in the newspaper	on a horse, on an elephant
at the bottom	in the sky	on the radio, on television
at the side	in a row	on the left, on the right
at reception	in Oxford Street	on the way

Prepositions of Place



PREPOSITIONS of TIME and PLACE

- A **preposition** is a word that describes **WHERE** someone or something is.
- Common prepositions can be words like *over, under, between, after, during, behind, on, off*, etc.
- *There are naturally standard expressions being used, but this will only deal with these prepositions in general.*

	TIME	PLACE
AT	We use **AT** for a PRECISE TIME	We use **AT** for a POINT and INSTITUTIONS
	> *at 7 o'clock* > *at 10.45 am* > *at noon* > *at dinnertime* > *at bedtime* > *at sunrise* > *at sunset* > *at the moment*	> *at the corner* > *at the bus stop* > *at the door* > *at the bottom of the page* > *at the end of the road* > *at the entrance* > *at the crossroads* > *at the front desk*
IN	We use **IN** for MONTHS, YEARS, CENTURIES and LONG PERIODS	We use **IN** for an ENCLOSED SPACE and GEOGRAPHICAL REGIONS
	> *in July* > *in winter* > *in the summer* > *in 2013* > *in the 1980s* > *in the next century* > *in the Stone Age* > *in the past / future*	> *in the garden* > *in Manchester* > *in England* > *in a box* > *in my pocket* > *in my wallet* > *in a building* > *in a car*
ON	We use **ON** for DAYS and DATES	We use **ON** for a SURFACE and PUBLIC TRANSPORT
	> *on Saturday* > *on Mondays* > *on 11 July* > *on 23 March 2013* > *on Christmas Day* > *on my birthday* > *on Independence Day* > *on New Year's Eve*	> *on the wall* > *on the ceiling* > *on the door* > *on the cover* > *on the floor* > *on the carpet* > *on the menu* > *on a page*

iSLCollective.com

Theory and examples borrowed from http://www.englishclub.com/grammar/prepositions.htm



PREPOSITIONS OF TIME



"at"	"in"	"on"	"from… to/till"	no preposition
• 1 – with time: *at 4 o'clock* • 2 – with holidays: *at Christmas, at Easter* • 3 – with the expressions *at the weekend, at the moment, at present* • 4 – with the expressions *at dawn, at noon, at night, at midnight*	• 1 – with months: *in April, in June* • 2 – with seasons: *in winter/spring* • 3 – with years & centuries: *in 1997, in the XXth century* • 4 – *in the morning/ afternoon/evening* • 5 – *in a second/ minute/hour/week/month/year*	• 1 – with days: *on Monday/ Friday, on New Year's Day* • 2 – with dates: *on July 4th* • 3 – adjective + day: *on a cold day*	• Duration: *We work from 9 to 18; We work Monday through Friday*	• 1 – with *today, tonight, tomorrow, yesterday* • 2 – before *this, last, next, every, all, some, each, one, any*

During (the lesson) - впродовж

From 8 (o'clock) **To** 10 (o'clock) - від…….. до

------ (8 o'clock) **to** 10 (o'clock) - від…….. до

In a week - через/ за тиждень

Within a week – впродовж тижня

1.11.COMPLEX OBJECT

Complex Object has 2 parts:

Noun + Infinitive

Pronoun (in Objective case)

Do you want the children/us to stay?- Ти хочеш, щоб діти/ми залишилися,

I know **her to have graduated** from the university three years ago. – Я знаю, що вона закінчила університет три роки тому. (Perfect Infinitive)

Complex Object is **USED AFTER**

Дієслова, що виражають бажання	**I would like** **Want** **Wish** **Desire**	her	**TO** show me the city **TO** have done it
припущення	**I expect** **Believe** **Think** **Suppose** **Consider** **find**	The students	**TO** know **TO** have learned
прохання	**Order** **Ask** **allow**	The chairs	**TO** be brought
спонукання	**Make** **Let** **Have** **force**	them me the child	----- Do it ------ go ------ clean the mess. **TO** do it.

сприйняття	**Hear** **See** **Notice** **Feel** **watch**	Him The children	--- sing *(що він співає/ проспівав)* ----paint *(що він (на)малював)* ----- walk sing**ING** (*як він співає)* paint**ING** *(як він малює)* ----- walk**ING**

1.12.PUNCTUATION

Extended Rules for Using Commas

1. Use commas to separate independent clauses when they are joined by any of these seven coordinating conjunctions: *and, but, for, or, nor, so, yet.*

The game was over**, but** the crowd refused to leave.

The student explained her question**, yet** the instructor still didn't seem to understand.

Yesterday was her brother's birthday**, so** she took him out to dinner.

2. Use commas after introductory a) clauses, b) phrases, or c) words that come before the main clause.

a. Common starter words for introductory clauses that should be followed by a comma include ***after, although, as, because, if, since, when, while***.

While I was eating**,** the cat scratched at the door.

Because her alarm clock was broken**,** she was late for class.

If you are ill**,** you ought to see a doctor.

When the snow stops falling**,** we'll shovel the driveway.

However, don't put a comma after the main clause when a dependent (subordinate) clause follows it (except for cases of extreme contrast).

INCORRECT: The cat scratched at the door, while I was eating.

CORRECT: She was still quite upset, although she had won the Oscar.

b. Common introductory phrases that should be followed by a comma include **participial and infinitive phrases, absolute phrases, nonessential appositive phrases, and long prepositional phrases** (over four words).

Having finished the test, he left the room.

To get a seat, you'd better come early.

After the test but before lunch, I went jogging.

The sun radiating intense heat, we sought shelter in the cafe.

c. Common introductory words that should be followed by a comma include ***yes, however, well.***

Well, perhaps he meant no harm.

Yes, the package should arrive tomorrow morning.

However, you may not be satisfied with the results.

3. Use a pair of commas in the middle of a sentence to set off clauses, phrases, and words that are not essential to the meaning of the sentence. Use one comma before to indicate the beginning of the pause and one at the end to indicate the end of the pause.

Here are some clues to help you decide whether the sentence element is essential:

- If you leave out the clause, phrase, or word, does the sentence still **make sense**?
- Does the clause, phrase, or word **interrupt** the flow of words in the original sentence?
- If you **move** the element to a different position in the sentence, does the sentence still make sense?

If you answer "yes" to one or more of these questions, then the element in question is nonessential and should be set off with commas. Here are some example sentences with nonessential elements:

Clause*:** That Tuesday, which happens to be my birthday,*** is the only day when I am available to meet.

Phrase*:** This restaurant has an exciting atmosphere. The food, on the other hand,*** is rather bland.

Word*:** I appreciate your hard work. In this case, however,*** you seem to have over-exerted yourself.

4. Do not use commas to set off essential elements of the sentence, such as clauses beginning with *that* (relative clauses). *That* clauses after nouns are always essential. *That* clauses following a verb expressing mental action are always essential.

That clauses after nouns:

The book *that I borrowed from you* is excellent.

The apples *that fell out of the basket* are bruised.

That clauses following a verb expressing mental action:

She believes *that she will be able to earn an A.*

He is dreaming *that he can fly.*

I contend *that it was wrong to mislead her.*

They wished *that warm weather would finally arrive.*

Examples of other **essential** elements (no commas):

Students *who cheat* only harm themselves.

The baby *wearing a yellow jumpsuit* is my niece.

The candidate *who had the least money* lost the election.

Examples of **nonessential** elements (set off by commas):

Fred***, who often cheats,*** is just harming himself.

My niece***, wearing a yellow jumpsuit,*** is playing in the living room.

The Green party candidate***, who had the least money,*** lost the election.

Apples***, which are my favorite fruit,*** are the main ingredient in this recipe.

Professor Benson***, grinning from ear to ear,*** announced that the exam would be tomorrow.

Tom***, the captain of the team,*** was injured in the game.

It is up to you, ***Jane,*** to finish.

She was, ***however,*** too tired to make the trip.

Two hundred dollars***, I think,*** is sufficient.

5. Use commas to separate three or more words, phrases, or clauses written in a series.

The Constitution establishes the legislative**,** executive**,** and judicial branches of government.

The candidate promised to lower taxes**,** protect the environment**,** reduce crime**,** and end unemployment.

6. Use commas to separate two or more coordinate adjectives that describe the same noun. Be sure never to add an extra comma between the final adjective and the noun itself or to use commas with non-coordinate adjectives.

Coordinate adjectives are adjectives with equal ("co"-ordinate) status in describing the noun; neither adjective is subordinate to the other. You can decide if two adjectives in a row are coordinate by asking the following questions:

- Does the sentence make sense if the adjectives are written in reverse order?
- Does the sentence make sense if the adjectives are written with *and* between them?

If you answer yes to these questions, then the adjectives are coordinate and should be separated by a comma.

He was a difficult**,** stubborn child. (coordinate)

They lived in a white frame house. (non-coordinate)

She often wore a gray wool shawl. (non-coordinate)

Your cousin has an easy**,** happy smile. (coordinate)

The 1) relentless**,** 2) powerful 3) summer sun beat down on them. (1-2 are coordinate; 2-3 are non-coordinate.)

The 1) relentless**,** 2) powerful**,** 3) oppressive sun beat down on them. (Both 1-2 and 2-3 are coordinate.)

7. Use a comma near the end of a sentence to separate contrasted coordinate elements or to indicate a distinct pause or shift.

He was merely ignorant**,** not stupid.

The chimpanzee seemed reflective**,** almost human.

You're one of the senator's close friends**,** aren't you?

The speaker seemed innocent**,** even gullible.

8. Use commas to set off phrases at the end of the sentence that refer to the beginning or middle of the sentence. Such phrases are free modifiers that can be placed anywhere in the sentence without causing confusion. (If the placement of the modifier causes confusion, then it is not "free" and must remain "bound" to the word it modifies.)

Nancy waved enthusiastically at the docking ship, laughing joyously. (correct)

INCORRECT: Lisa waved at Nancy, laughing joyously. (Who is laughing, Lisa or Nancy?)

Laughing joyously**,** Lisa waved at Nancy. (correct)

Lisa waved at Nancy**,** who was laughing joyously. (correct)

9. Use commas to set off all geographical names, items in dates (except the month and day), addresses (except the street number and name), and titles in names.

Birmingham**,** Alabama, gets its name from Birmingham**,** England.

July 22, 1959**,** was a momentous day in his life. Who lives at 1600 Pennsylvania Avenue**,** Washington, DC?

Rachel B. Lake**,** MD**,** will be the principal speaker.

(When you use just the month and the year, no comma is necessary after the month or year: "The average temperatures for July 1998 are the highest on record for that month.")

10. Use a comma to shift between the main discourse and a quotation.

John said without emotion**,** "I'll see you tomorrow."

"I was able**,**" she answered**,** "to complete the assignment."

11. Use commas wherever necessary to prevent possible confusion or misreading.

To George**,** Harrison had been a sort of idol.

COMMA ABUSE Commas in the wrong places can break a sentence into illogical segments or confuse readers with unnecessary and unexpected pauses.

12. Don't use a comma to separate the subject from the verb.

INCORRECT: The most important attribute of a ball player, is quick reflex actions.

13. Don't put a comma between the two verbs or verb phrases in a compound predicate.

INCORRECT: We laid out our music and snacks, and began to study.

14. Don't put a comma between the two nouns, noun phrases, or noun clauses in a compound subject or compound object.

INCORRECT (compound subject): The music teacher from your high school, and the football coach from mine are married.

INCORRECT (compound object): Jeff told me that the job was still available, and that the manager wanted to interview me.

15. Don't put a comma after the main clause when a dependent (subordinate) clause follows it (except for cases of extreme contrast).

INCORRECT: The cat scratched at the door, while I was eating.

CORRECT: She was still quite upset, although she had won the Oscar.

DASH

Do not confuse a dash (—) with a hyphen (-), which is shorter.

1. Use a dash to show a **pause or break** in meaning in the middle of a sentence:

- My brothers—Richard and John—are visiting Hanoi. *(Could use commas.)*

2. Use a dash to show an **afterthought**:

- I attached the photo to my email—at least I hope I did!

3. Use a dash like a colon to introduce a **list:**

- There are three places I'll never forget—Paris, Bangkok and Hanoi.
- Don't forget to buy some food—eggs, bread, tuna and cheese.

Unit 2. WRITING LETTERS

2.1. LINKING WORDS

Linking words/phrases can be used to:

• show time: *when, whenever, before. After, while, as soon as;*

• list points or show sequence: *first(fy), first of all, to start with, in the first place, to begin with, next, finally, lastly, last but not least;*

• add more points: besides, *and, also, as well, too, What is more, Not only … but also…, furthermore, moreover, in addition, (NOT) either*;

• adding emphases*: It goes without saying that, Needless to say, Clearly, Obviously, There is little doubt that;*

• show cause: *because, because of (the weather), On account of, since, Due to, Owing to, Due to the fact that, Because of the fact that, Thanks to;*

• expressing effect: *as a result, so, consequently, that is why, for this reason, Thus, Therefore;*

• give examples: *for instance, for example, such as, like, in particular, especially*;

• referring to subjects: *when it comes to, in terms of, Regarding, As far as… is concerned, with respect to;*

• *wxpressing personal opinion: In my opinion, In my view, To my mind, It seems to me that, From my point of wiew, As far as I am concerned, It strikes me that,*

• *expressing reality: Actually, In fact, As a matter of fact, The fact of the matter is (that),*

The reality is (that)

• show contrast: *but, however, on the other hand, despite, though, although, even though, at the same time, Nevertheles, Nonetheless, In spite of (the fact that), Despite*

(the fact that), Regardless of the fact that , while, in contrast, On the contrary, Yet, Still;

• clarifying and rephrasing: In other words, To put it another way, To put it simply, That is to say;

• concluding: *all in all, to conclude, to sum up, finally, On the whole, In general, By and large, Taking everything into account, All things considered, In conclusion, As I have said;*

Ex.1 Read the extract and fill in the correct linking words from the list below.
for example, what is more, as a result, on the other hand

Watching films at the cinema has many advantages. To begin with, modern cinemas are usually equipped with the latest technology. 1) … , films have better picture and sound quality. 2) …, you can see all the latest films as soon as they are released. 3)….. going to the cinema has certain drawbacks. 4) .... , the price of a ticket can be expensive and cinemas arc often crowded, especially at weekends.

2 Replace the linking words/phrases in bold with synonymous ones from the list below.

despite, as, even though such as, therefore

1. **While** I was walking home I saw an accident. 2. He was born in Poland **so** he can't be Spanish. 3.Your mechanic took three days to fix my car**, in spite of** the fact that it required only minor repairs. 4. There are many places to visit in London **like** the British Museum, Buckingham Palace and the Tower. 5. **Although** Rachel is allergic to dogs, she loves them.

UNDERSTANDING WRITING STYLE

The writing style you should use depends on the type of composition you are writing, the situation and the intended reader. The two main types of writing style are **formal** and **informal**. However, not all styles of writing fall under these categories. For example, in a letter to somebody you do not know very well or in an article for a

student's magazine, the style used is neither formal nor informal, but a blend of the two, known as **semi-formal**.

FORMAL STYLE is characterised by:

• formal expressions, advanced vocabulary, longer sentences e.g. *Taking everything Into consideration, it can be said that the facilities offered are of poor quality.*

• formal linking words/phrases (i.e. However, Nevertheless, In addition, Consequently, etc.) e.g. *Mobile phones are extremely useful for people who travel frequently. **However**, they can be dangerous.*

• no use of short forms (i.e. l'm, there's ...) e.g. *I would be grateful if ... (instead of: I'd be grateful if ..*)

• impersonal tone, i.e. use of the passive, no description of feelings e.g, *Late this evening, 20-year-old Tim McCormack **was pulled** to safety **after being trapped** under debris for more than ten hours.*

• factual presentation of the information *e.g. The Town Hall, **constructed In the late 1800s, was seriously damaged** by fire in **1909**.*

INFORMAL STYLE is characterized by:

• everyday/colloquial expressions, vocabulary and idioms. e.g. *I thought I'd drop you a line..., Thanks a million ..., etc.*

• frequent use of short forms e.g. *I **won't** be able to come to your party as **I'll** be away on a business trip.*

• informal phrasal verbs *e.g. Lucy **takes after** her father. She's ...*

• simple linking words/phrases (i.e. but, so, because, and, etc.) e.g. *It rains a lot here, **so** you'd better take an umbrella with you.*

• shorter sentences e.g. *Thanks a lot for the invitation. I'd love to come.*

• personal tone *i.e*. use of first person (I/We) e.g. *I've got great news. I've found a new job*.

• descriptive tone i.e. use of adjectives/adverbs etc. for vivid description *e.g. It was a bitterly cold winter morning.*

Ex 3. Use phrases from the list to fill in the blanks in the sentences, as in the example. Then, say which are written in formal and which in informal style.

assess the suitability, porcelain white skin, were seriously injured, drop by, am entitled to, point in favour of, with flying colours, won't be able to make it, to my mind, don't miss it.

1. The purpose of this report is to.. *assess the suitability* ... of Robert Bulson for the position of Assistant Manager. *= formal style*

2. I believe I ..... *a full refund. 3. Well, I've got to go now .. .. when you arrive in town. 4. A …… working from home is that one can plan one's own working schedule. 5. Two drivers ..... after their cars collided on the M4 late last night. 6 Guess what! I passed all my exams …….... 7. With its long. black hair, beautiful blue eyes and . ....., it was the most exquisite doll Mary had ever seen. 8……living abroad is something everyone should experience at least once in their lives. 9 ……! I bet, it's going to be a box-office hit! 10 I'm really sorry, but I .. .. to your graduation party.*

2.2.TYPES OF LETTERS

Ex. 4. Read the extracts (A-F) and decide what type of letter each is from (1-6). Which key words helped you to decide? Underline them.

A. I really hope you can come to my party. I'm sure we'll have a wonderful time.

B. I'm writing to ask vou what you think I should do about Robert. I'd really like your advice as he's been ..

C. I'm having a fantastic time on holiday. I went sailing yesterday and I'm going to take part in a diving competition this afternoon. I can't wait!

D. I received your leaflet in the post. I am very interested in the course and would be grateful if you could give me some more information.

E. I have enclosed my CV. I would be grateful if you could consider my application. I look forward to hearing from vou.

F. I am writing to complain about the dishwasher which I purchased from your company last Monday.

1. letter of application; 2. letter giving news; 3. letter of invitation;

4. letter asking for information; 5. letter of complaint; 6. letter asking for advice.

LAYOUT OF LETTERS

All letters should include the following:

a) an appropriate **greeting** (e.g. *Dear Sir/Madam, Dear Aunt Claire, Dear Mrs Baker*.); b) an **introduction**, in which you write your opening remarks (e.g. *.Hi! How are you?)* and reason(s) for writing (*I'm just writing to congratulate you on passing your exams, I'm writing to apologise for…, We were thrilled to hear that… , I was sorry to hear....*); c) a **main body**, in which you write about the specific topics of the letter in detail; d) a **conclusion**, in which you write your closing remarks (e.g. *Please forgive me - It won't happen again, I promise; Looking forward to seeing you..!, Please write soon. Take care! Can't wait to hear from you, l'd better sign off now, That's all for now)*;

e) an appropriate **ending** (Yours faithfully + your full name, Lots of love + first name).

Ex.5 a) Read the situation below and answer the questions that follow:

This is your last year at school and you are unsure of what course to take at university. You have decided to write a letter to… , asking for advice. a)What

style should you use if you are writing to: A) a friend? B) your former teacher? C) a careers advisor?

b) First match the beginnings and endings and then say which of the people in part a) each letter is addressed to

BEGINNING……..

1. Dear Karen, Hi! How are you? I'm writing because I've no idea which course to take at university next year. I really need your advice!
2. Dear Mrs Arnold, I hope this letter finds you well. I am writing to ask you for some advice about which course to take at university next year.
3. Dear Sir/Madam, I am writing to enquire whether you can advise me on which course to apply for next year at university.

.....ENDINGS

A. Thank you for taking the time to read this letter. I look forward to hearing from you. Best wishes,
B. I would be extremely grateful if you could advise me on what to do. Thank you in advance for your kind cooperation.
   Yours faithfully,
C. What do you think I should do? Please write back soon and tell me.
   Love,

Ex.6 a) Read the pairs of expressions (1-10) and the letters which follow, then choose the most suitable expression to complete each gap.

1) Hi - just a quick note / I am writing

2) thank you very much / say thanks a lot

3) all your help / your kind assistance

4) getting ready / preparations

5) Your contribution / What you did

6) played a big part / was very important

7) making sure / ensuring

8) occasion / whole thing

9) went so well / was such a success

10) tell you how much I appreciate / thank you enough for.

A) Dear Gavin,

1)…….. to
2)……...for
3)……with 4)……..……for the end-of-term party. 5)…….. 6)…….in
7)…… that the
8)……9)…… ……. …… I can't 10)…….. all your hard work.

Love,

Becky

B) Dear Mr Convey,

1)…….. to
2)……...for
3)……with 4)……..……for the end-of-term party. 5)…….. 6)…….in
7)…… that the
8)……9)…… ……. I can't 10)…….. all your hard work.

Best wishes,

Becky Jones

Ex. 7 Match the beginnings to the endings, then identify what type of letter each pair is from. Finally, say whether each pair has been written in formal or informal style.

BEGINNINGS……..

1. *I'm writing to tell you my wonderful news ……*
2. *I would greatly appreciate it if you could provide me with some information regarding ..*
3. *Thanks a lot for your invitation. We'd love to come….*
4. *I can't tell you how sorry I am that I ruined ….*
5. *I am writing to draw your attention to the terrible treatment I received from your (staff)..*
6. *I am writing to apply for the post of music teacher as advertised in……*

……ENDINGS

A) *Once again, I'd like to say how very sorry I am about...*
B) *1enclose my CV and would be glad to attend an interview at your earliest convenience.*
C) *Well, that's all for now, Write back and tell me what you've been up to.*
D) *Let me know if you want us to bring anything to the party. See you on the big day!*
E) *I look forward to receiving the information and would be grateful if you could reply as soon as possible.*
F) *I insist on a written apology. I trust this matter will receive your immediate attention.*

2.3. INFORMAL LETTERS

Ex. 8. Read the rubric and underline the key words, then answer the questions. You recently moved to a big city and have decided to write to a friend from your old neighbourhood. Write a letter describing life in your new city and your feelings about the change.

1. Who is going to read your letter? 2. Where is this person now? 3. Where are you now? 4. Why are you writing the letter? 5 What topics should your letter include? 6.How will you begin and end the letter? 7 Which of the following are *positive* aspects of life in a big city? Which are *negative*?

- lots of cafes, cinemas, etc *(positive)*
- heavy traffic (*negative)*
- constant noise from cars
- ugly grey buildings
- plenty of sports facilities
- wide choice of things to do
- huge crowds
- good public transport system
- large modern shops

Ex. 9 Make sentences using the prompts and the phrases as in the example

LIKES *I like living here because ...*

What I like most is that there is/are ...

The best thing is that there is/are …

DISLIKES *I hate / can't stand …*

I can't get used to ….(smth / doing smth)

Unfortunately, there is/are.. ..

e.g. *What I like most is that there are lots of cafes and cinemas.*

I can't stand the constant noise from the cars.

Ex.10 What can you do in a big city? What can't you do?

Use the prompts to make sentences. You can use your own ideas.

- *go for a walk in the fields*
- *make lots of new friends*
- *go shopping in huge shopping centres*
- *walk home safely at night get around easily*
- *do lots of different things.*

Ex.11 Match the feelings to the reasons, then make sentences, as in the example.

1.	I feel homesick	because	a) the city never sleeps
2.	pleased	as	b) there's more crime in the city
3.	unsafe		c) there are always new things to do
4.	disgusted		d) I miss my friends and my old neighbourhood
5.	excited		e) there's rubbish everywhere

Ex.12 Read the letter and underline the correct tenses in bold. Then, label the paragraphs (1-4) with the headings below.

- opening remarks /reason(s) for writing
- writer's feelings about the change
- closing remarks
- life in the new city

Dear Sharon,

*How are you? Sorry **1) I'm taking/I've taken** so long to write, but I've been busy settling in. Anyway, I thought **2) I'd drop/I've dropped** you a line to let you know how I'm getting on here.*

*Birmingham is a really exciting city with millions of things to do. There's so much to choose from, I sometimes find it hard to make up my mind where to go! Although I still **3) didn't get/haven't got** used to the traffic, the noise and the huge crowds, I think it's a great city.*

*I like living here now, but I sometimes feel homesick as I miss lots of things about my hometown. **4)I'll never/I don't** forget the beautiful countryside and the old stone cottages. Living in the city means I can't go for long walks by the sea, either. Most of all, I miss my friends - especially you, of course! We always **5) had/were having** such a great time together**, 6) haven't/ didn't** we?*

*Well, that's all my news for now. Please write back and let me know what **7)you were/you 've been** up to since I **8) heard/have heard** from you last.*

Say "hi" to Tom and Joanna, too. I promise I'll come back and visit all of you as soon as I can. Lots of love,

Ex.13 Use the prompts to make sentences, as in the example

• streets are crowded - I soon got used to it (**even though**)
• lots of things to do - heavy traffic makes it difficult to get around (**however**)
• plenty of sports centres - expensive to join (**although**)
e.g. ***Even though*** *the streets are crowded, I soon got used to it.*

• not many shops - you can find almost everything you need (**but**)
• few buses and trains - always arrive on tune (**nevertheless**)
• no restaurants - a few inns that serve delicious homemade food (**although**)
e.g. *There aren't many shops,* ***but*** *you can find almost everything you need.*

OPENING /CLOSING REMARKS

• OPENING REMARKS in informal letters may include:
a) questions/Wishes about recent events, the person's health, etc.
b) a thank you to the person for their last letter, comments about their news
c) an apology for a delay in writing/replying
d) the reason why you are writing

• CLOSING REMARKS in informal letters may include:
e) the reason why you must end the letter
f) greetings to the person's family/friends
g) wishes, a promise (e.g. to *write again soon*), an invitation, etc.
h) a request to the person to reply soon

Ex.14 Match sentences 1-8 to points a-h in the box above.

Hello – how are you? I hope you're feeling better.
I was sorry to hear that you aren't going to ...
I'll write as soon as 1can and let you know about ...
Please write soon and tell me all your news.

Well, that's all my news. I'd better end now, because ...

The reason I'm writing is to ask you if ...

Give my best wishes to your parents.

Sorry I've taken so long to put pen to paper, but ..

INFORMAL STYLE

When writing friendly letters, you use informal style. It is characterised by the use of:

• everyday vocabulary (e.g. *I had a great time*)

• colloquial expressions / idioms (e.g. *drop me a line*) • phrasal verbs (e.g. *get on, settle in*) • short forms (e.g. *can't, don't, I'm, I'll*)

Ex.15 Which of the following sentences are written in informal style?

I. I'm writing to see how you're getting on in your new flat. /*informal*

2. I look forward.to receiving a prompt reply.

3. Give your sister a big hug from me.

4. What are you up to this summer?

5. We're having a fantastic time here at the camp.

6. Would it be possible for you to attend the club's annual meeting next month?

7 You'd never believe how well I've been getting on at school.

Ex. 16 Some phrases in the following extracts are written in the wrong style. Correct the mistakes using the words/phrases in the lists:

ages, drop you a line, let you know, really, sorry

Dear Bob.

How are you? ***1)I apologise for the fact that*** I haven't written for 2***) a considerable time***, but I've been ***3) extremely*** busy. Anyway, I thought I'd ***4) communicate with you briefly*** to ***5)inform you*** that I've just passed my driving test!

can't wait to hear, lots of love, that's all for now, write soon, you've been up to

Well, ***6) have no further news at present***. Please ***7) reply promptly*** - I ***8)am anxious***

to learn what ***9) your recent activities have been***. Take care.

10) Yours sincerely,

Ex. 17 Suggest opening and closing remarks for the letters below, as in the example.

1. congratulate a friend on passing his/her exams.

2. invite a friend to your birthday party.

3 apologise to your friend because you couldn't go to his/her birthday party.

4. ask your friend for advice on how to lose weight.

e.g,1. Opening remarks*: Hi, how's everything going? I've just heard that you passed all your exams. Congratulations.!*

Closing remarks*: Well, I'd better go and do some work.' Once again, well done! Write soon.*

Ex. 18 Correct the mistakes, as in the example.

1. Congratulations ***for*** *passing your driving test!* ***...on...*** *,*

2. Write and tell me how it's like in Paris . ……

3. I still can't get used to wake up so early in the morning …….

. 4. II thought I'd write and ask you to give me an advice ……..

5. I hope that everything will turn up all right. …….

6. Sorry I haven't written from ages, but I've been busy. ...

7. Write me a line and tell me all your news ……..

8. I'm writing to apologise about not coming to your wedding ……

9. I look forward to hear from you soon ……

10. Don't you think my news are exciting?.....

Ex. 19 Read the rubrics below. How many main body paragraphs would each letter haw? What would each paragraph be about? Write the letters.

A. You are about to visit a friend in another country and you are not sure what clothes to take with you or how to get to their house. e.g. **two** main body paragraphs *Para 2 – ask about clothes to take with you.* *Para 3 – ask how to get to friend's house* B. You have recently moved into a new house. Write a

letter to your friend describing your new house and inviting him/her to spend a weekend with you. C. Your uncle has invited you to attend his wedding in a month's time. Write a letter thanking him for the invitation and asking him what you should buy as a wedding present.

D. You've got two tickets for a week's cruise in the Mediterranean. Write a letter to your friend, inviting him/her to join you, giving details which places you are going to visit and suggestions as to what he/she will need to take with him/her.

E Your cousin is moving to your city. He/She wants to attend the same school as you. Write a letter to him/her, describing your school, teachers and timetable, and mentioning extra activities the school offers.

Useful expressions for MAKING SUGGESTIONS

- I think l/you/we should...
- Perhaps l/you/we could ...
- What do you think: about +…ing..?
- Would you like (me/us) to ...?
- It might be a good idea to... ?
- How do you feel about +... ing ...?
- How about +... ing...?
- Why don’t you/we ? . ?
- What about +... ing...?
- I suggest (you/us) go/(your)…ing.

Ex.20 Use the prompts below and expressions from the table above to make suggestions.

1. come / dinner/ my house / next Monday 3. spend / weekend / in / mountains
2. go shopping/ in / city centre 4. visit/ art gallery/while/be /in London

Ex.21 Read the following rubric and answer the questions.

A friend of yours, who has been living in another country for some time, is going to visit you for a week. Write a letter suggesting what you might do together and what sights you might visit.

1. Where would you take him/her? 2. What is the most popular attraction in your

town? 3. Are there any bazaars, outdoor markets, fairs, etc which are worth visiting? 4. What kind of traditional dishes would you suggest your friend should try?

ASKING FOR ADVICE

To **ask for advice**, you can use phrases such as:

Do you think I should ? Should / I…? What do you think I should do? Do you have any idea about…./(+ing)? I'd like to know what you think about ... Can you think of anything that …?, I was wondering if you ...(could)…? What would you advise me to….?

Ex.22 a) Read the rubric and underline the key words.

You want to go on holiday in the summer but don't have enough money. Write a **letter** to a friend asking for his/her advice about ways to earn extra money.

b) Read the letter and underline the phrases that Mary uses to ask for advice.

Dear Pam,

Sorry that I haven't written for ages, but I've been very busy studying. I'm writing because I'd really like your advice about a problem I have.

My friends and I have decided to go away on holiday in the summer, but I don 't have enough money. I was wondering if you had any ideas about earning some extra cash. If I don't save up enough money by August, I'II have to go away with Mum and Dad instead. Can you think of anything that would help me to make some money quickly?

I know that you always have lots of great ideas! What would you advise me to do? Please write back as soon as you can.

Lots of love,

GIVING ADVICE

An informal letter **giving advice** should offer sympathy and encouragement, as well as specific advice with reasons. Each piece of advice is written in a separate paragraph • **Opening remarks** -

I was sorry to hear that ... Cheer up/Don't worry too much. Don’t let it get you down. I'm only too glad to help.

• Giving advice -

If / were you/ in your position, I'd /I wouldn’t ... You should/shouldn't n. It would(n’t) might be a good idea (for you) to… (I think) the best thing would be to.. .. Why don’t you ... ? Have you thought of/about ...(+ing)? Another good idea is to ...

• Result -

This will/would mean that ... Then/That way ...

If you do this, you would ... so that you could/would ...

• Closing remarks -

I hope that this/my advice helps. Let me know what happens.

Let's hope that things get better/ that everything turns out all right.

Ex.23 Match the problems to the advice, then make sentences.

1. I can't stop eating junk food everyday. I'm overweight.
2. I haven't got any friends. I'm lonely.
3. I'm very bad at Maths. I'm going to fail my exam.
4. I haven't got much money. I can't go outwith my friends.
5. I argued with my friend. He/She won't talk to me now.

a Talk to your teacher. You will get extra help.

b Join a gym. You will lose weight.

c Apologise to him/her. You'll be friends again.

d Join a club. You will meet new people.

e Get a part-time job. You will earn some money.

e.g, *Why don’t you join a gym? If you do this, you’ll lose weight.*

Ex.24 Read Pam's reply and replace phrases 1-6 with phrases A·F

1. A *I'd be happy*
   B. Don't let it get you down
   C. How about
   D. *How things go.*
   E. *if it were you, I'd*
   F. *Perhaps you could also*

Dear Mary,

*Thanks very much for your letter, and of course **1) I'm only too glad** to help. Here are a few things you can try to earn all the money you need.*

*First of all, **2)I think you should** get a Saturday job. **3) Have you thought of** trying to get one in a local shop so that you can be close to home? This will mean that you won't have to travel so far on Saturdays.*

***4)* Another good idea is to** *get a job babysitting. Why don't you ask your neighbors? My only advice is not to get very young children, because they need all your attention. hope my advice helps. **5) Don't give up** if you can't find a job immediately. Write and let me know **6)what happens**.*

Yours,

Pam

Ex.25 a)Read the rubric, underline the keywords. Your pen friend has written you a letter asking for advice on how to improve his/her eating habits and get fit. Write a letter offering advice.

1.What is the reason for writing? Who is going to read your letter?

2. How many paragraphs should you include in the main body?

3. What opening and closing remarks should you write in your letter?

4. Match the advice in column A to the results in column B. Then, use appropriate expressions to make sentences, as in the example.

1. join a gym - exercise regularly	a) follow balanced diet, won't put on weight
2.try not to eat so much junk food, sweets, etc	b) body won't become lazy

3. eat plenty of fish, fruit and vegetables	c) body won't store so much sugar and fat
4.don't go everywhere by car/bus	d) soon get in shape and feel fitter

e. g. *If I were you, I would join a gym and exercise regularly. This will mean that you 'Il soon get in shape and feel fitter.*

b) Read the rubric above, and write your letter (150-180 words). Use the letters above and below as models.

Ex.26 Read the letter, copy down phrases for giving advice. Use it as a model for your letter. *Dear Juan,*

Thanks for your last letter. I think it's great that you want to improve your English, and of course I'd be happy to give you any advice I can. Don't worry - I'm sure you'll find it a lot easier than you expect.

The best thing you can do is to start a course in English. There are lots of schools which offer lessons, and I'm sure they have qualified teachers who will be able to teach you properly. If I were you, I'd also try to make friends with someone who is a native English speaker. If you do this, you'll be able to practise what you learn in class - and as they say, 'practice makes perfect'.

It would also be a good idea to read English magazines or books, and watch films and TV programmes in English. This gives you a lot of useful practice, and it's fun at the same time! If you like, I could send you books and videos from here.

Of course you will have a few problems, especially at the beginning. The main difficulty is with phrasal verbs, because there are so many of them, and they have so many different meanings! Don't give up - after all, English isn't a difficult language to learn and you already know the basics.

Naturally, from now on I expect you to write to me in English as much as you can. If you follow' my advice, I'm sure your English will improve in no time. Good luck.

Regards,

2.4. SEMI-FORMAL LETTERS

Semi-formal letters are sent to people you do not know very well or when you want to be more polite and respectful (e.g. a pen friend's parents, a person you do not know very well, a schoolteacher, etc). For this reason, they are written in a more polite tone than informal letters. Compare the following:

INFORMAL *Thanks a lot for the invitation. I'd love to come to your party.*

SEMI·FORMAL *Thank you for your kind invitation. I would love to join you on your birthday* FORMAL *I would be delighted to attend your birthday celebration*. • A semi-formal letter should consist of: a) a formal **greeting** e.g .*Dear Mr and Mrs Baker*; b) an **Introduction** in which you write your opening remarks and clearly state the reason(s) for writing, e.g. *Thank you vet much indeed for your kind offer... ;*

c) a **main body** in which you write the main subject(s) of the letter in detail, starting a new paragraph for each topic;

d) a **conclusion** e.g. *I am looking forward to seeing you next month ... ;*

e) a semi-formal **ending** (Regards/Best wishes, etc & your full name.

Ex. 27 Read the letter and underline the words in bold which are more polite. Label the paragraphs as • closing remarks • travel plans. • opening remarks/reason(s) for writing •food requirements . • further question

Dear Mr and Mrs Jackson,

(1)Thanks a million/Thank you very much for your letter. **(2) I am writing/ I thought I'd drop you a line** to give you the information you asked for.

Firstly, **(3) I'd better/I need to** tell you about my travel arrangements. I am arriving at Gatwick Airport on 14th July. My flight number is BA 451 and it lands at four thirty in the afternoon. **(4) It is very kind/It's really great** of you to offer to pick me up from London, but I have already arranged to take the train to Cardiff. Perhaps you could meet me at the station. I could phone you when I arrive.

(5) As far as food is concerned/Now, about food, please don't go to any trouble. The only thing I don't eat is mushrooms. **(6) Anyway/Besides**, I am looking forward

to trying British food.

Finally, there are one or two things I would like to ask you. What is the weather like in Wales in August? How cold is it? Do you think I need to bring warm clothes? Also, **(7) I was wondering if you had/do you have** a computer that I could use while I am staying with you, or should I bring my laptop?

Thank you once again for your letter. I am looking forward to meeting you in July.

(8) Best wishes / Love and kisses,

Julia Kid

Ex. 28 Read the extracts and replace the informal words in bold with semi-formal ones: *I apologise for, received, Thank you for the invitation, I will be unable to visit, Mrs Ames, reply* Dear **(1) Alison**,

(**2) Thanks for asking me t**o your school's annual festival. I (**3) go**t your letter a few weeks ago and **(4) I'm really sorry about** taking so long to **(5) write back to you**. Unfortunately, **(6) I can't come to** Milford-Haven on that date.

Best wishes, telephone me, any help, a great success, the preparations, don 't hesitate

Please **(7) feel free** to **(8) give me a ring** if you need **(9) a hand** with (**10) getting things ready** for the special day. I'm sure that the festival will be **(11) brilliant**.

(12) All my love,

Karen Smith

Ex.29 Read the semi-formal sentences below and match them to the informal ones in the box.

	INFORMAL	**SEMI-FORMAL**
1.Accepting an invitation	See you at the barbecue!	**A** It was very good of you to let me stay at your house.
2. Refusing an invitation	It's a pity that I can't come.	**B** Could you tell me where I can get my watch repaired?
3. Thanking	Thanks again for letting me stay at your house	**C**. I look forward to seeing you at the barbecue.

4. Apologising	Please say you'll forgive me	**D**. Please accept my apology.
5. Asking for information	Do you know where I can get my watch repaired	**E.** I hope you find this information about bird-watching useful
6.Giving information	Hope this was what you wanted to know about bird-watching.	**F.**I am sorry that I will be unable to attend.

2.5. FORMAL STYLE

Formal letters are normally sent to people in an official position o people you don't know well (e.g. Director of Studies, Personnel Manager, etc). They are written with a polite, impersonal tone. A formal letter should consist of:

a) a formal greeting (e.g. .*Dear* ***Sir/Madam*** or ***Dear Ms Green*** · when you know the name); b) an introduction: reason(s) e.g. *I am writing to apply for the position of (guide*); c) a main body in which you write about the main subject(s) of the letter in detail, d) a conclusion e.g. I look forward to hearing from you as soon as possible... ; e) a formal ending (***Yours faithfully*** – when you do NOT know the person 's name; ***Yours sincerely*** · when you know the person's name; + your full name)

LETTERS OF APPLICATION

When you write a letter applying for a job or a course, you should include the following information: A) in the opening remarks/reasons) for writing • the name of the job/course, where and when you saw advertised. e.g. ... *the position of manager advertised in yesterday's Herald*. B) in the main body • age, present job or studies (I am a nineteen-year-old university student) • qualifications (e.g. *I have a BA in French*.) • experience (e.g.*1have been working as a waiter for the last two years.)* • skills and personal qualities that are suitable for the job/course e.g. *I am a good and careful driver. I consider myself to be mature and responsible/reliable/sociable/efficient/patient*.

C) in the closing remarks • any other important information) e.g. *I will be available for the interview in September. I enclose references from my last two employers. I look forward to hearing from you.*

Ex. 30 a) Read the letters below and label the paragraphs with the headings.

• opening remarks/reasons} for writing • experience, personal qualities • closing remarks •Age/qualification • other information

A. *Dear Sir/Madam,*
I am writing to apply for the position of part-time shop assistant which was advertised in this week's edition of the Frankfurt English News.
I am a I6-year-old student. In December I passed the examination for the First Certificate in English with grade A. It is my ambition to become a teacher of English. Therefore, employment in an English-language bookshop particularly appeals to me. Despite my lack of formal work experience, I feel that I would be well-suited for the position. For the past two years I have been a volunteer helper in our school library. In my school report I was described by the librarian as enthusiastic, dedicated and reliable.

Since the school holidays include the months of July and August, I will have no other commitments and would be available to work at any time, excluding Saturdays, for as many hours as needed. I may be contacted at the above address, or by telephone on 435 1708. I look forward to receiving a reply in due course.
Yours faithfully,

B. Dear Manager,
Hi! ***I've decided to drop you a line about the job you advertised*** *in the Frankfurt English News. I'm a 16-year-old student, and my English isn't bad.* ***I got an A in the First Certificate exam! I want to be*** *an English teacher, so it would be lots of fun to sell English books.* ***I haven't worked before, but I'm sure I'd be good at the job****. I've helped out in our school library for ages, and* ***the librarian says you can count on me to work hard****.* ***I won't be doing anything*** *in*

July and August. We've got our school holidays then, so I can work any hours you like (but not Saturdays). ***You can get in touch with me*** *at the above address, or give me a ring on 435 1708****. Let me know soon!***

All the best,

b) Compare the two letters. Which one has an appropriate greeting and ending? Then, underline the phrases in Letter A which mean the same as the phrases in bold in Letter B. " Which style is more suitable in a formal letter applying for a job? Why?

2.6.TRANSACTIONAL LETTERS

Transactional letters are letters which respond to written information. This information may be in the form of advertisements, letters , invitations, notes, etc, as well as visual prompts such as maps, drawings, etc. Transactional letters can be of any type, and style. You must give this information in full sentences, using your own words as much as possible. *e.g. early registration needed? a) Is early registration necessary? b) Would you recommend that I register early? C) Do I need to register early? d) Is it necessary to register early?*

Ex.31 Read the task and the letter. Underline the words / phrases which refer to these points. •persuade friend to join you • information about cottage • what the area offers. You and two of your friends have decided to rent the cottage in the following advertisement. Write a letter to a third friend, asking him/her to join you and giving him/her the information about the cottage and what you can do there. Underline the words/phrases which refer to these points. • persuade friend to join you . information about cottage • what the area offer

Dear Helen,

Hil How are you? I'm sorry I haven't written for ages, but I've been really busy. Anyway, I'm writing now to let you know that Claire, Jan and I have decided to rent a cottage in Dorset from 15th to 21st August and we'd love it if you could join us.

I asked the owner all about the cottage and it sounds great. The cottage has only got

two bedrooms, so we'll have to share, but the rooms are big with two beds in each. There's a large garden. It's only £200 a week - that's £50 each, if you join us. In other words, it's a real bargain! There are lots of things to do in the area. We can go horse-riding, and there's a sports centre not far away. There is also a market a local museum and a wildlife park. The owner says there are four bikes at the cottage which we can use, too, which means we can get around easily.

I really hope you decide to join us. It would be such fun to go on holiday together, and the weather will probably be good at that time of the year, so I'm sure we'll all have a great time. Well, that's all for now. Please write and let me know as soon as you've decided what you're going to do. Take care.
Lots of love,

Ex. 32 Read the model and answer the questions.

Dear Mrs Daniels,
1 am writing in response to your advertisement offering private English I lessons, which appeared in the college magazine. I am very interested in the course and would like some additional information.
I am a sixteen-year-old student at Uman Secondary Comprehensive school #9. I have recently taken the Preliminary English Test (PET), so I have a reasonable command of the English language. I enjoy learning languages and feel that I have a particular talent in English.

However, I feel that I need help in the areas of grammar and conversation in order to improve my accuracy and fluency. Furthermore, I am hoping to start a degree course at Uman Pedagogical University, /to enter a local university next year. So the main reason I need at least Intermediate level English is to enable me to study and socialise there.

I would appreciate it if you could send me some more information about the lessons offered, such as where and when they would be held, how much they cost and what the price includes. Could you also tell me if there are any extra materials. such as

books, which I would be expected to provide? Finally. I would like to know whether you teach students in groups or on an individual basis.
I will be glad to supply any further information you might need. I look forward to hearing from you soon.
Yours sincerely,

DESCRIBING EVENT

Ex. 33 Read the model letter. Find and cope down useful phrases. Use them in YOUR letter. *Dear Iris,*
I hope you're well. It's a pity you couldn't make it to Kim's wedding. We had a really wonderful time and I thought I'd write to tell you all about it.
I went over to Kim's house at about 9am to help her get ready and do her make-up. When her bouquet arrived at the house. Kim cried because it looked so beautiful. The hairdresser did a lovely job with Kim's hair and we managed to get her ready in time. Kim looked stunning as she walked down the aisle. Jim looked great in his dark blue suit. too. They were just the perfect match! A soloist sang Ave Maria. It was very touching. After they had said their vows, they exchanged rings. Kim's mum didn't stop crying throughout the whole ceremony.
Do you remember Mrs Peacock, Kim's red-haired piano teacher? Well, she was there, wearing a funny hat - and you should have seen uncle Bob! I've never seen him dressed so smartly. It certainly was a wedding to remember.
Anyway, Iris, I must go now. Take care, and I hope to see you soon.
Love,

2.7. LINKING WORDS

To state **personal opinion**

In my opinion, /In my view, /To my mind*, it's a good idea to stay with my relatives/at my place* ***(Personally) 1 believe that / I guess/ I consider/ I feel (very) strongly that*** */ it can help you a lot*

To **add more points** on the same topic:

What is more, /Furthermore, /Moreover we had a walking/guided tour around the city center ***Apart from this/that, / In addition (to this), /Besides(this)*** *I am fond of dancing/computer games I am* ***also*** *keen on traveling. I am interested in learning foreign languages* ***too/as well.***
I got to know from your letter that you dislike Maths. I ***do****n't like Maths* ***either.***

To **list points:**

First(ly), / First of all,/ ln the first place, I To start with, I To begin with *it's too expensive and I can't afford it.*
Secondly *I don't find it exciting.* ***Thirdly, I Finally****, I have little time for that.*

To **list advantages and disadvantages***:*

The main advantage of/Another advantage of *learning IT is that it's useful for your career.* ***The greatest disadvantage of*** *having a walking tour is that it is very risky and tiresome.*

To show **sequence***:*

First,/ To start with,/ To begin with,/ First of all *make a list of professions that interest you.* ***Secondly,/After this, /Then, /Next*** *consider if you can study/are good at the subjects involved.* ***Finally,/Lastly,/ Last but not least*** *check if the profession is in demand and start preparing for the test or exams.*

To show **cause:**

I would suggest renting a room ***because / due to the fact that /since/ as*** *it is cheaper than staying in a hotel.*

There were so many places of interests/attractions in the capital ***for this reason/ therefore*** *we decided to stay there as long as we could/for a /another week.*

To show **effect / result / consequences**:

The weather was fine ***so/ therefore, / consequently,/ us a result, for this reason*** *we spent most of the time on a beach swimming/ diving/playing sports.*

To show **purpose:**

I have been preparing for my tests for a year ***so that*** *I could pass them successfully/in the best possible way.*

I decided to learn foreign languages ***so as to/ in order to*** *become a translator/ customs officer/ travel representative/tour guide/lawyer/sales manager/ financial director/computer programmer.*

To give **examples**:

For instance, /For example*, Odesa (with its outskirts) is my popular holiday destination.*

By playing sports ***such as/like*** *basketball you can get fitter/become popular(among your mates). If you want to feel younger/fitter, you should take regular exercise,* ***particularly,/in particular,/especially,*** *running. swimming or jogging.*

To show **contrast**:

I had a wish/desire to go to the seaside but/ yet/ however,/ nevertheless,/ nonetheless, I had to stay in my hometown all summer long.

Although / Even though/ In spite of the fact that/ Despite the fact that *it has always been my dream to come to your hometown and stay at your place I won't be able to/can't do it (because I am very busy with my exams/I am going to my relatives next week).*

To show **time**:

Please, visit me ***when /whenever /as soon as*** *you are free/ on holiday/ come to my hometown. Phone/Call me* ***before*** *you make a final decision/buy (the) tickets.*

I haven't seen you ***since*** *last year / your birthday/ we were at the seaside together*

My friends came/ called on me ***while*** */ I was still preparing the dinner.*

We never see each other ***now that*** *they've moved to another neighbourhood.*

My friends and I were/ had a city break in Kyiv last weekend. We stayed there ***for*** *two days.*

Relatives:

That's the friend/relative ***who/that*** *hosted me in Kyiv.*

That's the career which/ that interests me.

That's the place ***where*** *we spent three weeks last summer. We had a great /fantastic time there.*

To introduce **conclusion**:

Finally, / Lastly./ All in all, / Taking everything into account,/ On the whole, / All things considered, /In conclusion, /To sum up, *I have to refuse you invitation/I had to turn down the offer.*

To express **positive emotions/happiness**

Fortunately, Luckily, I'm happy to/ with (my trip). I feel happy for (you). I'm / I would be glad to (host you), I enjoy perfect/excellent service/facilities. The atmosphere is exciting. The views are fantastic.

To express ***negative emotions***

Unfortunately, I am sorry to say, but…I failed to (pass my exams). You had bad luck. I feel sorry for (you/what happened). What else can I say? I wish I were (there)... I wish I could ….I am upset, frustrated…

OPENING AND CLOSING REMARKS FOR LETTERS

LETTERS	*INFORMAL*	*SEMI-FORMAL*
Openers	***How are you (getting on?)*** ***How are things?*** ***How is it going?*** ***All is well, I hope.*** ***How are you doing?*** ***I thought I'd drop you a line.***	
Responding to somebody's Letter	***Many thanks for your last letter. Thanks for your letter.*** ***It was good to hear from you (recently)..*** ***It's ages since I've heard from you. I hope you are well.*** ***Sorry, for not getting in touch.*** ***You asked about…*** ***Thanks for asking about …*** ***You wanted to know about …***	*It has been ages since we saw each other.* *I am sorry I haven't written sooner, I have been really busy...* *I am sorry it has taken me so long to write to you, I have been really busy...*
Apologizing	***I'm sorry I haven't written for a (long) while, (but I've been very busy (with …))*** ***It's been ages since I last wrote to you/ visited you/ we saw each other last…)***	
Giving extra information	***What else? Oh, yes…*** ***I also wanted to tell you about*** ***By the way (I've met our friend)***	
Fillers	***Well (that's all (the news)for***	

	now) ***Anyway, (I must finish now)***	
Closing expressions	***Write soon.*** ***Drop me a line.*** ***Keep in touch*** ***Looking forward to hearing from you*** ***See you soon.***	***I'm looking forward to hearing from you***
Signing off	***Best wishes to your (friends)*** ***Give my love to…*** ***Take care, Love, Lots of love,*** ***See you,***	***Give my regards to … (your parents).*** ***Best regards,*** ***Regards,***
Giving news	***I've got great news.*** ***You'll never) guess what happened (to me yesterday)*** ***That's all my news for now...***	***I'm writing to tell you about (the incident that took place….)*** ***Write and tell me your news.***
Making an invitation	***I'm writing to invite you to (the party).*** *Let me tell you when & where..* *By the way, it's a fancy dress party/ formal occasion ...* *You can stay over if you like ...* *It would be great if you could help with music* *There'll be plenty of food/drink* *You won't need to bring anything ..* ***Hope you can make it - it'll be great fun!***	***We would be very pleased if you could (come).*** *These are the details of ..* *It will be a fancy dress party/ formal occasion ...* *If you need somewhere to stay, (you're welcome to stay in our place)* *We would all appreciate it if you could help with decorating the room/venue. Refreshments will be provided (for the guests).* *It won't be necessary to ...*

		Please let us know if you can come.
Accepting an invitation	***Thanks a lot for the invitation. I'd love to come*** *What a great way to celebrate ...* *By the way, if you need help with.* *Can I bring my friend, Brian?* ***See you then!***	***Thank you for your kind invitation;*** ***we would love to join you.*** *It's a wonderful way to celebrate ...* *If you would like any help ...* *Could I invite a friend to come too?* ***We look forward to seeing you.***
Refusing an lnvitation	***Thanks a lot for the invitation but I won't be able to make it ….*** *I can't make it because (I am going to visit our friend on that day)* *I've got plans for that weekend ..* ***Sorry again. Maybe next time!***	***Thank you for your kind invitation.*** ***However /Unfortunately, we will not be able to come…*** *I won't be able to come because (of the birthday party of my mother).* *I have already arranged to ...* ***Perhaps we can get together soon.***
Asking For advice	***I've got a problem, and I think you can help.*** ***Write back soon and tell me what you think.***	***I'd really like your advice about/on…*** ***I really hope you can help me. (with the snacks/ drinks/ preparing for…).***
Giving advice	***I'm sorry to hear ... and I think I can help.*** *Why don't you .*	***I'm very sorry to hear that you're having problems with…*** *If I were you, I'd …*

	You should… *It might be a good idea to…* ***Let me know what <u>happens</u>.***	***I hope everything <u>turns</u> out well.***
Asking for information	***I'm thinking of ... and I wondered*** ***if you could help me out.*** *Do you know anything about ...* *I also need to know about …* *I want to find out about .., as well.* *Can you also let me know if...* *I would be glad to …* ***Hope you can help!***	***I'm considering ... and I'd like it if you could give me some information.*** *This letter includes a ..* *In response to your enquiry about…* *Were you aware of ...?* *This information should be useful to…* ***I would appreciate any help you can give me…***
Giving information	***I've looked into….*** ***I hope this was what you wanted.***	***I'm writing in reply to your letter asking for information on (the tests /entrance).*** ***I hope you find this useful…***
Thanking smb	***Thanks a lot for ..*** ***Thanks again!***	***Thank you very much for (your present/help/helping me with..)*** ***It was very good of you to…/.*** ***I am extremely grateful for…,***
Apologising	***I'm really sorry about (the misunderstanding about… /confusion…/what happened at the party*** ***I hope you aren't upset with me***	***I am writing to apologise for (the incident that took place…)*** *I apologise for ..(the incident /my being rude)* *It happened because of…* *I am to blame for ...*

	I really feel terrible about it. *I'm really sorry for/about.* *It wouldn't have happened if …* *I admit that it was my fault …* *I didn't mean to ..* ***Please say you'll forgive me.***	*It was not intentional ..* ***(Once again,) please accept my apology .***
Congratu-lating smb	***I'm just writing to say well done.*** *I feel happy for you.* *How glad you must be.* *Your parent must be proud of you.* *No wonder, you have been working/preparing for it so long.* *I am sure it will be useful/beneficial for you/your career.* ***Well done!***	***I was really happy/pleased to hear that…./about it.*** *You really deserve (your) success.* ***Once again, congratulations.***
Of Application		***I am writing to apply for the position …*** ***I look forward to hearing from you..***
Making Requests	***Could you do something for me?*** *I really need …* *Can I ask you to ...* *It would be great if you could help me with (the*	***I wondered if you could possibly do me a favour.*** *I'd like ...* *Could I ask you to ..,*

	party/preparing for my exam) *Can I ask you FOR your/the* *(textbooks/ stereo /speakers)* ***I hope you can help me out.***	***I hope it isn't too much trouble.***

Useful Words and Phrases for Informal Letters

Thanking / Apologising

Many thanks for your last letter.

Thanks a lot for the letter.

It’s so good to hear from you, It’s been ages since we saw each other.

I’m sorry I haven’t written sooner, I have been really busy...

I’m sorry it has taken me so long to write to you, I have been really busy...

Friendly Opening Comment

That’s great news about the (house / job /etc. ,), I’m so happy for you.

I’m glad to hear about the (house / job / etc.), I always knew you would do it one day.

The (new house / job / etc.) sounds brilliant, how are you settling in?

Giving News

That reminds me, ...

By the way, ...

You’ll never guess what happened to me last week...

Asking for Information / Help

Could you tell me...?

Please tell me...

Let me know if...

Giving Advice

You asked about . . . . Well, the best thing to do is + infinitive

You wanted to know if . . . . . . My advice would be + infinitive

About the . . . . . , I would recommend + gerund / noun

Making an invitation

I'm having a party and was wondering if you'd like to come.

You'd be more than welcome to come and stay some time. How about the 15th of June?

Accepting / rejecting invitation

I'd love to come and stay with you, thanks for the invitation.

I'd love to accept your invitation but I have an exam that week. What a shame! Perhaps another time.

Ending the letter

I must go, as it's getting late and I have an early start tomorrow.

I'd better close now as I have homework to do.

Well, that's all from me.

Friendly final comment

I'm looking forward to hearing from you.

I can't wait to hear from you. Let me know how you are getting on.

I can't wait to see you, I'm looking forward to your visit.

Keep in touch, I always look forward to your letters.

Signing off

All the best

Best wishes

2.8. SAMPLES OF LETTERS

Letter of Giving News

Dear Sally

How are you settling down in your new school? How do you find your new home town? Our class is quite different since you left. It's ***much****/more* quieter for a start. All the teachers are remarking on it!

We had an English test yesterday. You won't believe it but my essay turned out to be the best. David and Ann have split ***up****/away*. David is really down in the dumps, but otherwise everybody is in great form. We are all going down to the Sports Centre to play bowling ***on****/at* Friday night. It's a pity you won't be with us.

Write soon. Hope to see you one week/***day***. Goodbye for now.

Love

Letter of Invitation

Dear Joe,

Greetings from my new hometown! Now that we have settled in our new house I am having a house-warming party to celebrate. I am inviting some of my new schoolfriends from my new school.

The fun begins at 9pm on Saturday, 3rd March. Why not come down on Friday night and ***stay****/stop* for the weekend? I have asked your brother to stay over also.

The bus leaves Kyiv at 4.15pm and arrives ***in****/at* Uman at 7.30pm. My dad

will meet you ***at****/on* the station. Let me know as soon as possible if you can come.

Dear Sir/Madam,

I wish to apply *on/****for*** the position of ***--****/a* shop assistant as advertised in the 'Evening Herald' on 25th June. I enclose a copy of my Curriculum Vitae, ***giving****/given* my

personal details and educational record. As you will see, I have had some experience of working in a supermarket, and that is why I am *particular/**particularly*** interested in this position. I am available for interview ***at**/in* any time. Yours faithfully,

Asking for information

Dear Sir/Madam,

I would like *an/**some*** information about youth hostels in England. I am fifteen *years/**years old*** and I would like to visit some of the hostels with a group of friends this summer. Please send me six application forms, with details of membership fees and the cost of *living/**staying*** in hostels. I would *too/**also*** like a map showing where ***the**/* -- hostels are situated. Looking forward to hearing from you.

Yours faithfully,

How to start an informal letter?

Opening remarks:

Hi, how's everything going? I've just heard that you passed all your exams. Congratulations!

Sorry that I haven't written for ages, but I've been very busy studying. I'm writing because…

How are you? Sorry l've taken so long to write, but I've been busy settling in. Anyway, I thought I'd drop you a line to let you know how I'm getting on here.

How are you? I am sorry that l haven't written for a long time, but I've been really busy. Anyway, I thought I'd drop you a line to let you know that I've just passed my driving test!

Sorry I haven't written for a while. I have been really busy studying for my exams. Only one more to go now!

How are you? I'm great! Actually, I have some really exciting news!

How to end an informal letter?

Closing remarks

Well, that's all my news for now. Please write back and let me know what you've been up to since I heard from you last. Say "hi" to Tom and Joanna, too. I promise I'll come back and visit all of you as soon as I can.

Well, that's all for now. Please write soon- I can't wait to hear what you've been up to. Take care.

Lots of love.

I can't wait to see you again, and don't forget to let me know if there's anything I should bring to the barbecue.

Looking forward to seeing you and catching up on all your news.

SAMPLES OF LETTERS

1. MY HOLIDAY PLANS/ plan to spend **summer vacation**:

Dear Amy,

How are you? I'm very happy because school is almost over! This time next week I will be staying with my grandparents at their cottage by Crystal Lake.

I heard on ***the/*** -- weather forecast that it/there will probably be very hot summer so I will be swimming every day. My grandfather promised me that we will go fishing in the lake. I can't wait!

Do you have any plans for the summer? Why *do/**don't*** you ask…

2. Letter to a friend describing **summer vacation**:

Dear Stephan,

I am just writing to *say/* ***tell*** you what a marvelous holiday we had. We went on a camping holiday to the Carpathian Mountains and ***the/*** -- weather was wonderful.

The cabin we stayed --***/in*** was very comfortable. It had a cooker, a fridge and a TV. We were in the heart of the countryside and some of the views were great. The campsite itself was impressive and the atmosphere was romantic and quiet. We had a great time.

3. Letter to a friend describing **a trip**:

Dear Claire,

Thank you a lot for your last letter. It was a nice surprise to hear from you. I'm sorry I haven't written to you earlier but I ***had****/have* to organise some things ***concerning****/concerned* my trip.

As you probably remember I've always wanted to visit some unusual places. And now, at last, off I went! But you'd never guess where I've chosen to spend my holiday. It's the estuary of the Danube! We stayed in a tent by the river bank. I enjoyed exciting adventures in the wild nature. You can hardly believe how many birds live here. I wish you were with us.

4. Letter to friend about **travelling/holiday**:

Hi Mark,

I'm writing this letter from Bulgaria. I am on holiday here with my family and we *have/****are having*** a great time. I've never been abroad before and everything is exciting.

Right now, I am lying ***on the beach****/seaside*. My little brother is playing on the sand with his toys and my mother is watching him. My dad is swimming in the sea. I just love it here. I go snorkeling every day and yesterday I tried scuba diving! It was fantastically/fantastic! The local ***cuisine****/meal* is yummy and every day we try ***something****/everything* new.

5. Letter to friend about **birthday party**:

Hi Susan!

How was your birthday? ***Mine****/my* was great! We had a fancy dress party this year and I invited ***all my****/my all* close friends.

I wore a funny orange clown suit and curly green hair. Everyone laughed as I walked around the room with my huge red plastic shoes. All my friends looked *greatly/****great*** too! My best friend Diane amazed us all with her fairy costume. She wore shiny silver wings and carried a long plastic wand.

The party was a lot of fun. We listened to cool...

6. Letter to friend about a **new house**:

Dear Robert,

I'm writing to tell you about our new house. It's lovely! It's the nicest house I have ever seen. It's much bigger than our last one but also more *dear/****expensive.*** The house looks very *modernly/****modern***. There are *rather/****quite*** many rooms with large windows and *wood/****wooden*** floors.

I finally have a room that I don't have to share with my younger brother. My bedroom is on the second floor and I have a great view.

The best thing about this house is ***its****/house's* location.

7. Letter to friend about a **surprise party**:

Dear Jessica,

How are things? I'm sorry that I haven't sent you an email but I'***ve been****/was* really busy lately*/of lately*.

For the last two days, I ***have been organizing****/organized* a surprise party for my best friend, Sally. I have already decorated the house with balloons and coloured lights. I still have *as/****so*** many things to do but luckily, Sophie and Pat have been helping with the preparations. So far, Sophie has invited all our friends and Pat has been arranging a grand buffet dinner. Hope the party *is going to/****will*** be a success.

8. Letter to friend about a **university**:

Dear Mike,

How are you? Thank you for your letter of 10th June. I am sorry for not having written to you earlier, but I have had a lot of *jobs/**things*** to do.

You know it was a very hard year for me. I spent my time *to get /**getting*** ready for my exams and I was doing well *with/**in*** practically all subjects. After ***passing**/taking* the exams I was enrolled to the University. The whole course of study is four years. My major subject is mathematics. I am really good *in/**at*** it and *make/**do*** Maths whenever I have a chance. I stay in a *hostel/hotel shared/sharing* the room with two groupmates of *my/**mine. Luckily**/Unfortunately* I get *on/**along*** with them.

9. Letter to friend about **learning languages** in England:

Dear John,

Thanks for your letter. I'm sorry that I *didn't write/**haven't written*** for so long, but I've been really busy.

I've got some good news! I*'**ve manage**d/managed* to persuade my parents to let me *to/* -- spend a year in England learning the language. I'll be studying at King's School. So I hope we'll be able to meet and to talk when I am there.

But I must admit that now I am getting a bit worried because *something/**everything*** is so different there. I wonder if I***'ll be**/ am*** able to adapt to living with a host family. What a challenge! Moreover, the rent turned out to be more expensive that I had expected.

10. Letter to friend about **camping**:

Hi Susan,

How are you? I hope the summer job is going well. Have you decided where to go on holiday? That skiing break sounds the best, doesn't it?

Anyway, we're camping here in the mountains. We're staying on a campsite in the middle of nowhere. We've been here for five days, but it feels longer. It's rained

every single day that is why we have explored nothing but the nearest valley with a beautiful lake. We hope the weather will improve and we will get on a tour to climb up the highest mountain in this area. My stay is likely to last for another week.

11. Letter to friend about **visiting Scotland**:

Dear Jane,

We're staying at a hotel in Scotland. The weather has been great — really hot and sunny. We've been very lucky so far.

Everyone here says that it usually *rainy/**rains*** in September. We've done a lot of ***fascinating**/fascinated* things. We've climbed mountains, and we've sailed across one of the lakes. You know that Scotland is famous for its lakes. The best known of them is Loch Ness where according to the legend a monster lives.

12. Letter to friend about **visiting London**:

Dear Jane,

Thanks for your letter. I'm sorry I haven't written for ***so**/such* long, but I've been really busy ***with**/because* my exams. Now, it's all over and I'm having a short rest in London with my family.

London is wonderful! We are staying in a hotel not far from the centre so we are able to walk around London almost all day long. It's amazing because London is a 24-hour city. We've already seen most of ***the**/* -- famous sights. Yesterday we visited ***the**/* -- Tower of London and enjoyed the legends told by the guide.

13. Letter to friend about **visiting Sydney**:

Dear Andrew,

Well, here we are in Sydney! The weather is fantastic! We are staying in a 4-star hotel by the Circular Quay. The view is amazing and the service is great. We have access to great pubs, restaurants and shopping down at the Rocks.

The restaurants are great! There is a mix similar to what we see in the US (Italian, Chinese, Thai and American). The only difference in the food is the Australian specialties such as crocodile, wallaby, ostrich and kangaroo. Tipping is not...

14. Letter to friend about visiting **California**:

Dear Helen,

How are you? Hope you are OK. Well, here I am in California and my dream has finally come true.

We are staying in a small hotel in San Francisco. It's a great city full of picturesque houses. The symbol of the city is the Golden Gate Bridge that stretches across the mouth of San Francisco Bay. The scenery from the bridge is wonderful, and

I've already taken some great photos.

Tomorrow we are leaving for Los Angeles. I look...

15. Letter to friend **about theatres** in your town:

Dear Mary,

How nice of you to write me about your last visit to the theatre.

I'd like to tell you about theatres in my town. There are two theatres in our town. One theatre is the professional one, and the other one is amateur. As for me, I'm a theatre-goer. I try to go there twice a month.

The performances are different. To my mind, some...

16. Letter to friend about your **birthday**:

Dear Aunt Susan,

Thank you very much for your letter. It was interesting to learn about your family traditions.

My birthday is on April 19th. It is spring time, and we usually go to the countryside to have a picnic. We play different games, make a fire and enjoy our time. On my last

birthday we didn't go anywhere. My parents prepared a surprise party to me. When I came home from school, the house was...

17. Letter to friend about staying **healthy**:

Dear Pat,

Thanks for the letter. You ***should****/must* write more often! Anyway, how are things? I hope everything is OK ***at****/in* school.

It's great that you've started to take care of your health! As for keeping fit, I'd say that above all you need *a/-* patience! Keeping fit is *anything/****something*** you should do regularly and try and keep it ***up****/long* over a long time. If you ***don't****/won't*, it won't have any effect.

First of all, start gently. Begin by walking — you can walk to school, use the stairs (not the lift) and then go for longer walks in the park. Then you should think...

18. Letter to friend about **favourite TV programme**:

Dear Paul,

How are you? I'm fine *because/****though*** I'm very busy these days. I'm getting ready for my final exams at school. Thank you for your letter. It was interesting to learn more about American television.

In your letter you asked me about my favourite TV programme. The series "The Code of Honour" is one of ***the****/a* few that I attempt to regularly tune into each week. A friend of mine talked me into...

19. Letter to friend about **distance learning**:

Dear David,

Thanks *much/****a million*** for your letter. I was so glad to hear from you.

In your letter you asked me if distance learning is popular in ***my****/the* country. Well, more than seven million students are ***enrolled****/entered* in *distant/****distance*** learning

programs. The statistics ***speak****/speaks* for themselves. There are ***lots of****/a lot* benefits of online learning. Firstly, students can combine their job and studies. Secondly, you can schedule your time

20. Letter to friend about **relationship with your parents**:

Dear Adam,

Thanks a lot for your letter. It was nice *hearing/****to hear*** from you. In your letter you told /mentioned me that your parents disapprove ***-/of*** your girlfriend.

Well, it happens very often. The parent and child have different beliefs on who is right and who is wrong. The parent believes that they are right, but the child thinks that they are wrong. Fortunately, I ***don't have****/haven't* any conflicts with...

21. Letter to friend about **parents** and their influencing your **career choice**:

Dear Helen,

Thanks a lot for your letter. I was happy to hear from you.

In your letter you asked me ***if****/whether* my parents influence my career choice. We all take time to 'find our feet'. Parents will often say things such as "pick a course you think you'll like" or "why don't you apply *to/****for*** this job". Though it may seem they're doing the right thing in terms of steering their children in the right direction, parents also need to understand that we all need space and time to discover what we truly want...

22. Letter to friend about **moving abroad**:

Dear Gary,

Hope you are doing *good/****well***. I'm doing fine, though my life is quite hectic at the moment because, as you know, I *move/****am moving*** abroad and there is so *much/many* to do!

There are ***a few****/few* things that I can't take with me because ***they****/there* are too big so I am seeing if any of my friends would be interested *to buy/****in buying*** them. One of

the things I do not want to take with me is my television, and I thought you *will/**might*** like to buy it off me for *the/**a*** cheap price.

SAMPLES OF INFORMAL LETTERS

1. Dear Claire,

Thank you a lot for your last letter. It was a nice surprise to hear from you. I'm sorry I haven't written to you earlier but I had to organise some things concerning my trip.

As you probably remember I've always wanted to visit some unusual places. And now, at last, off I went! But you'd never guess where I've chosen to spend my holiday. It's Antarctica! You would never think of it, would you? I'm so excited about the whole event!

The people I travel with are incredible. It's their fourteenth expedition there. They know every path in the snow by heart and they are very helpful. They share their knowledge and experience with me. Would you believe that here everything is different? You even need to set your tent in a special way. It's all very challenging. Tomorrow we plan to move further North so I may not be able to stay in touch for a while.

Anyway, I'd like to meet you when I get back. Hope you are enjoying your holiday. Do write back soon.

Love,

2

Dear Cecilia,

I thought you'd never reply to my last letter! Anyway, back to your question. Well, if I were you, I'd choose the museum job.

Working in a restaurant would be very tiring. Trust me I've done such a job, and I quit within a month! However you talk to lots of people, listen to their discussions which can sometimes be very interesting but still you get really tired.

Working in a museum though can be really interesting. You just have to explain to the visitors what is what. You may think that you will have to talk all day, but that's not true. You see many people just like to browse through the museum. You also have to remind the rules of the museum to some that disobey them, but these people are usually very few; not something you should worry about.

I heavily suggest you take the museum job. It's easier and less tiring. I'm looking forward to get your reply.

Lots of love,

3.Asking for advice

'd like / doing / know / my regards /to hear / reason /should/ touch / treating/ wondering if/

Hi there Nick,

Sorry that I haven't been in _____ for a while, but we have been really busy. As you've probably _____, we're moving into the new apartment, and we have been packing everything up. In a week or so, we'll probably be living in our new place. We're so excited! I hope you can visit next year. How's life _____ you? Hope you are all _____ well. I was really glad to _____that your sister was able to get into university. She has always been such a brilliant student. You must be very proud of her!

Anyway, the _____I am writing is because I want to take my younger brother on a trip to the seaside next month. As I know you went to Odesa last summer, I was _____ you could give me some advice. Can you tell me about a nice place to stay? Do you think I _____ rent an apartment or book a room in a hotel? Also, I_____ some information about the restaurants and places to visit.

Well, that's all for now. I hope you can visit us soon. We want to show you our new home. Give ____ to your relatives and friends.

Best,

4- **Congratulating a friend on the board exam results.**

Dear Ken,

I am so excited to know that you have topped your board examinations. It's been a long time since we met. I wish I could congratulate you in person.

Your result has proved how much effort, hard work, and dedication you have given to your exams. I am not shocked by this news because I have known since we were at the elementary school. You have always been a sincere and hardworking girl. I knew that you are a bit nervous but then I was sure that you will score brilliantly. The only thing I regret is that I couldn't be there with you at the celebration party because I was having my exams then.

Hope to meet you as soon as possible. May parents and grandparents have congratulated you on your success!

With lots of love,

5. Inviting a friend for spending a vacation together.

Dear Ann,

It's been a long time since we met. How are you? I hope you are doing well? I hope this letter finds you in good health.

As you know that summer vacation has already started, I was thinking of spending the vacations together in Odessa. I want you to take you out on the city tour as well as introduce my friends and family to you. I would love to go out and have street food with you. We can enjoy some time walking along the waterfront promenade.

I am just excited at the thought of me and you spending the vacations together. I just hope that you share your response with me and let me know if it possible for you to come to my place.

With lots of love,

Yours,

6. Letter to a friend about an accident

Dear John,

I hope this letter finds you in good health. Last week I got to know about your accident and I was highly depressed.

Thank God that he saved you from something very serious. Everything is going to be ok. I had a word with the doctor yesterday and he told me that there is nothing to worry about for the time being. Just a few more days in the hospital and you will be back home! I also had a talk with your mom and she was very upset with whatever has happened. But now she is happy that you are recovering.

I have good news for you. Your family and friends including me have decided to celebrate once you come back. My brother and other family members are also praying for your speedy recovery. Hope to see you soon and in good health!

Lots of Love,

Yours truly,

7. Letter of appreciation

Dear Jane,

How are you doing? I hope all is well. I just read the novel which you wrote last week in Kolkata. How can someone write so beautifully? Amazing! My father has also appreciated your work and has asked me to tell you that you are doing an incredible job.

I really appreciate the words that you have used and the tone. The best part of your novel is that your work is absolutely real and derived from real-life experiences. It shows your writing skills and how much effort you have given to your writings. You have done absolute justice and I am proud of the way you have handled it.

tula, it has been two years since we have drifted apart because of our higher studies and career. I hope to meet you soon. Go ahead! The sky is the limit!

With best wishes,
Yours lovingly,

8. Apologizing to a friend

Dear Tom,

I hope you are doing well. I know you are angry with me about what has happened at your birthday party. I wish to apologize and I want you to forgive me. I don't want to ruin our friendship.

I know whatever has happened was not right. The thing is I was not in a mood that day. My exams were not good and my mother really scolded me. I shouldn't have behaved with you like that. I feel sorry. I promise not to behave like that the next time. I am really sorry about what I said.

Hope you pardon me for my inexcusable behaviour. How offended you must have been! Let's meet if possible! Eagerly waiting for your response!

With love,
Yours truly,

2.9.USEFUL VOCABULARY

FUN AND GAMES

Eat out	Play sports
Join in	Be into – бути захопленим
Take up	Feel like (doing)
Give up	Listen TO (music/the radio)
Be bored WITH –	Take part in –брати участь
Be interested in	A fan of
Be fond OF	A book (by sb) about
Be keen ON	For fun
Be crazy about	On stage
Be popular WITH	In time – вчасно, встиг
Be good/better AT	On time –в призначений час

LEARNING AND DOING

Make progress	Help (sb) with
Look up (a word in a dictionary)	Know about
Point out –зазначити	Learn about
Write down	Manage to (do) –вдаватися
Take an exam/test	Succeed in (doing) –вдаватися
Pass the exam –(успішно) здати	An opinion about /of
Fail the exam	A question about
Cheat at/in –обманювати, списувати	Capable of
Continue with	Talented at
Cope with – впоратися	In favour of – на користь

COMING AND GOING

(Go) abroad – за кордон	Wait for
(much) accommodation –житло	Ask (sb) about
Cancel –відміняти	Ask for (sth)
Delay –затримка, затримувати(ся)	Prepare for
Get into a (car) –сісти	Tour (Ukraine)
Get out of the (car)	Have a tour (round)

Get on a bus/train/ship –сісти	On holiday
Get off the bus/train/ship	On schedule–по розкладу, планувати
Set on (a journey) –вирушити У	On the coast
Set off –вирушити	At the seaside
Take off	On the beach
Be close to	Lie in the sun
Be famous FOR	(go) on foot
Be far from/ be a long way from	Go hiking –ходити в похід
Be late for	Go backpacking –ходити в похід
Be suitable for –підходящий	In a camping site
Arrive in Ukraine/Kyiv	Go sightseeing
Arrive at the airport	Places of interest/attractions/sights

FRIENDS AND RELATIONS

Sibling(s)	Apologise (to sb) for
Bring up	Argue (with sb) about
Make friends with	Argument (with sb) about
Fall out (with)	Care about
Split up –розлучилися, розбіглися	Chat (to sb) about
Get on/along with –ладнати	Come to terms with
Go out with (a boyfriend)	By yourself
Dine out	On your own
Look after (the child)	In common (with)
Be kind to	In contact (with)
Be married to	In love (with)
Marry sb/divorce sb	On purpose

BUING AND SELLING

Can’t afford –не можу собі дозволити	Decide on

Income -прибуток	Lend sth to –позичати кому-небудь
Profit – (чистий) прибуток, вигода	Pay for
(entrance) Fee	Spend sth on
Salary	An advert(isement) for
Give away – give free of charge	In cash
Save up (for)	By credit card
Belong to	For rent
Borrow sth from	For sale
Buy sth from	In good condition
Choose between	Purchase
Compare sth to/with	Place an order

INVENTIONS AND DISCOVERIES

Be equipped (with)	Throw away
operate	Find out
Estimate	Make up
Do experiments	Come across –випадково зустріти
Software –програмне забезпечення	Full off
Hardware – компютерне обладнання	Connect sth to/with
Invent	Fill sth with
Develop (a project)	Take actions/measures–прийм. міри
Run (the business) - керувати	Result in
Break down	End up with
Out of order	Lead to
Lack (of)	By chance
Be short of	On purpose
Experience (the shortage)	At random

SENDING AND RECEIVING

Broadcast	Talk (to sb) about
Persuade –переконати	Tell sb about
Request	Translate (from sth) into
Call back	Send here/at the office
Come out	Dial
Fill in /out	Hold the line
Log on –connect	By e-mail/phone/letter
Log off - disconnect	On the Internet
Comment on	On the news
Reply to –відповісти НА	On the phone/radio/TV
deliver	To ship goods/shipment

PEOPLE AND DAILY LIFE

Charity	Blame sth on
Schedule (n, v)	Criticize sb for
Routine	Invite sb to
Commit (a crime)	Punish sb for
Break in(to) –enter illegally	Share sth with
Catch up (with)	Smile at
move in	Against the law
put away	At the age of
angry (with sb) about	In public
guilty of	In response to
Blame sb for	In touch (with)

WORKING AND EARNING

Earn	Employ –працевлвштувати
Impress	Retire on pension
Income	Stay up (late) -не лягати спати
Salary	Feed up with
Staff	Responsible for

Tax	Apply for –подавати(ся) заяву на
Wealthy	Depend on - залежати ВІД
Call off	Refer to
Give back	Work as (an officer)
Go on –happen	Work for (the company)
Put off –delay	In charge (of)
Set up –start a business	On business
Fire/dismiss	On/off duty

BODY AND LIFESTYLE

Injury	Addicted to
Infection	Allergic to
Sore (throat)	Covered in/with
suffer (from)	Pleased with
(medical) treatment	Complain (to sb) about
A Cure for	A recipe for
Recover	At risk
Get over –recover from (an illness)	In addition (to)
Cut down (on)-do less of (sth/smoking)	In comparison to/with
Go off –no longer be fresh	In shape
Put on –gain (weight)	On a diet

CREATING AND BUILDING

Design –(с)конструювати	Take off
Fix –repair	Try on
Improvement	Be amazed at/by
Suit	Disappointed with
Tool	Familiar with
Do up- прибирати, ремонтувати	Involved in –залучений до
Fill up –заповнити	Similar to In fashion/style
Have on	Out of fashion/style

Leave out –not include	At the end of
Put on	Facility –обладнане приміщення

NATURE AND UNIVERSE

Amazing	Enthusiastic about
Forecast	Be short of – (мати) мало
Recycle	Prevent sb from
Rescue	Save sth from
Species	Worry about
Blow up	Damage to
Build up	An increase in
Clear up	At most
Keep out	At the top/bottom
Put out (the fire)	on top (of)
Be aware of	In the beginning
Serious about	In the distance

LAUGHING AND CRYING

Amusing	Embarrassed about
Regret (IT) –жалкувати ПРО це	Be happy about/with
Tell a joke	Nervous about
Have fun	Scared of
Funny/ridiculous	Sorry about/for
Calm down	Surprised at/by
Sheer up – не засмучуйся	Tired of
Come on –be quicker	Congratulate sb ON – поздоровляти З
Hang on –wait	Laugh at
Shut up	At times –іноді, часом
Speak up –speak more loudly	In secret
Ashamed of	In tears

PROBLEMS AND SOLUTION

Make improvement(s) –покращення	Learn - дізнатися
An advantage of	Share out – give a part to a group
Solution to	Sort out –solve (a problem)
Accident	Find out – discover
Incident	Work out – find a solution
Cause	Solve a problem/issue
Lack of –брак (чого-небудь)	Get to know – discover– дізнатися
Convince, (-cing) – переконувати	Watch out – be careful
Deny –заперечувати	sure about/of
Doubt (it)- сумніватися В	Believe in
get rid of – позбавитися	Approve of
Encourage- заохочувати	Deal with
Praise	Happen TO – трапитися З
Pretend- удаватиб претендувати	Insist on
Refuse	Rely on- покладатися на
Sensible	In danger of
Make sense	In trouble
Warn	Under pressure
Run out (of) –(у нас) закінчуватися	In a mess – у безпорядку/безладі
Hang up (clothes)	By accident/mistake
(dis)agree (with sb) about sth	under (such) condition-ЗА умов

2.10. TIPS AND A SAMPLE OF ZNO TEST

Особистий лист

You've got a letter from your English pen-friend in which he/she wrote to you about his/her future plans. He/she wants to become an actor/actress and your friend is sure that this profession will give him/her an opportunity to become famous and make a lot of money. Write a letter to your pen-friend in which tell him/her

- about your thoughts regarding his/her career plans and what you are going to do after leaving school
- how you prepare yourself for your future profession
- what you think is necessary to be successful in your future job

Write a letter of at least 100 words. Do not use your real name or any other personal information.[1] Start your letter in an appropriate way.

(**Увага.** За умовами тестування робота має бути анонімною (задля об'єктивності оцінювання). Бланк Б розпізнається спеціальною комп'ютерною програмою лише за унікальним штрих-кодом. Щоб уникнути ануляції роботи, під час написання власного висловлення слід використовувати НЕ справжнє власне ім'я та прізвище, а ВИГАДАНЕ, наприклад, *Tom Brown*, тощо)

Dear Emily,

I am sorry I haven't written for such a long time but I was very busy with my exams. How are you? I like your choice to be an actress. And I know that you are very talented and you'll become a famous actress.

As for my plans I always wanted to be a singer. You know that I love singing. But unfortunately I often have a sore throat, and the doctor said that it was impossible. So I decided to be a teacher of English. I study English and German and this is what I like as much as singing.

To be ready for my future profession, firstly, I listen to English songs and watch English movies. Secondly, I learn words when I'm walking along the street or even cycling. But the most important thing is language practice. I try to speak to native speakers if I have such an opportunity wherever I am.

If I want to be a successful teacher I have to be communicative. Moreover I must love children and love to work with them and, of course, I have to understand children's behavior.

Hope to hear from you soon. Drop me a line, please. And give my regards to your family.

Best wishes,

Anna

Коментар. У цій роботі автор опрацьовує всі три умови **повністю**. Він висловлює свою думку стосовно вибору майбутньої професії його другом,

розповідає про плани на майбутнє, про те, як він готує себе до майбутньої професії, а також говорить про якості та вміння, які необхідні, на його думку, для успішної кар'єри вчителя.

Це власне висловлення побудовано логічно й послідовно. Автор використовує з'єднувальні елементи, що забезпечують зв'язок між частинами тексту на рівні змістових абзаців, а також окремих речень у абзацах. У тексті наявні сполучники сурядності та підрядності, слова-зв'язки, вставні слова *(but unfortunately,as for my plans, firstly тощо)*, які вжиті доречно.

Стиль висловлення, формат тексту повністю відповідають меті написання особистого листа. Текст структуровано за змістовими абзацами.

У висловленні автор продемонстрував достатній словниковий запас для висвітлення заданої комунікативної ситуації за темами «Плани на майбутнє, вибір професії», «Особистісні пріоритети».

У роботі використано різні типи речень, ужито різні граматичні структури (дієслівні часи – Present Simple, Continuous, Perfect тощо). Також у роботі відсутні помилки.

Напівофіційний лист

Listening to the radio programme you heard different people discussing the topic of friendship between teens. You have decided to write a letter to the editor of the programme. In your letter

- describe what kind of friend you prefer and why
- say what can cause a friendship to go wrong
- argue whether it is better to have a wide circle of friends or a few close friends

Write a letter of at least 100 words. Do not use your real name or any other personal information. Start your letter in an appropriate way.

Dear Sir/Madam,

I have just listened to your programme about friends and friendships. I'm writing to express support for this serious issue.

I strongly agree with you that friendship is defined in a million ways. Friendship is a relationship that has many dimensions and styles. Friendship has no boundaries and no limits. True friendship is built on trust and mutual support. Your real friend is always there to help you and expects the same from you. He does not judge you for what you do, but instead understands and supports you. I do believe that a true friend is a person who loves you unconditionally and will not try to change you. What is more, you never know when you will meet a friend.

It is no secret that friendships are based on trust, and if that's betrayed, the whole relationship breaks down. Cheating, revealing your secrets and backstabbing lead to breaking up. Thus, we should admit our failures, practice forbearance and be willing to learn something new. And we'll avoid breaking up friendships over petty differences.

To be honest, I don't need a wide circle of friends. I prefer one or two close friends, even though I know many people and have a large number of acquaintances. And I am sure that having a small group of friends gives you a better chance to cultivate deep and meaningful relationships.

To sum up, I have to state that I am in total agreement with those who considered friendship to be a vital part of our life.

Yours faithfully,

Margaret Brown

Коментар. У цій роботі автор опрацьовує всі три умови **повністю**. Він описує справжнього друга і пояснює, чому вважає названі риси характеру й поведінку проявом справжньої дружби. Автор розповідає про причини, які можуть зруйнувати справжню дружбу, а також зазначає, що мати декількох близьких друзів для нього краще, ніж мати широке коло друзів, і пояснює свою думку.

Це власне висловлення побудовано логічно й послідовно. Автор використовує з'єднувальні елементи, які забезпечують зв'язок між частинами тексту на рівні змістових абзаців, а також окремих речень у абзацах. У тексті наявні сполучники сурядності та підрядності, слова-зв'язки, вставні слова *(to be honest, to sum up, what is more тощо)*, які вжиті доречно.

Стиль висловлення, формат тексту повністю відповідають меті написання напівофіційного листа. Текст структурований за змістовими абзацами.

У висловленні автор продемонстрував достатній словниковий запас для висвітлення заданої комунікативної ситуації за темами «Дружба, любов», «Стосунки з однолітками, у колективі» і «Особистісні пріоритети». Лексичних помилок немає.

У роботі використано різні типи речень, ужито різні граматичні структури (дієслівні часи – Present Simple, Continuous, тощо). У роботі немає помилок.

Офіційний лист

You would like to work in Great Britain this summer. And you have read this advertisement in a newspaper

London Language Summer School

is looking for the young energetic helpers. Duties include helping with different outdoor activities. Helpers must be good organizers, keen on sports and be able to work at any time, including evenings,
from 1-st - 30-th August.
Intermediate level English is essential.
Please apply in writing to Tom Griffin. The deadline for application is June 15-th

Write a letter of application. In your letter write about:

- why you are writing
- your personal qualities, language skills and experience with children
- why you think this work experience would be important for your future

Write a letter of at least 100 words. Do not use your real name or any other personal information. Start your letter in an appropriate way.

Dear Mr. Griffin,
I am writing to apply for the position of school helper advertised in The Times yesterday.
At present I am a 17-year-old student. In May, I will be graduating from School. I have been certificate in both English and German and I speak both fluently.
At school I developed strong organizational skills. I organized events, led meetings and assisted junior students. I was awarded a diploma in Arts, so I can organize different outdoor contests. Being a good swimmer I can assist the coach in the pool. Therefore, I feel that I would be well-suited for the position. Also, I regard myself as energetic, sociable, helpful, and patient and I like working with children. What is more, my knowledge in Arts will be useful, too.
Since the holidays include the months of July and August, I will have no other commitments and will be available to work at any time for as many hours as needed, including evenings.
It will be a valuable experience for me to work with kids before starting my career, as I'm going to be a teacher.

I would appreciate the opportunity to discuss my qualifications more fully in an interview. I can be reached at 545-555-654. Thank you for your consideration. I look forward to hearing from you.

Yours sincerely,

Jane Black

Коментар. У цій роботі автор опрацьовує всі три умови **повністю**. Він указує на причину, що спонукала його до написання листа, а також розповідає про рівень володіння англійською мовою, характеризує себе як особу відповідальну, енергійну, комунікабельну. І, звичайно, пояснює чому для нього важливий досвід роботи помічником у мовній школі.

Це власне висловлення побудовано логічно й послідовно. Автор використовує з'єднувальні елементи, що забезпечують зв'язок між частинами тексту на рівні змістових абзаців, а також окремих речень у абзацах. У тексті наявні сполучники сурядності та підрядності, слова-зв'язки, вставні слова *(Therefore, Since, as….as тощо)*, ужиті доречно.

Стиль висловлення, формат тексту повністю відповідають меті написання офіційного листа. Текст структурований за змістовими абзацами.

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A	B	C	D
		X	

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
X														

СЕРТИФІКАЦІЙНА РОБОТА З АНГЛІЙСЬКОЇ МОВИ

Демонстраційний варіант
Час виконання – 150 хвилин

Робота складається з чотирьох частин. Частина «Розуміння мови на слух (аудіювання)» містить 16 завдань, частина «Читання» – 22 завдання, частина «Використання мови»– 20 завдань. Відповіді на ці завдання Ви маєте позначити в *бланку* ***А***. Частина «Письмо» містить завдання, відповідь на яке Ви маєте записати в *бланку* ***Б***.

Результат виконання **всіх** завдань буде використано під час **прийому до закладів вищої освіти**.

Результат виконання завдань **1–16** частини «Розуміння мови на слух (аудіювання)»,
17–32 частини «Читання», **49–58** частини «Використання мови» та частини «Письмо» буде зараховано як результат **державної підсумкової атестації** для випускників, які вивчали англійську мову на **рівні стандарту** або **академічному рівні**.

Результат виконання **всіх** завдань буде зараховано як результат **державної підсумкової атестації** для випускників, які вивчали англійську мову на **профільному рівні**.

Інструкція щодо роботи в зошиті

1. Правила виконання зазначені перед завданнями кожної нової форми.
2. Відповідайте тільки після того, як Ви уважно прочитали та зрозуміли завдання.
3. У разі необхідності використовуйте як чернетку вільні від тексту місця в зошиті.
4. Дайте відповіді на всі завдання.

Інструкція щодо виконання частини «Розуміння мови на слух»

1.Кожне завдання частини «Розуміння мови на слух» складається з інструкції, звукозапису тексту й запитань або тверджень до тексту і варіантів відповіді.

2.Перед виконанням уважно прослухайте та прочитайте інструкцію щодо виконання цих завдань.

3.Перед кожним новим завданням Ви почуєте звуковий сигнал. Для ознайомлення з питанням Ви матимете достатньо часу.

4.Звукозаписи до завдань Ви прослухаєте двічі.

Інструкція щодо заповнення бланків відповідей

1. *До бланка* ***А*** записуйте лише правильні, на Вашу думку, відповіді.
2. Відповіді вписуйте чітко, дотримуючись вимог інструкції до кожної форми завдань.
3. Неправильно позначені, підчищені відповіді в *бланку* ***А*** вважатимуться помилкою.
4. Якщо Ви позначили в *бланку* ***А*** свою відповідь неправильно, можете виправитиїї, замалювавши попередню позначку та поставивши нову, як показано на зразку:

5. Відповідь на завдання частини «Письмо» акуратно запишіть у *бланк* ***Б***.
6. Ваш результат залежатиме від загальної кількості правильних відповідей,зазначених у *бланку* ***А*** та якості виконання завдання в *бланку* ***Б***.

Ознайомившись з інструкціями, перевірте якість друку зошита та кількість сторінок. Їх має бути 16.

Позначте номер Вашого зошита у відповідному місці *бланка* ***А*** так:

Бажаємо Вам успіху!

© Український центр оцінювання якості освіти, 2018 **Аудіо:**

https://znoclub.com/pidgotovka-do-zno/1068-zno-z-inozemnoji-movi-demonstratsijni-varianti-testiv-ta-audiotekstiv.html

Частина «РОЗУМІННЯ МОВИ НА СЛУХ (АУДІЮВАННЯ)»

Listening

Task 1

Listen to the speakers. For questions (1–6) choose the correct answer (A, B or C). Writeyour answers on the separate answer sheet. You will listen to each recording twice.

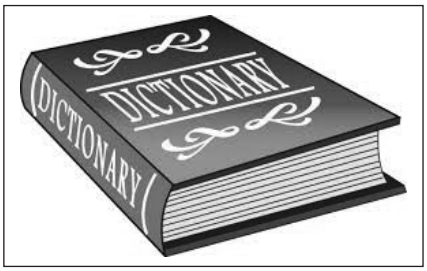
1 What would the speaker like to have with her on a desert island?



A

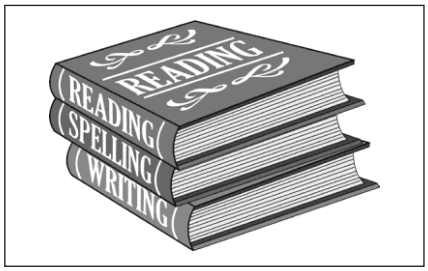


B



C

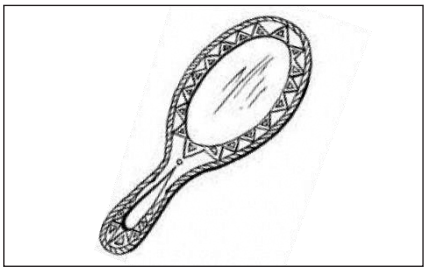
2 What would the speaker like to have with him on a desert island?



A



B



C

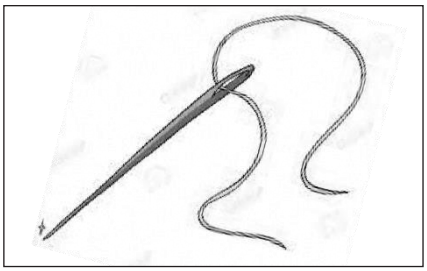
3 What would the speaker like to have with her on a desert island?



A



B



C

4 The speaker is not satisfied with high school because_____.

A there aren't enough teachers at her school
B she doesn't feel ready for university studies
C students don't get enough practical experience

5 The speaker would like_____.

A to develop his personality
B to pay more attention to studies
C to have fewer students in his class

6 The speaker thinks it's a good idea_____.

A to start looking for a job while in high school
B to make classes practical rather than theoretical
C to choose your future career as early as possible

Task 2

Listen to the text. For statements (7–11) choose T if the statement is true according to the text, F if it is false. Write your answers on the separate answer sheet. You will listen to the text twice.

		T	F
7	Larissa and Michael left all their things with their neighbours.	☐	☐
8	They wanted their daughter to learn how to live on her own.	☐	☐
9	Larissa and Michael enjoy their present life style a lot.	☐	☐
10	They're planning to buy a new house in a few months.	☐	☐
11	They are writing a book about their two-year trip.	☐	☐

Task 3

Listen to the text. For questions (12–16) choose the correct answer (A, B or C). Writeyour answers on the separate answer sheet. You will listen to the text twice.

12 What does Elwin think about music?

A It will motivate you to study better.

B It can unite people of different nations.

C It should be taught in high school.

13 What did Elwin say about his parents?

A They were professional musicians.

B They used to live in China.

C They saved money for his private lessons.

14 What was the role of Elwin's parents in his music studies?

A They forced him to practice musical instruments.

B They put him in a very good orchestra.

C They advised him to learn to compose music.

15 What made Elwin change his attitude to playing music?

A becoming popular for his music skills

B starting to play together with others

C hearing his teacher playing the piano

16 What makes Elwin very proud?

A playing the clarinet in a high school band **B** earning money in a Washington orchestra **C** presenting Chinese music to Americans

Частина «ЧИТАННЯ»

Reading

Chinese Horoscopes

According to the Chinese calendar, the year you were born may determine your personality. Every year is represented by an animal, and legend has it that people born under that animal have certain personality traits.

What personality traits correspond to what animal?

Task 4

17



You go out of your way to help your friends, who often seek you out for advice. Your outgoing personality helps you get along with many types of people.

18



You rely on your instincts before asking others about their opinions. At times you want to take a break from the action. It’s not that you’re lazy, sometimes you just like to think.

19



You have loads of energy and love adventure. You take charge and lead other people in a crowd.

20



Swinging from one group of friends to another, you like to have a good time. You also like to entertain your friends by showing off your talents, and they appreciate your sense of humour.

21



You’re a great listener who can keep a secret. Loyal to your friends, you have a keen sense of right and wrong and stick to what you believe in.

A Calm and shy

B Generous and sensitive

C Reliable and fair

D Thoughtful and intuitive

E Wise and sociable

F Bossy and reserved

G Active and daring

H Popular and fun-loving

Task 5

Read the text below. For questions (22–26) choose the correct answer (A, B, C or D).Write your answers on the separate answer sheet.

Crossing the Atlantic by Raft for *WaterAid*

Anthony Smith and his crew of the An-Tiki arrive in Philipsburg,St. Maarten after 66 days at sea

After 66 days at sea, a grandfather from London and his three-man crew have successfully crossed the Atlantic on a raft made of pipes.

Anthony Smith, 85, wanted to complete the 2,800-mile voyage to highlight the fact that a billion people worldwide live without clean water.

The former BBC *Tomorrow's World* science correspondent and presenter hoped to collect £50,000 for the charity *WaterAid*. They set sail from the Canary Islands and reached the Caribbean 66 days later. Mr. Smith recruited the team of "mature and daring gentlemen" – aged between 56 and 61 – by placing an advert in the *Daily Telegraph*. It read: "Fancy rafting across the Atlantic? Famous traveller requires 3 crew. Must be OAP (old age pensioner). Serious adventurers only."

Speaking ahead of the trip Mr Smith said: "Water strikes at the very heart of need. To voyage almost 3,000 miles upon the salty kind will make us intensely aware of places in the world that are without adequate supplies."

Their vessel, named the An-Tiki, was constructed out of 39 foot lengths of pipe. It was powered by a 400-square-foot sail and travelled at an average speed of four knots. The crew had intended to end their voyage in the Bahamas, but strong winds and currents forced them to the Dutch Caribbean island of St. Maarten.

Crew member John Russell, 61, from Stroud, said he was looking forward to "having a nice shower and washing the salt off me and having a nice steak to eat. We haven't had fresh food for a long time. We've been living out of tins. Our fresh fruit and vegetables ran out a long time ago."

22 Why did Anthony Smith decide to cross the Atlantic?

A He wanted to earn money.
B He wanted to become famous.
C He wanted to appear on TV.
D He wanted to raise money.

23 What was Anthony's occupation?

A a television journalist
B an advert agent
C a social activist
D a vice president for a charity

24 Where did Anthony and his crew originally plan to complete their crossing?

A in the Canary Islands
B in the Caribbean
C in the Bahamas
D in Philipsburg on St. Maarten

25 What did they mostly consume towards the end of their voyage?

A fresh food
B tinned food
C fresh steak
D fruit and vegetables

26 Why did the crew have to change their original route?

A They had run out of water supplies.
B They had no fresh food left.
C They had problems with the vessel.
D They had unexpected weather conditions.

Task 6

Read the texts below. Match choices (A–H) to (27–32). There are two choices you do notneed to use. Write your answers on the separate answer sheet.

Winter Celebrations

27

Chinese New Year

Chinese New Year is the most important of the traditional Chinese holidays. It falls on different dates each year, between January 21 and February 20. Visits to friends and family take place during this celebration. Everything golden is said to bring wealth and everything red is considered especially lucky.

28

Christmas

Christmas is the celebration of the birth of Jesus Christ. Around the world, family members help to decorate trees and homes with bright lights, wreaths, candles, holly, mistletoe, and ornaments. On Christmas Eve, many people go to church. Also on Christmas Eve, Santa comes from the North Pole in a sleigh to deliver gifts. In Hawaii, it is said he arrives by boat, in Australia, the jolly man arrives on water skis, and in Ghana, he comes out of the jungle.

29

Hanukkah

Jewish people celebrate Hanukkah, a holiday honoring the Maccabees victory over King Antiochus, who forbade Jews to practice their religion. For eight nights, Hanukkah is celebrated with prayer, the lighting of the menorah, and food. Children play games, sing songs, and exchange gifts. Potato pancakes, known as latkes in Yiddish, are traditionally served with applesauce or jam.

30

Kwanzaa

On December 26, Kwanzaa is celebrated. It is a holiday to commemorate African heritage. Kwanzaa lasts a week during which participants gather with family and friends to exchange gifts and to light a series of black, red, and green candles. These candles symbolize the seven basic merits of African American family life: unity, self-determination, collective work and responsibility, cooperative economics, purpose, creativity, and faith.

31

New Year's Day

New Year's Day, on January 1, is the first day of the year in the Gregorian calendar. There are often fireworks at midnight to celebrate the New Year. Commonly served in the southern part of the United States, black-eyed peas are thought to bring luck and prosperity for the New Year, and greens bring wealth.

32

Three Kings Day

At the end of the Twelve Days of Christmas comes a day called the Epiphany, or Three Kings Day. This holiday is celebrated as the day the three wise men first saw baby Jesus and brought him gifts. On this day in Spain, many children get their Christmas presents. In Puerto Rico, before children go to sleep on January 5, they leave a box with hay under their beds so the kings will leave good presents. In France, a delicious King cake is baked. Bakers will hide a coin, jewel or little toy inside it.

Which of the winter celebrations is associated with_____ ?

A bonfires in the backyard

B honoring people's main values

C an imaginary figure appearing in different ways

D a festive treat containing a surprise

E colours to make people fortunate

F sharing food with neighbours

G a special dish eaten with something sweet

H vegetables as symbols of riches

Task 7

Read the text below. Choose from (A–H) the one which best fits each space (33–38). There are two choices you do not need to use. Write your answers on the separate answer sheet.

Do School Libraries Still Need Books?

In an era of Internet research and downloadable books, some educators question the need for printed collections

An online library cannot replace the unique collection of resources that I – like many school librarians – have built over a period of years **(33)**_____of my students, faculty, and the school's curriculum.

One of my primary responsibilities as a librarian is to teach information-literacy skills– including defining research questions, avoiding plagiarism, and documenting sources. In my experience, this works best face-to-face with students. That personal interaction is supported by the electronic availability of materials but **(34)**_____.

Librarians also encourage reading, which **(35)**_____. Focused reading is more likely to occur with printed books than with online material.
Today's students shouldn't miss out on the unique pleasure of getting lost in a physical book. Research shows that the brain functions differently when **(36)**_____, and different formats complement different learning styles.

Unlike an e-reader or a laptop, which may provide access to many books but **(37)**_____, a printed book is a relatively inexpensive information-delivery system that is not dependent on equipment, power, or bandwidth for its use.

One of the beauties of libraries is that we keep up with new technologies, but **(38)**_____. We don't have to choose between technology and printed books, and we shouldn't.

A it's a simple matter for a savvy to find them
B we also hold on to the old things that work well
C is crucial to students' success
D to serve the specific needs
E is limited to a single user
F reading online versus reading a book
G provide several chapters to read free
H is not replaced by it

Частина «ВИКОРИСТАННЯ МОВИ»
Use of English

Task 8

Read the text below. For questions (39–48) choose the correct answer (A, B, C or D).Write your answers on the separate answer sheet.

The Meaning of Monkey Talk

Krak! Hok! Boom! These might sound **(39)_____** random noises to us, but to a species of monkey living in Ivory Coast, they **(40)** _____ a very specific meaning. During **(41)** _____ study of the Campbell's monkeys in the Tai National Park, naturalists **(42)** _____ that when the monkeys spotted a leopard on the prowl, they would cry *"Krak!"* to **(43)** _____ other members of their group of the danger. *A hok*, by **(44)** _____, alerted other monkeys that a crowned eagle was circling overhead. *Boom* seemed only to indicate that a branch had broken **(45)** _____ a nearby tree. What particularly intrigued the researchers, however, was the fact that the creatures weren't just **(46)** _____ certain sounds to certain events, but seemed to have developed a kind of syntax. Sometimes, for instance, a monkey would add an *oo* sound to one of the above-mentioned noises, to suggest a(an) **(47)** _____ but more general threat: so *krak-oo* would mean that there was danger, but not **(48)_____** from a leopard. "The language of the Campbell's monkeys may be "the most complex example of 'proto-syntax' in animal communication known to date", the researchers told.

39	**A**	though	**B**	like	**C**	even	**D**	how
40	**A**	pass	**B**	transport	**C**	bring	**D**	carry
41	**A**	intensive	**B**	hard	**C**	busy	**D**	strong
42	**A**	looked	**B**	observed	**C**	examined	**D**	watched
43	**A**	say	**B**	show	**C**	warn	**D**	save
44	**A**	contrast	**B**	chance	**C**	accident	**D**	mistake
45	**A**	of	**B**	away	**C**	off	**D**	out
46	**A**	combining	**B**	joining	**C**	uniting	**D**	linking
47	**A**	same	**B**	equal	**C**	alike	**D**	similar
48	**A**	surely	**B**	completely	**C**	necessarily	**D**	certainly

Task 9

Read the texts below. For questions (49–58) choose the correct answer (A, B, C orD). Write your answers on the separate answer sheet.

The Swiftly Evolving Blackcap

Evolution doesn't have to take centuries. In the case of the Blackcap songbird, **(49)**_____decades were enough. The birds breed in the forests of southern Germany, and traditionally fly to Spain for the winter. Most still make the journey south, but since the 1960s, 10% **(50)**_____to wintering in England, where the colder climate is more than **(51)**_____by the food left out on bird tables – a postwar phenomenon. These birds have rounder wings than their Spanish cousins (which provide better mobility but are **(52)**_____suited to long-distance flight) and longer, narrower beaks, better suited to bread and nuts than to olives. Researchers speculate that if the birds **(53)**_____to evolve in this way, they could eventually become a distinct species.

49	**A**	a little	**B**	few	**C**	little	**D**	a few
50	**A**	have taken	**B**	taken	**C**	has taken	**D**	taking
51	**A**	balance	**B**	balanced	**C**	balances	**D**	balancing
52	**A**	little	**B**	least	**C**	less	**D**	the least
53	**A**	will continue	**B**	continues	**C**	continued	**D**	continue

Why do People Become Vegetarians?

For much of the world, vegetarianism is **(54)**_____a matter of economics. In countries like the United States people often choose to be vegetarians for reasons **(55)**_____than costs. Parental preferences, religious or other beliefs, and health issues are **(56)** _____ the most common reasons for **(57)**_____to be a vegetarian. Many people choose a vegetarian diet out of concern over animal rights or the environment. And lots of people have **(58)**_____one reason for choosing vegetarianism.

54	**A**	large	**B**	enlargement	**C**	enlarge	**D**	largely
55	**A**	another	**B**	other	**C**	the other	**D**	others
56	**A**	along	**B**	among	**C**	through	**D**	between
57	**A**	be choosing	**B**	choose	**C**	choosing	**D**	being chosen
58	**A**	more	**B**	more than	**C**	the most	**D**	much more

Частина «ПИСЬМО»Writing

59 You have received a letter from your English pen-friend in which he/she describes his/her visit to a concert of his/her favourite rock band. Write a letter to your pen-friend in whichyou tell him/her

- whether you enjoy attending concerts and why or why not
- when you last visited a concert and share your impressions of it
- what your favourite pastimes are

Write a letter of at least 100 words. Do not write your own name, any dates, addresses or otherpersonal information. Start your letter in an appropriate way.

_____

_____

Правильні відповіді до завдань демонстраційного варіанту Сертифікаційної роботи з англійської мови

№ завдання	Правильна відповідь
1	B
2	C
3	C
4	B
5	C
6	B
7	F
8	T
9	T
10	F
11	F
12	B
13	B
14	A
15	B
16	C
17	E
18	D
19	G
20	H
21	C
22	D
23	A

24	C
25	B
26	D
27	E
28	C
29	G
30	B
31	H
32	D
33	D
34	G
35	C
36	F
37	E
38	B
39	B
40	D
41	A
42	B
43	C
44	A
45	C
46	D
47	D
48	C
49	D
50	A
51	B
52	C
53	D
54	D
55	B
56	B
57	C
58	B

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ПІДГОТОВКА ДО ЗНО ТА ЄВІ:
АНГЛІЙСЬКА МОВА

Навчальний посібник

Укладач: О.В. Коваленко

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