

## I. The Passive

### GRAMMAR

#### Формообразование

подлежащее + **to be** (в нужной временной форме) + **Past Participle**.

#### Употребление

Страдательный залог употребляется:

- когда очевидно или, напротив, неважно, кто выполняет действие: *The glass **was broken**. The decision **will be announced** tomorrow. The patient **has already been operated on**.*
- когда само действие важнее, чем субъект, выполняющий его, например, в заголовках новостей, газетных статьях, заметках, рекламе, инструкциях и т. п.: *Hundreds of buildings **were damaged** by the earthquake.*
- чтобы сделать высказывание более официальным или вежливым: *The ceremony **will be held** in the city hall. This saucepan **has not been cleaned properly**.* (Фраза звучит более вежливо, чем *You haven't cleaned the saucepan properly.*)

#### Соотнесение предложений в действительный и страдательный залог:

- Дополнение в действительном залоге становится подлежащим в страдательном залоге.
- Смысловой глагол не изменяется по времени, но форма его изменяется на форму страдательного залога.
- Подлежащее в действительном залоге становится дополнением, указывающим на исполнителя действия, и употребляется с предлогом **by** или опускается.
- Существительное, обозначающее исполнителя действия, может быть опущено, если подлежащее в действительном залоге выражено словами **they, he, someone/somebody, people, one** и т. д.

Действительный залог: *Someone **has left** the window open.*

Страдательный залог: *The window **has been left** open.*

- Существительное, обозначающее исполнителя действия, не может быть опущено, если исполнитель действия является существенным для значения предложения: *The announcement **will be made by the president himself**.*
- У глаголов, имеющих два дополнения, таких, как **bring, tell, send, show, teach, promise, sell, read, offer, give, lend** и т. д., можно образовать две модели страдательного залога.

Действительный залог: *He **offered** her some flowers.*

Страдательный залог: *She **was offered** some flowers. Some flowers **were offered** to her.* (такая форма страдательного залога используется реже)

- В вопросах в страдательном залоге с *who, whom* или *which* *by* не опускается. Ср.: ***Who** will give the speech? **Who** will the speech be given by?*

1 Fill in the table.

Tense	Active	Passive
Present Simple	make/makes	
Present Continuous	is/are making	
Past Simple	made	
Past Continuous	was/were making	
Present Perfect Simple	have/has made	
Future Simple	will make	
Modals	might make could make should make have to make	

2 Choose the correct variant.

- 1) The new museum **is opened** / **was opened** in Moscow last month.
- 2) The new house **is made** / **has been made** of steel and glass.
- 3) His friends **will be met** / **are met** at the exposition.
- 4) The city **is being transformed** / **are being transformed** by new unusual parks.
- 5) Cameras **can't be used** / **were used** in the museum. You'll have to pay a fine.
- 6) Fine souvenirs **are bought** / **have been bought** recently at the gift shop.
- 7) The Tretyakov Gallery **is visited** / **will be visited** by millions of tourists.
- 8) We **are invited** / **were invited** to a picnic last week.
- 9) The decision **has to be made** / **is made** in two days.
- 10) His masterpiece **has just been** / **is being** created.

3 Write the sentences in *The Passive*.

- 1) She invited us to the museum.  
\_\_\_\_\_
- 2) They closed the front door before the night.  
\_\_\_\_\_
- 3) We consider it one of the most famous tourist stops.  
\_\_\_\_\_
- 4) She will make her souvenirs of fibreglass.  
\_\_\_\_\_
- 5) Scientists have done the experiment well.  
\_\_\_\_\_
- 6) I am sending an e-mail and you will receive it in no time.  
\_\_\_\_\_

- 7) The museum will exhibit many items next year.  
\_\_\_\_\_
- 8) They were taking their decision when we entered the room.  
\_\_\_\_\_
- 9) People should take urgent measures in order to stop pollution.  
\_\_\_\_\_
- 10) The students visited their sick friend a week ago.  
\_\_\_\_\_

**4 Open the brackets using the verbs in *The Passive*.**

- 1) The museum \_\_\_\_\_ (to visit) by tourists since 1990.
- 2) The date and time of the trip \_\_\_\_\_ (to arrange) last week.
- 3) The city \_\_\_\_\_ (to consider) the hottest place in the country.
- 4) Our plan \_\_\_\_\_ (to discuss) carefully.
- 5) The tickets \_\_\_\_\_ (to buy) next Monday.
- 6) Her car \_\_\_\_\_ (to repair) now.
- 7) The letter \_\_\_\_\_ (to send) by airmail and received on time.
- 8) The broken TV set \_\_\_\_\_ (to return) to the shop some days ago.
- 9) The house \_\_\_\_\_ (to construct) when we arrived at the town.
- 10) Details \_\_\_\_\_ (to pay) great attention.

## II. Reported Speech / Reported Questions / Reported Commands / Requests

GRAMMAR

Косвенная речь передаёт содержание чьего-либо высказывания, но не точные слова. В косвенной речи на письме кавычки не используются. После глаголов (**say, tell**) используется или может быть опущено **that**:  
*He said **that** he liked the film.* Или *He **said he liked** the film.*

**Say – Tell** (сказать – рассказать)

- **Say** без частицы **to** используется в косвенной речи при отсутствии дополнения, обозначающего адресата: *She **said** (that) she was angry.*
- **Say** с частицей **to** используется в косвенной речи при наличии дополнения, обозначающего адресата: *She **said to me** (that) she was angry.*
- **Tell** без частицы **to** используется в косвенной речи при наличии дополнения, обозначающего адресата: *She **told me** that she was angry.*  
 В косвенной речи личные/указательные местоимения изменяются соответственно значению предложения: *"I've bought a new book," said Louise. – Louise **said** (that) she had bought a new book.*
- Если глагол в главном предложении употребляется в **Past Simple**, то в придаточном времена изменяются следующим образом:

Прямая речь	Косвенная речь
"I <b>like</b> playing tennis."	He <b>said</b> that he <b>liked</b> playing tennis.
"We <b>are having</b> dinner."	They <b>said</b> (that) they <b>were having</b> dinner.
"He <b>has been</b> to London."	She <b>said</b> (that) he <b>had been</b> to London.
"We <b>lost</b> our cat."	They <b>said</b> (that) they <b>had lost</b> their cat.
"I <b>was listening</b> to music."	He <b>said</b> he <b>had been listening</b> /he <b>was listening</b> to music.
"I <b>will buy</b> a laptop."	She <b>said</b> she <b>would buy</b> a laptop.

При этом слова и выражения, обозначающие время, изменяются следующим образом:

now	then, immediately
today, tonight, this week/month/year и т. д.	that day, that night, that week/month/year и т. д.
yesterday, last week	the day before, the previous day, the week before, the previous week
tomorrow, next week	the next/following day, the following week, the week after
ago	before
here	there
this, these	that, those
come	go

**Reported Questions (Вопросы в косвенной речи)**

- Вопросы в косвенной речи обычно образуются при помощи глаголов **ask** или **want** без вопросительного знака с глаголом в утвердительной форме: *"What time does the film start?" Mary asked me. Mary asked me what time the film started.*
- Когда вопрос в прямой речи начинается с вопросительного слова (**who, where, how, when, what** и т. п.), вопрос в косвенной речи начинается с того же вопросительного слова. *"When is your birthday?" she asked. She wanted to know when my birthday was.*
- Когда вопрос в прямой речи начинается со вспомогательного глагола (**be, do, have**) или модального глагола (**can, may**), вопрос в косвенной речи образуется при помощи **if** или **whether**. *"Is this bookcase new?" he asked. He asked if/whether that bookcase was new. Have you ever been to Rhodes? She asked if/whether I had ever been to Rhodes.*

**Reported Commands/Requests (Команды и просьбы в косвенной речи)**

- Конструкция **order/tell + sb + (not) to-infinitive** используется для выражения команды в косвенной речи: *"Be quiet!" she said. She ordered/told them to be quiet.*
- **Ask/beg + sb + (not) to-infinitive** используется для выражения просьбы в косвенной речи. Обычно просьба в косвенной речи содержит слово **please**: *"Please don't shout," he said. He asked them not to shout. "Please, please don't go," he said. He begged me not to go.*

**1 Report the sentences.**

- 1) "I went to the cinema yesterday," he said to me.  
\_\_\_\_\_
- 2) "She is coming to see us tonight," they said to us.  
\_\_\_\_\_
- 3) "I'll buy you a new magazine," mother said to me.  
\_\_\_\_\_
- 4) "She's played the violin once," Jack said to him.  
\_\_\_\_\_
- 5) "There are many icicles in the cave," the instructor said to the campers.  
\_\_\_\_\_
- 6) "The water in the lake was cold last week," my father said.  
\_\_\_\_\_
- 7) "I can't hear the music," said my granny to me.  
\_\_\_\_\_
- 8) "Our group helped the needy last year," said the man.  
\_\_\_\_\_
- 9) "I can't listen to this loud music," said Alice to Harry.  
\_\_\_\_\_
- 10) "They have composed the song themselves," said the producer to the engineer.  
\_\_\_\_\_

**2 Report the questions.**

- 1) "Can she go out with us?" he asked.  
\_\_\_\_\_
- 2) "Are they going to visit us on Sunday?" asked granny.  
\_\_\_\_\_
- 3) "When did they go travelling?" asked mum.  
\_\_\_\_\_
- 4) "Has she taken photos this summer?" asked Jane.  
\_\_\_\_\_
- 5) "Will the weather be fine tomorrow?" asked dad.  
\_\_\_\_\_
- 6) "How much did the CD cost?" asked my friend.  
\_\_\_\_\_
- 7) "Where are they going tomorrow?" asked the guide.  
\_\_\_\_\_
- 8) "How did you get home so late?" asked my brother.  
\_\_\_\_\_
- 9) "Why are you going to stay at home?" asked my sister.  
\_\_\_\_\_
- 10) "Where is the Opera House?" asked the stranger.  
\_\_\_\_\_

**3 Report the orders.**

- 1) "Don't stay there too late," said mother.  
\_\_\_\_\_
- 2) "Show me the bus stop," he said to us.  
\_\_\_\_\_
- 3) "Follow the instructor," said the guide.  
\_\_\_\_\_
- 4) "Come home on time," said father.  
\_\_\_\_\_
- 5) "Don't play music that loud at night," said the police officer.  
\_\_\_\_\_
- 6) "Come to see us on Friday," said the teacher.  
\_\_\_\_\_
- 7) "Hand in your papers," said the professor.  
\_\_\_\_\_
- 8) "Don't bring your dog with you," said the zookeeper.  
\_\_\_\_\_
- 9) "Listen to his orders attentively," said the man.  
\_\_\_\_\_
- 10) "Don't play on the road," my father said.  
\_\_\_\_\_

## III. Reflexive Pronouns

Ед. ч.	Мн. ч.
I – myself You – yourself He – himself She – herself It – itself	We – ourselves You – yourselves They – themselves

## Употребление

- Возвратные местоимения употребляются с такими глаголами, как: **behave, burn, cut, enjoy, hurt, introduce, look at, teach** и т. д., когда подлежащее и дополнение относятся к одному лицу: *I cut myself with a knife.*
- Возвратные местоимения употребляются, чтобы подчеркнуть, что действие совершено самостоятельно, без посторонней помощи: *I made this cake myself. (I made it, not someone else)*
- Возвратные местоимения употребляются с такими выражениями, как: **enjoy myself / yourself** (*have a good time*), **behave myself / yourself** (*be good*), **by myself / yourself** (*without company or without help*), **make myself / yourself at home** (*feel comfortable*), **help myself / yourself** (*to take something freely*).

## Примечание:

- Некоторые глаголы с возвратным значением обычно употребляются без возвратных местоимений, например: **concentrate, feel, get up, meet, relax, remember, sit down, wake up, wonder, worry** и т. д.
- Возвратные местоимения обычно не употребляются с глаголами **wash, dress, shave** и **change** (*She washed and had breakfast*) за исключением случаев, когда необходимо сделать акцент на субъекте: *She's got a broken leg, but she can dress herself.*

## 1 Fill in the table.

Personal Pronouns	Reflexive Pronouns
I	
You	
He	
She	
It	
We	
They	

**2 Choose the correct variant.**

- 1) I'd like to travel there **myself/himself**.
- 2) He couldn't do it **myself/himself**, so he asked us to help him.
- 3) It's very important to try to understand the rule **yourselves/herself**.
- 4) She was unable to see **herself/himself** in the mirror, as it was too dark in the room.
- 5) "It's too late to blame **itself/yourself**," said the teacher.
- 6) They are too small to do the task by **ourselves/themselves**.
- 7) The dog managed to get out of the hole by **itself/herself**.
- 8) The fog was so dense that we lost **themselves/ourselves** in the field.
- 9) I will make **ourselves/myself** a try.
- 10) The noise was so loud that I couldn't hear **myself/herself**.

**3 Fill in the proper Reflexive Pronouns.**

- 1) The knife was so sharp, that I cut \_\_\_\_\_.
- 2) It's a pity, but they never control \_\_\_\_\_ in any situation.
- 3) They can read the foreign prose \_\_\_\_\_.
- 4) The child is too small to dress \_\_\_\_\_.
- 5) Look at \_\_\_\_\_! You are so untidy!
- 6) Don't think she can get out of the situation \_\_\_\_\_.
- 7) We made our way in a crowd and finally lost \_\_\_\_\_.
- 8) Martin fell and hit \_\_\_\_\_ while playing.
- 9) The city is too small to identify \_\_\_\_\_ as a capital.
- 10) Don't help me! I can cope \_\_\_\_\_.

## IV. Tag questions

- Разделительный вопрос представляет собой вопрос в конце высказывания.
- Разделительные вопросы употребляются в речи, чтобы подтвердить что-либо или убедиться в правильности или ошибочности утверждения.
- Разделительные вопросы образуются при помощи **вспомогательного глагола, соответствующего сказуемому** основного предложения, и **личного местоимения, соответствующего подлежащему**: *Amanda is an artist, isn't she? You can speak Spanish, can't you?*

## Употребление

- Если предложение **утвердительное**, то разделительный вопрос будет **отрицательным**: *It is cold today, isn't it?*
- Если предложение **отрицательное**, то разделительный вопрос будет **утвердительным**: *They aren't sleeping, are they?*
- Если глагол в предложении стоит в настоящем времени, то в вопросе используется вспомогательный глагол **do (not)/does (not)**: *Lynne works as a teacher, doesn't she?*
- Если глагол в предложении стоит в прошедшем времени, то в вопросе в конце используется **did (not)**: *You lost your luggage, didn't you?*

## 1 Choose the correct variant.

- 1) You can't believe it, **can/can't** you?
- 2) She hasn't arrived yet, **has/hasn't** she?
- 3) The problem was too complicated, **was/wasn't** it?
- 4) They are playing tennis, **are/aren't** they?
- 5) The water in the pond is too cold, **is/isn't** it?
- 6) She hasn't written the letter, **has/does** she?
- 7) She doesn't like taking photos, **has/does** she?
- 8) The story has been very interesting, **isn't/hasn't** it?
- 9) Your pen friend isn't polite, **is/isn't** he?
- 10) Our cousins won't go out tomorrow, **will/won't** they?

## 2 Write tag questions.

- 1) It's easy to understand, \_\_\_\_\_?
- 2) I can't imagine him without her, \_\_\_\_\_?
- 3) We have made the most important discovery, \_\_\_\_\_?
- 4) The book isn't so boring, \_\_\_\_\_?
- 5) The city traffic is quite busy, \_\_\_\_\_?
- 6) He arrived yesterday, \_\_\_\_\_?
- 7) The village is situated in the northern part of the area, \_\_\_\_\_?
- 8) The sportsmen are tired, \_\_\_\_\_?
- 9) You can't see anything in the driving rain, \_\_\_\_\_?
- 10) His idea is quite clear, \_\_\_\_\_?

## V. Punctuation rules

## GRAMMAR

**Capital letters (Заглавные буквы)**

Заглавные буквы используются:

- в начале предложения: *Here we are.*
- с названиями дней недели, месяцев, праздников: *Friday, August, Christmas*
- с именами людей и названиями мест: *My teacher's name is Sally and she's from Chester, Vermont.*
- в словах **Mr, Mrs, Dr, Professor** и т. д. при обращении к людям: *Mr and Mrs Parker; Dr Mortimer; Professor Riggs, etc*
- с названиями национальностей и языков: *They are Chilean. He's fluent in German and Russian.*

**Примечание:** личное местоимение *I* всегда пишется с большой буквы: *Gus and I are going on holiday together.*

**Full stop (Точка)**

Точка ставится:

- в конце предложения, если это не вопрос и не восклицание: *We're having a great time. You can never get bored here in Rio.*
- в сокращениях: *Mr. Jones is a great teacher.*

**Comma (Запятая)**

Запятая ставится:

- для разделения слов: *We need sugar, milk, tomatoes and apple juice.*
- чтобы выделить придаточное предложение в составе главного: *Tony, who is a doctor, lives in Africa.*
- после некоторых соединительных конструкций (**in addition to this, moreover, for example, however, in conclusion** и т. д.): *Moreover, Jenny is very patient with children.*
- если придаточное предложение с **if** или другое придаточное является началом сложноподчинённого или сложносочинённого предложения: *If you have any questions, don't hesitate to ask.*

**Примечание:** если придаточное предложение стоит после главного, запятая не ставится.

- для отделения вопросительной части разделительного вопроса от утвердительной части: *Mr Stephens is your Math teacher, isn't he?*
- чтобы отделить прямую речь от слов автора: *"Turn down the music," said Sarah.*

**Question mark (Вопросительный знак)**

Вопросительный знак ставится:

- в конце вопроса в прямой речи: *Where are the children?*

**Exclamation mark (Восклицательный знак)**

Восклицательный знак ставится:

- в конце восклицательного предложения: *That's a lie! What awful weather!*

**Quotation marks (Кавычки)**

Одинарные кавычки ставятся:

- когда задаётся вопрос внутри прямой речи: *"Then Helen said, 'Are you sure this is the right address?'"*

Двойные кавычки ставятся:

- в прямой речи: *"What's your name?" she asked him.*

**Colon (Двоеточие)**

Двоеточие ставится:

- перед перечислением: *There were three of us on the boat: my brother, my cousin Lyn and me.*

**Brackets (Скобки)**

- Скобки ставятся для того, чтобы отделить дополнительную информацию от остальной части предложения: *The most popular newspapers i.e. The New York Times, The Observer, etc can be found almost anywhere in the world.*

**Apostrophe (Апостроф)**

Апостроф ставится:

- в кратких формах, если некоторые буквы или цифры пропущены для краткости: *I'm (= I am) writing to complain about ...she left for Italy in the winter of '98. (=1998)*
- перед окончанием **-s** или после него, чтобы показать принадлежность или отношения между людьми: *Tom's car, my friend's husband (singular noun + 's), my parents' friends (plural noun + '), women's dresses (irregular plural + 's).*

**1 Correct the mistakes using capital letters.**

1) My friends have never been to los angeles.

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2) His friends are chinese.

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3) We like our english lessons, because mr. higgs is a perfect teacher.

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4) We are going to have a meeting on friday.

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5) The weather on christmas is going to be nasty.

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- 6) Susan and i have been great friends since childhood.  
\_\_\_\_\_
- 7) Our granny is not well. We would better call dr. Jones.  
\_\_\_\_\_
- 8) Two languages spanish and german are a must for the job.  
\_\_\_\_\_
- 9) Winter months are quite warm here, especially december.  
\_\_\_\_\_
- 10) She has been to henfield, england twice.  
\_\_\_\_\_

**2 Fill in the necessary punctuation signs.**

- 1) There were two of us in the car \_\_\_\_ Mr. Thomson and my father.
- 2) Dr \_\_\_\_ Robert is a very experienced dentist.
- 3) When will the taxi come \_\_\_\_
- 4) You don't say so \_\_\_\_
- 5) \_\_\_\_ Come up to me! \_\_\_\_ said the manager.
- 6) I need a pair of scissors \_\_\_\_ some carton \_\_\_\_ a pencil and glue.
- 7) Jane, who is a friend of ours \_\_\_\_ comes next Friday.
- 8) As for me \_\_\_\_ I hate flies.
- 9) If you don't understand the rule \_\_\_\_ ask your English teacher to help you.
- 10) Mrs. Parker is your head teacher \_\_\_\_ isn't she?