

МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ

НАЦІОНАЛЬНИЙ ТЕХНІЧНИЙ УНІВЕРСИТЕТ
«ХАРКІВСЬКИЙ ПОЛІТЕХНІЧНИЙ ІНСТИТУТ»

МЕТОДИЧНІ ВКАЗІВКИ

для підсумкового контролю
та самоконтролю знань з граматики
англійської мови
для студентів 2 курсу ЕК та БФ факультетів

Харків НТУ «ХПІ» 2005

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Затверджено
редакційно-видавничою радою
університету,
протокол № від

Харків НТУ «ХПІ» 2005

Методичні вказівки для підсумкового контролю та самоконтролю знань з граматики англійської мови для студентів 2 курсу ЕК та БФ факультетів. Укл. : Дідович Г.І., Комова Г.В. та ін. – Харків: НТУ ХПІ, 2005. – 60 с.

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Дані методичні вказівки призначено для роботи студентів 2 курсу ЕК та БФ факультетів на заняттях та самостійного вивчення граматичного матеріалу.

Мета методичних вказівок - забезпечити студентів практичним матеріалом з розвитку навичок перекладу речень на рідну мову за допомогою словника, навчити застосуванню граматичних правил на практиці.

Методичні вказівки складаються з двох розділів – для 3 та 4 семестрів. Кожен з них містить в собі варіанти різних за змістом контрольних завдань. Завдання охоплюють граматику англійської мови згідно з програмою 2 курсу. До кожного розділу додаються речення-моделі з перекладом, що можуть бути ключем до самостійної роботи студентів над контрольними завданнями.

Частина I ***(Третій семестр)***

Перед тим, як почати виконувати завдання, повторіть матеріал, який ви вивчили в третьому семестрі, а саме:

- пряма і непряма мова;
- правила узгодження часів дієслова;
- види складнопідрядних речень (додаткові, означальні, обставинні, підметові, присудкові, умовні підрядні речення);
- 3 типи умовних підрядних речень.

Речення - моделі з перекладом

1.	We employ sales staff who work as independent operators.	Ми наймаємо продавців, які працюють як незалежні оператори.	Мы нанимаем продавцов, которые работают как независимые операторы.
2.	Who told them about the accident is unknown.	Хто розповів їм про випадок – невідомо.	Кто рассказал им о происшествии – неизвестно.
3.	The text translations that our students presented at the contest were very good.	Переклади текстів, які наші студенти подали на конкурс, були дуже добрі.	Переводы текстов, которые наши студенты представили на конкурс, были очень хорошие.
4.	The Personnel Manager says that the employees usually work hard and relax only in the evening.	Менеджер з персоналу каже, що робітники звичайно багато працюють і відпочивають тільки увечері.	Менеджер по персоналу говорит, что сотрудники усердно работают, а отдыхают только вечером.
5.	The reason was that after analysis stage they encountered some problems with the data.	Причина була у тому, що після стадії аналізу вони зазнали деяких проблем з інформацією.	Причина была в том, что после стадии анализа у них возникли проблемы с информацией.
6.	That has been a slight increase in the value of the dollar was announced in Business News.	Про те, що було невелике збільшення в вартості долару, оголошено в Бізнесових новинах.	О том, что было небольшое увеличение стоимости доллара, объявлено в Деловых новостях.
7.	I don't believe they agreed to sign the contract without any conditions.	Я не вірю, що вони погодились підписати контракт без усіляких умов.	Я не верю, что они согласились подписать контракт без всяких условий.

Продовження			
8.	We think the results of the meeting are satisfactory.	Ми гадаємо, що наслідки зустрічі задовільні.	Мы считаем, что результат встречи удовлетворительный.
9.	The work, which has already started, will be finished at the end of the week.	Роботу, яка вже почалася, буде закінчено наприкінці тижня.	Работа, которая уже началась, будет закончена в конце недели.
10.	The chief wants to see the report his secretary has typed today.	Начальник хоче бачити звіт, який його секретарка надрукувала сьогодні.	Начальник хочет видеть отчет, который секретарь напечатала сегодня.
11.	Which of three departments works better is clear to everybody.	Який з трьох факультетів кращий – зрозуміло кожному.	Какой из трех факультетов лучший – понятно каждому.
12.	The agents we are looking for should be able to handle our goods.	Агенти, яких ми шукаємо, повинні вміти поводитися з нашими товарами.	Агенты, которых мы ищем должны уметь обращаться с нашими товарами.
13.	Whether the firm specializes in the area of making up business plans is not reported.	Чи фірма спеціалізується в Сфері складання бізнес-планів – не повідомляють.	Специализируется ли фирма в области составления бизнес-планов не сообщают.
14.	The Director has to decide if he will continue advertising through mass media.	Директору треба вирішити, чи буде він продовжувати рекламу в засобах масової інформації.	Директору нужно решить, продолжать ли ему рекламу в СМИ.
15.	The students will receive the allowance, if they take their winter session well.	Студенти одержать стипендію, якщо здадуть зимню сесію добре.	Студенты получают стипендию, если хорошо сдадут зимнюю сессию.

Продовження

16.	If I were you, I should not accept his offer.	Якби я був тобою, я б не прийняв його пропозицію.	Если бы я был ты, я бы не принял его предложение.
17.	Were he Minister of Finance he would buy a personal plane.	Якби він був міністром фінансів, він би купив літака.	Если бы он был министром финансов, он купил бы самолет.
18.	If my relatives worked in this firm, I would get the managerial position there.	Якби мої родичі працювали у цій фірмі, я б займав там посаду керівника.	Если бы мои родственники работали в этой фирме, я бы получил там руководящую должность.
19.	The report would have been written, if the journals had been brought back to the library in time.	Доповідь була б написана, якби журнали було повернено до бібліотеки вчасно.	Доклад был бы написан, если бы журналы были возвращены в библиотеку вовремя.
20.	Had they learned all the pre-war period facts and data, they would have passed their history exam.	Якби вони вивчили усі факти і дати передвоєнного періоду, вони б здали іспит з історії.	Если бы они выучили все факты и даты предвоенного периода, они бы сдали экзамен по истории.
21.	Hadn't I had breakfast at home, I should have eaten these sandwiches with great pleasure.	Не поснідай я вдома, я б з задоволенням з'їв ці бутерброди.	Не позавтракай я дома, я бы с удовольствием съел эти бутерброды.
22.	We'll play tennis tomorrow unless it is raining.	Ми будемо грати в теніс завтра, якщо не піде дощ.	Мы будем играть в теннис завтра, если не пойдет дождь.
23.	Provided my salary was increased, I would not look for another job.	Якби мені підвищили зарплатню, я б не шукав іншої роботи.	Если бы мне повысили зарплату, я бы не искал новую работу.

Variant 1

1. What is a market economy is well-known to a first-year student.
2. Since she arrived, the company has gone from strength to strength.
3. The area a firm occupies for display purposes at an exhibition is called a stand.
4. I began my career in a small product firm where I had the chance to get involved in many different activities.
5. On the roads today, there are more than 700 mln automobiles, a figure which will continue to increase as 50 mln new vehicles are produced every year.
6. When we see reports of market behavior in mass media we bear in mind the way the market works.
7. The inspector said the safety precautions were inadequate.
8. The fact that the economy is in a neutral equilibrium means that the level of national income is stable and unchangeable.
9. If the hamburgers had been more expensive, you wouldn't have turned to the shops for sandwiches or fast food.
10. Where is the report I typed yesterday?
11. Were I you, I wouldn't buy that coat.
12. The idea of the company was to get profit and to improve returns on shareholders' investments.
13. I've heard he's going to get the representative of the National Workers' Union to negotiate a wage claim.
14. Provided they are the famous perfume manufacturers in the world, they will be our customers.
15. It is in the management's interest to do everything they can to prevent production accidents.

Variant 2

1. The aim of general economics is to explain how a society makes decisions about consumption, production and exchange of merchandise.
2. Various forecasts stated that the National Westminster Bank's losses in the case of Robert Maxwell's collapsing business empire amounted to over \$100 million.
3. Although there are a lot of different software programs available, only a few become internationally successful.

4. If the finance had been in the form of a loan, the banks would have received interest payments, but if they had purchased shares in the business, they might have been entitled to a share of the profit.
5. The most important consideration is the ease with which consumers can substitute other goods that fulfill approximately the same function.
6. Were she a skilled programmer, she would be offered a managerial position in a big company.
7. In foreign trade transactions various modes of payment are practiced, among which the most popular are by a letter of credit and by drafts.
8. The goods they hoped to get by the end of the year arrived two months later.
9. When the date of the supplies will be fixed is unknown.
10. Several firms didn't chose the right places for their department stores, and they found out they were not selling enough to pay the rent.
11. At the conference which started in Berlin yesterday leaders of Europe's computer manufacturing companies called for actions from Brussels.
12. Had my Head office agreed, you could have had a straight loan and paid two per cent above the bank rate.
13. What happened to all the contributions ha had made to the pension fund before he went to England?
14. Productivity is a speed goods are produced at.
15. On that basis I suppose we might be able to look at some kind of arrangement.

Variant 3

1. It's commonly known that high tax rates reduce the incentive to work.
2. We will look at the interior first as this is the highest priority.
3. When the government imposes a tax on goods, the price of them rise.
4. The second part of the preposition was the statement about how the world worked, so we could imagine a research program that was able to determine whether or not it was correct.
5. If the wage were much lower, it would hardly be worth working at all.
6. That Hong Kong had some state-controlled industry was reported at the last conference.
7. Managers of factories and mines must obey safety requirements even where these are costly to implement.

8. At the lecture the students were talking about the vital part banks play in helping industry to expand.
9. Had the designers looked for new ideas and experimented with new products, the well-known companies would have already manufactured a modern portable computer.
10. A lot of articles are devoted to the study of how markets and prices enable society to solve the problem of what, how and for whom to produce.
11. It's a pity her letter of application hasn't been found yet.
12. All these organizations and plans they make play a prominent part in shaping the business environment in which firms exist and operate.
13. Unless you have some concrete proposals to make about a wage increase, I don't think we have anything to say each other.
14. If you deliver the machine in 6 weeks we shall place another order for the second half of the year.
15. Whether the price elasticity of demand for goods is high is being determined.

Variant 4

1. Whether on balance high taxes make people work more or less remains an open question.
2. The downward slope of the sales curve showed that quantity increased as the price of merchandise fell.
3. You are asking to be paid for services you never gave.
4. If nobody liked hamburgers, the owners could not sell enough at a price that covered the cost of running the café and they would devote no resources to hamburger production.
5. Had the advertising campaign finished, we would have commissioned the agency to organize the next one.
6. The new technique they worked out with the help of Japanese bankers discounts the annual forecast income on the investment by a sum to repay net capital.
7. Workers are paid wages by employers according to how skilled they are and how many firms employ them.
8. Some goods would be under purchased provided the government did not give free or subsidized supplies.

9. Of course, as in many other science, there are unresolved questions where disagreement remains.
10. He didn't know if there existed a special mechanism of producing goods and services in a market.
11. When an employee's job becomes unnecessary to a company he will turn out to be redundant.
12. Strict instructions most companies give to their drivers that they may not transport people are often ignored.
13. A private company is one which limits its members and restricts the right to transfer shares so as they cannot be bought by the public.
14. In UK some services are provided by the state, for example, health and defense, while a range of privately owned businesses offer other goods and activities.
15. This would demonstrate how we think sales would be increased.

Variant 5

1. The Professor asked the students if they knew about any new sales promotion methods.
2. As a result of the acquisition our company is now in a much stronger position strategically, which should ensure greater job security in the long term.
3. When the economy is enjoying a boom, firms experience high sales and general prosperity.
4. If you were looking for style, quality and classic image of your goods, Fornaro would suit you the best.
5. The inquiry the trainees of the department stores had been given asked about their working conditions.
6. Opening a city center office is a very effective way to get top class staff, even though it may be extremely expensive.
7. If we discuss ways to reduce costs, one area we should think of is packaging.
8. Since our environment is important to us, we intend to introduce an up-to-date scheme for taking more care of it.
9. Had the senior managers been involved in personnel matters, each team member would have operated efficiently.
10. To travel by car is convenient provided you have somewhere to park.

11. Were you a manager of a firm, what services might you call in if you were anxious to improve employees efficiency?
12. All he is care about is the politics of the affair.
13. How goods are produced is an important question.
14. The table confirmed that the demand for general categories of basic commodities, such as fuel, food or even household durable goods, was inelastic.
15. It's reasonable to employ someone of the firm of consultants who will investigate the different jobs different operators and workers do.

Variant 6

1. I don't know how long the staff training course will last.
2. The research we are presently engaged in is potentially very exciting.
3. As the damage is very severe, our competitors will have to pay compensation.
4. Until the department was reorganized, there were repeated problems with customers and selling goods.
5. Hi-tech firms could operate almost anywhere, while industrial companies needed access to suppliers.
6. We hear from the head of the office the contractors are behind the schedule.
7. When an employee arrives at an enterprise to start work the first thing he does is to clock in.
8. If you look at what has happened in recent years, you should notice that British retailers have had a little success in the USA market.
9. Now the shareholders know how the shares of the company are distributed.
10. Had I remembered his number, I would have telephoned him.
11. The advertisement you gave in Daily Post says that the equipment is easy to install and it doesn't require expensive maintenance.
12. What did he have to pay for the loan he had taken from the commercial bank?
13. The team of experts from a famous agency our company hired last week have created a very successful advertising campaign.
14. Were they able to sign a Memorandum of Association, they could state the number of shares they had agreed to take.
15. The economy's behavior the main statistics will illustrate relates to the level of its activity.

Variant 7

1. Now we must rebuild our image which is essential for future prospering.
2. If an accident happens, you will have to call the ambulance.
3. Although companies had strict regulations on the disposal of materials, mistakes occurred.
4. The money a firm is allocated for advertising and sales promotion of a certain product is called marketing budget.
5. Were the city center an ideal work place, we would recommended it for building the head office.
6. The management don't know if this applicant is the right person for the job.
7. Whenever she sees problems she has an innovative solution.
8. If the client has no money left in his account the balance his bank statement shows will be written in red.
9. Until the analysts made their report, the General Director hadn't imagine the market was so large.
10. Good employee-management relations often present difficulties and problems some firms solve better than others.
11. They will discuss the matter again after the inspector has visited them.
12. Another difference lies in the whole structure of the industry and the way the outlets are organized.
13. Had the employee worked a certain number of years after having left the firm for a time, he could have qualified for the full pension.
14. Do you think it's necessary to appoint a full-time Safety Manager?
15. If someone wants to stay in business, he will have got to be tough.

Variant 8

1. If I were rich, I would buy a castle.
2. Once we had agreed we need an advertising campaign, we contracted an agency.
3. The Fuel Cell, which generates electricity from hydrogen, dates back to 1839, when it was invented by Sir William Grove.
4. It's difficult to keep the computers we purchased last month fully engaged.
5. You aren't allowed into this club unless you are its member.

6. The students would have revised for the English exam harder if they had known it would be so difficult.
7. When employees are away from their desks all lights should be turned off.
8. A company whose membership is open to the public and who can raise more capital by selling shares in Stock Exchange is called a public company.
9. I'd like to invite you to the opening of the new photo exhibition our bank is sponsoring.
10. The Building Department is not sure if it has chosen the best architect.
11. Had the company proved to haven't been negligent, the man who was injured, couldn't have got a lot of money in compensation.
12. She's sure the meeting will give everyone an opportunity to voice their opinion.
13. The chief duties a Personal Manager is in charge of are employing and dismissing staff and looking after their working conditions.
14. I would like to suggest that deliveries could be made more economically if we owned a fleet of three or four lorries.
- 15.** That the management had decided to present a prize of 50 pounds to any member of the staff who would put forward the most practical suggestion to streamline a particular office routine, was reported at the yesterday's meeting.

Variant 9

1. When the Production Manager is out of the town, his deputy will have to react quickly on a number of questions.
2. The wastepaper bins we have placed next to the photocopier in each department are very useful.
3. My sister would be able to get a job more easily if she could use a computer.
4. Whether their firm increased profitability after it had reduced the costs was not known at first.
5. Every member of our team thinks the production methods at the factory should be improved.
6. Unless you work harder, you are not going to pass the examinations.
7. The contractors are working on a number of stands they have to put up as soon as the exhibition hall is available.
8. If he had been looking where he was going, he wouldn't have walked into the wall.

9. The incentive bonus scheme the Board of Directors sent to the Personnel Department two weeks ago is being introduced into the company work.
10. After explaining the nature of the product, the agency began to study the potential market.
11. What we call the consumer survey is determined as an attempt to discover, by means of market research and statistics, what a certain type of person, living in a certain area, wants to buy, and why he or she wants to buy it.
12. We have sent the components to Taiwan so that they can be assembled more cheaply.
13. Personally I feel there should be some more system of profit share.
14. Selling their shares companies get more or less than the face value which depends on the fact if the company is doing well.
15. That the underground and taxi fares were very high in London had been known to each of us before we came there.

Variant 10

1. Price is not the only thing buyers consider when they are looking at the goods.
2. Don't say our chief what I said unless he asks you.
3. If my relatives didn't live so far away, my family would visit them more often.
4. She is one of the real experts in the field of marketing we've got.
5. Everybody knew how the shares and the profit of the company had been distributed.
6. We are dealing with this matter now so that we don't have to discuss it later.
7. Nowadays young people ask a lot of questions if the democratic system is suitable to modern conditions.
8. Had he been hungry, he would have eaten five hamburgers and drunk five cups of green tea.
9. Helen who got the job as Advertising Manager has had plenty of work now.
10. I'm sure I don't need to tell what improved productivity involves.
11. How our rivals found the new distribution channels and avoided delays at the port is still unknown.
12. The answer is that the most of world production will be directed towards the goods and the services that rich industrialized countries want.

13. They wanted to continue drawing money from the bank though they hadn't any in their account until their next salary cheques were paid in.

14. The total amount of money a country makes including money from visible and invisible exports, for a certain period of time, usually for a year, is Gross National Product, or GNP.

15. The European computer companies stressed that a more sympathetic relationship with the public authorities should be built in Europe.

**Put the verbs in brackets into the correct tense form and
make sentences 6-10 into reported speech.**

Variant 1

1. Don't let's make a final decision before we (listen) to everybody.
 2. If we (meet) our sales targets, the company will pay a bonus.
 3. If we increased our prices, our profits (rise).
 4. If there (be) a world recession, there would have been a drop in the world market.
 5. Should we find out any further details, we (inform) you.
-
6. He said, 'I'll take up my appointment at the beginning of the year'.
 7. The Finance Manager said, 'I can only give you preliminary figures'.
 8. He asked me, 'Have you finished the report?'
 9. He asked the PR staff, 'Where do you intend to advertise?'
 10. He said to me, 'Don't forget to sign the contract'.

Variant 2

1. We'll have another discussion as soon as we (receive) final results.
2. Our workers will strike if we (not/offer) higher wages.
3. If we used local people, it (be) much cheaper.
4. If they (not/be) able to reschedule the debt, they would certainly have gone bankrupt.
5. Had we known the details, we (inform) you.
6. He said, 'We are expanding rapidly'.

7. She said, 'It may be a good solution.'
8. He asked the operator, 'Do you have to learn a new software program?'
9. They asked the Marketing Manager, 'When will the new product be launched?'
10. He said, 'I am sorry I have kept you waiting'.

Variant 3

1. Please let us know as soon as you (get) news from your agents in France.
2. If sales (fall), we'll raise prices.
3. We (set up) our own distribution network, it would cost too much.
4. We (sign) the contract if they had given us a 2 % discount.
5. Were we to look for a new head of the Personnel Department, we (use) the services of a headhunter.
6. He said, 'Prices went up in 2003'.
7. She said, 'We must plan our marketing carefully next summer to avoid such problems'.
8. He asked them, 'Has your company made any links with foreign firms?'
9. He asked the Sales Manager, 'What discount will you give to your distributors?'
10. They answered, 'We will not pay any more'.

Variant 4

1. Please take care of the financial side of the deal while I (be) away on business.
2. Our workers will produce more if we (motivate) them.
3. The results (improve) if we spent more time on planning.
4. If our sales had been poor, we (change) the distribution network.
5. Had the customer refused to accept the goods, we (terminate) the contract.
6. He said, 'The project will be financed by several companies'.
7. He told me, 'You must collect more data'.
8. They asked me, 'Has all the research been completed?'
9. They asked him, 'How often do you travel abroad?'
10. He said to the boss, 'If you don't give me a pay rise, I'll resign'.

Variant 5

1. I'll sign the documents after I (look) through them once again.
2. If labour costs (increase), we will have to manufacture abroad.
3. If sales collapsed, people (lose) their jobs.
4. We wouldn't have wasted so much time if they (let) us know in good time.
5. Should the supplier fail to deliver on time, a penalty clause (apply).
6. The Managing Director said to the interviewers, 'The construction has been completed in record time'.
7. She said, 'It's important for you to be at the next staff meeting'.
8. I asked her, 'Are you prepared for your tomorrow's presentation?'
9. The Personnel Manager was asked, 'When will the new training programmer be introduced?'
10. He said, 'Let's go on a tour of the company's production area, shall we?'

Variant 6

1. They won't change their decision until they (get) more reliable information.
2. If we (be) successful, our share price will go up.
3. Unless we spent millions, we (not/make) any money.
4. If we (pay) our workers better, they wouldn't have left the company.
5. Should you find our prices a bit too high, we (give) you a discount.
6. She said, 'I'll probably be late'.
7. He said, 'We needn't pay this bill before the end of next month.'
8. He asked them, 'Are you agents for Fischer Equipment?'
9. He asked the R&D Manager, 'What sort of problems have you had developing the project?'
10. He said, 'I'll sign the contract if you like'.

Variant 7

1. We'll contact you when we (have) the information you are interested in.
2. One of our competitors will buy the business if we (not/do) it now.
3. If we reduced our prices, our profits (fall).
4. If there had been an increase in sales, we (increase) production.

5. Had we discussed the deal in detail, we (not/have) so many problems.
6. He said to us, 'The purpose of my visit here is to exchange opinions with you'.
7. He said, 'I can easily contact you myself'.
8. We asked the Purchasing Manager, 'Did you call the supplier yesterday?'
9. They asked the Project Manager, 'How many subsidiaries will participate?'
10. He said to me, 'I think you ought to see the lawyer'.

Variant 8

1. After we (reduce) costs, we can focus on productivity.
2. The situation will not improve, unless we (start) an advanced training programmer.
3. What would you do if you (lose) your job?
4. If there had been high demand overseas, we (increase) the Export Sales team.
5. Had we known the scale of inflation, we (can/reduce) our running costs.
6. He said, 'The contract was cancelled because of major problems with supplies'.
7. She said to me, 'I'll call you on Monday'.
8. He asked the Personnel Manager, 'Does your company employ local people?'
9. She asked the sales representative, 'How far do you have to travel each day?'
10. The Office Manager said to the clerk, 'Send the letter immediately!'

Variant 9

1. We'll have to work hard till we (solve) all our problems.
2. Unless we (move) our production abroad, our competitors will take our market share.
3. If ITCorp (accept) our offer, both companies would benefit.
4. If we (take) your advice, we wouldn't have spent so much money.
5. Were the supplier to deliver late, a penalty clause (apply).
6. He said, 'The old equipment must be replaced even if it requires a lot of money.'
7. She said, 'It's possible that I'll have to leave early.'
8. He asked the trainees, 'Do you know any internationally known products from your country?'
9. He asked the Production Manager, 'What did you decide in the last meeting?'
10. He said to me, 'Don't pay the invoice!'

Variant 10

1. Look through all the documents very carefully before you (sign) them.
2. Unless we (have) good weather, we'll not make a profit.
3. If the factory (burn down), the insurance would pay.
4. We (contact) them if we had received your e-mail.
5. Were we to get any further information, we (let) you know immediately.
6. She said, 'We started our joint venture 3 years ago'.
7. He asked, 'Who shall I deliver the order to?'
8. I asked her, 'Did you have problems preparing your last report?'
9. She asked me, 'Where do you work?'
10. The suppliers said to the Purchasing Manager, 'Please give us a little more time to reconsider our prices.'

Частина II

(Четвертий семестр)

Перед тим, як почати виконувати завдання, повторіть граматичний матеріал, який вив вивчили в четвертому семестрі, а саме:

- *дієприкметник;*
- *герундій;*
- *інфінітив.*

Речення - моделі з перекладом

Participle

1.	The inspector <u>examining</u> the equipment is a competent engineer.	Инспектор, <u>осматривающий</u> оборудование, - опытный инженер	Інспектор, <u>який</u> <u>оглядає</u> обладнання, досвідчений інженер.
2.	The goods <u>arriving</u> at the port were immediately delivered to the customers.	Товари, <u>прибывавшие</u> в порт, сразу же доставлялись заказчикам.	Товари, <u>які</u> <u>прибували</u> у порт, відразу доставляли(сь)

Продовження			
3.	They sent us some booklets <u>describing</u> the new method of production.	Они высылали нам несколько брошюр с <u>описанием</u> нового метода производства.	Вони вислали нам декілька брошур, в <u>яких описано</u> новий метод виробництва.
4.	The employees <u>being asked</u> to take retirement are all over the age of 60.	Всем работникам, <u>которых просят</u> уйти на пенсию, уже за 60.	Усім працівникам, <u>яких прохають</u> піти на пенсію вже виповнилось шістдесят.
5.	An agreement has been signed to protect the forests <u>being cut down</u> all over the world.	Было подписано соглашение по защите лесов, <u>вырубаемых</u> на территории всего земного шара.	Було підписано угоду відносно захисту лісів, <u>які вирубають</u> на території всієї земної кулі.
6.	The road repairs <u>being carried out</u> on the motorway had seriously delayed the traffic.	Дорожные работы, <u>которые проводились</u> на автостраде, надолго задержали движение.	Дорожні роботи, <u>які проводили</u> на автостраді, надовго затримали рух.
7.	The decisions <u>taken</u> at our meetings concern all the staff.	Решения, <u>принимаемые/которые принимаются</u> на наших собраниях, касаются всех членов коллектива.	Рішення, <u>які приймають</u> на наших зборах, стосуються всіх членів колективу.
8.	The warning <u>given</u> to the workers about smoking on the premises was ignored.	Предупреждение, <u>данное</u> рабочим / <u>которое получили</u> рабочие по поводу курения на территории предприятия, было проигнорировано.	Попередження, <u>яке одержали</u> робітники стосовно паління на території підприємства, було проігноровано.

Продовження

9.	<u>Broadening</u> the horizons of human knowledge scientists to their best to further scientific progress.	<u>Расширяя</u> границы человеческого знания, ученые прилагают все свои усилия для содействия дальнейшему научному прогрессу.	<u>Розширюючи</u> межі людського знання, вчені докладають якомога більше зусиль для сприяння подальшому науковому прогресу.
10.	<u>Entering</u> the room he greeted everybody.	<u>Войдя</u> в комнату, он со всеми поздоровался.	<u>Увійшовши</u> до кімнати він з усіма привітався.
11.	I spent the evening <u>reading</u> a book.	Я провел вечер <u>аз чтением книги.</u>	Я провів вечір, <u>читаючи</u> книгу.
12.	They discussed this point <u>when signing</u> the contract.	Они обсуждали этот вопрос <u>при подписании /подписывая/ когда подписывали</u> контракт.	Вони обговорювали це питання, <u>коли підписували</u> контракт.
13.	<u>Being painted</u> in dark colors the study needs some bright lights.	<u>Поскольку</u> кабинет <u>выкрашен</u> в темный цвет, он требует яркого освещения.	<u>Оскільки</u> кабінет <u>пофарбовано</u> у темний колір, він потребує яскравого освітлення.
14.	<u>Having entered</u> the college I was determined to complete the course.	<u>Поступив</u> в колледж, я был полон решимости закончить курс обучения.	<u>Пішовши</u> до коледжу я був повний рішучості закінчити курс навчання.
15.	<u>Having been invited</u> to the party we could hardly refuse to go.	<u>Когда нас пригласили</u> на вечер, мы не смогли отказаться.	<u>Коли нас запросили</u> до вечірки, ми не змогли відмовитися.
16.	<u>Considered</u> thoroughly, the claims are not particularly convincing.	<u>При тщательном рассмотрении</u> эти утверждения представляются не особенно убедительными.	Ці твердження, <u>якщо їх розглянути</u> ретельно, не особливо переконливі.

Продовження

17.	<u>Looked at</u> from this angle, the problem doesn't seem altogether insoluble.	<u>Если</u> посмотреть на проблему с этой точки зрения, то она не кажется абсолютно неразрешимой.	<u>Якщо розглянути</u> цю проблему з іншої точки зору, то вже не здається, що її зовсім не можна розв'язати.
18.	<u>If given</u> opportunity our economy will, develop rapidly.	<u>Если</u> нашей экономике <u>дать</u> возможность, она будет быстро развиваться.	<u>Якщо розглянути</u> цю проблему з іншої точки зору, то вже не здається, що її зовсім не можна розв'язати.
19.	Our experts <u>followed</u> by other European scientists have a different point of view.	Наши специалисты, <u>а</u> (вслед) за ними и ученые других европейских стран, придерживаются иной точки зрения.	Наші фахівці, <u>а</u> <u>услід</u> ним і вчені інших європейських країн, дотримуються іншої точки зору.
20.	<u>Not wanting</u> to offend him, we said nothing about his speech.	<u>Не</u> желая его обидеть, мы ничего не сказали относительно его выступления.	<u>Не</u> бажаючи його образити, ми нічого не сказали відносно його промови.
21.	<u>Preparing</u> for lectures takes him a lot of time.	<u>Подготовка</u> к лекции занимает у него много времени.	<u>Підготовка</u> до лекцій забирає у нього багато часу.
22.	<u>Being criticized</u> is not a very pleasant experience.	Не очень приятно, <u>когда</u> вас критикуют.	Не дуже приємно, <u>коли</u> вас критикують.
23.	<u>Having finished</u> your work doesn't mean you can do home.	<u>То, что</u> вы закончили работу не означает, что вам теперь можно идти домой.	<u>Те, що</u> ви закінчили роботу, не означає, що вам тепер можна йти до дому.
24.	<u>Having been overcome</u> by his rivals didn't shake his self-confidence.	<u>То, что</u> его обошли конкуренты, не поколебало его уверенности в себе.	<u>Те, що</u> його <u>випередили</u> конкуренти, не похитнуло його

			упевненості у собі.
25.	There is <u>no hiding</u> these facts.	Эти факты <u>не скроешь</u> .	Ці факти <u>не приховась</u> .
26.	It was no good (use) <u>objecting</u> .	<u>Возражать</u> не имело смысла.	<u>Заперечувати</u> не мало змісту.
27.	The main thing is <u>getting</u> there in time.	Главное – <u>добраться</u> туда вовремя.	Головне – <u>потрапити</u> туди вчасно.
28.	I can't help <u>being surprised</u> at some people's foolishness.	Не могу не <u>удивляться</u> глупости некоторых людей.	Не можна не <u>дивуватися</u> дурості деяких людей.
29.	He objected to <u>making</u> any modifications to the original design.	Он возражал против <u>внесения</u> , каких-либо изменений в первоначальную конструкцию.	Він був проти <u>внесення</u> яких – не будь змін до первісної конструкції.
30.	A <u>computing</u> machine performs such operations in milliseconds.	<u>Вычислительная</u> машина выполняет такие операции за миллисекунды.	<u>Обчислювальна</u> машина виконує такі операції протягом мілісекунд.
31.	I have no intention of <u>discussing</u> this question.	Я не намерен <u>обсуждать</u> этот вопрос.	Я не маю наміру <u>обговорювати</u> це питання.
32.	He was sorry for <u>not having tested</u> the device before.	Он сожалел, что <u>не проверил</u> прибор заранее.	Він шкодував, <u>що не перевірів</u> прилад заздалегідь.
33.	<u>On finding</u> that the apparatus was working badly, they stopped their experiment.	<u>Обнаружив</u> , что прибор работает плохо, они прекратили эксперимент.	<u>З'ясувавши</u> , що прилад працює погано, вони примінили дослід.
34.	Don't sign any papers <u>without consulting</u> your solicitor.	Не подписывайте никаких документов, <u>не проконсультировавшись</u> со своим адвокатом.	Не підписуйте ніяких документів <u>без консультації</u> зі своїм адвокатом.

Продовження

35.	<u>Besides typing</u> letters, the, had some other work to do.	<u>Кроме печатания</u> писем у нее была и другая работа.	<u>Окрім друкування</u> листів вона мала і іншу роботу.
36.	<u>To have</u> a well-paid job is his only dream.	Его единственная мечта – <u>иметь</u> хорошо оплачиваемую работу.	Його єдина мрія – <u>мати</u> роботу, яка добре сплачується.
37.	It is never late <u>to study</u> .	<u>Учиться</u> никогда не поздно.	<u>Вчитися</u> ніколи не пізно.
38.	Her desire was <u>to get</u> a good education.	Ее желанием было <u>получить</u> хорошее образование.	Її бажанням було <u>отримати</u> гарну освіту.
39.	You are <u>to start</u> working at 8 sharp.	Вы должны <u>начать</u> работу ровно в восемь.	Ви мусите <u>почати</u> роботу рівно о восьмої.
40.	I learned <u>to drive</u> a car when I was sixteen.	Я научился <u>водить</u> машину в шестнадцать лет.	Я навчився <u>водити</u> машину, коли мені було шістнадцять.
41.	They pretended not to <u>recognize</u> us.	Они сделали вид, <u>что не узнают</u> нас.	Вони удавали, <u>що не впізнають</u> нас.
42.	She was the first <u>to come</u> and the last <u>to leave</u> .	Она <u>пришла</u> первой, А <u>ушла</u> последней.	Вона <u>прийшла</u> першою, але <u>пішла</u> останньою.
43.	There was nothing else <u>to add</u> to what had been said.	К сказанному нечего было <u>добавить</u> .	До того, що було сказано, нічого не можна було <u>додати</u> .
44.	We have a five-year plan <u>to provide</u> more employ-ment.	У нас имеется пятилетний план <u>по обеспечению</u> занятости.	Ми маємо п'ятирічний план з <u>забезпечення</u> зайнятості.
45.	In order <u>to communicate</u> effectively, eye need to maintain good eye contact.	<u>Чтобы</u> эффективно <u>общаться</u> , нужно поддерживать хороший зрительный контакт.	<u>Для того щоб</u> эффективно <u>спілкуватися</u> , треба підтримувати хороший здоровий контакт.

Продовження			
46.	Such examples are too numerous <u>to be treated</u> as exceptions.	Такие примеры слишком многочисленны, <u>чтобы их можно было считать</u> исключениями.	Такі приклади є надто численні, щоб їх <u>можна було вважати</u> винятками.
47.	The question is not important enough <u>to merit</u> a full examination.	Этот вопрос не настолько важен, чтобы заслуживать тщательного рассмотрения.	Це питання не настільки важливе, <u>щоб заслуговувати</u> на ретельне розглядання.
48.	I left very early <u>so as to avoid</u> traffic jams.	Я выехал очень рано, <u>чтобы не попасть</u> в пробки на дороге.	Я виїхав дуже рано, <u>щоб не потрапити</u> до пробок на дорозі.
49.	He was surprised <u>to learn</u> how much he had spent.	Он удивился, <u>когда узнал</u> , сколько он истратил.	Він здивувався, <u>коли дізнався</u> , скільки він витратив.
50.	To do well is <u>better-</u> than to speak well.	Хорошие поступки <u>лучше хороших</u> слов.	Добрі вчинки <u>краще</u> гарних слів.
51.	He looked at me <u>as if to warn</u> me about something.	Он посмотрел на меня, <u>как будто хотел</u> о чем-то <u>предупредить</u> .	Він глянув на мене, <u>наче бажав</u> , <u>про щось попередити</u> .
52.	She argued with her colleagues <u>only to find out</u> she was wrong.	Она поспорила с коллегами, <u>но обнаружила</u> , что была не права.	Вона посперечалася з колегами, <u>але виявила</u> , що була неправа.
53.	I came <u>to discover</u> that the lecture had been cancelled.	Я приехал и <u>обнаружил</u> , что лекция была отменена.	Я приїхав <u>та виявив</u> , що лекцію було відмінено.
54.	She couldn't think <u>what to say</u> .	Она не нашла, <u>что сказать</u> .	Вона не знайшла, <u>що сказати</u> .
55.	Joe me the names of the people <u>to contact/ to be contacted</u> .	Дайте мне имена тех людей, <u>с которыми следует связаться</u> .	Даси мені імення тих людей, <u>з котрими слід зв'язатися</u> .

Продовження

56.	He wanted <u>to be invited</u> to the party.	Он хотел, <u>чтобы его пригласили</u> на вечеринку.	Він бажав, <u>щоб його запросили</u> до вечірки.
57.	She is glad <u>to have studied</u> English.	Она рада, <u>что (раньше) занималась</u> английским.	Вона рада, <u>що раніше займалася</u> англійською.
58.	The researchers were glad <u>to have been given</u> financial support.	Исследователи были рады, <u>что получили</u> финансовую поддержку.	Дослідники були раді, <u>що одержали</u> фінансову підтримку.
59.	It was nice <u>to be speaking</u> English again.	Было принято снова <u>говорить</u> по-английски.	Приємно було знову <u>розмовляти</u> англійською.
60.	I am happy <u>to have been working</u> with you all this time.	Я рад, <u>что работаю</u> с вами все это время.	Я радий, <u>що працюю</u> з вами весь цей час.
61.	The boss was hard <u>to please</u> .	Начальнику было трудно <u>удоволить</u> .	Начальникові було важко <u>догодити</u> .
62.	Sociable people are easy <u>to deal with</u> .	<u>С</u> общительными людьми легко <u>иметь</u> дело.	<u>З</u> товариськими людьми легко <u>мати</u> справу.
63.	This armchair is comfortable <u>to sit in</u> .	<u>В</u> этом кресле удобно <u>сидеть</u> .	<u>В</u> цьому кріслі зручно <u>сидіти</u> .
64.	I <u>can't but agree</u> to his terms.	Мне <u>ничего не остается</u> , как согласится на его условия.	Мені <u>нічого не залишається</u> , як <u>погодитися</u> на його умови.
65.	She <u>does nothing but complain</u> .	Она <u>только и делает</u> , что жалуется.	Вона <u>тільки й робить</u> , що <u>скаржиться</u> .
66.	We'd <u>better start</u> at once.	Нам <u>лучше начать</u> сразу же.	Нам <u>краще почати</u> відразу.
67.	I'd <u>rather not go out</u> .	Я, <u>пожалуй</u> , не буду <u>выходить</u> / я <u>бы</u> предпочел не выходить.	Я <u>мабуть</u> , не буду <u>виходити</u> / я <u>би</u> <u>зволів</u> не виходити.

Продовження			
68.	He'd <u>sooner die</u> , than borrow money from her.	Он <u>скорее умрет</u> , чем будет занимать у нее деньги.	Він <u>швидше помре</u> , ніж позичатиме у неї гроші.
69.	<u>Why not ask</u> her about it.	<u>Почему бы не спросить</u> ее об этом?	<u>Чому би не спитати</u> її про це?
70.	<u>Why wait</u> till Monday?	<u>Зачем ждать</u> до понедельника?	<u>Навіщо чекати</u> до понеділка?
71.	We heard <u>him speaking</u> in the next room.	Мы слышали, <u>как он разговаривает</u> в соседней комнате.	Ми чули, <u>як він говорить</u> у сусідній кімнаті.
72.	They saw <u>the goods being carried away</u> from the warehouse.	Они видели, <u>как товар выносили</u> из склада.	Вони бачили, <u>як товар виносили</u> зі складу.
73.	Nobody noticed <u>them come in</u> .	Никто не заметил, <u>как они вошли</u> .	Ніхто не помітив, <u>як вони увійшли</u> .
74.	We saw <u>him arrested</u> by the police.	Мы видели, <u>как его арестовала</u> полиция.	Ми бачили, <u>як його заарештувала</u> поліція.
75.	I won't let <u>you do</u> it.	Я не позволю <u>тебе это делать</u> .	Я не дозволяю <u>тобі це робити</u> .
76.	She made <u>them all work</u> .	Она заставила <u>их всех работать</u> .	Вона змусила <u>їх усіх працювати</u> .
77.	Have <u>someone lay</u> the table, please.	Пожалуйста, распорядитесь, чтобы <u>кто-нибудь накрыл</u> на стол.	Будь ласка, <u>накажіть, щоб хтось накрив</u> стіл.
78.	I'll have <u>you all speaking</u> English in a week.	Через неделю <u>вы</u> у меня все будете говорить по-английски.	Через тиждень <u>ви</u> у мене всі <u>говоритимете</u> англійською.
79.	He has had <u>his car repaired</u> .	Ему уже <u>отремонтировали</u> машину.	Йому вже <u>відремонтували</u> машину.
80.	He had <u>his papers stolen</u> last year.	У него <u>украли документы</u> в прошлом году.	У нього <u>вкрали документи</u> в минулому році.

Продовження			
81.	She wanted <u>me to speak</u> to the manager.	Она хотела, <u>чтобы я поговорил</u> с менеджером.	Вона бажала, <u>щоб я поговорив</u> з менеджером.
82.	She'll help <u>you (to) clean</u> the office.	Она поможет <u>тебе убрать</u> офіс.	Вона допоможе <u>тобі прибрати</u> офіс.
83.	I never knew <u>him smoke</u> .	Я и не знала, <u>что он курит</u> .	Я й не знала, <u>що він палить</u> .
84.	<u>They were heard discussing</u> something in the next room.	Было слышно, как <u>они что-то обсуждают</u> в соседней комнате.	Було чути, як вони щось <u>обговорюють</u> у сусідній кімнаті.
85.	I was made <u>to write every thing down</u> in detail.	<u>Меня</u> заставили все <u>записать</u> подробно.	<u>Мене</u> змусили усе <u>записати</u> докладно.
86.	<u>She was seen to come in</u> ten minutes ago.	Видели, <u>как она вошла</u> десять минут назад.	Бачили, <u>як вона увійшла</u> десять хвилин тому.
87.	<u>The contract is expected to be signed</u> today.	Ожидают, <u>что контракт подпишут</u> сегодня.	Сподіваються, <u>що контракт буде підписано</u> сьогодні.
88.	<u>The students are sure to take part</u> in the conference.	<u>Студенты</u> обязательно <u>примут участие</u> в конференции.	<u>Студенти</u> обов'язково <u>візьмуть участь</u> у конференції.
89.	<u>He seems to know</u> a lot of things.	<u>Он</u> , кажется, много <u>знает</u> .	<u>Він</u> , здається, багато <u>знає</u> .
90.	<u>He proved to be a good friend</u> .	Он оказался <u>хорошим другом</u> .	<u>Він</u> виявився <u>хорошим другом</u> .
91.	<u>He was proved to be innocent</u> .	Было доказано, <u>что он невиновен</u> .	Було доведено, <u>що він невинний</u> .
92.	It is desirable <u>for you to know</u> it.	Желательно, <u>чтобы вы это знали</u> .	Бажано, <u>щоб ви це знали</u> .
93.	He waited <u>for the papers to be published</u> .	Он ждал, <u>когда статьи будут опубликованы</u> .	Він чекав, коли статті <u>буде</u> видано.
94.	There is only one thing <u>for you to do</u> .	<u>Вы можете сделать</u> только одно.	<u>Ви можете зробити</u> тільки одне.

Продовження			
95.	<u>The experiment being dangerous</u> , they needed extra safety precautions.	Так как эксперимент был опасным, они нуждались в дополнительных мерах безопасности.	Через те, що експеримент був небезпечний, вони потребували додаткових заходів безпеки.
96.	<u>The information having been confirmed</u> , they made it public.	После того, как информация подтвердилась, они ее опубликовали.	Після того, як інформацію було підтверджено, вони її опублікували.
97.	<u>With these matters cleared away</u> , we can now move on to discuss the other problems.	Решив эти вопросы, мы можем перейти теперь к обсуждению других проблем.	З'ясували ці питання ми можемо перейти тепер до обговорення інших проблем.
98.	France, Germany, Italy and Ukraine are the countries represented at the conference, <u>with Germany having the most participants</u> .	На конференции представлены Франция, Германия, Италия и Украина, причем Германия имеет наибольшее представительство.	На конференції представлені Франція, Німеччина, Італія та Україна, причому Німеччина має найбільше представництво.
99.	There are fan supporters of the theory, a notable exception being Dr. Clark.	Сторонников этой теории мало, но заметным исключением является доктор Кларк.	Прихильників цієї теорії небагато, та примітним винятком є доктор Кларк.

I. Translate the following sentences into your native language

Variant 1

1. The economy is a system covering the management, use and control of various resources.
2. Do you like the book being discussed?
3. Being a large organization, Xerox had many contacts with government departments.
4. When asked about that event, he replied nothing.
5. Having arrived two days before the opening of the conference? They had enough time to go sightseeing.
6. There was no denying that he was the only person to cope with the task.
7. Charitable organizations have an advantage of paying low taxes.
8. He denied having been there and pretended to have been offended.
9. In spite of starting late they arrived in time.
10. Why not speak to him frankly? He is not difficult to persuade.
11. To use the resources of organizations effectively and economically is a manager's responsibility.
12. The aim of advertising is to increase sales by making a product or service known to a wider audience.
13. Managers must select people for the jobs to be done.
14. A human being needs to belong to a group and feel accepted by others.
15. He spent for years getting a degree, only to learn that there were no jobs for graduates.

Variant 2

1. Successful communication is the glue uniting management and employees in a single purpose.
2. The house being built in our street is a new supermarket.
3. While solving a problem about barter economy one must take into consideration the existing methods.
4. The division of labor became even more productive when applied to creating new technologies.

5. Having the price we managed to sell more goods.
6. Freezing isn't a bad way of preserving food.
7. There were strong objections to carrying on this costly investigation.
8. We couldn't help admiring her talent.
9. You can't obtain accurate data without thoroughly preparing the experiment.
10. Why postpone it till next week? This conversation is impossible to avoid.
11. It's nice to be doing such interesting work, we are so happy to be given this chance.
12. One of top management tasks is to make decisions affecting the future of the organization.
13. When exports fell, steel industry was the first to be affected.
14. He was angry to have been interrupted and shook his head as though to show his irritation.
15. To buy a violin is much easier than to rent a piano.

Variant 3

1. The workers attending the meeting to go on strike.
2. Secretaries trained at this Centre become specialists in making business contacts.
3. Using this information? The management worked out the method for job and type of equipment to be used.
4. Faced with a bill for 10,000, he has taken an extra job.
5. Not having seen all the evidence, I don't want to make any judgment.
6. She has made up her mind; there is no arguing with her.
7. The system has the disadvantage of being relatively expensive.
8. He admitted having said that, but he is reluctant to apologize.
9. After reading the instructions fill in the form.
10. When being criticized he usually shrugged his shoulders as if to say that he didn't care.
11. It's nice to have been doing this work all these years.
12. The workers, only responsibility was to do the job in the prescribed manner.
13. Why discuss the matter with him? He is not a man to be trusted.
14. He is very upset not to have passed his exam.
15. Not to offend her is next to impossible. You'd rather speak to her to calm her down.

Variant 4

1. We have recently obtained new equipment allowing far more customers to be serviced.
2. Scientists trained in extremely narrow fields became specialists in inventing.
3. Being imported from Japan, the radios were more expensive.
4. Not speaking Italian, I found work in Sicily difficult.
5. Having discussed the terms of delivery, he left.
6. The deadline had been decided, so there was no going back.
7. The best thing about a holiday is not working.
8. I can't help worrying about him. Why not try calling again?
9. Before proceeding with this problem it is desirable to discuss the following points.
10. She does nothing but quarrel with everybody at work.
11. We are glad to have been warned beforehand.
12. The newspapers were to announce who the buyer was a few days later.
13. A chemical company must take steps to reduce pollution to as low a level as possible.
14. I couldn't but tell everybody about the accident.
15. To get the job one to be interviewed first.

Variant 5

1. An American company producing and selling machinery has found a prospective partner in Europe.
2. The discovery written about in this paper was made last year.
3. Formed 25 years ago next month, the club is now holding a party for past and present members.
4. When starting a new business he employed only a few people.
5. Having completed performance analysis the company can evaluate its objectives.
6. It's no use going there now. The office may be closed.
7. There proposal has the merit of being built on reliable evidence.
8. I suggest discussing the terms of payment.
9. In choosing between these two approaches, we need to have available other facts.
10. I was surprised to learn that she had got that job.

11. It's very kind of you to have informed us.
12. We don't know when they are to complete the construction.
13. He was the first to work out the laws of demand and supply.
14. I'd rather take the matters in my own hands.
15. In order to employ factors of production, a firm has to have finance.

Variant 6

1. The people operating the equipment were dressed in protective clothing.
2. The articles being written by modern journalists differ from those written years ago.
3. When encouraged, the staff can achieve a lot.
4. Not knowing the main principles of the agreement, the director refused to sign it.
5. Having signed the documents the manager gave them to the secretary.
6. Having been beaten often makes people lose their self-confidence.
7. What he wanted was getting out there as soon as possible.
8. The chairman of the supplying company denied using child labor.
9. By using few practical methods, we can improve our results enormously.
10. They bought a new house never to live there.
11. I'm sorry to disturb you, but I'd like to know how to get to Mr. Collin's office.
12. The purpose is to indicate the strategies which the management will use.
13. She has no money to buy food with.
14. You'd better start now. Why waste time?
15. To reduce all this pollution you will need to spend a great deal of time and money.

Variant 7

1. Here is a letter announcing their arrival.
2. The problems being discussed at this conference are of great significance for the development of economics.
3. Some of the holidays celebrated throughout the USA originated in Europe.
4. When coming here, I met an old friend of mine.
5. Having arrived early for his appointment, he spent some time looking at the magazines.

6. Having a foreign language takes a lot of time and effort.
7. This means giving employees the responsibility to act on their own initiative.
8. I thanked him for having bought me these interesting books.
9. After discussing the matter for an hour the committee left without making any decision.
10. He managed to get permission only to find that no one needed it.
11. It would be wise of you not to believe them.
12. One of the company's strategies to be used is to concentrate efforts on selling clothing abroad.
13. He spoke about the problems to be settled immediately.
14. He'd sooner die than tell us about it. Why not speak to Ann instead?
15. They had to reduce the rates in order not to lose customers.

Variant 8

1. The waiter serving out table was rather rude.
2. The book being translated is one of the latest works by this author.
3. One of the best known theories of motivation was put forward in a book entitled "Motivation and Personality".
3. While reading the text, I noticed some misprints.
4. Not having done the work in time, I had to apologize to them.
5. Chatting on the phone is a waste of time.
6. Now her chief occupation is looking for a job.
7. I don't mind helping you, but I object to being disturbed when I busy.
9. I assist the sales director by setting up meetings and presentations as well as dealing with his correspondence.
10. At the age of forty-five he resigned never to return to public life.
11. To ask the manager questions is to irritate him.
12. The idea of these programmer was to make jobs more challenging.
13. Responsible people are easy to rely upon.
14. He failed to recognize her at first, not having seen her for fifteen years or so.
15. Our data are sufficient to rule out this supposition.

Variant 9

1. Where is the telegram confirming the deal?
2. If accepted for the job, you will be informed soon.
3. Interest received amounted to six hundred and fifteen million pounds.
4. While studying advertising materials, we found out a lot of interesting things.
5. Having been hunted close extinction, these animals are once again common in this area.
6. Using taboo images in advertising has become popular because consumers stopped paying attention to conventional advertising.
7. His hobby is making friends through a computer.
8. I remember having been asked about it.
9. Much testing is always done before deciding which methods to use.
10. He is talented enough to get the first prize.
11. To inform the boss about the failure means to spoil our chances of improving the situation.
12. We are very glad to have listened to his lecture and would like to share our observations too.
13. The problem to be solved is very interesting, but the solution so not easy to find.
12. He wanted to be supported by them, not to be criticized and laughed at.
13. To make the market as possible, there must be no obstacles to free trade.

Variant 10

1. Today I am employed by non-profit making organization.
2. The speech being pronounced is very exciting; a good speaker is always pleasant to listen to.
3. Unless better qualified, you won't get the job.
4. He looked at us if asking for help.
5. Having worked as a clerk, painter and bus driver, he decided to go back to university.
6. It's no use trying to phone him. He's on holiday.
7. Her job is designing men's clothes, so she is the right person to turn to.
8. I don't mind being criticized when it is fair.

9. Before being able to control his time the manager must find out how he actually using it.
10. It is too funny to be taken seriously.
11. It was rather careless of him to have left the safe unlocked.
12. The Prime Minister is to pay an official visit to this country next month.
13. The instructions were hard to follow, and we had a lot of questions to answer.
14. We'll have to consider reducing personnel and to adopt a new approach to our work.
15. We arranged a meeting so as to discuss the new rules.

Variant 11

1. They believed him to be honored by the imitation to the congress.
2. The safe has been found locked and the papers stolen.
3. I have the thought of your going there.
4. It impossible for the job to be finished on time
5. He had car crashed in a road accident.
6. I couldn't but let him go to the party.
7. The American delegation was reported to have arrived on Tuesday.
8. The teacher had all the class sitting quietly.
9. Nobody saw him leave the room.
10. He would like me to send the fax immediately.
11. For us to fail now would be a disaster.
12. The allocations proved to grow insignificantly.
13. Everything depends on the contract being signed in time.
14. The meeting starting next week, the participants are on the way to London.
15. The conference opened yesterday, with the heavy investment having been announced on the previous day.

Variant 12

1. We assume there facts to be self-evident.
2. Those papers were considered lost.
3. She objects to him making private call on this phone.
4. My idea was for my children to learn two or three foreign languages.

5. He is certain to turn up at the very last moment.
6. They have had a new telephone installed.
7. People stopped to watch a gypsy girl dancing.
8. My parents always had me go to bed at 10 p.m.
9. Last time she was seen speaking with the secretary.
10. Nobody expected them to raise the prices so dramatically.
11. There are too many people here for me to talk to all of them.
12. The situation was thought to be critical.
13. I hope you don't mind her being told everything.
14. The report having been translated into Russian, we can use it in our work.
15. London remains the leading trading centre, with nearly fifty billion dollars trade every day.

Variant 13

1. This statement made everybody realize the consequences of their discovery.
2. I was kept guessing what their intention were.
3. They insisted on our staying for dinner with them.
4. I will be happy for them to help you.
5. They'd sooner elect him president let his opponent than let his opponents win.
6. He is sure to be punished for what he has done.
7. We are having our office redecorated.
8. Can't you have your younger brother keep quiet?
9. At first I didn't notice somebody being in the study.
10. We expect him to be skillful in negotiations and to buy good equipment.
11. It took twenty minutes for him to calm down.
12. The members of the committee are reported to have come to an agreement.
13. He insisted on his assistant's repeating the experiment.
14. With sales being rather high last year, siemens had only a small share of the UK market.
15. Output of cars in the UK continues to rise steadily, an increase of 5.4 per cent exceeding last month's figures.

Variant 14

1. Let people freely express their thoughts.
2. Once I used to be an early-riser, but now I can't get used to my wife's getting up so early.
3. There's no point in our staying here any longer.
4. For Ann to go to France would make us very happy.
5. Is she likely to join us?
6. She found him reading her letters.
7. Japanese is considered difficult for Europeans to learn.
8. The students have had the first part of their work looked through.
9. Please, have someone help Mr. Fox to carry his bag.
10. We want you to be responsible for our contacts with English partners.
11. When will it suit you for us to call?
12. The fruit prices appeared to move downward.
13. Nobody knew of his having signed this document.
14. It having been decided that they should leave for New York, the secretary booked three tickets.
15. The market closed, with no changes having been made.

Variant 15

1. Let me remind him of his promise.
2. I won't have anybody making fun of me.
3. The new job will involve their working overtime.
4. She is eager for us to see her work.
5. The Council is thought to be still discussing the unemployment problem.
6. To hear talk, you'd think she was a millionaire.
7. I hope you'll have the boss sign the papers.
8. We must have it done in no time.
9. They observed the girl exchanging currency.
10. My father made me go for the interview.
11. Can you arrange for the goods to be delivered on Monday?
12. A break down in communication is quite likely to happen if there is some kind of social distance between people.

13. His being asked to give a presentation on a topic like that is simply awful.
14. With exports to the neighboring countries being reduced, Tunisia was forced to increase its exports to the dollar area.
15. Organizations do not work in a vacuum, there being many outside factors influencing their business performance.

Variant 16

1. The consideration them change their plans.
2. She was kept waiting for a long time.
3. Do you fancy your taking a holiday now and going to the seaside?
4. His idea is for us to travel by bus.
5. The weather is unlikely to change for the better today.
6. They were discussing their plans, and she happened to overhear them.
7. Why won't you let me explain?
8. We can have it done only in two days.
9. I head you talk e-books at the Internet seminar.
10. It is necessary for you to be here at five o'clock tomorrow.
11. I won't have you do it. It's not the work for you to do.
12. A chemical company is expected to meet government standards regarding pollution.
13. Her being invited to take part in the conference is natural as everybody knows of her having made some interesting experiments.
14. The contract having been signed, the managers went home.
15. We talked for some time, the inspector asking me questions, I giving him answers.

Variant 17

1. We'll have to make them explain their behavior.
2. I won't have him sitting down to dinner in his dirty clothes.
3. Gambling resulted in his losing everything.
4. There is a plan for jack to spend a year in Japan.
5. Do you happen to know where I can get a good dictionary?
6. The film is not supposed to be watched by children under sixteen.

7. I have never known him read so much.
8. I must have the goods sent to the station.
9. After launching the drink in 1982 the company saw its sales grow quickly.
10. The text was too difficult for him to translate without a dictionary.
11. They need the whole approach changed. Let them think it over.
12. He seems to have worked at Georgetown University according to the programmer of the Ukrainian-American scientific exchange.
13. His mother tongue being English had considerable advantage.
14. The project abandoned, the leadership in this field passed to another university.
15. Many Americanisms have been filly integrated into British English, their origin being no longer recognized.

Variant 18

1. They are sure to let her do it her own.
2. We can't get used to your coming so late.
3. I don't mind your borrowing my car.
4. It was a big mistake for them not to keep John as manager.
5. They saw him carried away by the ambulance.
6. She has turned out to be an efficient secretary.
7. I wonder what made him leave the town.
8. Some British banks have had pressure put on them to stop doing business in South Africa.
9. I saw him saying good-bye to his friends.
10. He explained the scheme once more for us to understand it better.
11. Our scientists believed their experiments to yield some new data.
12. The problem was supposed to have been solved successfully.
13. What do you think of the prospects of his being re-elected?
14. Personal computers being used for many purposes, scientists go on improving their characteristics.
15. The bureau's technical staff consists of ten divisions, each covering a particular technical field.

Variant 19

1. These phenomena are believed to be interdependent.
2. I won't have him cleaning his bike in the kitchen.
3. His parents didn't approve of his staying out so late.
4. I'm anxious for there to be plenty of time for discussion.
5. Let him do the task himself. Don't make anybody help him do it.
6. They are known to have been working at the project for the last three years.
7. Nobody was seen to buy these goods.
8. I'd like to have my car serviced.
9. Did anybody notice them come in?
10. I don't want the work to be done in a hurry.
11. She asked for the design to be ready by Friday.
12. The ranks of scientists are certain to grow dramatically in this century.
13. Your being in the economic department means that you must have chosen Economics as your major.
14. This phenomenon having been discovered, many scientists became interested in it.
15. The book is organized in three parts, with the data presented in a separate series of tables.

Variant 19

1. He is certain to make us write the report.
2. I'll have you driving in three days.
3. What annoys me is his doing nothing.
4. It is important for there to be a fire escape at the back of the office building.
5. He caught the children stealing fruit from his garden.
6. They proved to know nothing about the accident.
7. Have you ever known him come so early?
8. We must have the goods forwarded to our new address.
9. Did you watch him approaching the office?
10. I can't wait for them to finish talking.
11. We know him to be one of the best experts in present-day American economy.
12. He was proved to have been selling the company's secrets for several years.

13. Is there any hope of their obtaining new substantial findings in this area?
14. The merger having been discussed in detail, they hope to reach an agreement soon.
15. Seven workshops were held, each oriented towards a different topic in Personnel management.

II. Choose the correct form (a, b, c or d) to complete the sentences

Variant 1

1. Virgin is a ... international company based in London.
(a) led (b) leading (c) having led (d) being led
2. ... by the reporters our representatives answered all the questions.
(a) Interviewing (b) Having interviewed (c) being interviewed
(d) Have interviewed
3. The measures ... may change the situation for the better.
(a) declared (b) declaring (c) having declared (d) have declared
4. ... all the necessary materials, he began writing the report.
(a) Collected (b) Having colleted (c) Being collected
(d) Have been collected
5. Unemployment is drawing, with young people ... most.
(a) to softer (b) have suffered (c) surfeiting (d) to be suffered.
6. The hid the plan of their experimental work ... by they professor.
(a) develop (b) to develop (c) developing (d) developed
7. For most executives ... effective is lazier said then done.
(a) be (b) are (c) being
8. It is impossible to know a language well without ... books writhen in this language.
(a) ridding (b) to read (c) read d to be read
9. I know of his ... to a new job.
(a) appointed (b) having appointed (c) having been appointed (d) appointing
10. ... good decisions the manager should be able to select a course of action.
(a) To make (b) Made (c) Make (d) Makes
11. The work of managers is ... that staff of an organization work efficiently.
(a) ensure (b) ensured (c) to ensure (d) to be ensured.

12. Cost is price ... for a product.
(a) pay (b) to be paid (c) paying (d) be paid
13. This experiment was the last ... this week.
(a) complete (b) be completed (c) to complete (d) to be completed.
14. Have you heard the secretary ... that the manager will come back at 5?
(a) to say (b) being said (c) say (d) to be said
15. He was believed ... a report.
(a) to be prepared (b) prepared (c) preparing (d) to be preparing

Variant 2

1. Nowadays, a ... number of companies are not satisfied with traditional job interviews.
(a) grow (b) having (c) growing (d) having been grown
2. The student ... now is my friend.
(a) asks (b) having asked (c) being asked (d) be asked
3. The figures ... represented a certain rise.
(a) publishing (b) having published (c) be published (d) published
4. ... well prepared for the examination the students could answer all the question
(a) To be (b) Been (c) Been (c) Being (d) Be
5. Time ... , I'll write a letter to him.
(a) to permit (b) permitting (c) permit (d) be permitted
6. We watched them ... trade contracts.
(a) were signing (b) signing (c) to sing (d) singed
7. Product ... is an important part of the marketing mix.
(a) advertising (b) advertise (c) advertised (d) to advertise
8. Do you have any objections to ... this document ?
(a) signed (b) signing (c) be signed (d) being signed
9. He entered the room without
(a) noticed (b) noticing (c) to be noticed (d) being noticed
10. ... decisions is a key management responsibility.
(a) Made (b) To make (c) Being made (d) Make
11. They had ... the price by 1 per cent to maintain the profit.
(a) to increase (b) increase (c) to be increased (d) be increased
12. I am sorry ... you so much trouble.

- (a) caused (b) have been caused (c) be caused (d) to have caused
13. There is no reason for us ... the terms of pay mint.
 (a) to change (b) changing (c) change (d) changed
14. We want our clients ... by professionals.
 (a) to serve (b) serving (c) to be served (d) to have served
15. The results of yow examination are likely ... in a day.
 (a) to be known (b) to know (c) to hove known (d) knowing

Variant 3

1. This company operates in twenty-three countries, ... the USA, Australia and Japan.
 (a) included (b) being included (c) included (d) having included
2. ... often ... with applause his report was a great success.
 (a) Being interrupted (b) Having interrupted (c) Be interrupted
 (d) To be interrupted
3. In a ... economy three garters of production are carried out by the private sector.
 (a) mixing (b) having mixed (c) being mixed (d) mixed
4. ... the required results we informed the manager of this fait.
 (a) Obtained (b) Having obtained (c) Being obtained (d) Having been obtained
5. There are two table in this article, one of them ... the necessary.
 (a) contain (b) contain (c) containing (d) be contained
6. We must have this information
 (a) to process (b) to be processing (c) to be processed (d) processed
7. He admitted ... a serious mistake on the invoice.
 (a) made (b) make (c) making (d) to make
8. Young people have a tendency to taboo
 (a) broken (b) breaking (c) to break (d) break
9. We insisted on ... of her arrival to Kharkiv.
 (a) being informed (b) informed (c) to inform (d) to be informed
10. ... problems of communication managers should remember that communication is a two-way process.
 (a) Minimize (b) Minimized (c) to minimize (d) To be minimized
11. Your job is ... the subsidiary profitable again.

- (a) having made (b) to make (c) being made (d) be made
12. The problem ... at the meeting requires careful consideration.
(a) to be discussed (b) to discussing (c) be discussed (d) having discussed
13. He was the second ... me happy birthday:
(a) wished (b) wish (c) wishing (d) to wish
14. Let him ... note.
(a) to read (b) reading (c) read (d) reads
15. He is considered ... his scientific research.
(a) has finished (b) to have finished (c) have finished
(d) to have been finished

Variant 4

1. When ... a new business he rented a small office.
(a) starting (b) having started (c) being started (d) to start
2. Yesterday the professor told us about the experiments now ... in his lab.
(a) carrying on (b) having carried on (c) being carried on (d) be carried on
3. The deal ... by them was much spoken about.
(a) concluded (b) concluding (c) having concluded (d) be concluded
4. The research ..., we made the analysis of the data.
(a) have been finished (b) have to finish (c) having been finished (d) to have finished
5. My work concerning the topic Money' ... very difficult, he helps me.
(a) be (b) being (c) to be (d) been
6. I saw her ... the visitors our new production line.
(a) showed (b) to show (c) be showing (d) show
7. Some new ... by the Bank of Japan was noted.
(a) being sold (b) selling (c) sold (d) to be sold
8. Money is of very great use a means of ... goods and services.
(a) to exchanged (b) exchanging (c) to be exchanged (d) being exchanged
9. He remembers ... by you during his report.
(a) have interrupted (b) having interrupted (c) having been interrupted (d) to have been interrupted
10. ... a problem is a manager's first step to decision-making.
(a) Being defined (b) Defining (c) Define (d) Defined

11. To economize on electricity they have ... the working hours.
 (a) reducing (b) to be reduced (c) to reduce (d) being reduced
12. I think I deserve ... a pay rise.
 (a) to be given (b) gave (c) to have given (d) to give
13. It is necessary for the letters ... today
 (a) to send (b) sending (c) to be sent (d) to have sent
14. The company did not expect the exports ... that year.
 (a) increase (b) increased (c) increasing (d) to increase
15. She is not sure ... the information so soon.
 (a) obtaining (b) to have obtained (c) be obtaining (d) to obtain

Variant 5

1. ...busy he had to refuse our invitation.
 (a) To be (b) Being (c) Be (d) Been
2. The results ... during the experiments were then analyzed
 (a) being obtained (b) obtained (c) having obtained (d) obtaining
3. Economics is a dynamic science ... with exciting ideas and endless possibilities.
 (a) having filled (b) filling (c) filled (d) to have filled
4. She left the office ... all the documents.
 (a) looked through (b) look through (c) having looked through
 (d) being looked through
5. The Conference of the Academy of Sciences is now being held in Kiev, with a number of important scientific problems
 (a) be discussed (b) are discussing (c) are discussed (d) being discussed
6. I want to have this equipment
 (a) tested (b) test (c) testing (d) to test
7. Now that everyone has been introduced, perhaps we can start ... business.
 (a) discussing (b) to be discussing (c) to be discussed (d) discussed
8. The plant ... now ... in our town will produce cars.
 (a) is build (b) to build (c) being built (d) having built
9. There is a probability of Robert's ... to London.
 (a) sending (b) sent (c) being sent (d) be sent
10. ... the company a lot of public money has been used.
 (a) To save (b) To be saved (c) To Having saved (d) Saving

11. One of managers' tasks is ... and communicate effectively.
(a) motivate (b) motivated (c) motivating (d) to motivate
12. Has she typed the documents ...?
(a) signed (b) to have signed (c) signing (d) to be signed
13. The first ... at the meeting will be Mr. Smith, head of our department.
(a) spoken (b) to speak (c) speaks (d) speaking
14. The scientists consider these experiments ... dangerous.
(a) been (b) be (c) to be (d) being
15. What am I expected ...?
(a) answering (b) answered (c) to answer (d) answer

Variant 6

1. ... the hall, I heard a talk about the quality of goods and services.
(a) Entering (b) Entered (c) Have entered (d) Being entered
2. ... in pencil, the letter was difficult to read.
(a) Having written (b) To have written (c) To be written (d) Being written
3. Now this company is offering a drink with an ... flavor, packaging and design.
(a) improving (b) improved (c) having improved (d) being improved
4. ... by good teachers, he knew the subject well.
(a) To have been taught (b) Having been taught (c) Having taught (d) To have taught.
5. The workers ... a new method of construction, good results were achieved
(a) to have been used (b) to have used (c) having used (d) having been used.
6. They observed him ... his presentation.
(a) to give (b) to be given (c) was giving (d) give
7. Do you mind ... for a couple of minutes while I write this e-mail?
(a) to be waited (b) waited (c) waiting (d) to wait
8. He received a big grant which helped him concentrate on ... this work.
(a) written (b) be written (c) being written (d) writing
9. Before ... to the warehouse, the boxes were counted and marked.
(a) being sent (b) sent (c) to send (d) be sent
10. ... goods only from home suppliers is a policy of our company.
(a) Buy (b) To be bought (c) Having bought (d) To buy

11. The report is ... next month.
 (a) making (b) to make (c) to be made (d) be made
12. He is sorry ... you.
 (a) having interrupted (b) to have been interrupted (c) to have interrupted (d) has interrupted
13. There was no time for them ... their documents.
 (a) checked up (b) to check up (c) to be checked up (d) checking up
14. I asked for the telegram ... at once.
 (a) sent (b) to send (c) be sending (d) to be sent
15. This question is certain ... at tomorrow's meeting.
 (a) to be discussed (b) to discuss (c) will be discussed (d) will be discussing

Variant 7

1. When ... f new business he paid lower taxes for a year.
 (a) being started (b) having started (c) started (d) had started
2. This city has the name which, ... from Celtic, means 'Green Place'.
 (a) being translated (b) has translated (c) be translated
 (d) hawing translated
3. When ..., the data were analyzed carefully.
 (a) obtaining (b) obtain (c) obtained (d) to obtain
4. ... attention to this problem we understood that it was very important.
 (a) Having been paid (b) To have paid (c) To have been paid (d) Having paid
5. Carpets exports went down, with Turkey... a most serious problems.
 (a) face (b) faced (c) facing (d) to face
6. They had the information ... by telex.
 (a) sending (b) sent (c) send (d) to send
7. ... into new markets was the key to the company's success.
 (a) Broken (b) Breaking (c) Being broken (d) Be broken
8. They came here for the purpose of ... trade negotiations
 (a) conducting (b) conducted (c) being conducted (d) having conducted
9. His .. to the conference was of great importune for his work.
 (a) sending (b) sent (c) be sent (c) be sent (d) being sent
10. In order ... the graph below it is necessary to know the level of prices.
 (a) reading (b) to be read (c) to read (d) being read

11. The mission and purpose of the organization was ... efficient service to its customers.
 (a) having given (b) to give (c) being given (d) to be given
12. For this possibility ..., it is necessary to work much harder.
 (a) to be realized (b) being realized (c) be realized (d) be realizing
13. The melting ... tomorrow will be devoted to the discussion of that problem.
 (a) holding (b) to be held (c) to have held (d) held
14. He didn't allow the goods ... in his shop.
 (a) to be stored (b) being stored (c) stored (d) to store
15. She is believed ... about every thing.
 (a) have been instructed (b) having instructed (c) to have been inscribed
 (d) having been instructed

Variant 8

1. While ... at the University, he became interested in foreign languages.
 (a) having studied (b) studied (c) was studying (d) studying
2. He does not know the book
 (a) discussing (b) having discussed (c) being discussed
 (d) having been discussed
3. The contract ... last year was soon broken.
 (a) to sign (b) signing (c) signed (d) having signed
4. ... into English, the article was published in a scientific journal.
 (a) Having translated (b) To have been translated (c) Having been translated
 (d) To have translated
5. The prices changed, with oil prices ... by two per cent.
 (a) increasing (b) were increased (c) to have increased (d) had increased
6. We saw them ... a deal.
 (a) were concluding (b) concluding (c) to conclude (d) were concluded
7. ... a language means being interested in the culture as well.
 (a) Learn (b) To be learned (c) Being learned (d) Learning
8. If you want to improve your skills and qualifications before ... employment we can help you.
 (a) seeking (b) are to seek (c) are seeking (d) being sought
9. We should set the aims

- (a) to achieve (b) achieved (c) achieving (d) achieve
10. The companies do everything possible ... that their staff communicate effectively.
(a) usurer (b) to ensure (c) ensured (d) ensuring
11. The objective of a car firm may be ... new models in the medium-price range
(a) produced (b) produce (c) to produce (d) have produced
12. The book ... is the table
(a) to be read (b) was read (c) reading (d) having read
13. We would like ... an exchange programmer between our universities.
(a) to begin (b) begun (c) beginning (d) begin
14. He wants you ... to visit our firm.
(a) inviting (b) being invited (c) invited (d) to be invited
15. This work is thought ... in a few days.
(a) will finish (b) being finished (c) finishing (d) to be finishing

Variant 9

1. Competition is hard in every country ... a mixed economy.
(a) had (b) having (c) have (d) has
2. The problem ... now is very important.
(a) discussing (b) is discussed (c) being discussed (d) Having discussed.
3. If ... He will tell them all about it.
(a) ask (b) to ask (c) asked (d) asking
4. ... this method the scientists made an interesting discovery.
(a) Having used (b) Had used (c) Was used (d) Having been used
5. The experiments ..., the scientists started new investigations.
(a) having carried out (b) were carrying out (c) having been carried out
(d) was carried out
6. We had our terms
(a) to agree (b) be agreed (c) agree (d) agreed
7. It is not worth ... and more time on this.
(a) spending (b) spent (c) spend (d) to spend
8. The question became clearer when applied to ... economic matters.
(a) having discussed (b) discuss (c) being discussed (d) discussing
9. He told us about his friend's ... prize.

- (a) was awarded (b) having been awarded (c) having awarded
(d) had been awarded
10. ... what additional information is necessary is the second step to decision-making.
(a) To be decided (b) To decide (c) Decided (d) Being decided
11. They will have ... their word, though I understand it is next to impossible.
(a) to keep (b) to be kept (c) keeping (d) kept
12. He was very upset not ... to the post of manager
(a) to have appointed (b) having appointed (c) to have been appointed
(d) having been appointed
13. It is desirable not ... the period for which patents are granted.
- | | | | |
|-------------|-----------|---------------|-------------------|
| (a) reduced | (b) to be | (c) to reduce | (d) being reduced |
| | reduced | | |
14. I made them ... everything very carefully.
(a) checked (b) checking (c) to check
15. Our firm seems ... a large number of old-fashioned computers.
(a) had (b) to have (c) has (d) having

Variant 10

1. We are going to have two main objectives in the ... year.
- | | | | |
|------------|-----------|------------|-------------|
| (a) coming | (b) being | (c) having | (d) to come |
| | come | come | |
2. ... of his arrival we went to meet him.
(a) Telling (b) Being told (c) Have told (d) Tell
3. Franchise business is beneficial for all the parties.
(a) involved (b) involving (c) to involve (d) having involved
4. The necessary data ... we could continue our experiment.
- | | | | |
|-------------|------------------|-----------------|------------|
| (a) to have | (b) to have been | (c) having been | (d) having |
| obtained | obtained | obtained | obtained |
5. The region is developing successfully, with rates of investment ... significantly.
(a) are to grow (b) be growing (c) growing (d) are growing
6. She watched them ... the goods.
- | | | | |
|----------|------------|-------------|-------------|
| (a) were | (b) loaded | (c) to load | (d) loading |
| loading | | | |

7. I don't mind ... for a few minutes
(a) wait (b) waiting (c) waited (d) to wait
8. I don't be able to translate the letter without ... a few words in the dictionary.
(a) looked up (b) looking up (c) to look up (d) look up
9. There ...to take part in the scientific conference is of great important for our department.
(a) invited (b) being invited (c) was invited (d) be invited
10. The objective of this car firm is ... its market share by 10%.
(a) increase (b) increased (c) to increase (d) to be increased
11. I was ... the book to him yesterday, but I fielded
(a) to have return (b) to be return (c) returned (d) having returned
12. I am glad ... with you now.
(a) working (b) being working (c) to be working (d) work
13. I would like ... you some books to buy.
(a) to offer (b) offer (c) offered (d) offering
14. I didn't feel her ... her hand on my shoulder
(a) being (b) put (c) to put (d) to be put
15. She appeared ... ill for three days
(a) been (b) being (c) having been (d) to have been