

L.V. KNODEL

EVERYDAY ENGLISH

TEXTBOOK

KIEV - 2019

УДК 81-25:811.111(075.8)

ББК 81.2 Англ.

Кнодель Л. В.

К53 Everyday English (Разговорный английский) : учебник / Л. В. Кнодель. – Киев : ФОРМАНДИБА Т. П., 2019. – 381 с.

Учебник для развития коммуникации «Everyday English» создан по типу разговорников и состоит из 3 глав. Прочную основу данного учебника составляют 40 уроков повседневной лексики и речевого этикета.

Представленный материал не имеет аналогов. Он знакомит студентов с правилами международного этикета. В лексико-грамматическом пособии приводятся фразеологические и идиоматические конструкции, которые являются составной частью современного разговорного английского языка.

Весь лексический материал закрепляется в форме диалогов и лексико-грамматических упражнений. Структура учебника логическая и четкая.

Объяснение предоставляется аргументировано и широко. Все содержание учебника соответствует современным требованиям развития практических коммуникативных и культурных навыков и умений у студентов всех специальностей.

Содержание учебника охватывает разговорные темы и предназначается для изучения разговорного английского языка. Упражнения и диалоги, изложенные в издании, помогут развить и совершенствовать навыки коммуникативности, которые являются главным компонентом успешного общения в современном мире. Обучение с помощью этого учебника позволяет заинтересовать аудиторию и усилить мотивацию к изучению английского языка. Упражнения делают занятия более разнообразными и продуктивными. Учебник «Everyday English» рассчитан на разнообразную аудиторию, изучающую английский язык.

Lexical Grammar Manual for communication evolution «Everyday English» has been created as the phrase book and consists of 3 chapters. 40 lessons of everyday vocabulary and speech etiquette lay solid foundation for it. There is no analogue release anywhere. The phrase book introduces rules of international etiquette to students. There are some phraseological and idiomatic structures, which are parts of colloquial English. The lexical stuff has been fastened in the form of dialogues and lexical grammar exercises.

The phrase-book structure is logical and clear. Explanations have been brought clearly and wide. The whole contents of the phrase book meet the modern requirements to communication evolution of students' skills and practical habits in various fields.

УДК 81-25:811.111(075.8)

ББК 81.2 Англ.

© Кнодель Л. В., 2019

© Видавец, ФОРМАНДИБА Т. П., 2019

РЕЧЕВОЙ ЭТИКЕТ

Речевой этикет и культура общения – не слишком популярные понятия в современном мире. Один посчитает их чересчур декоративными или старомодными, другой и вовсе затруднится ответить на вопрос, какие формы речевого этикета встречаются в его повседневной жизни.

Между тем, этикет речевого общения играет важнейшую роль для успешной деятельности человека в обществе, его личностного и профессионального роста, построения крепких семейных и дружеских отношений.

Речевым этикетом называют систему требований (правил, норм), которые разъясняют нам, каким образом следует устанавливать, поддерживать и прерывать контакт с другим человеком в определённой ситуации.

Нормы речевого этикета весьма разнообразны, в каждой стране присутствуют свои особенности культуры общения.

Речевой этикет – система правил. Может показаться странным, зачем нужно разрабатывать специальные правила общения, а затем придерживаться их или нарушать. И всё же речевой этикет тесно связан с практикой общения, его элементы присутствуют в каждом разговоре.

Соблюдение правил речевого этикета поможет грамотно донести свои мысли до собеседника, быстрее достигнуть с ним взаимопонимания.

Овладение этикетом речевого общения требует получения знаний в области различных гуманитарных дисциплин: лингвистики, психологии, истории культуры и многих других. Для более успешного освоения навыков культуры общения используют такое понятие, как **формулы речевого этикета**. Базовые формулы речевого этикета усваиваются в раннем возрасте, когда родители учат ребёнка здороваться, говорить спасибо, просить прощения за проделки.

С возрастом человек узнаёт всё больше тонкостей в общении, осваивает различные стили речи и поведения. Умение правильно оценить ситуацию, завести и поддержать разговор с незнакомым человеком, грамотно изложить свои мысли, отличает человека высокой культуры, образованного и интеллигентного.

Формулы речевого этикета – это определённые слова, фразы и устойчивые выражения, применяемые для трёх стадий разговора: начало разговора (приветствие/знакомство); основная часть; заключительная часть разговора.

Любой разговор, как правило, начинается с приветствия, оно может быть вербальным и невербальным. Очередность приветствия также имеет значение, младший первым приветствует старшего, мужчина – женщину, молодая девушка – взрослого мужчину, младший по должности – старшего.

В завершение разговора используют формулы прекращения общения, расставания. Эти формулы выражаются в виде пожеланий (всего хорошего, всего доброго, до свидания), надежд о дальнейших встречах (до завтра, надеюсь на скорую встречу, созвонимся), либо сомнений в дальнейших встречах (прощайте, не поминайте лихом).

ОСНОВНАЯ ЧАСТЬ РАЗГОВОРА

Вслед за приветствием начинается разговор. Речевой этикет предусматривает три основных типа ситуаций, в которых применяются различные речевые формулы общения: торжественная, скорбная и рабочая ситуации.

Первые фразы, произнесенные после приветствия, называют зачином разговора. Нередки ситуации, когда основная часть разговора состоит только из зачина и следующего за ним окончания разговора. Формулы речевого этикета – устойчивые выражения. Торжественная атмосфера, приближение важного события предполагают использование речевых оборотов в форме приглашения или поздравления. Обстановка может быть, как официальной, так и неофициальной, и от нее зависит, какие формулы речевого этикета будут использованы в разговоре.

В повседневности, рабочая обстановка также требует применения формул речевого этикета. Блестящее или, наоборот, ненадлежащее выполнение поручаемых заданий может стать поводом для вынесения благодарности или порицания.

При выполнении распоряжений сотруднику может понадобиться совет, для чего будет необходимо обратиться с просьбой к коллеге.

Также возникает необходимость одобрить чужое предложение, дать разрешение на выполнение или мотивированный отказ.

Просьба должна быть предельно вежливой по форме (но без заискивания) и понятной адресату, обращение с просьбой – деликатным. При обращении с просьбой желательной избегать отрицательной формы, использовать утвердительную.

Совет надо давать не категорично, обращение с советом будет побуждением к действию, если он дан в нейтральной, деликатной форме. За выполнение просьбы, оказание услуги, полезный совет принято выражать собеседнику благодарность.

Также важным элементом в речевом этикете является **комплимент**. Он может употребляться в начале, середине и по завершении разговора. Тактичный и вовремя сказанный, он поднимает настроение собеседника, располагает к более открытой беседе. Комплимент полезен и приятен, но только если это искренний комплимент, сказанный с естественной эмоциональной окраской.

СИТУАЦИИ РЕЧЕВОГО ЭТИКЕТА

Ключевую роль в культуре речевого этикета играет понятие **ситуация**.

В зависимости от ситуации, разговор может значительно изменяться. При этом ситуации общения могут характеризоваться самыми разными обстоятельствами: личности собеседников, место, тема, время, мотив, цель.

Личности собеседников. Речевой этикет ориентирован на адресата – человека, к которому обращаются, но также учитывается личность говорящего.

Учёт личности собеседников реализован на принципе двух форм обращения – на Ты и на Вы. Первая форма указывает на неформальный характер общения, вторая – на уважение и большую формальность в разговоре.

Место общения. Общение в определённом месте может требовать от участника специфических правил речевого этикета, установленных для этого места.

Таковыми местами могут быть: деловое совещание, светский ужин, театр, молодёжная вечеринка, уборная и др. В зависимости от темы разговора, времени, мотива или цели общения, применяются разные разговорные приёмы.

Темой для разговора могут стать радостные или печальные события, время общения может располагать к краткости, или к развёрнутой беседе.

Мотивы и цели проявляются в необходимости оказать знаки уважения, выразить доброжелательное отношение или благодарность собеседнику, сделать предложение, обратиться за просьбой или советом.

НАЦИОНАЛЬНЫЙ РЕЧЕВОЙ ЭТИКЕТ

Любой национальный речевой этикет предъявляет определенные требования к представителям своей культуры, и имеет свои особенности.

Само появление понятия речевой этикет связано с древним периодом в истории языков, когда каждому слову придавалось особое значение, и сильной была вера в действие слова на окружающую действительность.

Появление определенных норм речевого этикета обусловлено стремлением людей вызвать к жизни определенные события.

Но для речевого этикета разных народов характерны также и некоторые общие черты, с различием лишь в формах реализации речевых норм этикета.

В каждой культурно-языковой группе присутствуют формулы приветствия и прощания, уважительного обращения к старшим по возрасту или положению.

В замкнутом обществе представитель чужой культуры, не знакомый с особенностями национального речевого этикета, представляется необразованным, плохо воспитанным человеком. В более открытом социуме люди подготовлены к различиям в речевом этикете разных народов, в таком обществе нередко практикуется подражание чужой культуре речевого общения.

РЕЧЕВОЙ ЭТИКЕТ СОВРЕМЕННОСТИ

В современном мире, и тем более в городской культуре постиндустриального и информационного общества, понятие культуры речевого общения изменяется коренным образом. Скорость изменений, происходящих в современности, ставит под угрозу сами традиционные основы речевого этикета, основанные представлениях о незыблемости социальной иерархии, религиозных и мифологических верований.

Изучение норм речевого этикета в современном мире превращается в практическую цель, ориентированную на достижение успеха в конкретном акте коммуникации: обратить на себя внимание, продемонстрировать уважение, вызвать доверие у адресата, его симпатию, создать благоприятный климат для общения.

Однако, роль национального речевого этикета остается важной – знание особенностей иностранной речевой культуры является обязательным признаком свободного владения иностранным языком.

CHAPTER I. SPEECH ETIQUETTE

INTRODUCTION

Every language has a number of speech formulas that are traditionally used in certain communicative situations. Our speech is interspersed with or framed by them. Thus they form a kind of a scaffold that supports the communicative act. Such formulas (words or ready-made clichés) are usually referred to as speech etiquette. They can be almost devoid of real meaning, yet they are extremely important as indicators of propriety of language and social behavior. Failure to observe rules "prescribed" by speech etiquette may create culture shock or even disrupt communication. This can easily happen within the same language community, and in intercultural contacts can turn into a virtual mine field. Trite and empty as they can seem, such formulas are often culturally bound and may vary significantly from language to language.

The translator often deals with difference in usages of correlating (corresponding) forms of speech etiquette in the source language (SL) and target language (TL), or their different frequency and/or intensity of meaning, or the complete absence of an equivalent verbal reaction in the TL. This paper is devoted to translation problems arising from such differences and looks into possible solutions and strategies available to the translator.

At first sight, it may seem that there should be no problem in translating ready-made speech formulae that are used in support of recurrent and typical situations of everyday life. Most of these situations are identical for all humankind: addressing someone or attracting someone's attention, greeting people and saying goodbye, giving thanks or words of encouragement, expressing sympathy or inquiring about somebody's well-being, etc. Indeed, it would not be inappropriate to consider the category of speech etiquette (SE) as a language universal.

Speech etiquette is a mandatory and socially constructed product. We follow certain conventions in using its formulas on certain occasions and we expect no surprises. What we do expect is to hear these formulas in certain situations.

They are verbal exchanges that we take for granted. We demonstrate complete conformity with the rules, and if we don't, we are considered rude or eccentric or even mad. We may not be able to start a conversation or to maintain it or to create a favorable atmosphere if we break these rules. This makes them pragmatically very important in the process of translation. The reaction a translated speech etiquette formula produces must be identical or very similar to that produced by the original phrase. There is a good reason for calling speech etiquette words and expressions "formulas". They are standard.

There is nothing peculiar about them, no imprint of individual style or creativity. It's hard to imagine anything more traditional or more taken for granted in the language. Yet, it is precisely this factor of tradition that gives them a heavy imprint of cultural peculiarity, which comes to the fore when contrasted with a different language. This set of rules for the speech behavior called SE reflects the traditional norms, values, attitudes, and mindset of a certain language community and is an integral part of its culture.

Yes, people do address, greet, say goodbye or give thanks to each other, express their sympathy or support, make compliments, speak on the phone, etc. - they do all these things all over the world, yet they may well do them differently.

We usually begin learning the language with such words as «Hello!», «Goodbye! », «Thank you», «Excuse me», and, unfortunately, that is where we, as translators and interpreters, usually stop as far as learning TL SE is concerned. Then, when we reach the level at which we are able to express and to translate complex, sophisticated ideas, we may discover that we are still prone to cultural shocks or may cause them ourselves through our language behavior.

This problem is aggravated by the fact that bilingual dictionaries often ignore this staple language material or give incomplete or misleading translations.

Thus, you won't find any acceptable equivalent to the English phrase «Take care!» said at taking leave. «Осторожно!» or «Береги себя» or «Будь умницей», which are more or less related to its initial lexical meaning, are said at parting in Russian only to a person we know very well and usually when some potential danger or trial is envisioned ahead.

By contrast, the English cliché can be addressed to someone we hardly know in situations virtually devoid of its initial meaning of «Be careful!».

Therefore, a generic Russian formula of parting «Всего хорошего!» would serve better here than any other translation. The same «Всего хорошего!» may help us out when translating other English «goodbye formulas», such as «Have a good day», «Have a good evening», «Have a good night», and «Have a good one». This «Take care» phrase is just one of many examples of dictionaries' limitations. We will try to show that even such seemingly simple situations common to all societies may cause problems.

It is natural to assume that in rendering SE units the SITUATIONAL model of translation is at work. Simply put, its recipe is: whatever the original word or expression literally means, say what is customarily said in the identical situation in the TL.

True, in many cases it is best to just pick an appropriate cliché, which doesn't require a great deal of ingenuity or imagination on the part of the translator. Such «easy sailing» works in many cases, but not all. It turns out that SE is an understudied area of research in translation, although each of the situations in which it is typically used is worthy of special attention. When these ready-made blocks of speech reveal cultural specificity, the translator begins to have a hard time. Here are a few examples.

Every nation establishes standard norms of social behaviour (including speech behaviour) determined by behaviour patterns. As a complex social system, society creates behaviour frames for individuals. These frames are etiquette – the system of rules of person's external culture, his/her behaviour, dignity, good manners, etc.

Etiquette exists in two forms of behaviour: *verbal (speech)* and *non-verbal*, which are closely connected and interdependent. If **etiquette** regulates the external behaviour according to social rules, **SE** regulates speech behaviour.

SE is a constituent part of etiquette, rules of speech behaviour depicted in the system of «communicative formulae acknowledged by a society and used with the purpose to establish speech contact of interlocutors, to give a conversation an expressive tonality according to their social parts and role position in formal and informal circumstances».

These stable communicative formulae, or stereotypes of communication, are typical constructions used in different everyday situations. The totality of all etiquette formulae builds up a system of speech etiquette of every nation. These formulae are used in communicative situations familiar to all language users, peculiar to all spheres, namely: addresses, greetings, farewells, requests, apologies, gratitude, invitations, congratulations, refusals.

The etiquette formulas can be used:

- to establish the contact (formulae expressing greeting and address);
- to make the contact go on (expressing apology, gratitude, invitation, request);
- to break the contact (formulae expressing farewell, apology, refusal).

SE as a social-linguistic phenomenon is functionally determined by special **functions**:

Contact (fatic) function deals with establishing, keeping, or fixing individual or social (mass) relations. This function concerns all SEF groups because even parting we arrange the possibility of further contact.

Politeness (connotative) function is connected with polite behaviour between interlocutors.

Regulative function concerns all spheres of SE because the choice of the SEF regulates the relations between the speaker and the hearer.

Imperative (voluntary) function foresees the interlocutor's reaction – verbal, gesture, activity reaction.

Appealing function is closely connected with the imperative one since to attract somebody's attention means to make an impact on the interlocutor.

Emotive-expressive function is facultative, for it is not characteristic of all SE units.

All SE functions operate based on the communicative function of the language.

Whether in the work place or in private life, communication is a form of behaviour requiring special skills. In the past, they were applied only to some kinds of spoken language – typically the kinds of formal oratory, including, courtroom advocacy and debating – that were traditionally taught under the heading of «rhetoric».

However, the prototypical object of contemporary communication is «ordinary» conversation, a sort of informal interaction with family, friends and workmates.

The standards that define a «good communicator» have to do more with the ethic of interpersonal behaviour than with traditional linguistic value judgements: valued qualities include clarity, honesty, openness, directness and readiness to listen, but not correctness, elegance and wit.

There is a significant cultural variation in such areas as the meaning of silence, expression of politeness, use of directness and indirectness, or appropriateness disclosing one's experiences and feelings to others. Values like those that «assertiveness» and «openness» are persistently presented as if were transcultural ideals.

Among the obstacles for successful intercultural communication are not only and not so much language mistakes but mistakes in communicative behaviour. Native speakers are likely to take no notice of phonetic, grammar, or lexical mistakes of an interlocutor, but they painfully react to the speech and behaviour etiquette violence.

SEF (Speech Etiquette Formula) serve to represent in the first place politeness of the interlocutors, since it is a kind of universal device of establishing contact between interlocutors belonging to different cultures. In most societies, there are specific ways of behaving and speaking, which are considered polite (the word «**polite**» means having or showing good manners, sensitivity to other people's feelings and/or correct social behaviour.) However, these are not the same in all societies. Forms of behaviour and language, which are considered to be polite in one society, can sometimes seem strange, insincere or even rude in another. Requests, which are an imposition on the listener, are mitigated by being made indirectly as questions (e.g. *Could you possibly pass me the salt?*), or as statements (e.g. *I think that is the salt beside your plate.*), or by adding formulas like *Please* and *If you would be so kind*.

The most common kinds of politeness formulae are involved in greetings. In English, for instance, greetings range from an informal *Hi!* through neutral *Good morning* to a slowly disappearing formal *How do you do!* It is common to add a second part of greeting, a purely phatic *How are you!* to which no reply is expected.

Sometimes, the English express politeness in the ways, which are not commonly used in other languages. For example, speakers of British English often use indirectness or tentativeness in order to be polite in situations where other languages are more direct.

Speakers of American English tend to be more direct in similar situations.

Another example is the way, in which speakers of British English tend to say *Thank you* for small or important things in situations where speakers of other languages would not consider this to be necessary. When a shop assistant is giving change to a customer, both people will often say *Thank you*. Speakers of American English do not usually do this.

On the other hand, in some situations it is possible in British English not to reply when somebody thanks you, but in American English, as well as in some other languages, it is necessary to respond, for example, by saying *You are welcome*.

Sometimes English does not use forms of politeness, which are common in other languages. In certain languages, for instance, it is polite to respond to a compliment by refusing to accept it and by saying something bad about yourself or the thing, which has been complimented. In English although it is possible to hesitate a little before accepting it. It is usually considered impolite to reject a compliment too strongly.

The conventions of politeness are based on universal considerations, among which are respect and concern for the partner. The twin principles of concern and respect for the partner are reflected in two kinds of politeness: **positive** and **negative**.

«Positive» politeness is shown by respecting interest in partners' interests, activities, opinions, beliefs, etc., congratulating them on their achievements, praising their qualities, etc., by sympathizing with their troubles and sharing one's own. It may go together with physical closeness & contact and sharing of emotional signals. Positive politeness contrasts with «negative» politeness, in which the speaker tries to avoid embarrassment, distress or displeasure by showing awareness of the partner's demands. In this way, the possibility of overt conflict with a contingent hurt or offence is avoided or at least reduced.

SEF, as a universal device, is used in most communicative situations to establish, keep on and close contact and based on the principle of politeness, are one of the most important features of successful cross-cultural communication.

Therefore, today's etiquette began more than three hundred years ago when the need of behaving correctly in social situations appeared. The term «etiquette» sometimes is used synonymously with the word manners. Depending on the sphere where certain type of behaviour is used etiquette can be of different types. Within the speech, etiquette it is distinguished two more subtypes, which are in sight of the paper study. Speech etiquette is the reflection of speech behaviour of a nation; consequently, speech behaviour depends on social behaviour with its norms established by every nation.

Speech etiquette is the system of communication formulae, which are used in everyday situations. These formulas can be used to establish the contact, to make the contact go on or to break the contact. SE as a social-linguistic phenomenon; its functions are based on communicative function of the language.

PECULARITIES OF TRANSLATION

Omissions can be partial or complete. Zero-translating is provoked not by the absence of a word or a phrase in the TL, but by the silent reaction (verbal gap) in certain situations or circumstances. The classic example of «partial omission» is a two-tiered English greeting «Hi! How are you?», which can be addressed to a complete stranger who in his turn is expected to say nothing but «Fine, thank you», even if his mother has just died.

The best strategy here is to limit the whole exchange to the word «здравствуйте!» in order to avoid possible cultural shock. Unfortunately, no dictionaries take into account this cultural specificity, and many professors of Russian overlook it as well, never providing this information to their students. As a result, well-meaning Americans who are fluent in Russian can greet Russians they hardly know with *Как дела?* or *Как вы поживаете?* – phrases that, unlike their English dictionary counterparts, are real questions in Russian and can be perceived as an intrusion into private life if asked by a stranger. On the other hand, Russians communicating with foreigners can react to these greetings (*How are you?*) from mere acquaintances by starting to tell them a long story containing recent or not-so-recent news in their lives.

To illustrate a complete omission, we can refer to a situation in which an English speaker is asked about his/her ailing relative's health or some other worrisome problem.

The response will be most probably accompanied with the polite *thank you for asking*, which can easily be translated into Russian but shouldn't. It's just not used in situations like this. A Russian would be no less grateful for his/her friend's concern, but will most likely not react verbally. The reaction will be a «silent gratitude», and his/her friend will know it. So, unless your purpose as a translator is to show English-speaking people "otherness" and different norms of behavior, you'll resort to «situational equivalence», which in this case means total omission.

Conversely, English speakers display silent reactions seeing people after they have taken a bath, while Russians may say «С лёгким паром!» (lit.: light steam/vapor), which simply acknowledges the fact that other person has bathed. This phrase can be used to express the hope that the bath was pleasant. The Russian ritual verbal exchange before taking an exam or an interview: «Ни пуха, ни пера!» – «К чёрту!» (literally: «neither down nor feather» – «go to hell!») will be perceived as a rude gibberish by a foreigner, whereas in its native context it has a function similar to that of the phrase «break a leg» said to an actor before his/her performance, and the seemingly rude response (go to hell) is a «mandatory» answer which is said out of proverbial Russian superstition.

In such cases, an explanation can always be provided by the translator or interpreter for the listener or reader who is interested in such «cultural peculiarities».

Sometimes, our native language habits intrude even when we know that they are foreign to another culture. I remember an American friend's reaction of fright when she invited me to her place on some occasion and heard me say: "Thank you, of course I will be there...if I am alive and healthy». I added the last words against my better judgment and immediately heard her worried voice: «What's wrong with your health? Are you sick?»

The language habits die hard, and formulas of speech, perhaps, die hardest.

This phrase «если будем живы и здоровы» (if we are alive and healthy), is a hackneyed expression, added rather out of habit than superstition when Russians speak about their plans for the future.

The expression is casual and harmless, but it acquires a morbid ring when literally translated into English. I should have known better: sometimes silence is golden, even when translating. There are many terms of endearment in both English and Russian, and it is no big problem to find equivalents among them, but should we?

While Americans may lavishly use *honey, hon, dear, sweetie*, even when speaking to total strangers to make them feel comfortable, Russians commonly reserve their verbal expressions of endearments, such as *дорогой, милый, любимый, солнышко, лапонька* – in which the Russian language abounds – for private life. Russian kids hear their parents say *I love you* or *I am proud of you* much less often and almost never in public.

Non-verbal signs of affection are not restricted, though.

The end-of-conversation-phrases, like *It was nice talking with you, Thank you for calling, It was nice seeing you again*, though easily translated into Russian – *Приятно было поговорить с вами, Спасибо за звонок, Рад(а) был(а) повидаться с вами опять!* are much less heavily employed in Russian communication than in English.

The same is true about some words of encouragement or praise that in English are typically «sprinkled» through communications: *That's a good question, Good point! I like your idea!* – Russian equivalents of these phrases are used much more sparingly.

As a result, they are less hackneyed and have much more semantic weight, which takes them out of the range of speech etiquette.

By the same token, the phrase *If you know what I mean*, which can be used as a «connection test» or simply as a filler, has a weightier Russian equivalent – *Надеюсь, вы понимаете, о чём я говорю*. The latter can be pronounced in such a way as to signal the listener to search for a hidden meaning or «hear between the lines».

In rendering words and phrases that have different weights or frequencies of usage in the TL, the translator should practice a cautious and balanced approach: diluting the impact of speech etiquette phrases by using them less frequently or omitting them completely.

Let us deal with the following very short conversation. You run into a friend, or rather an acquaintance of yours and after the polite exchange of «Hi! How are you?» you ask, «How is your summer going?» If you happen to hear «Not very well», your reaction most probably will be, «Oh, I am sorry» and nothing further.

The Russian *Мне жаль, Я сожалею* are rather accurate technical equivalents of the phrase, but chances are that they would create a small shock in a Russian listener (or reader) if used in a situation like this. If you know a person well enough to ask this question, be polite enough (from the Russian cultural perspective) to show some interest in your friend's troubles and ask him another question: «What's the matter?» or «What's wrong?» Omitting the inquiry about summer (or holidays, or anything for that matter), if the phrase is inconsequential, would probably be the best decision. In English, there is a stronger tendency to specify one's gratitude than in Russian. Where Russians would simply say *Спасибо!*

There is a high probability that English speakers would go for *Thank you for your time, Thank you for understanding, Thank you for your cooperation, Thank you for your business, Thank you for having me, etc., etc.* Here are some *well known* examples: *Hold on!* – *Не вешайте трубку!* *Keep in touch!* – *Не пропадите!* *Take it easy!* – *Не принимайте близко к сердцу; не расстраивайтесь; не переутомляйтесь; не уставайте.* *How can I help you?* – *Чем могу быть полезен? I'll be with you promptly.* – *Подождите немного, пожалуйста.* *Look who is here!* – *Кого я вижу!*

Some well-known formulas may require using a contextual equivalent, whose initial or basic semantics have nothing in common with the meaning of a SL unit. When a teller in a bank says to a customer waiting in line «Can I help you?» the literal translation into Russian «Я могу вам помочь?» would be completely out of place, since it is only too evident that the customers are waiting for her help. The matter-of-fact Russian word «Следующий!» (Next!) would be about the only possible choice for translation here.

Another expression, actually a question, asked after a person has had a bad fall, was attacked, or was the victim of some other mishap, «Are you OK?» has been insistently translated into Russian by «Ты в порядке?»

On many occasions this sounds bizarre to Russian ears, because the sl (English) question may be asked of a person who has been beaten to a pulp and it is only too obvious that he *cannot be ok* or «в порядке».

A more suitable translation for such occasions would be a question «ты жив?» which sounds very natural under the circumstances. In milder or less traumatic cases, questions like «ты не ушибся?» or «ты цел?» would still be a better choice than «ты в порядке?» since they do not smack of translation. In analyzing the formulas, we should do everything possible to avoid one mistake: reading our own cultural meanings into another language and thus, passing judgment on the national character of people whose language we explore. It is easy to jump to conclusions and say (based on the limited material presented above) that Russians are less polite than English or Americans, or that Americans or English people are more hypocritical than Russians.

The truth is that «common sense» is not universal. What is felt to be «common sense» to someone with one cultural background may be «utter nonsense» to someone from another, with the same level of validity for his or her environment.

In conclusion, I would like to repeat that se as a whole, as well as each of its situational-based subcategories, is worthy of the translator's and linguist's attention. SE formulas reveal socio-cultural specifics that simply cannot be ignored in translation.

Many, if not most, of them for various reasons are not included in dictionaries and require a creative approach and decision-making on the part of the translator.

One of the extremely interesting sections of teaching foreign language, which unfortunately, so far has not received all the attention it deserves, is the way people address each other when they speak in direct contact. Thus, for instance, a question could be asked what is the usual or recommendable way of addressing one's colleagues, one's teachers, professors, etc. What would be correct answer?

As far as English concerned, there are people in England who would much rather leave a store without buying anything than address to a shop assistant as «Miss». The idea is that in certain sociolinguistic circles that is regarded as an offence. What one is supposed to do is not to address a shop-assistant at all, but attract her attention by indirect means, as for example, by saying: «May I, please, look at those lovely gloves?» The problem of addressing strangers, in general, is a field of inquiry, which needs a thorough investigation.

This being enormous problem, we shall confine ourselves to one very interesting aspect of the English form of addressing – only to the form of address as used by males to males: what does a man say if he must address another man? In English things are changing probably more rapidly and at the same time more subtly than in other languages. As far as English concerned, the change has been very drastic.

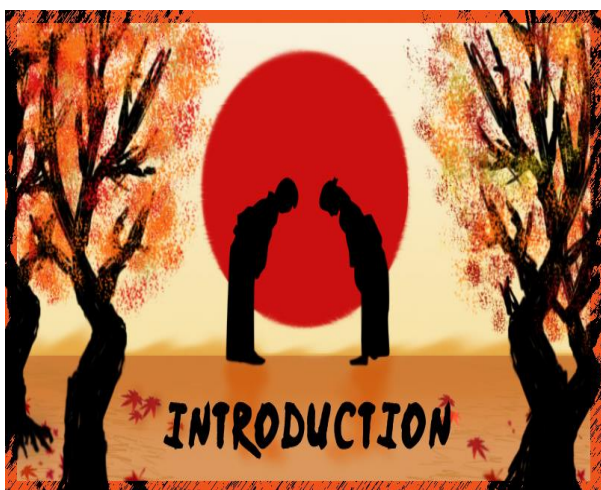
If we were now to go back to the 19th century – beginning with the time of Dickens, for example, – gentlemen of equal social status who were merely acquaintances would use the form «Mr. + Surname». The change in the course of time has been very marked and considerable. In Dickens' time, when one close friend was addressing another close friend the mode of address was invariably the surname. In the 20th century – especially, after the Second World War – the situation has changed in favour of first names. At present, it is this form of address that is most common among friends and colleagues.

A word, phrase, name, or title (or some combination of these) used in addressing someone. A term of address may be friendly, unfriendly, or neutral; respectful, disrespectful, or comradely. It is very important to address people correctly.

If a man introduces himself as James, call him James. If he introduces himself as Jim, call him Jim. If he introduces himself as James Brown, address him as Mr. Brown until he asks you to call him James (or Jim). If a woman introduces herself as Susan, address her as Susan, not Sue or Susie. If she says that her name is Susan Sawyer, address her as Ms. Sawyer until she asks you to call her Susan (or Sue).

«Pray be quiet, Payne», – said the Doctor's second. In the 20th century – especially, after the Second World War – the situation has changed in favour of first names. At present, it is this form of address that is most common among friends and colleagues.

Note: английский язык не имеет формального разграничения между формами ты и вы. Весь спектр значений этих форм помещены в местоименные *you*. Местоимение *thou*, которое должно соответствовать украинскому *ты* вышло из употребления в XVII веке, сохранившись лишь в поэзии и Библии. Все регистры контактов от подчеркнуто официального до грубо-фамильярного, передаются другими средствами языка – интонацией, подбором соответствующих слов и конструкций.



TYPES OF ETIQUETTE

Perhaps it should come as no surprise that the origins of today's etiquette began in the French royal courts in the 1600s and 1700s. Under King Louis XIV, a placard (the word «etiquette» means card or placard) was devised and posted with rules for all to follow. They took manners much more seriously in those days and people were stricter in following rules. Actually, it is said it was the King's gardener at Versailles who faced a serious problem: He could not stop members of the nobility from trampling about in the delicate areas of the King's garden. He finally attempted to dissuade their unwanted behaviour by posting signs called *etiquets*, which warned them to «Keep off the Grass».

When this course of action failed, the King himself had to issue an official decree that no one could go beyond the bounds of the signs. Later, the name «etiquette» was given to a ticket for court functions that included rules regarding where to stand and what to do. Anyway, even before Louis XIV, the first known etiquette book was written in 2400 B.C. by Ptahhotep. As prehistoric people began to interact with one another, they learned to behave in ways that made life easier and more pleasant.

Manners might have had a practical purpose. Then early civilizations developed rules for proper social conduct beginning with a behaviour code by Ptahhotep, a vizier with ancient Egypt's Old Kingdom during the reign of the Fifth Dynasty King Djedkare Isesi (ca 2414-2375 B.C.). All known literate civilizations, including ancient Greece and Rome, developed rules for proper social conduct. Confucius included rules for eating and speaking along with his more philosophical sayings.

The first known treatise about proper behaviour «Discipline Clericalis» was written by the Spanish priest Pedro Alfonso in 1204, which was meant for the clergy. Later based on this book English, Dutch, French, German, Italian etiquette guidances were published.

Still the biggest popularity at courts first in Italy and then in other European countries won «The Courtman» (1517) by Rafael's contemporary and friend Count Castiglione. In 1558 another Italian writer Giovanni de la Casa published guidance «Galateo, or The Book of Good Manners», including recommendations concerning the ways of dressing, communicating, and behaving at the table.

In the first part of the XVII century Nervosa, an anonymous collection «Flowers of Eloquence» which was five times republished during the period between 1598 and 1605, published many books of etiquette recommendations in Europe: «Authentic Nobleman» by Du Soie, «A Guidebook for Cavalier». The first attempts to write etiquette guidance in America were those of Benjamin Franklin and George Washington. They wrote codes of conduct for young gentlemen. Emily Post published the first best-selling book of manners in the USA in 1922. However, she was preceded by George Washington who made the first recordings of American etiquette in his *Rules of Civility*.

The word «etiquette» is of French origin – fr. *etiquette* – a label. The primary sense in French is represented by English «ticket» (an adoption either of the word or synonymous «etiquette»). In Old French the word chiefly denotes a soldier's ticket for lodging.

Later the word becomes to signify a device to fasten a sheet of paper and then – a sheet of paper with something written on it, in particular, at a trial. From this in the 18th century another meaning has developed – ceremonial, etiquette (in accordance with cards disposed in order of court rank).

The other modern Romanic languages have adopted the word from French in the secondary sense: Italian – «etichetta», Spanish – «etiqueta» («a book of ceremonies hid in the king's palace»). The transition from the meaning «ticket», «label» to that of «prescribed routine» presents no intrinsic difficulty but its actual history in French is not very clear.

Today the word has a wider meaning – a set of rules for behaving correctly in social situation; the conventional rules of personal behaviour observed in the intercourse of polite society; or, the prescribed ceremonial of a court, the formalities required by usage in diplomatic intercourse. The term is sometimes used synonymously with manners, though some writers make the distinction between *manners* to mean rules, which involve justifiable respect shown to others, and *etiquette* to mean rules which are based purely on tradition and have little obvious purpose.

In accordance with the sphere where certain type of behaviour is needed, etiquette can be of different types:

Court Etiquette – strictly regulated order and ways of behaviour established at the courts.

Diplomatic Etiquette – rules of behaviour of diplomats and other officials in contacts with each other at different diplomatic meetings, visits, negotiations.

Military Etiquette – the code of general army rules, norms, and ways of behaviour of servicemen in the all field of activity.

Civil Etiquette – totality of rules, traditions, and conventions followed by the people communicating with each other.

Modern Etiquette – regulated behaviour in everyday life and at work, in public places and in the street, at different formal and informal meetings.

Business Etiquette – rules of businessman's behaviour, dressing and writing in all spheres of their activity.

Netiquette – a set of rules for behaving properly online (taking into account rules for communicating in intercultural space).

E-mail Etiquette – a set of rules of writing e-mail letters properly.

Wedding Etiquette – traditional rules of proper behaviour, dressing, table service, etc. at weddings with reference to customs and conventions.

Flag Etiquette – traditional ways in which the national flag is respected, and how the flag is to be used.

Teatime Etiquette – rules of behaviour and service while tea taking time.

Pet Etiquette – etiquette suggestions for pet owners to follow to make other more comfortable with their pet; also rules that animals should be taught by their owners from the first weeks for proper behaviour with humans.

Dining etiquette – behaviour rules of making restaurant reservations, using napkins, silverware and dinnerware, serving food, passing dishes, and using table manners.

Funeral Etiquette – rules of expressing love, respect, grief and appreciation for a life that has been lived to a person who has lost someone.

Golf etiquette – set of rules and practices designed to make the game of golf safer and more enjoyable for golfers and to minimize possible damage to golf equipment and courses.

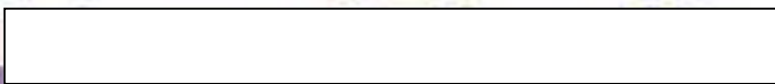
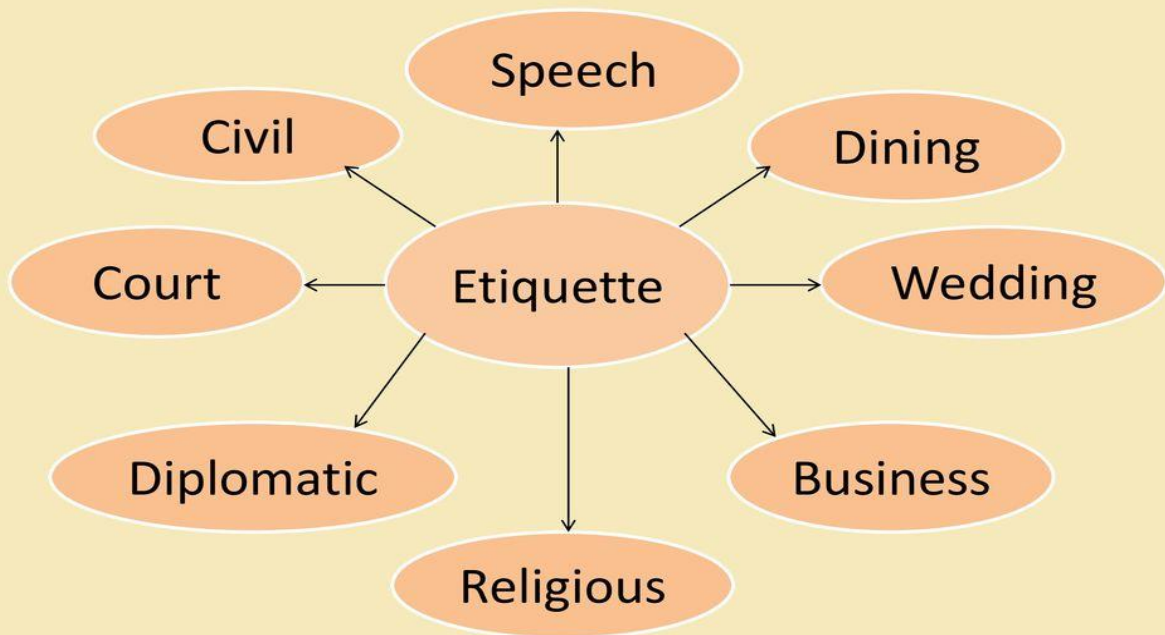
Speech Etiquette – a microsystem of nationally specific set of communication formulae for establishing contact between the interlocutors in a definite tonality.

As speech etiquette can be used in different communicative situations, it is suggested to distinguish two subtypes within this type:

- **cell phone speech etiquette** – the rules of using formulas of speech etiquette during communication on the cell phone: asking, re-interrogating, and answering;
- **texting etiquette** – the rules of using formulas of speech etiquette in the practice of sending short messages from one phone to another.

The types of etiquette can be complemented by: International Gift Giving Etiquette, Dating Etiquette, Web Surfing Etiquette, Workplace Etiquette, Dress Etiquette, and even Sushi etiquette, etc. Etiquette can be applied to every sphere of activity and any kind of communication. Numerous types of etiquette approve this.

Types of Etiquette



FORMS OF ADDRESS IN ENGLISH

One of the extremely interesting sections of lexicology, which, unfortunately, so far has not received all the attention it deserves, is the way people address each other when they speak in direct contact. Thus, for instance, a question could be asked what is the usual or recommendable way of addressing one's colleagues, one's teachers, professors, the dean, etc. What would be correct answer?

Living in Ukraine and being acquainted with Ukrainian ways of sociolinguistic behaviour, we can state with a tolerable degree of certainty that one's teacher, professor or dean would certainly be addressed by their names and patronymics; that when students speak to each other they would most naturally use their first names – certainly they would never think of using names and patronymics when speaking to their fellow-students. In so far as strangers are concerned one would probably find it a little difficult to answer the question off-hand.

As far as English is concerned, there are people in England who would much rather leave a store without buying anything than address to a shop assistant as "Miss".

The idea is that in certain sociolinguistic circles that is regarded as an offence and what one is supposed to do is not to address a shop-assistant at all, but attract her attention by indirect means, as, for example, by saying: «May I, please, look at those lovely gloves?».

The problem of addressing strangers, in general, is a field of inquiry, which needs a thorough investigation. This being enormous problem, we shall confine ourselves to one very interesting aspect of the English form of address – only to the form of address as used by males to males: what does a man say if he must address another man?

In English things are changing probably more rapidly, and at the same time more subtly than in Ukrainian. As far as Ukrainian is concerned we would feel inclined to assume that, by and large, names and patronymics for a certain type of relationship have been very widely spread (though the field is constantly narrowing).

It would be quite natural for two adult gentlemen who meet for the first time in their lives to use names and patronymics in very much the same way as they used them sixty years ago; in general, this use of names and patronymics remains. It is very difficult to imagine.

True, among young people names and patronymics are usually avoided – we might even say that the use of the first name is «going up' the age-group scale.

In the 30s middle-aged people would hardly ever use the first name when speaking to each other. Now this tendency is growing, and as far as those who are in their middle 20s are concerned it is obvious that they tend to address each other by using first names.

As far as English is concerned, the change has been very drastic.

If we were now to go back to the 19th century – beginning with the time of Dickens, for example, – gentlemen of equal social status who were merely acquaintances would use the form «Mr. + surname». The change in the course of time has been very marked and considerable. In Dickens' time, when one close friend was addressing another close friend the mode of address was invariably the surname: «Snodgrass», said «Mr. Winkel, when they had turned out of the public street; Snodgrass», «my dear fellow, I can rely upon your secrecy?»

Exercise 1. Analyze the information, which is in the highlight, and use it in practice.

Exercise 2. Make up some dialogues from the information above.

Exercise 3. Choose the keywords that best convey the gist of the information.

Exercise 4. Read the text and pick up the essential details in the form of quick notes.

USING TITLES

Good morning, Mr. Brown!

Hello, James! Hi, Jim!

How are you, Ms. Sawyer?

How are you, Susan? Susie?

The titles Mr., Mrs, and Ms. in addresses are used with last name.

Mr. ['mɪstər] (man), for example, Mr. Smith, Mr. Trenton

Mrs. ['mɪsɪz] (married woman), for example, Mrs. Baker, Mrs. Johnson

Ms. [mɪz] (un)married woman, for example, Ms. Gray, Ms. Taylor

Miss [mɪs] (unmarried woman), for example, Miss Green, Miss Keaton. As a title, Miss is used with last name. Miss / miss is used without a surname when addressing an unfamiliar young woman.

How are you, Mr. Smith?

How are you, Miss Green?

Hello, Mrs. Baker!

Excuse me, miss, is there a bank near here?

Ms. Gray, this is my friend Max.

Some titles are used with or without a surname.

Dr. Brown / Doctor

Professor, I'm Anna Belova.

Professor Brown / Professor

Professor Brown, I'm your new student.

Captain Brown / Captain

Note. As a rule, titles in addresses are used with the last and not with the first name. Children sometimes address the elders as Miss Lillie, Mr. John.

INFORMAL FORMS OF ADDRESS

Informal forms of address are used in the family and with close friends. It is advisable for language learners to avoid using informal forms of address because they may be interpreted as familiarities. Informal forms of address in the family are generally used without a name, for example, Dad, Daddy, Mom, Mommy, Granny, Grandma, Grandpa. Children often use some forms of address in the family with a name, for example, Aunt Molly, Uncle Jim. Informal terms of endearment are used in the family or with very close friends, addressing male or female persons, for example, dear, darling, baby, honey, sweetheart, sweetie, sugar, precious, sunshine.

Hi, dear! Don't worry about it, darling. Hey, pal, this is my bag, not yours!

ADDRESSING STRANGERS IN PUBLIC PLACES

Excuse me, sir, could you tell me where the bank is?

Madam – addressing a woman: Excuse me, madam, I didn't hear what you said to me. Miss

– addressing a young woman: Excuse me, miss, could you show me English textbooks, please?

FORMS OF ADDRESS IN CORRESPONDENCE

The salutation at the beginning of a letter is a phrase like Dear Sir (or Dear Madam, Dear Mr. Smith, Dear Ann) that serves as a standard greeting in correspondence.

A comma follows the salutation both in formal correspondence (Dear Sir,) and in informal correspondence (Dear Robert,). However, a colon is used after the salutation in American business correspondence (Dear Sir :). Formal forms of address are used in the salutation in official and business letters, for example, Dear Mr. Smith, Dear Ms. Taylor, Dear Professor Green, Dear Dr. Briggs.

If you don't know the surname of the person you are writing to, you can use the following forms of address in the salutation: Dear Sir, Dear Madam, Dear Sir or Madam.

Less formal forms of address are used in the salutation in letters to the people whom you know personally and call by name (i.e., friends, relatives, co-workers, acquaintances), for example, Dear Julius, Dear Charlie, Dear Veronica, Dear Annie.

Exercise 1. Make notes of your new knowledge about addressing.

Exercise 2. Answer the questions.

1. How do Russian ways of address vary depending on age groups? 2. What is the way to address strangers in Ukrainian? 3. What is the situation with forms of address in English? 4. How is this situation changing in Ukrainian? In English? 5. What is the general tendency in the use of forms of address in English? 6. What informal forms of address do you know? 7. 8. What formal forms of address do you know? 9. What forms of address in correspondence are well-known?

MEN'S NAMES & NICKNAMES

The names in the list below are common masculine given names (for example, Edward, James, Matthew) and their typical nicknames (Ed, Jim, Matt) and pet names (Eddie, Jimmy, Matty). Names may have a number of variants, for example, Stephen, Steven, Steve, Stephan, Steffan; Terry, Terrance, Terrence, Terence.

Many nicknames are used as given names, for example, Jack as a nickname for John and Jack as a given name in its own right; Harry as a nickname for Henry and Harry as an independent given name. Use names and nicknames correctly. When addressing a man (or a boy), do not change his name. For example, if a man introduces himself as Sam, call him Sam, not Samuel. If a man introduces himself as Samuel, call him Samuel, not Sam or Sammy. If he says that his name is Samuel Brown, address him as Mr. Brown until he asks you to address him by his first name.

Имена в списке ниже – распространенные мужские имена (например, Edward, James, Matthew) и их типичные уменьшительные имена (Ed, Jim, Matt) и уменьшительно-ласкательные имена (Eddie, Jimmy, Matty). Имена могут иметь ряд вариантов, например, Steven, Stephen, Steve, Stephan, Stefan; Terry, Terrance, Terrence, Terence. Многие уменьшительные имена употребляются как имена, даваемые при рождении, например, Jack как уменьшительное имя для John и Jack как самостоятельное имя; Harry как уменьшительное имя для Henry и Harry как самостоятельное имя.

Употребляйте имена и уменьшительные имена правильно. Обращаясь к мужчине (или к мальчику), не изменяйте его имя. Если при знакомстве мужчина представляется как Sam, называйте его Sam, а не Samuel.

Если мужчина представляется как Samuel, называйте его Samuel, а не Sam или Sammy. Если он говорит, что его имя Samuel Brown, обращайтесь к нему Mr. Brown, пока он не попросит обращаться к нему по имени.

Exercise 1. Analyze the information and use it in practice.

Exercise 2. Read the text and pick up the essential details in the form of quick notes.



WOMEN'S NAMES & NICKNAMES

The names in the list below are common feminine given names (for example, Katherine, Patricia) and their typical nicknames including pet names (for example, Kate, Katie, Pat, Patty). Names may have a number of variants, for example, Catherine, Cathryn, Cathleen, Katherine, Kathryn, Kathrine, Katharine, Katrina, Kathleen; Margaret, Margarita, Marguerite, Margret, Margareta, Margarete, Margarette, Marjorie, Margery. Many nicknames are used as given names, for example, Amy as a nickname for Amelia and Amy as an independent given name; Molly as a nickname for Mary and Molly as an independent name. Use names and nicknames correctly.

When addressing a woman (or a girl), do not change her name. For example, if a woman introduces herself as Sally, call her Sally, not Sarah. If a woman introduces herself as Sarah, call her Sarah, not Sally or Sadie. If she tells you that her name is Sarah Brown, address her as Ms. Brown until she asks you to address her by her first name.

Имена в списке ниже – распространенные женские имена (например, Katherine, Patricia) и их типичные уменьшительные имена, включая уменьшительно-ласкательные имена (Kate, Katie, Pat, Patty). Имена могут иметь ряд вариантов.

Многие уменьшительные имена употребляются как самостоятельные имена, например, Аму как уменьшительное имя для Amelia и Аму как самостоятельное имя; Molly как уменьшительное имя для Mary и Molly как самостоятельное имя.

Употребляйте имена и уменьшительные имена правильно. Обращаясь к женщине (или к девочке), не изменяйте ее имя. Например, если при знакомстве женщина представляется как Sally, называйте ее Sally, а не Sarah.

Если женщина представляется как Sarah, называйте ее Sarah, а не Sally или Sadie. Если она говорит вам, что ее зовут Sarah Brown, обращайтесь к ней Ms. Brown, пока она не попросит обратиться к ней по имени.

UNISEX NAMES & NICKNAMES

A unisex name is the same name that is given to a boy or a girl: Alexis, Clare, Gale, Kimberly. Some male names are now also used as female names, for example, Ashley, Casey, Jordan, Taylor. Many nicknames are the same for male or female names, for example, Chris for Christopher (m.) or Christina (f.), Mel for Melvin (m.) or Melanie (f.). Many unisex nicknames are also used as independent given names, for example, Alex, Connie, Freddie, Robin, Kris, Terry. Имя для обоих полов это одинаковое имя, которое дается мальчику или девочке: Alexis, Clare, Gale, Kimberly. Некоторые мужские имена теперь употребляются также и как женские имена, например, Ashley, Casey, Jordan, Taylor. Многие уменьшительные имена одинаковы для мужских и женских имен, например, Chris для Christopher (m.) или Christina (f.), Mel для Melvin (m.) или Melanie (f.). Многие уменьшительные имена для обоих полов употребляются и как самостоятельные имена, например, Alex, Connie, Freddie, Robin, Kris, Terry.

Exercise 1. Analyze the information and use it in practice.

Exercise 2. Transfer the given information from the passages onto a table.

| № | Activity | | | |
|----|----------|------|-------|-------|
| | Nickname | When | Where | Score |
| 1. | | | | |

LESSON 1. ARRESTING SOMEONE'S ATTENTION

| | |
|---|--|
| Excuse me, ... Pardon me, ... I say! I say, ... Say... / Hi! Hey! (<i>фам.</i>) Hey there! / Here! Look (here)! See here! | Извините! Простите! Послушайте! (Хвилинку!) Эй! Послушайте! |
|---|--|

REPLIES

Yes? Так? (Я вас слушаю.)

Yes? What is it? Так? Що таке?

Yes? What can I do for you? Так, чим я можу допомогти вам?

DIALOGUES

| | |
|--|---|
| <ul style="list-style-type: none"> ▪ Excuse me, sir. ▪ Yes? ▪ Where is the smoking-room? ▪ This way, please. ▪ Thank you. ▪ Not at all. | <ul style="list-style-type: none"> ▪ I say! ▪ Yes? What is it? ▪ Am I right for Central Park? ▪ No, it's in the opposite direction. ▪ Thank you. ▪ You are welcome. |
| <ul style="list-style-type: none"> ▪ Excuse me... Could you tell me the time? ▪ It's ten to five. ▪ Look here! Is there anyone in there? ▪ No. Not a soul. | <ul style="list-style-type: none"> ▪ Excuse me, sir. ▪ Yes? What can I do for you? ▪ Could you help me with my suitcase? ▪ Yes, certainly. |

Согласно устоявшейся традиции **Sir** употребляется при обращении к мужчине, старшего по возрасту, званию, должности или социальному положению. Но, как правило, женщины эту форму не употребляют.

Эта же традиция действует по **Madam**, что является подчеркнуто почтительной формой обращения к женщине старшего возраста, более высокого служебного или социального положения. **Miss** – возможная форма обращения к девушке, молодой женщине. Относительно молодых людей уживаются такие обращения:

Young man! Молодой человек! Youth! Юнаша!

Hey, you there! Парень! (*разговорный*)

Hey, there! Мальчик! (*разговорный*)

Young woman! Девушка!

Friend! Друг!

Mate! Chum! Pal! Buddy! Приятель!

Обращение стариков к незнакомым молодым людям (*разговорный*):

Dear! Dearie! Luv (love)! Ducky! Miss! Дочка!

Son! Sonny! Boy! Сынок!

Аналогов обращений «мама, отец» к незнакомым людям среднего и старшего возраста английский язык не имеет.

К преподавателям / учителям в британских школах дети обращаются Mr. + фамилия обо Sir, к преподавательнице / учительнице Miss + девичья фамилия, даже если она замужем, или Miss – традиция, сохранившаяся со времен королевы Виктории, когда работать в школе разрешалось только незамужним женщинам. В США форма обращения к учителю является такой же, а к учительнице – в зависимости от семейного положения: Mrs. + фамилия мужа, Miss + фамилия: Miss Caroline. В США Professor может служить обращением к преподавателю любого ранга в университете и т.д..

Обращение к медицинскому персоналу:

Dr (Doctor) + фамилия, Doctor! Доктор!

Mr. + фамилия (обращение к хирургу)!

Nurse! Matron! Sister! Сестра!

Nurse! (к санитарке в больнице) Нянечка!

Обращение к коллегам: colleague! – коллеги!

Обращение к аудитории: Ladies and gentlemen, esteemed colleagues! Дамы и господа, уважаемые коллеги!

Friends! Друзья!

Ladies and gentlemen! Дамы и господа!

Dear friends! Дорогие друзья!

Обращение к обслуживающему персоналу в гостиницах:

Mister / Sir / Madam!

– Ко всем служащим!

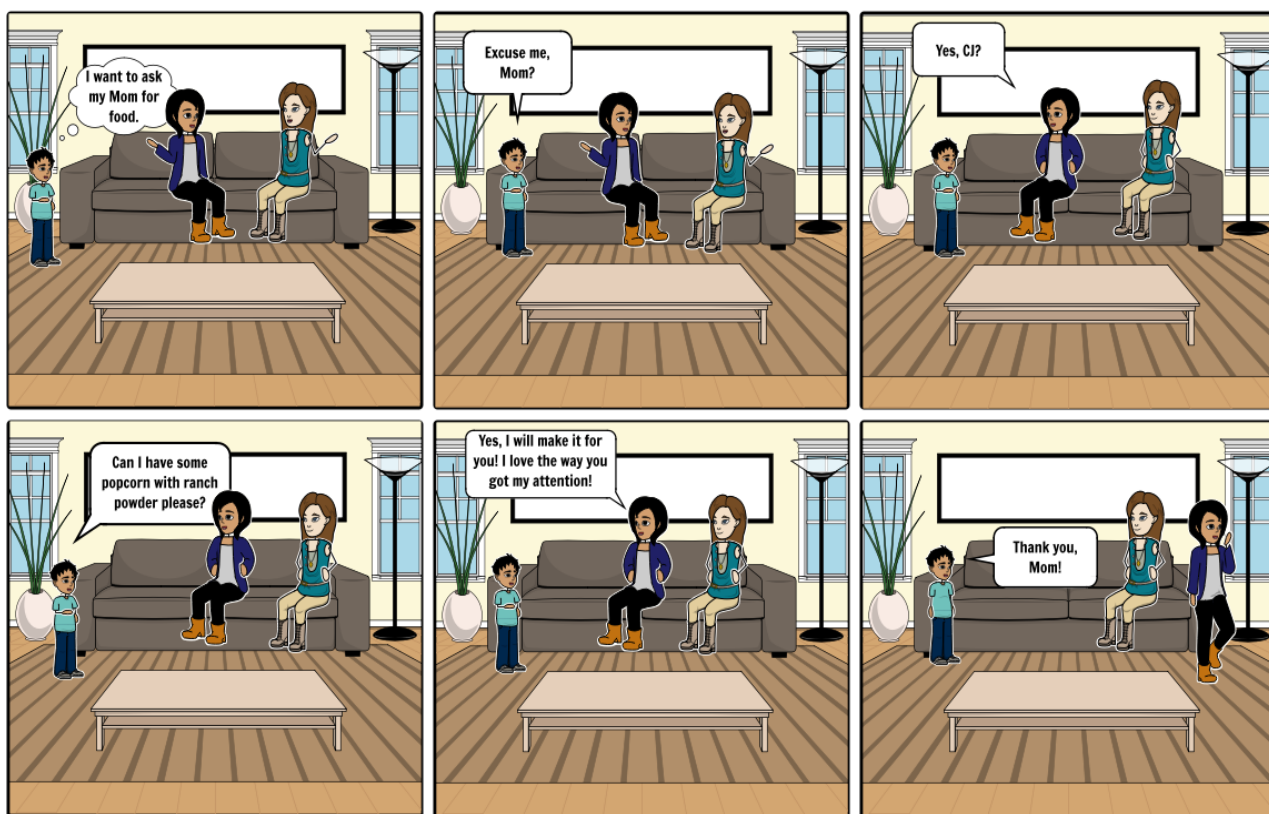
Chambermaid / maid / boy!

– Горничная! / Посыльный!

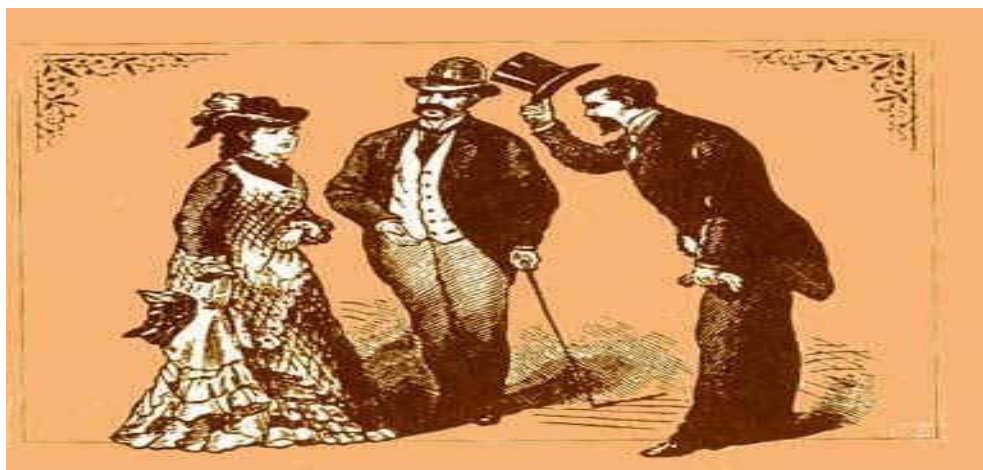
Обращение к обслуживающему персоналу в ресторанах:

Waiter / Waitress / Headwaiter!

– Офіціант (ка) / Метрдотель!



LESSON 2. ACQUAINTANCE



GETTING ACQUAINTED

Phrases used in greeting and while getting acquainted can be formal or informal and are pronounced with certain intonation.

GREETINGS

Hello! How \are you? – Fine, thank you. How are \you? Hi!

How are you \doing? – Fine, thanks. And /you?

Hello, Maria! Nice to \see you. – Hi, Rita! Nice to see \you.

Hi, Tom! Good to \see you again. – Hello, Jim! It's good to see \you.

Hey, Mike! How's it going? (informal) Good morning, Anna. Good afternoon, Mike.

Good morning, madam. Good evening, sir. Morning, Jim. Evening, Betty. (informal)

HOW GREETINGS ARE USED

«**Hello**» is used as a greeting in formal and informal situations.

In British English the variants «Hallo» and «Hullo» are used. «**Hi**» is an informal greeting with the same meaning as «Hello». «**Hey**» (an interjection for attracting attention) is sometimes used very informally in the meaning «Hello».

«**Good morning**» and «Good afternoon» are generally used as greetings. «**Good day**» and «Good evening» may be used at meeting or parting.

«**Good night**» is used for saying goodbye at nighttime, especially before going to sleep. «**How are you?**» is a very common greeting and a question asking about a person's health and well-being; it is used in formal and informal situations.

Typical responses: Fine, thank you. I'm fine, thank you. Fine, thanks. Very well, thank you. «**How are you doing?**» is a little more informal than «How are you? » and is used in the same way. «How are you doing?» is very common.

Stress shift. If the same or similar greeting is used in the first greeting and in the reply, the stress shifts in the following way: (1) Hello! How \are you? – Fine, thanks. How are \you? (2) Nice to \see you. – It's nice to see \you. (3) Nice to \meet you. – Nice to meet \you. «**How do you do?**» is a formal greeting used when people are getting acquainted, mostly in formal introductions. It's not a real question and doesn't require an answer. The stress falls on "do": How do you \do? – How do you \do?

Hello, Tony! How are you? Fine, thank you. How are you?

Fine, thanks. Nice weather, isn't it? It sure is. It's not cold at all.

Well, it was nice seeing you. Bye!

PHRASES FOR GETTING ACQUAINTED

Mrs. Spencer, I'd like to introduce a friend of mine, Anita Green.

Lena, I'd like to introduce you to our new teacher, John Brown.

Anton, I'd like you to meet my brother Boris.

Marina, this is Alan. Alan and I work together. Alan, this is Marina.

Gina, this is Tony. Tony, this is Gina.

Let me introduce myself. My name is Tom Smith.

Hi! I'm Olga Popova. (informal) It's nice to \meet you. – It's nice to meet \you.

Glad to meet you. – I'm glad to meet you, too. Nice to meet you. Pleased to meet you.

It's a pleasure to meet you. Good to meet you. – Same here. (informal)

Note: The verb «meet» is used in the meaning «get acquainted with new people», and the verb «see» is used in the meaning «meet someone you already know».

Compare: Hello! My name is Nick. – Nice to meet you, Nick. Hi, Anna! Nice to see you. How's your little sister?

Anatoly, I'd like to introduce a friend of mine, Nina Brown.

Nina, this is Anatoly. Anatoly is from Russia.

I'm very glad to meet you.

It's a pleasure to meet you, Ms. Brown.

Please call me Nina.

Anatoly, I'd like to introduce a friend of mine, Nina Brown.

Note: Miss Brown (unmarried); Mrs. Brown (married); Ms. Brown (un)married.

Professor Smith, this is Ella Davis, a friend of mine. Ella, this is Professor Smith, my son's college teacher.

How do you do? Hello! Pleased to meet you.

What subject do you teach, Professor Smith? I teach educational psychology.

How interesting! Psychology is a very interesting subject. Yes, it is. What do you do?

I work as a proofreader.

When people meet, communicate, get acquainted at parties, at work, in college, it is customary to make small talk by exchanging a few phrases on matters of common interest, for example, such as the weather, family, holidays, sports, films. Controversial topics: politics, religion, finances, private life, are considered inappropriate for small talk. The function of small talk is to express polite interest and good attitude, and to prevent uncomfortable silence. Is it your first trip to the United States, Anatoly? No, I was here three years ago.

How long have you been here? I've been here for a week already.

What is your impression of Boston? I like it very much. Boston is a very interesting city.

| Other useful phrases | Другие полезные фразы |
|--|---|
| What is your name? My name is Ivan Smirnov. Can I call you Ivan? Yes, sure. / Of course. I've been looking forward to meeting you. My name is... Good evening. | Как ваше имя? Мое имя Иван Смирнов. Могу я вас называть (просто) Иван? Да, конечно. / Конечно. Я давно хочу с вами (с тобой) познакомитьсяю Меня зовут ... Добрый вечер. Будем знакомы! |

| | |
|-----------------------------------|-----------------------------------|
| Hello. My name's Susan. | Привет. Меня зовут Сьюзан! |
| May I introduce myself (to you)? | Позвольте (с вами) познакомиться! |
| Let me introduce myself (to you)? | Разрешите представиться! |
| Allow me to introduce myself. | Позвольте представиться! |
| What is your name/ surname? | Как вас (тебя) зовут? |
| What shall I call you? | Как ваше (твое) имя? |
| How do you want me to call you? | Как к Вам обращаться? |
| What is your patronymic? | Как ваше отчество? |
| And may I ask your name? | (А) вас (тебя) как зовут? |

ЗНАКОМСТВО ЧЕРЕЗ ПОСРЕДНИКА:

Mr. / Mrs. / Miss + фамилия, may I introduce Mr. / Mrs. / Miss + фамилия.
 Познакомьтесь (пожалуйста)! Познакомьтесь (пожалуйста) с...

THE AIM OF INTRODUCTION

The aim of introduction is to conceal a person's identity. It is very important that you should not pronounce anybody's name in a way that the other party may be able to catch it.

Generally speaking, your pronunciation is a sound guarantee for that. On the other hand, if you are introduced to someone there are two important rules to follow. If he stretches out his hand in order to shake yours, you must not accept it.

Smile vaguely, and as soon as he gives up the hope of shaking you by the hand, you stretch out your own hand and try to catch his in vain. This game is repeated until the greater part of the afternoon or evening has elapsed. It is extremely likely that this will be the most amusing part of the afternoon or evening, anyway. Once the introduction has been made you have to inquire after the health of your new acquaintance. Do not forget, however, that your new friend who makes this touchingly kind inquiry after your state of health does not care in the least whether you are well and kicking or dying of delirium tremens.

A FEW GENERAL REMARKS

Do not click your heels, do not bow, leave off gymnastic and choreographic exercises altogether for the moment. Do not call foreign lawyers, teachers, dentists, commercial travellers and estate agents «Doctor». Everybody knows that the little word «doctor» only means that they are Central Europeans. This is painful enough in itself; you do not need to remind people of it all the time.

Notes: A dialogue like this would be unforgivable:

HE: «How d'you do?» YOU: «General state of health fairly satisfactory. Slight insomnia and a rather bad corn on left foot. Blood pressure low, digestion slow but normal.»

In the next phase you must not say «Pleased to meet you». This is one of the very few lies you must never utter because, for some unknown reason, it is considered vulgar. You must not say «Pleased to meet you», even if you are definitely disgusted with the man.

Exercise 1. Analyze the information, which is in the highlight, and use it in practice.

| № | Activity | | | |
|---|----------|------|-------|-------|
| | Phrases | When | Where | Score |
| | | | | |

Exercise 2. Read the information and render its score briefly in English.

Exercise 3. Analyze the information, which is in the highlight, and use it in practice.

Today I'll cover mastering the art of self-introduction. Next week, my twin girls will be entering kindergarten. Last week they each received a hand-written letter from the principal of the school. She introduced herself to the girls by listing her favorite things to eat and by sharing her summertime activities. My husband and I also received a letter of introduction. However, in our letter, the principal described her experience and background along with her goals for the upcoming year. I have to say I was impressed. It's clear this principal understands that people quickly form strong opinions based on first impressions, and that a well-crafted, strong, self-introduction is a critical part of making a good first impression.

Whether you are in a classroom or a conference room or even online the ability to effectively introduce yourself is a critically important communication skill. First impressions are made quickly and they are very difficult change. In this episode I'll cover quick and dirty tips for effectively introducing yourself.

First, if possible, all introductions should start with the name of the other person. Of course, in a letter or on online, that's easy to do: Dear Ariana or Hi Daniela. In person, it's tempting to start with your own name, but if you know the name of the other person, use his name first. In a group setting, you can just say: Hi, everyone! Once you've said your greeting, then you should say your name. In fact, in a professional setting, it's important to say your name twice. It's also a good habit to slow down and say your name clearly.

For example, "Hi Jane, I'm Lisa, Lisa Marshall." Depending on the setting you may also want to include your title, your company, or appropriate context. "Hi Mary, I'm Lisa, Lisa Marshall. I'm one of the speakers today. It's great to meet you, Mary."

Notice, you'll want to say the name of the other person twice as well. That will help you to remember her name and it shows your interest in her.

COMMUNICATE PROPER BODY LANGUAGE

As you are saying these initial words, remember that the majority of your impact will come from your tone of voice and body language. Of course, with all introductions you'll want to communicate enthusiasm by smiling, using direct eye contact, and speaking with an upbeat, positive tone of voice. In a business setting, you'll likely also include a handshake.

You'll want a firm, full-handed, web-to-web, handshake. Be sure to listen to my previous episode on effective handshaking and be sure to test your handshake on several folks before important introductions such as job interviews. Along with a confident handshake, you'll also need to walk and stand with confidence. That means walking slightly faster than normal, with your shoulders back. I always like to imagine someone pouring cold water down my back because this mental image helps me to move faster and keep the right posture. Your goal is confidence but not over-confidence (that's just intimidating and off-putting). And remember, fresh breath is important. Always carry mints with you.



Next, an important part of any introduction is to consider your audience. Who exactly are you introducing yourself to? What will they find interesting and compelling? What can you share that might help to quickly build common ground and help you make a connection?

In the letter the principal sent to my children she mentions that she likes to eat pizza and ice cream and go to the beach in the summer. Of course, she chose these particular things on purpose – what kid doesn't like pizza, ice cream, and the going to the beach! Similarly, in the parent introduction letter, she shares her goals for the new students during the year – which of course, are shared by any parent. In a classroom setting, students and teachers should share their interests, their educational goals, and their activities – again in an effort to establish common ground. In a conference room, it's really no different. Business professionals share their professional interests, their business goals, and their business activities.

Again the goal is to establish common ground and make a connection. It can be anything that you are both interested in. It doesn't have to be school or business related. It doesn't even have to be of great importance. Just be sure to start with "safe" obvious links and avoid controversial topics.

Self-introductions should be short and conversational. Share something about yourself, then ask a question that invites the other person to join the conversation.

Notice that self-introductions should be short and conversational. After sharing very briefly about yourself, you then ask a question that helps lead your partner into a conversation. (The exception of course, is in an interview setting, where it's best to let your interviewer lead the conversation). It's possible to be conversational even in writing – again by asking questions. In the letter from the principal to my girls, she encouraged them to write her back by asking them what they liked to eat and do during the summer.

DIALOGUES

- Mr. Morton, this is Miss Evans, our new typist.
- How d'you do, (Miss Evans)?
- How d'you do, Mr. Morton?
- Mrs. Jones, I'd like to meet Mr. Oleg Sokolov.
- How do you do, Mr. Sokolov? Glad to meet you.
- How do you do, Mrs. Jones?
- Mrs. Parker, I don't think you've met Mr. (Vitaly) Larkin.
- How do you do, (Mr. Larkin)? Nice to meet you.
- How do you do, (Mrs. Parker)?
- Miss Devlin? Meet Mr. Yuri Ivanov.
- How do you do, Mr. Ivanov? How nice of you to come.
- How do you do, Miss Devlin?

Mr.M. Mrs.K., may I introduce my friend, Mr.N. to you?.

Mrs.K. How do you do, Mr.N.? Glad to meet you.

Mr.N. How do you do, Mrs.K.? I'm pleased to make your acquaintance.

I have so often heard about you from my friend Mike.

Mr.N. Mrs. Smith, I'd like to introduce my friend from Greece, Milos.

Mrs.S. How do you do? Milos. How do you do?

Mrs.S. What are your first impressions of England?

Milos I like England, but it's much colder here than it is at home.

Mrs.S. Never mind; you'll feel all right here in a week or two.

HOW TO INTRODUCE YOURSELF TO A ROOMFUL OF PEOPLE

However, at times, a self-introduction may be one-sided – such as when a roomful of people are asked to introduce themselves. In this case, you may be asked to provide specific information, but at other times you may be free to respond in any manner you choose.

The first case is easy—just remember to include a greeting, your name, and all the requested information (regardless of the responses of previous participants).

When the introduction details are your choice, I recommend picking three things that you think others in the group might be able relate to. Again, the idea is to build rapport. By choosing just three things, your introduction will be more memorable. In addition, you can expand and contract the length of your response by providing examples or details for each of your chosen three things.

So in summary, first remember using names are important. Showing enthusiasm and confidence are essential. Then remember to build rapport through common ground. Be conversational and brief, focusing on only three things. I love to hear from listeners and as your «back-to-school» homework, I invite you to send me your self-introduction. Really!

PERSONAL QUESTIONS

Personal questions should not be asked in general conversation. Personal questions in English are quite similar to personal questions in Russian. They include various questions about a person's private life, age, appearance, salary, religion, and the like. Depending on their character, personal questions may be perceived as tactless, embarrassing, improper, familiar, or rude. Examples of personal questions that should be avoided in general conversation are given below.

| | |
|--|---|
| How old are you? | Сколько вам лет? |
| What's your telephone number? | Какой у вас номер телефона? |
| What's your address? | Какой у вас адрес? |
| Are you married? | Вы женаты? Вы замужем? |
| Do you live alone? | Вы один / одна живете? |
| Is Anna your girlfriend? | Анна ваша девушка? |
| Why don't you get married? | Почему вы не выходите замуж? |
| Why don't you have children? | А почему у вас нет детей? |
| Is your watch expensive? | Ваши часы дорогие? |
| You have a great car! How much did you pay for it? | У вас прекрасная машина! Сколько вы за нее заплатили? |
| I like your bracelet. Is it real gold? | Мне нравится ваш браслет. Это настоящее золото? |
| Your ring is so beautiful. Is it a real diamond? | Ваше кольцо такое красивое. Это настоящий бриллиант? |
| This is a nice jacket. Is it real leather? | Прекрасная куртка. Это настоящая кожа? |

RESPONSES TO PERSONAL QUESTIONS

Usually, people avoid answering personal questions in general conversation. For example, questions like «How much did your ring cost?» may be answered with «Oh, it was not too expensive» or «Oh, it was rather expensive» or «I don't know. It was a gift». Quite often, the person asked may decline to answer.

For such occasions, English has quite a few phrases of different emotional coloring, ranging from neutral and polite to angry and rude. Examples:

| | |
|-------------------------------------|----------------------------------|
| That's a long story. | Это длинная история. |
| I'd rather not say. | Я предпочел бы не говорить. |
| That's a little personal (private). | Это немного личное. |
| That's personal. / That's private. | Это личное. |
| No personal questions, please. | Без личных вопросов, пожалуйста. |
| No comment. | Без комментариев. |
| Why should I tell you? | Почему я должен вам сказать? |
| That's nobody's business. | Этого никого не касается. |
| That's none of your business. | Это не ваше дело. |
| None of your business! | Не ваше дело! |
| How dare you ask me that! | Как вы смеете спрашивать это! |
| How dare you! | Как вы смеете! |

Sometimes people ask permission to ask a personal question. Though asking for permission in such cases may seem more polite than just asking a personal question without warning, such questions are still embarrassing for the person who is expected to answer. It is advisable for language learners to avoid asking such questions. Examples: Would you mind if I asked you a personal question? Can I ask you a personal question? Can I ask you something personal?

A PERSON: NAME & AGE

| | |
|--|---|
| <p>Who are you? What are you? My name is... / I am called... You may call me by my first name. My maiden name is ... What's his nickname? When were you born? They are all teenagers. My sister is elder than me. They are of the same age.</p> | <p>How old are you? (What is your age?) I am nineteen (years old). I am about twenty. I am over twenty. I am not twenty yet. (I am under twenty). I will never see twenty again. I was born on the 15th of May 1978. She is a marriageable girl. He is my senior (junior) by a year. They are all younger (older) than I (me).</p> |
|--|---|

Exercise 1. Analyze the information, which is in the highlight, and use it in practice.

DIALOGUES

- Who are you? - I'm Jim Brown.
 - Who is that man? - It's Mr. Robert Hall. (He's Robert Hall).
 - Who is that girl standing at the grand piano? - It's Irina Shesterenko.
 - And who is that young man standing with a violin in his hand? - It's Viktor Kuznetsov, my brother.
-

- Who are you? What is your name? - My name is Alec D. Spencer.
 - Say it again, please. Rather spell it. - S-p-e-n-c-e-r!
 - Good. What does the letter D stand for? - The "D" stands for "Douglas".
 - Are you any relation to Jane Spencer? - Yes, we are brother and sister.
-

- Excuse me. What is your surname? - Armstrong. A-r-m-s-t-r-o-n-g.
 - I see. Armstrong. Am... Are you any relation to the U.S. astronaut?
 - Me? Oh, no, I'm not. Armstrong is a *very common surname* in America.
 - And what are you? - I am an engineer.
-

- Excuse me. - Yes? (What is it?)
- I think we *know each other*. - Well, I don't know you. Who are you?
- I'm Bob Pitkin and you are Peter Small. - I'm afraid you are *taking me for another man*. I'm Ted Miller.
- Oh, I'm awfully sorry. I beg your pardon. - That's all right (O.K.)

N. Mother, this is Joe's brother, Davy.

A. Soames, you haven't met Joe, have you?

M. How do you do?

S. No.

D. How do you do?

A. Joe Lampton, Soames Hardy.

M. How do you like London?

S. How d'you do?

D. *It's quite different from what I expected.*

J. How d'you do? Glad to.

M. *Don't worry, you'll soon get used to it.*

S. Likewise.

- Mrs. G. Meet Mr. Punch, Mrs. Spitfire.
- Mrs. S. How d'you do?
- Mr. P. How d'you do? *Delighted to meet you.*
- Mrs. S. It's mutual.

Exercise 1. Learn the dialogue by heart and carry it on with your classmate in class.

Exercise 2. Render the contents of the dialogue in Indirect Speech in English.

Exercise 3. Translate the dialogue paying attention to italic phrases.

Exercise 4. Analyze the information, which is in the highlight, and use it in practice.

Exercise 5. Supply missing remarks to the dialogues.

My friend, Mr. K.

May I introduce my girl friend Mary to you?

Pleased to meet you, Miss Mary. It seems to me that I've seen you somewhere before.

How do you do?

The pleasure is mine.

That's right. That concert is not to be forgotten.

ORIGIN & NATIONALITY & LANGUAGE

What country are you from? (What country do you come from? Where are you from?) – He is from France (He comes from ...)

What is your nationality? – I am (a) Ukrainian, (a) Russian, (an) American, (an) Englishman (English). What is your language? – My (native) language (mother tongue) is Ukrainian (Russian). I speak Ukrainian (Russian, English, French, Spanish).

Note: Nationality is the legal relationship between a person and a nation state. Nationality normally confers some protection of the person by the state, and some obligations on the person towards the state. What these rights and duties are vary from country to country. It differs technically and legally from citizenship, although in most modern countries all nationals are citizens of the state and all citizens are nationals of the state.

ABOUT MYSELF

My name is Alexander Belov.

My name is Marina Novikova. I am Marina Novikova.

I'm 25 years old. I'm twenty-five years old. I'm twenty-five.

I was born on May 3, 1984. (on May third / on the third of May)

Note: Pronunciation of the numbers is indicated in parentheses.

I was born in 1987 in a small town near Moscow. (in nineteen eighty-seven)

I was born in Kiev and grew up there. I grew up in Novosibirsk.

I went to school in Minsk. I went to college in Moscow.

I graduated from school in 2002. I finished school in 2002.

My family moved to Saint Petersburg five years ago.

My father is an economist. (a scientist, a surgeon, a bus driver, a pilot)

My mother is a nurse. (a doctor, a teacher, a designer, an engineer)

I have a brother. His name is Anton. He is younger than I am. He is three years younger than I am.

(Informal: He is younger than me. He is three years younger than me.)

I have a brother. His name is Denis. He is older than I am. He is two years older than I am.

(Informal: He is older than me. He is two years older than me.)

My younger sister Natasha is a schoolgirl.

I'm single. I'm not married.

I'm married. I have a family.

I have two children, a boy and a girl.

I have two sons, fifteen and nine.

My daughter is two years old.

We live in a nice apartment in a modern building.

We live on a quiet street near a large park.

My address is 35 Ivanova St., Apt. 61. (thirty-five Ivanova Street, Apartment)

I live at 26 Lesnaya St., Apt. 18.

I like to read and walk with my dog.

I like basketball and old movies.

My hobby is photography.

My hobby is taking pictures of birds.

My wife loves traveling.

She collects coins from different countries.

My husband likes to cook.

We like classical music.

What do you do? – What business are you in?

I'm an engineer. I'm a secretary. I am a librarian. I'm a sales manager.

I work at a bank. I work at a department store. I work as a teacher. And you?

I'm in computers. I'm in advertising. I'm in real estate.

I work in a restaurant. I work as a software consultant. I work for a newspaper.

Do you study or work?

I'm a student at Moscow State University.

I am a student of economics at Saint Petersburg State University.

I am studying mathematics at Perm State University.

I studied law at Moscow Institute of Law.

Exercise 1. Analyze the vocabulary notes and remember them.

DIALOGUES

- Excuse me. Where are you from?
- I am from Minsk.
- Are you Russian?
- No, I am Byelorussian.
- And are you American, Mr. Miller?
- Me? American? Oh, no: I'm English.
- Is that lady English, too?
- Who? Mrs. McCall? Well, she's Scottish. She comes from Scotland. She lives in Glasgow.
- What kind of town is Glasgow?
- It's the largest industrial city of Scotland.

-
- Where are you from, Mrs. Hill? - I'm from Coventry.
 - And I'm from Kyiv. Coventry and Kyiv are twin-towns.
 - I was in Kyiv four years ago as a member of the delegation of the British Twin-Town Association.

-
- What country are you from? - I'm from England, Mr. McIntosh is from Scotland and Mr. O'Kelly is from Ireland. He is an Irishman.
 - Are you traveling together? - Yes, we are members of a tourist group.
 - Have you visited many cities during your tour? - Quite a lot. We have been to Moscow, St. Petersburg, Vladimir. We are going to visit Kyiv. What kind of city is Kyiv?
 - Oh, Kyiv is one of the most beautiful cities in the world. It's a garden city.

-
- What's your surname? - My surname is Smirnov.
 - What country are you from? - I am from Ukraine.
 - What is your nationality? - I am a Ukrainian.
 - What language do you speak? - My native language is Ukrainian, of course. But I have working knowledge of English and French.
 - Then fill in the form in English, please.

Exercise 1. Read the dialogues, learn them by heart and then carry them out. Render the score of them in Indirect Speech.

Exercise 2. Remember that.

Nationality – 1) национальность 2) гражданство *Syn. citizenship* 3) народ, нация *Syn. nation, people, race* 4) национальный характер 5) национальное самосознание, патриотизм *Syn: nationalism* 6) национальная независимость, государственность
to acquire foreign nationality – принять иностранное гражданство
to assimilate the smaller nationalities – ассимилировать малые народности
to change nationality – сменять гражданство
to get French nationality – получать французское гражданство
to have an automatic US nationality – автоматически получать американское гражданство

to withdraw a country's nationality from smb. – лишать кого-л. гражданства страны

acquisition of nationality – приобретение гражданства

advanced nationality – развитая нация backward nationality – отсталая нация

double (dual) nationality – двойное гражданство

minority nationality – национальное меньшинство

lagging nationality – отсталый народ

The normal way in which nationality is acquired is through birth. – Естественный путь приобретения гражданства – это факт рождения в данной стране.

Many nationalities that comprise Ethiopia – много народностей, населяющих Эфиопию. The crew are of different nationalities and have no common language. – В команде люди разных национальностей, и у них нет общего языка.

Ancient British nationality received into itself a Roman nationality. – Древний британский национальный характер вобрал в себя романские черты.

If you have the nationality of a particular country, you were born there or have the legal right to be a citizen. You can refer to people who have the same racial origins as a nationality, especially when they do not have their own independent country.

people of many different nationalities/of the same nationality – люди разных национальностей/одной национальности

the nationalities of the North – народности/народы Севера

Существительное nationality относится только к людям: What is your nationality? Кто вы по национальности? По отношению к предметам, произведенным в какой-либо стране или происходящим из какой-либо страны, используются выражения to come from, be made in: This car is made in Sweden/comes from Sweden.

Для указания национальной принадлежности людей или вещей могут быть использованы: (а.) прилагательное – Italian music, French wine, she is Spanish (French, English); для обозначения всех жителей страны употребляется субстантивированное прилагательное с определенным артиклем the: the French – французы, the English – англичане; (б) существительное – an American, a Pole, a Dutchman; для обозначения всех жителей страны употребляется множественное число этих существительных с артиклем the: the Russians – русские; the Poles – поляки; the Americans – американцы.

Слово many употребляется только с существительными, имеющими форму множественного числа: many Poles, many Americans. Все названия национальностей пишутся с заглавной буквы.

TYPICAL QUESTIONS AT A NEW PLACE

Excuse (Pardon) me, could you help me, please?
May I ask you a question, please?
Where can I find a map of Chicago?
I'd like to know where the Sheraton Hotel is, please.
Where is the bus stop, please?
How do I get to the center, please?
Is there a bank near here?
Could you tell me where the nearest bank is?
When does the bank open / close ?
Is the food market open today?
When is the best time to go there?
What time is it?
Could you tell me where the restrooms are? (in a public place)
Excuse me, where is the men's room, please?
Excuse me, where is the ladies' room, please?
Excuse me, where's the bathroom, please? (in an apartment)
What do you want? (not polite)
Can I help you?
What happened?
Where are you going?
Can I go with you?
How long will it take to get there?
Do you know that man? / that woman?
Can you tell me your name, please?
How does this machine / device work?
How does it work? / How does this thing work?
How do I switch it on (off), please?
How do you turn on the alarm?
How do I operate the cash machine?
How do I use this phone?
How does one load this camera?
How do I set the alarm clock?
How do I make a call to Paris?
How do I fill out this form?
How many copies do you need?
What is it? / What is this?
What do you call it? What do you call this thing in English?
What is the English for ...?
What does the word "fragile" mean?
How much is it? How much does it cost?
Where do you get it? Where can I find it?
Where can I get it? Where is the exit, please?
Excuse me, how do I get out of here?

LESSON 3. GREETINGS

Greeting is an act of communication in which human beings (as well as other animals) *intentionally* make their presence known to each other, to show attention to, and to suggest a type of relationship or social status between individuals or groups of people coming in contact with each other.

While greeting customs are highly culture- and situation-specific and may change within a culture depending on social status and relationship, they exist in all known human cultures. Greetings can be expressed both audibly and physically, and often involve a combination of the two. This topic excludes military and ceremonial salutes but includes rituals other than gestures.

A greeting can also be expressed in written communications, such as letters and emails. Greetings are often, but not always, used just prior to a conversation.

Some epochs and cultures have had very elaborate greeting rituals, e.g., greeting of a king.

Secret societies have *clandestine* greeting rituals that allow members to recognize common membership. A greeting can consist of an exchange of formal expression, a simple kiss, a hand shake or a hug. The form of greeting is determined by social etiquette, as well as by the relationship of the people.

Beyond the formal greeting, which may involve a verbal acknowledgment and sometimes a hand shake, facial expression, gestures, body language and eye contact can all signal what type of greeting is expected. Gestures are the most obvious signal, for instance greeting someone with open arms is generally a sign that a hug is expected. However, crossing arms can be interpreted as a sign of hostility. Facial expression, body language and eye contact reflect emotions and interest level. A frown, slouching and lowered eye contact suggests disinterest, while smiling and an exuberant attitude is a sign of welcome.

Throughout all cultures people greet one another as a sign of recognition, affection, friendship and reverence. While hand shakes, hugs, bows, nods and nose rubbing are all acceptable greetings, the most common greeting is a kiss, or kisses, on the cheek.

Cheek kissing is most common in Europe and Latin America and has become a standard greeting in Southern Europe. While cheek kissing is a common greeting in many cultures, each country has a unique way of kissing. In Russia, Slovenia, Serbia, Bosnia & Herzegovina, Macedonia, Montenegro, the Netherlands and Egypt it is customary to "kiss three times, on alternate cheeks". Italians, Hungarians and Romanians usually kiss twice in a greeting and in Mexico and Belgium only one kiss is necessary.

In the Galapagos women kiss on the right cheek only and in Oman it is not unusual for men to kiss one another on the nose after a handshake. French culture accepts a number of ways to greet depending on the region. Two kisses are most common throughout all of France but in Provence three kisses are given and in Nantes four are exchanged. However, in Finistère at the western tip of Brittany and Deux-Sèvres in the Poitou-Charentes region, one kiss is preferred. One thing that a traveler to another country notices is that the rules for saying hello are very complicated, and can be quite different than the way it is at home. When I've traveled, I've found it quite easy to get it wrong. So, in honor of World Hello Day, I snooped around a bit in the library and came up with a number of interesting – and some quite odd – ways that people greet each other.

Over much of the planet, people shake hands when they meet. In many other cultures, they also kiss. Some kiss on one cheek, some on both, yet others kiss three times!

I've skipped over all that in my list, because I want to stretch us. Maybe you won't think some of these strange. Then again, maybe you think some of these greetings are really odd. However, let's all try to keep an open mind. Agreed?

How do you do? Hallo, everybody! (фам.) Good afternoon!
 Hallo! (Hello!) (фам.) Hi! (амер.) Good morning! Good evening!

Exercise 1. Memorize the dialogues.

| | |
|----------------------------|--------------------------|
| How do you do, Mr. Smith? | Hallo, Jack! |
| How do you do, Mrs. Black? | Hallo, Nell! |
| Good morning, Miss Blunt! | Hallo, everybody! |
| Good morning, Mr. Wilson! | Hallo! |
| Good afternoon! | Good evening, everybody! |
| Good afternoon! | Good evening! |

Exercise 2. Give possible replies to the following greetings.

1. Good evening, Miss Fairfax. 2. Hallo, Bill 3. Good morning! 4. Good afternoon, George!
 5. How do you do? 6. Good morning, everybody!

EXPRESSING SURPRISE WHEN MEETING PEOPLE

Why, John? – Джон? Это ты?
 What a pleasant surprise! – Какая приятная неожиданность!
 Look who's here! (фам.) – Посмотри-ка, кто здесь (кто пришел)!
 If it isn't Mr. White! (разг.) – Но это мистер Уайт!
 Fancy meeting you here! (разг.) – Подумать только! Не ожидал встретить вас здесь!
 (This is a) small world! – Как тесен мир! (Мир тесен!)
 What's brought you here? – What brings you here? Что вас сюда привело?
 How come you're here? (фам.) – Как вы здесь оказались? (Как получилось, что вы здесь?)

Exercise 1. Memorize the dialogues.

Look, who's here! Look who's here! Hallo, John!
 Why, Michael! What a pleasant surprise! Hallo, Dick! Glad to see you!
 Never expected to see you here. – This is a small world.

Exercise 2. Supply the missing remarks.

1. "... ." "This is a small world." 2. "Max, what a pleasant surprise!" "... ." 3. "... ." "How come you're here?" 4. "Look who's here?" "... ."

Exercise 3. Combine the sentences.

Why, Bess! What's brought you here? How come you're here?
 Look who's here! This is a small world! What a pleasant surprise!

Exercise 4. Transfer the given information from the passages onto a table.

| No | Activity | | | |
|----|----------|------|-------|-------|
| | Event | When | Where | Score |
| 1. | | | | |

GREETINGS ALL AROUND THE WORLD

Our planet is divided into many different countries which have many different races of people, different customs, and different manners. Each country has its own way of greeting people. Some people shake hands, some kiss and hug.

Others just say "hello". These exchanges are common in the U.S., but how do people in other countries greet each other? In most of Europe, a handshake will do.

The customs and rituals involved in greeting someone are often different from country to country, and unfamiliar customs can sometimes be confusing.

Situations get even more confusing when different greeting gestures are required between male and female, female and female, male and male.

Travelers, especially when in unfamiliar cultures, almost need a manual just to make sure not to offend someone when meeting and greeting. Greeting is an act of communication in which human beings intentionally make their presence known to each other, to show attention to, and to suggest a type of relationship or social status between individuals or groups of people coming in contact with each other. While greeting customs are highly culture and situation-specific and may change within a culture depending on social status and relationship, they exist in all known human cultures.

In **Albania**, men shake hands when greeting one another. Depending on how close the men are with each other, a kiss on each cheek may be common as well. When a man meets a female relative, a kiss on each cheek, or two per cheek, is common. With friends or colleagues, normally a light handshake will do. Women may shake hands or kiss each other on both cheeks.

In **Arab countries**, close male friends or colleagues hug and kiss both cheeks. They shake hands with the right hand only, for longer but less firmly than in the West. Contact between the opposite genders in public is considered obscene. Do not offer to shake hands with the opposite sex.

In **Armenia**, by tradition, and especially in the rural areas, a woman needs to wait for the man to offer his hand for the handshake. Between good friends and family members, a kiss on the cheek and a light hug are also common.

Austrians shake hands when meeting, often including with children.

Bangladesh— one makes a relaxed salute with the right hand. When introduced to a man it is customary to shake hands; when introduced to a woman, nod and greet with words.

In **Belgium**, people kiss on one cheek when they meet, regardless of the gender or how well they know each other. In Belgium, handshakes are done more often, especially on meetings.

Benin – young men often snap fingers when shaking hands.

The **British** often do no more than say "hello" when they see friends. Even adults usually shake hands only when they meet for the first time. They usually shake hands only when they meet for the first time. Social kissing, often just a peck on the cheek, is common in an informal situation between men and women and also between women who know each other very well.

Botswana – people touch hands, like a handshake that doesn't include a grip, just lightly grazing palms and fingers. They ask each other: "How did you wake?" (It's interesting, in our family, we often ask, "How did you sleep?")

Bhutan – they ask, "Is your body well?"

Cambodia – here, one would put your hands together like "praying hands" holding them against your chest. The higher you hold your hands, the more respect you show.

Central African Republic – good friends slap right hands, then grab each other's middle finger using a thumb and middle finger, then "snap" the other person's finger. Sounds painful, but I'd love to have someone show me how it's done.

China: A slight bow or handshake is customary. In *China*, where a weak handshake is preferred, people shaking hands will often hold on to each other's hands for an extended period after the initial handshake. Chinese use the full title of a guest during introductions.

Chinese tend to be more conservative. When meeting someone for the first time, they would usually nod their heads and smile, or shake hands if in a formal situation.

Fiji: Fijians greet each other with a smile and raised eyebrows, but a handshake is acceptable.

France: typically, one kiss on each cheek. Shake hands. Bonjour Je m'appelle Ana.

French people, including schoolchildren, shake hands with their friends, or kiss them on both cheeks, each time they meet and they leave. That's why French people think the British are unfriendly and impolite.

Gabon – show respect by shaking a person's hand with both hands.

Germany and **Switzerland** Give three kisses from the right. Germany: "Hi" – English morning: Morgen evening.

Ghana – The people from the Twi tribe say "eh-ti-zain", which means "how is your soul perceiving the world". The positive response of "eyeh" means everything. So you are good when your soul is perceiving everything around you.

Greece – back-slapping takes the place of shaking hands in many greetings.

Grenada – sometimes friends might tap clenched fists

Guam – there is a Chamorros tradition on Guam in which the Elder's right hand is clasped over the greeter's right hand (like helping someone down a step), then the greeter bows and lifts Elder's hand to the forehead. Usually followed by a "Nyot" for the men and a "Nyorra" for the women.

Hong Kong: Handshakes are common. Family members are greeted in order of age, oldest to youngest. Titles are used in introductions. Kissing never done in greeting. Clasp hands together at throat level and nod.

Hungarians like to use the friendly greeting form of kissing each other on the cheeks. The most common way is to kiss from your right to your left. When men meet for the first time, the casual norm is a firm handshake.

Jamaica – "Waapun" one might say. It's a squished version of "What's happening?"

Japan: Bow for formal greetings, nod for informal greeting. The common greeting for men and women as well is to bow when they greet someone, as opposed to giving a casual handshake or a hug.

In **Japan** it is polite and normal for men and women to bow when they greet someone. In Japan, it is appropriate to let the Japanese initiate the handshake, and a weak handshake is preferred. Bow from the waist, palms on thighs, heels together

Iceland – their simple greeting means "Happy".

India: Health by getting their hands were clasped at his chest and saying "Namaste".

If the person is of higher rank will touch the feet as a sign of respect. Men and women do not usually shake hands with one another.

Common greeting for all is to place palms together at chin level and bow slightly, and say, to Hindus, namaste (pronounced na-mas-TAY) or namaskar (na-mas-CAR) and to Moslems, salaam aleikum.

Indonesia: handshakes customary only on first introduction or when someone leaves on a long journey or returns from one. Say *selamat*, which means peace The **Inuit**, who live in Canada, rub noses.

Italy: two kisses are starting from the opposite side. Handshake. "buongiorno" – good day "buona sera" – good evening "ciao" – among friends or peers "salve" – that's the old latin greeting they still use today!

Latin America: typically, a single kiss on the cheek. Except in Argentina, where men usually give two kisses. Hola Queonda? Alo

In **Malaysia** people greet each other by saying "Where are you going?" Because it is not really a question, the polite response is "Just for a walk". Both hands touch other person's hands, then are brought back to the breast, called *salame* gesture

Maldova – some men might greet a woman by kissing her hand while saying, "I kiss your hand". Why? What else would he be doing? Looking to nibble on ladyfingers? Sorry... gotta keep an open mind.

Maori – some press noses together while closing their eyes. I wonder how often noses bump that way.

Mauritania – some of the Moorish background might greet you with "On you no evil".

Mauritius – they cut right to the chase in some villages. Their hello literally means, "Speak!"

Micronesia – the Yapese people greet with "It was good".

Mongolia – rural people might exchange a pipe as a greeting

Moroccans give one kiss on each cheek (to corresponding genders) together with the handshake. In some countries, a variation exists where instead of kisses, after the handshake the palm is placed unto the heart.

Mozambique – northern people clap hands three times before saying hello

Muslim: The most common is a handshake, while saying "salamaleikum".

Netherlands: taking a little kiss on the mouth. Three kisses. Hallo – Hello.

New Zealand and Hawaiians: they do the Eskimo kiss now called "Hongi".

Niger – the Kanouri people shake at fist at head level and call "Wooshay! Wooshay!" ("Hello! Hello!")

Niue – here's a nice greeting: "Love be with you".

In **Norway**, where a firm handshake is preferred, people will most often shake hands when agreeing on deals, both in private and business relations.

Oman – after a handshake, men might add a kiss on the nose. (They keep their eyes closed!)

Polynesia you take your friend's hands and use them to stroke your face.

In **Russia**, the typical greeting is a very firm handshake. Assume you're trying to crush each others knuckles, all the while maintaining direct eye contact. When men shake hands with women, the handshake is less industrial. It is considered gallant to kiss women three times while alternating cheeks, and even to kiss hands. In Russia, a handshake is rarely performed by opposite sexes. Man shaking hands with women can be considered impolite, since hand kissing is preferred as a ritual for greeting a lady.

However, kissing the hand is considered unsuitable for business situations.

Singapore – greeters slide their palms together back toward their own chests, then end with the hand over heart. Smooth.

South Africa – There is a predominant African way of greeting that goes as follows: Step One – ordinary shake (once), Step Two – single "upside-down" shake (once) – i.e. swivel your fingers towards the top of the other person's hand until you are encircling his/her thumb, Step Three – back to the single ordinary shake. (Sent to me by Elinor Lowry.)

South Korea: Men greet each other by bowing slightly and shaking hands with both hands or the right hand. Women do not usually shake hands.

In **South Korea**, a senior person will initiate a handshake, where it is preferred to be weak. It is a sign of respect to grasp the right arm with the left hand when shaking hands. It is considered rude or disrespectful to have your free hand in your pocket while shaking hands. The Hand Hug is a type of handshake popular with politicians, as it can present them as being warm, friendly, trustworthy and honest. This type of handshake involves covering the clenched hands with the remaining free hand, creating a sort of "cocoon".

Spain: typically there are two kisses if known. Handshake or not. When you greet a friend or a stranger you can say "Quepasa?" or "Quepasó?" You can also use "Quetal?" The less colloquial "Cómo estás?" can be used as well.

Sri Lanka: place palms together under chin and bow slightly.

Swaziland – they say, "I see you!" (What, no "peekaboo"?) In Switzerland, it may be expected to shake the women's hands first.

Syria – children sometimes kiss the back of the hands of their (grand)parents

The Philippines: Men should wait for Filipino women to extend their hands. Men may also pat one another on the back. A limp handshake.

Tahiti: Tahitians usually kiss each other on the cheek when meeting.

Taiwan: the traditional greeting is, "Have you eaten?"

Handshakes customary only for males who are acquaintances or close friends. On first acquaintance a nod of the head or slight bow is appropriate.

Thailand: Place hands together in a prayer position at the chest, bow head to touch index fingers and say Sawadee Younger person greets the older first.

In **Tibet** it is very polite to stick your tongue out at someone. It shows you have no evil thoughts.

In some countries such as **Turkey** or the Arabic-speaking Middle East, handshakes are not as firm as in North America and Europe. Consequently, a grip, which is too firm, will be considered as rude.

Tuvalu – this is my favorite. Relatives press a face to a cheek of the other and sniff deeply. Mmmm. Old spice.

In the **USA** it is normal for men to shake hands when they meet but it is unusual for men to kiss when they greet each other. Greetings are casual – a handshake, a smile and a "hello" will do just fine.

Zambia – some greet each other by gently squeezing a thumb.

Zimbabwe – the Shona people often show respect by doing a series of slow, rhythmic handclaps. The hands are cupped and positioned one on top of the other, not side by side as in applauding.

Exercise 1. Analyze the information, which is in the highlight, and use it in practice.

Exercise 2. Summarize the information briefly in English.

A full list would be extensive, as each country differs just a little bit in the way people greet each other. To add to the hapless traveler's confusion are the **different hand gestures around the world**. Before visiting a foreign country, it is recommended to check on the various meaning of hand gestures, as a visitor may inadvertently find himself in a very unpleasant situation. Here is why: **waving your full arm side to side** in many countries is recognized as saying "hello" or "goodbye". However, in East Asian countries it is considered overly demonstrative. Additionally in some European countries, as well as Japan and Latin America, it can be confused for a "no" or general negative response. In India, it means "come here".

Counting with fingers starting with index finger toward the pinkie can make people confused in Germany and Austria as forefinger held up means two instead of one, especially when ordering a round of drinks. In Japan, the thumb alone means five. When Hungarians count on their hand, they start with the thumb being number one.

Curling the index finger, or four fingers toward you as a gesture of inviting somebody to come closer, can be mistaken for 'good bye' in southern Europe.

In Philippines and East Asia, curling the index finger is used only to beckon dogs.

Pointing directly to someone or something using index finger in Europe is considered impolite. In China, Japan, Latin America and Indonesia it has very rude connotations.

In many African countries, the index finger is used for pointing only at inanimate objects. Gestures can say more than words, and just as we are usually very careful when using foreign languages, we should consider carefully what hand gestures we should display whilst in different cultures. The world is indeed full of diversities, so enjoy your learning.

Exercise 3. Answer the questions.

1. What are some differences in greeting in various cultures?
2. What are the most common forms we use to greet?
3. In which place they can use six kisses?
4. What state greets by saying "ALOHA"?
5. What greet is use in Muslim?



Greetings around the world



Belgium



Faire la bise - to Kiss



Spain



Besar



England



New Zealand



"Sharing breath"



Tibet



A sign of respect



Saudi Arabia



"Peace be upon you"



India



"Hello"



Philippines



A sign of respect



USA



A sign of power and formality



Japan



A sign of respect
(a deeper bow, means more respect)



Italy



Baciare



Hawaii



Hang loose



Russia



Turkey



Thailand



A sign of respect



Turkey



Botswana



How are you?



South Africa



How are you?



The key to cross-cultural success is to develop an understanding of, and a deep respect for, cultural differences.

HISTORY OF A HANDSHAKE

A handshake is a short ritual in which two people grasp one of each other's like hands, in most cases accompanied by a brief up and down movement of the grasped hands.



Hera and Athena handshaking, late 5th century B.C., Acropolis Museum, Athens.

Archaeological ruins and ancient texts show that handshaking was practiced in ancient Greece as far back as the 5th century B.C.; a depiction of two soldiers shaking hands can be found on part of a 5th-century BC funerary stele on display in the Pergamon Museum, Berlin and other funerary steles like the one of the 4th century B.C. which depicts Thrasesas and his wife Euandria handshaking. The handshake is thought by some to have originated as a gesture of peace by demonstrating that the hand holds no weapon.

There are various customs surrounding handshakes, both generically and specific to certain cultures: The handshake is commonly done upon meeting, greeting, parting, offering congratulations, expressing gratitude, or completing an agreement.

In sports or other competitive activities, it is also done as a sign of good sportsmanship. Its purpose is to convey trust, respect, balance, and equality.

If it is done to form an agreement, the agreement is not official until the hands are parted. Unless health issues or local customs dictate otherwise, usually a handshake is made with bare hands. However, it depends on the situation.

In casual non-business situations, men are more likely to shake hands than women.

If you give someone a handshake, you take their right hand with your own right hand and hold it firmly or move it up and down, as a sign of greeting or to show that you have agreed about something such as a business deal.

Exercise 1. Make notes of your new knowledge about handshakes.

Exercise 2. Remember that.

Handshake – рукопожатие

firm handshake – твёрдое пожатие warm handshake – тёплое пожатие

limp handshake – вялое / слабое рукопожатие

golden handshake – "золотое рукопожатие", компенсация за отставку (уходящему на пенсию или работнику, обычно руководителю, увольняемому по не зависящей от него причине) (большое выходное пособие) *Syn. handclasp*

silver handshake – "серебряное рукопожатие" (небольшое выходное пособие)

handshaker – подлиза, подхалим *Syn. toady, lickspittle, bootlicker*

toady – 1) подхалим 2) приживальщик 3) льстить *Syn. fawn*

toadying – подхалимство, раболепство *Syn. subservience, bootlicking*

toadyism – 1) льстивость, раболепство, низкопоклонство *Syn. servility, cringe* 2) проживание за чужой счёт



TOPICAL VOCABULARY

Greeting – поклон, приветствие (при встрече); поздравление, пожелание

cordial (friendly, sincere, warm, warmest) greetings – сердечные поздравления

official greetings – официальное поздравление

holiday / season's greetings – поздравления с праздником

to exchange greetings – обмениваться поздравлениями

to extend / send greetings – посылать поздравления

to extend a greeting – приветствовать

to **greet** formally – приветствовать официально

to greet smth with jubilation – встречать что-л. с ликованием

to greet with applause – встречать аплодисментами

greeting card – поздравительная открытка

greeting grin – приветственный оскал; улыбка

greeting message – поздравительная телеграмма

greeting ritual – ритуал приветствия

culture – культура

man of considerable culture – человек высокой культуры

Culture is not merely the sum of several activities, but a way of life. – Культура не есть сумма различных видов деятельности, но способ жизни. The primary channel of transmission of culture is the family. – Основной канал передачи культурных ценностей – это семья.

corporate culture – корпоративная культура (организация производственного процесса)

youth culture – молодежная культура

consumer culture – культура потребления

to inherit culture – унаследовать культуру

ancient culture – древняя культура

level of culture – уровень культуры; культурный уровень

mass culture – массовая культура

material culture – материальная культура (все материальные продукты деятельности человека, артефакты)

multinational culture – многонациональная культура

mutual environment of national cultures – взаимообогащение национальных культур

original culture – самобытная культура

political culture – политическая культура

regeneration of culture – возрождение культуры

riches (treasures) of world culture – сокровища мировой культуры

spiritual culture – духовная культура

traditional culture – традиционная культура

civic culture – гражданская культура (либерально-демократические нормы и ценности в политической системе)

formal culture – формальная культура

information culture – информационная культура

culture and technology – культура и техника

Exercise 1. Analyze the topical vocabulary, learn it and make up sentences with it.

LESSON 4. MEETING PEOPLE

| | Replies |
|---|---|
| How are you? How are you getting on? How are you getting on with your book (article, etc.)? How are things (with you)? How goes it? (<i>пазз.</i>) How is everybody at home? How is your wife? How is she feeling? Anything wrong with ...? What's the matter? It's a long time since we met last. I'm glad to see you./ Nice meeting you. I was missing you (badly). | Fine, thank you. I'm all right, thank you. . Not bad. So, so. Middling. I don't know. I don't see much of him. Very pretty much the same. Getting better (worse). He is doing fine (well, badly). |

Exercise 1. Memorize the dialogues.

| | |
|--|---|
| How are you getting on? Fine, thank you. And how are you? Not too well. Why, what's the matter? | It's a long time since we met last. Yes, very. I'm glad you're back. I was missing you badly. Oh, thank you. So was I. |
| How's John? Very much the same. | How's the patient? Getting worse, I'm afraid. |
| How's our invalid? Getting better, thank you. | How's Jack getting on? He's doing fine. |

How's Donald getting on with his article?
I'm afraid I don't know. I don't see much of him.

Exercise 2. Answer the questions using a sentence from the right-hand column.

| | |
|---------------------------|---|
| How are you? | Fine, thank you. |
| How are you getting on? | well, thank you. |
| How is your son? | So, so. |
| How is your wife feeling? | Not bad. |
| How is everybody at home? | Middling. Not too well. Very much the same. |

Exercise 3. Answer the questions.

1. How are you? 2. How is your wife (husband) getting on? 3. How is everybody at home?
4. How's your father feeling? 5. How are things with a aunt? I hear she was ill. What was the matter with her? 6. How are you getting on with your new job? 7. How's Jack getting on? 8. How's the patient? 9. How is your ister getting on? 10. How is your mother feeling?

Exercise 4. Make notes of your new knowledge about greetings.

Exercise 5. Preface the following dialogues and continue them accordingly.

- Well, don't you think it's high time to have a bite?
 - Let's have it. We might try this snackbar.
 - All right. Shall we go for a cup of coffee?
 - With pleasure.
 - Do you want any cakes? Cakes are delicious here.
 - No, thank you, I prefer buns. I'm generally not very fond of cakes and all those sweet things.
 - But still, you should taste their *petits fours* [pa'ti: 'fua] – you know, such small cakes. The chocolate ones are the best.
 - Let's have a try then.
-

- Oh, I'm glad to see you, Mr. Brown. It's a chance to continue that talk of ours about modern painting. I hope you'll tell me something interesting about your visit to the new show.
 - With pleasure. I'm at your disposal. Let's sit down on this bench and I'll show you the prints I've bought there. They are remarkably well done.
 - You are lucky to have bought them. They sell very quickly, I'm told.
 - What would you like to do after leaving school?
 - Father would like me to be an engineer while Mother thinks I'll make a good doctor like Grandfather.
 - And what are your own plans?
 - So far, I must confess, I've got no definite plans. The only thing I know is that I'm mad about sports.
 - What kind of sport do you go in for?
 - Football.
 - That's great! I wish you a lot of successes.

Exercise 6. Use a sentence from those given in the brackets.

Pattern dialogue: "Is anything wrong with James?" – "Yes, he is not feeling very well".
"Why, what's the matter with him?" – "It's a heart trouble again".

- **How's your daughter?** (She's doing fine. She's not doing very well. Getting better. Getting worse. Very much the same, thank you. So, so.)
- **How's everybody at home?** (Not, too well. Not bad. Fine, thank you. Very well, thank you. Everybody's all right. Middling.)
- **How are you getting on with your book?** (Fine, thank you, I've finished it. I'm nearly through with it. Not too well, I'm afraid. Nothing to boast of. Could be better.)
- **(Is) anything wrong with James?** (Yes, he's not feeling very well. No, he's quite all right, as far as I know. I don't know, I don't see much of him. What makes you think so? He's doing badly, I'm afraid.)
- **What's the matter with Jim?** (He's been taken ill. He's got into trouble. He's getting worse. He had a bad fall.)
- **It's a long time since we met last.** (I'm glad to see you again.)

Exercise 7. Add some information & make up a small report and give a talk in class.

Exercise 8. Choose the keywords that best convey the gist of the information.

DIALOGUES

Kathy: Hi Charles, how are you?

Charles: Fine thanks, Kathy. How are you?

Kathy: I'm good. Do you still work at the bank?

Charles: Yes, I enjoy working there. And you? Do you still work in an office?

Kathy: Yes. I have been there for five years now. How are your children?

Charles: They are both fine, too.

Kathy: Well, I have to go home now. It was nice to see you, Charles.

Charles: Nice to see you, too, Kathy. Have a good day.

-
- Let me introduce my business friend to you. This is Mr. Brown, our expert. Mr Brown, this is Peter Green.
 - How do you do, Mr Brown.
 - How do you do, Mr Green. Nice to meet you.
 - Look, Bill. Who's that woman?
 - Oh, it's Helen. She is our economist. Shall I introduce you to her?
 - Yes, please.

-
- Is your colleague's name Brown?
 - No, his name is Smith.
 - Is he an engineer?
 - No, he is not.
 - What's his job?
 - He is an expert.

-
- Hello, Nick!
 - Good evening, Mike! How are you?
 - I'm all right, thanks.
 - How is Ann?
 - She is not very well today.
 - Oh, I'm sorry. Best regards to Ann.
 - Thank you, Nick. Good night.
 - Good-bye, Mike.

Exercise 1. Read the dialogues, learn them by heart and then carry them out with your classmate. Render the score of them in Indirect Speech.

- Let me introduce myself. I'm Tom. What is your name?
- My name is Ann. Nice to meet you. Where are you from?
- I'm from London. have you ever been there?
- No, I haven't. I have never been in London, but I'd like to go there.
- That's a good idea! You will like it.
- Tom, how old are you?
- I'm 25.
- What is your profession?
- I'm a teacher.

Jane: Hello, Betty!

Betty: Oh, hello, Jane! It's lovely to see you! Come in!

Jane: Thank you. I'm glad you're at home. Is your mother in?

Betty: No, she's out. She's at my aunt's home. But do come in.

Nick: Joyce, I'd like you to meet Victor. Joyce Gold-Victor Danin.

Joyce: How do you do?

Victor: Hello. It's a pleasure to meet you.

Nick: Victor is a friend of Frank's. He arrived in New York a couple of weeks ago.

Joyce: Oh, where are you from?

Victor: I'm from Moscow.

Joyce: Are you an immigrant or are you just visiting relatives?

Victor: I'm going to stay for good. It took me eight years to get my exit visa.

- How do you like America?
- I like it very much here. But for the time being, I've a lot of problems.
- Have you come with your family?
- Yes, I have. With my wife and my son.
- What are your most urgent problems?
- First of all I've to get a job.
- What's your occupation?
- I'm electrical engineer.
- Maybe I can help you to find a job. Here is my card. Call me on Tuesday morning if it's convenient for you.
- What's the best time to call you?
- After 10 A.M.
- Thank you so much. I will certainly call you.

Exercise 1. Read the dialogues, learn them by heart and then carry them out with your classmate. Render the score of them in Indirect Speech.

Exercise 2. Read the conversations learn them by heart and then carry them out with your classmate. Render the score of them in Indirect Speech.

Exercise 3. Ask your classmates these questions.

1. What's your name?
2. What do you do?
3. Do you like it?
4. How old are you?
5. How tall are you?
6. How much do you weigh?
7. Where do you live?
8. What's your phone number?
9. Are you married?
10. What do you like to do in your free time?
11. Do you have a job? What do you do?
12. How long have you had this job?
13. What kinds of jobs are interesting to you?
14. What kinds of jobs are not interesting to you?

Exercise 4. Ask questions to which the following could be the answer.

1. Fine, thank you.
2. He's doing well, thank you.
3. Not too well, I'm afraid.
4. Everybody's fine.
5. Getting better.
6. It's a long time since we met last.
7. I'm finishing it, thank you.
8. Middling.
9. Not too well.
10. Very much the same.

CONVERSATIONS

| | |
|---|---|
| Hello, Ann. Haven't seen you for ages. How are you getting on? | Здравствуй, Энн. Сто лет не видела тебя. Как у тебя дела? |
| Hello, Susan. Frankly speaking, not very good.. | Здравствуй, Сюзан. Откровенно говоря, не очень. |
| Why? Has anything happened? You look rather tired. | Почему? Что-то случилось? Ты выглядишь усталой. |
| I have to get up very early these days and as you know I'm not an early riser. | Я вынуждена вставать рано в эти дни, а, как ты знаешь, я не ранняя пташка. |
| Have you changed your job? I remember you didn't have to get up so early | Ты сменила работу? Насколько я помню, тебе не нужно было вставать так рано. |
| Oh, no, certainly, not. But my boss has asked me to start my office hours at 7.45 this month. So I'm looking forward to the end of the month. | Нет, нет. Но мой босс попросил меня в этом месяце начинать рабочий день в 7.45. Так что я с нетерпением жду окончания этого месяца. |
| Cheer up, dear. There are only 4 days left to the end of it. | Выше нос. Осталось только четыре дня. |

Exercise 1. Translate the single-root words.

Meet – meeting – meetly. Culture – cultured – cultural – culturology – culturing.

Exercise 2. Fill in the blanks.

Hi, my name ___ Kathy. I ___ a secretary. I ___ for a law firm. I ___ in an office. I ___ there for 5 years. I ___ my job very much. I ___ my boss and my co-workers. I ___ 27 years old. I ___ short, blonde hair and blue eyes. I ___ 155 centimeters tall and I ___ 50 kilograms. I ___ in an apartment on park road. My ___ is 234-5678. I ___ single. I ___ a boyfriend. In my free time I ___ to go ___. I also enjoy ___ novels. I ___ swimming and football. I ___ of travelling to foreign countries. I ___ in English and American literature. I ___ any sisters and brothers. I ___ my parents and grandparents very much.

Exercise 3. Remember some idioms.

Idioms: 1) "have your nose in the books" = study very hard. For example: "If you don't have your nose in the books more often, I don't know how you'll pass your classes." 2) "throw money down the drain" = waste money without a return. For example: "Paying college tuition and then not studying hard is like throwing money down the drain."



DIALOGUE

- Hi, I'm Andrea!
- Oh... Hello, I'm Carla.
- Where are you from?
- I'm from Juneda, I'm Catalan, and you?
- Erm... I'm from Paris but I live in Lleida.
- Oh, ok! Have you got any nickname?
- Yes, my friends call me 'pink'.
- Why this nickname?
- Because when I celebrated my 10th birthday with my friends I wore pink trousers and then they give me a pink T-shirt. And you, have you got a nickname?
- Oh no, no! My friends call me with my name!
- Aw... How old are you?
- Well, I'm 14 years old.
- Uau! Me too! What do you do?
- I'm studying 3rd of ESO in high school les Borges Blanques. And you?
- I'm studying 3rd of ESO too but I go on high school in Gili Gaya. Have you got any brother or sister?
- Yes, I have one brother, his name is Sergi.
- My sister is Aran, she has 10 years old.
- Ok! When's your birthday?
- It's on 21st of August. And your?
- My birthday is on the 28th of March...
- Where were you going now?
- Oh my god! It's late! I have going to buy bread.
- Ah, okay L... Nice to meet you!
- It's been nice to talk to you. See you soon.
- We'll be in touch! Bye!!

Exercise 1. Read the dialogue, learn it by heart and then carry it out with your classmate. Render the score of it in Indirect Speech.

Exercise 2. Translate the common topics of conversation answering questions.

The image shows a software interface for language learning. At the top, there are four navigation tabs: '1. Start', '2. Tutorial', '3. Games', and '4. Tests'. Below these, there are several main sections:

- Choose a topic:** A red box containing 'You are here: BEGINNERS' and 'Colours for primary / elementary'. Below it is a yellow button labeled 'Show me topics for INTERMEDIATE'.
- WORDS or SENTENCES:** A brown box with the text 'Choose a topic by words or sentences'. Below it are two blue buttons: 'words' and 'sentences'.
- 10 pictures:** A brown box with the text '10 pictures'.
- CATEGORIES:** A brown box with the text 'Choose a topic from a group'. Below it is a grid of blue buttons with arrows pointing right, listing various topics: Activity, Animals, Body, Colours, Family, Food, Go, Grammar, Home, Numbers, People, Place, School, Time, and World.

At the bottom of the interface, there are small text labels: 'Colours' on the left and 'Choose a set of topics by clicking on a sign' on the right.

COMMON TOPICS OF CONVERSATION

Introducing yourself to others is important, whether it be to a pen friend (pen pal), a friend you meet online, or through a common acquaintance. So, what are some common topics of conversation when you meet people for the first time? Don't be afraid to ask people to repeat their names if you forget them. Using people's names in conversation shows that you are interested in them, and this can lead to a continued friendship.

- Do you enjoy meeting new people?
- What are some good things to ask someone you just met?
- What are some things you shouldn't ask people you just met?
- Is it OK to ask a person's age in your country?
- Are you nervous when you are introduced to someone new?
- What are some ways to overcome being nervous about meeting new people?
- About how many new people do you meet a week?
- Where are some good places to meet people?
- How important are first impressions to you?
- What do you do if you forget the name of someone you've just been introduced to?
- What kind of people do you like to meet?
- Who was the last new person you met and where did you meet them?
- Have you ever experienced being completely wrong in your first impression?
- If you want to get to know people at a party would you go first to people of your own age or people of your own sex?
- What is the favorite topic for new acquaintances in your country?
- If you are looking for a shallow relationship, where do you go to meet people?
- If you are looking for a good friend, where do you go to meet people?
- In your country, how do you know if you can trust a person that you meet?
- How about in the US?
- How do you know if you can trust a person that you meet here?
- Do you enjoy meeting new people?
- What do you like most or least about it?
- Do you feel you are outgoing or shy around people? How do you act?
- What are some good things to ask someone you have just met?
- What are some things you shouldn't ask people you just met?
- Is it OK to ask a person for their age in your country? Why or why not?
- Are you nervous when you are introduced to someone new?
- How could a shy person overcome their fear of meeting new people?
- How many new people do you meet a week?
- Where are some good places to meet people?
- How important are first impressions to you?
- Have you ever experienced being completely wrong in your first impression?
- What kind of people do you like to meet?
- Who was the last new person you met and where did you meet them?
- Have you seen them again?
- What do people do when they meet a new person in your culture?
- Is it OK to touch another person when you first meet them in your culture?

- Do you ever shake hands with when you meet a new person in your culture?
- Do you like to shake hands when you meet new people?
- If you want to get to know people at a party, would you first approach people of your own age? People of your own gender?
 - What is a favorite topic for new acquaintances of your age in your country?
 - In your country, how do you know if you can trust a person that you meet?
 - What is one thing that many people don't know about you?
 - Do business people exchange business cards in your culture? How do they do it?
 - How far apart do people stand from each other when they talk in your culture?
 - Is it impolite to say "No" in your culture if you don't know someone very well?
 - Do people in your culture show their emotions when communicating with others or do they hide some feelings?
 - How do they show their emotions?
 - What kind of feelings might they hide?
 - Do you feel comfortable with people here? With people from other cultures?
 - What can we do to create more understanding and harmony among people in our world?
 - Do people in your culture use a lot of body language when they communicate, or do they keep their bodies relatively still?
- Are you a person who approaches someone first?
- Or are you a person who waits for someone to approach you?
- What makes you remember a new person that you have just met?
- Do you remember them for long?
- Do you shake hands with someone new always, usually, sometimes, never?
- To people who are standing alone or people already in a group?
- If you don't really like this new person how do you finish the conversation?
- If you want to get to know people at a party would you go first to people of your own age or people of your own sex?
 - The favorite topic for new acquaintances in Britain is the weather.
 - In America it's where you come from, what is it in your country?
 - What does your name mean?
 - What are the customary greetings and behaviours for meeting someone in your culture?
 - How do you introduce two people to each other?
 - What are some different ways of making introductions?
 - When you introduce people do you use their whole names or just first names?
 - What are the advantages of meeting new people when you move to a new country?
 - What are the first things you notice when you meet someone?
 - How important is it to smile when you meet someone for the first time?
 - Do you like to kiss, shake or bow when you meet a new person?
 - Do you know how people introduce each other in other countries?
 - What do you know about it?

Exercise 1. Choose the keywords that best convey the gist of the information.

Exercise 2. Read the text and pick up the essential details in the form of quick notes.

Exercise 3. Add some information & make up a small report & give a talk in class.

Exercise 4. Make up some dialogues from the information above.

FOUR MYTHS ABOUT MEETING PEOPLE

Myth 1: "All the good ones are taken".

Statistics abound regarding the lack of eligible singles in any given geographical area today, but so do reports showing the exact opposite. The fact of the matter is this: your concern about meeting eligible, potential partners isn't a numbers game. Whether or not you find your dream mate has nothing to do with statistics and everything to do with how much you want a serious relationship, and how much time and energy you are willing to invest in finding one.

Myth 2: "There are no decent ways/places to meet people anymore".

This meet someone myth is a perfect example of a very commonly used tactic with singles that are unwilling to take responsibility for their lack of dating prospects. By saying there are no good ways to meet people, singles can protect themselves from all of the desires and fears that accompany any attempts at a relationship. When it comes down to it, where you meet people isn't really the issue. Actually getting out and meeting new people, is. It doesn't matter what methods you use, it only matters that you do something – anything – to bring more potential partners into your life.

Myth 3: "I don't want to look desperate".

In order to attract love, you'll need to make it known that you have a relationship goal, and that your intentions are to turn it into reality. This philosophy is called the Law of Attraction, where what you believe is what you achieve. Therefore, if you yearn for a positive relationship, then you'll attract it into your life. Attracting someone into your life for more than friendship isn't an act of desperation; – it's an act of self-love. Each and every one of us deserves a fulfilling partnership, and the first step of that process is meeting someone new.

Myth 4: "I never meet anyone".

There is nothing wrong with having realistic relationship expectations, and in some circumstances they are incredibly important. For instance, you may be a recovering alcoholic, so heavy drinkers are out of the question. But for the most part, requiring a checklist of 'perfect' traits is a way of controlling outcomes, not a way to finding love. In order to meet new people, you'll need to change your attitudes about all of the potential partners that surround you instead of complaining about your specific set of circumstances.

Struggling to meet someone new? Following these simple yet insightful dating rules might be just be exactly what you need.

Love yourself first

Have you ever noticed that happy people get more attention? If you are happy with yourself, it shows. So in order to attract more people into your life for dating purposes, focus on the things that make you happy. Try writing a large piece of paper full of ideas that you can use in a pinch, such as taking a hot bath, going for a bike ride or filling your home with plants. Then, pick three items from this list every day with conscious effort, knowing that the time you take tending to increasing your own personal joy will increase the pull others feel to learn more about who you are.

Exercise 1. Choose the keywords that best convey the gist of the information.

Exercise 2. Read the text and pick up the essential details in the form of quick notes.

DIALOGUE

- Hello
- Hi
- What's your name?
- My name is Soraya, and you what's your name?
- My name is Carla, where are you from?
- I'm from the Borges Blanques but I live in Barcelona and you?
- I live in Lleida.
- How old are you?
- I'm fourteen years old and you?
- I'm fourteen too! Have you got any brothers?
- Yes, I've got 1 brother and you?
- No, I've got 1 sister.
- What do you do?
- I'm study in Episcopal, and you?
- I'm study in the American school in Barcelona.
- Do you have any hobby?
- Yes, I like dancing and do you have any hobby?
- Oh! My hobby is dancing too
- Do you have any pets at home?
- No, I don't have any pets, and you?
- Yes, I have a parrot.
- Oh! It's very nice. Does it talk?
- No, it doesn't, well perhaps a bit.
- I have to go.
- Ok! And pleased to meet you.
- Nice to meet you too.
- Goodbye.
- Bye.

Exercise 1. Read the dialogue, learn it by heart and then carry it out with your classmate. Render the score of it in Indirect Speech.

Exercise 2. Answer the question: is meeting famous people exciting at all?

So I'd say fame isn't a big deal in and of itself, it's more about meeting people you greatly admire who also happen to be famous. I agree with this. For me, this is what makes it exciting. Even still, I don't become overwhelmed with excitement or anything, I just enjoy being able to meet and talk with someone who has been influential on my life.

Celebrities that actually act like they are hot shit and too good to interact with their fans aren't worth the hype or time. Last week, I went to see my favorite band for the seventh time. I had the VIP pass to meet and hang out with them after the show. I will say that I was incredibly excited at the prospect of meeting the people I consider my personal heroes, people who have had a profound impact on me in several ways. They are some of the nicest, most genuine and down-to-earth guys I've met in my life and were incredibly easy to talk to. One of the things I love about them.

Exercise 3. Add some information & make up a small report and give a talk in class.

DIALOGUE

- Hello! I'm Anna. What's your name?
- Hello. My name is Clara. Nice to meet you, Anna.
- Pleased to meet you Clara. How old are you and when is your -birthday?
- I'm 14 and my birthday is on 6th of June. And yours?
- I'm 14 too and the date of my birthday is on 30th of January.
- Where are you from Anna?
- I'm from Arbeca, and you?
- I'm from Roma.
- Really? I love Italian pizzas! I want to visit Italy one day.
- I prefer Italian fresh pasta.
- What do you do Clara?
- I'm a student. I study in the L. C. Benedetto da Norcia.
- I'm a student too. I study in JosepVallverdú High school in Les -Borges Blanques.
- What' your favorite subject?
- I really like art and English too. And you?
- My favorite subject is theatre.
- Oh! I like theatre too, but I don't do it at school.
- What is your hobby, Anna?
- I really like reading and meeting friends. And what about you?
- I love listening to music.
- Oh! What kind of music do you enjoy listening?
- I like rock and pop. What is your favorite group or singer?
- I really like Rihanna and Coldplay.
- Oh, I like Bruno Mars.
- It's a good singer!
- Yes, he is, and my favorite song of him is "Granade".
- I prefer "Just the way you are".
- Well Clara, I should go with my friends.
- What is your address, Anna?
- I live in 11, Belianes Avenue. And your address?
- My address is 14 Prenestina Street.
- OK, I will write you a letter. Good bye, Clara.
- See you Anna!

Exercise 1. Read the dialogue, learn it by heart and then carry it out with your classmate. Render the score of it in Indirect Speech.

Exercise 2. Answer the question: is meeting famous people exciting at all?

Most of the ones I've known haven't been that great and going anywhere with them is annoying because complete strangers act like idiots around them. Then they have to act like they hate it, but they're really completely addicted to it. The ones that I've met that I actually respect make me nervous because I realize the creepy amounts of information I know about them but I really have nothing to say to them other than "I like things you make". It's easier for me to actually talk to famous people I don't care about.

Exercise 3. Analyze the information, which is in the highlight, and use it in practice.

DIALOGUE

- Hello, what's your name?
- Hello, my name is Julia Arbós. And yours?
- My name is Iris Aixalà.
- Where are you from?
- I'm from Els Omellons, in Catalonia. And you?
- I'm from Espluga Calba, in Catalonia.
- Where do you live now?
- I live in Espluga Calba. And you?
- I live in Els Omellons.
- And what's your Address?
- My address in Catalonia is 29, Calvari Street. And what about your address?
- My address in Catalonia is 1, Els Omells street.
- What part of Spain are you from?
- I'm from Catalonia. And you?
- I'm from Catalonia too.
- Are you married?
- No, but I have a boyfriend. And you?
- I'm single.
- How old are you?
- I'm 14 years old. And you?
- Me too.
- What do you do?
- I'm a student. And you?
- I'm a student too.
- What's your job?
- I don't have any job. I'm still a student. And you?
- Me too. What sport do you practise?
- I play football. And you?
- Me too.
- Have you been here long?
- I came two days ago. And you?
- Me too.
- How do you go to school?
- I go to school by bus.
- How many brothers or sisters have you got?
- I have one sister. And you?
- I have one sister too.
- It's too late, we will see us again another day. Goodbye Julia!
- Okay, goodbye Iris!

Exercise 1. Read the dialogue, learn it by heart and then carry it out.

Exercise 2. Answer the question: is meeting famous people exciting at all?

I met the voice actor for Captain N once. I almost peed myself, but that was probably because he was hot and Canadian.

DIALOGUES

- Hi, I'm Arnau Capdevila!
- Hi, I'm Arnau Morell!
- Pleased to meet you.
- Pleased to meet you, too. How are you?
- I'm good thanks. And yours?
- I'm good, too, thanks.
- Where are you from?
- I'm from Les Borges Blanques. And yours?
- I live in Arbeca.
- How old are you?
- I'm 14 years old. And yours?
- I'm 14 years old.
- What's your job?
- I'm student, I'm not working
- Have you got any brothers or sisters?
- Yes, I have one brother, Bernat. And yours, have you got any brother?
- No I haven't, I have got one sister, her name is Mariona.
- Do you like sport?
- Yes, my favourite sport is athletics, I like run. Have you got any hobbies?
- Yes, I like riding a mountain bike.
- Ok Arnau, bye I go in my house, nice to meet you.
- Ok, nice to meet you too.

-
- Josep: Hello! What's your name?
 - Joel: Hi! My name is Joel, and yours?
 - Josep: I'm Josep. Pleased to meet you.
 - Joel: Pleased to meet you to. And what's your nationality?
 - Josep: I'm Catalan, but I like to speak in English. and what's your nationality?
 - Joel: I'm Catalan too.
 - Josep: What part of Spain are you from?
 - Joel: I'm from North-East And you?
 - Josep: Me too, from Catalonia.
 - Joel: Have you got any brother or sister?
 - Josep: yes, I have an older brother.
 - Josep: What's your favorite food?
 - Joel: My favorite food is pizza.
 - Josep: What's your address?
 - Joel: Number 1, Riu Femosa Street, and yours?
 - Josep: Number 52, Pi i Maragall Street
 - Josep: See you then Joel, Bye
 - Joel: Bye see you then.
-

- Excuse me! Are you Justin?
- Erm...Yes. Who are you?
- I'm Ferran. We met in a basketball team at high school.
- Ahhh...OK. And, where are you from?
- I'm from Manchester.
- Oh! I was born in Manchester and I grew up there!
- We were very good friends in the high school of Manchester.
- Oh! Ferran! How are you?
- I'm fine, thank you. And you, how are you?
- Fine too. Where do you live now?
- Now, I live in Manchester. And you?
- I live here, in London. And what are you doing here?
- I'm visiting my grandmother. She lives here.
- Oh, OK! And what's your job?
- I work in a hospital. I'm a doctor. And you, where do you work?
- I work in a restaurant. I'm a cook. I'm married with the owner of this restaurant. Her name is Maria. And what about you. Are you married?
- No, but I live with my girlfriend Ana. She doesn't want to marry.
- Do you have any hobby?
- Yes, I like basketball but I also play the guitar.
- Oh! It's fantastic. I also like basketball and the guitar. Do you play in a band?
- Yes! In Manchester, I'm very famous. The name of my band is Green Hot Chili Peppers.
- Congratulations! It's fantastic. ("He looks the watch") Oh! It's very late!. Excuse me, but I have to go to work.
- Ok. I'd like to see you again. Goodbye.
- Goodbye.

Exercise 1. Read the dialogues, learn them by heart and then carry them out. Render the score of them in Indirect Speech.

Exercise 2. Answer the question: is meeting famous people exciting at all?

I think it is for a lot of people «yes» because humans are social creatures and interacting with people who have a perceived higher social status is usually exciting for most people. I know I would love to get the chance to meet Chris Jericho or CM Punk two of my favorite wrestlers ever. Also, no lie I'd probably turn into a sobbing mess if I ever got the chance to meet Lady Gaga.



I saw former UFC champion Rashad Evans when I was in Florida last Christmas. He was sitting and eating dinner outside at a restaurant. Thankfully, I wasn't quite drunk enough yet to yell something dumb and get my ass beat (or that's how the long consideration in my head went when I was slowly ambling by). But there are certain famous people, most of which are of the beautiful, female, Korean type that I would just lose my shit and scream like a little girl if I ran into them on the street. I would like to think I could play it cool and try to talk to them like a random human being, but I just don't see that happening.

Exercise 3. Analyze the information, which is in the highlight, and use it in practice.

DIALOGUES

- Hi, I'm Noemy.
 - Hello, I'm Òscar. Nice to meet you.
 - Nice to meet you too.
 - Where are you from?
 - I'm from London in England. And you?
 - I'm from Les Borges Blanques, Catalonia. What's your address?
 - My address is at 5, Fleet Street. And yours?
 - My address is at 37, The Fountain Street. How old are you?
 - I'm fourteen years old. And you?
 - Me too.
 - What do you do?
 - I'm student. And you?
 - Me too. In which high school do you go?
 - I'm in IES Josep Vallverdú. And you?
 - I'm in Thomas Fairchild Community School. What are you doing here?
 - I'm visiting London?
 - With your family?
 - Oh, yes!
 - Have you got any sisters?
 - Yes, I have. I have one sister. And you?
 - Yes, I have. I have one sister, too.
 - Can you give me your telephone number, please?
 - Ok, 676 14 49 61. And yours?
 - My telephone number is 637287575.
 - OK. Thank you. Goodbye.
 - Goodbye. And it's been very nice to meet you.
 - Alright, thanks.
-

- Hello my name is Ivette and what's your name?
- Hi! My name is Anna.
- Nice to meet you, Anna.
- Where are you from Ivette?
- I am from Lleida, in Catalonia. And yours?
- I'm from Barcelona capital of Catalonia.
- Oh Barcelona is a beautiful city!. Do you have any hobbies or favourite sport?
- Yes, I practise swimming and tennis. And yours?
- Oh, no I prefer music because I play the guitar in my high school.

Do you play any instruments in your high school?

- Yes, I play violin two a week. What's the name of your school?
 - I go to Cater High School. Do you like travelling?
 - Yes, I love it but it's very expensive.
 - When I was young I will travel to London. Will you want to accompany me?
 - If loved.
-

- Hi! I'm Joan Lopez.
- Oh.. hello, I'm Guillem Prats. Nice to meet you.
- Nice to meet you Guillem :) How old are you?
- I'm 14 years old. And you?
- I'm 13 years old! My birthday is on 27th December and yours?
- It's on 15th September. And where are you from?
- I'm from Juneda, Catalonia, and you?
- I'm from Les Borges Blanques. What do you do in your free time?
- Some of my hobbies are playing the guitar, playing basketball and.. Do you like playing basketball?
- Yes, I like it. But I also like playing the guitar, playing the saxophone and others...
- Oh, really? Do you like music?
- Yes, I do. And you, do you like music?
- Yes, but I also like watching TV and chatting on the Internet.
- OK. And how do you go to school?
- Oh, I go there by bus, and you?
- On foot. Do you like sports?
- I like watching sports, and I also like playing basketball. And you?
- Generally, I like all sports but I prefer basketball, skateboarding and skiing. So what type of food do you like?
- I really like pizza and pasta, but I don't like soup.
- And what's your favourite film?
- I really like Adventure and Comedy films, and you?
- I like all type of films like Lords of Rings but I prefer reading a book.
- Oh, good. And what is your idol?
- Steve Vai, a guitarist. And yours?
- Jason Mraz, a singer.
- OK. So have a good day.
- Ok. We'll be in contact by mail or on Facebook.
- Bye, Bye

Exercise 1. Read the dialogues learn them by heart and then carry them out.

Exercise 2. Answer the question: is meeting famous people exciting at all?

I. I saw Conan O'Brien walking around when I went on a tour of WB studios once. It was pretty cool but I'd really love to see someone who I admire who happens to be famous like Bill Burr, Louis CK or Christopher Walken instead. Case in point, my dad met Mike Tyson at a gas station in Vegas a few days before his infamous fight with Evander Holyfield, and he admired him greatly. It was one of the highlights of his life, I barely remembered the conan thing until now. So meeting someone who you admire probably leaves a more lasting impression on you.

II. I personally think it is a waste of money, though it was awesome when I got Billy Dee Williams autograph at Toronto Fan Expo like 10 years ago and he was obviously experiencing a bad hangover and nobody was visiting his booth. When my friends and I go to cons we prefer to treat it more like a zoo, we don't get in line for autographs but instead wander around where all the "famous" people are and point at them and giggle like school girls.

HOW TO MEET PEOPLE

A 100% free detailed guide on how to improve social skills, from a former shy, awkward guy.

Sometimes people have lots of potential friends in their lives and they just need to do more to try and hang out with them and start a relationship.

But the opposite is just as often a problem, when they don't have many friendship prospects around. In that case they have to meet some. Once you've met some people, you can take the other steps required to possibly turn them into friends. It's all about being proactive. Before I get into the many places to meet people, here are some broader principles I've noticed: some places to meet new friends are better than others.

The more of the following that apply to it the better:

- It's somewhere where the situation breaks the ice for people and naturally gives them reasons to talk to each other.
- It allows you to reliably see the same people several times, so you have a chance to get comfortable with them and gradually get to know them. It's not that you have one five minute chance to make a good impression and then you may never see them again.
- It allows you to meet people you are similar to you, in terms of their hobbies and values. It's much more likely you'll click with each other and want to be friends.
- It's somewhere where there's a core of regulars, but there are also new people to meet continually entering the mix.

Some people are a bit lonely because they've gotten into a daily pattern where they're either working, or they're hanging around at home pursuing solitary hobbies. That's fine, but if they want to meet some new friends that may have to shake up that pattern. They might need to add some more social hobbies to their repertoire, or push themselves to get out and do things in the evening when they'd normally be chilling out in their apartment.

I don't have any official stats for this, but I'd guess meeting people is one of those 80/20 things. You'll meet most of your new friends easily through a handful of avenues, while other ones won't really work for you at all. You may go to a few events and not really run into anyone you could get to know better. Or you'll find making friends there is technically doable, but logistically difficult and discouraging. Then you'll join one more club and instantly and effortlessly make a group of amazing friends. So don't get discouraged if your first few attempts don't seem to come to anything.

Not every avenue is perfect. You can handicap yourself by looking for the perfect set of circumstances to meet people under. Sometimes you have to work with the so-so hand you've been dealt. Someone may attend swing dancing classes and feel there's not enough opportunity to get to know anyone, since new people are always coming and going, and there aren't a lot of chances to talk.

The situation may just not be workable for them, like the point above was getting at.

Or they may have success if they stretch a bit, say by inviting potential friends out anyways even if it is more of a low percentage play, or by coming earlier or by staying later to create time to talk to people. If someone is minimally confident and sociable, they should eventually be able to meet some new friends, regardless of where they do it.

On the other hand, if they're just too shy or insecure or awkward, then none of the avenues for meeting people will seem to work for them. If that's the case they should try to work on their other issues as well.

Right before I get to the list, I'll mention that this article covers some ways you can find out about things that are going on in your city in the first place.

How To Find Events And Clubs In Your Community through your friends, significant other, and other people you already know? This is obvious when you think about it, but I put this point first because it's way more helpful than chatting to strangers in the grocery store.

When you meet someone you like you're also potentially meeting all their friends down the road. It's more of a longer term and indirect way to meet people, but keep it on your radar.

Meeting someone's friends is also a higher quality "meet" compared to a total stranger. The ice is already broken. you have things in common (your mutual friend, if nothing else). They're probably going to be friendly and make an effort to chat to you.

They're somewhat pre-screened for characteristics you like because they already know your friend. You're more likely to meet them more than once and have a chance to get to know them and see if you click.

- Ideally you'll meet a person who has a ton of friends, is the center of his social circle, and is always inviting you to parties or throwing them themselves. Don't discount the lone wolf types though.

- If you already have some friends you can make a conscious effort to meet their buddies. you could throw a party or organize an event with the invitation that they bring other people they know. You could ask your partner if they've got any friends you might hit it off with.

- Having a friend with you can make it easier to approach other strangers. two people approaching a group to talk is a little less intimidating than having one person make the approach, for both sides.

- This general point can also work on a much smaller scale. like you could start a conversation with a guy in a pub and two minutes later be introduced to his friends.

Another standard choice. If the circumstances are realistic, you may even want to consider switching jobs, or getting another one on the side. If you work alone as a night security guard maybe you could get a job with more people around.

People who are student-aged often report being able to meet a lot of friends from part-time jobs in call centers, restaurants, or large stores. The other staff are generally in the same age group, and new people are constantly coming on board. You could volunteer somewhere. Like you could put in a few hours a week working with youths, or agree to help out at a one-off fund raising party and meet the other people there. It can be a good way to meet people who have similar values to you. I mean, not everyone signs up to help a particular organization for free.

There are classes in the sense of being a high school or university student, where of course you'll have a ton of chances to meet people. There's also the option of signing up for a class out of your own interest in cooking or drawing or whatnot.

Personally, i think signing up for a class purely to meet people is a bit excessive, but if it's something you want to do anyways, than why not? I think one small flaw with classes is that you spend a lot of time learning and focusing on the teacher and not necessarily being able to socialize with anyone. You're often restricted to before the teacher starts talking or afterward as everyone is filing out of the room. You can break the ice with someone with the whole, "let's exchange contact information in case one of us misses a day" thing. Talking about the course material or teacher also comes naturally. If you get assigned to do group work with people then the class just did you a favor.

If you meet someone you like, it's probably better to become their class buddy and sit with them for the rest of the semester rather than seeing what's behind 'door number three'. You can get to know them well and hopefully become friends outside of class.

The appeal is obvious. You join up and you instantly know a group of people who share a similar interest to yours. You can also start your own club or informal meet up. For example, when I used to be into martial arts a little bit, there was a group that met up once a week to spar together and show each other new techniques. You can start your own group. Like you could start up a book club and have the first meeting be at your house.

Joining the team gets you admission to a group of people who you'll see for the next few weeks at least, who you'll develop some camaraderie from playing together, and for who socializing after the game comes naturally. Sports leagues also vary in how sport-focused and competitive they are. Some are all about playing and take it pretty seriously.

Others are just a glorified excuse to go for drinks after the game is over. They may not even play a "real" sport, instead going with something much more casual and friendly to non-athletes, like dodgeball or kickball.

If you're religious there are lots of opportunities for you to meet others, and ones who likely share the same values as you do. Besides from attending regular services at a church, temple, mosque or whatnot, and meeting people that way, there may be lots of offshoot events, recreational activities, and clubs you can take part in (a religious study class, a group that organizes monthly charity events, the stereotypical bingo night).

Different churches have different flavors to them based on their denomination, the types of people who attend and so on, and you may have to try a few out before you hit on one that has a community that you click with. This one becomes more prominent if you've started a family. There are a lot of ways to meet people, mainly other parents, through your kids:

You can talk to other parents at the playground, or before and after daycare or school, or during little league games.

You can get to know the parents of your children's friends.

You can get involved with organizations like the pta (parent-teacher association)

You can volunteer your time as a coach or scout leader, and get to know the other adults who are involved as well. Anyone who's lived alone during their first year of college will tell you not to do it. Living in a big dorm is your best bet, though you can't really do this once college is over. You'll meet a lot of your neighbors naturally, but you can also go out of your way to introduce yourself to people. Or just make sure to hang out in the common areas and chat to whoever shows up. Joining a fraternity/sorority is even better, though it's not for everyone. Living in a large building with lots of other people your age around is better than being in a small place with no one who's similar to you. Having a roommate is a big boost to your social life. They'll bring their friends around too.

Even in smaller apartment buildings sometimes months can go by between running into a particular neighbor in the hall, but if you do see someone, chat to them and invite them to hang out if they seem alright. If they invite you to drop by their apartment one day, actually take them up on their offer. If your living situation really sucks (you live alone in the middle of nowhere), moving might be something to consider. I find this one tends to vary from family to family.

Some people are close to their cousins, and hang out with them as they would with any other friend. In other families there's more an attitude of, "ugh, why would I want to spend time with my dorky relatives?"

The same thing applies to siblings. Some people get along with their close-in-age brothers or sisters quite well, and their social circles intermingle. For others, being buddy-buddy with their sibling is the last thing they'd want to do.

If you're from the type of family that's open to hanging out with relatives or siblings, there may be some potential unexplored friendships there. Maybe you'll hit it off with all of your cousin's buddies?

The first ones that come to mind for me are nightlife ones like a bartender, bouncer, or dj. The next thing that comes to mind is being a barista in a coffee shop. The idea is that the customers will tend to talk to you, or it's natural for you to chat to them during quiet periods. Any kind of customer service position can work really. The ideal situation is probably working at a store directly related to one of your hobbies, and where customers stick around for a while to speak to each other and the staff. This works in two ways: first, it can cause people to seek you out. Second, it gives you leverage to approach other people.

With this point you have to be careful about being someone that people are just using because you have something they want, rather than being around you for your company. The thing you have to offer should just be a springboard to meeting people.

There are tons of examples:

If you're good at something, and have a reputation for being helpful, then people will come to you for advice. For example, you may be one of the better people at the rock climbing gym, and if you're not too aloof people will come to you for pointers.

Maybe you're a good person to come to for help about a certain class, or you're handy with computers. If you're a good artist you could join a club and offer your services, like volunteering to design the posters for an association's pub night.

You may have access to something other people like or find useful. Like you're the only one with a car, or you have a nice apartment with the big TV that everyone hangs out at, or you have a cottage, or you have a nice laptop loaded with movies that you can watch with people between classes, or you have the connections to get into places for free.

A party may be held by a friend, or through your job, or through an association at your school.

You may even throw one yourself. either way, they gather a lot of people together, who are all pretty open to mingling with each other and making new contacts.

If team sports aren't your thing then you can still get a lot out of more individual sports where people gather together to train or compete. If you play a competitive individual sport then you can meet the people you play against. Your gym may have a day where people can show up at a certain time and then pair off to play.

Some will have bulletin boards where you can leave notices or put your name on a sheet to find opponents. Another broad category is sports where people show up at one place to train together. Martial arts gyms, skate parks, or rock climbing gyms are good examples.

These places usually have a pretty informal atmosphere and it's common for people to chat or help each other out (e.g., holding the pad while one person practices their kicks, belaying someone or giving them pointers, etc.).

Finally, there are some individual sports like swimming, where everyone pretty much does their own thing, but they all have to show up at the same place to do it. After a while you're bound to end up talking to some of the other regulars. This method still has a bit of a stigma attached, but pretty much everyone does it at some point. If you're already online a lot you may as well take advantage of it to make some friends.

You could use a site like craigslist as a bulletin board and advertise for a running buddy or to announce a club you're organizing. You could go on a site to find people interested in the same things as you.

From what I've heard, people are sometimes disappointed in meetup events, so don't get your hopes too high or think it's a magical, effortless way to make friends. You may find the people there aren't your type. If you're younger you may find they're all older than you.

Still, it doesn't hurt to check it out and see what's in your area. Some people use online dating sites to look for friends. In their profile they'll say something like how they're new in town and are just looking for people to hang out with, not to date.

On forums related to things like music or bands you can announce you're going to a certain event and put out an invitation for anyone else who's coming to meet up with you.

You can meet up with people from a website you frequent in real life.

Discussion forums often arrange local meet ups. Other types of conversation-oriented sites do the same thing (e.g., social news sites like reddit.com, large blogs with active communities).

One issue with meeting possible friends through sites where the members have time to build a presence for themselves is that sometimes people portray themselves a certain way online, and come across totally differently in real life (whether intentionally or not).

This can lead to disappointments, which can cut both ways. Sometimes you'll be disappointed in the people you meet.

At other times it's you's doing the disappointing. The latter can be quite the knock to your self-esteem. Be aware of this, especially if you tend to come off as awkward in real life, but are confident when you're behind a keyboard. If you have an interest that you normally partake in on your own, you may be able to introduce a social element into it.

For example, if you like running, then put out a call for a running buddy. If you normally mountain bike by yourself then you could find a group that rides together on the weekends.

If you like reading you could start a book club. If you like playing an instrument then start a band or join one. If you're a writer you could organize a group where people meet to share what they've been working on and help each other improve.

If you're into comics or card games maybe you can hang around the store with the other hobbyists instead of staying at home.

If you think a certain type of group or club would help you but there isn't one around then try starting one yourself. As I mention at the start of this article on making plans being an organizer is a powerful way to take charge of your social options. Near where you live there may be a basketball court with a pickup game that goes on every saturday morning.

There may be a spot at the university where every monday at 9 p.m. Students who are interested in break dancing get together to practice. Every sunday morning at a nearby nondescript parking lot hobbyists may meet to screw around with their remote controlled cars. If you're into the same kind of stuff, you can show up and join in.

First, if you hang around a place long enough eventually you'll see who the other regulars are and it will only be natural to get to know them. This is one of those cases where familiarity breeds trust and liking. also, if you play a game like pool, darts, or air hockey you can ask other people to play against you. you're bound to talk to them as you play.

If you identify with a certain scene or subculture and know other people from that group usually hang around in a certain area, then go there as well. You may end up striking up a conversation with someone you have a lot in common with.

Especially once you've been seen around enough that other people decide you're probably alright. If you're going to a book reading you may meet some people just because the circumstances force everyone to sit close together, or ask to share a table.

Often it's only natural that you chat to each other a bit next.

Grab the local free lefty paper, and check out the section with a list of events that are happening that week. There can be some pretty random stuff in there. If any of them strike your fancy then show up to them. Some of them may be a bust in terms of meeting people, but if nothing else you'll get to have some new experiences.

You know, coffee shops, museums, the grocery store. This is another suggestion you tend to see across multiple articles on how to meet people. It can work, sure, especially if you're very outgoing, but I think the ideas above are easier.

Exercise 1. Choose the keywords and phrases that best convey the gist of the information.

Exercise 2. Answer the questions.

1. What are any places to meet new friends? 2. When you meet someone you like you're potentially meeting all their friends down the road, don't you? 3. Can you get a job with more people around? 4. Can you also volunteer somewhere? 5. Where can you have a ton of chances to meet people? 6. Can you start your own club or informal meet up? 7. Are there lots of opportunities for you to meet others if you're religious? 8. Are there a lot of ways to meet people through your kids? 9. What are they? 10. The thing you have to offer should just be a springboard to meeting people, don't they? 11. When will people come to you for advice? 12. Can you go on a site to find people interested in the same things as you? 13. What other opportunities can you offer to meet people?



LESSON 5. ASKING THE WAY

Telling the way. Examples:

Take the second on the left/right and then ask again.

Turn round and turn left at the traffic lights.

Take the third on the right and go straight on.

First right, second left. You can't miss it.

Go straight and you'll find Nelson Street on your left, go straight up for about two hundred metres, and the police station is on your left.

Go up this street on the right, then take the first on the left, and you'll see it right on the corner.

Go straight until you reach a toy shop, then turn right into Cromwell Square.

The Orion Cinema'll be on your left, opposite the theatre and next to the newsagent's.

Asking and giving information about time & distance. Examples:

A: Is the bus stop far from here?

B: No, it's not. Just go straight on for three hundred metres and it is on your left.

A: Will it take me long to get there?

B: No, it's no distance at all.

A: Should I take a bus?

B: No, you can walk it in under five minutes.

A: Is it too far to walk?

B: No, it's only a couple of hundred yards.

A: How far is the baker's?

B: It's just half a mile from here, a five minute walk / a five minutes' walk.

A: How long does it take to go from Shakespeare Street to Wellington Square?

B: It takes about ten minutes.

A: Is it a long way from here? How long does it take to get there?

B: It's quite a long way from here on foot. You'd better go by bus or underground. The nearest bus stop for line 31, which can take you to the Marlowe Theatre, is there, in front of the supermarket. It will take you there in less than 15 minutes.

Saying "thank you" Examples:

A: Thank you. Thanks. Thanks very much. Many thanks. Thank you very much indeed Thanks a lot. Thanks a million (informal).

B: That's OK. (informal) Not at all. Don't worry. That's quite all right. It's a pleasure. (formal) My pleasure.(formal) You're welcome. (American English, though much used in Britain).

Pay attention to how and when expressions like "Excuse me", "please", "thank you" and "not at all" are used. Example:

A: Excuse me. Could you tell me how to get to the supermarket, please?

B: Turn left at the traffic lights and then go straight on.

A: How far is it from here?

B: About three hundred metres.

A: Thank you very much.

B: Not at all.

Exercise 1. Choose the keywords that best convey the gist of the information.

Exercise 2. Read the text and pick up the essential details in the form of quick notes.

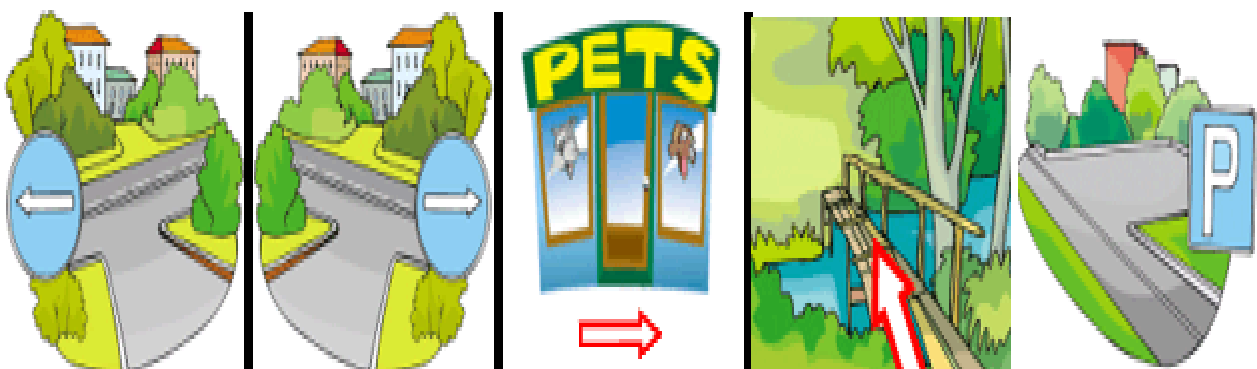
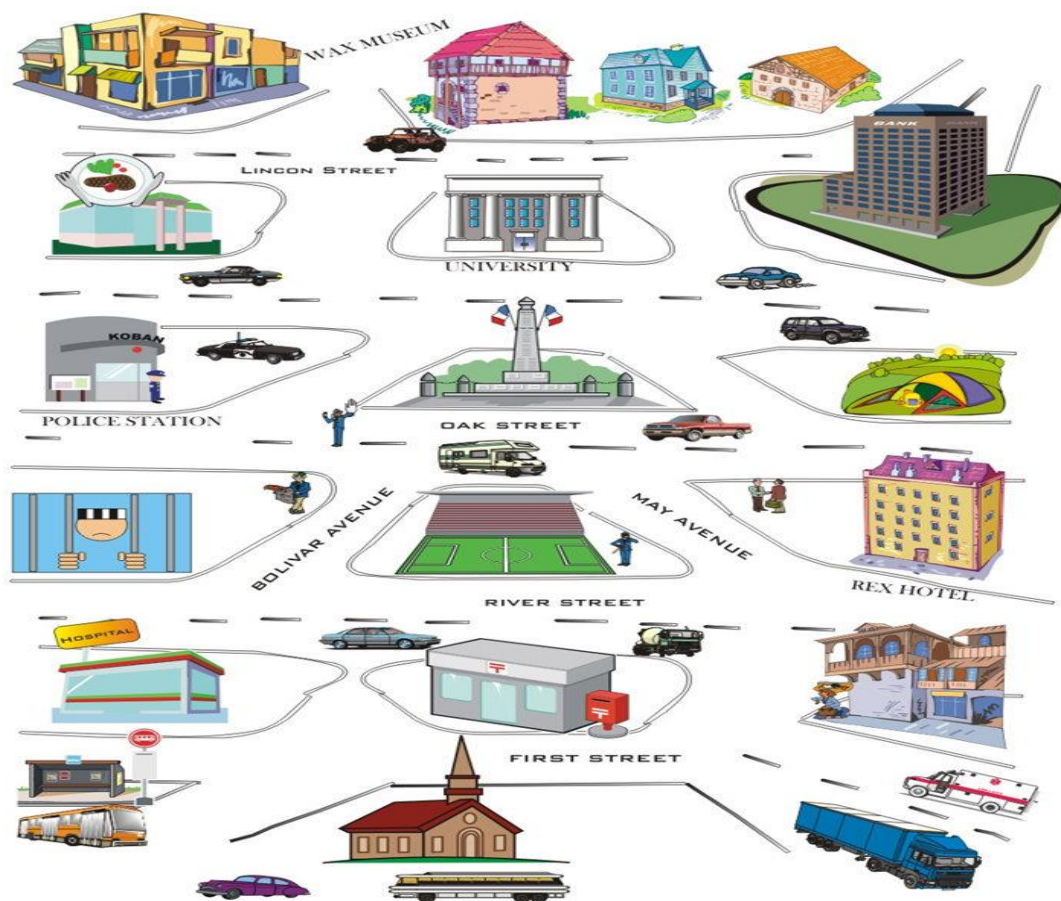
Exercise 3. Analyze the information above and below and use it in practice.

"Could you tell" is a higher register than "Can you tell" and could be used both in formal and informal contexts. On the other hand "Can you tell" is definitely informal. In such a situation, you would need to know how to refer to anything you can see in the street which could be of aid in giving directions.

Examples: various kinds of shop, public offices, a park, a river, a monument, a zebra crossing, traffic lights and so on.

If you have to tell somebody the way, never forget the effectiveness of using verbs such as turn right/left, go straight, etc. Not less important is the use of prepositions of time and place and the typical related expressions, which help you to give a more precise idea of what you are saying.

Exercise 4. Draw up some situations on the topic.



10 EASY WAYS TO IMPROVE YOUR DIALOGUE

written by Ali Luke

"And what is the use of a book", thought Alice, "without pictures or conversations?" Lewis Carroll

I can manage books without pictures, but I know how Alice feels about the conversations. When I'm browsing, I flick through books to see how much dialogue there is. If there doesn't seem to be much, I'll put the book down and choose something else. I'm pretty sure I'm not the only person who does this, either...As a writer, dialogue lets you:

Show rather than tell. – when characters act and speak, they become real to us.

Build tension and drama, furthering the plot.

Reveal character in what's said (or what isn't said).

Create white space on the page – attractive to busy readers.

However, many writers list "dialogue" as one of the key things they struggle with. I love writing dialogue, and I still have to work hard at it – though thanks to the wonderful Lorna Fergusson from fictionfire, I've definitely improved.

So what makes for good dialogue?

WATCH YOUR DIALOGUE TAGS

A "dialogue tag" is the bit you put before or after the dialogue, like: he said, she asked, I replied. In primary (elementary) school, I was taught to vary dialogue tags with words like *whispered, shouted, pondered ...* This might be great for encouraging kids to grow their vocabulary, but it's poor advice for any adult fiction writer.

Normally, the word "said" will do just fine. Throw in an occasional "whispered" or "shouted" if you need to, but don't get fancier than that. The reader will barely notice the word "said" – but when characters start "mumbling awkwardly" or "opining" then the dialogue tags end up distracting from the actual dialogue. (I particularly dislike the use of words like "laughed" and "giggled" as dialogue tags. Does anyone really *giggle* a whole sentence?) You can normally avoid adjectives and modifying phrases, too. If the dialogue is well-written, readers will *know* that it was "said happily" or "shouted furiously".

GROUND YOUR DIALOGUE IN A SCENE

It's easy to fall into the trap of "talking heads" – two characters discussing something in bare lines of dialogue, with little or no supporting text. *Every conversation that takes place needs to be somewhere.* The location or scene makes a difference to the actual dialogue.

Think about: Where are your characters? In a busy coffee shop, driving in a car, on a train, at home...? Who's nearby? Nosy onlookers, the boss... You don't have to have action or description after every single line of dialogue, but you do need a sense that your characters are physically located in a particular setting. It can be tough to manage dialogue on the phone, where characters can't see one another; you can use background noise to help add to the scene.

USE DIALECT & ACCENTS WITH CAUTION

One mistake that newer writers often make is to go over the top with dialect words or accents. This can make the text incredibly hard to read – it can be unintentionally comic, or even offensive. Generally, less is more. *If you have a Scottish character, they don't need to sound like a Burns poem.* Use the occasional dialect word like "wee" and the reader will get the idea. Similarly, if you have an uneducated or lower class character, using non-standard grammar or phrases will establish their voice – you don't need to start knocking letters off every word.

DON'T LET ONE PERSON SPEAK FOR TOO LONG

In real life, we don't normally give long speeches during regular conversations. There are some circumstances where one person might speak for several minutes at a time – during a lecture, sermon, etc. – but this is limited to special occasions.

If your characters have long blocks of speech, break those up. Other characters could butt in or simply ask for clarification. You could have non-verbal responses from the listeners (nodding, sighing, frowning, etc). When your plot requires a character to speak for some length of time, don't give us the whole speech! A few lines from the start and end, plus a narrative summary of what was said, will be enough.

REALISTIC DOESN'T MEAN REAL

This was one of the areas I struggled with in my novel. I tried too hard to make my dialogue realistic – with lots of "ums", hesitations, repetitions and so on.

It was over-the-top. *Dialogue is supposed to give an impression of real speech; it's not supposed to be a transcript of how we really talk.* When I went back and cleaned up the dialogue, my text flowed much more smoothly. That meant having my characters speak in realistic-sounding but clear sentences. They did hesitate or stumble at times – but only when it was really warranted by what was going on.

GIVE YOUR CHARACTERS DISTINCT SPEECH PATTERNS

Do all your characters sound exactly the same? If so, you need to do some tweaking. Think about:

- *Age:* a 13-year-old will speak differently from a 70-year-old.
- *Gender:* women and men may use different vocabulary.
- *Social background:* does your character use down-to-earth words or "posh" ones?
- *Education level:* does your character have a wide or limited vocabulary?
- *Geographical area:* where do they live?
- *Particular catch phrases:* don't go overboard here, but consider whether your character has any common phrases (things like "for sure!" or "good good" or "awesome").
- *Verbosity:* some people tend to babble, others will be taciturn

One good trick is to take just the lines of dialogue in your short story or novel – cut out the action and dialogue tags – and see whether you can work out who said what.

DON'T PUT EXPOSITION IN THE DIALOGUE

Sometimes, you need to convey information about the characters. *Don't* try to force this into the dialogue – it'll come across as stagey and fake.

Avoid having characters tell one another things that they logically should already know. This sort of dialogue is a particular problem for sci-fi writers: "*But captain, if the unobtainium runs out, the whole ship is gonna blow...*" If you're really keen to get information across during a conversation, then make sure that the set-up for the conversation is appropriate.

If two friends are catching up after 10 years apart, they might well fill in one another on the details of their work, family and lives in general.



USE SILENCE AS WELL AS WORDS

Sometimes, what's not said is more powerful than what is said. If one character says "I love you" and the other person doesn't say anything at all, that's often stronger than a response like "Oh, okay" or "Yeah, right". When a character refuses to respond to a particular question or refuses to speak to a certain person, we immediately know that there's something going on – without the author having to say "*James didn't want to talk about his marriage*" or "*Mary hadn't been on speaking terms with her mother-in-law for years.*"

GET IN LATE & LEAVE EARLY

I'm indebted to Lorna for this particular tip: *you don't have to begin the conversation at the first word and end at the last.* If someone's talking on the phone, cut out all the "Hi, how are you?" "Fine thanks, and you?" bits at the start. Yes, they're realistic – but the reader isn't interested. Often, it's powerful to end a scene on a line of a dialogue. We don't need to see how the other character responds. We definitely don't need the conversation to tail off into "Bye" and "See you next time".

PUNCTUATE YOUR DIALOGUE CORRECTLY

This is crucial if you're going to be submitting your work to publishers, or if you're entering writing competitions. It's vital if you're self-publishing – *you want your story or novel to be as professional as possible.* Dialogue should:

- Begin on a new line for each new speaker
- Have double or single quotation marks around the words (be consistent with which you choose – as a rule of thumb, the US standard is double and UK is single)
- Have punctuation *inside* the quotation marks
- End the dialogue line with a comma if you're adding a dialogue tag, but with a full stop if you're adding an action.

Here's an example:

"Joe, please come here", Sarah said. "We need to talk".

"What about?"

"You know what". She folded her arms.

If you're struggling with dialogue, try writing a new scene that involves an important conversation. And if you've already written lots of dialogue that's not quite working, go back through with these ten tips in mind – see how you can strengthen it.

DIALOGUES

- Could you tell me where the Science Museum is, please?
- It is on the corner of Seventh Street and Lincoln Road.
- How do I get there from here, please?
- Go down this street and turn right at the traffic light. Walk two blocks and turn right onto Seventh Street. Go past the department store and the flower market, and you'll see the Science Museum across the street. It is a large red-brick building. You can't miss it.
- Is it far from here?
- No, it's just a ten-minute walk.
- Thank you very much.
- You're welcome.

Exercise 1. Read the dialogues learn them by heart and then carry them out.

Exercise 2. Render the score of them in Indirect Speech.

-
- Excuse me! Excuse me, sir! Excuse me, madam!
 - Excuse me, miss!
 - Could you tell me how to get to the bank, please?
 - Sure. When you leave the hotel, turn left and walk three blocks. Make a left turn at the bookstore. You will see a cafe and a post office. The bank is next to the post office.
 - Thanks a lot.
 - You're welcome.

-
- Is there a restaurant near here? / Can you tell me if there is a restaurant near here? There is a restaurant around the corner, next to the toy store.
 - Thanks. Don't mention it.
 - Excuse me, do you know where the nearest drugstore?
 - There is one next to the grocery store on King Street.
 - Do you see the square across from the bank? King Street starts behind the square.
 - How long will it take to get there?
 - About ten minutes.
 - Thank you.

-
- Could you help me, please? I'd like to know how to get to the center from here.
 - The downtown bus stops in front of the Rose Hotel over there.
 - Excuse me, does this bus go to the center?
 - No, you need the bus going in the opposite direction. The bus stop is on the other side of the street.
 - Oh, thank you.

-
- Excuse me, where's the exit, please?
 - Through the lobby and down the stairs.
 - Thank you.

-
- How can I get to the airport, please?
 - Go as far as the traffic lights, then turn right and keep straight on.

-
- Would you mind giving me some directions?
 - What are you looking for?
 - The Central Exhibition. Do you know where it is?
 - The Central Exhibition? Well, it's pretty far from here. You'd better take a bus.
 - Is it a long ride? / How long does it take to get there?
 - About ten minutes by bus.
 - Which bus do I take to get there?
 - Let me think. It's probably best of all to take Bus 5 on Second Street.
 - And where is Second Street, please?
 - Walk down this street to the next intersection and turn right. You will be on Second Street. The bus stop will be near a small park on your right.

- Thank you.
- Anytime. Have a nice day.

▪ Excuse me, could you help me? I'm new in town. I'm a tourist. I'm lost. / I lost my way. Does this bus go to the amusement park? Is this the right bus for the beach? How do I get to the book fair, please?

- Sorry, you'll have to ask someone else.

▪ Excuse me, can you help me? I'm looking for Redwood Travel Agency. /
 ▪ I'm trying to find Redwood Travel Agency.
 ▪ It's on the fifth floor. Go to the end of this hall and turn left. The elevators are there. The receptionist on the fifth floor will help you find their office.

▪ Thank you. One more question, please. Could you tell me where the restrooms are?
 ▪ They are on the second floor. Take the escalator to the second floor, turn right and go down the hallway. The restrooms are on the left, opposite the stationery store.
 ▪ Thank you very much.

-
- Excuse me!
 - Yes?
 - Can you tell me the way to the post office, please?
 - Certainly. Take the first street on the left, then the second on the right.
 - First on the left, second on the right...
 - That's right.
 - Thanks a lot.

-
- Excuse me. How can I get to the railway station, please?
 - Go down this road, and then take the second street on the left.
 - Is it far from here?
 - Oh, no. It's just five minutes' walk.
 - Thank you very much.

USAGE OF THE VERBS: SAY & TELL

Quoting directly (direct speech): SAY

The director said, "Our Company needs advertising specialists".
 The headline of the article says, "New school opens tomorrow".
 Napoleon said, "I am the state".
 John said, "The meeting ended at four o'clock yesterday".

Indirect speech: SAY or TELL

John said that the meeting ended at four o'clock yesterday.
 John told us that the meeting ended at four o'clock yesterday.
 The rule says that the word "ex-president" is written with a hyphen.
 He said to me that he was leaving for New York on Monday.
 What did she say? What did she say to you? What did she tell you?
 He told me that he would wait for me at the library.
 She told them that she had already bought a new car.

TYPICAL PHRASES WITH THE VERB SAY

Main meanings of the verb SAY: pronounce, utter, voice, express in words, remark; give an opinion; report.

Say it loudly and clearly.
Say these words after me.
Don't be silent, say something!
He didn't say a word.
Say hello to your family for me.
I said thank you.
Will she say yes?
I wouldn't say no.
Say no to drugs.
Never say die.

You can say that again! / You said it!
How do you say good-bye in Spanish?
I'd like to say a few words about the importance of this research.
He said many nice things about you.
What can you say about his new book?
There's not much I can say for him.
I have a lot to say against this plan.
They say it's an interesting town.
It is often said that you're as old as you feel.
What can I say?
I'm afraid I couldn't say.

TYPICAL PHRASES WITH THE VERB TELL

Main meanings of the verb TELL: give an account of, recount, relate, narrate; inform, communicate (to); describe, express in words; order or request; distinguish.

Tell me about your childhood, please.
Did she tell you about her trip to Mexico?
He told me about his plans.
Tell us how you managed to do it.
Could you tell me where the bank is?
He told me how to get to the station.
He told us many good things about you.
He told me an interesting story about cats.
She often tells her children a story / a fairy tale before sleep.
Can you tell me the time?
(But: My watch says five o'clock.)
I can't tell the difference between them.
Can you tell this brand of tea from that one?
I could tell by her voice that she was very upset.
The other boys told on him.
Hard work is beginning to tell on his health.

He told us the news.
She told him the facts.
Tell me your name, please.
He didn't tell me his name.
She told me her secret.
He often tells good jokes.
He told me a new joke.
Stop telling me tales!
Tell me the truth.
He always tells the truth.
To tell you the truth, I don't like parties.
She told you a lie.
Do you often tell white lies?
He told her to sell the car.
She told me to wait here.
I can't tell the twins apart.
I told you so! What did I tell you!

Exercise 1. Translate the topical vocabulary.

Exercise 2. Analyze the vocabulary notes and remember them.

Exercise 3. Read the dialogues on the topic and learn them by heart.

- Excuse me. Where is the nearest bank here?
- It's round the corner over there, opposite the supermarket.
- How can I get to the Hilton Hotel, please?
- Keep straight on, then turn left at the first crossroads.

▪ Is there a chemist's shop near here?

▪ Ah, yes. Walk down this street, and take the second turning on the right. The chemist's is not far from the corner, next to a pub.

▪ Can you tell me the way to the museum, please?

▪ Well, go as far as the church, then walk down Park Street. The museum is there, in the middle of the park.

-
- Can you tell me how I can get to the National Gallery, please?
 - Take a 45 bus and at the fifth stop change for a 67 tram. Get off at the third stop.

▪ Excuse me. Is there a photshop near here?

▪ Ah, yes, there is one at Hillyard Station.

▪ How can I get there?

▪ Go across the bridge, then take the third turning on the left, then the fourth on the right. Hillyard Station is there, behind the church.

▪ Is it far?

▪ Well, it isn't very near...

▪ Can I take a bus?

▪ Certainly. Take a 59 bus and get off at the fifth stop.

▪ Thank you.

▪ That's all right.

Exercise 4. Read the dialogues, learn them by heart and then carry them out. Render the score of them in Indirect Speech.

Exercise 5. Read and remember topic questions.

Excuse me, please. Can you tell me where St. Paul's Cathedral is?

Excuse me. Could you tell me the way to the British Museum?

Excuse me. Could you tell me how to get to a chemist's, please?

Excuse me. Is this the right way to Robin Hood's Pub, please?

Excuse me. How can I get to the station from here?

Excuse me, but I'm trying to find the harbour.

Excuse me, but I can't find the Tower of London. Could you help me, please?

Excuse me. I'm looking for St Mary's Church. Could you tell me how to get there?

Excuse me, but I can't find a greengrocer. Could you tell me where I can find one, please?



THEORY ON THE VERBS: SPEAK & TALK

Generally, the verbs SPEAK and TALK are synonyms, but SPEAK often implies formal address to a person or audience, while TALK often implies informal conversation. There are also differences in the idiomatic use of these verbs.

Oral communication with someone about something: SPEAK or TALK

I spoke to the manager this morning.

I'll speak to him about his behavior.

The director is speaking with technical consultants now about this problem.

I'll never speak to him again if he doesn't apologize.

Who do you want to speak to?

May I speak to Mr. Miller, please?

He talked to technical consultants about this problem.

I talked to her on the phone today.

I saw him talking with Mr. and Mrs. Gray in the lobby.

Are you talking to me?

Giving a speech, especially formal speech, address, or report: SPEAK

The President will speak at the conference.

The lecturer spoke about the economic situation in the world.

Did the director speak at the meeting?

He spoke for an hour.

Note: The verb TALK may be used in this situation in some cases. Example: The lecturer talked on the economic situation in the world.

Conversation about informal conversation or discussion: TALK

They often talk about modern poetry at the club meetings.

People are already talking about his strange habits.

What are you talking about?

We talked about our hometown and old friends all evening.

They talked for about an hour.

Describing the manner: SPEAK & TALK

He speaks very fast.

Don't be afraid, you can speak openly here.

He spoke very loudly. Everyone could hear his words.

She spoke in a low voice. I didn't hear everything.

Do you speak Spanish?

He speaks English with a French accent.

English is spoken in many countries of the world.

Her little baby is learning to speak.

She talked very softly.

They regularly talk German with their children for practice.

The baby is learning to talk.



**COMMUNICATING INFORMATION BY SPEECH SUBSTITUTES:
SOUNDS, SIGNS, IMAGES, OR ACTIONS:
MOSTLY SPEAK & TALK**

Actions speak louder than words.

This painting speaks directly to your heart.

Everything in her house speaks of loneliness and despair.

Machine guns spoke sharply at distance. She talks in her sleep.

Night birds were talking in the forest.

IDIOMATIC USE OF THE VERB SPEAK

How many people spoke for the plan?

How many spoke against it?

The sales figures speak for themselves – we sold practically nothing.

Speak for yourself. I have a different opinion.

The first three items on the list have been spoken for.

I speak from the heart when I offer you my sincere gratitude.

Speaking from memory, I would say it happened five or six years ago.

I can't hear you. Speak up, please. / Speak out, please.

Nothing will change until all of us speak out against this project.

She is on permanent vacation, so to speak.

Speaking of money, could you lend me a hundred dollars?

My trip wasn't interesting. Nothing to speak of.

Speak of the devil!

IDIOMATIC USE OF THE VERB TALK

Don't give me an answer now. Talk it over with your family first.

Don't talk back to your teacher.

Can you talk him into giving us the car for the weekend?

I'm afraid I can't talk him out of selling his apartment.

I don't like her because she often talks behind my back.

After three hours of interrogation, the criminal finally talked.

They always talk politics at dinner.

Listen to him. He is talking sense. Stop talking nonsense!

She is a regular talking machine. She will talk you to death!

He talks big, but in real life he doesn't amount to much.

Talk about true friendship! My friends practically robbed me.

Talking of money, can you lend me a hundred dollars?

Stop talking! Now you are talking!

Look who's talking! Talk of the devil!



Exercise 1. Choose the most appropriate variant.

1. Don't ... him about our plans.
say tell speak talk
2. I waited for an answer, but she didn't ... a word.
say tell speak talk
3. He ... that he would wait for me at the library.
said told spoke talked
4. He ... us that he was going to buy a new car.
said told spoke talked
5. Do you ... English?
say tell speak talk
6. Come here, Mike. We need to
say tell speak talk
7. To ... you the truth, I don't remember anything.
say tell speak talk
8. Did the director ... at the conference?
say tell speak talk
9. Do you know how to ... good-bye in Arabic?
say tell speak talk
10. We spent the whole evening ... about old friends.
saying telling speaking talking

Exercise 2. Choose the most appropriate variant.

1. Can you ... me the time?
say tell speak talk
2. My watch ... ten o'clock.
says tells speaks talks
3. It is often ... that history repeats itself.
said told spoken talked
4. I can't ... the difference between them.
say tell speak talk
5. It goes without ... that he should pay his debt in full.
saying telling speaking talking
6. We should ... him out of going there.
say tell speak talk
7. ... for yourself. I have a different opinion.
Say Tell Speak Talk
8. I'd like to ... it over with my family before making a decision.
say tell speak talk
9. Please ... up. I can't hear you.
say tell speak talk
10. Don't ... back to your teachers!
say tell speak talk

Exercise 3. Choose the keywords that best convey the gist of the information.

Exercise 4. Read the text and pick up the essential details in the form of quick notes.

LESSON 6.

RECEIVING VISITORS & PLAYING HOST

| | |
|---|---|
| Come in, please. Won't you come in This way, please. Won't you sit down? /Take a seat. Make yourself comfortable. Make yourself at home. Shall I fix you a drink. | Have some ... Help yourself to Will you have some salad (pudding, etc.)? Have some more jam (ham, etc.). Have another cup (some more ice-cream, etc.) Care for a cup of tea (some more ice-cream, etc.)? (pas |
|---|---|

REPLIES

| | |
|------------------------------|---|
| Thank you. No, thank you. | No, thanks, no more. (<i>φαμ.</i>) I've had enough, thank you. |
|------------------------------|---|

DIALOGUES

- Come in, please. This way.
- Thank you.
- Won't you sit down? Make yourself comfortable.
- Thank you very much.
- Won't you come in?
- Thank you.
- Take a seat and make yourself at home.
- Thank you.

-
- Have some apple-pie.
 - Thank you. It looks delicious.
 - Have some more fish.
 - No, thanks, no more. I've had enough.
 - Have another cup of coffee.
 - Thank you.
 - Will you have some fruit?
 - No, thank you.

Exercise 1. Read the dialogues learn them by heart and then carry them out.

Exercise 2. React to the sentences given below using one of the phrases.

Thank you. No, thank you. Yes, please. No, thanks, no more.

1. Have some fish. 2. Have some more juice. 3. Care for a cup of tea? 4. Have another whisky, will you? 5. Help yourself to the salad. 6. Shall I fix you another drink? 7. Will you have some chicken? 8. Will you have some more turkey? 9. Care for a salad? 10. Have another cup of coffee?

Exercise 3. Choose the keywords that best convey the gist of the information.

Exercise 4. Read the text and pick up the essential details in the form of quick notes.

RECEIVING VISITORS

Receiving visitors and guests is a secretary's daily routine in the office.

As a secretary, you represent your company, and you should try to make a good impression on visitors when you greet them.

A secretary should always greet a visitor and be friendly and helpful. A secretary should have a thorough knowledge of the structure of the organization and its staff. When talking with the visitor, a secretary should pay attention and listen to the visitor carefully. Most importantly, a secretary should find out if the visitor has an appointment or not.

If the visitor has an appointment, the secretary needs to check the appointment book first. If the visitor does not have an appointment find out the reason for his visit and the person he wants to see. Then find out if the person the visitor wishes to see is in and whether he will receive the visitor and make an appointment.

If the person cannot see the visitor without an appointment, suggest another person instead, or make a further appointment. If the visitor is an important customer, the boss will come down to the reception to greet the visitor. Sometimes the secretary escorts the visitor to the boss office. Using the visitor's name when he arrives is a friendly gesture and gives the visitor a good impression of the company or organization.

When the secretary and the visitor arrive at the boss's office, the secretary announces the visitor's name, title and position, and introduces the boss to him if this is their first meeting.

If the visitor wishes to leave a message, write it down immediately and make sure it reaches the right person. If the visitor must wait for the boss, see that he has a comfortable chair and some reading materials. A secretary should not force conversation upon the visitor unless he seems willing to talk he is waiting. When a visitor cannot be satisfied, the secretary should make some suggestions for an alternative meeting. If a meeting is impossible, the secretary should express regret and explain what has happened, with care and tact, so that the visitor won't get hurt.

Exercise 1. Answer the questions.

1. Whose daily routine is receiving visitors and guests? 2. What does a secretary try to do? 3. Should a secretary always greet a visitor and be friendly and helpful? 4. Should a secretary pay attention and listen to the visitor carefully? 5. What should she find out? 6. When does the secretary need to check the appointment book first? 7. What does she do if the visitor does not have an appointment? 8. What will the boss do if the visitor is an important customer? 9. What is a friendly gesture and gives the visitor a good impression of the company or organization? 10. A secretary should not force conversation, shouldn't she?

Exercise 2. Do the task.

What will you say ...

- when you open the door to someone?
- when you show someone into the room?
- when offering someone a seat?
- if you want the visitor to feel comfortable?
- when treating your guest to something?
- when offering your guest a drink?

Exercise 3. Choose the keywords that best convey the gist of the information.

Exercise 4. Read the text and pick up the essential details in the form of quick notes.

DIALOGUES

- Thanks for coming to see me today.
- It's no problem. I was really missing you anyway.
- I missed you too.
- Why haven't you tried to come see me then?
- I've been really busy.
- Doing what?
- Working.
- I would've come to see you sooner, but I've been busy too.
- What have you been doing?
- I've been working too.
- Well regardless, I'm very happy that you came to see me.
- I am too.

-
- I'm really glad that you came to see me.
 - I had to. I was missing you a lot.
 - I was missing you too.
 - So, why haven't you visited me?
 - I've actually been busy lately.
 - What have you been doing?
 - I've just been working really hard.
 - I've also been busy.
 - Tell me what you've been doing.
 - Basically, I've been working too.
 - Well whatever, I'm glad you came.
 - So am I.

Exercise 1. Read the dialogues learn them by heart and then carry them out.

Exercise 2. Render the score of them in Indirect Speech.

Exercise 3. Translate the words and make up sentences with them.

Synonyms for the phrase «playing host»

Give, provide, amuse, blow, divert, entertain, escort, feast, indulge, regale, satisfy, stake, stand, buy for, foot the bill, pay for, pick up the check, pick up the tab, set up, spring for, take out, wine and dine

Antonyms for the phrase «playing host»

Take, abstain, anger, bored, disappoint, refuse, reject, tire, upset, harm, hurt, ignore, injure.

Exercise 4. Remember the sentences with the word «host».

1. One who receives or entertains guests in a social or official capacity. 2. A person who manages an inn or hotel. 3. One that furnishes facilities and resources for a function or event: *the city chosen as host for the Olympic Games*. 4. The emcee or interviewer on a radio or television program. 5. *Biology* The animal or plant on which or in which another organism lives.

Exercise 5. Choose the keywords that best convey the gist of the information.

Exercise 6. Read the text and pick up the essential details in the form of quick notes.

Exercise 7. Read the information on the history of the word «host».

Usage Note: *Host* was used as a verb in Shakespeare's time, but this usage was long obsolete when the verb was reintroduced (or perhaps reinvented) in recent years to mean "perform the role of a host". The usage occurs particularly in contexts relating to institutional gatherings or television and radio shows, where the person performing the role of host has not personally invited the guests. Perhaps because the verb involves a suspect extension of the traditional conception of hospitality, it initially met with critical resistance.

In a 1968 survey, only 18 % of the Usage Panel accepted the usage in the sentence *The Cleveland chapter will host this year's convention*. Over time, however, the usage has become increasingly well established and has the useful purpose of describing the activities of one who performs the ceremonial or practical role of a host, as in arranging a conference or welcoming guests.

In our 1986 survey, 53 % of the Panelists accepted the usage in the phrase *a reception hosted by the Secretary of State*. The verb is less well accepted when it is used to describe the role of a performer who acts as a master of ceremonies for a broadcast or film, where the relation of the word to the notion of "hospitality" is stretched still further.

Exercise 8. Translate the sentences with the keyword «host».

1. Mine **host** of the "Seven Does" stood by, discussing the eternal Robin with a drover. You must ask our friend opposite about that", said the **host** knowingly, indicating the clergyman by a nod of his head. 3. The messenger was a chatty soul and loved a bit of gossip dearly; besides, the pot of ale warmed his heart; so that, settling himself in an easy corner of the inn bench, while the **host** leaned upon the doorway and the hostess stood with her hands beneath her apron, he unfolded his budget of news with great comfort. 4. Who will play host to the next Olympic Games? 5. We were very well hosted and even dined at his house. 6. Next year our country will host the Olympic Games.

Exercise 9. Remember that.

Host – масса, куча; толпа

host of ideas / possibilities – масса идей / возможностей *Syn. throng, multitude, great numbers*

to host a party – быть хозяином вечера

host in oneself – работник, который стоит многих

to act / play as host – принимать гостей

host of a live radio programme – ведущий прямой радиопередачи

Syn. anchorperson, presenter

to reckon without one's host – недооценить трудности; просчитаться

summit host страна, где происходит встреча на высшем уровне

to host a reception – устраивать прием

host broadcaster – радиовещательная компания; ТВ-компания

host computer – главный компьютер

host crew – основная экспедиция

host country – страна-хозяин (конференций, соревнований)

host (hostile) environments – неблагоприятные условия окружающей среды

host government – правительство страны, принимающей кого-л. или дающей

приют кому-л.

HOLIDAYS & PARTIES

National/ legal holiday – an official holiday celebrated by the whole country;

major holiday – a widely celebrated holiday;

popular holiday – a widely celebrated holiday that people like very much;

local holiday – a holiday celebrated locally, only in some region or place;

religious holiday – a holiday observed in some religion;

movable holiday – a holiday that is not fixed on a certain day; it moves every year;

some religious holidays are movable holidays;

red-letter day – a holiday marked by red letters in the calendar; a memorable, important, or happy day.

AMERICAN HOLIDAYS

New Year's Day – January 1st

Martin Luther King's Birthday – 3rd Monday in January

Lincoln's Birthday – February 12th

Saint Valentine's Day – February 14th

Washington's Birthday – 3rd Monday in February

Saint Patrick's Day – March 17th

Easter – on Sunday in March or April (a movable holiday)

April Fools' Day – April 1st

Mother's Day – 2nd Sunday in May

Memorial Day – last Monday in May

Father's Day – 3rd Sunday in June

Independence Day / the Fourth of July – July 4th

Labor Day – 1st Monday in September

Columbus Day – 2nd Monday in October

Halloween – October 31st

Veterans Day – November 11th

Thanksgiving Day – 4th Thursday in November

Christmas Day – December 25th

PARTIES

Party – formal or informal gathering of people to celebrate some occasion.

Reception – implies a more formal setting; guests usually stand and talk; light refreshments are served. For example: formal, diplomatic, wedding, informal reception.

Get-together – an informal gathering of relatives (friends) for celebration & communication; some refreshments are served. For example: a family get-together, a get-together of old friends.

HOLIDAY PARTIES

Christmas party – informal, usually at home with family members and close friends, with a Christmas tree, presents, and a big turkey dinner.

Thanksgiving party – informal, usually at home with family members and close friends, with a big turkey dinner.

New Year party – an informal party with friends, at home or at a restaurant.

Halloween party – a day of celebration for children, with frightening ghost costumes and masks; children go trick-or-treating to neighbours' houses, where a lot of sweet things are prepared for them.

FAMILY & WEDDING PARTIES

Birthday party – a celebration of someone's birthday, usually informal; guests bring presents; the hosts provide meals, drinks, entertainment.

Surprise party – a party organized as a surprise; guests hide in the apartment or unexpectedly appear at the door when the person in whose honour the party is given comes back home.

Housewarming – a party to celebrate a family's moving into a new house or apartment; guests bring presents useful for the house; the hosts offer refreshments.

Wedding party – a party to celebrate someone's wedding; formal or informal, at home or in a restaurant, with presents, food and drink, music, dancing, short speeches and toasts.

Wedding reception – a short reception for relatives and close friends after the wedding ceremony in the church; light refreshments and drinks are served.

Wedding anniversary party – a party celebrating wedding anniversaries; some guests bring gifts on the basis of the number of years the couple has been married.

For example: the first anniversary – gifts made from paper; second – cotton; third – leather; fourth – silk; fifth – wood; tenth – tin; fifteenth – crystal; 20th – china; 25 – silver; 30th – pearls; 40th – rubies; 50th – gifts made of gold.

TYPES OF PARTIES ACCORDING TO THE MEALS SERVED

Cocktail party – a social gathering at which cocktails and other drinks and light refreshments are served; usually between 5 and 8 in the evening.

Dinner party – usually a formal party; suit and tie or tuxedo for men, evening dress for women; written invitations are sent in advance, and an answer to them is required.

Tea party – formal or informal, usually at 4 or 5 in the afternoon; tea and light refreshments (sandwiches, cakes) are served.

Buffet party – a party where guests help themselves to refreshments laid out on tables or buffets.

Open house – a party during which all people who want to visit can do so without an invitation; light refreshments are usually served.

Potluck dinner / potluck supper – a surprise meal, where nobody knows what dishes other guests will bring.

Potluck dinner / potluck supper – a surprise meal, where nobody knows what dishes other guests will bring.

Garden party – an informal party given in the garden or yard in the afternoon; refreshments, grilled meat, and drinks are served.

Picnic – an outing / an outdoor party; people bring food with them, grill meat, and share meals in the open air.

Exercise 1. Analyze the information and use it in practice.





OTHER PARTIES

Farewell/going-away party – a party in honour of someone who is going away.

Costume party – a masquerade (costume) ball / masquerade party where everyone wears a masquerade costume.

Stag party – 1. a party for men only; 2. (a bachelor party) a party that is given by male friends in honour of another male friend before his wedding.

Hen party – a party for women only.

Singles party – a party for unmarried men and women.

Party is a gathering of people who have been invited by a host for the purposes of socializing, conversation, or recreation. A party will typically feature food and beverages & often music and dancing as well. Some parties are held in honor of a specific person, day, or event, such as a birthday party, a Super Bowl party, or a St. Patrick's Day party. Parties of this kind are often called "celebrations". A party is not necessarily a private occasion. Public parties are sometimes held in restaurants, pubs, beer gardens, nightclubs or bars, and people attending such parties may be charged an admission fee by the host.

BIRTHDAY PARTY



A birthday cake with lit novelty candles

A birthday party is a celebration of the anniversary of the birth of the person who is being honoured. The tradition started in the mid-nineteenth century but didn't become popular until the mid-twentieth century. Birthday parties are a feature of many cultures. In Western cultures, birthday parties include a number of common rituals.

The guests may be asked to bring a gift for the honoured person. Party locations are often decorated with colourful decorations, such as balloons and streamers. A birthday cake is usually served with lit candles that are to be blown out after a "birthday wish" has been made. The person being honoured will be given the first piece of cake. While the birthday cake is being brought to the table, the song "Happy Birthday to You" or some other dedicated birthday song is sung by the guests. At parties for children, time is often taken for the "gift opening" wherein the individual whose birthday is celebrated opens each of the gifts brought. It is also common at children's parties for the host to give parting gifts to the attendees in the form of "goodie bags". Children and even adults sometimes wear party hats (colourful cone-shaped paper hats) at a birthday party.

Birthday parties are often larger and more extravagant if they celebrate someone who has reached what is regarded in the culture as a milestone age, such as transition from childhood to adulthood. Examples of traditional coming of age celebrations include the North American sweet sixteen party and the Latin American quinceañera.

SURPRISE PARTY

A surprise party is a party that is not made known beforehand to the person in whose honor it is being held. Birthday surprise parties are the most common kind of surprise party. At most, such parties, the guests will arrive an hour or so before the honoured person arrives. Often, a friend in on the surprise will lead the honoured person to the location of the party without letting on anything.

The guests might even conceal themselves from view, and when the honoured person enters the room, they leap from hiding and all shout, "Surprise!"

For some surprise birthday parties, it is considered to be a good tactic to shock the honoured person. Streamers, silly string, and balloons may be used for this purpose.

Evidence of a party, such as decorations and balloons, are not made visible from the exterior of the home, so that the honoured person will suspect nothing.

DINNER PARTY



A dinner party is a social gathering at which people eat dinner together, usually in the host's home. At the most formal dinner parties, the dinner is served on a dining table with place settings.

Dinner parties are often preceded by a cocktail hour in a living room or bar, where guests drink cocktails while mingling and conversing. Wine is usually served throughout the meal, often with a different wine accompanying each course. At less formal dinner parties, a buffet is provided.

Guests choose food from the buffet and eat while standing up and conversing. Women guests may wear cocktail dresses; men may wear blazers. At some informal dinner parties, the host may ask guests to bring food or beverages (a main dish, a side dish, a dessert, or appetizers).

A party of this type is called a potluck or potluck dinner. In the United States, potlucks are very often held in churches and community centres.

TEA PARTY

In Anglo-American culture, a tea party is a formal gathering for afternoon tea. These parties are traditionally attended only by women, but men may also be invited. Tea parties are often characterized by the use of prestigious tableware, such as bone china and silver.

The table, whatever its size or cost, is made to look its prettiest, with cloth napkins and matching cups and plates. In addition to tea, larger parties may serve punch or, in cold weather, hot chocolate. The tea is accompanied by a variety of easily managed foods. Thin sandwiches such as cucumber or tomato, bananas, cake slices, buns, and cookies are all common choices.

COCKTAIL PARTY

A cocktail party is a party at which cocktails are served. It is sometimes called a cocktail reception. Women who attend a cocktail party may wear a cocktail dress.

A cocktail hat is sometimes worn as a fashion statement.

RECEPTIONS

Receptions are parties that are designed to receive a large number of guests. They are typically large events, such as holiday events held at the White House.

The hosts and any guests of honour form a receiving line in the order of precedence near the entrance. They greet each guest in turn as he or she arrives. Each guest greets the first person in the line (who, of course, is the person of lowest precedence). The first person then introduces the guest to the next person in the line and turns to the next guest.

Each guest properly speaks little more than his name (if necessary) and a conventional greeting or congratulation to each person in the receiving line. In this way, the line of guests progresses steadily without unnecessary delay. After formally receiving each guest in this fashion, the hosts may mingle with the guests. Refreshments at a reception may be as minimal, such as coffee or lemonade, or as elaborate as those at a state dinner.

DANCES & BALLS

A dance is a social gathering at which the guests dance. It may be a casual, informal affair or a structured event, such as a school dance or a charity ball. Dances usually take place during the evening. An afternoon dance is formally known as a tea dance. Some dances feature specific kinds of dancing, such as square dancing. A ball is a large formal party that features ballroom dancing. Women guests wear ball gowns; men wear evening dress.

BLOCK PARTY

A *block party* is a public party that is attended by the residents of a specific city block or neighbourhood. These parties are typically held in a city street that has been closed to traffic to accommodate the party. At some block parties, attendees are free to pass from house to house, socializing, and often drinking alcoholic beverages.

SHOWERS

A *shower* is a party whose primary purpose is to give gifts to the guest of honour, commonly a bride-to-be or a mother-to-be. Guests who attend are expected to bring a small gift, usually related to the upcoming life event, like getting married or having a baby.

Themed games are a frequent sight during showers as well. As a gift-giving occasion, it may not properly be hosted either by the guest of honour or their close relatives, as requesting gifts from friends for a near relative is seen as either greedy or begging.

CHRISTMAS CAROLLING PARTY

In English and American culture during the Christmas season, it is traditional to have a Christmas carolling party. People go from door to door in a neighbourhood and sing Christmas carols. In Spain, this type of party is called "El Aguinaldo". It's the same as in England and the United States, but the only difference is that the kids who sing the carols are given tips.

Christmas songs are called *villancios* in Spain; they are mainly sung by children at small parties. Some popular Christmas carols are "We Wish You a Merry Christmas", "Deck the Halls", "The Twelve Days of Christmas", "Frosty the Snowman", "Jingle Bells", "Silver Bells", "Santa Claus Is Coming to Town", and "O Holy Night".

PARTIES FOR TEENAGERS

A *house party* is a party where a large group of people get together at a private home to socialize. House parties that involve the drinking of beer pumped from a keg are called keg parties or "keggers". These parties are popular in North America, the United Kingdom, and Australia and are often attended by people under the legal drinking age.

Sometimes, even older party-goers run afoul of the law for having provided alcoholic beverages to minors. Arrests may be made for violating a noise ordinance, for disorderly conduct, and even for operating a "blind pig", an establishment that illegally sells alcoholic beverages. A *pool party* is a party in which the guests swim in a swimming pool.

Dance parties are gatherings in bars or community centres where the guests dance to house music, techno music, or disco. The music for dance parties is usually selected and played by a disc jockey. A spin-off of dance parties, the rave involves dancing to loud house music, techno music, or industrial music. Rave parties may be attended by as few as a score of people in a basement or, more likely, by a few hundred people in a club, to as many as thousands in a large warehouse, field, or even tens of thousands in a sporting arena, amusement park, or other large space. *Outdoor parties* include bush parties and beach parties. Bush parties (called "field parties") are held in a secluded area of a forest ("bush"), where friends gather to drink and talk. These parties are often held around a bonfire. Beach parties are held on a sandy shoreline of a lake, river, or sea, often feature a bonfire.

School-related parties for teenagers and young adults include graduation parties, which are held in honour of someone who has recently graduated from a school or university.

A *crush party* is a party in a sorority or fraternity where the sisters or brothers are given a certain number of invitations (according to their "crushes"). These are passed on to friends outside of the sorority/fraternity and given to the "crushes" (while keeping secret the name of the inviter). There may be some sort of disclosure at the party, so that the guests can find out who has a crush on her/him.

SINGLES DANCE PARTY & MIXER

A singles dance party and mixer is a party which is organized for people who are not married and who want to find a partner for friendship, dating, or sex. Usually a "mixer game" is played, to make it easy for people to meet each other. Each guest may be given a card with an inspiring quotation on it. The game is to find someone of the opposite sex who has the same quotation. Couples who have matching cards may be given a small prize.

These parties are sponsored by various organizations, both non-profit and for-profit.

COSTUME OR FANCY DRESS PARTY

At a masquerade ball, guests wear masks to conceal their identities. Guests at a costume party or a fancy dress party wear costumes. These parties are sometimes associated with holiday events, such as Halloween and Mardi Gras.

FUNDRAISING PARTY

A fundraising party, or fundraiser, is a party that is held for the purpose of collecting money that will be given to some person or institution, such as a school, charity, business, or political campaign. These parties are usually formal and consist of a dinner followed by speeches or by a presentation extolling whatever the money is being raised for. It is very common to charge an admission fee for parties of this kind. This fee may be as high as several thousand dollars, especially if money is being raised for a political campaign.

GRADUATION PARTY

In some places, parties to celebrate graduation from school, college or university are popular.

MARRIAGE-RELATED PARTIES



Wedding Feast in front of a Farm by Flemish artist Pieter Bruegel c. 1620

- Bridal shower.
- Bachelor party (aka UK: stag night; Australia: Bucks Night).
- Bachelorette party (aka hen night, hen party).
- Wedding reception.
- Divorce party.

PRE-PARTY & AFTER-PARTY

A pre-party is a party that is held immediately before some event, such as a school dance, a wedding, a birthday party, or a bar mitzvah.

These parties are usually of short duration and sometimes involve getting ready for the event (the guests may put on makeup or costumes). Guests usually leave at the same time and arrive at the event together. An after-party is a party that is held after a musical or theatrical performance or after some other event, such as a wedding or a school dance. Guests are usually limited to friends of the host.

A *crayfish party* is a traditional summertime eating and drinking celebration in the Nordic countries. The tradition originated in Sweden, where a crayfish party is called *akräftskiva*.

The tradition has spread to Finland via its Swedish-speaking population. Crayfish parties are generally held during August, a tradition that started because crayfish harvesting in Sweden was, for most of the 20th century, legally limited to late summer. Today, the date in early August has no legal significance. Dining is traditionally outdoors, but in practice the party is often driven indoors by bad weather or aggressive mosquitoes.

Customary party accessories are comical paper hats, paper tablecloths, paper lanterns (often depicting the Man in the Moon), and bibs. A rowdy atmosphere prevails amid noisy eating and traditional drinking songs (*snavsvisa*). The alcohol consumption is often high, especially when compared to the amount of food actually eaten. It is considered customary to suck the juice out of the crayfish before shelling it. *Akvavit* and other kinds of *snavs* are served, as well as beer. The crayfish are boiled in salt water and seasoned with fresh dill – preferably "crown dill" harvested after the plant has flowered – then served cold and eaten with one's fingers.

Bread, mushroom pies, surströmming, strong Västerbotten cheese, salads and other dishes are served buffet-style.

HOUSEWARMING PARTY

A housewarming party may be held when a family, couple, or person moves into a new house or apartment. It is an occasion for the hosts to show their new home to their friends. Housewarming parties are typically informal and do not include any planned activities other than a tour of the new house or apartment. Invited family members and friends may bring gifts for the new home.

WELCOME PARTY

A welcome party is held for the purpose of welcoming a newcomer, such as a new club member, a new employee, or a family's new baby.

FAREWELL PARTY

In many cultures, it is customary to throw a farewell party in honour of someone who is moving away or departing on a long trip (sometimes called a *bon voyage* party). Retirement parties for departing co-workers fall into this category.

CAST PARTY

A cast party is a celebration following the final performance of a theatrical event, such as a play, a musical, or an opera. A party of this kind may also be held following the end of shooting for a motion picture ("wrap party") or after the season's final episode of a television series. Cast parties are traditionally held for most theatre performances, both professional and amateur. Invited guests are usually restricted to performers, crew members, and a few others who did not participate in the performance.

| | | |
|--|---|---|
| Australia Australia Day Grand Final Saturday Melbourne Cup Day (Melbourne metropolitan region) | Canada Canada Day Victoria Day | India Chaand Raat (Eid) Diwali |
| France Bastille Day | Ireland Saint Patrick's Day | Holi Christmas |
| Israel Passover Hanukkah Purim | Mexico Cinco de Mayo | Iran Nowruz |
| New Zealand Waitangi Day | Scotland Hogmanay | Pakistan Pakistan Day Yom-e-Istiqlal |
| United States Independence Day, aka the Fourth of July Super Bowl Sunday | Sweden Midsummer Eve | Uruguay Nostalgia Night, the night before the Declaration of Independence |
| | United Kingdom Guy Fawkes Night | |

PARTIES ON SPECIAL DAYS

International

| | |
|------------------------------|----------------|
| Christmas | Mardi Gras |
| Halloween | New Year's Day |
| International Friendship Day | New Year's Eve |

PARTIES ACCOSIATED WITH RELIGIOUS EVENTS

| | | |
|--|--|--|
| Christian Christmas Easter Mardi Gras Saint Patrick's Day | Islamic Eid al-Adha Eid ul-Fitr | Jewish Hanukkah Passover Purim |
|--|--|--|

FAMOUS PARTIES

| | |
|--|--|
| Exotic Erotic Ball Burning Man Full Moon Party | Lollapalooza Nuit Blanche Woodstock Festival |
|--|--|



MISCELLANOUS PARTIES

- Game party.

A social gathering during which the guests play party games.

- LAN party.
- A party that involves multi-player computer games and uses a Local Area Network.
- Political houseparty.
- Party plan.
- A form of direct selling, in which a party is used to sell products (a Tupperware party).

A party that is hosted in a private home for the purpose of supporting a particular candidate, political party, or ballot measure, or to share information and opinions about an upcoming election.

- Sleepover party, also called a pajama party or slumber party.

A party for which the guests are invited to stay overnight at the home of the host.

These parties are usually for teenagers or young children.

- Toga party.

A party in which the guests wear togas.

Exercise 1. Analyze the information and use it in practice.

Exercise 2. Translate the types of the parties.



Exercise 3. Read the information and digest it.

A *LAN party* is a temporary gathering of people with computers or game consoles, between which they establish a local area network (LAN), primarily for the purpose of playing multiplayer video games. The size of these networks may vary from the very small (two people) to very large installations. Small parties can form spontaneously, but large ones usually require a fair amount of planning and preparation.

As of 2010, the world record for the size of a LAN party is 12,754 connected systems, set at DreamHack, in Jönköping, Sweden. LAN party events differ significantly from LAN gaming centres and Internet cafes in that they require participants to *bring your own computer* (BYOC) are not permanent installations, often taking place in general meeting places or residences.

Tupperware is the name of a home products line that includes preparation, storage, containment, and serving products for the kitchen and home, which were first introduced to the public in 1948. Tupperware develops, manufactures, and internationally distributes its products as a wholly owned subsidiary of its parent company Tupperware Brands and it is marketed by means of direct sales through an independent sales force of approximately 1.9 million consultants.

Toga party is a type of costume party with a Roman or Greek theme and in which party-goers are expected to wear a toga, or a semblance thereof, normally made from a bed sheet, and sandals. Togas are worn by both men and women.

At toga parties, the costumes, party games and other entertainment follows a Roman or Greek theme. The first recorded college student toga party was in 1953, when Pomona College students wore togas and ivy wreaths, and brought their dorm mattresses to freshman Mark Neuman's home on Hillcrest Avenue in nearby Flintridge.

The Guinness World Record for the largest toga party is 3,700 participants.

The event, organized by the University of Queensland Union was held on 24 February 2012 at Riverstage in Brisbane, Queensland, Australia.

First lady Eleanor Roosevelt held a toga party to spoof those that compared her husband President Franklin D. Roosevelt to "Caesar".

A toga party was briefly described in Tom Wolfe's 1968 story *The Pump House Gang*, although somewhat different from the version in the film. Another example of Toga party is shown in the first episode of season four of the TV series *Greek*.

A *sleepover*, known as a *pyjama party* or a *slumber party*, is a party most commonly held by children or teenagers, where a guest or guests are invited to stay overnight at the home of a friend, sometimes to celebrate birthdays or other special events.

A lock-in is a similar event held in a setting other than a private home, such as a school or church. The sleepover is called a "rite of passage" as a young child, or a teenager, begins to assert independence and to develop social connections outside the immediate family.

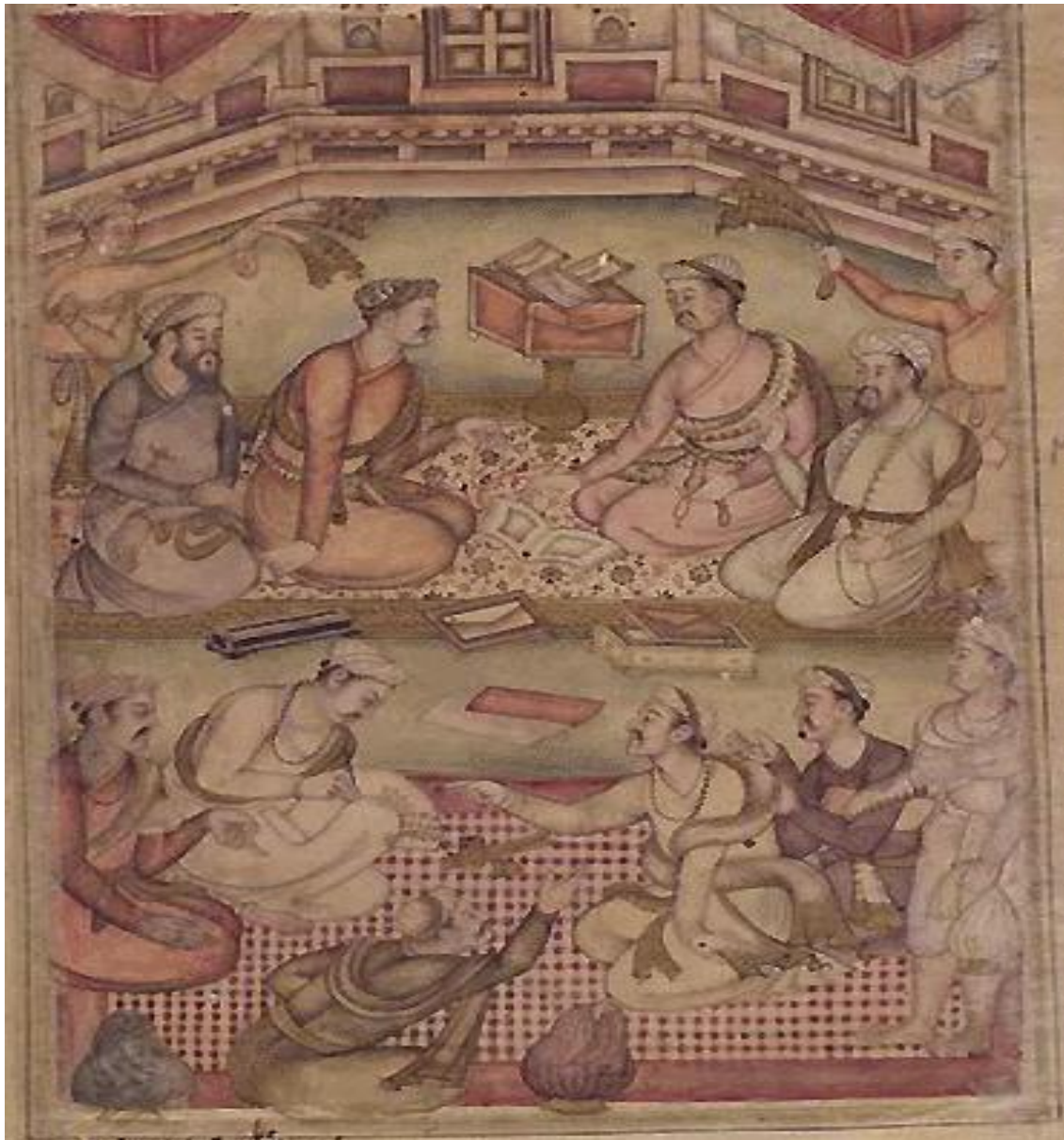
Beginning in the 1990s, commentators wrote about a perceived new trend of parents allowing co-ed sleepovers for teenagers, with both boys and girls staying overnight together. While some writers decried the trend, others defended it as a safer alternative to teenage dating outside the house.

Exercise 4. Choose the keywords and phrases that best convey the gist of the information.

Exercise 5. Read the text and pick up the essential details in the form of quick notes.



Isaac Oliver A Party in the Open Air. Allegory on Conjugal Love



LESSON 7.SAYING GOODBYE (PARTING)



Parting traditions or **parting customs** are various traditions, customs, and habits used by people to acknowledge the parting of individuals or groups of people from each other. Parting traditions are highly culture-, situation- and interpersonal specific and may change within a culture depending on social status and personal relationship.

Parting traditions include parting phrases, gestures, as well as ceremonies and rituals of various degree of complexity. Some phrases and gestures may be used both for greeting and for parting.

Bowing (stooping) is the act of lowering the torso and head as a social gesture in direction to another person or symbol. It is most prominent in Asian cultures but it is also typical of nobility and aristocracy in many countries and distinctively in Europe.

Sometimes the gesture may be limited to lowering the head such as in Indonesia, and in many cultures, several degrees of the lowness of the bow are distinguished and regarded as appropriate for different circumstances.

It is especially prominent in China, Korea, Taiwan, Japan, and Vietnam where it may be executed standing or kneeling. Some bows are performed equally by two or more people while others are unequal – the person bowed to either does not bow in return or performs a less low bow in response. A nod of the head may be regarded as the minimal form of bow; forms of kneeling, genuflection, or prostration which involves the hands or whole body touching the ground, are the next levels of gesture.



Cheek kissing is a ritual or social kissing gesture to indicate friendship, perform a greeting, to confer congratulations, to comfort someone, to show respect, or to indicate sexual or romantic interest. Cheek kissing is very common in Southern, Central and Eastern Europe, the Mediterranean, the Middle East and Latin America. It is not as common in English-speaking Canada and the United States, Asia and Northern Europe. However, there are some exceptions in North America, including ethnic neighbourhoods, such as Italian, French, or Hispanic neighbourhoods, as well as Quebec, Louisiana and Miami.

Depending on the local culture, cheek kissing may be considered appropriate among family members as well as friends and acquaintances: a man and a woman, two women, or two men.

The last is socially accepted in many cultures where cheek kissing is prevalent, with exceptions, particularly in portions of Latin America. In Eastern Europe, male-female and female-female cheek kissing is a standard greeting among friends, while male-male cheek kisses are common, if somewhat less so. Eastern European communist leaders often greeted each other with a socialist fraternal kiss on public and state occasions.

In Europe overall, the greeting among men is increasingly common, especially among the young. Where cheek kissing is not customary, there may be associations with homosexuality as in East Asia, some places in Latin America, the USA, English Canada, and Northern Europe. In a cheek kiss, both persons lean forward and either lightly touch cheek with cheek or lip with cheek. Generally, the gesture is repeated with the other cheek, or more, alternating cheeks. Depending on country and situation, the number of kisses is usually one, two, three or four. Hand shaking or hugging may take place.

Cheek kissing is used in many cultures with slightly varying meaning and gesture. For example, cheek kissing may or may not be associated with a hug. The appropriate social context for use can vary greatly from one country to the other, though the gesture might look similar. In cultures and situations where cheek kissing is the social norm, the failure or refusal to give or accept a kiss is commonly taken as an indicator of antipathy between the people, and to dispel such an implication and avoid giving offense may require an explanation, such as the person has a contagious disease such as a cold.



Judas cheek kissing Christ. Oil on canvas by Caravaggio, 1602



| | |
|--|--|
| Goodbye! Goodbye and good luck! Bye-bye (So long!) See you later (soon) I'll see you soon. See you tomorrow. Cheerio. Come on. (<i>φαμ.</i>) It's been a pleasure. | Goodbye for the time being. See you around. / I'll see you around. Have a nice (good) day. See you on Sunday (Monday). I must be going (running). / I must be off. I've got things to do. (<i>φαμ.</i>) I've got an appointment. I won't take up any more of your time. It's been nice meeting (seeing) you. |
|--|--|

Phrases used in parting can be formal or informal and are pronounced with certain intonation. Parting phrases may be called "parting greetings, farewell greetings, farewell words, farewell expressions, parting salutations, partings" in different reference materials.

Good-bye is used in formal and informal situations. "Good-bye" has several spelling variants: good-bye, goodbye, good-by, goodbye. The variants "good-bye" and "goodbye" are quite common in American English. In British English, "goodbye" seems to be more frequently used.

Bye-bye is used in informal situations. "Bye-bye" is often shortened to "Bye".

So long is used in informal situations, usually between friends. "So long" has the following meaning: Good-bye until we see each other again.

See you and various variants like "See you around; See you later; See you soon; See you tomorrow" are used in informal situations if another meeting is expected.

Good night is used for saying good-bye at nighttime, especially before going to sleep. Informal variant "Nighty-night" (Nightie-night; Night-night) may be used among family members; for example, it may be said to children when wishing good night.

Good day and sometimes "Good evening" may be used at parting, though generally they are used as greetings at meeting.

Farewell is rarely used as a parting greeting nowadays, though sometimes it may be used to stress the seriousness of the situation (Farewell, friends!), poetically (Farewell, my beloved friend!),

Good riddance is a sarcastic and unfriendly expression used in the meaning "I don't like you, and I'm glad that you're leaving".

When people say good-bye, it is customary to add a couple of pleasant phrases that help to finish the conversation politely. Pleasant phrases may include the following: why it's time to say good-bye; pleasure at having seen your conversation partner; a wish to meet again. Such phrases can be used in various combinations depending on the situation.

Examples of typical phrases and responses used at parting are given below.

| | |
|--|---|
| Hope to see you soon. Good-bye! Nice seeing you. Have a good day! | It was good seeing you. Bye! Bye-bye! See you! |
|--|---|

Well, I'd better be going now, or I'll be late.

I'm afraid I have to go now. It was nice seeing you. Good-bye!

It's getting late, and I've got to go. Nice talking to you. Bye!

Nice talking to you, too. Give me a call sometime.

Oh, it's almost two o'clock! I've got to run. Say hello to your family for me.

Thank you, I will. Have a nice weekend. Thanks, the same to you.
 Well, it was good seeing you again. Take care now. Keep in touch.
 I enjoyed seeing you, too. Good-bye!
 Well, I really must be going. I'm leaving tomorrow, but I'll be back next week. So long!
 So long, Mike! Have a good trip. See you next week!

There are many other phrases used in various situations when saying good-bye.

| | |
|--|---|
| <p>Well, don't let me detain you. Thank you for a great party. Thank you for inviting me. Thank you for coming. Oh, I can't believe how late it is! Can't you stay a little longer? It's still early! Please don't go! I wish I could, but I really can't. Stop by and see me sometime. Don't forget to write me. Take care of yourself.</p> | <p>I've taken too much of your time already. I wish you didn't have to leave so early. Let's have dinner together sometime soon. Have a nice/good day (evening; holiday; vacation). Give my best regards to your family (your parents) We should get together again soon. We are really going to miss you. Don't forget to call me once in a while. Don't forget to keep in touch. Drive carefully your sister).</p> |
|--|---|

DIALOGUES

- I've come to say goodbye.
- When are you off?
- I'm flying home on Sunday.
- Goodbye then, and all the very best. My compliments to your family.
- Cheerio. Say goodbye to the rest of the family for me, won't you?

-
- I've just called on to say goodbye.
 - What time are you leaving?
 - I'm going to try to get away by ten.
 - Goodbye then, and remember me to your parents.
 - Goodbye. See you next year.

-
- I must be going. I've got things to do.
 - See you tomorrow.
 - It's been nice seeing you. Hope we meet again. Goodbye.
 - Goodbye. Keep in touch.

-
- So sorry I must be going. I've got an appointment for five..
 - My best regards to your wife.
 - Thank you. Goodbye.
 - Goodbye.

Exercise 1. Read the dialogues learn them by heart and then carry them out. Render the score of them in Indirect Speech.

Exercise 2. Analyze the information, which is in the highlight, and use it in practice.

Exercise 3. Compose short dialogues making use of the table.

| | |
|--------------------------|-----------------------------|
| Goodbye. | Goodbye. |
| I must be going. | Keep well. |
| I must be off. | Keep in touch. |
| I've got things to do. | See you later. |
| I've got an appointment. | See you tomorrow. |
| I've got a call to make. | Hope we meet again. |
| | When shall I see you again? |

Exercise 4. Supply missing remarks to the dialogues.

| | |
|--|---|
| A. | B. So long! Remember me to your father. |
| A. I must be off now. I must be going. | B. |
| A. Goodbye and good luck. | B. |
| A. | B. I will, by all means. |

Exercise 5. Make up the situation.

1. *I must be running.* (I've got things to do. I've got an appointment. I've got a call to make. I've got heaps of work. I've got to pack things. See you soon.)

2. *I must be going.* (See you later. Hope to see you again. Hope you'll come to see us some time. When shall I see you again?)

3. *Goodbye.* (See you on Saturday. It's been nice meeting you. Keep in touch. Keep well Hope we'll meet again. I'll be missing you. My best regards to everybody at home.)

4. *Thank you for a nice party.* (It's been a pleasure. It's been nice seeing you. Hope to see you soon. Hope you come to see us some time.)

Exercise 6. Translate the sentences with the keywords «part & parting».

It's hard to part from friends you love. A fool is soon parted from his money. After years of marriage, the husband and wife parted over his relationships with other women. Nothing troubled me at my parting from the island. I said nothing at parting. I am at the parting of the ways now.



LESSON 8. CONGRATULATIONS & WISHES

| | |
|---|---|
| <p>May I offer (you) my congratulations (up)on ... May I congratulate you on / upon ... (My) congratulations (to you) on / upon ... Congratulations! Victory Day greetings to you! Happy birthday! Many happy returns of the day! It's your birthday today. Congratulations! It's your wedding anniversary. Congratulations! Have a good rest! / Have an enjoyable holiday! I wish you a happy New Year! Have a comfortable journey! / Bon voyage! (<i>фран.</i>) I wish you a speedy recovery. May you live to be a hundred! May you live on and on and on!</p> | <p>Happy New Year! Merry Christmas! Congratulations! Have a good time! Have a good crossing! Happy landing! Get well (and) soon! I wish you joy! I wish (that) you ... I wish you something... May success attend you in ... Good luck! I wish you success. May you live another ... years!</p> |
|---|---|

REPLIES

Thank you. Thank you. The same to you.

DIALOGUES

| | |
|---|---|
| <ul style="list-style-type: none"> ▪ Leaving? ▪ Yes, in an hour. ▪ Have a comfortable journey. ▪ Thank you. | <ul style="list-style-type: none"> ▪ Are you flying to Florida? ▪ We are. ▪ Happy landing! ▪ Thank you. |
| <ul style="list-style-type: none"> ▪ When are you sailing off? ▪ In a few hours. ▪ Have a good crossing. | <ul style="list-style-type: none"> ▪ We're going to Brighton Saturday afternoon. ▪ A happy weekend! ▪ The same to you. |

Exercise 1. Remember that.

Congratulation – обычно поздравление *Syn: compliments*

letter (telegram) of congratulations – поздравительное письмо; телеграмма

deepest (heartiest, hearty, sincere, warm, warmest) congratulation – (самые) искренние, сердечные, тёплые поздравления

to offer (extend) smb. congratulations on – направить кому-л. поздравления

to pass on smb's congratulations – передавать чьи-л. поздравления

congratulation on smb's appointment (on smb's graduation) – поздравление по случаю назначения (окончания учёбы)

mutual congratulations – взаимные поздравления

congratulatory address – поздравительная речь

to **congratulate** (up)on – поздравлять (с чем-л.)

to congratulate heartily (sincerely, warmly) – сердечно, искренне, тепло поздравить

Exercise 2. Do the task.

Congratulate your friend on: (1) his birthday; (2) the New Year; (3) his marriage; (4) the birth of his first child.

Exercise 3. Add some information & make up a small report and give a talk in class.

COMMENTS

Чтобы поздравить с праздником, говорят: Happy New Year/Easter/...! – С Новым годом/Пасхой/...!, Best wishes for the New Year/...! – Поздравляю с Новым годом/...!, с Рождеством поздравляют фразой Happy/Merry Christmas!

Поздравление с днем рождения: Happy birthday! Many happy returns (of the day)! Другие поздравления: Congratulations (on smth)! – Поздравляю (с чем-либо)! Well done! – Молодец! В ответ на поздравление обычно говорят Thank you! – Спасибо!

Чтобы пожелать приятного времяпрепровождения (отпуска, путешествия), используют следующие выражения: Have a good trip! Have a good journey! Safe journey (home)! – Счастливого пути! Счастливой поездки! Счастливо добраться! Have a good holiday (vacation)! – Хорошего отпуска! Другие (более общие) пожелания: Have a good time! Enjoy yourself! – Счастливо провести время! Good luck (with smth)! – Удачи! (перед испытанием или опасностью). Пожелать спокойной ночи можно с помощью выражений: Goodnight! и Sleep well!

Exercise 1. Translate the sentences.

1. He deserves congratulations for his fine piece of work. 2. Congratulations on the birth of your lovely babyson. I must say congratulations, on a great job! 3. I offer my heartfelt congratulations and best wishes to you both. 4. We extend warm congratulations to you. 5. Flowers are a great way to send congratulations. 6. My warmest congratulations on your promotion! 7. The whole family congratulated Sam on his new appointment. 8. He congratulated himself on his success.

Exercise 2. Play out the dialogue.

- You don't look quite yourself.
- Yes, looks like I'm falling ill.
- Do. I wish you a speedy recovery.

- Anything wrong?
- I think I'd better go and lie down.

Exercise 3. Supply the missing remarks.

1. "A happy weekend!" "...". 2. "Merry Christmas!" "...". 3. "Happy New Year". "...". 4. "Are you going there by sea?" "We are." "...". 5. "...". "Happy landing!" 6. "...". "Have a good time." 7. "It's time to get aboard. The train's leaving in two minutes. Goodbye!" "Goodbye!" "...".

Exercise 4. What do you say if ...

someone is ill?
someone has set a record?
it is someone's birthday?

someone's going on a holiday?
your friend is flying somewhere?
your brother is sailing to England?

Exercise 5. Remember that.

Fervent (strong) *wish* – горячее (сильное) желание
unfulfilled wish – неисполненное желание, несбывшаяся мечта
to respect smb.'s wish – уважать чьи-л. желания
to heed the wishes of smb – учитывать чьи-л. пожелания
to fulfill / realize a wish – исполнить желание
to make a wish – загадать желание
to carry out smb.'s wish – выполнять чью-л. просьбу
to express a wish – высказать пожелание

DIALOGUE «CONGRATULATIONS ON A PROMOTION»

- 389-45-89
- Good morning. Could I have a word with Mr. James, please?
- Speaking.
- Boris Serov here. Paul.
- Oh, hello, Boris.
- I'm calling to offer you my heartiest congratulation on your promotion.
- Thank you ever so much.
- I guess you have other fish to fry and we won't be having as many official contacts now, but I do hope that our productive cooperation will continue.
- I hope so, too. It has always been a great pleasure for me to have worked with the people from my country.
- Thank you. That's splendid then. Please accept my best wishes for your future career. Goodbye, Paul.
- Goodbye, Boris.

DIALOGUE «HAPPY BIRTHDAY»

- Hello. Could I speak to Mr. Orlov?
- Speaking. Good afternoon.
- Good afternoon, Mike. This is John Clay speaking.
- How are you, John?
- Fine, thanks. I called to wish you a happy birthday.
- Thank you very much, John. It is so kind of you to remember my birthday.
- Could you come over to my place tonight? I'm having a few people over.
- Thanks, Mike, but I'm afraid I must be leaving for Glasgow today. I'll give you a ring when I come back.
- Good. So I hope to see you before long. Goodbye.
- Goodbye.

DIALOGUE «CONGRATULATION ON MARRIAGE»

- 467-78-98
- Hello, Philip, Mike here.
- Oh, Victor, good morning.
- I was delighted to hear of your marriage, Philip. Please accept my most sincere and hearty come from London.
- Thank you very much. I was so sorry you couldn't come.
- It's really good that you decided to get married at last and I do wish you and many the very best of luck and many years in which to enjoy it.
- Thank you for your kind wishes.
- Goodbye.
- Bye.

Exercise 1. Translate the sentences.

1. They expressed a wish to visit the museum.
2. She expressed a wish to be alone.
3. Please, give him my best wishes.
4. If wishes were horses beggars might ride.
5. The union has reiterated its wish for an agreement.
6. The Queen had sent her best wishes for a speedy recovery.
7. The wish is father to the thought.

DIALOGUE «CONGRATULATION ON THE BIRTH OF A SON»

- Good afternoon, Jack.
- Good afternoon, Nick.
- Congratulations on the arrival of your son. My wife and I were delighted to hear the good news and especially to know that Jenny and your son are both well.
 - Thank you very much, Nick. You can't imagine how happy I am.
 - You are sure to make a wonderful father, but don't get too excited about it.
 - I can't help it. I'm brimming over with joy and happiness. You know how it feels to become a father.
 - Congratulations again, and please give them to Jenny when you see her, from both of us. Goodbye.
 - Thanks, Nick. Bye.

Exercise 1. Read the dialogues learn them by heart and then carry them out.

Exercise 2. In what situation would you say the following?

- You have other fish to fry.
- I hope that our productive cooperation will continue.
- Please accept my best wishes.
- It's so considerate of you to send me your congratulations.
- I am sure you'll make a wonderful father.
- He's brimming over with joy and happiness.
- Convey my hearty congratulations to your wife.
- I'm delighted to hear that your wife and newborn baby are well.

Exercise 3. Do the task.

What would you say on the phone in reply to these remarks and questions?

- I'm happy to offer you my hearty congratulations on your promotion.
- You can't imagine how happy I am. My wife has borne me a son.
- I'm so sorry you couldn't come to our wedding.
- Many happy returns of the day, Nick.
- My wife has been seriously ill. But now she is out of danger. She managed to pull through her illness.
 - I'm calling to convey our congratulations on your successful completion of the project.
 - Accept my best wishes for your future career.

Exercise 4. Translate the sentences with the keyword «wish».

1. I wish it to be done. 2. This child is a long wished. 3. I wish you to understand. 4. We were wishing for cool weather. 5. Do you wish me to stay? 6. We can dress as we wish now. 7. If you wish to go away for the weekend, our office will be delighted to make hotel reservations. 8. What more can you wish for? 9. A philosopher once said "Be careful what you wish for; you might get it". 10. He wishes well. 11. I wish you joy. 12. I wish you both a very good journey. 13. They wished us good luck. 14. They wished us good luck. 15. "Wish you were here". 16. I wish I were rich. 17. We had Peter's son wished on us for the weekend. 18. I don't wish to be rude you are wrong. 19. Without wishing to be unkind, you must admit, she's not the most interesting company. 20. Clearly, she had no wish for conversation. 21. Project was carried out against our wishes. 22. They expressed a wish to visit the museum. 23. She expressed a wish to be alone. 24. Please, give him my best wishes. 25. If wishes were horses beggars might ride. 26. She did it against his wishes. 27. He did it in line with the wishes of his wife.

LESSON 9. THANKS

«Thank you» in many languages

How to express your thanks in numerous different languages, and how to reply when someone thanks you. In some cultures, particularly English-speaking ones, people tend to say thank you more than in other cultures. In China, for example, people rarely say thank you to their family and close friends.

Thank you – это более официальная форма благодарности, чем **thanks**.

- Thank you. (а не: Thanks you.) Thanks a lot. (а не: Thank you a lot.)
- Thank you very much. Thanks very much.
- Thank God it's Friday. (а не: Thanks God ...)
- Thank you very much indeed. (а не: Thank you indeed.)

После **thank you for/ thanks for** может идти глагол с окончанием –ing.
Thank you for coming. Thanks for everything.

Thank you/Thanks употребляются после принятия предложения.

"Would you like some coffee?" "Thank you".

Чтобы отклонить вежливо отклонить предложение, можно сказать **No thank you / No thanks**. "Another cake?" "No, thanks. I have eaten too many already."

Британцы не отвечают в ответ, когда их благодарят за что-либо незначительное. Если необходимо, можно ответить **Not at all** (формально), **You are welcome**, **Don't mention it**, **That's quite all right** или **That's OK**.

- "Here is your coat". "Thanks". (нет ответа)
- "Thanks so much for looking after the children". "That's all right".

Thank you very much – to express greater gratitude than would be conveyed by *thank you*.

Synonyms: Thanks a bunch; thanks a lot; thanks a million; thanks heaps; thanks very much; thank you so much; thank you so very much.

| | |
|---|---|
| Thank you for doing it. Thank you for coming. Thank you, anyway. Thank you in advance. | Thank you for telling me (about it). It was very kind of you to do it. Thank you. Thank you for the trouble you've taken. Thank you (very much). Thanks. (<i>фам.</i>) |
|---|---|

Thank you for a wonderful evening (the pleasure of your company, taking me out).

REPLIES

| | |
|---|---|
| You're welcome. You're always welcome. Don't mention it. I'm the one who ought to thank you. | Not at all. No trouble at all. That was a pleasure. The pleasure was all mine. |
|---|---|

Exercise 1. In reaction to the sentences given below use one of the remarks.

You're welcome. Don't mention it. You're always welcome. Not at all.

1. Thank you, you're been very helpful. 2. Thank you for telling me about it. 3. Thank you for reminding me. 4. It was very kind of you to drop us. Thank you very much. 5. I really don't know of what we'd have done without you. Thanks a lot. 6. I'm so much obliged to you. I don't know how to thank you. 7. It was very kind of you to keep us out of trouble. Thank you.

DIALOGUE

- You've done me a great favour. Thank you for the trouble you've taken.
- No trouble at all.
- I'm afraid I haven't been of great help to you.
- Thank you, anyway.
- Thank you for a wonderful evening. That was a pleasure.
- I'm glad you liked it.
- Thank you for the pleasure of your company.
- The pleasure was all mine.
- Thank you for taking me out.
- I'm the one who ought to thank you.
- I'll do everything you asked me.
- Thank you in advance.
- We were so glad to see you. Thank you for coming.
- The pleasure was all mine.

Exercise 1. Read the dialogue learn it by heart and then carry it out.

Exercise 2. Read the conversation, learn it by heart and then carry it out.

- Please come in.
- Thank you.
- Sit down, please. Would you like a cup of tea?
- Yes, please.
- How about a piece of cake?
- No, thanks. But could I have a cigarette, please? I seem to have run out.
- Yes, of course. Here you are. *(Later)*
- Thank you very much for an excellent tea.
- *(Smiles)* Not at all. I hope you'll come and see us again soon. Drop in anytime you

feel like it.

- Thank you, that's very kind of you.

Exercise 3. Answer the question: Which one is right "thanks a lot" or "thanks lots"?

I say **thanks a lot**. Both "a lot" and "lots" are considered to be informal terms, though I would tend towards "lots" being the more informal. Put simply, I hear "thanks a lot" far more than I hear "thanks lots". This link strongly supports that. Points of possible interest: To be technical, since "a lot" is singular and "lots" is plural, the latter would imply more thanks than the former. However, I doubt many people would make this inference were you to use either one.

Exercise 4. Express your gratitude ...

when someone has taken the trouble of doing something for you.

when leaving a party someone has given.

when someone has helped you.

when someone, though willing to help you, has failed to do so.

when asking someone to do something.

Exercise 5. Choose the keywords that best convey the gist of the information.

Exercise 6. Read the text and pick up the essential details in the form of quick notes.

Exercise 7. Express your thanks in response to the remarks and keep the conversation going. Model:

- *I've bought you the new pronouncing dictionary you mentioned yesterday.*
- *Thanks a lot. I was told at the shop it had been sold out long ago. I was very sorry I couldn't get it, for I need it badly.*

1. Here are your gloves. I've found them under the chair. 2. May I take your coat to the cloakroom? 3. Have some more ham! 4. Did you enjoy the performance? 5. I'll introduce you to our new chief. 6. Have a look at these papers. It'll help you to get ready for tomorrow's report. 7. I've rung up your mother and told her that you won't be at home before ten. 8. If you want to, I can recommend my tailor to you. 9. Let me help you with your luggage. 10. Don't worry. I've paid for the tickets. 11. Are you sure you haven't left anything behind? 12. You just watch me get off two stations after I do. 13. A few drops of this medicine will give you instant relief. 14. The train for Moscow leaves in half an hour from platform 3. 15. Don't bother. I'll pay your fare. I've lots of small change.

Reference List: *Thank you. Thanks. Thank you, very much. Thank you ever so much. Much obliged to you. I'm very grateful to you. I'm deeply indebted to you. It's awfully good (nice) of you, etc.*

Exercise 8. Translate the sentence.

1. Thank you, young man, for seeing me across that busy street. 2. Thank him for me. 3. I'll (I should) thank you for some more tea. 4. Did you thank him for coming? 5. Please thank him for the trouble taken. 6. I have only myself to thank for this mess. 7. I will thank you to be a little more polite. 8. I can't thank you enough. 9. Thankee! 10. Thankfully it never happened again

COMMENTS

Для выражения благодарности используются выражения: Thank you (very much)!, Thanks (a lot)! – (Большое) спасибо! I am grateful (for smth)! – Благодарю (за что-л.)! I (very much) appreciate (smth) – (Весьма) признателен Вам (за что-л.)! Возможные варианты ответа на выражение благодарности: Not at all! It's nothing!, Don't mention it! – Не за что! You're welcome!, That's all right!, That's OK! – Пожалуйста!. Слово please не используется как ответ на выражение благодарности (в отличие от русского "пожалуйста"). Чтобы вежливо принять предложение, используют выражение Thank you/Thanks (без Yes): Would you like some coffee – Thank you – Хотите кофе? – Да, спасибо. Чтобы вежливо отклонить предложение, используют выражение No, thank you/thanks: Some more soup? – No, thanks – Еще супа? – Нет, спасибо.

Thank God/goodness! – Слава Богу!

В качестве ответной реплики на благодарность, соответствующей русскому "пожалуйста", не стоит (благодарности) и др., в английском языке используется ряд штампов: That's all right (O. K.); You are welcome; It was no trouble; Not at all, которые различаются ситуативно.

Русскому "пожалуйста" соответствуют в разных ситуациях разные английские эквиваленты. В ответ на просьбу дать разрешение употребляются: May I come later? – Do, please/Certainly.

Можно мне придти попозже? – Да, пожалуйста. В этих случаях употребление глагола to do – обязательно. Глагол to please никогда не употребляется в ответах на выражение благодарности. В этом случае русское пожалуйста передается сочетаниями *not at all, you are welcome, that's all right, never mind, don't mention it*. В ответах на просьбу что-либо дать, подвинуть, передать русское пожалуйста передается оборотами типа *here you are* или *here it is* – вот, пожалуйста/вот он (она, оно, они). В ответах на извинение русское "пожалуйста" передается оборотами *it's all right, don't mention it, never mind, forget it*.

Exercise 1. Read the information & pick up the essential details in the form of quick notes.

LESSON 10. APOLOGY

| | |
|---|--|
| <p>I'm sorry. (I beg your) pardon. I'm so sorry. / I'm very sorry. Excuse me. / Pardon (me). I shall not trouble you any longer. Apologize for me, please. (Make my excuse to them.) Do excuse me. It has slipped my memory that I had promised you to ... You have not understood me rightly. Don't be (get) cross with me. (пазр.) Excuse my changing the subject. Forgive me, please, meant well.</p> | <p>Sorry to trouble you. I must apologize. Excuse my back. Excuse my gloves. Are you offended? I meant no offence. No offence (was meant). I hope you don't mind. Excuse my interrupting you. I didn't mean to hurt you. Don't hold it against me.</p> |
|---|--|

REPLIES

| | |
|--|---|
| <p>That's (quite, perfectly) all right. You needn't apologize. It's my fault. No trouble at all. No harm done.</p> | <p>Not at all. Never mind. Forget it.</p> |
|--|---|

Exercise 1. Remember that.

1. An acknowledgment expressing regret or asking pardon for a fault or offense.
2. a. A formal justification or defense. b. An explanation or excuse: "*The consequence of those measures will be the best apology for my conduct*" (Daniel Defoe).
3. An inferior substitute: *The sagging cot was a poor apology for a bed.*

Synonyms: apology, apologia, defense, justification.

These nouns denote a statement that excuses or defends something, such as a past action or a policy: *arguments that constituted an apology for capital punishment; published an apologia expounding her version of the events; a defense based on ignorance of the circumstances; an untenable justification for police brutality.*

Exercise 2. Compose short dialogues making use of the table.

| | |
|---|--|
| <ul style="list-style-type: none"> ▪ Sorry I've kept you waiting. ▪ Excuse my interrupting you. ▪ Excuse my back. ▪ I hope I didn't hurt you. | <ul style="list-style-type: none"> ▪ That's (perfectly) all right. ▪ Never mind. ▪ Forget it. I didn't mean to hurt you. ▪ I meant no offence. No harm done. |
|---|--|

Exercise 3. React to the following.

1. Sorry I've kept you waiting.
2. Don't hold it against me.
3. Don't be cross with me.
4. I'm afraid I've taken up too much of your time.
5. Excuse my troubling you.
6. Excuse my disturbing you.
7. I hope I didn't hurt you.
8. Forget it. I didn't mean to hurt you.
9. I meant no offence. No harm done.
10. Excuse my back.

Exercise 4. Supply suitable apologies to the following angry replies.

| | | |
|---|---|--|
| <p>How could you! It's unforgivable! It's unpardonable!</p> | <p>You are being insolent! It's unheard of! It's monstrous! There you go again!</p> | <p>What next, I wonder? Oh, bother it. It's inexcusable!</p> |
|---|---|--|

DIALOGUES

- Excuse my troubling you.
- No trouble at all.
- Forgive me, please. I meant well.
- Never mind. Forget it.
- I beg your pardon. I'm afraid I've taken up too much of your time.
- Not at all I'm sure. You're always welcome.
- I must apologize to you.
- You needn't apologize. It's my fault.
- Apologize to John for me.
- I will.
- Excuse my going first. I'll lead the way.
- That's all right.
- Excuse my back.
- That's all right.
- Must be awfully sorry, old boy.
- Oh, that's O.K.
- Pardon me for calling you up so late.
- That's all right.
- Hello! Excuse me for being late!
- I was held up at the laboratory of our research institute.
- Good evening! No apology is needed.
- I didn't come in time myself.
- I'm awfully sorry, I've broken your cup.
- Oh, don't worry about that.
- I do apologize. I'll buy you a new one on Monday.
- No, I won't hear of it. That's quite out of the question.

Exercise 1. Change the sentences beginning your apologies with

Excuse my being ... (doing ...). Model: Sorry, I'm late. I'm sorry I mentioned it.

Excuse my being late. Excuse my mentioning it.

1. I'm sorry, it was rude of me. 2. I'm afraid I've been impolite. Excuse me. 3. I owe you an apology for being so inconsiderate. 4. Sorry to interrupt you. 5. I hate to trouble you, but could you give me a hand with the bookcase, it's so heavy. 6. Am I intruding? Pardon me. 7. I've got to apologize for interfering.

Exercise 2. How will you apologize ...

if you think you've hurt someone? when interrupting a person?

if you interfere in somebody's conversation? if you have kept someone waiting?

if you think to sit or stand with your back to someone?

if you feel you are taking up too much of somebody's time?

Exercise 3. Express a suitable apology in the following circumstances.

1. To your mother: you are late for dinner. 2. To your friend: you knocked against him in the street. 3. To a stranger: you have trodden on his toe. 4. To your wife: you have forgotten to congratulate her on her birthday. 5. To your girlfriend: you have kept her waiting. 6. To your sister: you have forgotten to bring her the book you have promised.

Reference List: *I'm sorry. I beg your pardon. Excuse me. Forgive me. I fear ... I must apologize ... I'm afraid I hope...* **Emphasizes meant to make apologies emphatic:** *so, awfully, terribly, really, horrid, etc.*

Exercise 4. Reply to the following apologies.

1. Sorry to have kept you waiting. 2. I do hope I haven't hurt you. 3. I beg your pardon, I should have remembered the date. 4. I'm afraid I can't place you. 5. I'm sorry, but indeed I must leave at once. 6. Thank you, but I'm afraid it's too late. 7. I'm afraid I'm detaining you. 8. I'm awfully sorry. It was just a slip of the tongue. 9. I must apologize for my curt answer, but really I was awfully busy. 10. I hope I didn't give you too much trouble. 11. Excuse me, sir, but I'll have to change at the next stop.

Reference List: *It's quite all right. That's all right. Not at all. Never mind that. Not in the least. No trouble at all. It doesn't matter ...*

Exercise 5. Express a suitable apology in the following circumstances.

1. *To your father:* you have been insolent on some previous occasion and now you want to make it up. 2. *To your aunt:* you have broken her most precious Dresden cup. 3. *To your teacher:* you have failed to greet him when passing in the street. 10. *To your brother:* you have mislaid his razor.

APOLOGY

I regret the hurt I caused you, it is inexcusable and it will never happen again.

Is there anything I can do to make it up to you?

The fascinating book *On Apology*, by Aaron Lazare begins with this paragraph: "One of the most profound human interactions is the offering and accepting of apologies.

Apologies have the power to heal humiliations and grudges, remove the desire for vengeance, and generate forgiveness on the part of the offended parties.

For the offender they can diminish the fear of retaliation and relieve the guilt and shame that can grip the mind with a persistence and tenacity that are hard to ignore.

The result of that apology process, ideally, is the reconciliation and restoration of broken relationships." A genuine and effective apology can reduce the pain of guilt and shame and help to resolve anger. Effective apology can create a satisfactory asymmetrical balance where genuine remorse is accepted as the only available compensation to offset an irreparable loss. Apology restores the congruence between what we acknowledge to ourselves and what we acknowledge to *others* when we blame ourselves for their loss.

Definitions

- A sincere acknowledgement of responsibility, wrongdoing, and regret.
- Restoring power to the injured.
- An encounter between two parties where the offender acknowledges responsibility for an offense or grievance and expresses regret or remorse to the aggrieved.

Root: Latin *apologia*, from Greek *apologiā*: apo- + logos, *A speech in defense*

Commonly used synonyms include: *acknowledgment, admission, amends, atonement, concession, confession, defense, excuse, explanation, extenuation, justification, mea culpa, mitigation, plea, redress, reparation, and vindication*. These are inexact substitutes because they each refer only to a portion of a full apology.

The Paradox of Apology

A genuine apology provides so much benefit with so little cost, it is surprising and unfortunate it is not more common.

The decision to apologize is a tug-of-war between stubborn pride and guilt. Since guilt is authentic, and stubborn pride is not, it seems best to get on with the apology.

Making a sincere apology is an act of courage, not a sign of weakness.

Many people are reluctant to apologize because they fear either humiliation or retaliation.

This is unfortunate because most genuine apologies elicit gratitude as the response. Failing to apologize can be a costly dominance contest that prolongs bad feelings in a relationship that could have been easily avoided or foreshortened.

Healing with an Apology

When someone is offended, hurt, insulted, injured, or humiliated, they seek to heal themselves and the damaged relationship. This creates several needs that can be met by an effective apology. These include:

- **Restoring** self-respect and dignity to the injured person; they need to know they are still a worthy human being.
- **Being assured** certain values are shared by both the offender and the aggrieved; we share the same concept of a safe and moral world. Empathy prevails, we can trust each other.
- **Assigning** responsibility for the loss to the offender and relieving the offended person of that responsibility; it was your fault, not mine.
- **Assuring** that the relationship is safe, valued, continuing, and predictable; we can resume constructive, productive, and enjoyable interactions.
- **Seeing** the offender suffer for the hurt they have caused; you can't fully appreciate how I have suffered until you have suffered. The relationship is symmetrical. You will get what you deserve.
- **Repairing** the damage, known as "paying reparations"; put your money where your mouth is.
- **Initiating** or resuming a meaningful dialogue with the offenders; let's come to a full understanding of what happened, why it was so painful for me, why it happened, and how similar harm will be prevented in the future. An effective apology addresses these needs. An ineffective apology omits important needs. The emphasis will vary from one situation to the next.

Elements of an Apology

- A successful apology includes each of these four elements:
- **Accepting personal responsibility**; acknowledge the specific offense and the pain it caused and clearly take personal and unconditional responsibility for the offense.

Acknowledge directly to each of the injured parties your role in causing the damage and their suffering,

- **Showing Remorse**; humbly and sincerely describe the painful regret you feel for committing the offense. Look backward to express your regret. Then demonstrate *forbearance* by looking forward to describe the lessons you have learned and the changes you have made to ensure nothing like it will ever happen again.

- **Offering an explanation**; honestly, candidly, and simply describe why the offense happened. If it was inexcusable, simply say so.
- **Making reparations**; fully repair the loss if that is possible, otherwise ask: "Is there anything I can do to make this up to you?"

Accepting an Apology

If you receive an apology you can choose to accept it, ignore it, or reject it. Certainly if the apology contains all four elements described above, it is sensible to accept it. Even if the apology is deficient in some element, it is sensible to accept it if it is sincere, demonstrates remorse & forbearance, the relationship is worth maintaining. Forgiveness is usually a strength.

However, if the apology is inadequate, and you believe the omissions are deliberate and manipulative, turn down the apology and give your reasons. Certainly an apology that lacks authentic remorse is seriously deficient and deserves to be declined.

An off-handed "I'm sorry" is rarely adequate. When declining an apology it is best to describe what you see deficient in the apology, referring to the four elements above as the standard for an acceptable apology. When you accept an apology, do so graciously and sincerely without any attempt to insult or humiliate the apologizer.

Do not exploit the vulnerability exposed as they apologize. Use this as an opportunity to strengthen the relationship and not as an opportunity to inflict harm.

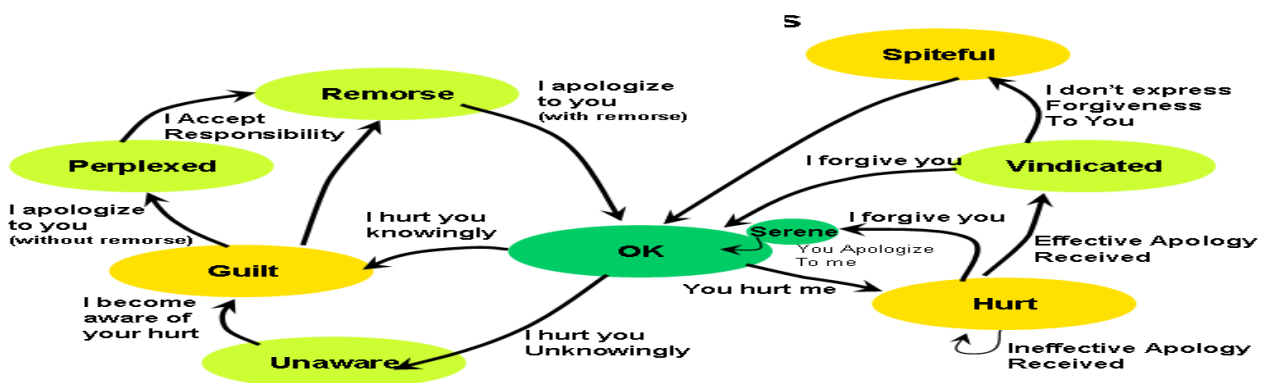
Power shifts are apparent when offering and accepting a sincere apology.

Acknowledging a wrong exposes vulnerability, but choosing to apologize for it demonstrates strength. Having the option of accepting or rejecting the apology creates some amount of power, and this may transform the victim into the powerful one.

The decision to accept or reject an apology may depend partly on the history of the power relationship that already exists between the two parties.

Paths of Apology

Understanding when to apologize, the effect it can have on ourselves and the aggrieved, and its relationships to forgiveness helps us to manage our relationships and feelings. The following figure illustrates choices we have and paths we can take to either prolong or resolve our hurt or guilt. Use this like you would any other map: decide where you are now; decide where you want to go; choose the best path to get there; go down the chosen path. If you can arrange a constructive meeting with the offended person, use this map to discuss where each of you are now and to choose a path leading to resolution of your conflict.



Paths of apology & forgiveness

This diagram is an example of a type of chart known by systems analysts as a *state transition diagram*. Each colored elliptical bubble represents a *state of being* that represents the way you are now. The labels on the arrows represent actions or events and the arrows show paths into or out of each state.

You are at one place on this chart for one particular relationship or incident at any particular time. Other people are likely to be in other places on the chart. This is similar to an ordinary road map where you plot where you are now, while other people are at other places on the same map. Begin the analysis at the green "OK" bubble, or wherever else you believe you are now. The following is written in first person; "I" and "me" refer to the aggrieved, and "you" refers to the offender.

OK: This is the beginning or neutral state. It corresponds to being free of hurt, anger, or guilt; including a full reconciliation of hurt or guilt. The green color represents safety, tranquility, equanimity, and growth potential.

You hurt me: You did something (or neglected to take action) that hurt me physically, materially, or psychologically. It could be a slight, insult, betrayal, injury, assault, theft, or anything else that harms me or humiliates me. This is an example of the "insult" path on the "Paths of Anger" chart.

Hurt: I feel humiliated, angry, resentful, bothered, or just plain bad. I am annoyed at you, my offender. This is an instance of the "Angry" or "Resentful" states on the "Paths of Anger" chart and it can lead to all the destructive states described there. The yellow color indicates my pain and resentment, and the need for caution in choosing the next path.

Effective Apology Received: The offender offers me an effective apology. I feel vindicated because you have acknowledged your responsibility in causing me harm.

Ineffective Apology Received: An insincere attempt to patch things up, a failure to acknowledge your responsibility, attempts to explain away your actions, a failure to acknowledge your understanding of the injury you caused, or any of several other omissions causes the apology to fail. I remain hurt by the original offense, and now I hurt even more because you tried to make yourself feel better and manipulate me without addressing my needs.

Vindicated: You admitted your error, your responsibility, and my hurt. Perhaps you made reparations. In any case, I feel vindicated because you have taken responsibility for my pain. The greenish color acknowledges the hurt may be over, while the yellowish color recognizes this may be hurtful to you and my forgiveness is still required for a complete resolution.

I forgive you (after an apology): You have apologized, the hurt is over, and I feel compelled to forgive you. The relationship is reconciled and we are both OK again.

I don't express forgiveness to you (after an apology): Even though you have made a sincere and effective apology, I decide not to forgive you, or at least not to express forgiveness to you. I let you suffer, perhaps only for a few minutes, or hours, or maybe for days, weeks, and years. I am enjoying my new power over you, and I am remaining spiteful.

Spiteful: You have humbled yourself and apologized to me, yet I decide to withhold forgiveness. Don't go too far with this, hubris goes before the fall. The yellow color indicates the need for caution in choosing the next path.

I forgive you (before an apology): Even though you have not offered me an apology, I decide to let go of my hurt. I forgive you and gain a serene inner peace and satisfaction for myself.

Serene: My unilateral forgiveness puts the hurt in the past, allows me to get on with my life, and provides me with a serene and tranquil inner peace. I am OK now, but you may still need to apologize at some time for a full resolution. I may feel proud of myself. This is shown touching the OK bubble, because I am OK. The green color acknowledges my peace.

You apologize to me (in response to my unilateral forgiveness): In response to my expression of forgiveness, you apologize to me. The relationship is now OK and fully reconciled.

Unaware: I am clueless and unaware of your hurt, or what I have done to offend you. The greenish color acknowledges you may feel OK, while the yellowish color recognizes that awareness will eventually lead to guilt.

I become aware of your hurt: After reflection, reappraisal, or dialogue with others, I recognize I have hurt you. I now feel guilty.

Guilty: I now understand that I have transgressed your sense of justice and morality.

The yellow color represents the dangers I can face and cautions about the choices I can make.

I accept responsibility: When I accept responsibility for what I did to hurt you, I become remorseful.

Remorse: I feel genuinely bad about the hurt I have caused and I take responsibility for the hurtful choices I made. The greenish color acknowledges remorse can be only one step away from a resolution while the yellowish color recognizes that a full restitution is still required.

I hurt you unknowingly: You have taken offense, you are hurt, and I am clueless and unaware of your hurt, or what I have done to offend you.

I apologize to you (with remorse): I can authentically express to you my responsibility and remorse and make a successful apology.

I apologize to you (without remorse): I realize you feel hurt, but I have no idea why. I apologize anyway to try to patch things up. I become perplexed because I don't feel responsible for your hurt, yet you are clearly distressed.

Perplexed: I am confused because I don't feel responsible for your hurt, yet you are clearly distressed. If I later understand my role and take responsibility, I will feel remorse and can fully resolve the dilemma and reconcile the relationship. The greenish color acknowledges I may no longer feel guilty, while the yellowish color recognizes that I feel conflicted.

Examples of successful apologies

Each of these historically significant apologies are successful because they include the four required elements of a full apology.

- Remarks of Kevin Gover, Assistant Secretary-Indian Affairs Department of the Interior at the Ceremony Acknowledging the 175th Anniversary of the Establishment of the Bureau of Indian Affairs September 8, 2000

- Speech by Richard von Weizsacker, President of the Federal Republic of Germany, in the Bundestag during the Ceremony Commemorating the 4th Anniversary of the End of the War in Europe and of National Socialist Tyranny, May 8, 1985

- Abraham Lincoln, Second Inaugural Address, March 4, 1865

- Remarks by President Clinton in apology for a medical study done in Tuskegee, William J. Clinton, May 16, 1997

Exercise 1. Read the information & pick up the essential details in the form of quick notes.

Exercise 2. Remember that.

Apology – извинение *Syn. excuse* защита, оправдание *Syn. defence, protection, excuse* жалкое подобие, слабое подобие (чего-л.)

formal (official) apology официальные извинения

public apology – публичные извинения

sincere apology – искренние извинения

to demand an apology – потребовать извинений

to make one's apology for smth. to smb. – принести извинения

to deliver smb. an apology – приносить кому-л. извинения

to issue / to make a public apology – приносить публичные извинения

to offer a formal apology – приносить официальные извинения

to release smb. with apologies – освободить кого-л. и принести ему извинения

to send an apology to smb – направлять извинение кому-л.

apology to the victim – извинение перед потерпевшим

mere apology for a dinner – пародия на обед

APOLOGIES QUOTATIONS

The power and paradox of apology has inspired many thoughtful quotations.

"Resentment is like taking poison and hoping the other person dies." *St. Augustine*

"To err is human; to forgive, divine." *Alexander Pope (1688 - 1744)*

"There is no revenge so complete as forgiveness." *Josh Billings (1818 - 1885)*

"Remember that a life well lived is your best revenge". *Fred Luskin.*

"Always forgive your enemies; nothing annoys them so much." *O. Wilde (1854 - 1900)*

"The weak can never forgive. Forgiveness is the attribute of the strong." *Mahatma Gandhi (1869 - 1948)*

"It really doesn't matter if the person who hurt you deserves to be forgiven. Forgiveness is a gift you give yourself. You have things to do and you want to move on."

"The hatred you're carrying is a live coal in your heart - far more damaging to yourself than to them." *Lawana Blackwell*

"The quality of mercy is not strain'd, It droppeth as the gentle rain from heaven Upon the place beneath. It is twice blest: It blesseth him that gives and him that takes". *William Shakespeare (1564-1616), "The Merchant of Venice"*.

Exercise 1. Try to understand sorry quotes and render their score.

1. If people are good only because they fear punishment, and hope for reward, then we are a sorry lot indeed. 2. Let the wife make the husband glad to come home, and let him make her sorry to see him leave. 3. I never saw a wild thing sorry for itself. A small bird will drop frozen dead from a bough without ever having felt sorry for itself. 4. I cannot pretend to be impartial about the colours. I rejoice with the brilliant ones, and am genuinely sorry for the poor browns. 5. Feeling sorry for yourself, and your present condition, is not only a waste of energy but the worst habit you could possibly have. 6. If you're going to do something tonight that you'll be sorry for tomorrow morning, sleep late. 7. How does one know if she has forgiven? You tend to feel sorrow over the circumstance instead of rage, you tend to feel sorry for the person rather than angry with him. You tend to have nothing left to say about it all.

Exercise 2. Analyze the information, which is in the highlight, and use it in practice.

APOLOGIES QUOTES

When you realize you've made a mistake, make amends immediately. It's easier to eat crow while it's still warm.

Keep your words soft and tender because tomorrow you may have to eat them.

Never ruin an apology with an excuse.

In some families, *please* is described as the magic word. In our house it was *sorry*.

True remorse is never just regret over consequence; it is regret over motive.

The bitterest tears shed over graves are for words left unsaid and for deeds left undone.

Forgiveness is the sweetest revenge.

An apology is the superglue of life. It can repair just about anything.

The only correct actions are those that demand no explanation and no apology.

Apology is a lovely perfume; it can transform the clumsiest moment into a gracious gift.

Forgiveness does not change the past, but it does enlarge the future.

Remember, we all stumble, every one of us. That's why it's a comfort to go hand in hand.

If you were going to die soon and had only one phone call you could make, who would you call and what would you say? And why are you waiting?

It's easier to ask forgiveness than it is to get permission.

For every minute you are angry, you lose sixty seconds of happiness.

Not the fastest horse can catch a word spoken in anger.

It is easier to forgive an enemy than to forgive a friend.

Would "sorry" have made any difference? Does it ever? It's just a word. One word against a thousand actions.

Nothing says you're sorry like a dead bunny.

Never forget the nine most important words of any family – I love you. You are beautiful. Please forgive me.

I am the wisest man alive, for I know one thing, and that is that I know nothing.

I thought to myself: I am wiser than this man; neither of us probably knows anything that is really good, but he thinks he has knowledge, when he has not, while I, having no knowledge, do not think I have. *Plato, Apology*

In this life, when you deny someone an apology, you will remember it at time you beg forgiveness.

Never apologize for showing your feelings. When you do, you are apologizing for the truth.

I wasn't saying whatever they're saying I was saying. I'm sorry I said it really. I never meant it to be a lousy anti-religious thing. I apologize if that will make you happy. I still don't know quite what I've done. I've tried to tell you what I did do but if you want me to apologize, if that will make you happy, then OK, I'm sorry. *John Lennon*

Never apologize, mister, it's a sign of weakness.

It is always so simple, and so complicating, to accept an apology.

I loved and adored you, but I drained you like a thirsty man at a spring. I loved what you could give me – your admiration, your acceptance, your love, your forgiveness. I forgot to love you for yourself.

An apology is the super glue of life. It can repair just about anything.

My life is an apology for the life of my father.

It is dangerous for a bride to be apologetic about her husband.

The Apology opened the opportunity for a new relationship based on mutual respect and mutual responsibility between Indigenous and non-Indigenous. Because without mutual respect and mutual responsibility, the truth is we can achieve very little.

Maturity is the ability to reap without apology & not complain when things don't go well.

A stiff apology is a second insult. The injured party does not want to be compensated because he has been wronged; he wants to be healed because he has been hurt.

An apology for the devil: it must be remembered that we have heard one side of the case. God has written all the books.

My singing voice is somewhere between a drunken apology & a plumbing problem.

The only correct actions are those that demand no explanation and no apology.

I want you to answer this question: Why should you settle for anything less than an authentic conservative who will fight for your views and values without an apology? Think about that.

Apology is only egotism wrong side out.

I am here today to again apologize for the personal mistakes I have made and the embarrassment I have caused. I make this apology to my neighbours and my constituents, but I make it particularly to my wife, Huma.

An apology might help, but you can change your life without one.

Our systems, perhaps, are nothing more than an unconscious apology for our faults, gigantic scaffolding whose object is to hide from us our favourite sin.

A hero is someone we can admire without apology.

The apology that is constantly put forth for the injustice of government, viz., that a man must consent to give up some of his rights, in order to have his other rights protected – involves a palpable absurdity, both legally and politically.

It will never do to plead sin as an excuse for sin, or to attempt to justify sinful acts by pleading that we have an evil heart. This instead of being a valid apology, is the very ground of our condemnation. I don't ask for an apology because it's only tomorrow's fish-and-chip paper.

It will never do to plead sin as an excuse for sin, or to attempt to justify sinful acts by pleading that we have an evil heart. This instead of being a valid apology, is the very ground of our condemnation.

When we talk about feminism – equality without apology for all – we can't be talking about for all white women or all highly educated women but all women, regardless of colour, class, creed, sexual orientation or identity.

I am deeply committed to the cause of Indigenous Australians, and not just because of the Apology, but the big challenges which lie ahead in closing the gap.

In the case of the Japanese, they usually commit suicide before they make any apology.

Exercise 1. Try to understand apologies quotes and render their score.

Exercise 2. Translate the sentences on the topic.

I am dreadfully / terribly sorry. I am so sorry. She is sorry for him. Sorry for the delay in answering. We are sorry for being late. We are sorry that you weren't able to come.

Exercise 3. Translate the sentences with the keyword «apology».

1. I make no apology to the readers for the subjoined extract. 2. May I give my sincere and abject apology for the incident? 3. The consequence of those measures will be the best apology for my conduct. 4. One historian was said to have had no nose at all, only an apology for one. 5. Oh, sorry, did I step on your foot?

Exercise 4. Render the score of the text «I'm sorry» below.

I am developing a new board game. It's called "I'm Sorry". It's a form of "Self-Help Psychological Therapy!" You take turns moving around the board like Monopoly.

But if you land on a Yellow or Green "I'm Sorry Space"... you have to make a Phone call. Both green and yellow cards are labelled – the same with things like: Your Ex, Parental figure, friend, co-worker, boss, children, etc. You get the point... If you land on the yellow space, the game stops, everyone gets quiet and you have to call that person up – on speakerphone. You apologize for something you've done in your past.

Come on you know you are not perfect and you probably screwed up, hurt or disappointed everyone in your past at one time or another. So you call and you apologize.

You explain what you did to them wrong if they forgive you, you move forward 10 places and everyone cheers! No forgiveness back – you move back to the beginning.

If you land on the green space – it's similar. But you call the person up and you try to explain to them how, in some way, they hurt you in the past. If they apologize... cheers and you move forward 10 spaces. No apology...move backward ten spaces.

They curse at you – game over. In the original packaging of the yellow and green cards, are mixed in a set of "I'm Sorry Cards". If you are lucky enough to get to pick up an "I'm Sorry Card", it's like a Get Out of Jail Free Card, and you don't have to make the call. The only catch is that the cards come hermetically sealed.

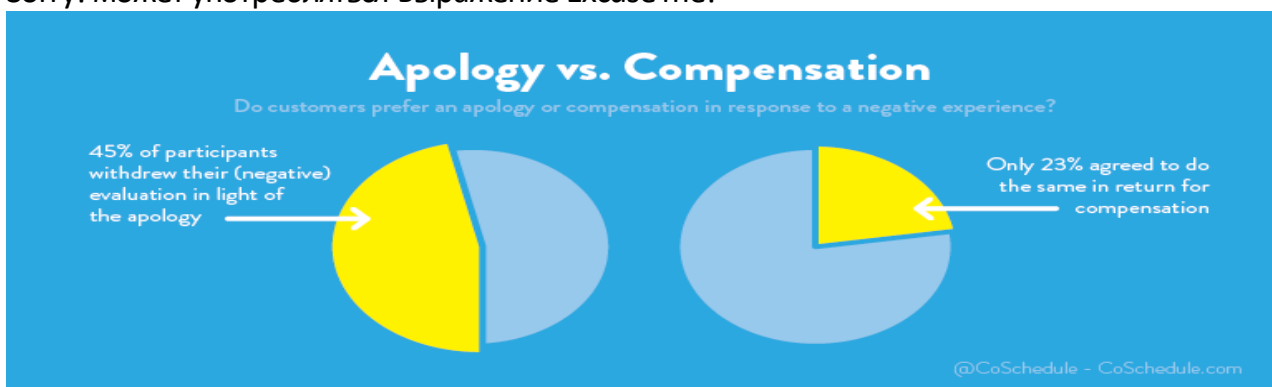
After opening up the package, and the cards are exposed to air, all of the "I'm Sorry Cards", magically turn into "Deal With it Cards!" So, you really never get a free ride.

In reality, every time you pick up a yellow or green card, you have to – Deal with It! Of course you can always order a new factory set of sealed of "I'm Sorry Cards".

But they only last about 30 minutes and are very expensive, so you'll have to play fast. "Cute Game? Hey, don't steal my idea!!!"

Exercise 5. Remember the grammar rules for speech situations.

В качестве обращения (перед тем, как побеспокоить кого-либо) употребляется выражение Excuse me, (please)! – Извините, (пожалуйста)! Excuse me! Could I get past? – Извините ! Можно пройти? Чтобы попросить прощения за причиненное беспокойство, используют выражения (I am) (really) (terribly/extremely/very/so) sorry (for smth/that ...)! – (Мне) (действительно) (ужасно/крайне/очень/так) жаль (что ...)! / Извините (за ...)! , I (do/'d like to) apologise (for smth)! – Извиняюсь (за ...)! , I beg your pardon! () – Прошу прощения!, I regret (that ...) () – Сожалею, (что ...)! . 3) В американском варианте английского языка вместо Sorry! может употребляться выражение Excuse me!



LESSON 11. REQUEST

| | |
|---|--|
| <p>Could you do me a favour and give me? I'll thank you not to disturb me. Can / Could I borrow your magazine? Could you lend me your book for a couple of days? Would you mind doing something? Would you mind my smoking? Will / Would you shut the window please? Could I ask you to do something? Could you spare me a moment? May I have a word with you? Could you break a ten-dollar bill? Will you please make room (for me)? Call me up at the office (at home), will you? Hold the line, please./Don't hang up, please.</p> | <p>Give ... ; Do ...; Bring... Please give me ... Let me have ... Will you give me please ...? Would / Could you give me? Could you possibly give me? Let me have ..., please? Let me have... please? Could I ask you? (<i>cmποzo</i>) I'd like (to ask) you ... It's draughty here. Could you see me home? Will you move over a bit? Come on, be a sport! (<i>φam.</i>)</p> |
|---|--|

REPLIES

| | |
|--|---|
| <p>With pleasure. Most willingly. Certainly. / Of course. Sorry I can't.</p> | <p>All right. / O.K. (<i>amep.</i>) I will. I'm afraid I can't. I wish I could.</p> |
|--|---|

CONVERSATION

Mr. Smith is having breakfast at his boarding house. Mr. Lewis enters.

- Good morning. Do you mind if I sit here?
- No, please do.
- Nice morning, isn't it? Would you pass me the sugar please?
- Yes. Here you are.
- Thank you. Going sight seeing today?
- As a matter of fact, I have to go for an interview. I wonder if you could tell me how to get there? The address is 23 Ridgeway Avenue.
 - Oh, yes, that's not very far from here. You can take a number 12 bus and ask the conductor to put you off at Ridgeway Cemetery. It's a ten minutes' ride I should say.
 - Thank you very much.
 - It's a pleasure.

Exercise 1. Change the orders into polite requests.

Model: Answer the telephone.

a) Will you answer the telephone, please? b) Answer the telephone, will you?

1. Pick me up at the office.
2. Show me round.
3. Fix it right away.
4. Drop me at Trafalgar Square.
5. Clear the table.
6. Wash up.
7. Air the bed.
8. Do the rooms.
9. Run the bath.
10. Develop the pictures.
11. Buy some slides.
12. Put on the kettle.
13. Water the flowers.
14. Show me to my room.
15. Hold the line.

Exercise 2. Read the text and pick up the essential details in the form of quick notes.

DIALOGUES

- Would you pass me the potatoes, please?
- Yes, here you are.
- Could I see you for a minute?
- By all means.
- I wonder if I could speak to Miss Barnes?
- Just a moment please.
- I'd like three pounds of orange, please.
- Here you are, sir. Anything else?
- Would you come and help me buy a new hat?
- I'm afraid I haven't got time just now.
- Could you spare me a few minutes?
- I'm sorry, but I'm really very busy just now.
- I wonder if you could help me move this table?
- Oh, do you think we can manage it? It looks rather heavy.
- Would you do me a favour?
- Well, that depends what it is (half-humorously).
- Do you mind if I smoke?
- No, of course not.
- Would you mind if I close the window?
- No, please do.
- May I come a little later?
- Yes, that will be quite all right.
- I'm taking the car today, if you don't mind.
- No, that's all right.
- Excuse me, but could you tell me the way to the station?
- Yes, it's not far from here. Go straight down here, and take the first turning to your left.
- I wonder if you could tell me what time the shops close here?
- I'm sorry, but I'm a stranger here myself.

Exercise 1. Translate the dialogues.

Exercise 2. Construct sentences making use of the table.

Will you step aside? Will you please pass it over to ...? Could you let us know?

see to it that everything is done in time?

hold the bag for a moment?

keep a seat for me?

move over a bit?

help me with the luggage?

turn off the radio?

close the door?

pass me the salt?

where they have gone?

when the meeting begins?

Exercise 3. Ask someone to do things for you. Compose dialogues.

Pattern dialogues:

"Could you do me a favour?" "Yes, certainly".

"Call up Information and find out when the 5.30 from Glasgow gets in?" "All right".

"Thank you".

You may ask someone to do the following for you: to let you know when an event takes place; to let you know when somebody does something; to give somebody a message from you; to find out things for you; to get things for you; to spare you a thing for a certain time; to lend you someone money; to help you with something; to check some information; to read something and give you an opinion; to call in a TV man; to fix the TV set.

Exercise 4. React to the following requests using such phrases.

Certainly! Here you are. Of course! All right (I will). Most willingly.

Say why you want things done for you.

1. Could you do me a favour? 2. Could you spare me a moment? 3. Will you put our names on the list? 4. Will you strike out my name (from the list)? 5. May I have a word with you? 6. Will you give me a word of advice? 7. Will you please have the prescription filled? 8. Will you please apologize to... for me? 9. Will you please call an ambulance? 10. Will you please pass me the reference book? 11. Could you give me a form to fill in? 12. Could you keep a seat for me? 13. Give me the telephone directory, will you? 14. Let me have a look at the journal. Where is it? 15. Will you give me a lift to the station? 16. Will you set me down at the corner? 17. Will you call me at six? 18. Will you let me know when Edward shows up?

Exercise 5. Analyze the information and use it in practice.

Request may refer to the act of a polite demand for something.

Request may refer to: a question, a request for information; a petition, a formal document demanding something that is submitted to an authority.

REQUESTS

Requests in English are usually made in the form of general questions with the help of the modal verbs MAY, CAN, COULD, WILL, WOULD. Requests are pronounced with rising intonation. Adding "please" to a request makes it more polite. As a rule, polite requests are not asked in the form of negative questions.

The modal verbs MAY, COULD, WILL, WOULD are used in making polite requests in speech and writing, in communication with strangers and with people you know. CAN in requests is considered to be less polite than the other modals in this group. CAN is generally used in informal requests, mostly in conversation with friends and family.

Note the use of the pronouns "I, you". In requests, MAY is used in the form "May I"; WILL and WOULD are used in the forms "Will you" and "Would you"; COULD and CAN are used in both variants.

May I speak to Tom Lee, please? May I borrow your pen, please? Could I speak to Tom Lee, please? Could you lend me thirty dollars till Wednesday, please? Can I borrow your pen, please? Can you tell me where the bank is, please? Will you please be quiet? Would you please ask her to call me?

Note: The modal verb MIGHT may be used in making polite requests in the same way as MAY, but it is rarely used in this function.

TYPICAL RESPONSES TO REQUESTS

Нейтральная просьба выражается общим вопросом с модальным глаголом *will, would, can* или *could*. Использование *would* и *could* делает просьбу более вежливой. If you want to respond to a request positively, use the typical responses to requests.

Более официальными формами выражения просьбы служат конструкции Do/Would you mind + , Would you like +

Более официальными формами выражения просьбы служат конструкции Do/Would you mind + , Would you like + Would you mind telling Rosanna that I meant no unkindness? — Вы не могли бы передать Розанне, что я не имел в виду ничего плохого? Would you like to listen to me for a few minutes? — Вы не могли бы отвлечься на несколько минут и выслушать меня? в) Использование слов *possibly* - может быть, *please* - пожалуйста делает просьбу более вежливой. Could you possibly explain it to me? — Может быть, вы мне это объясните? г) Вежливая просьба может быть также выражена с помощью конструкций You couldn't + ... , could you? и I wonder if you could/would + You couldn't tell me the time, could you? – Вы не подскажете, который час? I wonder if you would take a moment to talk to us – Может, немного поговоришь с нами? Чтобы попросить какую-нибудь вещь, используют обороты Could I have ...?, Can I have ...?, May I have ...?. Использование *may* делает просьбу более официальной. Can I have a napkin, please? — Салфетку мне не дадите? Could I have these pencils? — Не дадите ли мне эти карандаши? (обращение к продавщице).

Чтобы вежливо выразить свое желание и тем самым, возможно, высказать просьбу, используют конструкции I would like = I'd like. Просьба, выраженная конструкцией I wish you would (wish + that – clause, имеет оттенок раздражения. I would like a cup of coffee – Я бы хотел чашку кофе. I'd like to get some information about theatres – Я бы хотел получить некоторые сведения о театрах. I wish you'd be quiet – Пожалуйста, тише!

Formal style: I'd be glad to. / I'd be happy to.

Less formal: Yes, of course. / Of course. / Certainly.

Informal: Sure. / No problem. / Uh-huh. **Examples:**

Could you tell her that Roy James called? – I'd be glad to. Could you help me with this report? – Yes, of course. / Certainly. Could you tell me where the bank is, please? – Sure. It's right around the corner on Fifth Street, next to the post office. Could I borrow your calculator for a minute? – Sure, here it is.

If for some reason you want to respond to a request negatively, use the following typical responses.

Formal style: I'm afraid it's not possible. / I'm very sorry, but... / I'd like to, but... / I wish I could (help), but...

Less formal: Sorry. / Sorry, I can't. **Examples:**

Could you lend me a hundred dollars? – I'm afraid it's not possible. / I'm very sorry, but I can't lend you a hundred dollars now. / I wish I could help you, but I'm afraid I can't. Could I use your phone? – I'm sorry. I'm waiting for a phone call. May I speak to Mr. Brown, please? – Sorry, he is not in. Would you please ask him to call me at seven o'clock? – I'd like to, but I won't see him. Can I borrow your CD player? – Sorry, I need it today.

Note: It is incorrect to respond to requests using the same modal verb in short answers.

Modal verbs form requests in the form of questions, and the meaning of the same modal verbs in statements is often different and might not fit logically. Compare the meanings of modal verbs in the following requests and in incorrect responses to them.

Could I borrow your pen? (request) – Yes, you could. (possibility)

Could you open the window, please? (request) – Yes, I could. (possibility)

May I speak to Mr. Brown, please? (request) – Yes, you may. (permission)

Would you please pass the salt? (request) – Yes, I would. (supposition)

Requesting permission

The structures "Could you, Can you, Will you, Would you" are used in requests to do something, while "May I, Could I, Can I" are used in making a request and asking for permission.

Asking for permission to do something is also a request.

Permission is asked in the form of affirmative questions with the help of MAY, COULD, CAN. MAY asks for formal permission, COULD is less formal, and CAN asks informal permission. MAY and COULD are more polite than CAN. Permission is given with the help of typical responses to requests mentioned above or with the help of MAY (formal permission) and CAN (informal permission). If permission is not given, "can't" is generally used. "May not" is used in formal situations. Look at these examples:

Formal style: Mrs. Brown, may I stay at your house till Wednesday? – 1. Yes, you may. 2. No, you may not. / I'm afraid it's not possible.

Less formal: Could I stay here till Wednesday? – 1. Yes, of course. / Certainly. / Yes, you can. 2. I'm afraid it's not possible. / Sorry, you can't.

Informal: Can I stay here till Wednesday? – Sure.

More examples with "can't": You can't do it! Sorry, you can't park here. Please tell him that he can't use my car without permission.

The phrase "be allowed to"

The substitute phrases "be allowed to do something, be not allowed to do something" can be used for describing permission in the present, future, and past.

I am not allowed to leave the house. You will be allowed to see the patient soon. We were allowed to take his car. They weren't allowed to stay there. She wasn't allowed to go there alone.

Note: CAN and MAY are also used in polite offers, often in an offer of help. Examples: Can I help you? (less formal) – May I help you? (more formal). Can I help you with anything? Can I help you with your home assignment? Can I help you (to) wash the dishes? Can I help? Can I offer you a drink?

The phrase "Would you mind" is widely used in making requests & asking for permission.

Request to do something: Would you mind + gerund

Would you mind opening the window? (Meaning: You ask someone to open the window.) – Of course not. / Not at all.

Would you mind repeating what you said? (Meaning: You ask someone to repeat what he said.) – Of course not. I said... Would you mind not smoking here? (Meaning: You ask someone not to smoke here.) – Oh, I'm sorry. Would you mind not using my CD player without permission? – Oh, I'm sorry.

Asking for permission: Would you mind + if I + simple past

Would you mind if I opened the window? (Meaning: You ask someone whether you could open the window.) – Of course not. / Not at all. / No, I wouldn't mind.

Would you mind if I smoked? (Meaning: You ask someone whether you could smoke here.) – I'd rather you didn't. I'm allergic to smoke. Would you mind if I didn't come to the meeting? I don't feel very well. (Meaning: You ask someone whether it will be all right if you don't come to the meeting.) – No, I wouldn't mind. / No, that would be all right. Would you mind if I didn't go to the party with you? I'm really tired.

Would you like...? + infinitive / Would you mind...? Do you mind if I...?

If you want to sound particularly polite, or if you think the answer may be negative, you can also use *Would you mind + verb-ing* as the preferred alternative to *Could you...? Would you mind...?* literally means: *Would you object to...?*

Similarly, if we use *Do / Would you mind if I...?* to make a request, we may be anticipating possible objections:

Would you mind if I put off talking to Henry until tomorrow? – I think that's a mistake. I think you should speak to him today

Note the difference between: *Would you mind...?* and *Would you mind me / my...?:*

Would you mind filling the ice trays and putting them in the freezer? (you do it)

Would you mind me/my filling the ice trays and putting them in the freezer? (= I'll do it)

Would you mind locking the door when you leave? – No, not at all! Could you please lock the door when you leave? – Yes, certainly! If you're not busy at the moment, would you mind helping me with my homework?

The phrase "Do you mind"

In everyday English, the structure "Would you mind" is sometimes changed to "Do you mind". The structure "Do you mind" is a little less polite than "Would you mind".

Do you mind opening the window? Do you mind if I open the window? Do you mind if I don't go to the party with you?

*If you're not busy at the moment, **Can I could I may I might I***

Note: Sometimes in informal situations in spoken English, the simple present is used instead of the simple past in the second part after "if", e.g., "Would you mind if I open the window?" instead of "Would you mind if I opened the window?" It is advisable for language learners to use only the standard variants in formal and informal polite requests in speech and writing. If you are requesting something for yourself, all of these forms are possible.

May and *might* are considered to be more polite, more formal or more tentative than *can* and *could*, but *can* and *could* are usually preferred in normal usage. Compare:

Can I ask a favour of you? – Of course you can.

Could I ask you to collect Deborah from school tomorrow – Of course you can.

Could I possibly have another cup of coffee? – I don't think you should. You won't sleep tonight if you do. If you've finished with the computer, may I turn it off? – Yes, please do. Might I leave work a bit earlier today? I've got a doctor's appointment at 5.

Might is more frequently used in indirect questions, as an indirect question softens the request. Note the further polite alternatives that we can use:

I wonder if I might leave work a bit earlier today? I've got a doctor's appointment.

Would I be able to leave work a bit earlier today? I've got a dentist appointment at 6.

Would it be OK if I left work a bit earlier today? I've got to take our cat to the vet. If you give me a hand with my homework?

Note that the formal polite request "Would you be as kind as to" may be used sarcastically. Example: *Would you be so kind as to remove your hand from my shoulder?*

Other phrases with WOULD

WOULD is used in other structures in polite requests to do something and in requests for permission. Would it be OK if I returned your book tomorrow?

Would it be all right if I didn't go to the party with you?

Would you be so kind as to send me the list of recommended literature?

The phrase "I would like"

The phrase "I would like" expresses preference or desire to do or get something and is used in certain situations as a polite substitute for requests. In questions, "Would you like" is often used as a polite offer. *I would like to speak to Mr. Smith, please. I'd like to know the telephone number for ABC Electronics, please. I'd like two tickets for tonight's concert, please. I'd like a cup of coffee with cream and sugar, please. Would you like to speak to Mr. James? Who would you like to speak to? Would you like to go to a concert tonight? – 1. I'd like that very much. 2. I'd like to, but I have to study. Would you like some more cake? – 1. Yes, please. 2. No, thank you.*

Would you please bring your library books back today as they are needed by another borrower? Could you join us on Saturday? Tom's back from Sydney and we're having a barbecue. Would you like to join us on Saturday? We're having a barbecue in the back garden.

Would you care to join us on Saturday? We're celebrating Tom's return from Sydney.

Do you want to join us on Saturday? We're having a bash in the garden.

Requests in the form of negative questions

As a rule, polite requests in English are not asked in the form of negative questions. Polite requests in Russian are usually in the form of negative questions.

Russian students often make mistakes in requests in English because of this difference. Generally, negative questions have some emotion in them, e.g., surprise, expecting yes for an answer, mockery, annoyance, complaint.

Requests in the form of negative questions can often sound impolite. Learners of English should avoid making requests in the form of negative questions. Examples of impolite requests, with the meaning they convey and the reaction they might provoke:

Can't you give me a cup of tea? (Meaning: I'm surprised that you haven't offered me a cup of tea.) – Of course I can give you a cup of tea! I just didn't know that you wanted tea. Won't you help me? (Meaning: I see that you don't want to help me.) – Of course I will help you! Have I ever refused to help you?

There are just a couple of situations in which requests in the form of negative questions are acceptable. For example, if a negative question is actually not a request but an offer, a negative question will sound more interested than an affirmative question. (There is some surprise in such negative questions too.)

Won't you sit down? – Thank you. Won't you have some more potato salad? – 1. Yes, please. It's delicious. 2. No, thank you. I'm full. But you just got here! Can't you stay a little longer? – I'd like to, but I really have to go.

Another possible case is when the speaker knows that there are reasons why a request can't be fulfilled or a permission given but still hopes that something can be done. Affirmative questions are also common in such cases. *I'm extremely sorry, but couldn't I return the money that I owe you after the holiday? I'm extremely sorry, but could I return the money that I owe you after the holiday?*

I'm sorry to ask about it, but wouldn't it be possible to postpone my trip to Rome? I'm sorry to ask about it, but would it be possible to postpone my trip to Rome? You wouldn't have a larger room, would you?

Recommendations

Use "Could you" for making a request, and "Could I" for making a request or for asking for permission. COULD is used in both formal and informal speech and writing. Use typical affirmative or negative responses to requests. Do not use negative questions to make a request or ask for permission.

Exercise 1. Analyze the dialogues.

"Can I help you? "

"Yes please. I'd like to know what time the train leaves."

"Can I help you?"

"No thanks, I'm just looking." (In a shop.)

"Shall I open the window for you?"

"Yes please. *That would be very kind of you.*"

"Would you like another coffee?"

"No thanks". Or, "No thank you".

"Would you like another coffee?"

"Yes please, that would be lovely." Or, "Yes please, I'd love one."

"Would you like me to answer the phone?"

"If you wouldn't mind. Or, "If you could."

"I'll do the photocopying, if you like."

"It's OK, I can do it." Or, "Don't worry, I'll do it." Or, "Thank you, that would be great."

Exercise 2. Choose the keywords that best convey the gist of the information.

Exercise 3. Read the information & pick up the essential details in the form of quick notes.

Exercise 4. Remember that.

Request – просьба; требование *Syn. claim, demand, application, petition, requisition*

desperate (urgent) request – настоятельная просьба

informal request – неформальная просьба

moderate (modest) request – скромная просьба

oral request – устная просьба

(un)reasonable request – (не)разумная просьба

unofficial request – неофициальная просьба

to make a request – обратиться с просьбой

to act on a request – поступать по просьбе

to deny (reject) a request – отклонять просьбу

to honor a request – выполнять просьбу

at (by, on, upon) request – по требованию

request to be allowed to leave – просьба о позволении уехать

to be in great request – пользоваться большим спросом

as requested in your letter – как вы просили в вашем письме

as requested by you – согласно вашей просьбе

written request – письменный запрос

to file / make / submit a request – сделать заявку

LESSON 12.
AGREEMENT & CONFIRMATION & CONSENT &
CERTAINTY & PROBABILITY

| | |
|---------------------------------------|------------------------------|
| Yes, he did (was, will, etc.) | He isn't here. No, he isn't. |
| Of course he did (was, will, etc.) | Naturally. |
| He certainly did (was, will, etc.) | Right you are. |
| Yes, certainly. / Yes, of course. | That's right. |
| I'm sure she was (will, etc.) | You said it. |
| So he did (she does, they will, etc.) | I think so. |
| No doubt whatever. Beyond all doubt | I should say so. |
| Most likely. / Most probably. | I'm afraid so. |
| Exactly. Precisely (so). Quite so. | Looks like that. |
| I (quite) agree with you. | As you say. |
| That goes without saying. | Right away. |
| There's no denying it. | Hear! Hear! |
| I believe so. I suppose so. | In a way (he is). |
| O.K. Agreed. Settled. | No a certain extent |

DIALOGUES

- This summer's been a bad one, hasn't it?
- Yes, it has.
- I don't think it's worth waiting for her, do you?
- No, I don't think it is.
- They're a very good band, aren't they?
- Yes, they certainly are.
- What we need is a strong government.
- I quite agree.
- In my opinion, something should be done about it.
- You're quite right.
- She's got too much make-up on, hasn't she?
- Yes, she certainly has.

Exercise 1. Learn the dialogues by heart.

Exercise 2. Express agreement using one of the following phrases.

Quite so. Right you are. That's right. I (quite) agree with you (here).

There's no denying it. That goes without saying.

1. He'll be none the worse for it. 2. I hardly think she'll pull through. 3. She behaved very oddly. 4. It's all for the best. 5. One gets over things in time, you know. 6. This does not in the least justify his behaviour. 7. Beggars can't be choosers. 8. The worst of it is that he can't do anything about it. 9. I need hardly say that this is strictly between us.

Exercise 3. Choose the keywords that best convey the gist of the information.

Exercise 4. Read the text and pick up the essential details in the form of quick notes.

Exercise 5. Express agreement or confirm the statements.

Model A: *He isn't here (hasn't come; won't do it, etc.) No, he isn't (hasn't; won't, etc.)*

1. He doesn't like taking chances. 2. She can't do anything about it. 3. It's no use closing one's eyes to facts. 4. There's no doubt about it. 5. We haven't seen much of him lately. 6. He won't be back till after dinner. 7. One can't be good at everything. 8. He isn't to be taken in so easily. 9. She hasn't been quite herself these days.

Model B: *He's here (has come; etc.). Yes, he is (has; etc.).*

He isn't here (hasn't come; etc.). No, he isn't (hasn't; etc.).

1. He's been very helpful. 2. She's not getting better, I'm afraid. 3. It was a pleasure. 4. We've met before. 5. She has no sense of humour. 6. The train will be in before long. 7. There's no reason why I cannot tell her the truth. 8. He didn't even give it a thought, I'm sure. 9. She never gave it a second thought. 10. We've got to find out before it's too late. 11. He may be right, after all. 12. We might just as well leave it at that. 13. That wasn't the right thing to do.

Exercise 6. Translate into English.

Model: – Она не знает голландского языка. – He doesn't know Dutch.

– Да, не знает.

– No, he doesn't.

1. Она не знает греческого языка. – Да не знает. 2. Он не хочет ехать в Данию. – Да, не хочет. 3. Она уже не живет в Единбурге, не так ли? – Да, не живет. 4. Он не поедет в Швецию, правда? – Да, не поедет.

Exercise 7. Reconstruct the sentences using – certainly – or surely accordingly.

Model: *I'm sure the frost will break in a few days. The frost will certainly break in a few days. I hope they will be a happy couple. They surely will be a happy couple.*

1. I know his heart is in his boots. 2. I'm sure she is two-faced. 3. I hope you'll soon get used to our ways. 4. Of course I'm not going to give in. 5. I doubt if he has given away our secret. 6. I'm sure we won't be able to get rid of him soon enough. 7. I hope you will soon come to your senses and realize what a goose you have been. 8. I don't expect him to take up the duties of our scientific adviser. 9. I believe he has no grudge against me. 10. I know you'll make a pleasant journey through the countryside in the early morning.

Exercise 8. Agree with the following remarks and keep the conversation going.

Model

- *Let's go hiking next Sunday.*
- *Willingly. May I take my younger brother with me?*
- *Certainly. I hope he'll enjoy it.*

1. What about joining the choir? 2. Perhaps we had better quit at once. 3. Let her alone. She is a mere baby. 4. Would you like to hear him sing? 5. Waste no time and set to work at once. 6. I'll keep your book for two days more, if you don't mind. 7. My uncle was awarded a Nobel Prize for his invention. 8. Would you help me if I needed your aid in this unhappy business? 9. Could you manage to complete the work by yourself? 10. Your sister is an awfully light-minded person.

Exercise 9. Ask someone to do things for you and let him (her) reply.

Start with: *I hate to bother you, but could you ...? Could you do me a favour? Could you help me with ...? The thing you want someone to do.*

Give you a lift; put in a word for you; see you home; keep a seat for you; remind you to call up Jane; call you up at the office; show you round; do the translation; fix the radio set.

Exercise 10. Express agreement or confirmation mixed with surprise.

Model: *He's here (has come, etc.) So he is (has, etc.).*

1. Today is my birthday. 2. We are going to the Mansons today, didn't I tell you? 3. You promised to fix the TV set, don't you remember? 4. The conference will start at seven. 5. Why have you invited the Walker's? Mother hates them. 6. James managed it, after all.

Exercise 11. Suggested forms of agreement. Join the pairs of sentences «with» or «else».

*Agreed. Settled. O. K. That's right. Naturally. That's it. Willingly.
With pleasure, I expect so. Wouldn't It Very good. Fine. etc.*

Model: *Remember not to skate there. If you do, you may fall through, as the ice is still very thin in the middle of the pond. Remember not to skate there or else you may fall through, as the ice is still very thin in the middle of the pond.*

1. Don't you dare to read my diary again? If you do, I'll give it hot to you. 2. You'd better not touch my clothes. If you do, I'll tell Mother. 3. Don't let it worry you. If you do, it'll set tongues wagging. 4. Don't leave your friend in the lurch. If you do, he'll never forgive you. 5. You must get the book at all costs. If you don't, you won't be able to pass your exam. 6. Be so kind as to take me to the other side of the street. If you don't, I may fall, for it's very slippery. 7. Will you give me her address? If you don't, I'll have to make inquiries myself. 8. Pluck up your courage. If you don't, they'll take the upper hand. 9. Lookout! If you don't, you may cut your fingers. 10. I must have my suit altered. If I don't, I'll look like a scarecrow.

Exercise 12. Translate the words and phrases with the word «agreement».

Agreement; complete (full, solid) agreement; mutual (tacit) agreement; agreement of opinion; to come to an agreement about (on) smth. with smb., to express (reach) agreement; by mutual agreement; to be in agreement with, to bring into agreement; to conclude (enter into, make, negotiate, work out) an agreement; to carry out an agreement; to break (violate, denounce, cancel, dissolve, rescind) an agreement; contractual (ironclad, legal, tentative) agreement; armistice (ceasefire) agreement; sales (trade, bilateral) agreement; gentleman's agreement; to terminate an agreement; to draft an agreement; to satisfy an agreement; breach of an agreement; provided for (by) agreement; agreement is in force (effective); agreement about know-how; agreement as a whole; agreement expires; agreement in writing; agreement is entered into; agreement is in danger of collapse; agreement is unlikely to stock; agreement is up for renewal.

Exercise 13. Remember that.

If you are certain about something, you firmly believe it is true and have no doubt about it. If you are not certain about something, you do not have definite knowledge about it. He was certain of learning the truth. – Он не сомневался, что узнает правду. She is certain not to be seen. – Она уверена, что ее не увидят. We were certain of his support. – Мы не сомневались в его поддержке. He wanted to make certain that the gas was turned off. – Он хотел убедиться/удостовериться, что газ выключен.

to be certain of smb, smth to be (to feel) certain of, быть уверенным (чувствовать уверенность) в ком-либо, чём-либо

to be certain of success to be certain of success (of freedom, of the future, of smb's arrival, of smb's presence, of smb's return) быть уверенным в успехе (в свободе, в будущем, в чём-либо приезде, в чём-либо присутствии, в чём-либо возвращении).

Exercise 14. Add some information & make up a small report and give a talk in class.

CERTAINTY & CONSENT

Certainty is perfect knowledge that has total security from error, or the mental state of being without doubt. Objectively defined, certainty is total continuity & validity of all foundational inquiry, to the highest degree of precision. Something is certain only if no skepticism can occur. Philosophy seeks this state. It is widely held that certainty about the real world is a failed historical enterprise (that is, beyond deductive truths, tautology, etc.).

This is in large part due to the power of David Hume's problem of induction.

Physicist Carlo Rovelli adds that certainty, in real life, is useless or often damaging (the idea is that "total security from error" is impossible in practice, and a complete "lack of doubt" is undesirable).

Synonyms: *certainty, certitude, assurance, conviction.*

These nouns mean freedom from doubt. *Certainty* implies a thorough consideration of evidence: "*the emphasis of a certainty that is not impaired by any shade of doubt*". *Certitude* is based more on personal belief than on objective facts: "*Certitude is not the test of certainty*". *Assurance* is a feeling of confidence resulting from subjective experience: "*There is no such thing as absolute certainty, but there is assurance sufficient for the purposes of human life*".

Synonyms for «certainty»

Confidence, inevitability, trust, belief, certitude, cinchs, conviction, credence, definiteness, dogmatism, faith, firmness, lock, lockup, positiveness, positivism, setup, validity, staunchness, steadiness, stock, store, sureness, surety, all sewn up, authoritativeness, indubitableness, open and shut case, rain or shine, sure bet, sure thing, sure fire, wrap-up.

Antonyms for «certainty»

Distrust, disbelief, ambiguity, concept, doubt, hesitation, idea, theory, uncertainty, questionableness.

Consent refers to the provision of approval or agreement, particularly and especially after thoughtful consideration.

Implied consent is a controversial form of consent which is not expressly granted by a person, but rather inferred from a person's actions and the facts and circumstances of a particular situation (in some cases, by a person's silence, inaction).

Express consent (consent which is not implied) may be in verbal, nonverbal, or written form and is clearly and unmistakably stated.

Verbal consent is given by using verbal communication.

Nonverbal consent is given by using nonverbal communication.

Informed consent is consent given by an entity who has a clear appreciation and understanding of the facts, implications, and future consequences of an action; consent is uninformed when the entity does not have this.

Unanimous consent, or general consent, is when all parties consent, as opposed to cases where at least one party does not consent. Consent can be either expressed or implied. For example, participation in a contact sport usually implies consent to some limited contact by other participants. Express consent exists when verbal or written contractual agreement occurs.

Businesses may require that persons sign a waiver (called a liability waiver) acknowledging and accepting the hazards of an activity.

Thereafter, the person may be prevented from filing a tort lawsuit.

In English law, the principle of *volenti non fit injuria* applies not only to participants in sport, but also to spectators and to any others who willingly engage in activities where there is a risk of injury. Consent has been used as a defense in cases involving accidental deaths during sex, which occur during sexual bondage.

Time referred to this latter example, as the "*rough-sex defense*" but it is not effective in English law when serious injury or death results.

As a term of jurisprudence prior provision of consent signifies a possible defence (an excuse or justification) against civil or criminal liability. Defendants who use this defense are arguing that they should not be held liable for a tort or a crime, since the actions in question occurred with the plaintiff or "victim's" prior consent and permission.

The question of consent is important in medical law. For example, a surgeon may be liable in trespass (battery) if they do not obtain consent for a procedure.

There are exemptions, such as when the patient is unable to give consent. Also, a surgeon must explain the significant risks of a procedure (those that might change the patient's mind about whether or not to have it) before the patient can give binding consent. If a surgeon does not explain a material risk that subsequently eventuates, then that is considered negligent. These material risks include the loss of chance of a better result if a more experienced surgeon had performed the procedure.

Exercise 1. Choose the keywords and phrases that best convey the gist of the information.

Exercise 2. Make up dialogues from the information above and carry them on.

Exercise 3. Answer the questions.

1. Is certainty perfect knowledge that has total security from error, or the mental state of being without doubt? 2. Is certainty total continuity and validity of all foundational inquiry, to the highest degree of precision? 3. What is certain only if no skepticism can occur? 4. What seeks this state? 5. What is widely held about the real world? 6. Who adds that certainty, in real life, is useless or often damaging? 7. What are synonyms for certainty? 8. What are antonyms for certainty? 9. What does consent refer to? 10. What kinds of consent do you know? 11. What does Implied consent mean? 12. What does verbal consent mean? 13. What does nonverbal consent mean? 14. What does Unanimous consent mean? 15. What is consent in English law interpreted?

Exercise 4. Translate the words and phrases with the word «consent».

Consent; ineffective consent; lawful consent; half-hearted consent; common (general, mutual, unanimous) consent; tacit consent; consent to; by mutual consent; by common consent; consent of victim; to carry the consent of smb.; to withhold (refuse one's consent); to give one's consent to smth.; parental consent; to consent to a proposal; silence gives consent; implied consent; informed consent; written consent; express consent; to withhold one's consent.

If you give your consent to something, you give someone permission to do it. If you consent to something, you agree to do it or to allow it to be done. If something happens by common consent or by mutual consent, it happens as the result of an agreement between the people or groups involved. You can use by general consent or by common consent to indicate that most people agree that something is true.

Exercise 5. Make notes of your new knowledge about agreement.

THEORY OF PROBABILITY

Probability (likelihood) is a measure or estimation of how likely it is that something will happen or that a statement is true. Probabilities are given a value between 0 (0% chance or *will not happen*) and 1 (100% chance or *will happen*).

The higher the degree of probability, the more likely the event is to happen, or, in a longer series of samples, the greater the number of times such event is expected to happen.

These concepts have been given an axiomatic mathematical derivation in probability theory, which is used widely in such areas of study as mathematics, statistics, finance, gambling, science, artificial intelligence/machine learning and philosophy to, draw inferences about the expected frequency of events. Probability theory is also used to describe the underlying mechanics and regularities of complex systems.

The word *Probability* derives from the Latin *probabilitas*, which can mean *probity*, a measure of the authority of a witness in a legal case in Europe, and often correlated with the witness's nobility. In a sense, this differs much from the modern meaning of *probability*, which, in contrast, is a measure of the weight of empirical evidence, and is arrived at from inductive reasoning and statistical inference.

Strong probability: must & should & ought to

The term "strong probability" means that something is highly probable or very likely to be true. In other words, the speaker is almost sure that something is true to reality because he has good reasons to expect that. Strong probability is expressed by the modal verbs MUST, SHOULD, OUGHT TO. The verb MUST in the meaning "strong probability" is stronger than the verbs SHOULD, OUGHT TO. The verb MUST stresses the "almost sure" side of this meaning, while SHOULD, OUGHT TO express the speaker's strong expectation that something is true to reality.

It's ten o'clock. He must be in the office now. (I'm almost sure of that, because today is his working day, and he is usually at his desk in the morning.) She should be home around eight in the evening. (I strongly expect her to come home around eight in the evening, because she usually returns at this time.) Is everything ready? The guests ought to be here soon. (I strongly expect them to be here soon, because we invited them to our party.) The boy is reading a book and not paying attention to anything else. The book must be very interesting. (I'm almost sure that the book that he is reading is very interesting.) Let's buy these books. They should be interesting. (I strongly expect these books to be interesting.)

MUST in the meaning "strong probability"

MUST in the meaning "strong probability" forms two tenses: the present and the past. The present tense is usually formed by combining the modal verb MUST with the active / simple infinitive or the continuous infinitive.

MUST in the present

He must be a teacher. I have seen him at teachers' conferences several times. They have a huge house. They must be rich. She is his close friend. She must know his telephone. He must be working on his report at the library now. There's no light in the windows. They must be sleeping.

Note: MUST in the future

Strong probability in the future is not expressed by MUST. Compare these examples: His bag is here. He must be in the office. (Strong probability)

Tell him that he must be in the office tomorrow. We are going to have an important meeting. (Strong necessity) With some verbs, strong probability in the future may be expressed by MUST with the continuous infinitive: He must be arriving tomorrow.

MUST in the past

The past tense is formed by combining the modal verb MUST with one of the infinitive forms for the past tense: the perfect infinitive, the perfect continuous infinitive, or the perfect passive infinitive.

With perfect infinitive:

It must have been a mistake. She must have been at home yesterday. Someone brought you this package. – It must have been Victor. She must have left for New York already. She must not have known his address. He must have told her the truth.

With perfect continuous infinitive:

She must have been walking her dog at seven o'clock yesterday. He must have been still sleeping when she called him in the morning.

With perfect passive infinitive:

He looks happy. He must have been offered a new job. It must have been done already.

The meanings of MUST

MUST has two other meanings that are pretty strong. The first meaning of MUST is strong necessity to do something (He must do it right now). The second meaning, with a negative, is strong necessity not to do something (I must not forget to call her) or prohibition (You must not go there alone). Without sufficient context, it is sometimes difficult to understand in which meaning the verb MUST is used. Compare these **examples**:

He must read these magazines. (Strong necessity or strong probability?) He must not speak Russian. (Is it "I don't allow him to speak Russian" or "I'm almost sure that he can't speak Russian"?) We need additional context to make the meaning clear.

Examples: *There are bookmarks and his notes in these magazines. He must read them often. (Strong probability.) James was silent during the whole conversation. He must not speak Russian. (Strong probability.)*

Certain grammatical structures also provide additional context and help us choose the right meaning of MUST. For example, quite often the use of the infinitive "be" or other stative verbs (know, like, feel) after the modal verb MUST is an indication that the meaning is "strong probability". *He must be rich. It must be a mistake. He must know where to find her. He hasn't eaten any vegetables. He must not like vegetables. He must feel terrible after the accident.*

The perfect infinitive of the main verb after MUST is a clear indication that the meaning here is "strong probability" because the other meanings of MUST do not have the past forms. Compare these examples:

He must go to the bank as soon as possible. (Strong necessity to go to the bank as soon as possible.) He must have gone to the bank already. (Strong probability that he has gone to the bank already.) I must be at the meeting tomorrow. It's very important. (Strong necessity to be at the meeting tomorrow.) I must have been at the meeting when he called. (Strong probability that I was at the meeting when he called.) She must not see this letter. (Prohibition: I don't allow showing this letter to her.) She must not have seen this letter. (Strong probability: I'm almost sure that she hasn't seen this letter.)

Note: Negative structures with MUST in the meaning "strong probability" are quite complicated and not always clear to students. It is better for language learners to use substitutes (e.g., probably) instead of MUST with a negative.

Examples: *He must not speak Russian. / He probably doesn't speak Russian. She must not have seen this letter. / Probably she hasn't seen this letter.*

SHOULD & OUGHT TO in the meaning "strong probability"

The modal verbs SHOULD and OUGHT TO in the meaning "strong probability" express a strongly expected action referring to the present, future, or past. (The speaker expects this action to happen with strong probability.) It is necessary to stress that strong probability in the future can't be expressed by MUST. The modal verbs SHOULD and OUGHT TO are used in cases of strong probability referring to the future.

The future is expressed by SHOULD, OUGHT TO with the help of such adverbs of time as "soon, tomorrow, next week", etc., or without them, because expectation, naturally, refers to the future. Usually, SHOULD or OUGHT TO are combined with the active / simple infinitive of the main verb for expected actions in the present or future and with the perfect infinitive for expected actions in the past. OUGHT TO is a close synonym of SHOULD, but SHOULD is much more common than OUGHT TO. In American English, SHOULD usually replaces OUGHT TO in questions, in negative statements, and in the past.

Examples: *He should be in Rome by now. Let's call him. She should be back in about an hour. The lecture should be interesting. This task shouldn't be difficult for you. He should arrive in Chicago tomorrow. You should receive this package soon. Where is Alexander? He should have arrived an hour ago. She should have received my letter last week, but it was delivered only yesterday.*

The meanings of SHOULD & OUGHT TO

The most common use of SHOULD, OUGHT TO is giving advice. (You should call her. You shouldn't go there alone.) It is not always easy to recognize or express strong probability with SHOULD and OUGHT TO without sufficient context. Compare these examples: *He should arrive by train. (Is it "I advise him to arrive by train" or "I expect him to arrive by train"?) He should arrive by train. His daughter says that he is afraid of flying. (Strong probability: I expect him to arrive by train.)* The meaning "strong probability" in the past isn't always evident either, because SHOULD, OUGHT TO in the meaning "advice" form the past with the help of the perfect infinitive. We need clear context to bring out the meaning of "strong probability" with SHOULD, OUGHT TO.

Note that SHOULD, OUGHT TO in the meaning "strong probability" in the past usually indicate the action that was strongly expected but didn't take place.

I'm really worried. I should have heard from him an hour ago. (I expected him to call me an hour ago, but he didn't call.) She should have arrived yesterday. (I expected her to arrive yesterday, but she didn't arrive.)

Note: Probability in questions

The same as "may, might" in the meaning "possibility", the modal verbs MUST, SHOULD, OUGHT TO in the meaning "strong probability" are generally not used in questions.

The phrases "Is it likely that; Is he likely to; Are you sure that" and their variants are used instead of these modal verbs in questions about the probability of something.

Is he likely to be at home now? Is it likely that he will come back soon? Is she likely to go there tomorrow? Was he likely to tell her the truth? Are you sure that he is still at the office? Do you think that they will help us?

Substitutes

The adverb "probably" is widely used to express probability in the present, future, and past. *He is probably a student. He's probably at home now. He probably lives near here. She'll probably go to Spain in the summer. I probably left my keys at home. She probably hasn't seen him yet. It probably wasn't difficult to do. They probably broke into the house at night.* The phrases "I'm sure that; I think that" and other similar phrases can be used as substitutes for the modal verbs of this group to express an opinion about the probability of some action or situation in the present, future, and past.

I'm sure that he lives near here. I'm sure that he'll be able to help you. I'm sure that he was at home yesterday. I'm not sure that she has this book. I think that he is rich. I don't think that he can do it. I think that he left for New York yesterday.

The phrase "I expect" and its variants can be used to express expectation of some action or situation. *I expect him to arrive in an hour. You can expect to receive our report tomorrow morning. She expected him to bring flowers. He didn't expect us to find out the truth.*

Recommendations

Use "must be" in affirmative statements in cases of strong probability in the present and "must have been, must have done, must have seen", etc., in such cases in the past. Use "should be" in cases of strong probability in the future.

The probability of something happening is how likely it is to happen, sometimes expressed as a fraction or a percentage. You say that there is a probability that something will happen when it is likely to happen. If you say that something will happen in all probability, you mean that you think it is very likely to happen. Probability is the quality or state of being probable; the extent to which something is likely to happen or be the case.

Exercise 1. Remember that.

in all probability — по всей вероятности, по всей видимости Syn: likelihood

What are our probabilities? – Каковы наши шансы? There is not much probability of his retirement – Его отставка не слишком вероятна. There is little probability that he will succeed – Маловероятно, что он преуспеет. There is a strong probability that the problem will recur if we do not solve it now – Есть большая вероятность, что эта проблема вновь встанет, если не решить её сейчас. His return to power was discussed openly as a probability. – Его возвращение к власти открыто обсуждалось как вполне вероятное.

Exercise 2. Translate the sentences.

1. Without a transfusion, the victim's probability of dying was 100%. 2. The probabilities of crime or victimization are higher with some situations than with others. 3. You cannot prove conclusively that Sellafield caused cancer. 4. You can only work on the basis of probability. 5. There's an excellent probability that unless action is quickly taken, pipes will freeze. 6. If you've owned property for several years, the probability is that values have increased. 7. Formal talks are still said to be a possibility, not a probability. 8. His story-telling can push the bounds of probability a bit far at times.

Exercise 3. Make up some dialogues from the information and carry them on in class.

Uses of **Must**:

Obligation

- You **must** wear a seatbelt when you drive.

Deduction (certain something is true)

- Look at all that snow. It **must** be cold outside.

Emphasize Necessity

- Plants **must** have light and water to grow.

Strong Recommendation

- We **must** get together for dinner soon.

Mustn't = Prohibition

- You **mustn't** use your phone while driving.

We use **Had to** instead of **Must** in the past tense.

- I **had to** pay my speeding ticket yesterday.

See our chart about **Mustn't vs. Don't have to.**

MUST vs. HAVE TO

Must expresses obligation imposed by the speaker while **Have to** expresses external obligations.

Teacher: You **must** complete this essay by Friday.

Student: We **have to** complete this essay by Friday.

It is more common to use **Have to** instead of **Must** in questions.

- Does he **have to** do the test?

Can

Could

General ability (present)

- I **can** speak English.

Ask for permission (informal)

- **Can** I borrow your pen please?

To request something

- **Can** you help me please?

Possibility

- It **can** get very cold there at night.

Offer to help someone

- **Can** I carry your bags for you?

Cannot (can't) = not allowed

- You **cannot** smoke in this room.
- You **can't** go to the party.

General ability in the past

- I **could** play the piano when I was younger.

Ask for permission (more polite)

- **Could** I use your bathroom please?

To request something (more polite)

- **Could** you pass me the salt please?

Possibility in the past could + have + past participle

- What? You **could** have broken your leg.

Suggestion (when asked what to do)

- We **could** go to the movies if you like.

Conditional of Can (would be able to)

- If we had some oranges I **could** make you some fresh juice. (= would be able to)

LESSON 13.

DISAGREEMENT & DENIAL & DOUBT & DISBELIEF

| | |
|---|--|
| Oh no! I can't agree with you. That's where you're wrong, I'm afraid. I'm afraid you've missed the point That's not quite what I had in mind. You're the first to tell me about it. Not that I know anything about it. It's just the other way round. That won't do. That can't be true. I don't believe it (a word he says). I don't (happen to) think so. Of course not. Certainly not. Not at all. Not in the least. I couldn't agree with you less. | You're mistaken. I'm against it. It's not for me to say There you go again! Heaven forbid! You're unfair. Nothing of the kind! Hardly. / Not likely. Most unlikely. One never can tell. One never knows. (It's) hard to believe. It's out of the question. |
|---|--|

DIALOGUES

- The Beatles are wonderful, aren't they?
- Oh, do you really think so?
- What a charming city Liverpool is, isn't it?
- Well, personally I don't care much for it.
- Don't you think she looks awful in that hat?
- Oh, I don't know.
- It's very warm today, isn't it?
- Oh, I wouldn't call it really warm.
- Agatha Christie's such a wonderful writer, don't you think?
- Well, as a matter of fact I'm not very keen on her.
- I think we ought to be leaving now, don't you?
- Oh, surely not. It's only half past ten.
- It looks rather crowded here.
- Oh, I don't know.
- I'll go and get a porter.
- Oh, I shouldn't have thought that was necessary.

Exercise 1. Learn the dialogues by heart.

Exercise 2. Disagree with the statements. Correct and develop them.

Models: *The Japanese live in Belgium, don't they? No, they don't. The Japanese live in Japan.*

You've never been to London, have you? Yes, I have. I visited London several times.

1. The Dutch speak Danish.
2. Cairo is in Scotland.
3. It isn't very cold in Iceland.
4. You can't read Russian.
5. You never apologize when you're to blame.
6. Japanese isn't hard to master.
7. Sweden borders on Switzerland.
8. Your sister has left for Edinburgh.
9. He won't go to Norway.
10. The Danes speak Dutch.

CONVERSATION

Mr. Godley is showing Mr. Bellamy round her garden.

- That's a lovely rose, isn't it?
- Yes, certainly is. And look at that yellow one. Isn't that magnificent?
- Well, as a matter of fact I'm not very keen on yellow roses. Do you have a garden

Mr. Bellamy?

- No, I'm afraid not. I live in a flat you know.
- I suppose it's very convenient living in a flat.
- Yes, I suppose so, but I often think I'd rather like to live in a country cottage with a nice little garden.
- Country cottage can be very cold in winter.
- Oh, I don't know. Surely you can fit some sort of a central-heating system pretty cheaply nowadays.
- I doubt it. A friend of mine bought a cottage last year, and had to spend over three hundred pounds putting in central heating - and the place is still like a refrigerator in winter.

Exercise 1. Learn the conversation by heart.

Exercise 2. Translate into English.

Model: – Она не знает датского. – He doesn't know Danish.

– Нет, знает. – Yes, he does. (Wrong: - No, he does.)

I. 1. Он не сдаст экзамен по французскому языку. – Нет, сдаст. 2. Он не знает этого человека. – Нет, знает. 3. Он не знает, что хочет. – Нет, знает. 4. Они не придут завтра.. – Нет, придут. 5. Он не говорит на голландском. – Нет, говорит.

II. 1. Вы не знаете его, не так ли? – Так, я его не знаю. 2. Вы не видели этот фильм, правда? – Нет, видел. 3. Он не знает голландского языка. – Нет, знает. 4. Она не знает данского, не так ли? – Так, не знает. 5. Вы не поедете за город? – Нет, поеду. 6. Он не может сделать все сам. – Нет, может. 7. Его не предупредили. – Да, не предупредили.

Exercise 3. Express doubt, disbelief or improbability and say what makes you think so. use the following phrases.

I doubt it. One never can tell. I'm not sure of it. It's unlike him (her). It's hard to believe. Not likely.

Model: "She may be given the main part." "I doubt it. She is hardly the type."

1. I think George will be given a rise. 2. The closing time is seven o'clock, isn't it? 3. Mary didn't say a word. 4. Ann may refuse the job. 5. Jane is arriving Saturday morning. 6. She may be given the main part in the new play. 7. The resolution may be voted down 8. It was all framed up. 9. They will be happy.

Exercise 4. Express your disagreement and give your reasons. with the phrases.

I don't agree with you. On the contrary ... Not at all. I'm afraid not.

1. The more we study, the less we know. 2. You're tired. 3. We've got plenty of time. 4. Critics are men who failed in literature and art. 5. We're on the right track. 6. You hate detective stories.

Exercise 5. React to the following using "I don't think he did (was, will, etc.)".

Model: "Has he ever been in Birma?" "I don't think he has. He would have told me."

1. Did Walter enjoy his stay in Ottawa? 2. Will you study Turkish? 3. Has Oscar returned from Norway yet? 4. Does he find Hungarian easy? 5. Has Oliver ever been to Switzerland? 6. Is Washington bigger than New York? 7. Will they fly over the Irish Sea?

Exercise 6. Agree or disagree with the facts giving your reasons.

1. Admiration is the result of ignorance. 2. To profit from good advice requires more wisdom than to give it. 3. Those who can, do; those who cannot, teach. 4. A fool always finds a greater fool to admire him. 5. A health resort is a place where the tired grow more tired. 6. A bore is a person who talks when you want him to listen. 7. The secret of success in conversation is to disagree without being disagreeable. 8. A civil denial is better than a rude grant. 9. Etiquette is little things you do that you don't want to do. 10. Electric volts are named after Voltaire, who invented electricity.

Exercise 7. Express doubt, hesitation or disbelief in response to the sentences and keep the conversation going.

She is wearing a new hat. I don't think so. I believe I've already seen it. In fact she's always in debt so I doubt that she can buy new hats ever so often.

1. My daughter can sleep all day long. 2. You always keep us waiting a long time. 3. I'm afraid to forget to get off at the right stop. 4. His shoes aren't very clean today. 5. The cat has just eaten all the meat on the plate. 6. There was only a small number of people at the meeting. 7. I prefer coffee. 8. We're going to the pictures together. 9. My friend is writing a book on navigation. 10. They bought a refrigerator many years ago. 11. I don't like sweets and chocolate. 12. This tooth is hurting me. 13. Such a person shouldn't drive in the mountains. 14. That's the sort of thing you would do. 15. I hate him like poison.

Reference List: *Really? Is that so? I shouldn't say so. I can hardly believe my ears. Too good to be true! Are you sure? You can never tell. Do you really mean it?*

Exercise 8. Do the task.

I. Disagree with the following remarks.

1. She is as nice as nice can be. 2. He is as close as coffin. 3. You had your heart in your mouth when you thought the master had found out who the culprit was. 4. Your son plays a good knife and fork; that's why he is so fat.

II. Respond to the following using "must + Perfect Infinitive" and keep the conversation going.

- Your boots are all wet. What has happened to you?
- Look! The ground is covered with a thick coat of snow.
- I'm awfully worried. I can't find my wedding ring.
- Good gracious! Your face is all stained with soot.
- Why did you come so late? I believe you went to the cinema instead of coming here.

Exercise 9. Express doubt, hesitation or disbelief in response to the statements and keep the conversation going.

1. I'm very glad you dropped in to see me. 2. Joking aside, I'm quite serious. 3. Ten to one he'll let us down. 4. They do their best to make both ends meet. 5. I've got only one extra pencil, if any.

Exercise 10. Translate the sentences with the keywords «disbelief, doubt».

There is no steady unretracing progress in this life; we do not advance through fixed gradations, and at the last one pause: – through infancy's unconscious spell, boyhood's thoughtless faith, adolescence **doubt** (the common doom), then scepticism, then **disbelief**, resting at last in manhood's pondering repose of it. In this view belief is not a positive phenomenon, though **doubt** and **disbelief** are so. Yet – I take shame to be forced to confess it – my brother has not yet grasped the nature of the Third Dimension, and frankly avows his **disbelief** in the existence of a Sphere. But then she proved her unearthly power beyond a **doubt**. When in doubt, add chocolate. There is no doubt that we are talking solid granite up here.

Exercise 11. Make up little stories based on the following dialogues.

- I wonder if you sent me these flowers?
- I did. I thought you wouldn't mind.
- It was very kind of you.
- D'you mind if I light a cigarette?
- Not at all.
- I was hoping most awfully to have a chance of getting a talk with you. I hate leaving London and leaving you.
- Let's not talk about me.
- But that's the only topic that occurs to me.
- There's always the weather in England.
- Tell me about the part of the country you live in. Is it pretty?
- I don't know. But there are a lot of green fields and elm trees, and the roads wind about – it's rotten for motoring. It's rather picturesque, though, I suppose.
- It must be very wonderful to feel like that about one's home.

Exercise 12. Translate the synonyms for «doubt».

Apprehension, uncertainty, reluctance, hesitation, skepticism, difficulty, suspicion.

Exercise 13. Translate the idioms.

Beyond the shadow of a doubt: with certainty; definitely. Also, beyond (a) doubt.

In doubt: in a state of uncertainty or suspense: His appointment to the position is still in doubt.

No doubt: probably, certainly: There is no doubt an element of truth in what you say.

Without doubt: unquestionably; certainly.

To cast doubt on: подвергать (сомнению) to cast doubt on their integrity.

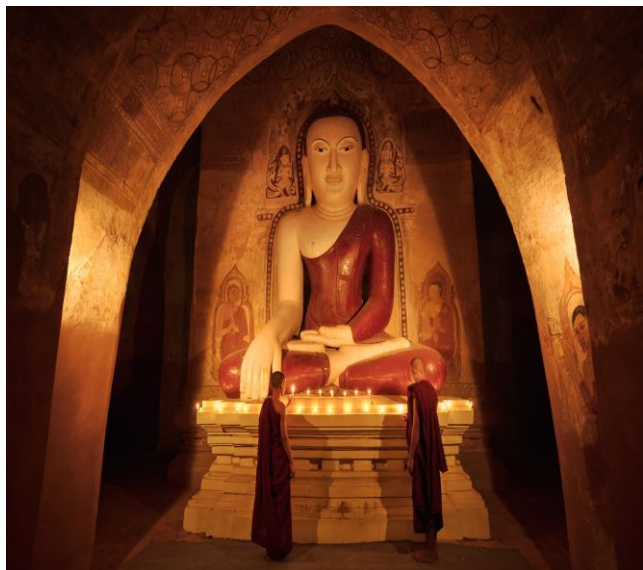
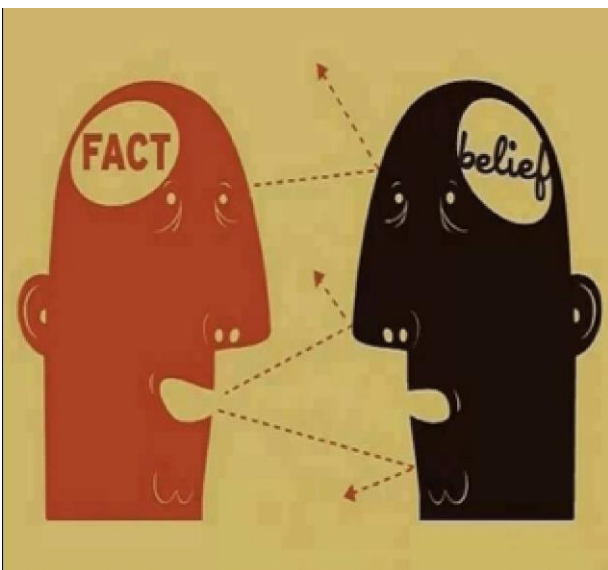
To give the benefit of the doubt: to presume smb. suspected of guilt to be innocent.

I wouldn't doubt someone: I would expect nothing else from someone.

Exercise 14. Add some information & make up a small report and give a talk in class.

Exercise 15. Choose the keywords that best convey the gist of the information.

Exercise 16. Read the information & pick up the essential details in the form of quick notes.



TOPICAL VOCABULARY

Disagreement – расхождение во мнениях; разногласие *Syn. difference, discordance, discrepancy, dissent, diversity*

bitter (marked, serious, sharp) disagreement – серьёзные разногласия

slight disagreement – незначительные расхождения во мнениях

to express a disagreement – выражать несогласие

to resolve a disagreement – разрешать разногласие

denial – отказ (кому-л. в чём-л.) *Syn. refusal*

outright denial – прямой отказ

strong denial – решительный отказ

unqualified denial – безоговорочный отказ

to be in denial – не признавать, не хотеть признавать очевидного

doubt – сомнение, колебание, неопределённость, неясность *Syn. uncertainty*

Ant: assurance, certainty, confidence, conviction

gnawing (nagging) doubts – мучительные сомнения

deep (serious, strong) doubts – глубокие сомнения

reasonable doubts about smth. – законные сомнения (в чём-л.)

to cast doubt on – ставить под сомнение

to dispel (resolve) doubts – рассеивать сомнения

to express (voice) (a) doubt – выражать сомнения

to feel (entertain, harbour) doubts about smth. – сомневаться (в чём-л.)

to make (have) doubt – сомневаться

to make no doubt – не сомневаться; быть уверенным

to raise doubts – возбуждать сомнения

doubts appear (arise) – сомнения появляются, возникают

beyond (any) doubt – вне (всякого) сомнения

without (a) doubt, no doubt – несомненно, без сомнения

no doubt about it – в этом можно не сомневаться

beyond / without a shadow of a doubt – без тени сомнения

There were still some lingering doubts in my mind. – У меня ещё оставались некоторые сомнения.

to be in doubt – быть неясным, быть под вопросом, сомневаться

to give smb. the benefit of the doubt – поверить кому-л. на слово

disbelief – неверие; недоверие *Syn. unbelief*

complete (total, utter) disbelief – полное недоверие

disbelief in smb. / smth. – неверие в кого-л. / что-л.

to disbelieve – не верить, не доверять

There is no reason to disbelieve him. – Нет причин не верить ему.

unbelief – неверие *Syn. disbelief, incredulity, lack of faith*

unbelievable – невероятный, неправдоподобный

improbability – невероятность, невероятное событие *Syn. incredibility*

improbable – невероятный, немислимый *Syn. incredible, unbelievable*

highly improbable – совершенно невероятный

It's improbable that she'll accept the invitation. – Вряд ли она примет приглашение.

improbable achievement – невероятное достижение

Exercise 1. Analyze the topical vocabulary notes and remember it.

LESSON 14. PERMISSION

| | |
|--|---|
| Yes. (Yes), I do, he is, they will, she can, may. Yes, of course. By all means. Wait a moment, please! Of course, you may / can. Of course! Granted. It goes without saying. You bet! Granted. | You may / can. Here you are. You're welcome. Oh, yes. Come in! By all means. Certainly. Sure. Most certainly. |
|--|---|

DIALOGUES

- Do you mind my turning on the radio?
- Not at all.
- Do you mind if I leave?
- I certainly do. Please stay.
- I'll keep you company. You don't mind, do you?
- I'll be delighted.
- What shall I do?
- Speak to the manager, I suppose.

Exercise 1. Translate the following sentences beginning them with "I don't think ...".

1. Думаю, он не поедет в Шотландию. 2. Думаю, он не остановится в Дублине. 3. Думаю, она не остановится у Паркерсов.. 4. Думаю, она не пригласила. 5. Думаю, он не еще не вернулся из Японии.

Exercise 2. Grant permission. Give your reasons.

1. Do you mind my smoking here? 2. Do you mind my putting up the window. 3. Do you mind my asking Jane in to dinner? 4. Do you mind my being present? 5. Do you mind my calling you Bob? 6. Do you mind my turning on the radio? 7. Do you mind our leaving tomorrow?

Exercise 3. Answer the questions using a remark from the right-hand column.

| | |
|--|--------------------|
| Do you mind my calling you Jack? | Please do. |
| Shall I leave the keys with your neighbours? | By all means. |
| May I see you home? | Not at all. |
| May I use your phone? | You needn't. |
| Shall I come tomorrow? | Please don't. |
| Shall I put on another record? | I'll be delighted. |
| Shall I clear the table? | |
| Do you mind my leaving? | |
| Shall I fix you a drink? | |

Exercise 4. Give someone permission to do (or not to do) the following acts.

To smoke; not to be present at a function; not to attend a lecture; to use the phone; to keep the book for another week; to come in.

Exercise 5. Using the verb "may" ask for permission to do the following phrases.

To use somebody's phone; to be excused; to see somebody home; to go with somebody part of the way; to do something some other time; to stay away; to ask somebody a question.

Exercise 6. Ask for instructions using the verb "shall".

React to the questions saying "**Please don't**", "**You needn't**" or "**You shouldn't**" and give your reasons.

Model: Explain it again. "Shall I explain it again?" "No, you needn't. Everything is clear."

Put the car in gear; have the photograph enlarged; let down the pane; clear the table; send a telegram; type the application; fill up the car; put away the papers.

Exercise 7. Analyze the topical vocabulary, learn it and make up sentences with it.

If someone who has authority over you gives you permission to do something, they say that they will allow you to do it. A permission is a formal, written statement from an official group or place allowing you to do something.

Permission – позволение, разрешение *Syn. leave*

to give smb. permission – давать разрешение кому-л.

permission to appeal – разрешение на апелляцию

without the author's permission – без разрешения автора

Please do not cite, quote, or distribute without the author's permission. – Пожалуйста, не цитируйте или не распространяйте без разрешения автора.

to apply for permission – обращаться за разрешением

to refuse smb. visa permission – отказывать кому-л. в выдаче визы

to seek permission from smb to do smth. – добиваться разрешения от кого-л. делать что-л.

to win permission for smth. – добиться разрешения на что-л.

formal permission – формальное разрешение

permission to stay – разрешение на проживание

legal permission – разрешение по закону; разрешение по суду

prior permission – предварительное разрешение

permissive – дозволяющий; позволяющий, разрешающий

permit – пропуск; позволение, разрешение

entry permit – въездная виза

export permit – разрешение на вывоз residence permit – вид на жительство

temporary permit – временное разрешение

work permit – разрешение на работу

to grant (give) a permit – давать разрешение, допускать

to cancel (rescind, revoke) a permit – отменить разрешение на что-л.

Syn. allow, authorize, let Ant. enjoin, forbid, interdict, prevent, prohibit

Children are not permitted in without their parents. – Детей сюда без родителей не пускают. The doctor will not permit Mother up until she is better. – Доктор не разрешит маме вставать, пока ей не станет лучше.

to permit of no reject – не допускать отказа

to grant resident permit to smb. – предоставлять кому-л. вид на жительство to

obtain special permit – получать специальные пропуска

to refuse entry permits to smb. – отказывать кому-л. во въездных визах

Exercise 8. Translate the sentences.

1. He asked permission to leave the room. 2. Finally his mother relented and gave permission for her youngest son to marry. 3. Police said permission for the march had not been granted. 4. They cannot leave the country without permission.

LESSON 15.

REFUSAL & PROHIBITION & IGNORANCE

| | |
|--|--|
| No, I can't. I simply can't. (I'm) sorry. I'm afraid ... Unfortunately ... I'd be delighted ..., but I can't. I'd like to ..., but ... With pleasure ..., but I can't. | I'd be willing/ most willing ..., but I can't. I'm very/ really/terribly/awfully sorry but ... I refuse to (do smth). (<i>οφου.</i>) I'm unable to do smth. I'm powerless to do smth. It is beyond my power to do smth. |
|--|--|

SYNONYMS FOR REFUSAL

Bar, reversal, noncompliance, veto, rejection, abnegation, declension, declination, disapproval, disavowal, disclaimer, disfavour, dissent, enjoinder, nix, no, forbidding, interdiction, negation, nonacceptance, pass, prohibition, rebuff, proscription, regret, refutation, renouncement, repudiation, repulse, repulsion, turndown, withholding, writ, disallowance, thumbs down, discountenancing, knockback, nonconsent, cold shoulder.

ANTONYMS FOR REFUSAL

Acceptance, allowance, approval, permission, ratification, sanction, agreement, attraction, confirmation, endorsement, grant, offer, OK.

PROHIBITION

| | |
|--|--|
| No, you can't/ mustn't. It is impossible. / It is prohibited. I'm afraid it's impossible. I'm afraid I can't allow/ permit smth. I'd allow/ permit smth but ... I'm obliged forced, compelled) to forbid (refuse). Under no circumstances! Positively "no" / not. | Of course not. By no means. Absolutely not On no account. I forbid ... Not on your life! No way! Never! |
|--|--|

IGNORANCE & LACK OF CERTAINTY

| | |
|---|--|
| I don't know. I can't (couldn't) say. I'm afraid I can't say. I wish I knew. If I remember rightly ... If I'm not mistaken ... As far as I know ... | Sorry (I'm afraid) I don't know. I wouldn't know. / How would I know? Not that I know (of). No idea! / Search me! (<i>φαμ.</i>) Ask me another. (<i>φαμ.</i>) I haven't got the slightest idea. I don't know the first thing about it. |
|---|--|

Exercise 1. Analyze the vocabulary notes and remember them.

Exercise 2. Remember that.

Ignorance – неведение, незнание from / through ignorance – по неведению
ignorance about smth. – незнание чего-л.

Exercise 3. Confess that you are ignorant. Use the following phrases.

I don't know. No idea! I'm afraid I can't say. I wish I knew.

1. When was Byron born? 2. Where is Galsworthy buried? 3. How many boroughs are there in New York? 4. When did George Washington become president of the USA? 5. Who directed the film "Lady Hamilton"? 6. By what studio was the film "Witness for the Prosecution" released? 7. Why are English policemen called bobbies? 8. Do they have tickets on the New York subway?

Exercise 4. Express ignorance answering the questions in full. Begin your answers with "I don't know where ..., who ..." etc.

Model: "Where will they change?" "I don't know where they will change. Probably at Marble Arch."

1. Who will get the Best Actor Award? 2. Where will they change? 3. When will the staff meeting be held? 4. When was the film released? 5. How did it come about? 6. When is the train due? 7. Is there a short cut to Oxford Street? 8. Is this a through train? 9. Which way does the room face?

Exercise 5. Notice how prohibition is expressed in this dialogue.

- The security agent: Hey, you. What are you doing here?
- *You aren't allowed to* enter this building.
- Mr O'Brian: Sorry, but I have an appointment with Dr Leila O'Biran. She's my daughter.
- The security agent: Show me your ID card please.
- Mr O'Brian: Here you are, sir.
- The security agent: Well... That sounds OK.
- Dr Leila O'Brian is in the 3rd floor. You can take the lift sir.

Exercise 6. Learn the dialogue by heart.

PROHIBITION: MUST NOT

The modal verb MUST NOT and its contraction MUSTN'T show strong necessity NOT to do something. This meaning of MUST in the negative is often called "prohibition". It is very categorical and strict, and language learners should use it with caution. MUST in this meaning does not have the past form.

Compare these **examples**: *I must not forget to call her. (Strong necessity not to forget to call her.) I must not lose this opportunity. (Strong necessity not to lose this opportunity.) You must not leave the house today. (Prohibition: You are not allowed to leave the house today. It is prohibited.) You must not open the door to anyone. (Prohibition: You are not allowed to open the door to anyone. It is prohibited.)*

As there are not many situations when we really want to prohibit (or have the right to prohibit) other people from doing something, it is necessary to know the fitting substitutes for MUST NOT, for example, for use in the situations when you want to tell other people what they shouldn't do.

Exercise 7. Add some information & make up a small report and give a talk in class.

SUBSTITUTES FOR «MUST NOT»

The modal verb SHOULD NOT

Many native speakers prefer using SHOULD NOT or its contraction SHOULDN'T instead of MUST NOT. This changes the meaning of "prohibition" or "strong necessity not to do something" to "advice not to do something".

I must not go there alone. (Strong necessity not to go there alone.) I should not go there alone. (Advice not to go there alone.) You mustn't leave the door open. (Prohibition: You are not allowed to leave the door open.) You shouldn't leave the door open. (Advice not to leave the door open.)

MUST in the affirmative

You can also try using MUST in the affirmative instead of MUST NOT with the help of the verbs that are antonyms. You must not leave the door open. You must lock the door when you leave. You must not leave the house today. You must stay in the house today.

Using a command

You can use a command instead of MUST NOT. Add "please" to make the command more polite. Please stay in the house today. Please don't go there alone. Don't smoke here, please.

The Phrase BE TO

The phrase BE TO expresses strong expectation of some action, usually according to some laws, rules, agreements, or orders, i.e., someone has serious grounds to expect another person to do something. The phrase BE TO is close in meaning to MUST. In the negative, it can be used instead of MUST NOT in the meaning that someone has serious grounds to expect another person not to do something. The phrases BE TO and BE NOT TO are also used in the past tense. These phrases are pretty categorical and not very common in everyday speech.

You are not to smoke here. You are not to step on the flower beds. You are not to feed the animals. You were not to leave the house today. You were not to tell anyone about it.

The Phrase BE SUPPOSED TO

The phrase BE SUPPOSED TO is a milder synonym of BE TO and expresses expectation of some action, i.e., someone expects another person to do something or, in the negative, not to do something. BE SUPPOSED TO is a popular non-categorical phrase and can be used instead of MUST and BE TO in the present and past, while BE NOT SUPPOSED TO can be used instead of MUST NOT or BE NOT TO. *I am not supposed to go there alone. She is not supposed to work on weekends. You are not supposed to park here. You were not supposed to leave the house today. He was not supposed to tell anyone about it. Note that BE TO and BE SUPPOSED TO in the past tense may imply that the action did not happen.*

Modal verbs MAY NOT & CAN'T

The verb MUST NOT (prohibition) can be replaced by the verbs MAY NOT or CAN'T in the meaning "permission is not given". The modal verbs MAY, COULD, CAN are used in asking for permission. Permission is given with the help of typical responses to requests (for example, "Yes, of course") or with the help of MAY (formal permission) and CAN (informal permission). If permission is not given, CAN'T is typically used. MAY NOT is used in formal situations.

You must not leave the house today. (Prohibition: You are not allowed to leave the house today. It is prohibited.) You can't leave the house today. (Permission is not given: You are not allowed to leave the house today.) You may not leave the house today. (Formal permission is not given: You are not allowed to leave the house today.) I'm sorry, but you can't take my dictionary. I need it today.

The Phrase BE NOT ALLOWED TO

The phrase BE NOT ALLOWED TO can serve as a descriptive substitute for MUST NOT in the present, future, and past. *I'm not allowed to see them. He won't be allowed to do it. They were not allowed to stay there. I was not allowed to tell you about it.*

Recommendations

If you want to tell other people what they should not do, do not use MUST NOT in the meaning "prohibition" without an important reason. Use SHOULD NOT (advice not to do something) or CAN'T (permission is not given) instead of MUST NOT.

Exercise 1. Analyze the information and use it in practice.

Exercise 2. Note that to express prohibition you can use:

| | |
|------------------------------------|--|
| It <i>is prohibited</i> to ... | • Parking is strictly prohibited between these gates. |
| You <i>aren't allowed</i> to ... | • Students aren't allowed to come too late to school. |
| You <i>mustn't</i> ... | • Drivers mustn't park their cars here. |
| You <i>aren't permitted</i> to ... | • It is forbidden to walk on grass. |
| • It is forbidden to ... | • Smoking isn't permitted in hospitals. |

| MODAL | EXAMPLES | USES |
|----------------------|--|---|
| CAN | He can find any street in London. You can take a taxi. Can you take me to Victoria Station? | Ability Suggestion Request |
| BE ABLE TO | He is able to find any street in London. | Ability |
| CAN'T | That story can't be true. | Certainty that something is impossible |
| COULD | I could play tennis when I was younger. Could you take me to Victoria Station? You could take a taxi. | Ability Request Suggestion |
| MAY | It may be quicker to travel by train. May I come in? | Possibility Formal request/ Permission |
| MIGHT | It might be quicker to travel by train. | Possibility |
| MUST | You must be back at 10 o'clock. Look at the snow. It must be cold outside. | Obligation Certainty that something is true. |
| HAVE TO | You have to be back at 10 o'clock. | Obligation |
| NEED TO | You need to study a lot. | Obligation. |
| NEEDN'T | You needn't have a university degree. | Lack of obligation. |
| MUSN'T | You mustn't drive without a license. | Prohibition |
| DON'T HAVE TO | You don't have to call a taxi. | Lack of obligation |
| SHOULD | You should drive more carefully. | Opinion/Advice |
| OUGHT TO | You ought to drive more carefully. | Opinion/Advice |

LESSON 16. SURPRISE

| | |
|---|--|
| Is he? (Has she? Do they? etc.) | Do you really mean it? |
| Isn't he? (Hasn't she? Don't they? etc.) | Is that really so? What a coincidence! |
| Really? Is he really ...? (Does she really ...?) | You don't say so! (<i>φαμ.</i>) |
| Well, it is a surprise! How come? (<i>φαμ.</i>) | It isn't a likely story! |
| It's unlike him. Just fancy ... (<i>φαμ.</i>) | The world we live in! |
| What's the world coming to! | Oh, dear! (Dear me!) |
| Believe it or not ... | Who'd have expected that! |
| Can you beat it? (<i>φαμ.</i>) | That beats everything! (<i>φαμ.</i>) |
| What do you know? (<i>αμερ., παζζ.</i>) | It's news to me. |

Exercise 1. Express your surprise.

Model: "He has left." – "Has he?" "She isn't in." – "Isn't she?"

1. I said it for fun. 2. I'm behind with things at the office. 3. Doctor Green is no longer practising. He's retired. 4. He went on the trip for his health. 5. The criminal was tracked down. 6. There is a mistake in the addition. 7. The steak is underdone. 8. He'll soon be back home. 9. She did not turn up for work today.

Exercise 2. Express your surprise at what happened starting the sentences with "Believe it or not", "Just fancy ..." or by adding "Can you beat it?".

Model: "Believe it or not, he's been appointed manager." – "Who have expected that!"

1. Helen will sing on TV tomorrow. 2. James has been given a rise. 3. Donald got away with it. 4. The Andersons have moved their house. 5. The teams drew. 6. The score was eight to nil. 7. He made the grade and was admitted. 8. Robert's been expelled. 9. She gave birth to twins. 10. No one told anything about it until just now.

Exercise 3. Show that you are surprised and say why. Use the following.

Really? What a coincidence! It's unlike him (her). You don't say so! It's news to me!

Who'd have expected that!

1. Donald has won the race. 2. The game ended in a draw. 3. John lost his temper and said things he will later regret. 4. We'll put up at this hotel. 5. We are having the Robertsons in to dinner. 6. She started bickering over details. 7. It was all framed up. 8. He was not really ill, he was shamming. 9. He didn't qualify for the job. 10. I happened to be there at the same time. 11. He turned out a good pianist. 12. He was appointed headmaster. 13. He got killed in an accident.

Exercise 4. Remember the synonyms.

Surprise, astonish, amaze, astound, mean to strike with wonder because of unexpectedness, strangeness, unusualness, etc. *To surprise* is to take unawares or to affect with wonder surprised at receiving a telegram. *To astonish* is to strike with wonder by something unlooked for, startling, or seemingly inexplicable: astonished at someone's behaviour.

To amaze is to astonish so greatly as to disconcert or bewilder: amazed at such an evidence of stupidity. *To astound* is to overwhelm with surprise.

LESSON 17. INVITATIONS

| | |
|--|---|
| <p>Invite you to my home / place. How about going there together? We can go there together. / I'd like the two of us to go ... / I'd like to go there together with you. I'll be happy to see you anytime you can make it. Be sure to look me up next time you're here. Come (over) and see me some time. What / How about going ...? Let's go ... Would you like to go / come with me / join me? Would you (agree to) accompany me ...? It would be a good idea to go to the museum. It would be really nice if you'd look me up some time. Must; have to; ought; should it is necessary to do smth.</p> | <p>May I invite you ... Come and see me. Let's go ... Come to tea tonight. Come to see us. Come over (a) round ... Look in ... Drop by / round ... It wouldn't be so bad if .. It would be necessary ... What time shall we make it? Does it suit you? Will it be all right for you if ...? Let's mark the occasion.</p> |
|--|---|

REPLIES

| | |
|---|--|
| <p>(That's a) good idea! Fine! Sorry, I'm engaged. Previous engagement. I've got things to do. I've got an appointment. That suits me perfectly. I'm all for it. I'm against it. Count me out. (<i>amer. φam.</i>) What's the occasion? That's a bargain! (<i>pa32.</i>)</p> | <p>I don't mind. That's settled! Let's make it, say ... You take charge! Don't know. No objections. Not sure. Can't say. I'm afraid I can't. Not me. (<i>pa32.</i>) I'd love to. I'll be delighted.</p> |
|---|--|

Exercise 1. Make a suggestion to your friend using the table. Let him react.

| | |
|--|--|
| <p>Let's Why not Would you care to</p> | <p>go to the pictures. dine out tonight. go out of town; have an outing. stay in. have a party. go sightseeing.</p> |
|--|--|

Exercise 2. Compose short dialogues using the table.

| | |
|--|---|
| <p>What are you doing tomorrow afternoon? Have you got anything to do Saturday night? Are you engaged on the 7th?</p> | <p>I've got things to do. I've got an appointment. Nothing special. Why? Sorry, I'm engaged.</p> |
|--|---|

Exercise 3. Paraphrase the sentences using "How about ...?" "Accept or decline the suggestions.

Model: Let's dine out tonight. How about dining out tonight? I'll be delighted. Sorry, I'm engaged.

1. Let's have some relaxation. We've had a hard day.
2. Why not go to a variety show?
3. What do you say to having a cocktail?
4. Would you care to have lunch? I'm starved.
5. Well, now that you've won the prize, let's mark the occasion.
6. Let's play a game of billiards. I know you're good at it.
7. What if we go some place tonight? It's a long time since we did.
8. Have some wine. It's a very good brand.
9. Have some more caviar.

Exercise 4. Accept or decline the invitations, suggestions and offers using the phrases.

Thank you, I will. Fine! I'd love to. I'll be delighted. Nothing like it. (That's a) good idea! I'm afraid I can't. Sorry I'm engaged. Previous engagement. No objections. I don't mind. It would be very kind of you.

1. Come over to my place Sunday afternoon.
2. Come round to see me tomorrow night.
3. Look me up some day next week.
4. Call me up at the office at seven.
5. Shall I call for you?
6. Shall I pick you up?
7. Let's mark the occasion.
8. Does it suit you if we meet the day after tomorrow?
9. Will it be all right for you if we meet at a restaurant?
10. I'd like to go out tonight. What do you say to that?
11. Would you like to go to the pictures?

Exercise 5. Do the tasks.

Invite your friend to: (1) a dance; (2) the theatre; (3) a picture gallery; (4) a ride into the country; (5) your birthday party. See the example.

- Hello, Maria. How are you?
- Fine, thank you. How are you?
- Fine, thanks. I would like to invite you to our annual party for new students.
- How nice! I'd love to. Thanks for your invitation.
- Fine, thank you. How are you?

Exercise 6. Try to understand the notions.

Invitation – a written or verbal request inviting someone to go somewhere or to do something. For example: an invitation dance, an invitation race, a wedding invitation. It is the action of inviting someone to go somewhere or to do something.

For example: a club with membership by invitation only; a herb garden where guests can only go at the invitation of the chef. It is a situation or action that tempts someone to do something or makes a particular outcome likely tactics like those of the colonel would have been an invitation to disaster. An invitation is a written or spoken request to come to an event such as a party, a meal, or a meeting. An invitation to lunch. He's understood to be there at the personal invitation of President Daniel Arap Moi. An invitation is the card or paper on which an invitation is written or printed. Hundreds of invitations are being sent out this week. Gold embossed invitation cards.



DIALOGUE «INVITATION TO A PARTY»

- Hello, Deborah.
- Hello, Sarah.
- How are you?
- Fine, thanks.
- I'm giving a party tomorrow to celebrate – just a couple of dozen people – 8 o'clock. Any hopes?
- Well... thanks. Did Erika suggest me?
- Of course not, you ape. Do you think I take notice of her suggestions anyhow?
- What is it, a dance?
- In a three-roomed flat? But of course. With the band.
- Seriously. Shall I know anybody?
- Well, there's me and Arabella. Fruits of the same womb. You'll recognize me by the red rose. Well?
- Thanks. Thank you, darling. I'd adore to come. What sort of clothes?
- Moderately smart. I'm sick of these sordid affairs where everyone comes looking as if they've washed up with the local sewage.
- Lovely. What time did you say?
- Eight or thereabouts. Don't eat because we'll eat.

DIALOGUES «DECLINING AN INVITATION»

- Look, are you free this coming Saturday? I'm a member of the Seven Arts Club and we have a film show every Sunday evening. It'd be interesting this week -
- Sorry. I'm already booked up.
- Oh. Pity.
- Yes. Thanks all the same.
- That's a pity because it's a Picasso film – it's an old one, made ten years or more ago, but I've never seen it. People who've been it rave about it.
- Oh....Yes, I have heard of it.
- We wouldn't need to get there till nine. What hopes?
- No hopes..... Sorry again. I must ring off now, as I left a kettle on.
- O.K. Deborah?
- Yes?
- When is your next free Sunday?
- Well ... I'm not absolutely sure. Perhaps next month.
- As long as that? Anyway, I'll ring again.
- Yes, all right. Goodbye.
- Bye.

-
- Hello, Lina. I'm glad to see you. How are you?
 - I'm fine, thank you. And you?
 - Fine, thank you. I was wondering if you would like to go with me to the new Italian restaurant tonight?
 - I'm afraid I can't. I'm very busy tonight. But thanks for the invitation.
 - Well, maybe some other time. Good-bye!

FORMAL POLITE PHRASES

- Would you like to go to a concert (show, play, party) with me?
- I would like to invite you to a concert (show, play, party) tomorrow night.
- We would like to invite you to dinner (at our house, at a restaurant) tonight.
- I was wondering if you would like to attend a concert (meeting) next Saturday.
- We would be very pleased if you would attend our wedding ceremony next week.

INFORMAL PHRASES

- Let's have dinner together some time.
- Let's go to the cinema (to the movies).
- Let's go to a football game.
- Do you feel like going to the beach?
- Why don't we go to a concert?
- How about a movie tonight?
- How about a cup of coffee in a nice quiet cafe?

ASKING ABOUT SOMEONE'S PLANS

- Are you free tomorrow evening?
- Have you made any plans for tomorrow?
- Do you have any plans for Saturday evening?
- Are you busy on Friday night?
- What are you going to do tomorrow evening?
- What are you doing tonight?

Note: Some people may feel uncomfortable if you ask about their plans, because if they say that they are free, it will be more difficult for them to decline your invitation. In such cases they may respond in the following way: Why do you ask? I don't know yet. Why? I'm not sure about my plans yet.

INVITING SOMEONE TO GO WITH YOU

- I'm going to the art museum. Would you like to go with me?
- I'm planning to visit the new auto exhibition. Do you want to come with me?
- I'm going to the art museum. Would you like to go with me?
- I'm going for a walk in the park. Would you like to come along?
- I have two tickets for a jazz concert next Friday.
- Would like to go to the concert with me?
- Would you like to see a movie tonight?

INVITATION TO A PARTY

- We are having a party next Saturday. Can you come?
- I would like to invite you to my birthday party this Saturday.
- Can you come over for dinner tomorrow?
- We would be glad to see you.
- We are going to have a picnic by the river next Sunday.
- Would you like to join us?
- We would like to invite you to our wedding reception next month.
- Tom and Vera are going to give a farewell party next Saturday.
- We've been invited.

RESPONSES TO INVITATIONS

ACCEPTING AN INVITATION

- I'd like that very much.
- I'd really like that.
- I'd love to.
- Thank you for the invitation. I'd love to.
- Thank you very much. I would like to come.
- That's a great (wonderful, good) idea. I'd love to go with you.
- What a great (wonderful, good) idea! I'd like that very much.

DECLINING AN INVITATION

- Thank you for the invitation, but I may be busy then (at that time, on Friday).
- I'm afraid I won't be able to go.
- I'm sorry. I don't feel well.
- Oh, I'm sorry. I'm busy tonight.
- I wish I could, but I really can't.

OTHER RELATED PHRASES

- Let's watch TV. What's on?
- There is a good film on Channel 15.
- I'd rather go to the theater.
- What's playing? My Fair Lady.
- Who's the leading lady?
- Who's playing Professor Higgins?
- I'd like two tickets for today's performance, please.
- My Fair Lady.
- Two seats in the orchestra, please.
- How do you like this play?
- What do you think of it?
- It's great. It's not bad.
- It's very interesting.
- How did you like the film? It was OK.
- It was terrible!
- I didn't like it at all.
- It was great! I liked it a lot.

Exercise 1. Analyze the information and use it in practice.

Exercise 2. Make notes of your new knowledge about invitations.

Exercise 3. Translate the words and phrases.

Cordial (kind) invitation, invitation letter, invitation card, invitation to a party, to decline (spurn) an invitation, to extend / issue / send an invitation, to send out invitations, formal (official) invitation, to accept an invitation, to push for an invitation, to renew one's invitation, invitation list, invitation to dinner, invitation to tender, invitation to offer, invitational, to invite, to invite questions, to invite to a reception, to invite failure, to invite to a meeting, invited guest, invited paper, invited report, invitee, business invitee, on smb's invitation.

LESSON 18.

ADVICE & SUGGESTION & ARRANGEMENT

| | |
|--|--|
| <p>I advise (recommend) you to do something. You should / ought to do something. I suggest (advise) (that) you (should) do smth. You must (should) read this book! I advise you to buy this copy of the magazine. I think you'd buy this copy of the magazine. It would be a good thing for you to do something. If you did something. I strongly advise you to do smth. Let me give you a word of advice. I think you should reconsider your position. Let me give you a word of advice. I'd like to give you a word of advice, if I may.</p> | <p>Here! Take my seat! Have my seat. You can take my seat. You can have my seat. Do ... Go ... The book is a must. It'll come in useful. I insist (that) you(should) ... May I venture to suggest ... You must (should, ought) ... It would be necessary for you ... It wouldn't be such a bad thing ...</p> |
|--|--|

REPLIES

| | |
|--|---|
| <p>I'll think it over. I'll give it a think. I'll try. / I do my best. I'll take a crack at it. I will. (I won't.)</p> | <p>Thank you for advising me. Thanks for your advice. You should go and see the exhibition. I'll try to fit it in somehow. All right. / O.K. (<i>амер.</i>)</p> |
|--|---|

DIALOGUES

- I think we'd better be going soon, don't you?
- Yes, I suppose we had.
- You'd better wear your overcoat.
- Yes, I certainly will.
- If I were you, I'd wear a mac today.
- Yes, I suppose I'd better.
- You should try to see the Lake District if you have time.
- I will.

Exercise 1. Ask questions to which the following may serve as the answers.

1. I'll be delighted. 2. Let's make it, say, Monday afternoon. 3. That suits me perfectly. 4. Not me. 5. Let's meet, say, at the entrance. 6. Thank you, I will. 7. Previous engagement. 8. I am against it. 9. You take charge.

Exercise 2. Give some advice and orders.

Model 1: Do it. – You'd better do it. *Model 2:* Do it. – Tell him to do it.

Model 3: Do it. – Have it done. – Have him (her, etc.) do it.

1. Fix the radio set. 2. Develop the pictures. 3. Mend the tyre. 4. Charge the battery. 5. Shorten the sleeves. 6. Clean the coat. 7. Repair the watch. 8. Dust the furniture. 9. Do the washing. 10. Repair the car. 11. Air the room. 12. Beat the rug.

CONVERSATION

Henry Fields is discussing with his mother how he can entertain Carmen Calvo.

Mrs. Fields: Why don't you go to a show or somewhere tonight?

Henry: As a matter of fact, I thought Carmen might like to go to a concert.

Mrs. Fields: Let's have a look and see what's on ... You might try the Menuhin concert at the Festival Hall.

Henry: That sounds interesting.

Mrs. Fields: You'd better ring up and see if there are any tickets left.

After the concert. Henry and Carmen discuss what to do next.

Henry: Let's drop in here for a cup of coffee or something.

Carmen: Well, I'd love to, but as a matter of fact I've got to make rather an early start tomorrow.

Henry: Oh, I see. Well, in that case I suggest we take a taxi straight back to your place.

Carmen: Thank you Henry that would be very nice of you.

Exercise 1. Render the score of the conversation in Indirect Speech.

Exercise 2. Change the sentences.

Model: You gave in so quickly. If I were you I wouldn't have given in so quickly.

1. You believe his words. 2. You didn't make up the quarrel. 3. You fell for it. 4. You didn't speak in the debate. 5. You put up with it. 6. You didn't keep your promise. 7. You didn't apologize to her. 8. You didn't leave a message with the secretary. 9. You didn't let things take their course. 10. You didn't leave him alone. 11. You missed the chance. 12. You didn't let him know.

Exercise 3. Finish the sentences.

1. I left a message for him, so you needn't 2. I made a reservation. You needn't 3. I proofread the article. You needn't 4. The manager approved the project. You needn't 5. He has got a car. You needn't

Exercise 4. Advise your friend (not) to do something. Use the verb "should". Finish by adding one of the following phrases.

It'll do you good. It'll do you no harm. It's good for you. It's bad for you.

Use the phrases: take long walks; have more exercise; go to bed earlier; take things easy; try the treatment; try the medicine; drop smoking; indulge in skating; dwell on the thing.

Exercise 5. Advise your friend to do so. Starting with: "May I give you a word of advice?"

To keep quiet; not to say a word to anyone; to leave Donald alone; to let things take their course; not to miss the chance.

Exercise 6. Remember that.

Advice – только совет, рекомендация on smb.'s advice – по чьему-л. совету

sensible (sound) advice – разумный совет

misleading advice – совет, вводящий в заблуждение

unsolicited advice – "бесплатный"

a bit (piece, word) of advice – совет (по незначительному поводу)

to give (offer) smb. advice to do smth. – давать кому-л. совет, что-л. сделать

to disregard (refuse, turn) a deaf ear to advice – пропустить мимо ушей

to follow (take, act on, act upon) the doctor's advice about on smth. – следовать

совету врача относительно чего-л.

Exercise 7. Translate the synonyms for the arrangement.

Disposition, sorting, plan, collocation, assortment, preparation, allocation, allotment, disposal, distribution, apportionment, graduation.

Exercise 8. Translate the definitions of the notion.

Arrangement – the action, process, or result of arranging or being arranged the arrangement of the furniture in the room. A predetermined agreement that can refer to any type of investment agreement between financial institutions, individuals, companies, or other counterparties. an arrangement may refer to an agreement between a debtor and the holder of the debt, whereby the debtor pays a portion of the remaining balance, and the remainder of the debt is forgiven. For example: a thing that has been arranged in a neat or attractive way flower arrangements. Arrangement – a plan or preparation for a future event. For example: all the arrangements for the wedding were made. The travel agents have an arrangement with the hotel. Students can take a course in other degree programmes.

Exercise 9. Remember that.

Arrangement – приведение в порядок; классификация; систематизация
arrangement by number (size, weight, price) – сортировка по числу, размеру, весу, цене
договорённость, соглашение; разрешение, урегулирование (спора, разногласий)

to come to an arrangement – прийти к соглашению

But personal prejudices again interposed to prevent an arrangement so desirable. –
Но личные предубеждения снова помешали достичь столь желаемого соглашения.

обычно меры, мероприятия, приготовления

to make arrangements – принимать меры; делать приготовления

arrangement of conflict – урегулирование конфликта

to make an arrangement with smb. – договариваться (с кем-л.)

the art of flower arrangement – искусство составления букетов, икебана

administrative arrangements – административная структура

agency arrangements – установление корреспондентских отношений

arrangement of conditions – создание условий

Exercise 10. Remember that.

Suggestion – предложение, совет; намёк, указание

at the suggestion of – по предложению кого-либо

to ask (call for, invite) suggestions – попросить совета

to adopt a suggestion – принять предложение

to reject a suggestion – отклонить предложение

appropriate suggestion – дельный совет, уместное предложение

helpful suggestion – дельное предложение

pertinent suggestion – своевременный совет

preposterous suggestion – нелепый совет, абсурдное предложение

to make (offer, put forward) a suggestion – подать мысль; внести предложение

full of suggestion – многозначительный; наводящий на размышление

false suggestion – введение в заблуждение

to treat by suggestion – лечить гипнозом

Exercise 11. Analyze the information, which is in the highlight, and use it in practice.

GRAMMAR ON SUGGESTION

First person suggestions with *let's or shall I/we*

Let's + infinitive: Let's repair it ourselves. Let's get the paint today, shall we?

Shall we is sometimes added at the end.

Shall I/we + infinitive: Shall we invite Mike to the party?

Suggestions with *let's or shall we* can be answered affirmatively by *yes, let's*.

Shall we see the film? Yes. *Examples:* a) Let's take the tent. b) Let's not!

Or it can introduce a negative suggestion: let's not arrive too late!

Don't let's could also be used here: Don't let's arrive too late!

First and second person suggestions

Why don't we/you + infinitive or *why not* + infinitive/expression of time or place:

Why don't we meet in the park? Why not meet in the park?

a) Where shall we meet? b) Why not here?/Why not in the park?

In colloquial English *what's wrong with/what's the matter with* + noun could also be used: What's wrong with the hotel?

What/how about + gerund/noun: a) Where shall we sleep? b) What about this hotel? What about something cheaper?

Suppose I/we/you + present or past tense: Suppose you offer to reward her?

First, second or third person suggestions with *suggest or propose*

Suggest (+ possessive adjective) + gerund, or *suggest that* + subject + present tense /*should*.

Propose is used in exactly the same way but is slightly more formal than *suggest*.

In the active, *suggest + should* + infinitive is more formal than *suggest* + a present or past tense.

I suggest (your) selling it. We suggest that you should sell it. (formal)

Propose that the secretary sends in/should send in a report (formal).

I propose that a report (should) be sent in. (formal)

With *should be* it is possible in Formal English to omit *should*, leaving *be* alone, as shown above.

Suggestions in Indirect Speech. Suggestions can be reported by:

suggest/suggested (+ possessive adjective) + gerund, or *suggest that* + subject + present tense/*should*, or *suggested that* + subject + past tense/*should*, or *suggest* (any tense) + noun/pronoun. *Examples:* Mark suggests / suggested (our) having a meeting. Mark suggests that he sells/should sell his house. Mark suggested that he sold/should sell it.

Synonyms for suggestion

Approach, charge, idea, instruction, invitation, motion, opinion, proposal, proposition, resolution, recommendation, testimonial, advancement, angle, bid, bit brainchild, commendation, exhortation, outline, gimmick, injunction, lead, tip, tip-off, submission, pitch, presentation, proffer, reminder, scheme, setup, steer, telltale, tender, big idea, game plan, hot lead, suspicion.

Antonyms for suggestion

Condemnation, question, declaration, demand, order, telling.

Exercise 1. Analyze the information and use it in practice.

Exercise 2. Make notes of your new knowledge about advices, arrangements.

Exercise 3. Add some information & make up a small report and give a talk in class.

LESSON 19. SYMPATHY & CONSOLATION

| | |
|---|--|
| <p>Come, come ... Now, now ... Here, here ... Calm yourself! Keep calm! Don't worry. Not to worry! Calm yourself! Don't fret! Don't get excited! Cheer up! Take it easy. Forget it. Never say die. Don't lose heart. All will be well. Next time lucky. Better luck next time!</p> | <p>Don't be nervous! / Relax! Don't let it get you down. Keep your head / presence of mind. It could be a lot worse. Don't take it to heart. Cheer up! Better luck next time. It's not the end of the world. Put this out of your head / mind. (There's) no need / reason to worry. Don't let that upset you. Things'll come right. Pull yourself together. Keep your temper. Don't let yourself go. Pay no attention. Don't start moping. Everything will come round.</p> |
|---|--|

Успокоение сочувственно:

| | |
|---|---|
| <p>If you only knew how I feel for you. You have to take the rough with the smooth. How well I understand you! I'm sorry to hear of it, but, believe me, all will be well.</p> | <p>I sympathize with / for you. You have my sympathy. Sorry I am for you. I'm so sorry for you! Anything can happen. (It) can't be helped. Things do happen. It's not your fault</p> |
|---|---|

Успокоением собеседника в том, что неприятности несерьезные:

| | |
|---|--|
| <p>What nonsense! It's nothing! It's) not true! Rubbish!</p> | <p>Never mind that! (There's) no reason to distress yourself.</p> |
|---|--|

DIALOGUES

- Oh dear, I've forgotten my umbrella.
- Well, never mind. I don't suppose it will rain.
- I'm afraid I've made a mess of your nice clean tablecloth.
- Oh, that doesn't matter.

CONVERSATION

At the boarding house

Mr. Lewis: Hello there. Did you find the place for your interview?

Mr. Smith: Oh yes, I found it all right, thanks to your directions, but the man I was supposed to see wasn't there. He'd gone away on holiday.

Mr. Lewis: How annoying. That was too bad, wasn't it? Well, never mind, you didn't have to go all that far, did you?

Mr. Smith: Not, that's true. Did you have a good day?

Mr. Lewis: Well, as a matter of fact. I had some rather bad news today. I'm a timber agent, you know, and we've been hoping to do business with a Canadian firm, but they're having labour trouble, so we had to cancel the order.

Mr. Smith: What a pity! By the way, did you read about the train crash today? Thirty people injured.

Mr. Lewis: How dreadful! They shouldn't let things like that happen.

Mr. Smith: Still, it might have been worse. No one was actually killed.

CONDOLENCES

Let me express my deepest / sincerest sympathy.

Please accept my condolences.

I was so sorry to hear of your loss.

I understand your grief.

What a terrible misfortune!

I grieve with you.

I feel deeply for your sorrow.

I share your grief / sorrow.

What a painful loss!

Condolences are an expression of sympathy to someone who is experiencing pain arising from death, deep mental anguish, or misfortune.

When individuals **condole**, or offer their **condolences** to a particular situation or person, they are offering active, conscious support of that person or activity.

This is often expressed by saying, **Sorry**. Often, the English language expression "My condolences" will be in a context, such as death of a friend's loved one, in which the one offering condolences is communicating a feeling of pity towards the unfortunate party. Expressions of condolence may also be used as sarcasm if one considers the complaining person to be exaggerating their suffering, especially when they appear to consider as tragic something that is relatively insignificant.

Condolence isn't always expressed in sorrow or grievance, it can also be used to acknowledge a fellow feeling or even a common opinion. There are various ways of expressing condolences to the victims. Examples include donating money to the charity nominated by the person who has just died, supporting the friends and family of the loved one by looking after them in various ways in times of need.

Exercise 1. You consider the thing someone tells you is not worth worrying about. Express it by using the following phrases.

You haven't got my worries. Let it be the least of your worries. (It's a) small loss.

1. I don't think I'll get tickets for the first night. What a pity! 2. You know Mr.. Walker doesn't work with us any longer. 3. I agree to pay for the thing but how it will be delivered? 4. Harold refused to join us.

Exercise 2. Add some information & make up a small report and give a talk in class.

Exercise 3. In encouraging and comforting someone use the following phrases.

Come, come. Everything will be all right. Pull yourself together. Cheer up! Don't get upset about it. Things happen. Don't worry.

1. I'll never get over it. 2. Things are going from bad to worse with me. 3. I'm ill at ease. 4. We won't manage it. 5. The trouble is that I spoilt everything myself. 6. I'm completely run down. 7. I've got to do everything all over again. It's most disillusioning. 8. Things look bad to me. 9. The thing is I've brought it on myself.

Exercise 4. Comfort and encourage someone who is worrying about things that may happen. Say why there is no cause for worry. Use the following phrases.

Everything will be all right. Let's hope for the best. Don't worry, you'll manage it.

1. I'm so worried about Harold. The operation is to take place tomorrow. 2. I don't feel well about the whole thing. They may let us down. 3. I've got a feeling that it won't work out. 4. I'm in for it. 5. It's quite a job. 6. I'm skeptical about it. 7. That'll take some doing. 8. I won't be able to do it. 9. We may not cope with it.

Exercise 5. Express your sympathy and appreciation. Use the remarks from the right-hand column.

| | |
|--|---------------------------------|
| I find it so difficult to work in these conditions. | I'm (so) sorry (for you). |
| We've got to wait another month till it's all settled. | I sympathize with you. |
| Neighbours can be such a nuisance! | Give her my sympathies. |
| Jane says her new boss is hard to deal with. | You're telling me! |
| | I appreciate your difficulties. |
| | Take it easy. |

Exercise 6. Express your regret. Use the following phrases.

Too bad! What a pity! It's a great pity!

1. Our team has lost. 2. Donald failed in his chemistry exam. 3. Jane won't come. 4. We've missed the 6 o'clock train. We'll have to wait for more than an hour for the next train. 5. He didn't get a prize. 6. She took the third place only.

Exercise 7. Tell someone not to regret things that cannot be changed by sayings.

It can't be helped. Forget it. There is nothing you can do about it (now).

1. If I had taken a cab, I might have made it. 2. The evidence is against him and he will be tried. 3. Why haven't I insisted on his giving up the job? 4. He was so rude. How did he dare to say such things to me? 5. Oh bother! I seem to have left my notes at home. 6. I've misinformed him. The figures I gave him are all wrong. 7. I wish I hadn't given him the paper. I should have known better than that. 8. I wish I had warned him.

Exercise 8. Make notes of your knowledge about consolations, sympathies & condolences.

Exercise 9. Say where one can find some information on the question.

Model: "What is the Tate Gallery?" – "As far as I know (If I'm not mistaken ... If I remember rightly) it's one of the biggest art galleries in London."

1. When is the presidential election in the USA held? 2. Who plays the leading role in the film "To Kill a Mocking Bird"? 3. What is the symbol of the US Republican Party? 4. What is the biggest art gallery in London? 5. What does the abbreviation I. Q. stand for? 6. What is an eleven-plus examination?

Exercise 10. Digest the information and use it in practice.

Writing **words of condolence** in a card or letter is a heartfelt way to offer support to the family of the deceased. Finding the right words of condolence to write in a card or letter can be difficult. To make it a little easier, you'll find several examples of words of condolence that you can use as a guide to writing or expressing your own words of condolence for cards or letters. You can also find out the answers to frequently asked questions about writing a condolence letter below.

Condolence Phrases have a number of uses. They can be used in a flower message card, *sympathy* card or condolence letter to the family of the deceased.

Condolence phrases can also be spoken to the family of the deceased as part of a eulogy, or when offering condolences at a funeral. Condolence phrases can be poetry or simple prose that express your compassion for the family of the deceased.

CONDOLENCE PHRASES IN PROSE

Our hearts go out to you in your time of sorrow.
George will always be as close as a memory.
Our thoughts and prayers are with you.
Her greatest joy was making others happy.
This planet will not be the same without her.
Words fall short of expressing my sorrow for your loss.
No words can describe how sorry I am for your loss.
You have our deepest sympathy
You will be in our thoughts and prayers.
I will be thinking of you in this moment of pain.
At times like this, words cannot express our feelings.
You have my sincere sympathy.
Words fall short of expressing my sorrow.
Thinking of You with sympathy.
We must respect the dead by continuing to live.
Thinking of you at this time of sorrow.
Sharing in your sorrow with love and friendship.
May your heart and soul find peace and comfort.
Someone so special can never be forgotten.
Gentle thoughts during these difficult days.
Gone from our sight, but never from our hearts.
Alice will always live on in our hearts.
We are very saddened to hear of your loss.
Please accept our condolences.

Deepest sympathy.
With deepest sympathy
Always in our hearts.
Our hearts are with you.
With sincerest sympathy.
With loving memories.
I am sorry for your loss.
With heartfelt sympathy.
In honor & remembrance.



She filled our lives with happiness
and sweet feelings that we will
carry in our hearts forever..

God bless you and comfort you

With Deepest Sympathy

Someone so special will not be forgotten
Happy times I could never regret.
Wonderful memories will live on forever
In our hearts we will never forget.
all-greatquotes.com



TOPICAL VOCABULARY

Sympathy – сочувствие; сострадание; симпатия; взаимопонимание; общность (в чём-л.)

a man of wide sympathies – отзывчивый человек

deep (deepest, great, profound) sympathy – глубокие / искренние соболезнования

Please, accept our deepest sympathy. – Пожалуйста, примите наши глубочайшие соболезнования.

to arouse (stir up) sympathy for smb. / smth. – вызывать сочувствие к кому-л. / чему-л.

to display / show sympathy for smth. – проявлять сострадание к чему-л.

in sympathy with smb. – в знак сочувствия к кому-л., солидарности с кем-л.

You have my sympathies. / My sympathies are with you. – Я на вашей стороне.; Я вам сочувствую. We did it out of sympathy for your family. – Мы сделали это из сочувствия к вашей семье.

sympathy card – открытка с выражением соболезнований

in complete sympathy with smb.'s cause – в полном согласии с чьими-л. доводами

to be out of sympathy with smb. – не принимать чью-л. сторону

sympathy strike – забастовка солидарности

consolation – утешение; утешительный

to afford (offer) consolation – утешить

It's a consolation to know that they are safe. – Какое облегчение знать, что с ними всё в порядке. Our only consolation was that no one was seriously hurt. – Единственным нашим утешением было то, что никто серьёзно не пострадал.

Her appointment was seen as a consolation prize after she had failed to win a seat in the Senate. – Её назначение рассматривалось как утешительный приз после того, как она проиграла выборы в сенат.

consolation prize – утешительный приз

consolatory – утешительный *Syn. comforting, consoling*

condolence – соболезнование, сочувствие

heartfelt (sincere) condolences – искренние соболезнования

to convey (express, offer, present) one's condolences to smb. – выражать соболезнования кому-л.

to send (out) condolences to smb over smth – направить соболезнования кому-л. по поводу чего-л.

please accept our deepest condolences – примите наши самые искренние соболезнования

console – успокаивать, утешать; облегчать (боль, страдание)

At least we can console ourselves with the fact that even this winter cannot last for ever. – Мы можем утешаться, по крайней мере, тем, что даже эта зима когда-нибудь да кончится.

(have, take) compassion – относиться с состраданием (к) (on, upon)

feel compassion / sympathy (for) – испытывать сострадание (к)

a man of wide sympathies – отзывчивый человек

deep (deepest, great, profound) sympathy – глубокие / искренние соболезнования

in mercy – из сострадания, из милости

Exercise 1. Analyze the vocabulary notes and remember them.

Exercise 2. Analyze the information, which is in the highlight, and use it in practice.

LESSON 20.

WORRY & ANXIETY & TROUBLE & UNEASINESS & MISGIVINGS

| | |
|---|--|
| I'm (very much) upset. Things are bad with me. I'm (completely) run down. (<i>pass.</i>) I'm feel (very) uneasy. I've got a feeling that ... We won't manage it. We won't make it. (<i>pass.</i>) That'll take some doing. | I'm worried. I'm in a fix. (<i>pass.</i>) The trouble is that ... I'll never get over it. I'm in for it. (<i>pass.</i>) It's quite a job. (<i>pass.</i>) I don't feel well. I feel bad. |
|---|--|

CONVERSATION

Jacques Douin is meeting Mary Masters at the airport.

- Hello Mary. Nice to see you again.
- Hello Jacques. You're looking very well.
- Here, let me carry those bags.
- Oh no, please, don't bother. I can manage all right.
- Well, we've going to my place now - Mother's making you some lunch I believe.
- That's very nice, but she needn't have bothered - I had a sandwich on the plane.
- Well, you know my mother. By the way, what would you like to do while you're here? I'll be glad to show you around and so on.
- Oh, I don't want to upset your plans in anyway. I can manage very well on my own.
- Nonsense. We're looking forward to showing you our country.
- Well, that's certainly very nice of you.

Exercise 1. Express your sympathy and encourage the one who is complaining.

1. I'm very much upset. 2. I'm in a fix. 3. I don't feel well. 4. I've got a feeling that it will be a complete failure. 5. It's quite a job. I hardly think I'll be able to do it. 6. I haven't heard from George since March. I'm so worried. 7. Things are going from bad to worse. 8. I feel ill at ease. 9. I'll never get over it.

Exercise 2. Complain to your friend about what is worrying you.

Begin your sentences with "The trouble is that..." or finish them with "That's the trouble". Have somebody encourage you?

Words and phrases you may need: difficult to deal with; hard to please; stick labels on people; be unsociable; have a quick temper; be a dawdler; be a shirker; be picking on smb; like to boss around; jump to conclusions and make hasty decisions; be loud and contradictory; find fault with everybody; be given to moods; break down; be run down; be very touchy.

Exercise 3. Translate the synonyms for «misgiving».

Anxiety, apprehension, distrust, doubt, foreboding, hesitation, mistrust, qualm, suspicion, reservation, unease, apprehensiveness, fear, premonition, presage, unbelief, presentiment, scruple, worry.

Exercise 4. Read the text and pick up the essential details in the form of quick notes.

TOPICAL VOCABULARY

Anxiety – беспокойство, тревога, боязнь, страх; забота; опасение *Syn. care*

to feel anxiety about (over, for) smth. – чувствовать тревогу, ощущать беспокойство (о чём-л.; из-за чего-л.)

to relieve one's anxiety – рассеивать чьи-л. опасения

death anxiety – страх смерти

deep (grave, great, high) anxiety – сильное беспокойство, тревога

free-floating anxiety – беспредметная тревога

anxiety disorder (neurosis, reaction, state) – невроз страха, тревоги

There is real anxiety about the effects of radiation. – Существует реальное беспокойство из-за последствий радиации. It is the business of religion and philosophy to free us from all unnecessary anxieties. – Задача религии и философии состоит в том, чтобы освободить нас от тревог и ненужного беспокойства.

We try not to communicate our anxieties to the children. – Мы стараемся не сообщать о наших опасениях детям. My greatest anxiety was the development of the new software. – Моей наибольшей заботой была разработка нового программного продукта.

to allay anxieties over smth. – развеять опасения по поводу чего-л.

to cause much (grave) anxiety – вызывать серьезное беспокойство

considerable public anxiety – серьезное беспокойство среди общественности

status anxiety – опасение утратить свой статус

worry – беспокойство, тревога, волнение

deep (serious) worry – большая тревога, серьезные опасения

financial worries – финансовые беспокойства, финансовые проблемы

to cause worry – вызывать тревогу, опасения *Syn. torment, torture, anxiety*

to worry along (through) – продержаться, важить, выносить трудности

Syn. get by, rub along, rub through, scrape, squeak by, squeeze by

money worries – денежные заботы

to worry out – преодолевать препятствия

to worry over trifles – беспокоиться по пустякам

worrying – волнующий *Syn. exciting, thrilling*

worrying situation – обстановка, внушающая беспокойство

worrywart – беспокойный, мнительный человек

trouble – беспокойство, волнение, тревога *Syn. worry, vexation, affliction, grief, perplexity, distress.*

to put to (give) trouble – причинять беспокойство

She kept her troubles to herself. – Она ни с кем не делилась своими тревогами. You've caused us a lot of trouble. – Вы причинили нам много неприятностей. Your trouble is that you can't take rejection. – Ваша беда в том, что вы не можете смириться с отказом. No trouble at all. – Нисколько не затруднит. (ответ на просьбу)

to ask / look for trouble – напрашиваться на неприятности, лезть на рожон;

Don't trouble about it. – Не беспокойтесь об этом.

May I trouble you for a match? – Можно попросить у Вас спичку?

Don't trouble trouble until trouble troubles you. – Не буди лиха, пока оно тихо.

to be in trouble – конфликтовать с законом

to get into trouble – вступить в конфликт с законом

to stay out of trouble – перестать конфликтовать с законом

trouble with the law – конфликт с законом

uneasiness – неудобство to cause uneasiness – причинить неудобство *Syn. inconvenience, discomfort*; беспокойство, тревога; неловкость, смущение *Syn. apprehension, anxiety*

to allay one's uneasiness – рассеивать чьи-л. опасения, чью-л. тревогу

uneasy – а) неловкий, скованный; неудобный; смущённый, неловкий; тревожный

а timid man, uneasy with women – робкий мужчина, чувствующий себя неловко при общении с женщинами *Syn. awkward, unsure, constrained*

uneasy smile – неловкая улыбка

uneasy silence – неловкое молчание

I drifted into an uneasy sleep. – Я погрузился в тревожный сон.

to feel (be) uneasy – беспокоиться, тревожиться

to be one's future – беспокоиться о своём будущем

misgiving – опасение; предчувствие дурного

deep misgivings – глубокие опасения

grave / serious misgivings – серьёзные опасения

to have misgivings about smth. – испытывать опасения по поводу чего-л.

to express one's misgivings about smth. – выражать свои опасения по поводу чего-л.

Tom looked at him with misgiving. – Том взглянул на него с опаской.

Exercise 1. Analyze the vocabulary notes and remember them.

Exercise 2. Translate the antonyms for «misgiving».

Assurance, belief, calmness, certainty, confidence, ease, faith, trust, unconcern, doubtlessness, sureness.

Exercise 3. Translate the synonyms for «uneasiness».

Alarm, angst, anxiety, apprehension, disbelief, discomfort, discontent, displeasure, disquiet, doubt, dread, embarrassment, instability, malaise, misgiving, remorse, restlessness, uncertainty, unrest, agitation, compunction, constraint, disquietude, dysphasia, fear, inquietude, penitence, perturbation, qualm, queasiness, scruple, trouble, worry.

Exercise 4. Translate the antonyms for «uneasiness».

Assurance, belief, calm, calmness, quiet, collectedness, comfort, sureness, composure, confidence, ease, easiness, happiness, peace, pleasure, satisfaction, trust, security.

Exercise 5. Analyze the information and use it in practice.

Exercise 6. Make up a small report and give a talk in class.

Exercise 7. Translate the sentences.

There is real anxiety about the effects of radiation. It is the business of religion and philosophy to free us from all unnecessary anxieties. We try not to communicate our anxieties to the children. My greatest anxiety was the development of the new software. He confided to her his anxiety for the well-being. There is no ground for anxiety. All these anxieties make her ill. It gave me a lot of anxiety. In his anxiety to leave he forgot the keys. Don't let that worry you. It worried me that they did not answer the telephone. I worried about them working so hard. I'm sorry if I worried you. This is a very worrying situation. You don't have to worry.

Exercise 8. Analyze the information, which is in the highlight, and use it in practice.

LESSON 21.

COMPLIMENTS & PRAISE & SATISFACTION & APPROVAL & APPRECIATION

You look wonderful.
How well you look!
You look as young as ever.
You never change.
You don't seem to age.
You don't look your age.
No ... You can't be forty.
You are so intelligent!
You are a good specialist
You are sharp-witted.
You are shrewd.
A smile becomes you.
You have a way with people.
It's the very thing to do!
Good for you! Wonderful!
It's fair play. It's fair.
That's the way!
That's the spirit!
Now you are talking!
That'll do.
Keep it up.
You said it!
Well put!
To do him justice ...

Time (age) is kind to you. You wear well.
You are an exceptional mathematician.
You are an outstanding musician.
How kind you are! /
You're wonderfully kind!
You are easy to deal with.
You are easy-going / accommodating.
You are a person of subtle intellect.
You have a critical mind.
You are a person of good taste.
You are a person of refined taste.
You have a fine sense of humour.
I like the colour. This is your colour
This hairstyle is just right for you.
It is flattering you.
The shoes look very nice on you.
The blouse suits.
This suit goes well with your colouring.
You're always fashionably dressed.
You're such an interesting companion.
I enjoy doing business with you.
It's a pleasure to deal with you.
A point to you. (Score!)
Nothing like it! Good girl! (boy)

REPLIES

I must say the same of you.
You're flattering me.
It's very nice of you to say so.
I'm glad you like (d) it.
I appreciate your concern for me. (*οφuu.*)

DIALOGUES

- You look fine today.
- Thank you. I must say the same for you. You do look you best.
- You look smart.
- Oh, do I? Thank you. You're flattering me.
- You acted wonderfully! You've really surpassed yourself.
- Thank you. I'm glad you liked it.
- I've read your interview and I must say it's most interesting.
- Oh, thank you. It's very nice of you to say so.

Exercise 1. Analyze the information, which is in the highlight, and use it in practice.

Exercise 2. React to the statements given below using one of the following phrases.

It does him credit. It speaks for him. We must say that for him. Good for him.

It's commendable. It's very kind of you to say so.

1. He never goes back on his word. 2. He'll never fail you. Not him. 3. I'm sure he won't back out of it once he's committed himself. 4. He's not kind to forget his promises. 5. You can consult him on any subject. He is a treasure house of information. 6. He's got brains and charming manners too. 7. He's not a fool, whatever else he is. 8. He's always as good as his word.

Exercise 3. Express your appreciation and admiration if somebody.

Looks fine; has a nice dress on; did something very well; did something good; said something nice; did something for you; has acted wisely; did something better than usual; suggests something you like.

Exercise 4. In reacting to the sentences choose answers from those in the brackets.

1. *He's the kind of man you can always rely on.* (It does him credit. It speaks for him. It's commendable. It's very kind of you to say so. Good for him. I must say the same of you. Yes, I must say that for him.)

2. *Don't you worry. I'll handle the whole thing myself.* (Good! Fine! Good girl (boy)! It's very considerable of you. So much the better. A good idea! Now you're talking. That's the spirit! Wonderful! It's the very thing to do. It'll be kind of you!)

3. *He knows how to deal with people.* (You said it. Yes, to do him justice he does. Yes, we must say that for him.)

4. *It's been a pleasure to work with you.* (I must say the same of you. You're flattering me. It's very nice of you to say so.) 5. *You know I did manage the whole thing after all.* (It does you credit. You've really surpassed yourself this time. Yes, you've made a good job of it. It's commendable.)

Exercise 5. Say replies to the sentences.

Now you're talking! A good idea! It's the very thing to do! That's the spirit! Fine! Wonderful! Good!

1. Let's put our heads together. 2. We're going to fight it out. 3. I'll have my way just the same. 4. Suppose we join our efforts. 5. Well, once you're so insistent I give in. 6. I give you a free hand. 7. I'll tell him what I think of him right then and there. 8. I'd like to hear what he's got to say. 9. I would rather have nothing to do with the crowd. 10. I'm going to look them up. 11. I'll hear him out first.

Exercise 6. Remember that.

Compliment – любезность, комплимент; официальное признание; представление *Syn. honour*; наилучшие пожелания *Syn. congratulation, felicitation*; делать комплимент, высказывать восхищение; приветствовать; поздравлять *Syn. congratulate, felicitate*

to pay / make a compliment – сделать комплимент *Syn. praise, commendation*

a dubious (nice, sincere) compliment – сомнительный (удачный, искренний) комплимент

to shower (with) compliments on – засыпать кого-л. комплиментами

to fish for compliments – напрашиваться на комплименты

compliments of the season – поздравительные приветствия

Exercise 7. Add some information & make up a small report and give a talk in class.

COMPLIMENT QUOTES

Too often we underestimate the power of a touch, a smile, a kind word, a listening ear, an honest compliment, or the smallest act of caring, all of which have the potential to turn a life around.

To be trusted is a greater compliment than being loved.

I can live for two months on a good compliment.

America will never be destroyed from the outside. If we falter and lose our freedoms, it will be because we destroyed ourselves.

Better to remain silent and be thought a fool than to speak out and remove all doubt.

Nearly all men can stand adversity, but if you want to test a man's character, give him power.

Sir, my concern is not whether God is on our side; my greatest concern is to be on God's side, for God is always right.

You can fool all the people some of the time, and some of the people all the time, but you cannot fool all the people all the time.

In the end, it's not the years in your life that count. It's the life in your years.

Always bear in mind that your own resolution to succeed is more important than any other.

Character is like a tree and reputation like a shadow. The shadow is what we think of it; the tree is the real thing.

This country, with its institutions, belongs to the people who inhabit it. Whenever they shall grow weary of the existing government, they can exercise their constitutional right of amending it, or exercise their revolutionary right to overthrow it.

Labor is prior to, and independent of, capital. Capital is only the fruit of labor, and could never have existed if labor had not first existed. Labor is the superior of capital, and deserves much the higher consideration.

The best thing about the future is that it comes one day at a time.

I am not bound to win, but I am bound to be true. I am not bound to succeed, but I am bound to live by the light that I have. I must stand with anybody that stands right, and stand with him while he is right, and part with him when he goes wrong.

Any people anywhere, being inclined and having the power, have the right to rise up, and shake off the existing government, and form a new one that suits them better. This is a most valuable – a most sacred right – a right, which we hope and believe, is to liberate the world.

Be sure you put your feet in the right place, then stand firm.

I am a firm believer in the people. If given the truth, they can be depended upon to meet any national crisis. The great point is to bring them the real facts.

Exercise 1. Analyze the information and use it in practice.

Exercise 2. Translate the compliment quotes.

Exercise 3. Choose the keywords that best convey the gist of the information.

Exercise 4. Read the text and pick up the essential details in the form of quick notes.

Exercise 5. Add some information & make up a small report and give a talk in class.

TOPICAL VOCABULARY

Praise – (по)хвала; восхваление

fulsome praise – неискренняя похвала

unrestrained / unstinting praise – неумеренная похвала

beyond praise – выше всякой похвалы

to be loud in one's praises (sing one's praises; give praise to smb.) – восхвалять

to earn praise – заслуживать похвалу

to bestow (heap, lavish) praise on smb. – осыпать кого-л. похвалами, петь дифирамбы

to praise – хвалить; восхвалять; превозносить *Syn. acclaim, eulogize, extol, laud,*

compliment, exalt. Ant: belittle, censure, condemn, discredit

They praised his speech for its clarity and humour. – Они похвалили его речь за ясность и чувство юмора. worthy to be praised – достойный похвалы

to praise to the skies – превозносить до небес

to have warm praise for smb. – тепло отзываться о ком-л.

to heap praise on a country – осыпать какую-л. страну похвалами

to offer warm praise to smb – тепло отзываться о ком-л.

to sing smb's praise – превозносить кого-л.

satisfaction – удовлетворение; удовлетворённость; удовольствие, радость

deep (profound) satisfaction – глубокое удовлетворение

to afford (give) satisfaction to smb. – удовлетворять кого-л.

to express satisfaction – выражать, высказывать, выказывать удовлетворение

to feel satisfaction – чувствовать удовлетворение

to find (take) satisfaction in smth. – находить удовлетворение в чём-л.

to one's satisfaction – к чьему-л. удовольствию, удовлетворению

approval – одобрение; благоприятное мнение

complete (unqualified) approval – безоговорочное одобрение

qualified approval – частичное одобрение

public approval – общественное одобрение

to meet with approval – получить одобрение

to get local authorities' approval – получить одобрение местных властей

to receive smb's stamp of approval – получать чье-л. разрешение

to seek approval – добиваться утверждения / одобрения

to signal one's approval – выражать свое одобрение

to win the approval of smb. – добиваться чьего-л. одобрения

complete approval – полное одобрение

tacit approval – молчаливое одобрение

appreciation – любая оценка как выражение мнения о достоинствах кого-л. / чего-л.)

to promote a just appreciation of business work – поощрять справедливую оценку бизнес-деятельности

to express appreciation – ценить

letter of appreciation – благодарственное письмо

appreciation society – фан-клуб

deep (keen / sincere) appreciation – глубокая признательность

Exercise 1. Analyze the vocabulary notes and remember them.

LESSON 22.

INDIFFERENCE & NEGLIGENCE & HABIT

| | |
|---|---|
| <p>I don't care when (where, who, etc.) I don't care (about it). (<i>фам.</i>) It doesn't matter. Who cares! (<i>фам.</i>) I've got used to it. It's up to you. It can wait. I've expected it. It's like him.</p> | <p>It's all the same to me (when, where, etc.) ... It makes no difference to me (when, where, etc.) ... What difference does it make? Use your (own) judgment. No wonder ... / Small wonder ... It's no news to me ... I've known it all along. It's him all over. (<i>неодобрение</i>) Why worries? (<i>розм.</i>)</p> |
|---|---|

Exercise 1. React to the statements given below using one of the following phrases.

What difference does it make? I don't care (about it). Who cares? It's up to you. It doesn't matter. It's all the same (to me). It makes no difference (to me). Use your own judgment.

1. Hard to say if anything will come of it. 2. It just doesn't make sense to me. What on earth could he have meant? 3. Do you mind if I bring up the subject when we see him? 4. The whole thing looks fishy to me. I wish I knew what's behind it. 5. You don't know what you're talking about. You really ought to think of what you're letting yourself in for. 6. I don't believe he's the right man. And do you think we ought to give him the job? 7. Take it from me, if you do that you'll only have yourself to blame. 8. How did he come to know about it? 9. Shall we put off the debate? 10. Which is better - to wait for him or leave him a message? 11. Do you think it's necessary to consult a specialist?

Exercise 2. Give complete answers to the questions given below using one of the following phrases. Mind the word order. Model:

| | |
|---------------------------------|-----------|
| When is he coming? | if ... |
| I don't care when he is coming? | when ... |
| I don't care | where ... |
| It doesn't matter | why ... |
| It's all the same to me | how ... |
| It makes no difference to me | who ... |

1. Why isn't he coming with us? 2. What's happening to her? She hasn't been quite herself these days. 3. Why didn't he come? 4. Do you think he ever gave it another thought. 5. What'll happen if they get caught? 6. Who do you think is coming? 7. What is it the chief wished to see us about? 8. When shall I call for you? 9. When shall we ask them to come over – next Sunday or a week from Sunday? 10. How is he going to get out of it? It looks serious to me.

Exercise 3. Change into Reported Speech. Begin with "He told me ..." or "He said ...".

1. Use your own judgment. 2. It's up to you. 3. I've expected it. 4. It's no news to me. 5. I've got used to it. 6. I've known it all along. 7. It's like him. 8. He will be here soon. 9. They are going to London tomorrow. 10. I knew it very well. 11. It is very interesting to do it. 12. They are coming with us. 13. He didn't expect it of you. 14. She gave it another thought.

Exercise 4. React to the sentences choosing a reply from those given in brackets. Say why you reacted the way you did.

1. *It's a wonder how he could have done a thing like that.* (No wonder at all. I've expected it. It's him all over.)

2. *Can you beat it? He said it to me in so many words.* (Small wonder. It's like him. I've got used to it. I expected it. It was to be expected.)

3. *It's hard to believe he's been acting behind our backs all this time.* (It's no news to me. I've known it all along. I've got used to it. It was to be expected.)

4. *Why don't you take some steps with people around you doing things like that?* (Why worry? I've got used to it. It can wait.)

5. *Shall I let them know what's happening here or shall I wait another few days?* (It's up to you. Use your own judgment. It can wait. Why worry?)

6. *Sorry, I've failed to get the figures you asked for.* (Never mind. It can wait. I've expected it. No wonder,)

7. *He's made a mess of it.* (No wonder. It was to be expected. I've got used to it. It's him all over.)

8. *Well, this is a surprise.* (Why? I've expected it. It's no news to me. I've got used to it.)

Exercise 5. React to the sentences expressing indifference or lack of surprise.

1. Can you beat it? 2. Who'd have expected that! 3. That beats everything! 4. What's the world coming to! 5. You don't mind, do you? 6. I wonder what he's after.

Exercise 6. Translate the indifference quotes.

"The opposite of love is not hate, it's indifference. The opposite of art is not ugliness, it's indifference. The opposite of faith is not heresy, it's indifference. And the opposite of life is not death, it's indifference."

"Science may have found a cure for most evils; but it has found no remedy for the worst of them all -- the apathy of human beings."

"A man's vanity is more fragile than you might think. It's easy for us to mistake shyness for coldness, and silence for indifference."

"You're beginning to dislike me, aren't you? Well, dislike me. It doesn't make any difference to me now."

"If moderation is a fault, then indifference is a crime."

"Killing myself was a matter of such indifference to me that I felt like waiting for a moment when it would make some difference."

"Politeness is organized indifference."

"Desire is half of life, indifference is half of death."

"But certainly, for us who understand life, figures are a matter of indifference."

"Despair is a narcotic. It lulls the mind into indifference."

"Indifference and neglect often do much more damage than outright dislike."

"Real nobility is based on scorn, courage, and profound indifference."

Exercise 7. Pay attention to the single-root words.

Differ – different – differentia – differentiability – differentiable – differential – differentially – differentiate – differentiated – difference – differencing – indifference.

Exercise 8. Read the information & pick up the essential details in the form of quick notes.

TOPICAL VOCABULARY

Indifference – беззаботность, безразличие, равнодушие
marked indifference – заметное безразличие
studied indifference – умышленное безразличие
indifference about / concerning smth. / smb. – равнодушие к чему-л. / кому-л.
to affect (feign) indifference – притворяться равнодушным
to display (show) indifference – выказывать безразличие *Syn. unconcern, apathy*
нейтральность; беспристрастность; незначительность, несерьёзность *Syn.*

insignificance, unimportance

negligence – небрежность; невнимательность, халатность; неряшливость
criminal (culpable) negligence – преступная халатность
gross negligence – крайняя небрежность
ordinary negligence – простая небрежность
slight negligence – небольшая халатность
willful negligence – умышленная халатность *Syn. neglect, carelessness*
the negligence of one's attire – неряшливость в одежде
by negligence – по небрежности

habit – а) обыкновение; обычай, традиция, заведенный порядок; привычка; вредная
irregular habits – неустоявшиеся традиции
regular habits – устоявшиеся традиции
annoying habit – раздражающая привычка
bad habit – дурная привычка
filthy habit – грязная привычка
good habit – полезная привычка
incurable habit – неисправимая привычка
nasty habit – гнусная привычка
repulsive habit – омерзительная привычка
to be in the habit of doing smth. – иметь привычку что-л. делать
to acquire (develop) form a habit – приобретать привычку
to break (off) a habit – бросать привычку; избавляться от привычки
to break smb. of a habit – отучить кого-л.
to get into a habit – привыкать
to get out of a habit – отвыкать
to pick up a bad habit – перенимать плохую привычку
to fall into a habit – усвоить привычку
to kick the habit – отвыкнуть от наркотиков drug habit – наркомания
to make a habit of smth. – делать привычку из чего-л.
entrenched (ingrained) habit – укоренившаяся привычка
habit of smoking – привычка курить
from (by, out) force of habit – в силу привычки, по привычке
I did it out of habit. – Я сделал это по привычке.
2) а) склад характера; нрав; склонности
habit of mind – склад ума

Exercise 1. Analyze the vocabulary notes and remember them.

LESSON 23.

IRRITATION & ANGER & IRONY

| | |
|--|--|
| <p>What a nuisance! (<i>разг.</i>) Oh, bother! (<i>зрубо</i>) Come on, stop it. (<i>фам.</i>) Come on, stop it. (<i>фам.</i>) The same old story! That's all we need! (<i>ирон.</i>) What next? (<i>разг.</i>) It's the limit! It's terrible! It's unpardonable! You ought to be ashamed. The cheek! (<i>позм.</i>) I'm sick and tired of it. That makes me mad. What a cad! What a rascal! What a bore! It's a lie! .. may I ask?</p> | <p>It's very annoying ... / Most annoying! What did you mean by doing it? What is it now? (<i>раздражение</i>) When (where, why, etc.) on earth ...? (<i>эмф.</i>) What do you take me for? Next you'll be telling me It's none of your business. (<i>зрубо</i>) Mind your own business. (<i>зрубо</i>) To hell with you! (<i>зрубо</i>) It's (all) bluff! / It's a fraud! Don't let me hear it again! Indeed! (<i>ирон.</i>) Call yourself a doctor! (<i>презирливе</i>) An actor (a specialist, etc.), indeed! (<i>ирон.</i>) Some actor! (<i>ирон.</i>) So what? (<i>фам.</i>) Oh, you do, don't you? (Oh, you are, aren't you?, etc.)? (<i>ирон.</i>) The things you know! (<i>фам.</i>)</p> |
|--|--|

REPLIES

| | |
|--|--|
| <p>Watch your language! Get out of here! / Off with you! (<i>зрубjo</i>) Stop pestering me</p> | <p>Leave me alone. Don't be personal. Have a heart! Spare me!</p> |
|--|--|

DIALOGUES

- I say, Jack!
- Yes, what is it now?
- You didn't tell anyone, did you?
- What do you take me for?
- Next you'll be telling me you haven't got anything to do with it.
- But I really haven't. Believe it or not.
- Come on, stop it. And please don't let me hear that again. I'm sick and tired of it as it is.
 - He can talk about himself for hours. What a bore!

Exercise 1. Read the dialogue, learn it by heart and then carry it out.

Exercise 2. Choose the keywords that best convey the gist of the information.

Exercise 3. Read the information & pick up the essential details in the form of quick notes.

Exercise 4. Express your annoyance by inserting "... on earth...". Let the other person react.

Model: Where did he put the money? How would I know? Where on earth did he put it?

1. Why didn't you look us up? 2. Why can't you take a day or two off? 3. Why didn't you tell him everything then and there? 4. What did he mean by saying that? 5. Where did he disappear? 6. Who put the idea into your head? 7. Who do you think you are?

Exercise 5. Express your irritation using one of the following phrases.

What a nuisance! That's all we need! How annoying!

1. I don't think we can have the phonograph fixed. It's no good. 2. Don't you think he's given up the idea? He'll be pestering you with it for quite some time. 3. With things as they are, I don't think we can do anything about it. 4. He insists that we should do it right away. 5. Looks like we've missed our stop. 6. Looks like we've got a puncture. 7. Looks like we've lost our way.

Exercise 6. Show that you are indignant. Use one of the following:

It's the limit! The cheek! How (can) could you (he, etc.) Don't let me hear that again!

You (he, etc.) ought to be ashamed! It's terrible! It's unpardonable!

1. He'll stop at nothing to get what he's after. 2. I'm afraid I've made a mess of it. 3. He was so mad, he nearly killed the boy. 4. He speaks ill of everybody. 5. He didn't keep the appointment again. 6. He never keeps his promise. 7. He backed out at the last moment. 8. She didn't bear me out. 9. She said she'd done it herself. 10. He mixed up the figures.

Exercise 7. React to the statements made by someone. Use the remarks suggested.

A. Come on, stop it! Don't let me hear it again! There you go again! It's none of your business!

1. I'm afraid I won't manage it. 2. They'll make a mess of everything. 3. I still think this paragraph should be changed. 4. I insist on including this item in the agenda. 5. I still think his candidacy should be withdrawn. 6. I think he should change the preface.

B. That makes me mad. I'm sick and tired of it (him, etc.). What a bore!

1. He always speaks about his diseases in company. 2. She always insists on having the last word in any argument. 3. She thinks she knows everything. 4. He's always complaining. 5. She never stops grumbling.

Exercise 8. Express irony.

Model: – I understand it.

– I don't understand it.

– Oh, you do, don't you?

– Oh, you don't, do you?

1. I feel uneasy about the whole thing. 2. I didn't mean it. 3. I'm completely run down. 4. He can be very helpful. 5. I'm really sorry I couldn't tell you sooner. 6. I'll make up for it. 7. You should have known better.

Exercise 9. React to the statements expressing irony. Use one of the phrases.

A poet (an actor), indeed! I like that! The things you know! So what?

1. He's quite an expert! 2. Colour-blind people don't distinguish colours. 3. He says he won't be at home when the guests come. 4. She considers herself a talented actress! 5. I know it.

Exercise 10. Express anger, irritation or indignation in response to the following lowing remarks and keep the conversation going.

1. Where have you been so long? 2. You are squandering away your time in the most foolish fashion. 3. There's no need to shout, at me. 4. You must have forgotten what date it is today. 5. That was the last straw, the straw that breaks the camel's back.

Exercise 11. Express anger, irritation or indignation in response to the following remarks and keep the conversation going. Model:

- You'll have to hurry to get there in time.
- How annoying! And there isn't a bus along this road, is there?
- Unfortunately there isn't.

1. It would have been better if I stayed with the children and let you go to that confounded party alone. 2. My tin opener is missing. Did you take it again? 3. Oh, dear the picture has fallen down again. 4. I think it's going to rain. 5. Do you remember that your Uncle Tom's birthday is next week? 6. Your new hat doesn't become you. 7. I am awfully hungry so I'll eat whatever I can find in the fridge. 8. When will you buy me a new divan bed? It's impossible to sleep on my old one. 9. There's no need to lose your temper. You'd better discuss it with us quietly. 10. Something has gone wrong with my typewriter. Could you put it right? 11. Would you give me a hand in turning out our bedroom? 12. You must have forgotten to lock the front door. I found it ajar on returning from the office. 13. If I don't get my lunch on time I'll be late for the meeting. 14. Your father-in-law is going to stay with us for a fortnight. 15. He said he would commit suicide if his wife left him.

Reference List: *It's awful (terrible, appalling, ghastly). How awful (dreadful, terrible)! What a bore! What a shame! What a nuisance! There you are. What next (I wonder)? Leave me alone! How boring! What do you take me for? Who do you think you are? You're the limit!*

Exercise 12. Remember synonyms for irritation.

Inflammation, irritability, soreness, tenderness, excitability, hypersensitivity, rawness, susceptibility, susceptibleness, tenseness,

Exercise 13. Translate the irritations quotes.

"The one who cannot restrain their anger will wish undone, what their temper and irritation prompted them to do."

"I don't lead a writer's life. And I think that can be a source of suspicion and irritation to some people."

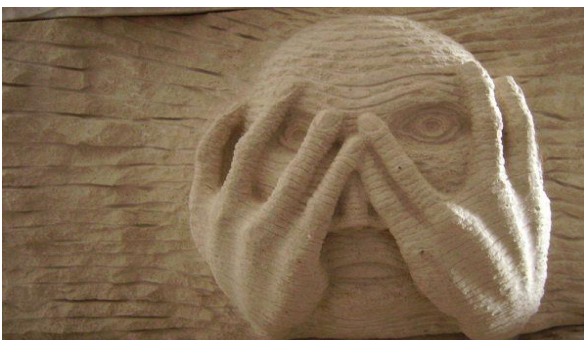
"Girls marry for love. Boys marry because of a chronic irritation that causes them to gravitate in the direction of objects with certain curvilinear properties."

"There is always a secret irritation about a laugh into which we cannot join."

"We mothers of grown-up daughters tend to view them with a mixture of love, exasperation, irritation and awe."

"Misfortune, and recited misfortune especially, can be prolonged to the point where it ceases to excite pity and arouses only irritation."

"If you feel irritated or threatened by others' beliefs, it's a sign that you're experiencing crisis of confidence."



TOPICAL VOCABULARY

Irritation – недовольство, раздражение

to express irritation at smth. – выражать недовольство по поводу чего-л.

to feel irritation with smb. – быть недовольным кем-л.

He could not hide his irritation that he had not been invited. – Он не мог скрыть своего недовольства тем, что его не пригласили.

in irritation – раздражительно, вспльчиво

nervous irritation – нервное раздражение

irritative – досадный, раздражающий, надоедливый *Syn. irritating, annoying*

indignation – негодование, возмущение

to smb.'s indignation – к чьему-л. негодованию

burning indignation – бурное негодование

helpless indignation – пустое возмущение

public indignation – общественное негодование

righteous indignation – праведный гнев

to arouse indignation – вызывать возмущение

to express (feel, show) indignation with smb. – негодовать на кого-л.

to feel indignation at gross injustice – возмущаться вопиющей несправедливостью

indignation meeting – митинг протеста

to arouse a wave of indignation – вызывать волну возмущения

to cause indignation – вызывать негодование / возмущение

deep indignation – глубокое возмущение

outburst of indignation – взрыв негодования

righteous indignation – справедливое негодование

anger – гнев, злость, ярость; раздражение

to arouse (stir up) anger – разгневаться

to express (show) anger – показывать недовольство

to feel anger – почувствовать злость

to allay (appease, calm) smb.'s anger – сдерживать чей-л. гнев

repress (swallow) one's anger – смирять своё раздражение

to vent one's anger – выплеснуть гнев

blind anger – слепая ярость

burning anger – яростный гнев

burning with anger – сгорая от гнева, ярости

deep (profound, seething) anger – глубокое раздражение

righteous anger – праведный гнев

unbridled anger – необузданная ярость

to blaze (fit, outburst) of anger – взорваться от гнева, вскипеть от ярости

She struck back in anger. – В гневе она нанесла ответный удар.

Syn. fury, indignation, ire, rage, wrath.

Ant. Amiability, calmness, clemency, forbearance, gentleness.

Anger is a short madness. – Гнев сродни безумию.

irony – ирония cruel irony – жестокая ирония irony of fate – ирония судьбы

Exercise 1. Analyze the vocabulary notes and remember them.

Exercise 2. Render the score of the passage briefly in English.

Being annoyed means to be angry or cross with someone. You can be annoyed with someone if he or she denies you something or falls short of your expectations.

Expectations often lead to disappointment. You get annoyed by people who are irksome and irritating. But, by getting or being annoyed with someone, you spoil your own mood and lose your own temper or composure. However, annoying the circumstances might become, you should keep your cool and avoid being annoyed.

No one likes to be annoyed. Likewise, you should also not annoy others. It is not all good to leave anyone in a bad mood. When you annoy someone, you should be ready to face the person's fury in case if he breaks out on you. To avoid being annoyed, stop expecting from others and stay away from irritating people whom you cannot bear or tolerate.

Being annoyed is one bad frame of mind to be in so avoid it as much as possible. Piers Anthony had remarked, «I hope to read a Harry Potter novel soon, to see what it's all about. I admit to being annoyed that many good light fantasy writers have had trouble getting published, in England and elsewhere, when it is obvious the readers were waiting for us all along.»

Exercise 3. Translate the irritations quotes.

"Sometimes it's not easy to forget things which irritated our mind it's because our feelings are connected to our mind which causes us to mourn and sometimes causes us to hurt."

"That moment when someone bumps into you and doesn't say excuse me or sorry."

"Agreeing to everything someone is saying so that they stop talking."

"You wanna know why I push people away? It's because I've been hurt too many times before. So many damn people have gone in and out of my life. Some because of stupid reasons, but others with no reason at all. I push people away, because I'm sick of getting attached. I push people away, because I'm tired of getting hurt when they never cared. I'm just sick and tired of it. I leave before I get hurt. Simple as that. Besides, if someone is meant to be in my life, they'll come back...somehow."

"Worried about being a dull fellow? You might develop your talent for being irritating."

"Between friends differences in taste or opinion are irritating in direct proportion to their triviality."

"There is nobody so irritating as somebody with less intelligence and more sense than we have."

"Nothing is as irritating as the fellow who chats pleasantly while he's overcharging you."

"After all it is those who have a deep and real inner life who are best able to deal with the irritating details of outer life."

"Being natural is one of the most irritating poses I know in people."

"I think intelligence is usually sexy until it becomes irritating. After that, you're stuck."

Exercise 4. Translate the irritations quotes.

"There are a lot of people in the animal rights movement who can be very passionate and aggressive, and I applaud people's passion, but when people are judgmental and aggressive, all you end up doing is getting other people to turn away in irritation. To change people's minds, you have to respect the people you're talking to."

"What Good Has Impatience Ever Brought? It Has Only Served As The Mother Of Mistakes And The Father Of irritation."

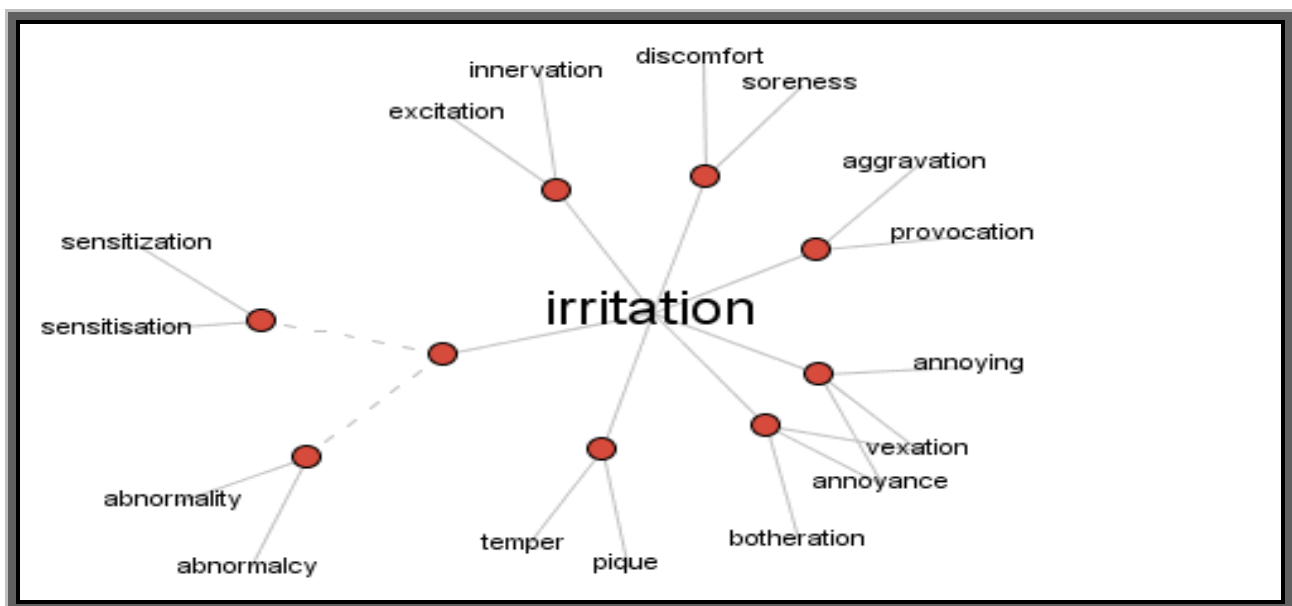
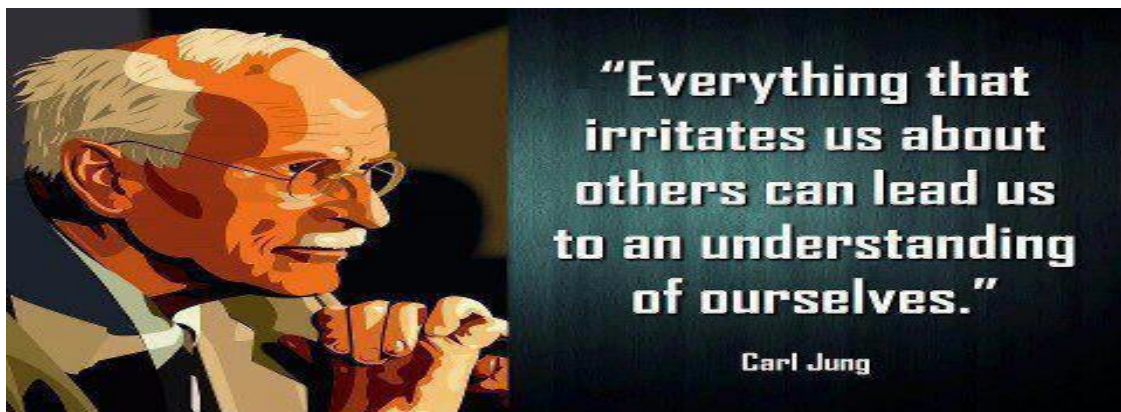
"There is always a secret irritation about a laugh into which we cannot join. My music has a high irritation factor. I've always tried to say something. eccentric lyrics about eccentric people. Often it was a joke. but i would plead guilty on the grounds that i prefer eccentricity to the bland."

"Feelings like disappointment, embarrassment, irritation, resentment, anger, jealousy, and fear, instead of being bad news, are actually very clear moments that teach us where it is that we're holding back. they teach us to perk up and lean in when we feel we'd rather collapse and back away. they're like messengers that show us, with terrifying clarity, exactly where we're stuck. this very moment is the perfect teacher, and, lucky for us, it's with us."

"Monday is like a math problem. Add the irritation, subtract the sleep, multiply the problems, divide the happiness."

"Misfortune, and recited misfortune especially, may be prolonged to the point where it ceases to excite pity and arouses only irritation."

Exercise 5. Analyze the picture.



LESSON 24.

WARNING & DANGER & CAUTION & THREATS

| | |
|---|---|
| <p>Look out! / Watch out! Watch your step. Mind your head! Think twice before you Don't look for trouble. Don't take rash steps. You've been warned. You wait and see. You'll be sorry. You'll pay for it. Don't you dare!</p> | <p>Be careful! / Caution! (<i>κινησθε.</i>) Beware of ... (<i>οφει.</i>) Mind you do it (don't do it). Be sure you don't do that. Don't risk it. / Don't take chances. To be on the safe side / just in case. Don't jump to conclusions. You won't get away with it. Mark my words! Don't you dare! I won't have it. / I won't put up with it.</p> |
|---|---|

REPLIES

| | |
|---|--|
| <p>Thank you for telling me. Thank you. I'll be careful. (I'll look out.) Shut up! (<i>ζρυβ.</i>) / Pipe down! (<i>ζρυβ.</i>)</p> | <p>Don't worry. Who do you take me for?</p> |
|---|--|

DIALOGUES

- Think twice before you take any steps.
 - I will.
 - To be on the safe side don't tell it to anyone.
 - I won't.
- * Watch your step! The man is very cunning.
 * Thank you for telling me about it.

Exercise 1. Compose short dialogues using the table.

| | |
|--|--|
| <p>Don't look for trouble. Don't take rash steps. Don't risk it. Don't take chances. Don't jump to conclusions. You wait and see.</p> | <p>Why should I? Don't you worry, I won't. Why not, after all? It's worth trying. I'm not going to. I don't intend to. That's exactly what I'm going to do.</p> |
|--|--|

Exercise 2. Give a warning combining the remarks from the tables.

| | |
|---|---|
| <p>Look out! Watch out! Be careful! Watch your step! Mind your head! Mind the steps!</p> | <p>The traffic is very heavy here. It's very slippery. There's a train coming. There's danger at every step. You're not too good at driving yet. It's very dark.</p> |
|---|---|

Exercise 3. Change the sentences. Give your reasons for the statements made.

Model A: *Come in time. – Mind you come in time, or they'll leave without you.*

Don't forget. – Mind you don't forget, otherwise she'll get offended.

1. Don't blurt it out to anyone. 2. Book a passage before it's too late. 3. Don't miss the train. 4. Come to the station in plenty of time. 5. Call in a doctor. 6. Check up the paper before you hand it in. 7. Space the material properly. 8. Put away the papers. 9. Keep away from the river.

Model B: *(Don't) tell him everything. – Be sure you (don't) tell him everything.*

1. Send out the invitation cards in good time. 2. Call them back. 3. Don't take rash steps. 4. Don't jump to conclusions. 5. Plug out the iron. 6. Fix the car. 7. Leave a message for Jane. 8. Sign the register.

Exercise 4. React to the statements using one of the following phrases.

Don't you dare! You'll pay for it. Watch your language! He won't get away with it.

1. I'll report you. 2. I'll have you thrown out. 3. George lost the certificate. 4. If you don't change the review I'll have it changed. 5. He forget your signature. 6. He doctored the bill. 7. I'll strike out this paragraph. 8. What a cad!

Exercise 5. Answer the questions using pattern sentences. What do you say ...

when you are sure one will be punished for what he did?

if you think what you say will come true?

if you want to warn somebody against taking risks?

when someone is likely to act without considering the consequences?

if you are sure that someone will regret what he said or did?

if someone is not careful about what he says?

if someone is crossing the street where the traffic is heavy?

Exercise 6. React to the following remarks expressing threats or reprimands.

1. You are a liar. 2. You seem to be very cocksure. 3. Don't touch my things with your dirty hands. 4. Trot along, you fool! 5. I've quite forgotten to bring your keys.

Exercise 7. Translate the synonyms and antonym.

Synonyms

Circumspection, discretion, watchfulness, heed, vigilance, admonition, advice, counsel, admonish, forewarn. **Antonym.** Carelessness.

Exercise 8. Explain the notion.

A **threat** is an act of coercion wherein an act is proposed to elicit a negative response. It is a communicated intent to inflict harm or loss on another person. It can be a crime in many jurisdictions. Threat (intimidation) is widely seen in animals, particularly in a ritualized form, chiefly in order to avoid the unnecessary physical violence that can lead to physical damage or death of both conflicting parties.

Exercise 9. Analyze the information, which is in the highlight, and use it in practice.

Exercise 10. Make notes of your new knowledge about warning, threat, caution.

Exercise 11. Choose the keywords that best convey the gist of the information.

Exercise 12. Read the information & pick up the essential details in the form of quick notes.

TOPICAL VOCABULARY

Warning – предупреждение; предостережение

sharp warning – категорическое предупреждение

proper warning – надлежащее предупреждение

police warning – предупреждение со стороны полиции

month's warning – предупреждение за месяц

to give (issue, send, shout) a warning – предупредить

to heed a warning – внимательно отнестись к предупреждению

to receive a warning – получить предупреждение

it must be a warning to you – пусть это послужит вам предостережением

storm (gale) warning – штормовое предупреждение

without warning – без предупреждения

to give a month's warning – за месяц предупредить об увольнении

warning system – система оповещения

to heed a warning – внимательно отнестись к предупреждению

without warning – без предупреждения

danger – опасность; угроза, риск, возможная опасность

imminent (impending) danger – нависшая опасность, угроза

grave danger – серьёзная опасность

to be in / out of danger – быть в / вне опасности

to constitute (represent) danger – представлять опасность

to create danger – создавать опасность

to expose to danger – подвергать опасности

to face danger – подвергаться опасности

to sense danger – чувствовать опасность

to avert danger – предотвращать опасность

Danger! High voltage! Authorized personnel only! – Опасно для жизни! Высокое напряжение! Посторонним вход воспрещён!

to be a danger to society – быть угрозой для общества

dangers of smoking – вред, который может причинить курение

danger money (pay) – надбавка за риск, опасные условия работы

danger list – список пациентов, находящихся в критическом состоянии

there's no danger of that – мне это не грозит

to be in danger of smth. – подвергаться какому-л. риску

to aggravate the danger – усиливать опасность

clear and present danger – явная и непосредственная опасность

actual danger – действительная, существующая опасность

alleged danger – мнимая опасность, мнимая угроза

implicit danger – скрытая опасность

social danger of smth. – общественная опасность чего-л.

mortal danger – смертельная опасность

fraught with danger – опасный опасностью, чреватый опасностью

potential danger – потенциальная опасность

probable danger – вероятная опасность

caution – осмотрительность, осторожность

due (proper) caution – должная предосторожность

extreme (great) caution – крайняя осторожность

to exercise (use) caution – быть осторожным

to approach smth. with caution – подходить к чему-л. с осторожностью

to call for caution – призывать к осторожности

to exercise caution – проявлять осторожность

to urge caution – призывать к осторожности

act of caution – мера предосторожности

to caution against over-optimism – предостерегать против чрезмерного оптимизма

extraordinary caution – экстраординарная осторожность

caution notice – предостерегающая надпись

threat – опасность, угроза *Syn. danger, risk, hazard, peril*

covert (implicit, veiled) threat – скрытая, завуалированная угроза

direct (explicit) threat – прямая угроза

imminent threat – непосредственная, нависшая угроза

empty (idle) threat – пустая угроза

dire (grave, serious) threat – серьёзная угроза

terroristic threat – террористическая угроза

security threat – угроза безопасности

under threat of – под угрозой (чего-л.)

under threat of reprisals – под угрозой репрессалий

to be (constitute, pose) a threat – представлять (собой) угрозу

to constitute a threat to – представлять угрозу для

to carry out (fulfill) a threat – приводить угрозу в исполнение

to issue (make, utter, pose) a threat – угрожать

threat of depression – опасность депрессии

credible threat – правдоподобная угроза

threat instantly to kill – угроза немедленным убийством

threat of violence – угроза насилия

unjustifiable threat – нереальная угроза

threat to the health – угроза для здоровья, фактор риска

terroristic threat – террористическая угроза

verbal threats against smb. – устные угрозы в чей-л. адрес

threat to security – угроза для безопасности

threat to law and order – угроза для правопорядка

threat to international peace – угроза международному миру

to yield to threats from smb – поддаваться на чьи-л. угрозы

to use / utter threats – угрожать

to wake up to a threat – начинать осознавать опасность

to withdraw (carry out) (one's) a threat – отказываться от угрозы

to step up one's threats – усиливать свои угрозы

to suspend one's threat – временно отказываться от своей угрозы

to cancel one's threat – отказываться от своей угрозы

Exercise 1. Analyze the vocabulary notes and remember them.

LESSON 25. SUCCESS & FAILURE

| | |
|--|--|
| <p>It was a success. We manage it. It worked out. He is doing well. He was lucky. It is as good as done. He kept his promise. It was a flop. (<i>пазд.</i>) Nothing came of it. I didn't manage it. It was in vain. I didn't make it. Let's get started. Let's try (it) again. Let's get down to business. Let's finish it. Let's call it a day.</p> | <p>He had a chance to see it. He took the chance. We settled everything. We are through with the job (it). We are nearly through with it. He didn't keep the appointment. It was a (complete) failure. He failed us, / He let us down. He backed out. (<i>позм.</i>) He didn't keep his promise. It was a near thing. It was a narrow escape. We nearly missed it. We didn't come to an understanding. Let's get it over (and done with). Let's round off. (<i>фам.</i>)</p> |
|--|--|

SUCCESS

| | |
|--|---|
| <p>How was it? How did it come off? How did the concert come off? How did it work out? How are you getting on with your article? He was lucky. How are things with him? What about him? What came of it?</p> | <p>It was a success. We managed it. It worked out. He is doing well. He took the chance. We settled everything. I'm (nearly) through with it. He kept his promise. He didn't let us down.</p> |
|--|---|

FAILURE

| | |
|---|--|
| <p>How was it? Did you see him about the thing? How was he?</p> | <p>I didn't have a chance. He failed us. He backed out at the last moment.</p> |
|---|--|

Exercise 1. Answer the questions. Use the remarks in the right-hand column.

Exercise 2. Translate quotations about failure.

"If you're doing your best, you won't have any time to worry about failure."

"Failure is an event, never a person."

"The only time you don't fail is the last time you try anything – and it works."

"I don't know the key to success, but the key to failure is trying to please everybody."

"My great concern is not whether you have failed, but whether you are content with your failure."

TOPICAL VOCABULARY

Success – а) удача, успех, благоприятный исход *Syn. fortune*

ill success – неудача

well-deserved success – заслуженный успех

brilliant (great, huge, resounding, thorough, total, tremendous, unequivocal, unqualified) success – громкий, ошеломительный успех

the secret of success – секрет успеха

to be a success with smb. / in smth. – иметь успех у кого-л. / в чём-л.

to be a poor success – не иметь успеха

to achieve / attain (a) success – добиться успеха

to be crowned with success – увенчаться успехом

to enjoy success – радоваться успеху

to wish smb. success – пожелать кому-л. успеха

to anticipate success – предвидеть успех

to aspire to further successes – стремиться к дальнейшим успехам

to be (of) a success – пользоваться успехом, иметь успех

to build on earlier successes – закреплять достигнутые успехи

to judge smth a huge success – расценивать что-л. как огромный успех

to label smth as success – считать что-л. успехом

to make a success – делать успехи

to parade one's successes – выставлять на показ / выпячивать свои успехи

to promote success – содействовать / способствовать успеху

to report successes for one's troops – сообщать об успехах своих войск

to score major successes – добиваться / достигать крупных успехов

to wish success – желать успехов

His plan was a success. – Его план удался.

He is a success in every way. – Ему всё удаётся.

box-office success – финансовая удача

commercial success – коммерческий успех

Nothing succeeds like success. – Успех влечёт за собой новый успех.

Success is never blamed. – Победителя не судят.

by contrast with the political and economic success – в противоположность политическим и экономическим успехам

clear success – явный успех

considerable success – значительный успех

deserved success – заслуженный успех

facile success – легкий успех

without success – безуспешно

unqualified success – явный, сплошной успех

tangible success – реальный, осязаемый успех

predicted success – предсказанный успех

sudden success – неожиданный успех

tremendous (magnificent, massive) success – огромный, потрясающий успех

outstanding success – выдающийся успех

economic successes – экономические успехи
 earnest of success – залог успеха
 diplomatic success – дипломатический успех
 task success – успешность выполнения задачи
 electoral success – успех на выборах
 lasting success – прочный успех
 major success – большой успех
 success event – благоприятное событие
 success-seeking behavior – поведение, направленное на достижение успеха

successful – благополучный, счастливый, удачный, успешный
 successful experiment – удачный опыт successful beginning – удачное начало
 successful outcomes – благоприятные итоги
 successful tests – успешные испытания
 successful negotiations – успешные переговоры

failure – неудавшееся дело, неудача, неуспех, провал; неудачник; недостаток
 abject (complete, dismal, hopeless, miserable, outright) failure – полный провал
 to experience failure – потерпеть неудачу
 to end in / meet with failure – кончиться неудачей

By his failure in that work he may lose the reputation which he has gained. – Если он потерпит неудачу в этом деле, он может погубить завоёванную репутацию.

failure to carry out – невыполнение *Syn. non-fulfilment*

What if you elect me and I'll turn out a failure? – Что если вы изберёте меня, а я окажусь неудачником?

crop / harvest failure – неурожай

power failure power failure – отключение электричества

The house had become uninhabitable through the failure of the water-supply. – Дом стал непригоден для жилья в результате аварии в системе водоснабжения.

Exercise 1. Analyze the vocabulary notes and remember them.

Exercise 2. Compose short dialogues using the table.

| | |
|--|--|
| Let's get down to business. Let's get started. Let's get down to packing. Let's get it over (and done with). Let's try (it) again. | Let us. Yes, let's. I don't feel like it. It's no use. Good idea! Yes, why not? Let's try (it) again. Why should we? Nothing will come of it, just the same. Not now, if you don't mind. We won't manage (it). |
|--|--|

Exercise 3. What do you say if ...

| | |
|---|---|
| you want a thing settled? you want a thing finished? you want to risk it? something didn't work out? | the attempt you made was in vain? you escaped being run over by a car? you feel that your time is running short? you are late? |
|---|---|

FAMOUS SUCCESS & FAILURE QUOTES

The definition of success is different for everyone, whether it's personal or professional we are always looking at improving in some area of our life. We all need some inspiration from time to time and that is why we have compiled a list of *famous inspirational quotes* that will help contribute to your success.

"If you don't build your dream, someone else will hire you to help them build theirs."

"The first step toward success is taken when you refuse to be a captive of the environment in which you first find yourself."

"People who succeed have momentum. The more they succeed, the more they want to succeed, and the more they find a way to succeed. Similarly, when someone is failing, the tendency is to get on a downward spiral that can even become a self-fulfilling prophecy."

"When I dare to be powerful – to use my strength in the service of my vision, then it becomes less and less important whether I am afraid."

"Whenever you find yourself on the side of the majority, it is time to pause & reflect."

"Great minds discuss ideas; average minds – events; small minds discuss people."

"I have not failed. I've just found 10,000 ways that won't work."

"If you don't value your time, neither will others. Stop giving away your time and talents. Value what you know & start charging for it."

"A successful man is one who can lay a firm foundation with the bricks others have thrown at him."

"No one can make you feel inferior without your consent."

"Let him who would enjoy a good future waste none of his present."

"Live as if you were to die tomorrow. Learn as if you were to live forever."

"Twenty years from now you will be more disappointed by the things that you didn't do than by the ones you did do."

"The difference between a successful person and others is not a lack of strength, not a lack of knowledge, but rather a lack of will."

"Success is about creating benefit for all and enjoying the process. If you focus on this & adopt this definition, success is yours."

"Really it comes down to your philosophy. Do you want to play it safe and be good or do you want to take a chance and be great?"

"It is our choices, that show what we truly are, far more than our abilities."

"You have to learn the rules of the game. Then you have to play better than anyone else."

"The successful warrior is the average man, with laser-like focus."

"Every great dream begins with a dreamer. Always remember, you have within you the strength, the patience, and the passion to reach for the stars to change the world."

"The question isn't who is going to let me; it's who is going to stop me."

"Take up one idea. Make that one idea your life – think of it, dream of it, live on that idea. Let the brain, muscles, nerves, every part of your body, be full of that idea, and just leave every other idea alone. This is the way to success."

"Develop success from failures. Discouragement and failure are two of the surest stepping stones to success".

"If you don't design your own life plan, chances are you'll fall into someone else's plan. And guess what they have planned for you? Not much".

"If you genuinely want something, don't wait for it – teach yourself to be impatient".

"Let the fear of losing be greater than the excitement of winning".

"If you want to make a permanent change, stop focusing on the size of your problems and start focusing on the size of you!"

"No one meets success without failure".

"Success has many takers. Failure is an orphan".

"It is impossible to live without failing at something, unless you live so cautiously that you might as well not have lived at all – in which case, you fail by default".

"To think you are a loser is the beginning of failure".

"Doubt kills more dreams than failure ever will".

"Fall down seven times. Stand up eight".

"Success or failure is something you deserve. If you do not deserve to be a success, you may deserve to be a failure".

"Successful people dare to fail but refuse to be defeated by failure. They keep changing themselves to face new difficulties and obstacles, and in the end win out handsomely".

"Success is the child of hard work, determination and perseverance. Failure is the consequence of laziness, irresponsibility and lack of commitment".

"If plan A doesn't work, 25 more alphabets are there. Keep calm".

"There are only two choices, failure or success".

"You are not a failure until you begin to blame someone else!"

"It is almost a law that if you refuse to be a failure, you cannot be defeated by failure".

"Before we were happy; we cried. Before we ran; we walked. Before we succeed; we shall fail".

"Failure is the consequence of laziness, irresponsibility, recklessness & emotional stupidity".

"To succeed, you must dare to fail but refuse to be defeated by failure".

"Failure will surrender to you, if it cannot defeat you".

"There is no failure except in no longer trying".

"Try again. Fail again. Fail better".

"Failure doesn't mean you are a failure... it just means you haven't succeeded yet".

"One fails forward toward success".

"One must be a god to be able to tell successes from failures without making a mistake".

"A man may fall many times, but he won't be a failure until he says that someone pushed him".

"Never confuse a single defeat with a final defeat".

"Just once it might be instructive to pretend you're accepting an award for failure, just to see who you would thank".

"In a world flagrant with the failures of civilization, what is there particularly immortal about our own?"

"There are defeats more triumphant than victories".

"Failure sometimes enlarges the spirit. You have to fall back upon humanity & God".

"Notice the difference between what happens when a man says to himself, "I have failed three times", what happens when he says, "I am a failure".

"A failure is a man who has blundered, but is not able to cash in the experience".

"No man is a failure who is enjoying life".

"Failure is only the opportunity to begin again more intelligently".

"Because a fellow has failed once or twice or a dozen times, you don't want to set him down as a failure till he's dead or loses his courage".

"You can't have any successes unless you can accept failure".

"There is no failure. Only feedback".

"Failure changes for the better, success for the worse".

"There is much to be said for failure. It is more interesting than success."

"You always pass failure on your way to success".

"Nothing fails like success because we don't learn from it. We learn only from failure".

"Our business in life is not to succeed, but to continue to fail in good spirits".

"It is a mistake to suppose that people succeed through success; they often succeed through failures".

"The men who try to do something and fail are infinitely better than those who try to do nothing and succeed".

Exercise 1. Translate the success and failure quotes.

Exercise 2. Explain the notion.

Failure is the state or condition of not meeting a desirable or intended objective, and may be viewed as the opposite of success.



LESSON 26.

DISCUSSING & PLANNING THINGS

Determination or willingness to do something

| | |
|---|--|
| That's the way things are. Under the circumstances As things stand (are) now (With) the way things are Now that ... It so happened that I have a (good) mind to I'm looking forward to I would rather I'll arrange it with I'll see about it. I'll talk it over with him. I'll check it with I'll see him about it. .. in any case. .. no matter what. By all means. By no means. I take you at your word. Be as good as your word. | I wonder how it's going to work out? What do we do next? Suppose ... / And what if ... I (don't) feel like doing it. I've changed my mind./I thought better of it. I no longer want to I'm in two minds. I can't make up my mind. I hate to In the worst comes to the worst In that case In the end / In the long run It's worth trying. I'm hopeful. I'm pessimistic about it. Something will turn up. (<i>раз.</i>) Don't back out. (<i>разм.</i>) Don't go back on your word. |
|---|--|

DIALOGUES

- What do we do next?
- Under the circumstances I can't make up my mind.
- But in any case we've got to do something. We can't let things take their course.
- No, we can't.
- Well, if the worst comes worst, you can speak to Harry.
- You know I hate to ask him for favours. And I will not, if I can help it.
- In that case you'll have nobody to blame but yourself.
- I wonder how it's going to work out.
- Frankly, now that James is involved I'm rather pessimistic about it.
- And I'm still hopeful. Anyway I think it's worth trying.

Exercise 1. Read the dialogues, learn them by heart and then carry them out.

Exercise 2. Express your readiness to cooperate & make yourself useful. Use the phrases:

I'll see about it. I'll see Mr. ... about it I'll make arrangements (with ...)

I'll talk it over with ... I'll arrange it (with...) I'll check with ...

1. The figures should be checked. 2. The pictures must be developed by seven. 3. The text should be proofread by Tuesday. 4. The final decision rests with Mr.. Anderson. 5. If Mr.. Harrington approves it, I won't object. 6. I'm not quite sure about the date. I guess Mr.. Manson knows it. 7. I won't be admitted, I'm afraid. I haven't got a permit. 8. But I haven't got a ticket.

Exercise 3. Using "I'm looking forward to going to..., making..., " etc. express your pleasure at the prospect of doing the following deed.

1. You are going to move to a new apartment. 2. You'll see a new film. 3. You are going to Canada. 4. You'll make a cruise round the world. 5. You're joining a dramatic society. 6. You'll talk to Mr. Jackson again. 7. You'll be taking a cruise on the Black Sea.

Exercise 4. Answer the question "What do we do next?" beginning with "Suppose we... ", "What if we... ", "How about...?"

Suggest the following: dining out; taking a cruise; walking part of the way; talking it over with the chief; consulting a doctor; checking the figures with Mr. Adams; getting down to business.

Exercise 5. Beginning with "I think of ..." or "I feel like..." express your willingness of intention to do the following phrases.

Have your coat made over; rent an apartment in this neighbourhood; have your apartment redecorated; see the film for a second time; sell the car; buy a car; stay with the Andersons; make a stopover in Cairo.

Exercise 6. In discussing what happened use the following and have the other person react to your statements.

It so happened that ... As things stand now ... Under the circumstances in the end. That's the way things are.

1. They missed the 5:45 train and had to wait for the next one. 2. Their house was pulled down and they moved to another place. 3. They had a puncture and had to have the tyre replaced. 4. Everything was settled to mutual satisfaction. 5. They made it up. 6. It's best for you to keep out of it. 6. I don't see what can be done to help him out. 7. We lost sight of each other and I don't even know whether he is alive. 8. He retired, settled down in Australia, bought a house and devoted himself entirely to deciphering old manuscripts.

Exercise 7. Analyze the vocabulary notes and remember them.

Willingness – готовность

to demonstrate (show) willingness – демонстрировать готовность (к чему-л.)

to express willingness – изъявлять желание

She expressed the willingness to work for us. – Она выразила готовность работать на нас.

intention – намерение, стремление, цель; замысел *Syn. design, purpose, intent, aim*

every intention – сильное желание, твердое намерение

no intention – никакого желания

good/honourable intentions – добрые/благородные намерения

to announce (declare, state) one's intention – заявить о своих намерениях

to make one's intentions clear – прояснить / уточнить чьи-л. намерения

to have every/no intention of doing – твёрдо намереваться/совсем не намереваться делать что-л.

She has every intention of accepting the invitation. – Она твёрдо решила принять приглашение. Have you heard of her intention to resign? – Вы не слышали о её намерении уйти в отставку?

aggressive intentions – агрессивные намерения

benign intentions – добрые намерения

LESSON 27.

EXPRESSING NECESSITY & URGENCY & TENSION & RELAXATION

| | |
|---|--|
| We've got to do it. It's time you did it. Do it right away. It can't wait. It is urgent. Don't be long. It can wait. It isn't urgent. Take your time. Take it easy. Don't be fussy! We shall make it. Relax! (<i>расс.</i>) All in good time. I'm not rushing you. I'm not pressing you. | There's no getting away from it. The time has come for us to ... Don't put it off till the last moment. The sooner (you do it) the better. Hurry up! We won't make it. We have very little time (left). Time is getting short. (Your) time is up. Be quick about it Make it snappy. (<i>зруб.</i>) . Get a move on! (<i>фам.</i>) Come on! (<i>фам.</i>) / Come along. (<i>фам.</i>) Let's get going. (<i>фам.</i>) There's no hurry. / There's no rush. What's the rush? (<i>расс.</i>) |
|---|--|

DIALOGUES

- We have very little time left.
- Don't worry. We shall make it.
- Your time is up.
- Too bad. There is so much I meant to say.
- Time is getting short. Have you got much to say?
- No, that's practically all I meant to tell you.
- Don't put it off till the last moment. The sooner you do it, the better.
- Right you are. I'll get down to business at once.
- Take your time. I'm not rushing you.
- But I'm through with the job.
- Don't be so fussy. Take it easy.
- I've got so many things to do.
- You'll manage everything. Relax.

Exercise 1. Express necessity and obligation.

Model 1.: *He told me to have the dress shortened. I've got to have the dress shortened.*

1. He told me to have the picture framed. 2. She told me to have the coat made over. 3. They asked me to have the article typed. 4. Robert told me to have the article proofread. 5. Ann told me to have the luggage weighed. 6. He told me to have the man watched.

Model 2. *He asked me to sew on a button. I've got to sew on a button.*

1. James asked me to call up Information. 2. John told me to do it all over again. 3. Mother told me to do the dishes. 4. Father told me to look up the Encyclopedia. 5. Albert asked me to call at the grocer's.

Exercise 2. React to the sentences using one of the following phrases.

There's no hurry. It can wait. There's no rush. It isn't urgent. What's the rush? All in good time.

1. Why don't you do something about it? 2. Don't you think it's about time you did something? 3. You've got to make up your mind. 4. You ought to take steps. 5. Don't you think time is getting short? 6. You're being too passive. Really something is to be done. 7. The sooner you do it the better. 8. It's time you did it.

Exercise 3. Answer the questions.

1. What do you say if the thing your friend is to do is urgent? 2. What do you say if you think that someone is too slow? 3. What do you say when the thing to be done is not urgent? 4. What do you say if the speaker has used up his time and you want him to round off?

Exercise 4. Change the sentences.

Model: *Do it right away. – It's time you did it.*

1. Check the figures right away. 2. Study the names of the principal European capitals. 3. Have the house redecorated. 4. Pack the things. 5. Settle the bill right away. 6. Call in a doctor. 7. Clear it up. 8. Get down to business.

Exercise 5. Answer the questions.

- What do you say if the thing your friend is to do is urgent?
- What do you say if you think that someone is too slow?
- What do you say when the thing to be done is not urgent?
- What do you say if the speaker has used up his time you want him to round off?

Exercise 6. Translate the synonyms and antonym for «urgency».

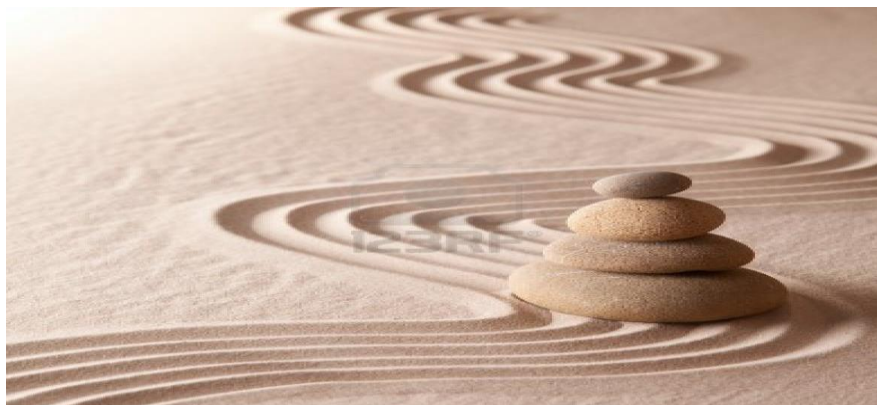
Desperation, necessity, pressure, seriousness, criticality, exigency, imminence, importunity, incitement, insistence, instancy, need, stress.

Antonyms for urgency: peace.

Exercise 7. Translate the sentences with the keyword «urgency».

1. For any enquires please feel free to contact us, we will deal with your inquiry with the utmost **urgency**. 2. Legislation of the type discussed later is a matter of extreme **urgency**. 3. The study was greeted as lending **urgency** to calls for reforms of the library service. 4. How can we convey the **urgency** of moving quickly? 5. They could identify to the controller the perceived **urgency** of a call. 6. A lack of **urgency** in dealing with the city's problems brought criticism against the mayor and council. 7. The evacuation took on a greater sense of **urgency** as the eruptions began.

Exercise 8. Analyze the information and use it in practice.



TOPICAL VOCABULARY

Necessity – а) необходимость, настоятельная потребность; требование (чего-л.) *Syn. requirement*

absolute (dire) necessity – крайняя необходимость of necessity – по необходимости
to obviate a necessity – избегать необходимости

предмет первой необходимости *Syn. necessary, essential, requisite*

food, fuel & other daily necessities – еда, топливо и другие предметы первой необходимости

private necessity – личная необходимость

absolute necessity – крайняя необходимость

to make a virtue of necessity – сама захотела, когда нужда повелела; делать вид, что действуешь добровольно

Necessity is the mother of invention. – Голь на выдумки хитра.

urgency – 1) безотлагательность, срочность; настойчивость; назойливость

a matter of great urgency – безотлагательное дело

There is no urgency about this matter. – Это дело не срочное.

The urgency of desire and devotion. – Настойчивость желания и преданности.

крайняя необходимость; (urgencies) настойчивые просьбы; актуальность

in case of urgency – в случае необходимости

to add urgency to smth. – торопить что-л.

extra urgency – сверхсрочность

tension – напряжение, напряжённость *Syn. stress*

acute tension – сильная напряжённость

to ease (alleviate, relax, reduce, slacken) tension – ослабить напряжение

to alleviate (ease) tension between the superpowers – ослабить напряжённость в отношениях сверхдержав

to cause (create) tension – создать напряжённую обстановку

to heighten (increase, step, whip up) tension – обострить обстановку

to calm (ease, relieve, relax, reduce) tension – смягчать (ослаблять) напряжённость

to cause (foment, generate, create, produce) tension between smb. – вызывать (создавать) напряжённость в отношениях между кем-л.

to height (increase, mount) tension – усиливать (обострять) напряжённость

to lift tension – снимать напряжённость

acute tension – острая напряжённость

aggravation of tension – усиление напряжённости

buildup of tension – нагнетание напряжённости

relaxation – восстановление сил; отдых *Syn. recreation*; облегчение, смягчение; разрядка

relaxation after the day's work – отдых после дня работы

relaxation of tension – ослабление напряжённости

Exercise 1. Analyze the vocabulary notes and remember them.

Exercise 2. Translate the sentences.

1. Relaxation is a way of spending time in which you rest and feel comfortable. 2. You should be able to find the odd moment for relaxation. 3. Relaxation techniques are taught in hospitals in order to help all sorts of conditions. 4. The relaxation of travel restrictions means they are free to travel and work.

Exercise 3. Try to understand the information below.

A relaxation technique (relaxation training) is any method, process, procedure, or activity that helps a person to relax; to attain a state of increased calmness; or otherwise reduce levels of anxiety, stress or anger. Relaxation techniques are often employed as one element of a wider stress management program and can decrease muscle tension, lower the blood pressure and slow heart and breath rates, among other health benefits.

People respond to stress in different ways, namely, by becoming depressed overwhelmed or both. Yoga, QiGong, Taiji, other techniques that include deep breathing tend to calm people who are overwhelmed by stress, while rhythmic exercise improves the mental and physical health of those who are depressed.

People who encounter both symptoms simultaneously, feeling depressed in some ways and overexcited in others, may do best by walking or performing yoga techniques that are focused on strength. Research has indicated that removing stress helps to increase a person's health. Meditation was among the first relaxation techniques shown to have a measurable effect on stress reduction. Meditating for ten minutes per day can significantly reduce stress and anxiety. Research released in the 1980s indicated stronger ties between stress and health and showed benefits from a wider range of relaxation techniques than had been previously known. Zen meditation garden, relaxation and meditation through simplicity harmony & balance lead to health and wellness, spirituality and concentration background with copy space.

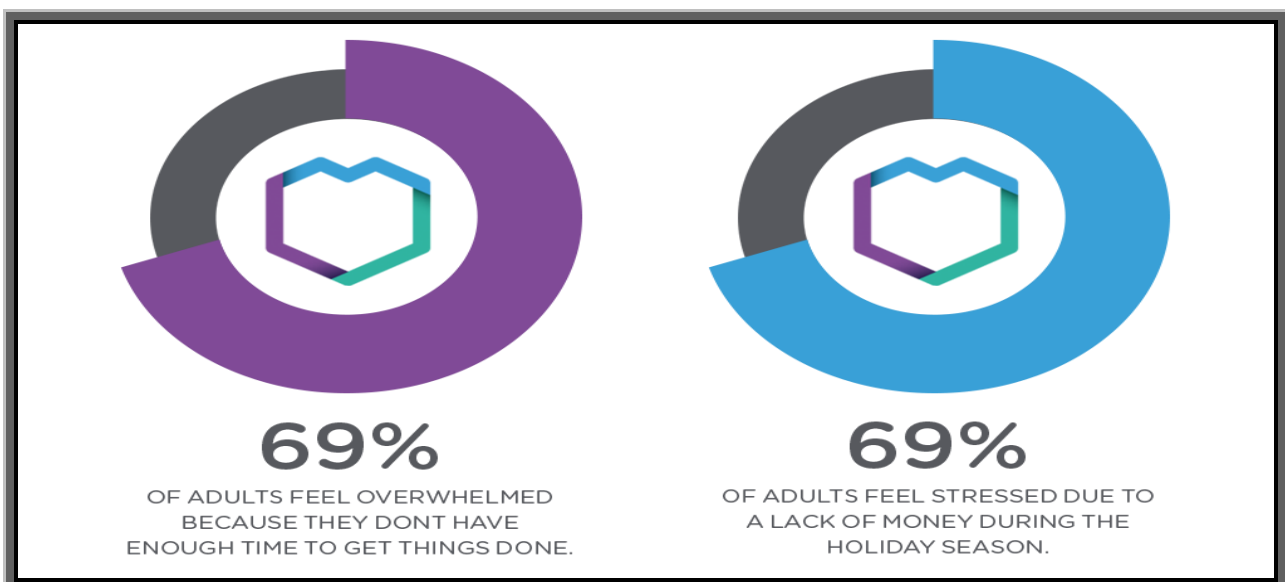
Exercise 4. Translate the synonyms. and antonyms for «necessaty».

Essential, fundamental, obligation, precondition, prerequisite, requirement, urgency, call cause, compulsion, demand, desideratum, duress, essence, godsend, exigency, exaction, imperative, indispensability, inexorableness, must, necessary, pinch, stress, requisite, privation, vitals, want, life or death, needfulness, no alternative, no choice, sine qua non, vital part, undeniability. **Antonyms:** auxiliary, extra, trivia, desire.

Exercise 5. Translate the synonyms. and antonyms for «tension».

Pressure, strain, stress, balance, constriction, force, rigidity, stiffness, straining, stretching, tautness, tensity, tenseness, astriction.

Antonyms: calmness, ease, limpness, looseness, peace, countedness, relaxation, slack.



LESSON 28.

DISCUSSING MOOD & STATE

| | |
|--|--|
| <p>He is in a good mood. He is in high spirits. He is in a bad mood. He is in a low spirits. He is given to moods. His spirits rose (fell). Walk it off. (па32.) Smile it off. (па32.) Sleep it off. (па32.) That's the way he is. Smile it off. (па32.) I am falling to pieces. I am run down. (па32.) He's highly strung.</p> | <p>You don't seem to be in a mood for ... Don't give way to moods. Don't lose your temper. Keep your temper. It's getting on my nerves. He is not quite himself. I've never seen him like that. I've never known him otherwise. He's always been like that. What's come over you? (фам.) What's got into you? (фам.) He's jumpy. (розм.) You're very touchy. He broke down. He collapsed.</p> |
|--|--|

Exercise 1. Agree or disagree with the following phrases.

1. You lose your temper over trifles.
2. Touchy people are pleasant to deal with.
3. When one is tired, everything is getting on his nerves.
4. You are given to moods.
5. You are in a good mood today.
6. Your spirits fell when you heard that you'd won the prize.

Exercise 2. Finish the sentences.

1. It's very difficult to deal with him as
2. Another misfortune fell upon him and
3. You'd better keep away from him today, he
4. You don't seem to be in a mood for
5. What's the matter with him? He...
6. Leave him alone. Don't you see ...

Exercise 3. Finish the sentences.

What's come over him? He is ... (jumpy; highly-strung; not quite himself; so touchy).

What's the matter with her? She is ... (in low spirits; completely run down; very much upset).

Why has she ... (lost her temper; answered you like this; been so rude to you)?

Why did his spirits ... (rise, fall)?

Exercise 4. Answer the questions.

1. How would you rate your week on a scale of 1-10? One being the lowest of lows and ten being the best week you ever had.
2. What did you do for fun this week? Do you have any fun plans for this weekend?
3. Would you like to share any positive changes with us such as improvements in sleep, exercise, eating healthy, feeling more productive, or feeling happier in mood?
4. What has proved to be your biggest challenge or setback this week?



TOPICAL VOCABULARY

Mood – настроение; расположение духа

bad (foul) mood – плохое настроение

festive (holiday) mood – праздничное, приподнятое настроение

genial (goo, happy, jovial, joyful) mood – радостное расположение духа

mellow (tranquil) mood – умиротворённое состояние

to be in the mood for smth. – быть расположенным к чему-л.

in no mood for doing smth. – не расположен, не в настроении делать что-л.

be in a good (cheerful) mood, be cheerful, be in (good) spirits – быть в хорошем настроении

to be in a bad mood – быть в плохом настроении

to put smb in good spirits (mood) – привести кого-л в хорошее настроение

to be out of humour, be in low spirits – быть в дурном настроении

to be out of sorts/angry mood – сердитое настроение

I am not in the right mood today. – Я сегодня не в настроении.

to ruin smb's good mood; put smb in a bad mood – испортить настроение кому-л

I am not in the mood for it. – У меня нет для этого настроения.

bellicose mood – воинственное настроение

bilious mood – раздражение

melancholy mood – меланхолия

mercurial mood – переменчивое настроение

nostalgic mood – ностальгия

pensive mood – задумчивость

resentful mood – обида, возмущение

sullen mood – мрачное настроение

mood of anxiety – тревожное настроение

man of moods – человек настроения

My boyfriend is still in a mood. – Мой парень всё ещё сердится. She is in one of her moods. – Она не в духе.

state – состояние, положение

nervous state – нервное состояние poor state – плохое состояние

weakened state – ослабленное состояние state of mind – душевное состояние

state of affairs – положение дел, ситуация; конъюнктура

in a good state of repair – требующий починки

in a poor state of health – в плохом состоянии (о здоровье)

in a highly nervous state – в сильном возбуждении

Things were in an untidy state. – Все вещи были в беспорядке. What a state you are in! – В каком вы виде!

mental state – психическое состояние

unconscious state – бессознательное состояние

to work oneself into a state, to get (oneself) into a state – выйти из себя, разозлиться, потерять самообладание

Don't get into a state! – Не заводись!

in a state – в беспорядке; в затруднении; в волнении, в возбуждении

Exercise 1. Analyze the vocabulary notes and remember them.

Exercise 2. Try to understand the information.

Mood ring color meanings for kids become another big question in the usage of mood ring nowadays. In this time, the usage of mood ring is not only for understanding our mind condition only.

The usage of mood ring starts to improve in fashion purpose in this time. Because of that, no doubt at all if there are only few people who understand well about the real meaning of the mood ring purpose. Actually, the usage of mood ring in the first time is for understanding our mood condition. It is very important to know the mood condition because we can try to change our mood condition as soon as possible when we have understood it. In this time, the mood ring does not only wear by teenage or adult.

Even children also wear the mood ring because they want to follow the fashion trend too. However, in this article, we will not discuss more about the phenomenon of mood ring use as fashion trend lately, but we will discuss deeper about the *mood ring color meanings for kids*. Some people who have huge curiosity ask about is that the same meaning between the mood ring colour in adult and children when wear in their finger. That question becomes big question that we must answer.

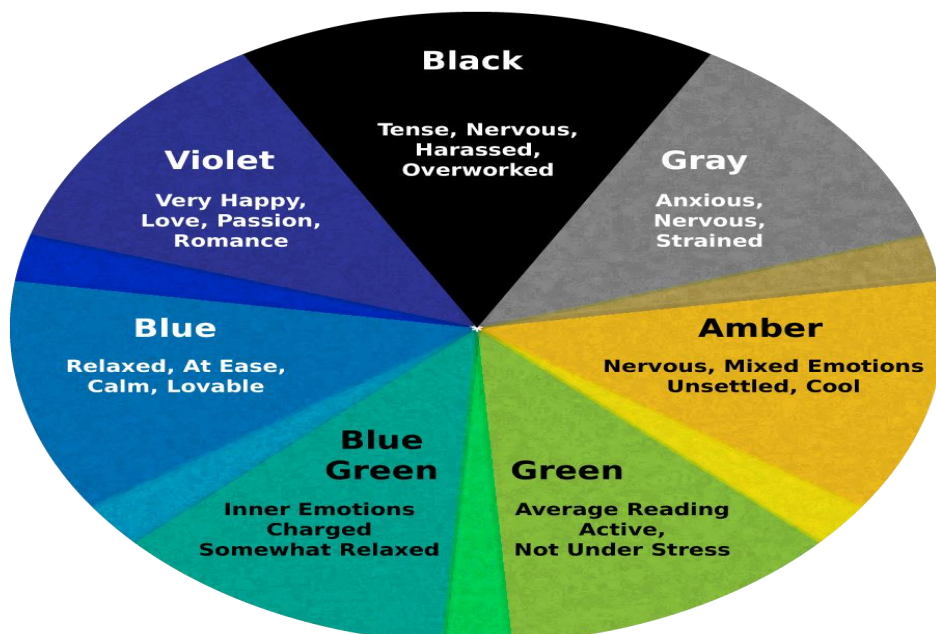
Actually, the meaning of the colour in the mood ring will always the same to any people and any age who wear it. It is because the colour of the mood ring is showing about the mind condition in general mode.

Therefore, even it wears by kids, it still has the same meaning like the ordinary mood ring colour meaning. It is not hard at all to understand the meaning of mood ring colour. It will be even easier if you want to understand the mood ring colour which appear in the ring which wear by children because there will be only several colour appear.

Exercise 3. Add some information & make up a small report and give a talk in class.

Exercise 4. Choose the keywords that best convey the gist of the information.

Exercise 5. Read the information & pick up the essential details in the form of quick notes.



| COLOR | MEANING |
|----------------------|---|
| Black | This person is stressed and tense. Black is the sign of someone who is overworked and harried. |
| White | This person is very frustrated, possibly bored, and may even be confused |
| Gray | The individual is experiencing lower level stress and is feeling anxious and nervous. If someone is just beginning to feel uncomfortable or stressed, this is the first color sign. If the stress level heightens, the mood ring shifts to the color black. |
| Brown | Nervousness is setting this person on edge. There could an overwhelming sense of restlessness and anticipation. If a person's mind is whirling with all kinds of nervous thoughts, a mood ring will turn this hue. |
| Amber or Gold | Someone who is feeling a range of emotions will often see her mood ring change to an amber color. These emotions can be as simple as feeling surprised or as complex as being upset or nervous. |
| Yellow | The person is feeling creative, and her thoughts may be wandering. |
| Pink | This is a color of uncertainty. It can indicate the beginning stages of arousal and interest. |
| Orange | The wearer may be feeling a bit dare devilish and eager to try something new and exciting. |
| Red | When a mood ring turns red, this means the person's heart rate is elevated. This color is a sign of high energy. This can be romantic passion or fiery anger. |
| Green | This is a calm color and reveals the person isn't feeling any stress or nervousness. In fact, the person is in a good place and feels comfortable with her surroundings. |
| Blue Green | This is a sign of contentment and peace. The person is alert but relaxed. |
| Blue | The mood is one of fun and relaxation. This person is in a good place with her emotions and is feeling happy and social. |
| Dark Blue | The happy mood shifts to a higher level, often signifying interest in love and romance. |
| Purple | There's a sense of purpose and genuine clarity. This person knows what she wants and is willing to go for it. |

LESSON 29.

DISCUSSING REACTIONS & IMPRESSIONS

Commenting on people's behaviour

What impression did he make on you?
How (does) did he strike you? (*позм.*)
He struck (didn't strike) me as being intelligent
(competent, etc.) (*пазг.*)
He is none the better (worse) for it.
I (don't) think much of him.
He rose (fell) in my estimation.
From the look(s) of him ...

Is struck me that ...
How did he take it?
He took it well.
He took it badly.
He took it easy.
He didn't say a word.
He got (didn't get) away with it. Judging
by his looks ...

Exercise 1. In answering the questions use a remark from those given in the brackets.

1. *How did he take it?* (He was surprised. He didn't say a word. He was glad. He said it was no news to him. He was disappointed. He was baffled. It pleased him no end. He was displeased. He was depressed. He was upset. He took it well. He took it badly. He lost his temper.)

2. *What impression did it make on her?* (She took it well. She took it badly. She took it easy. She forgot it the minute she left. She smiled it off.)

3. *What effect did it have on him?* (He is none the worse for it. He is none the better for it. It didn't affect him at all.)

4. *What do you think of John's behaviour?* (He rose to the occasion. He didn't rise to the occasion. He rose in my estimation. He fell in my estimation.)

5. *What do you think of the man?* (He struck me as being intelligent. He doesn't seem to be efficient. He's not a bad sort but a bit too dull. He seems to be a good mixer. He is good company. He knows what he is after. He has a good disposition and is great fun to be with. He's got a bad disposition and everybody tries to avoid him. He is kind and appreciative.)

Exercise 2. Answer the questions.

1. How did he take the news? 2. How did Harris' behaviour strike you? What impression did the thing make on Helen? 4. What do you think of your new colleague? 5. What did he do under the circumstances?

Exercise 3. Try to understand the notion.

Human behavior refers to the range of behaviors exhibited by humans and which are influenced by culture, attitudes, emotions, values, ethics, authority, rapport, hypnosis, persuasion, coercion and / or genetics.

The behavior of people falls within a range with some behavior being common, some unusual, some acceptable, and some outside acceptable limits. In sociology, behavior in general is considered as having no meaning, being not directed at other people, and thus is the most basic human action. Behavior in this general sense should not be mistaken with social behavior, which is a more advanced action, as social behavior is behavior specifically directed at other people. The acceptability of behavior is evaluated relative to social norms and regulated by various means of social control.

TOPICAL VOCABULARY

Reaction – реагирование; ответное действие (на что-л.) *Syn. response*

chain reaction – цепная реакция

delayed reaction – замедленное реагирование

favorable (positive) reaction – положительная реакция

natural (normal) reaction – естественная, нормальная реакция

physiological reaction – физиологическая реакция

weak reaction – слабый отклик

to cause (trigger) a reaction – вызывать реакцию

to encounter a reaction, meet with a reaction – встречать реакцию

adverse (negative) reaction – отрицательная реакция

impression – впечатление; ощущение; представление, понятие, мнение *Syn. sensation, sense-perception*

deep (indelible, lasting, profound, strong) impression – сильное впечатление

fleeting impression – мимолетное впечатление

general impression – общее впечатление

painful impression – болезненное впечатление

personal impression – личное впечатление

vivid impression – яркое впечатление

impression of smth. – впечатление от чего-л.

to gain an impression – получать впечатление

I'm under the impression that... – У меня складывается такое впечатление, что... I

was under the impression that ... – Я (ошибочно) полагал, что...

create an impression – создавать впечатление

leave an impression – оставлять впечатление

to make an impression on smb. – произвести впечатление на кого-л.

I made a bad impression by arriving late for the interview. – Я произвёл плохое впечатление тем, что опоздал на собеседование.

He made a good impression. – Он оставил хорошее впечатление.

a correct (wrong, vague) impression of smth. – правильное (ложное, смутное) представление

absolute impression – полное впечатление

auditory impression – слуховое впечатление

dual impression – двойственное впечатление

erroneous impression – ошибочное впечатление

false impression – ложное впечатление

surface impression – поверхностное впечатление

It is hard to say how much our impressions of hearing may be affected by those of sight. –

Трудно сказать, насколько то, что мы видим, влияет на то, что мы слышим.

erroneous (false, inaccurate, wrong) impression – ошибочное мнение

I have an impression that I have somewhere met with it before. – У меня такое ощущение, что я где-то с этим сталкивался раньше. I was under the impression that they were married. – Мне казалось, что они женаты.

visual impression – зрительный образ auditory impression – слуховой образ

Exercise 1. Analyze the vocabulary notes and remember them.

LESSON 30. GETTING INFORMATION

| | |
|---|---|
| <p>Do you think he will do it (say so, etc.) When (where, who, etc.) do you think...? What impression did it make on you? How did it work out? / How did it come off? How does it feel to be back home (to be a graduate, etc.)? What kind of man (person, etc.) What sort of things did they discuss (speak about, etc.)? What do we call it? / What is it called? What's the trouble? / What's the matter? What's up? (розм.) / What's going on here? Do you by any chance know...? What can you say about...? How do you know that...?</p> | <p>What do you think of...? How do (did) you like it? How did it strike you? How was it? What's your idea of...? What's happened? Do you like it when...? What is he up to? (розм.) What do you make of it? How do you account for it? Could you tell me...? Do you happen to know...?</p> |
|---|---|

REPLIES

| | |
|---|--|
| <p>Fine! So, so. Not bad (at all)! Nothing much. I had a good time. It was (great) fun. There was no fun. It was quite a job.</p> | <p>(It was) very good. (It was no good.) (On the whole) I liked it. I didn't like it (at all). That's what he said (I heard yesterday, etc.) I enjoyed it (thoroughly). It was a (great) pleasure. / It was a treat. They are not getting on (well). There is smth. strange (wrong, suspicious, etc.) about the thing (it, etc.)</p> |
|---|--|

Exercise 1. Ask questions to which the following may serve as the answers.

1. It was a success. 2. It was a failure. 3. He is loyal and efficient. 4. That's what he told me. 5. He's changed greatly. You'd hardly recognize him. 6. I had a good time. 7. On the whole I liked it. 8. There is something odd about the whole thing. 9. They are the best of friends now. 10. I'm nearly through with it. 11. It was quite a job. 12. Not bad at all.

Exercise 2. Change the questions. Start with "Do you happen to know?"

1. Why are English policemen called bobbies? 2. What is a jigsaw puzzle? 3. What is the difference between hunting and shooting? 4. When was F.D. Roosevelt elected president? 5. Is there conscription in England? 6. Are English policemen armed? 7. To what does England owe its name? 8. What is Boxing Day? 9. What street did Sherlock Holmes live in? 10. What is the summer residence of the English Queen?

Exercise 3. Find out your friend's opinion. Begin your questions with "When (where, who, etc.) do you think...?" "Do you think he...?"

1. Will our team win on points? 2. Will the gold medal go to the English figure skaters? 3. Will she make up for the time lost? 4. Does she regret it? 5. When will the house be constructed? 6. Where did they make a change? 7. How long has he been staying in Kyiv? 8. When will he be discharged from hospital? 9. Who will succeed Mr. Walker?

Exercise 4. Add some information & make up a small report and give a talk in class.

GETTING INFORMATION

There are many ways to get information. The most common research methods are: literature searches, talking with people, focus groups, personal interviews, telephone surveys, mail surveys, email surveys, and internet surveys.

A *literature search* involves reviewing all readily available materials. These materials can include internal company information, relevant trade publications, newspapers, magazines, annual reports, company literature, on-line data bases, and any other published materials. It is a very inexpensive method of gathering information, although it often does not yield timely information. Literature searches over the web are the fastest, while library literature searches can take between one and eight weeks.

Talking with people is a good way to get information during the initial stages of a research project. It can be used to gather information that is not publicly available, or that is too new to be found in the literature. Examples might include meetings with prospects, customers, suppliers, and other types of business conversations at trade shows, seminars, and association meetings.

Although often valuable, the information has questionable validity because it is highly subjective and might not be representative of the population.

A *focus group* is used as a preliminary research technique to explore peoples ideas and attitudes. It is often used to test new approaches (such as products or advertising), and to discover customer concerns. A group of 6 to 20 people meet in a conference-room-like setting with a trained moderator. The room usually contains a one-way mirror for viewing, including audio and video capabilities.

The moderator leads the group's discussion and keeps the focus on the areas you want to explore. Focus groups can be conducted within a couple of weeks and cost between two and three thousand dollars. Their disadvantage is that the sample is small and may not be representative of the population in general.

Personal interviews are a way to get in-depth and comprehensive information. They involve one person interviewing another person for personal or detailed information.

Personal interviews are very expensive because of the one-to-one nature of the interview (\$50+ per interview). Typically, an interviewer will ask questions from a written questionnaire and record the answers verbatim.

Sometimes, the questionnaire is simply a list of topics that the research wants to discuss with an industry expert. Personal interviews (because of their expense) are generally used only when subjects are not likely to respond to other survey methods.

Telephone surveys are the fastest method of gathering information from a relatively large sample (100-400 respondents). The interviewer follows a prepared script that is essentially the same as a written questionnaire.

However, unlike a mail survey, the telephone survey allows the opportunity for some opinion probing. Telephone surveys generally last less than ten minutes.

Typical costs are between four and six thousand dollars, and they can be completed in two to four weeks. Mail surveys are a cost effective method of gathering information.

They are ideal for large sample sizes, or when the sample comes from a wide geographic area. They cost a little less than telephone interviews, however, they take over twice as long to complete (eight to twelve weeks).

TIPS FOR GETTING THE INFORMATION YOU NEED

Because there is no interviewer, there is no possibility of interviewer bias.

The main disadvantage is the inability to probe respondents for more detailed information. Email and Internet surveys are relatively new and little is known about the effect of sampling bias in internet surveys. While it is clearly the most cost effective and fastest method of distributing a survey, the demographic profile of the internet user does not represent the general population, although this is changing. Before doing an email or internet survey, carefully consider the effect that this bias might have on the results.

Ask direct questions – Seems obvious I know and you may not get all the answers you want, but you'll likely get some. If you don't ask questions don't blame the client for not supplying answers. Before anything else ask your clients directly. Prepare a list of questions you typically ask for all projects and make sure to ask them.

Listen between the lines – Clients will often tell you what you need to know, though sometimes the information comes in answers to other questions or while you're engaging in idle chit chat. Find a way to keep them talking and pay attention.

Get to know your clients better as people – This goes with the above. since answers may not come in direct questions. Get to know your clients better to understand them more. The better you know your clients the more you'll understand what they mean when they tell you something.

Ask indirect questions – A client might not know what they want included in a sidebar, but they might be able to point you to three sites they like with similar sidebar content. Look for ways to rephrase questions or ask a completely different question that might still reveal the answer you seek.

Speak your client's language – Don't get lost in industry speak. Your clients shouldn't be expected to know your jargon. You call it a *navigation bar* and your client calls it a menu. You want to know what the *call-to-action* on a page will be. Your clients says they want people to go to their contact page. The more you ask questions *in their language*, the more likely your clients will be able to answer those questions.

Give deadlines – Sometimes you need information from a client to move forward with a project. Let them know clearly when you need it and make them understand if they haven't sent the information by your deadline you won't be able to finish the project by their deadline.

Mention prices – Money talks. Require a non-refundable deposit before beginning work. If a client has money out there they're more likely to work with you to complete their project. It's amazing how much more responsive people can be when it's costing them money by not being responsive.

Use your client's preferred medium for communication – I prefer email, but not all of my clients do. Some will offer little information in writing, but will give you everything you need *over the phone*. You'll get more info from them using their medium of choice.

Exercise 1. Analyze the information and use it in practice.

Exercise 2. Ask questions "What does .. look like?" or "How does.. look like?"

1. He is a tall lean man with a solemn face. 2. I think she has aged greatly. 3. She looks fine and sunburnt. 4. He is a dark stocky fellow with a small moustache.

Exercise 3. Add some information & make up a small report and give a talk in class.

Exercise 4. Ask questions and let the other person answer them.

Model: The criminal has been tracked down.

How do you know the criminal has been tracked down? – That's what everybody says.

1. He has been removed from office. 2. Their intentions are honourable. 3. She left word with the desk clerk. 4. The treaty will become effective on the first of March. 5. He will return to London by way of Rome. 6. The missile was testified last April.

Exercise 5. a) Ask questions beginning with "Do you like it when..?" b) Speak about things you like and dislike. Begin with: "I like it when ...", "I hate it when ..."

Exercise 6. Analyze the information.

Dial telephone, rotary dialing telephone; pushbutton telephone, touch-tone telephone; pay phone, public phone; mobile phone, cell phone / cellular phone; cordless / wireless phone, radiotelephone; satellite phone; IP telephone, softphone (software phone); WiFi phone (Wireless Fidelity).

Exercise 7. Translate the names of phones.

Dial telephone, rotary dialing telephone; pushbutton telephone, touch-tone telephone; pay phone, public phone; mobile phone, cell phone / cellular phone; cordless / wireless phone, radiotelephone; satellite phone; IP telephone, softphone (software phone); WiFi phone (Wireless Fidelity).

Exercise 8. Translate telephone parts and accessories.

The base unit / the base; the receiver / the handset; the microphone; the dial; the buttons; the redial button; the mute button; the hold button; the bell; the hook; the telephone plug; the telephone jack; the headset; earphone, earphones; telephone cord; telephone cable; telephone wire; answering machine; fax machine; modem; speakerphone; caller ID / caller identification.

Exercise 9. Translate types of telephone calls.

Telephone call; local call; long-distance call; international call; overseas call; dial-direct call; operator-assisted call; collect call; incoming call; outgoing call; telephone message; conference call; business call; social call; wake-up call.

Exercise 10. Translate the sentences with the keyword «telephone».

1. She spoke to him by telephone. 2. I enjoyed our chat on / over the telephone. 3. He is always on the telephone. 4. He is wanted on the telephone. 5. They telephoned the message to us. 6. She telephoned us to return home. 7. He telephoned us that he would be late. 8. I telephoned them when to come. 9. He has telephoned the news. 10. I must telephone to my friend. 11. You must telephone for a doctor. 12. Many years my telephon was tapped. 13. This is red phone. 14. Do you know what secure telephone mean? 15. There are a lot of new monetary telephone in our city. 16. Why did you hang up a telephon?



BUSINESS TELEPHONE ETIQUETTE

Business telephone etiquette is similar in many ways to home phone calls & reception, but the business should be even more vested in remaining polite, since poor phone manners can have a negative effect on the company's reputation.

Calling out from a business is similar to a personal call. The person should begin with a greeting, identify himself, and identify his employer. He should then make state his business or request to speak to someone. If a message needs to be left, it should include the nature of his business and his contact information. This isn't always possible because, due to privacy laws, certain businesses can only talk to the person they are trying to reach.

When such is the case, simply trying back later or leaving contact information may be the most a caller can do. When receiving the business call, a businessperson should attempt to be polite, understand the caller's needs, and take a message if required. In both businesses and personal calls, when the requested party cannot come to the phone, it's best for the person who answers to not give a reason.

The person usually shouldn't say that the unavailable person doesn't want to speak to a caller or that he or she is somewhere else – be it in the bathroom or at a doctor's appointment. A simple statement that the person isn't available is enough.

Every phone call is an attempt at communication between two people; it's a method for imparting and receiving information. When telephone etiquette isn't observed, communication may be more difficult. In general, people are asked to keep their language more standard, as opposed to using slang; to be polite to each other; and to make it clear who caller & receiver are. While it may be okay from time to time to depart from etiquette, especially when calling friends, it's often best to stick to established etiquette. All people can benefit by following some standard etiquette concepts:

Individuals should pick up the phone promptly with a salutation like "Hello", and not "Yeah" or "Go!" They should be prepared to take a message and always have pencil or pen and paper handy. If the call is undesired, as from a solicitor, the person should inform the caller in an even tone that there is no interest for the product or service, say goodbye, and gently hang up. Alternately, individuals can screen calls and let unwanted calls go to voicemail.

Most languages have alternate greetings to be used over the telephone. In this case, the greeting is meant to confirm whether the person on the other line is present.

The term "greeting" may refer to a pre-recorded message replayed when the call cannot be answered. In some cultures as the Brazilian one, giving personal names to strangers in the telephone is a commonly avoided practice (due to the regularity of faux kidnapping scams, as well various forms of civilian violence), so one is expected to neither give it nor ask for it, especially if the called is from a background of middle or high income.

In others, such as the German and the Dutch, it is generally given before it could be solicited. Telephone etiquette refers to a set of rules that apply when people make calls to others or when they are receiving a phone call. There are slightly different rules for a variety of situations. Making and receiving personal calls is not the same as making/receiving business calls. Within this set of rules, there can be additional differences, especially for business calls where companies may want callers or receivers to say certain things. For personal calls, the caller should identify him/herself when not recognized right away.

When calling a friend or relative, after the initial "Hello", the caller should come up with a greeting and identification, such as "Hello, this is John".

Sometimes, a last name is needed if the person being called is an acquaintance or a business representative. Etiquette says that next should come a request for something, such as speaking to someone else in the house. Variations exist on this, like "May I speak to Horatio", or "Is Horatio available?" If Horatio is not available, it may be necessary to leave a brief message, but it should be one easy to write down.

Sometimes, the only thing necessary is to leave a phone number.

You must teach children, as they often don't know it, can't identify themselves, and won't leave any form of concrete message. Children should be taught how to answer a phone.

When it's necessary to spell names or difficult words on the telephone, speakers use widely known names and words to illustrate the letters in the words that they spell. Military and aviation personnel use a different list of words to illustrate the letters of the words that they spell. The table below shows the traditional list of names, other typical variants, and the list used by the military and in aviation.

Exercise 1. Choose the keywords and phrases that best convey the gist of the information.

Exercise 2. Remember the notions.

Wi-fi hotspot – a wireless internet access point, often free (free wi-fi hotspot), for example, in restaurants, airports, hotels, libraries, universities, and in other public places.

The white pages (u.s.) – a telephone directory in which the names, addresses, and telephone numbers of the residents of a certain place are listed alphabetically; unlisted number – a telephone number that is not listed in the white pages according to the wish of its owner.

The yellow pages (u.s.) – a telephone directory in which the names, addresses, and telephone numbers of firms, businesses, and professional services are listed.

Telephone marketing / telemarketing – advertising, offering, and selling services on the telephone by calling potential buyers. Dial-up access, dial-up connection.

Exercise 3. Remember that.

When you dictate telephone numbers in English, the best way is to say all digits separately one by one, marking the groups of figures by intonation. For example, 1-(217) 555-4276: one, two-one-seven, five-five-five, four-two-seven-six. Digits in the groups consisting of four figures can be combined in pairs. For example, 4276 can be said as forty-two seventy-six. If there is a zero in such groups, the digits are not combined in pairs. For example, 4076 is said as four-oh seven-six (or four-zero seven-six). Digits in the groups consisting of three figures are not combined, except such groups as (800), (900), which are pronounced as eight hundred, nine hundred.

Exercise 4. Try to understand the information.

A seven-digit number; a local number; country code – Examples: 1 for the United States, 7 for Russia, 49 for Germany; area code, city code. A toll-free number – a number that you can call for free.

Exercise 5. Choose the keywords that best convey the gist of the information.

Exercise 6. Read the information & pick up the essential details in the form of quick notes.

Exercise 7. Add some information & make up a small report and give a talk in class.

Exercise 8. Remember these phrases.

| | |
|---|---|
| The telephone is ringing. Pick up the phone! I have to make a phone call. | Телефон звонит. Поднимите трубку! Мне нужно позвонить. |
| My phone was disconnected yesterday. | Мой телефон был отключен вчера. |
| He told me to call him at this number. | Он сказал мне позвонить ему по этому номеру. |
| He dialed the number. | Он набрал номер. |
| He is talking on another phone now. | Он сейчас говорит по другому телефону. |
| He answered the phone, spoke with someone, and then put down the receiver. | Он поднял трубку, поговорил с кем-то и затем положил трубку. |
| She said good-bye and hung up. | Она попрощалась и повесила трубку. |
| He hung up the telephone. | Он повесил трубку. |
| She put me on hold while she spoke to her manager. | Она перевела меня в режим ожидания, говорив со своим менеджером. |
| Who do you want to speak to? | С кем вы хотите поговорить? |
| Hold on, I'm putting you through. | Не вешайте трубку, я вас соединяю. |
| May I speak to Miss Reed, please? | Можно мне поговорить с Мисс Рид, пожалуйста? |
| Could I speak to Mr. Roberts, please? | Мог бы я поговорить с М. Робертс? |
| Hold on, please. I'll see if he is here. | Подождите, пожалуйста. Я посмотрю, здесь ли он. |
| Could you connect me with (212) 555-5678, please? | Не могли бы вы соединить меня с номером (212) 555-5678, пожалуйста? |
| Can you call back later? | Вы можете перезвонить позже? |
| Call me at 555-3245, please. | Позвоните мне по номеру. |
| What number are you calling? | По какому номеру вы звоните? |
| What number did you dial? | Какой номер вы набрали? |
| You got the wrong number. | Вы ошиблись номером. |
| You must have misdialed. | Вы неправильно набрали номер. |
| Oh, I'm sorry. I dialed the wrong number. | Извините. Я неправильно набрал номер. |
| Stand by, please. All our operators are busy at the moment. | Ожидайте у телефона, пожалуйста. Все наши операторы сейчас заняты. |

Exercise 9. Translate the English phrases on usage the phone.

To pick up the phone, to pick up the receiver; to answer the phone; to take the receiver off the hook; to make a phone call; to dial the number; to press the redial button; to call someone on the phone; to call someone at 555-1234; to call back; to call collect; to speak / talk on the phone; to speak to / with someone by phone; to hold, to hold on, to hold the line; to put through; to stand by; to connect to / with someone; to hang up, to hang up the receiver; to put down the receiver; dialing tone; busy signal; There's no dialing tone. The line is busy. There is no answer.

Exercise 10. Translate the Russian phrases on usage the phone.

Поднять трубку; ответить / поднять трубку; снять трубку (с рычага); сделать звонок по телефону; набрать номер; нажать кнопку повторного набора; позвонить кому-то по телефону; позвонить кому-то по номеру 555-1234; перезвонить; звонить за счет вызываемого абонента; говорить по телефону; говорить с кем-то по телефону; ждать, не вешать трубку; ожидать у телефона; соединить; соединить с кем-то; повесить трубку; положить трубку; сигнал готовности к набору; сигнал занято; нет гудка; линия занята / телефон занят; не отвечает.

Exercise 11. Remember the information.

Telephone numbers are usually divided into groups of digits for easier understanding.

For example, 1-(217) 555-4276, where 1 is the country code, (217) is area code or city code, and 555-4276 is the local telephone number.

When you dictate telephone numbers in English, the best way is to say all digits separately one by one, marking the groups of figures by intonation.

For example, 1-(217) 555-4276: one, two-one-seven, five-five-five, four-two-seven-six. Digits in the groups consisting of four figures can be combined in pairs. For example, 4276 can be said as forty-two seventy-six. If there is a zero in such groups, the digits are not combined in pairs. For example, 4076 is said as four-oh seven-six (or four-zero seven-six). Digits in the groups consisting of three figures are not combined, except such groups as (800), (900), which are pronounced as eight hundred, nine hundred.

Exercise 12. Translate the English phrases on usage the phone.

Telephone network; telephone station; PBX (Private Branch Exchange); telephone exchange; telephone switchboard; telephone connection; telephone line; hotline / hot line; private line; party line, shared line; party; calling party; called party; the party who called you; the party you are calling; telephone operator; dial-up access, dial-up connection;

Exercise 13. Translate the Russian phrases on usage the phone.

Телефонная сеть; телефонная станция; телефонный узел; коммутатор; офисная АТС; телефонная связь; телефонная линия; телефонная связь; телефонная линия; горячая линия, линия экстренной связи; плохая связь; индивидуальная линия связи; параллельный / спаренный телефон; участник телефонного разговора, абонент; вызываемый абонент; тот, кто вам позвонил; телефонист / оператор; доступ в Интернет по телефонной линии.



LESSON 31. CELL PHONE ETIQUETTE

As speaking on the cell phone is one of possible ways of commutation it also possesses certain set of communication formulas. So, it is possible to speak about cell phone speech etiquette and cell phone texting etiquette.

As convenient as cell phones are, they can be quite the nuisance at times. It is important that with the advancement of technology come new etiquette rules, especially when the technology involves communicating with others. Following etiquette can prevent one from becoming aggravated by his/her actions when one uses the cell phone.

Etiquette is in essence about proper conduct and presenting yourself favourably. Demonstrating good etiquette is important if one seeks to be successful. An area in which this is essential is the business phone call.

Most business meetings are events that are important for company communications and management. Some serve as platforms to gain approval for new initiatives, while others are creative or informative. The meeting's presenter and attendees should always follow proper business etiquette, no matter what type of meeting it is.

Rudeness and interruptions take away from meeting outcomes and are what make people dread going to them. Moreover, speech etiquette rules inobservance will cause failing the success of the conversation and failing the success of the company as a result.

Cell phone speech etiquette for business is very similar to non-business cell phone etiquette. Respecting the physical presence of a fellow co-worker over a telephone call is the basis of this etiquette. Millions of business phone calls are made every hour and day.

Practicing good business phone etiquette helps encourage clear lines of communication, build rapport and avoid misunderstandings.

Most of us can recollect a phone call that left us feeling frustrated or irritated. It is necessary to use certain SEF for not to find oneself in such situations. All successful business interaction needs preparation. The phone call is no an exception. It is important to know whom one is calling, the most convenient time to do so, the reason for a call and what one can do for a person who is calling. One should be structured, short and sharp.

One should particularize his/her intention behind the call. It should not be assumed that receiver understands why you are calling him/her and what you expect of him/her.

A person should expand upon information and specify the purpose of the call. It is better to ask questions in a concise manner. Paragraph-long questions are annoying for other listeners and confusing to speakers. One should ask a question in 10 words or less and pass on information that the receiver will understand, appreciate and find useful.

Waffling and speaking generically will lose attention and generally reflect poorly on the caller. If the caller is not known to the receiver it is important that the purpose of the call and the caller's credentials are established immediately. A simple introduction followed by a sentence or two not only shows good phone etiquette but allows the receiver to set the forthcoming information within a context.

One of the most important conditions of successful conversation is listening to partner. Lee Bush, an assistant professor in communications, said that there is a difference between hearing and listening to a speaker. Hearing is the physical act of sound waves hitting the eardrum and sending a message to the brain. Listening is the intellectual understanding of the message sent to the ear.

We should catch the idea of the speaker and understand him/her for sure.

Speech etiquette on the phone considers speaking volume to be low. Wherever a person is in public, a voice should be kept at a low decibel. One would not want others around him/her to hear his/her conversation, so the lower speaking the more private conversation is. One should try to keep voice at normal conversational level.

It is effective to answer office phone with a smile. One's co-workers deserve the same courtesy he/she gives his/hre clients. In an article written for Entrepreneur magazine, sales expert Tom Hopkins writes that if your smile can be seen in your eyes, it can be heard over the phone. Smiling gives your voice a naturally pleasant tone and helps you retain friendly professionalism. Remember that phone conversations rely on verbal communication alone to communicate. Nonverbal communication like hand gestures and facial expression aren't able to help you express yourself.

No less important is professional speaking. E-mails are the default communication in most workplaces. Cell phones are often used as main business lines. When answering a call in these cases, one should state his/her name and ask how one may help the caller.

Calling customers by name makes them feel good and aids in memory retention; however, this can annoy if used excessively. A bad connection is a ground for asking for a returning call, rather than making the other person suffers through the noise. If there is a strong need to interrupt a call, use a phone's mute or hold functions.

When the phone rings, one can safely assume that the phone call requires either an immediate response or is of a confidential nature. With that in mind, one should answer the phone quickly and with introducing oneself, giving the name of one's organization or department name, and offering a help.

For example: "Marketing department, this is Jesse. How may I help you?"

This relieves caller of having to guess whether he's reached the right person and lets him get to his point more quickly.

Being at the office always one should check his/her voice mail immediately upon returning to a desk after a break, meeting or lunch. If the message is something that requires a response, one responds immediately via telephone unless the caller specifies otherwise. One's immediate response helps co-worker get his/her job done more quickly.

When leaving voice mail, one keeps it brief, identifying oneself first, then the department and reason for calling. If one expects a response or an action to take place, one states a request clearly and early in the message. When relaying a call back number, always repeats the number, speaking slowly to give co-worker time to write down the number.

For example: "This is Jesse from Marketing. We're advertising our new book, 'Phone Etiquette for Modern Times' in our newsletter and need to have an item description and a product number from the web team. Can you please call me back at ext. 4872? Again, that's ext. 4872. Thank you". The proper way to answer the telephone is "hello".

On the other hand, simply answering "yes" is a curt and inappropriate response. The person making the call draws a very quick conclusion and those is, to think of that person as cold and aloof, and hesitate to communicate readily. When one pick up the phone, greets the person depending on the time of the day. At times, someone other will answer the telephone.

If that person is asked, "may I speak to Mr. ___ please", the response should be, "one moment please, I will get him for you". If the person who is needed is not available the response should be, "I am sorry, Mr. ___ is not available at this time, may I take a message?"

This is simply a form of good manners, whatever form it may be expressed, thoughtfulness for the feelings of others. What would he or she think if the answer to the question, "is Mr. ____ home please", would be an abrupt "no". This response would reflect negatively, on the actual person being called.

One should think about what time it is, when placing a call. One would not want to call when there is the possibility that person may be asleep.

For example on a work morning before 7:00 a.m. would not be a good time. After 9:00 to 10:00 p.m. in the evening is not a good time, and it should be remembered to avoid calls around the usual period most people will be eating. Courtesy is expected when using the telephone just as if you are talking in person.

Dialing too quickly, or in inadequate lighting may be the cause of dialing a "wrong number", never just hang-up. So, one expresses an apology, letting them know one has dialed a wrong number. To avoid disturbing another person unnecessarily one dials carefully and makes sure can see the dial pad.

When speaking, one thinks of the way he/she sounds. Makes sure he/she enunciate words clearly and precisely. One speaks clearly and slowly when taking a business call. It is embarrassing to be asked to repeat what one is saying. The voice reflects courtesy, since that person on the other end of the line cannot see facial expressions a "tone of voice" will need to express this. One should let the telephone ring a reasonable length of time. It is frustrating to just get to the telephone and hear a dial tone.

Good business phone etiquette demands professionalism at all times.

When speaking to someone one should avoid the use of casual words and slang or personal questions. Privacy and security around furtive issues must always be borne in mind on the phone. If it is imperative that sensitive discussions take place over the phone, business etiquette requires confirming with the receiver whether this is appropriate.

Being patient is a good demonstration of business etiquette which relies on staying calm, cool and collected under pressure or when facing a testing situation. Ability to stay patient earns respect and avoids rash actions or decisions.

One should never be rude to a caller no matter whatever provocation. One should always conduct oneself in a professional business like manner. It is inappropriate to eat food or chew gum while talking on the phone. It could possibly irritate the user.

One should not talk on the phone while driving. This is not only dangerous but will also divide attention. It is rude to take a call or have cell phone ringer or buzzer on during a meeting. According to the experts at the Microsoft Small Business Center, cell phones should not be used during interview or small one-on-one meetings with co-workers and subordinates either. If the cell phone device cannot be turned to silent, then it should be left behind or turned off completely.

Texting, sending e-mails or surfing mobile web applications during a meeting is unacceptable. If one must take a phone conversation, he/she apologizes and moves to a hallway or to the parking lot to keep the conversation private. One keeps the conversations brief, and if lengthy deliberation is needed, asks to call back at another time.

It is very impolite to interrupt the conversation with the person whom one is with to answer a text message. It suggests to the person with whom one is speaking that he/she is not interested in what person is saying. The same rule applies to text-messaging while also talking with someone over cell phone.

Phone's keyboard beeps every time one uses it during a call so the person on the other end can literally hear what one is doing, even if one has his/het phone in silent mode.

Following these rules will provide one a successful conversation and will create an image of polite and successful businessman with whom his clients will cooperate with pleasure. Text messaging is a representation of written cell phone speech etiquette. It has continued to become a primary means of communication for many users.

Text messaging is not only a convenient way of communicating, but it has become a much larger part of today's technological world. It's now possible to send a message from phone to phone, via email or various other media outlets.

Text messages were once nothing more than brief written messages, yet they now contain images, videos or other items. As technology continues to evolve, the use and prevalence of text messaging will continue to grow.

Text messaging or **texting** refers to the exchange of brief written messages between fixed-line phone or mobile phone and fixed or portable devices over a network. While the original term was derived from referring to messages sent using the **Short Message Service** (SMS) originated from Radio Telegraphy, it has since been extended to include messages containing image, video, and sound content (known as MMS messages).

The sender of a text message is known as a **texter**, while the service itself has different colloquialisms depending on the region: it may simply be referred to as a text in North America, Australia, the Philippines and the United Kingdom, an SMS in most of Europe, and a TMS (SMS) in the Middle East and Asia.

In straight and concise definition, "Text Messaging" by phones or mobile phones should include all 26 letters of the alphabet and 10 numerals, i.e. alpha-numeric messages or text to be sent by texter or received by the textee.

The SMS concept was developed in the Franco-German GSM (Global System for Mobile Communications) cooperation in 1984 by Friedhelm Hillebrand and Bernard Ghillebaert. The innovation in SMS is Short. The GSM is optimized for telephony, since this was identified as its main application. It was necessary to limit the length of the messages to 128 bytes (later improved to 140 bytes, or 160 seven-bit characters) so that the messages could fit into the existing signaling formats.

SMS was first used in December 1992, when Neil Papworth, a 22-year-old test engineer for Sema Group (now Airwide Solutions), used a personal computer to send the text message "Merry Christmas" via the Vodafone network to the phone of Richard Jarvis.

When texting first came out, it was originally intended for businessmen. It was very expensive and not a realistic option for people who weren't wealthy. When texting began, they were able to send up to 140 bytes that translated to 160 characters of the English alphabet. Initial growth of text messaging was slow, with customers in 1995 sending on average only 0.4 messages per GSM customer per month. One factor in the slow take-up of SMS was that operators were slow to set up charging systems, especially for prepaid subscribers, and eliminate billing fraud, which was possible by changing SMSC settings on individual handsets to use the SMSCs of other operators.

SMS is available on a wide range of networks, including 3G networks. However, not all text messaging systems use SMS, and some notable alternate implementations of the concept include J-Phone's "SkyMail" and NTT Docomo's "Short Mail", both in Japan.

E-mail messaging from phones, as popularized by NTT Docomo's i-mode and the RIM BlackBerry, typically use standard mail protocols such as SMTP over TCP/IP.

Since the 2000s, text message use has continued to grow. Mobile phone carriers have created service plans meant for individuals who primarily text for communication.

Some individuals have mobile phones that are only used for texting and do not have an active calling plan. According to Cellsigns statistics, the average wireless user was receiving 357 text messages while only receiving 204 phone calls.

Today text messaging is the most widely used mobile data service, with 74% of all mobile phone users worldwide or 2.4 bn out of 3.3 bn phone subscribers at end of 2007 being active users of the Short Message Service. In countries such as Finland, Sweden and Norway, over 85% of the population use SMS. The European average is about 80% and North America is rapidly catching up with over 60% active users of SMS by end of 2008.

The largest average usage of the service by mobile phone subscribers is in the Philippines with an average of 27 texts sent per day by subscriber.

As mobile technology continues to grow, the use of text messaging has also changed. Blackberry and iPhone users are able to view and read text messaging as one continued conversation rather than having to change screens to read previous messages.

Text messaging has also become a marketing tool for some companies, who send multiple messages to customers the same way email blasts are used. Programs are also being created to send money transfers using text messages.

As with any new form of technology, text messaging has faced numerous challenges. Users complain of unsolicited spam text messages that are sent to their phone. Some carriers have charged their users for these texts even though they are unauthorized.

Texting while driving has become a major concern in the country. Politicians are working on a federal ban of texting while driving; many states have adopted laws against the action. A study by the Virginia Tech Transportation Institute reported that a risk of crashing is 23 times greater than normal if texting while driving.

Despite of an absolute utility of text messaging it can cause problems. Text messaging has had an impact on students academically, by creating an easier way to cheat on exams. In December 2002, a dozen students were caught cheating on an accounting exam through the use of text messages on their mobile phones.

In December 2002, Hitotsubashi University in Japan failed 26 students for receiving e-mailed exam answers on their mobile phones.

The number of students caught using mobile phones to cheat on exams has increased significantly in recent years. According to Okada (2005), most Japanese mobile phones can send and receive long text messages of between 250 and 3000 characters with graphics, video, audio, and web links. In England, 287 school and college students were excluded from exams in 2004 for using mobile phones during exams. Some teachers and professors claim that advanced texting features can lead to students cheating on exams.

Cell phones have very quickly become an integral part of our everyday lives as we can communicate through phone calls or text-message from virtually anywhere. Text messaging is one of the simplest and most useful means of mobile communication.

As the use of cell phones grows, it becomes more important to understand the speech etiquette rules applied to cell phone texting usage, which include following ways of speech behaving while communicating by messaging.

One of the most important rules in text messaging etiquette is keeping phone on vibrate when at work or in a quiet public place such as a movie or theater.

Nothing is more annoying than the perpetual texter who does not silence their phone. No one wants to hear one's text beep every five minutes. One should keep them short, when needs to write someone an in-depth message, sends an e-mail. Otherwise, one gives a person ring or sees in person. Long texts can be confusing or tough to respond to.

It should be remembered that SMS is informal. SMS should not be used for formal invitations or to dump one's girlfriend or boyfriend. The casualness of SMS diminishes the strength and meaning of the message. It is appropriate to use fun graphics, but there should not be too much. There is nothing quite like getting a wink or kiss from a partner or spouse via text message, as this encourages flirtation and fun. But, reserving smiley's for a few text messages to keeps messages special. One should be aware of his/her tone.

It is extremely difficult to discern tone in text messages, just as in e-mail.

What seems to be a completely innocuous message may be grossly misinterpreted by the recipient, causing certain discomfort if not irreparable harm.

Using cell phone to text-message while driving has become something of a dangerous epidemic to both driver and passengers. There are more and more car accidents every year because of people trying to type with their thumbs while driving.

Text messaging while driving is rude to passengers because one is showing blatant disregard for their safety as well as ignoring whatever conversation that may be going on.

If one needs to know immediately what the text message says and respond to it, politely explains the situation to one his/her passengers and asks them to read the text message and type the response for him/her. If one is uncomfortable asking passengers to read the text message, waits until one is somewhere more private where it is possible to read and respond to the message oneself. When one is a passenger in the car and is receiving text messages, also remembers that it is rude to disregard the other people to respond to a message. If it cannot wait, explains to his/her fellow passengers that one need to respond immediately and do so quickly. Otherwise, one waits until is in a more private location and not engaged in conversation before responding.

While talking it is not acceptable to interrupt the conversation with the person whom one is with to answer a text message. It suggests to the person with whom one is speaking that one is not interested in what he/she is saying. The same rule applies to text-messaging while also talking with someone over cell phone.

When at a social event such as a movie, concert, classroom or theatrical production, it is rude to interrupt the performance by text-messaging, particularly in places where it is dark, such as a movie theater, where the lights on one's phone can be distracting to others.

A phone should be put on silent mode and messages checked after the event.

There is no agreed-upon maximum number of text messages one can send to someone in a certain period without becoming a pest or a source of dread. How often one can safely text someone depends on how close one is with that person, the importance of the information conveying, and the timing of the texts. It is acceptable to respond to a text message with a phone call, an e-mail message, or any other form of communication.

The recipient is free to choose the medium of the response, or even whether to respond at all. Similarly, there is no strict rule governing how promptly a person should respond to a text or instant message.

The recipient may reply at any convenient time, though in general text messaging and IM are most appropriate for subjects of some urgency. It should be remembered that SMS can be traced. Anonymous messages are still best sent from Web sites.

SMS language or **Textese** (txt talk) is a term for the abbreviations and slang most commonly used due to the necessary brevity of mobile phone text messaging, in particular the widespread SMS communication protocol. SMS language is also common on the Internet, including in e-mail and instant messaging. It can be likened to a rebus, which uses pictures and single letters or numbers to represent whole words.

For words which have no common abbreviation, users most commonly remove the vowels from a word, and the reader is required to interpret a string of consonants by re-adding the vowels (e.g. dictionary becomes dctnry and keyboard becomes kybrd).

The reader must interpret the abbreviated words depending on the context in which it is used, as there are many examples of words or phrases which use the same abbreviations (lol could mean laugh out loud or lots of love, and cryn could mean crayon or cryin(g)).

So if someone says ttyl, lol they probably mean talk to you later, lots of love not talk to you later, laugh out loud, and if someone says omg, lol they probably mean oh my god, laugh out loud not oh my god, lots of love. Context is key when interpreting textese, and it is precisely this shortfall which critics cite as a reason not to use it (English has many words that have different meanings in different contexts). SMS language does not always obey or follow standard grammar, and additionally the words used are not usually found in standard dictionaries or recognized by language academies. The advent of predictive text input and smartphones featuring full QWERTY keyboards may contribute to a reduction in the use of SMS language, although this has not yet been noted.

The objective of SMS language is to use the least number of characters needed to convey a comprehensible message, also as many telecommunication companies have an SMS character limit, another benefit of SMS language is to reduce the character count of a message, hence, punctuation, grammar, and capitalization are largely ignored.

The dialect has a few hieroglyphs (codes comprehensible to initiates) and a range of face symbols. According to a study, though it is faster to write it takes more time to read than normal English. According to research done by Dr. Nanagh Kemp of University of Tasmania, the evolution of "textese" is inherently coupled to a strong grasp of grammar and phonetics. There different even contrary point of view on this phenomenon.

Some scholars and professionals claim than this language is destructive only but others affirm that it develops the language.

Welsh journalist and television reporter John Humphrys has criticized SMS language as "wrecking our language". The author cites ambiguous examples such as "lol" which may mean "laughing out loud", "lots of love", or "little old lady", depending on the context in which it is used. Humphrys describes emoticons and textese as "irritating" and essentially lazy behaviors, and surmises that "sloppy" habits gained while using textese will result in students' growing ignorance of proper grammar and punctuation.

David Crystal has countered the claims that SMS has a deleterious effect on language with numerous scholarly studies. The findings are summarized in his book "Txtng: the Gr8 Db8". Despite scholarly research to the contrary, the popular notion that text messaging is damaging to the linguistic development of young people and to the English language itself persists.

In one American study, researchers found that less than 20% of messages used SMS language. Looking at his own texting history, the study's author, linguist David Crystal, noted just 10% of his messages used SMS language. We would like to present the most widespread and the brightest examples of SMS language. Single letters can replace words: be becomes b, see – c, okay – k, okay cool – kk, are – r, you – u, oh – o. Single digits can replace words: ate becomes 8, for – 4, to or too – 2, won or one – 1. A single letter or digit can replace a syllable: ate becomes 8, so: great – gr8, wait – w8, later – l8r or l8a, tomorrow – 2mro, for or fore becomes 4, so: before – b4, therefore – thr4. Abbreviations for the whole phrases are used: As far as I know – afaik, Age/Sex/Location – a/s/l or asl, As soon as possible – ASAP, At the moment – atm, Be right back – brb, By the way – btw.

Another group of people stick to statement that SMS language has a good effect on the language. Text messaging may help language development. Text speak, rather than harming literacy, could have a positive effect on the way children interact with language, says a study. Researchers from Coventry University studied 88 children aged between 10 and 12 to understand the impact of text messaging on their language skills. They found that the use of so-called "textisms" could be having a positive impact on reading development.

The study is published in the British Journal of Developmental Psychology.

"Children's use of textisms is not only positively associated with word reading ability, but it may be contributing to reading development", the authors wrote in the report.

The children involved in the study were given 10 different scenarios and asked to write about them using text messages. The textisms were split into categories, including shortenings, contractions, acronyms, symbols and non-conventional spellings, and analysed for their use of language alongside more traditional schoolwork.

"The alarm in the media is based on selected anecdotes but actually when we look for examples of text speak in essays we don't seem to find very many", said Dr Beverley Plester, the lead author of the report and senior lecturer at Coventry University.

Texting is likely to be an important part of a child's learning development, she thinks.

"The more exposure you have to the written word the more literate you become and we tend to get better at things that we do for fun", she said. The study found no evidence of a detrimental effect of text speaks on conventional spelling.

"What we think of as misspellings, don't really break the rules of language and children have a sophisticated understanding of the appropriate use of words", she said.

Other reports have produced similar results. Research from the University of Toronto into how teenagers use instant messaging found that instant messaging had a positive effect on their command of language.

To our mind text messaging for all that has a negative effect because communicating a lot by text messaging we get accustomed to the SMS language so much that even not consciously we use it in our everyday speech and in formal writing.

Moreover the grammar rules are violated in texting and finally step by step we become victims of illiteracy caused by the SMS language influence. So, with the advancement of technology come new etiquette rules, for example, cell phone speech etiquette which as a subtype of speech etiquette has its own set of etiquette formulas, which are used both in oral and written forms of communication on the cell phone.

Cell phone speech etiquette is especially important for people in business as using this type of etiquette favours the success and positive result of negotiations.

Cell phone conversation needs such preparations as getting an information about whom one is calling, convenient time to do this, the reason for call and help one can offer.

The most common etiquette rules are: short and exact questions and answers, listening to partner, low volume of speaking, smiling while speaking, professional speaking, and using general speech etiquette formulas.

Written representation of cell phone speech etiquette is texting etiquette. It appeared recently as text messaging began less than twenty years ago. But texting usage has both advantages and disadvantages because it is very cheap, quick and convenient mode of communication but it effects the literal language badly.

CONCLUSION

Speech etiquette undoubtedly is of special importance for investigations as it is inalienable moment in communication in different social situations. That is why we have chosen the topic of our study "Speech and Texting Etiquette on the Cell Phone".

Accordingly, we analysed the literature and investigated the formation and development of etiquette and the variety of its types, the use of SEF in communication. Cell phone etiquette, as one of its types, implies using of the SEF conformably to situation.

Texting etiquette is a written representation of the SEF but in brief form.

So, we have come up to the following conclusions:

- etiquette began because of the need to behave correctly in social situations;
- depending on the sphere of usage etiquette can be of different types: Court Etiquette, Diplomatic Etiquette, Business Etiquette, Netiquette, Wedding Etiquette, Speech Etiquette, Cell Phone Speech Etiquette, Texting Etiquette, etc;
- functions of the SE are based on communicative function of the language;
- within the speech etiquette two more subtypes can be distinguished: cell phone and texting etiquette, the first pertains with oral communication and the second pertains with written one;
- cell phone speech etiquette is the system of communication formulae which can be used to establish contact, to make the it go on or to break it between the participants of communication;
- cell phone speech etiquette appeared as a result the advancement of communication technologies which demand using SE;
- cell phone speech etiquette favours successful and effective communication acts;
- the most common etiquette rules on the phone are: short and exact questions and answers, listening to partner, low volume of speaking, smiling while speaking, professional speaking, and using general speech etiquette formulas;
- texting etiquette – are rules of using formulas of speech etiquette in sending short messages from one phone to another;
- the scholars have opposite points of view on problem of the SMS language effect, the first state of its negative effect on language and the second of its positive effect.

Exercise 1. Read the information & pick up the essential details in the form of quick notes.

Exercise 2. Add some information & make up a small report and give a talk in class.

Exercise 3. Choose the keywords that best convey the gist of the information.

Exercise 14. Analyze the information, which is in the highlight, and use it in practice.

LESSON 32. COMPARING & CONTRASTING THINGS

Stressing & Likeness & Difference

| | |
|---|---|
| <p>So do I. / Neither do I. / Same here. The same can be said of him. ..., which is not the case with him. This is the case with him too. ... as compared with him.</p> | <p>Me too. (<i>пазз.</i>) Not me. (<i>пазз.</i>) The same is true of him. This goes for him too. Unlike him ...</p> |
|---|---|

Exercise 1. Answer the questions.

1. How was it? 2. How did he strike you? 3. What does he look like? 4. How does he look? 5. How are they getting on? 6. What kind of a person is he? 7. How does it feel to be back home? 8. What is your idea of a good rest? 9. You don't look yourself. What's the trouble? 10. What can you say about modern English writers? 11. How do you like it here? 12. How are you getting on with your neighbours?

Exercise 2. Say what is true of you. Use: "So do (have, am, etc.) I; Neither (do, have, am, etc.) I".

1. I've come a long way. 2. She qualified for the job. 3. Our order has been taken. 4. I couldn't get him on the phone. 5. We came long before closing time. 6. She's been overcharged. 7. I've got to buy a roll of film. 8. She'll get out in the air. 9. She has her pride. 10. I don't want to interfere.

Exercise 3. Compare the people mentioned with someone you know. Use the phrases.

The same can be said of ... This is the case with ... too. The same is true of ... This goes for ... to.

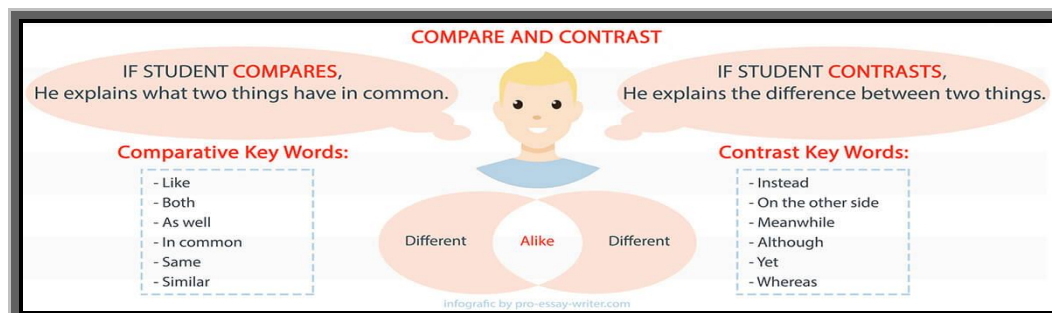
1. She is competent and efficient. 2. She is always in the thick of things. 3. John is always glad to oblige. 4. Jane never does anything halfway, she always carries things through. 5. Howard has a bad memory for names. 6. If Alice undertakes to do a thing, she always carries it through. 7. James is a man of his word. 8. Nell wouldn't hurt a fly. 9. Helen has got a wicked temper. 10. Ann is given to moods. 11. Alice is very touchy.

Exercise 4. Compare John or Jane with the person mentioned by adding "... which is not the case with John (Jane)" or "Unlike John (Jane)..."

1. James isn't cut out to be a scientist. 2. Helen doesn't improve. 3. Alfred always makes fun of people. 4. Alice doesn't care what people say about her. 5. Herbert is anxious to get back to college. 6. Walter is a good conversationalist. 7. June is wavering and uncertain in her aims and purposes. 8. When things go wrong Jack always blames it on others.

Exercise 5. Translate the single-root words.

Compare – comparer – comparison – comparator – comparative – comparatively – comparable.



TOPICAL VOCABULARY

Compare – сравнивать

to compare notes – обмениваться мнениями, впечатлениями
beyond (past, without) compare – вне всякого сравнения
as compared with (to) – по сравнению с
to compare by means of... – сличать с помощью...;
to compare standards by – проводить сличение эталонов

comparison – сопоставление, сравнение

there is no comparison between them – невозможно их сравнивать
beyond (all) comparison вне (всякого) сравнения
in comparison with – в сравнении с
to make (draw) a comparison between smth. – проводить сравнение между чем-л.
to bear (stand) comparison with – выдержать сравнение с
to bring into comparison – сравнивать, сопоставлять
to draw / to make a comparison between smth. – проводить сравнение

parallel – а) копия, нечто очень похожее б) параллельный, похожий

Syn. similar, analogous, corresponding
in parallel – параллельно *Syn. equivalent, conformity, accordance, similarity*
to draw a parallel – проводить параллель (между чем-л.)

contrast – контраст; противоположность *Syn. comparison, confrontation*

harsh (sharp, startling, striking) contrast – крайняя противоположность
by contrast with smth. – по контрасту с чем-л.
to present a contrast – являть собой противоположность
различие; отличие; противопоставление; сопоставление, сравнение
the contrast between the two forms of government – различие между двумя

формами правления

the contrast between town and country – различие между городом и деревней
in contrast to / with smth. – по сравнению с чем-л.
to contrast – 1) противопоставлять, сравнивать; противоречить

Exercise 1. Analyze the vocabulary notes and remember them.

Exercise 2. Translate the sentences with the keywords «compare, parallel, contrast».

1. We can start by comparing the work of the historian with the work of the politician. 2. It is unfair of a man to compare his wife with his mother. 3. The writer was compared to Shakespeare. 4. I can compare her poetry to the greatest poems of the present century. 5. Readers familiar with English history find a vague parallel to the suppression of the monasteries. 6. There are significant parallels with 1980s. 7. The remake was OK but it cannot compare with the original. 8. Computers are stupid compared to humans. 9. Often there are emotional reasons paralleling the financial ones. 10. There was a parallel passage in the second volume. In contrast to their neighbours, they live modestly. 11. We can contrast this story, set in a large modern city, with this other one that tells of life on a lonely farm. 12. Contrast that approach with what goes on in most organizations. 13. I am contrasting her with other women. 14. These two colours contrast very well. 15. The yellow curtains contrast with the blue bedcover. 16. Their deeds contrast with their promises.

Exercise 3. Choose the keywords that best convey the gist of the information.

LESSON 33.

MAKING ONESELF UNDERSTOOD - ONE'S MEANING CLEAR

| | |
|--|--|
| You got me wrong. You didn't (quite) get me. This isn't exactly what I mean. That's not the point (the idea). I mean to say that.... The point is that.... Do you get me? Are you following me? | It's like this. As I said before.... In other words.... ... that is (to say).... I mean it. You read my mind. I'm coming to that. See the point? (<i>pass.</i>) |
|--|--|

DIALOGUES

- You didn't quite get me. I mean to say that he should be given another try.
- I see.
- You got me wrong. I only meant to say that one shouldn't underestimate one's enemies.
 - I quite agree with you here.
 - This isn't the idea. It's like this. First we settle general things, then we discuss particulars. And we don't start working before everything is agreed upon.
 - A very sensible plan indeed.
 - Are you following me?
 - Yes, certainly. Go ahead.
 - As I said before, the more one is at the job, the more one likes it. Wait till he gets used to it and see.
 - And what about the agenda of the conference?
 - Wait a bit. I'm coming to that.
 - What if we take a walk? I'm stiff from sitting?
 - You read my mind. I was about to suggest it.

Exercise 1. Analyze the dialogues and remember them.

Exercise 2. What do you say when ...

you see that the person you are speaking to did not understand you?

you want to make sure you are making your meaning clear?

you want to express yourself more clearly?

the person you are speaking to said exactly what you were going to say?

you were asked a question you were just going to dwell on?

Exercise 3. Translate the synonyms and antonyms to the words «clear, understood».

Synonyms: determinate, fixed, certain, exact, precise, definite, intelligible, distinct, unmistakable, transparent. **Antonyms:** unclear, unintelligible, blurred, doubtful, confused.

Exercise 4. Analyze the information and use it in practice.

Exercise 5. Choose the keywords that best convey the gist of the information.

Exercise 6. Read the information & pick up the essential details in the form of quick notes.

Exercise 7. Read the dialogues and try to understand them.

Do I make myself (perfectly) clear?

Do you understand exactly what I mean? (Very stern.)

Mother: You're going to sit right here and finish that homework. Do I make myself perfectly clear?

Child: Yes, ma 'am.

Sue: No, the answer is no! Do I make myself clear?

Have I made myself clear?

Do you understand exactly what I am telling you? (Indicates anger or dominance.)

I don't intend to warn you again. Have I made myself clear?

I do not want you to hang around with Tim ever again! Have I made myself clear?

Hello Guys,

I'm French and I'd like to know which one of these sentences is good.

"I can't make myself understand" or "I can't make myself understood".

Thinking in French, I would say the first one but I've seen and heard many times the second. Maybe there is a rule that I don't know yet...

Thank for your answer.

Both sentences are correct, but they don't mean the same thing.

I can't make myself understand means that despite my best efforts, I just don't understand [this thing].

I can't make myself understood means that despite my best efforts, I just can't make someone else understand me.

Hello everyone!

Does this sentence make sense?

I could not make myself understand in English.

I think "make myself understand how it works" or even "make myself understand". Phrases make sense, but how about if I put "in English"? I know that "I could not make myself understood in English". It is perfectly correct. Thanks in advance.

Without changing any of the other words it would have to be "understood" to retain the same meaning. If you delete "in" to make the sentence work then it changes meaning. (No matter how hard I tried,) I could not make myself understand English. The way it could work is if you say something like. "They could not understand my English".

In that case, why don't you just say "I can't understand English"? Do you mean that you can't make yourself *comprehend* in English? When one thinks, it's like an internal dialogue with oneself and you invariably do it in your native tongue. The ears hear the language but the brain *comprehends* the meaning. Perhaps you hear and recognize the English words but do not truly *comprehend* in English.

Hi Guys!

I am confused about following expression:

did I have myself understood? vs did I have myself understand?

did I make myself understood? vs did I make myself understand?

have/ make me understood vs have/ make me understand

and please tell me which is correct? Thanks.

Perhaps you could make it clear why you are confused.

Are you confusing *understood* with *understand*, or are you confused about which verb forms to use? Whether or not the phrases are correct depends on their intended meaning.

If you tell someone something and want to make sure they understand, you would say, "Have I made myself understood?" but this sentence is quite often asked when you have delivered a stern warning; it's not a casual question.

If you do this again, I will fire you. Have I made myself understood?

Thank you both for your reply. Actually I am asking usage of "have" and "make". For we can say: "have/make ... (sb) do.." and "have/make ... done"

Q1: I wonder when I tell someone something and want to make sure they understand, if I can say: "*have/ make myself understood*". And can I replace "*myself*" with "*me*"?

Q2: When I think carefully about the meaning of "*have/make myself (or me) understand*", I find it means: It is I who understand not others. Right?

My head is spinning.

I made myself understood – I made my meaning clear to others.

Have I misunderstood? – Have I understood X when the meaning was really Y?

Did I understand? – Did I correctly interpret the other person's meaning?

There are many other possible variations.

Q1 – *Did I make that clear?* or *Have I made myself understood?*

Q2 – *I made myself understand* means I took pains to work something out, so that I understood it fully.

Exercise 8. Remember the phrases.

To make clear – прояснять

to clarify the popular creed – прояснить широко распространённое убеждение

to clarify a point – уточнять вопрос

All serene! – всё в порядке

to make clear the meaning of the question – прояснить смысл вопроса

If I have made myself clear, you will understand my original meaning. – Если мне удалось ясно выразиться, вы поймёте, что я имел в виду.

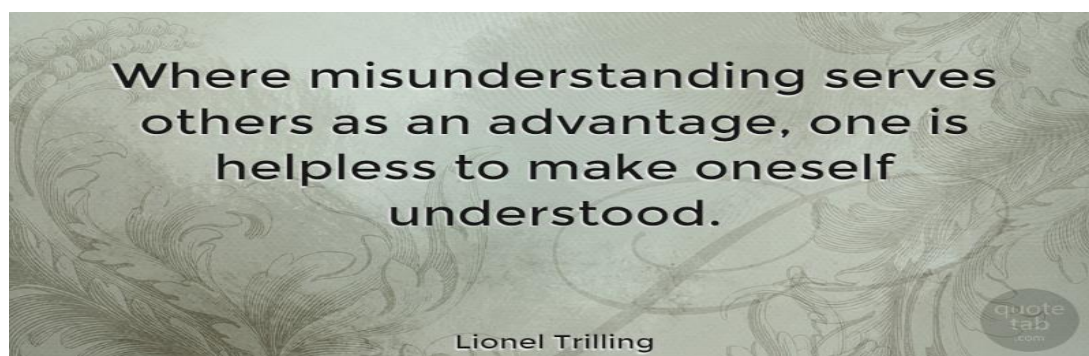
I hope I made myself understood. – Надеюсь, я ясно выразился.

She made it known that she was the mayor's wife. – Она дала понять, что она жена мэра. Many diseases first make themselves felt in the dead of night. – Многие болезни впервые дают о себе знать глубокой ночью.

His mind cleared. – В мыслях у него прояснилось.

The situation is clarifying. – Ситуация проясняется.

Things are getting clearer now. – Ситуация проясняется.



LESSON 34. UNDERSTANDING & MISUNDERSTANDING

| | |
|---|--|
| <p>I see. / I understand. I got you. I didn't (quite) get you. Did I get you right? Do you mean to say that ...? Is that the idea (point)? Oh, that! (розм.) That explains it. I don't see the joke. That is?</p> | <p>(Excuse me) I wasn't following you. (Excuse me) I wasn't attending. What do you mean by saying that ...? From what you said I understand (understood) that ... When (where, who, etc.) did you say ...? What are you driving (getting) at? Say it again, please. / Repeat it, please. Let's clear it up! / Let's straighten it out. What's the joke? / What's so funny? Now we know where we are.</p> |
|---|--|

DIALOGUES

- I didn't quite get you. Do you mean to say that new banknotes will be issued in?
- Certainly. That's what the newspaper says.
- From what you said I understand they are not getting on, are they?
- No, they aren't. Their relations couldn't be worse.
- What do you mean by saying that you won't give in?
- Nothing. Just that I won't give in.
- What are you driving at? Why not come to the point at once?
- Well, forget it.
- It's easier to fight for one's principles than to live up to them. Is that the idea?
- You put it very well. This is exactly what I meant.
- Did I get you right? You asked the question out of sheer curiosity, didn't you?
- Certainly. I have no personal interest in the matter.

Exercise 1. Read the dialogues, learn them by heart and then carry them out.

Exercise 2. Construct sentences using the table. Mind the word order.

| | |
|---|---|
| <p>I don't quite understand ... It's not quite clear to me ...</p> | <p>What impression did it make on you? What are you driving at? How did it happen? Why did he fall in your estimation? How did he manage to get away with it?</p> |
|---|---|

Exercise 3. Answer the questions.

1. What would you say to show the person you are speaking with that you understand (do not understand) him?
2. How would you ask someone to repeat something you didn't get?
3. What would you say if you wanted a thing straightened out?
4. What would you say if you didn't understand why someone is laughing?
5. What would you say to make sure that you understood someone correctly?
6. What would you say if you did not understand the idea (point) of your partner?
7. What do you mean by saying that idea?

LESSON 35.

STARTING RESUMING & WINDING UP A TALK & CHANGING THE SUBJECT

| | |
|----------------------------|---|
| Speaking of ... | By the way ... / Incidentally ... |
| That reminds me ... | I've been thinking ... / |
| To begin with, ... | I've been wondering |
| Where were we? | (I'll) tell you what ... (разг.) |
| You were saying ...? | Now you've mentioned it I remember. |
| Well, than ... | Well, to continue ... / Well, to proceed ... |
| To resume ... | Joking apart We are wandering. |
| Back to ... | We are getting away from the subject. |
| But seriously ... | That's beside the point. |
| Keep to the point. | Get to the point. Переходьте до справи. |
| Don't beat about the bush. | Omit the details. / Skip the details. |
| Don't go into details. | That's all there is to it. / That takes care of it. |
| Spare me the details. | Let's leave it at that. |
| In short ... | But enough of this. |
| To sum it up ... | Let's drop the subject. |

DIALOGUES

- Speaking of the summer. What are you going to do for your holiday?
- I think I'll go to some seaside health resort.
- I've been thinking... If Walter doesn't mind we could get down to it next week.
- Good idea.
- Let's leave it at that. We won't come to an understanding.
- As you say.
- We'd better drop the subject or else we'll quarrel.
- Yes. I believe you're right.
- That reminds me ... When will you see Mr. Robertson?
- I don't think I'll see him soon. You know I'm leaving next Monday.
- Too bad.
- Where were we?
- We were discussing the situation in Spain.
- You were saying ...?
- I was saying that there was more to it than meets the eye.

Exercise 1. Read the dialogues, learn them by heart and then carry them out.

Exercise 2. Finish the sentences.

1. He was wandering all the time and I asked him ... 2. Time was running short, I couldn't listen to the full account, so I suggested that she ... 3. It was clear that the argument wouldn't get us anywhere and George said it would be better ... 4. Why did you listen to all the nonsense he said? You should have told him at once that ... 5. If I have made myself clear, you will understand my original meaning, ...

HOW TO TALK TO A GIRL YOU LIKE FOR THE FIRST TIME

Make eye contact. Spend a few days catching her gaze every now and then. Don't just stare at her, though; instead, shoot her small glances until your eyes meet and she catches you. When she does, smile slightly and look away after a second.

You'll probably blush as well, which is all the better – blushing indicates you're nervous, which is a hint that you like her.

Time it right. When you do talk to her, pick a time that's convenient. Don't try to get her attention when she's obviously involved in something else, and try to have a bit of privacy – you don't have to be completely alone, but her attention shouldn't be too distracted.

Start with a compliment. Paying a girl the right compliment makes your intentions clear right away – she'll know instantly that you're interested in being more than her friend. Here are some things to consider.

Know how to deliver a compliment. Even the best compliment in the world will fall flat if your delivery is off. Keep a half smile as you talk – it will make you naturally add appealing inflection to your voice. (Try this trick out when you answer the phone sometime and see if you notice a difference.) Maintain eye contact with her, keep the tones of your voice up, but lower the actual volume – speaking softly immediately communicates intimacy, and it can make her instinctively lean in closer to hear you. If this all sounds a bit difficult, practice it in front of a mirror first.

As anyone who's ever had a stalker can tell you, there's a fine but definite line between flattering and creepy. With this in mind, choose your compliment wisely.

Saying something like "You always look amazing in that shirt" can come off as weird if you don't know her well, and implies that you watch her. (Even if you do, it's best not to spill that information immediately.) Instead, opt for something general but cute, such as "Your smile is glowing today. What's making you so happy?" or "I thought what you said in class earlier was really interesting". A good compliment should naturally lead to more conversation, instead of just hanging awkwardly in the air after you say it.

Know what to avoid. If you're going to pay a girl a compliment about her physical looks, stick to her eyes, smile or hair. Do not comment on her body otherwise, especially on the first interaction.

If you want to play it extra safe, pick something you already know she's proud of. For instance, if you know she's a dedicated violinist, say something like, "I've heard you're an amazing musician", and use it as a way to ask her some questions about it.

Keep the conversation moving. You might be tempted to stop talking and just stare at this girl, but don't let your nerves get the best of you. Allowing a long lull in the conversation will make things feel awkward.

Instead, have a mental list of backup questions you can use if you stumble on an uncomfortable pause.

Ask about what she thinks of a shared homework assignment or an upcoming event. Asking for her opinion communicates that you care about what she thinks, and see her as more than just an object. Use the conversation to find out more about her, but be subtle.

For instance, if you want to find out if she already has a boyfriend, you could casually ask, "So, anything fun planned with your boyfriend for the weekend?" If she doesn't have one and she's interested in you, she'll let you know immediately.

Ask open-ended questions. For instance, instead of saying "So, have anything fun planned for the break?" (can be answered with a short "yes" or "no"), say "What are you going to do to keep busy while school is out?" A question that requires a detailed response is always better to keep a conversation flowing.

Make her laugh (optional). If you're sure you've got a joke she'll appreciate, give it a shot. The goal is to show her you have an engaging sense of humour, but you don't want to come off as desperate or cheesy. If possible, crack a joke about the current situation or something you both saw happen. Situational humour is more meaningful than a joke you read online.

Don't tell a dirty joke. It's not appropriate for a first conversation, and it might give her the wrong impression. If she doesn't get the joke, don't explain it to her unless she asks. Just move on quickly with a new point of conversation.

Good humour is really attractive, but bad humor is a complete turn off. If you can't think of a joke that makes sense with the situation at hand, leave it alone.

Close the conversation early. Follow that old saying – "Always leave them wanting more". Find a way to gracefully duck out of the conversation before it goes stale. Good luck!

Exercise 1. Choose the keywords and phrases that best convey the gist of the information.

Exercise 2. Supply the missing remarks or parts of the following statements. Mind the hints given in brackets.

1. ... when did you visit Rome first? (Asking a casual question.) 2. ... We won't come to terms. (Wanting to drop the subject.) 3. ... the play. What was the cast? (Returning to the subject from whom the speakers deviated.) 4. ... will you sign such a paper? (Telling the other party to stop joking.) 5. ... we all side with you. (Summing up what has been said before.) 6. ... I'll never hear what happened. (Telling the other person not to get away from the subject.) 7. ... dwell on the essentials. (Telling the other person to skip the details.)

Exercise 3. Remember that.

To wind up – кончать, доводить до конца; уладить, разрешить (вопрос); to wind up accounts – закрыть счета; to wind up the company – ликвидировать компанию; to wind up a meeting – закончить собрание; to wind up a business – ликвидировать предприятие, дело.



HOW TO START THE CONVERSATION

Q: What is the best way to approach and talk to women? I mean, on public transport, at a shopping center, at a club/event, when she is with her friends, etc.?

A: Let me preface this by saying that while I fully expect to be skewered again for not fully answering the question at hand, perhaps one might consider that the questions being asked here don't ever have definitive, universal answers.

Much like queries involving the meaning of life and reality of soul mates, this is pretty person-specific. Here is this person's answer:

The cold, hard truth of the matter is that a woman's reaction to your **approach** varies wildly depending on how attractive she finds you. Unless you have a special psychic sense that allows you intuit her personality, you're picking her up because of her looks. What most guys don't realize is that she's judging you the same way. If she thinks you're super hot, your bad joke will probably go over way better than if she doesn't.

That being said, it is, of course, still important to engage a girl right off the bat. In my opinion, the best way to do this is to incorporate one or both of the following: humor and context.

That is, be funny, and try not to be totally random. Humor is in the ear of the beholder, but context is pretty easy to explain.

For example, if you're shopping at Trader Joe's, and you see an attractive female picking up a bag of Party Meatballs, you could casually stroll up to her and say something relating to how often you party hard with those meatballs and your friends Franklin and Bash, the renegade lawyers who practice law on their own terms on the USA Network. (For the record, I would find this totally charming and hilarious, but I love both Party Meatballs and the character development on USA).

The point is that whatever you say, it helps if it's relevant to the situation you both find yourselves in. Women will appreciate that you pay enough attention to draw some parallel between the two of you, as opposed to a completely random statement that could essentially be directed at any girl in the world.

By providing context, you're creating a shared moment, and that is much more likely to engage her. So whether it's about the song playing on the jukebox or her really awesome band T-shirt or her choice in toppings at the self-serve fro-yo place, commenting on your shared surroundings in a humorous way is the best way to go about it.

What's also a pretty solid no-fail tactic is if you ask her a question with an "either/or" option, a question she'll be forced to give an answer to, and then – no matter what her answer – disagree with her. Never ask "yes" or "no" questions; you're just giving her an excuse to bow out.

But something like, "My friends and I were just discussing something. What do you think: *Harry Potter* or *Lord of The Rings*?" And no matter what she says, shake your head and look puzzled, like she gave the wrong answer. It'll spark discussion and annoy her just enough to keep her in the conversation.

It might not always work, but it's for sure the *least* creepy approach. (For the record, commenting on how hot she is – that's usually creepy and not awesome. Don't do it.)

Exercise 1. Choose the keywords that best convey the gist of the information.

Exercise 2. Read the information and pick up the essential details in the form of quick

Exercise 3. Analyze the information, which is in the highlight, and use it in practice.

HOW TO END A CONVERSATION

Some people have questions about good ways to end to a conversation.

In my experience this is a pretty straightforward topic, and once someone has an idea of what to do, it's easy for them to successfully put the concepts into practice. This article may also have the side effect of illustrating various ways that someone might be trying to end a conversation with you, so you'll know if it's time to politely let them go.

There are a couple of main reasons someone may want to finish a conversation:

- They have to get back to what they were doing— working, running errands, mingling with other guest, etc.

- The conversation is starting to wind down and they want to neatly wrap it up.

- They're just not in a chatty mood, and want to keep things short.

- The person they're talking to isn't doing it for them and they want an exit strategy.

The way someone may need to finish the conversation also depends a bit on the context:

- Running into someone in the supply room at work.

- Chatting with someone at a party or networking event.

- Talking to someone on the phone.

- Bumping into someone on the street or at the grocery store.

- Sitting with someone on the bus or subway.

How they end the conversation may depend on the context and the people's relationship to each other.

- If you already know the person a quick, "I gotta run. I'll catch you later" will be fine in most situations.

- If you've just met the person in a more social setting, something like "It was good meeting you" will do the trick. If you hit it off you may also want to take the time to exchange contact info, or add each other to Facebook on your smart phones.

- If you've just met someone in a more work or networking-oriented environment you may want to exchange business cards, or figure other things, like if you plan on following up with them about a business opportunity.

When you start talking to someone, it's good to go in with an idea of how long they can chat for.

A general principle first. You can make ending many of your conversations a lot simpler if you go into them with an understanding of approximately how long you can talk for. For example:

- If you run into someone while they're doing errands they're generally going to want to get back to what they were doing after a minute or so.

- If you're talking to someone at work while you're both grabbing a coffee they'll need to get back to their desk after five minutes max.

- If you're chatting to someone at a party, where it's expected that people will mingle and not spend all night with the first person they start talking to, they may want to move on after about five to ten minutes.

- If you're calling someone to quickly set up plans with them, assume they have something they need to get back to after a few minutes.

- If you're chatting to someone at a party, where it's expected that people will mingle and not spend all night with the first person they start talking to, they may want to move on after about five to ten minutes.

- If you end up sitting next to someone on the bus they may not want to feel they have to chat to you the entire time. After a few minutes they may want to sit quietly, or get back to their book or iPod.

Naturally none of these time guidelines are set in stone. It's more that if the other person is happy to talk and the conversation does end up going longer, that's great, but if not, you'll have a sense of when you'll need to finish. Knowing this will allow you to smoothly wind things down when the time comes. The alternative is when you run into someone and feel that you just have to keep the conversation going as long as you can, and then you get caught off guard when they seemingly end it out of nowhere.

It's okay to end a conversation quickly and cleanly.

Sometimes people feel that they have to give a big formal goodbye every time they stop talking to someone. Most of the time this isn't called for, you can finish the conversation a lot more quickly and casually. Dragging things out too much can actually make things more awkward. Below are several different ways someone could end a conversation.

From here on out this article has a lot of examples in it, I'll refer you to the site's quick disclaimer on them.

Just wrap things up without any window dressing.

It's often fine to just say you've got to go without any explanation, especially if you know the person already. They'll understand you've got things you need to do and won't be offended.

- "I gotta run, good talking to you".
- (Talking on the phone) "Well I'm gonna go. I'll talk to you later".
- "Alright" (To agree with what they just said) "Anyways, take it easy man".
- (As you're heading off)

"Anyway, I'll let you get back to it... "

You can end the conversation this way if you've been talking to someone who was in the middle of something.

- "Anyway, it was good seeing you. I'll let you get back to your shopping".
- "Anyway, I'll talk to you more later. I'll let you get back to your work".

You can also make up something for the other person to get back to. Like if you're talking to someone on the phone on a Sunday evening, and need to get going you could say, "Well I'll let you get back to getting ready for work tomorrow" or "I'm sure you want to relax a bit before you go to sleep. I'll let you go".

Use a reason for why you have to leave the conversation.

People often use this one at parties, bars, or networking events, where there are a ton of built in reasons for having to go do something else. Ending a conversation this way doesn't have to be an excuse either. You may actually have something else you have to attend to: ***Day to day***

- "It was good running into you. I gotta finish this shopping before I pick up my kids".
- "Sorry I can't talk longer. I'm actually on my way to meet my friend for coffee".
- "Let's talk more at lunch. I gotta finish up this presentation before 11:00."

Exercise 1. Add some information & make up a small report and give a talk in class.

Exercise 2. Read the information & pick up the essential details in the form of quick notes.

THE ART OF A CONVERSATION

An hour cocktail party or two-hour business dinner can feel like a day dragging on if you aren't silver-tongued or you wind up paired with someone who is less-than-outgoing.

Even captivating public speakers or extroverted account executives can sometimes find themselves at a loss when the go-to topics (business, movies, weather, kids) are exhausted. Fortunately, no matter where you are on the conversation comfort scale, there are techniques that can make any conversation engaging, meaningful, and memorable.

Banter like the Best Conversationalists

Conversation, as with any art form, has past masters that the rest of us can emulate. And, no group of gabbers is as renowned as the Algonquin Round Table.

These writers, critics, actors and wits, including Dorothy Parker, met for lunch regularly at the Algonquin Hotel from 1919 to 1929, producing linguistic gems that are still quoted to this day. Not everyone can produce the perfect bon mot, but everyone has personal stories to share. Storytelling, according to Paul Smith, author of *Lead with a Story*, is the basis for relationship building through conversation. This is especially true in the workplace, where, all too often, hallway chatter can seem predictable or even superficial.

Smith says that there are two types of stories you can tell that will be instant hits.

"Be self-deprecating", says Smith. "Everyone would love to hear about how you accidentally hit 'Reply All' to the company email and admitted something a little embarrassing to the entire organization". The other welcomed type of story is about when you learned something, or learned it in an unexpected way. "Talking about your medieval history class might only be interesting to other history buffs", says Smith. "But if you tell a story about how you learned medieval history by watching Monty Python movies and cross-referencing the facts in Wikipedia, almost anyone will find that entertaining".

Create a Genuine Connection

Storytelling can also take you beyond simple camaraderie and actually allow you to create a closer, more genuine bond with co-workers or clients. It all depends on how willing you are to be open and honest. "The most effective stories are ones that create vulnerability by showing an insecurity, or describing a painful time in your life, or a costly failure", says Smith. "They're exactly the kind of stories people don't want to tell to a bunch of strangers in the office – and that's the point. It's a vicious circle. We don't tell our personal stories because we work with strangers. They remain strangers because we don't tell our personal stories. You have to break the cycle. Tell your own stories and challenge other people to tell theirs, and you'll never work with strangers again".

Daniel Menaker, former editor at the *New Yorker* and Random House and the author of *A Good Talk*, agrees. "Take risks and confide in others", he advises.

"Those are the conversations that come from nowhere and develop into exchanges with more meaning".

Treat Conversing Like a Task

Stimulating repartee, funny anecdotes, and personal disclosures are the stock in trade of a great conversationalist. But there are also times when you might feel shy or anxious about attending an upcoming dinner party or company outing. That's where your project management skills will come in handy.

Debra Fine, author of *The Fine Art of Small Talk*, says to approach these occasions as you would any other project. "Most of us are great at tasks", she says. "That's one reason why we've succeeded, professionally".

First step is a little reconnaissance. Fine suggests getting hold of the guest list if you can and reviewing everyone's names, especially partners and spouses, so you can try to recall what you know about each person and, if you've met before, what you talked about the last time you were together.

Next, prepare three "conversation starters" that are broad enough to appeal to nearly anyone and are designed to elicit specific, and hopefully interesting, responses.

"Bring me up to date with that project you were telling me about last time" or "What's been going on with work for you since the last time I saw you?" "Or, Fine's favorite when you're speaking to someone you don't know well, "What keeps you busy outside of work?" Finally, come to any social event equipped with short answers to questions you'll probably be asked, like "How's your year been?" or "How are the kids?"

Listen Intently

With so much focus on what to say, it can be easy to forget that talking is only half of a conversation. The other half, of course, is listening. "One thing most people enjoy is when other people pay attention to them", says Smith.

This includes listening closely to what others have to say, asking questions to get them to say more, and genuinely appreciating what was shared.

Alex Lickerman, M.D., physician and author of *The Undefeated Mind*, also believes that the value of being a good listener cannot be overstated. He says that shifting the attention away from yourself and toward others – genuinely caring about what they have to say – "will lead to an approach and tone that people will notice and warm to. And it will make you less fearful in engaging with others".

The benefits of being a good listener do not end there. As Smith observes, one requirement for any great conversation is to have at least one good listener. "And if that's you", he says, "you will be the one in the group people like because you were largely responsible for ensuring that those speaking were having a good time". The best news about becoming a better listener? As Smith points out, "You don't have to be a great talker to be a great conversationalist".

Exercise 1. Choose the keywords and phrases that best convey the gist of the information.

Exercise 2. Remember that.

At parties / bars / networking events

- "I've got to go find my friends".
- "I'm going to go grab another drink".
- "If you'll excuse me, I just saw someone I've been meaning to catch up with".
- "I just have to head to the bathroom. I'll run into you later maybe".
- "I just got here. I'm going to look around a bit more".



Let's Talk

I agree with you because ...

This reminds me of...

What I heard you say was...

I learned that...

Could you please tell me more about...

I'm surprised that...

I noticed that...

According to the text...

Could you explain your answer?

This makes me wonder about...

I understand what you are saying, but I think...

I figured out that...

I would like to point out...

I think the author is trying to say...

This makes me think about...

Could you show me?



LESSON 36.

TIME & WEATHER & TIME EXPRESSIONS

Days & Months & Years

I came back on Friday. I'm going to be very busy on Monday. She works on Saturdays.

I was born in September. We went to Turkey in June. I haven't seen him since January.

We met in 1997. (in nineteen ninety-seven) She moved to Houston, Texas, in 2006. I visited France five years ago. This museum was built in the 18th century.

Usually, often, every week: usually; regularly; often; frequently; sometimes; rarely; seldom; never; every day; every other day (через день); every week; every month; every year; three times a day; twice a week; once in a while (время от времени).

Now: now; today; at the moment; at this moment; at present; at the present time.

Tomorrow, next week:: tomorrow; the day after tomorrow (послезавтра); one of these days (на днях – в буд. вр.); next week (на следующей неделе – в буд. вр.); next month; next year; next Friday; next spring; next autumn; in a day or two; in a week; in a year; in five years (через пять лет – в буд. вр.); a week from now; a year from now; five years from now (через пять лет – в буд. вр.); soon; quite soon; sometime soon; sometime next week.

Yesterday, two days ago, last week:: the day before yesterday (позавчера); the other day (на днях – в прош. вр.); last week; last month; last year; last Monday; last winter; last summer; three years ago; a month ago; a week ago; an hour ago; ten minutes ago; two days later; a week later; a year later; five years later (через пять лет – в прош. вр.).

At two o'clock, in the morning, for thirty minutes: in the morning; in the afternoon; in the evening; at noon; at night; at dawn; at midnight; after midnight; tonight; at eight o'clock; at eleven o'clock; at 9:15; at nine fifteen; at 10:30; at ten thirty; at 7:00 a.m. (at seven ['ei'em]); at 10:00 p.m. (at ten ['pi:'em]); at nine in the morning; at three in the afternoon; at eight in the evening; at ten at night;

during the day; during the night; during the week; during the weekend; for ten minutes; for half an hour; for an hour; for three hours; for a day or two; for six days; for a week; for two months; for a year; for fifteen years.

On Monday, in May, in winter: on Sunday; on Saturday; on Mondays; on weekdays; on weekends; in August; in winter; in spring; in summer; in autumn / in the fall.

TIME OF DAY

What time is it? It's ten o'clock. Excuse me, sir, what time is it? It's almost midnight. Could you tell me the time, please? It's three fifty. It's ten to four. It's five in the morning. It's 5:00 a.m. (five ['ei'em]) It's six in the evening. It's 6:00 p.m. (six ['pi:'em]) It's 9:05. (nine oh five) It's five after nine. It's five minutes after nine. It's 3:10. (three ten) It's ten past three. It's ten after three. 2:15. Two fifteen. A quarter past two. A quarter after two. It's 6:25. It's six twenty-five. It's twenty-five past six. It's twenty-five after six. 8:30. Eight thirty. Half past eight. It's 9:40. It's nine forty. It's twenty to ten. It's 9:40. It's nine forty. It's twenty to ten. One forty-five. A quarter to two.

Exercise 1. Choose the keywords that best convey the gist of the information.

Exercise 2. Read the information & pick up the essential details in the form of quick notes.

USEFUL PHRASES

| | |
|--|---|
| <p>What's the time by your watch? My watch says twelve noon. It's 4:00 p.m. Chicago time. The alarm clock rang at six thirty. Let's meet at seven thirty. When does the concert start? It starts at nine in the evening. When do you usually get up? He woke up early in the morning. He came back late at night. It's time to go. Don't hurry. Take your time. What time does the bank close? How long have you been here? It takes too much time. I've been here for a week already. I haven't seen her for a long time. He is always on time. Have a good time! Do I need to wind up this watch? Set the alarm clock for seven, please. It takes three hours to get there. When do the stores open? The stores open at 8:00 a.m.</p> | <p>They arrived in Barcelona at 10:30 p.m. local time. The alarm went off at 6:30 in the morning. The bank closes at 5:00 / at five o'clock / at five. The bank closes at five in the evening / at 5:00 in the evening / at 5:00 p.m. I usually get up at 8:00 / at eight o'clock / at eight. I usually get up at eight in the morning / at eight o'clock in the morning / at 8:00 a.m. When do you go to bed? Around eleven o'clock. / About eleven (at night). Where were you at two o'clock yesterday? I was at home. What were you doing at three o'clock yesterday? I was sleeping at that time. I don't have much time. I am running out of time. How much time do I have (for it)? You have two hours and forty minutes. Your time is up. Hand in your test papers, please. My watch is gaining. It's four minutes fast. Do you have time? I don't have time now. It's ten minutes past three by my watch. I have set my watch by Moscow time. My watch usually keeps good time. How long does it take to get there?</p> |
|--|---|

I came in time to talk to the teacher before the beginning of my classes.
 How many times do I have to tell you not to leave the door open?

Exercise 1. Translate the useful phrases.

Exercise 2. Translate examples of dates usage.

He left his hometown in September 1981. (in September nineteen eighty-one) He left on the seventeenth of September. He came back on April 11, 2010. (on April eleventh / on the eleventh of April, two thousand ten / twenty ten) Today is July 30, 2011. (July thirtieth, two thousand eleven / twenty eleven) Today is the 30th of July. (the thirtieth) Today is August third. Today is the third of August. Tanya's birthday is on the 7th of April. Tanya's birthday is on the seventh of April. My birthday is on December 15th. My birthday is on December fifteenth. My son's birthday is July 1. (the first of July; July first; July the first) She was born on March 2, 2003. (on the second of March, two thousand three) I was born on June 6, 1975. (on June sixth, nineteen seventy-five) Columbus discovered America on October 12, 1492. (on October twelfth, fourteen ninety-two)

Exercise 3. Choose the keywords that best convey the gist of the information.

Exercise 4. Read the information & pick up the essential details in the form of quick notes.

Exercise 5. Add some information and make up a small report and give a talk in class.

Exercise 6. Remember that.

| | |
|---|---|
| <p>Date – дата, число, день date of birth – дата рождения due date – положенный срок expiration date – срок годности significant date – важная дата to date – на сегодняшний день even date – то же число to go out of date – устаревать to alter the date – изменять дату arrival date – дата прибытия at a future date – позднее What's the date (today)? What date is it (today)? What's today's date? She has a good memory for dates. Julian date – юлианское представление даты (число дней от начала года)</p> | <p>to bear a date – быть датированным to fix (set) a date – назначить, определить дату best-before date – срок годности (на продуктах) on the same date – в один и тот же день at the earliest possible date – как можно раньше closing date – последний день, крайний срок artifacts of a later date – артефакты поздней эпохи to fix (set) a date for smth – назначать дату чего-л. to keep smb. up to date – держать кого-л. в курсе дела to keep smth. up to date – дополнять что-л. новейшими данными to refer to the date – ссылаться на дату approximate date – приблизительная дата at a later date – в дальнейшем; позднее; в будущем at a long date – на долгий срок, долгосрочно at a short date – на короткий срок, краткосрочно Gregorian date – григорианский календарь It's a date. – Договорились, встречаемся в назначенное время.</p> |
|---|---|

WEATHER

Asking about the weather

| | |
|---------------------------------------|---|
| What's the weather like today? | Is it hot outside? / Is it hot out? |
| How's the weather? | It's getting colder. It's getting warmer. |
| Is it cold outside? / Is it cold out? | Is it hot in? / Is it hot in the room? |
| Beautiful weather, isn't it? | Yes, it is. / It sure is. |
| It's a beautiful day, isn't it? | How nice the weather is today! |
| Nice morning today, isn't it? | The weather is fine. |
| The weather is good today. | The sky is clear. |
| The sun is shining. | Birds are singing. |
| Terrible weather, isn't it? | What a terrible day! |
| Yes. / It sure is. | It is cold, isn't it? / Cold, isn't it? |
| It is hot, isn't it? / Hot, isn't it? | It's windy. It's very windy. |
| It's terribly cold. It's bitter cold. | It's freezing cold. |

The weather is bad today. The wind is blowing, and it is getting colder.
It's terrible outside. The snow is melting, and the roads are slippery.

SOME PHRASES FOR GOOD WEATHER

Lovely day, isn't it?
Isn't it beautiful?
The sun... isn't it gorgeous?
Wonderful, isn't it?

It's so nice and hot...
Personally, I think it's so nice when it's not – isn't it?
I adore it – don't you?

If you do not say anything else for the rest of your life, just repeat this conversation, you still have a fair chance of passing as a remarkably witty man of sharp intellect, keen observation and extremely pleasant manners.

SOME PHRASES FOR BAD WEATHER

Nasty day, isn't it?
Isn't it dreadful?
I hate rain...
I don't like it at all. Do you?
Fancy such a day in July.
Rain in the morning, then a bit of sunshine, then rain all day long.
I remember exactly the same July day in 1936.
Yes, I remember too.
Or was it in 1928? Yes, it was. Yes, that's right.

Now observe the last few sentences of this conversation. A very important rule emerges from it. You must never contradict anybody when discussing the weather.

Should it hail and snow, should hurricanes uproot the trees from the sides of the road, and should someone remark to you: "A nice day, isn't it?" – answer without hesitation: "Isn't it lovely?" Learn the above conversation by heart.

Rain & Snow

It looks like rain. It looks as if it is going to rain.
It looks like snow. It looks as though it is going to snow.
It looks like it's going to be sunny.
It's raining. It is raining hard. It is raining heavily.
It's snowing. It is snowing heavily.
It started raining in the morning.
When will it stop raining? When will the rain stop?
I wish it would stop raining.
I got caught in the rain yesterday.
I was wet to the skin. I got wet to the skin.
I was soaking wet. I got soaking wet.
Don't go out now. Wait till the rain lets up a little.

Weather Forecast

Do you know the weather forecast?
The weather report says cloudy, hot and humid, but no rain.
They said it might get windy at night.
There is an 80% chance of heavy rain. (eighty percent)
It's supposed to get quite warm later in the afternoon.

weather pictictionary



Hot



Rainy



Warm



Cold



Snowy



Stormy



Windy



Cloudy



Tornado



Icy



Lightning



Clear



Spring



Summer



Autumn



Winter

Whether the weather is fine
Whether the weather is not
Whether the weather is cold
Or Whether the weather is hot
We'll weather the weather
Whatever the weather,
Whether we like it or not.

WEATHER FORECAST FOR THE NEXT SEVERAL DAYS

On Monday: North and northwest 15 to 25 m/s, strongest wind by the east coast. Sleet or rain in the north and east and snow in mountains, elsewhere mostly dry. Decreasing wind and precipitation in the afternoon. Temperature 1 to 6 deg. C. On Tuesday: Northerly wind, 10 to 18 m/s, strongest by the east coast. Slight rain or sleet in the north and east parts, elsewhere partly fair. lighter wind and and maynly dry by afternoon. Temperature 0 to 4 deg. C, in the north, but up to 8 in the south. On Wednesday: Rather light southeast wind and mostly dry, but becoming southeast 8 to 15 with rain in south and west part by afternoon. Becoming warmer. On Thursday and Friday: It looks like southeast wind with intermittent rain especially, in south.

Temperature

What's the temperature?

It's pretty warm, 20° Celsius.

How much is that in degrees Fahrenheit?

It's 68° Fahrenheit.

What's the temperature?

It's pretty warm, 20° Celsius.

How much is that in degrees Fahrenheit?

It's 68° Fahrenheit.

Preferences

I like warm weather.

I hate hot weather.

I can't stand cold weather.

I hate it when it's cold like this.

I hope it would get warmer soon.

I love it when it's warm like this!

This heat is killing me!

I hope it would get cooler soon.

Are you afraid of thunder and lightning?

What is your favorite season?

I like autumn. I like summer most of all.

DESCRIBING THE WEATHER

Good, great, nice, beautiful, lovely, excellent, fine, fair, clear, pleasant, terrific; bad, awful, terrible, nasty, lousy, foul, rotten, miserable, unpleasant, dull; sunny, warm, hot, mild, cool, cold, freezing, icy, frosty; cloudy, overcast, foggy, smoggy; rainy, wet, humid, dry, arid; windy, calm, windless.

WEATHER PHENOMENA & RELATED WORDS

Sunshine

warm sun, hot sun, blazing sun, Indian summer, sunlight, sunrays, sunbeams.

Fog

fog, mist, haze, smog, dew; thick (dense, heavy, patchy) fog, a blanket of fog.

Rain

rain, rainfall, heavy (pouring, cold, steady, constant, warm, light, gentle) rain; shower, downpour, deluge, rainstorm, rainbow, drizzle, hail, sleet; a drop of rain, a droplet, a raindrop.

Snow

snow, snowfall, falling (heavy, deep, fresh, light, wet, melting) snow; snowstorm, blizzard, frost; snowflake, snowdrift / snowbank, ice, icicle.

Thunder & lightning

thunderstorm, thunder, a clap of thunder, a thunderclap, a bolt of thunder, a thunderbolt; lightning, a bolt of lightning, a flash of lightning.

Wind

wind, breeze, strong (high, light, cold, warm) wind, a gust of wind; windstorm, tropical storm, hurricane, whirlwind, tornado, typhoon, dust storm, sandstorm.

Seasons

winter, spring, summer, autumn / the fall.

Disasters

earthquake, volcano eruption, landslide, avalanche, hurricane; flood, deluge, tidal wave, tsunami, drought, fire.

Weather reports

weather report, weather forecast, weather man, thermometer, barometer; climate, air pressure, temperature, humidity, precipitation, three inches of snow.

Sample weather reports

Mainly cloudy with a little drizzle. Slight chance of a rain shower. Northeastern wind at 5 to 10 mph. Temperature below normal in the north and central regions. Near normal for southern regions. Maximum temperature 10°C. Cold and dry in the morning, warmer later. Windy & increasingly cloudy with sunny periods. Rain expected at night, with 40 % chance of showers. Maximum 58° F (14°C) in the afternoon. Strong wind expected Monday, with temperature in low 50s. Sunny in the morning with cloudy intervals later in the day. Chance of rain 50%. Isolated thunderstorms possible. Highs in the mid 80s & lows in the upper 60s. Heat wave expected. Temperature 97-98° F (36-37° C) to 101-103° F (38-39° C) for the next three days. High atmospheric pressure.

TEMPERATURE: FAHRENHEIT & CELSIUS

Fahrenheit is used in the U.S.; Celsius is used in all other English-speaking countries.

Freezing point of water: 32° Fahrenheit, or 0° Celsius.

Boiling point of water: 212° Fahrenheit, or 100° Celsius.

Room temperature: 65-68° Fahrenheit, or 18-20° Celsius.

Nice warm weather: 72-81° Fahrenheit, or 22-27° Celsius.

Cold frosty weather: 0° Fahrenheit, or -18° Celsius.

Normal body temperature (in the armpit): 97.9° Fahrenheit, or 36.6° Celsius.

Illness: 100-104° Fahrenheit, or 38-40° Celsius.

Oven: 300°F is 149°C; 350°F is 177°C; 400°F is 204°C; 500°F is 260°C.

OTHER RELATED WORDS

Nature, environment, ecology, air pollution, water pollution, acid rain, the cutting down of forests; industrial waste, chemical waste, toxic waste, nuclear waste; the ozone hole, the greenhouse effect, greenzone, greenhouse gases, global warming, global cooling, environmental protection.

Exercise 1. Remember that.

Fair / fine weather – погода

broken weather – неустойчивая, переменная погода

dirty weather – ненастная погода
 dull weather – пасмурная погода
 foul weather – отвратительная погода
 rough weather – непогода, буря, ненастье
 weather permitting – при благоприятной погоде
 to make good weather – хорошо выдерживать шторм (о корабле)
 to make bad weather – плохо выдерживать шторм (о корабле)
 to have the weather – идти с наветренной стороны
 to have the weather of smb. – иметь преимущество перед кем-л.
 to make heavy weather of smth. – находить что-л. трудным
 in the weather under the weather 1) нездоровый, больной 2) в беде
 weather conditions – метеорологические условия
 weather report – метеосводка weather centre – метеоцентр
 weather satellite – метеорологический спутник
 to keep one's weather eye open – смотреть в оба; держать ухо востро
 indoor weather – кондиционированный воздух внутри здания
 to request weather – запрашивать погоду
 to forecast weather – предсказывать погоду
 flight weather – лётная погода
 adverse weather – неблагоприятная погода
 dangerous (hazardous, violent) weather – особо опасное явление погоды
 significant weather – особое явление погоды

Exercise 2. Describe the weather on the picture.



LESSON 37.

INTERRUPTING A CONVERSATION

Giving additional information & Being emphatic

(Much) to my surprise (disappointment) Fortunately ...
(Unfortunately) ...
To my mind ... / In my opinion ...
Most probably... (Maybe...) ..., to put it mildly. /..., to say the least of it
And besides.../What's more.../Moreover ..
... the more so that...
The ..., the ... (e.g. The more, the better.)
It was he who spoke about it.
It was yesterday that I saw him.
Only then (there, etc.) did he remember it.

Frankly (speaking) ...
Відверто кажучи ..
It seems to me that ...
Evidently ...
Upon my word. ... I assure you.
... if you ask me ... It's bad as it is.
.. all the more reason why ...
Take it from me ...
He did mention it.
On top of all that

Exercise 1. Analyze the vocabulary notes and remember them.

Exercise 2. Try to sound more convincing by adding "Take it from me ...", "Upon my word ... "or"... I assure you".

1. They will level the score. 2. He will take first place. 3. James will back out at the last moment. 4. Douglas will see the thing through. 5. Mr.. Robertson won't let you down. 6. Our team will win the championship. 7. He will hold the title.

Exercise 3. Supply the missing elements.

1. He is incompetent and ... at that. 2. The weather was cold and ... at that. 3. The house is inconvenient and ..., too. 4. You were wrong and ... too. 5. What you say is unexpected and ... at that.

Exercise 4. Emphasize the words in bold type. Use "It is... that (who)..."

1. I saw him first **at the Old Vic** theatre. 2. They'll change **at Springfield**. 3. **John** will write the review. 4. **You** let us down. 5. **Robert** helped us out. 6. **George** objects to it. 7. **Gregory Peck** plays the leading role in the film "On the Beach".

Exercise 5. Translate the synonyms and antonyms to the verb «introduce».

Synonyms. Announce, offer, open, propose, recommend, submit, suggest, advance, air broach, familiarize, harbinger, herald, moot, originate, precede, preface, usher, bring up, come out with, do the honours, fix up, get things rolling, get together, to give introduction, lead into, knock down, lead off, open up, kick off, pave the way, put forward, set forth, spring with, start ball rolling.

Antonyms. Conceal, deny, dissuade, hide, refuse, close, close up, end.

To introduce something means to cause it to enter a place or exist in a system for the first time. If you introduce someone to something, you cause them to learn about it or experience it for the first time. If you introduce one person to another, or you introduce two people, you tell them each other's names, so that they can get to know each other. If you introduce yourself to someone, you tell them your name.

Exercise 6. Express your attitude towards what you say starting the statement with one of the following phrases.

| | |
|-------------------------------|--------------------------|
| Much to my surprise ... | Funny enough ... |
| Much to my disappointment ... | To make things worse ... |
| In my opinion ... | To my mind ... |
| Frankly ... | Unfortunately ... |
| Evidently ... | Fortunately ... |
| Most probably ... / Maybe ... | Strange enough ... |

1. He has come a long way. 2. Howard got away with it. 3. The leading part was played by an understudy. 4. She doesn't qualify for the job. 5. I don't think he is cut out to be a scientist. 6. His article wasn't rejected. 7. She'll get over it. 8. His plans will fall through. 9. They will start on Monday. 10. It won't work out. 11. Women and politics do not mix. 12. He left a message at the desk. 13. Dorothy will come by the 8:40 train. 14. He was given a citation. 15. She didn't live up to my expectations. 16. He doesn't want it known.

Exercise 7. Remember that.

Introduce someone into something; to bring someone into something; to launch someone into something.

Tony introduced Wally into his club. You do not wish me to introduce myself into local social life, do you?

Introduce something into something; to bring something into something or some place; to bring something into something as an innovation.

The decorator introduced a little bit of bright red into the conference room. After I introduced the new procedures into the factory, production increased enormously.

When people meet: if you introduce someone to another person, you tell them each other's names for the first time: *Have you two been introduced? Tom, this is Greg.*

introduce somebody to somebody: *June, let me introduce you to Bob.*

Introduce yourself (formally tell someone who you are) *May I introduce myself? My name is Meg Johnson.*

New system product: to bring a plan, system, or product into use for the first time: *They want to introduce a system of identity cards. The store have introduced a new range of food for children.*

To bring something to a place: to bring a type of thing somewhere for the first time *The grey squirrel was introduced into Britain from North America.*

New experience: to show someone something or tell them about it for the first time *Malcolm introduced me to the joys of wine-tasting.*

Program (public element): to speak at the beginning of and sometimes during a television or radio programme, or at the beginning of a public event: *Jim Adams will introduce tonight's programme.*

Start a change: to make something new start to happen or exist in a situation: *The peace agreement has introduced a feeling of optimism here.*

Law: to formally present a possible new law to be discussed: *Several senators introduced legislation aimed at sexual harassment.*

Exercise 8. Add some information & make up a small report and give a talk in class.

LESSON 38. DEBATING A POINT

Winning an argument & admitting one's defeat

You are repeating yourself.

Where does it come in?

What has it got to do with the problem?

It doesn't follow from what you said.

It's quite a different thing.

I take it for granted that ...

You should take it into consideration.

On the one hand ...

(On the other hand ...)

As to ... / As far as ... is concerned.

From the look of it ...

As a matter of fact ... / Actually ... / In fact ...

... and all that. / ... and so on and so forth.

Now that we've considered it ...

Come to think of it ..

After all ... (e.g. After all, he can do it himself.)

... to say nothing of ... / ... not to mention ... /

If that's the way you think (look at it, feel about it, etc.)

There is something in what you say.

It doesn't make sense.

It doesn't prove a thing.

There you are! (*pass.*)

It's a matter of opinion.

Now, let's take facts ...

Let's stick to facts.

You can't deny that ...

On the face of it ...

When it comes to ...

... for that matter.

Nevertheless ...

In that case ...

The fact that ...

... let alone ...

It stands to reason.

I admit that ...

I give in.

All right, you win.

I'm cornered.

DIALOGUES

- You're painting it too black.
- Not at all. That's the way things are.
- That won't get us anywhere.
- Right you are. Let's leave it at that.
- Frankly, I wouldn't like to have him for a colleague.
- There you are! But why did you give him a good character?
- You're carrying it too far.
- Perhaps. But as you know I always suspect the worst.
- On the face of it the fact is of no importance. But when you look into the matter, you'll see that it is not so trifling as it may seem.
 - What you say stands to reason. Not a single detail should be overlooked.
 - Robert did very well in his exams, considering ...
 - Yes, indeed. He missed so many lessons.
 - I take it for granted that the figures you will cite have been checked.
 - Certainly.

Exercise 1. Read the dialogues, learn them by heart and then carry them out. Render the score of them in Indirect Speech.

Exercise 2. Analyze the vocabulary notes and remember them.

Exercise 3. Do the tasks.

If the person you are speaking with is not logical, you say: (What has it got to do with the problem? What has it got to do with the thing we are discussing? It doesn't follow from what you said before. You are repeating yourself. It doesn't make sense. It doesn't prove a thing. That won't get us anywhere. It isn't true to fact.)

Ignores facts, you say: (Let's take facts. Stick to facts. There is no getting away from the fact that ... Take into consideration the fact that ...)

Is talking sense and you are convinced, you say: (It stands to reason. Right you are. I agree with you. There is something in what you say. Now you are talking. I admit that ...)

Says things you don't quite agree with, you say: (It's a matter of opinion. That's all very well but... You are carrying it too far. You are painting it too black.)

Says something he didn't mention before, you say: (It's quite a different thing. That makes all the difference. Now you are talking.)

Exercise 4. Compose sentences. Use the tables.

| | | |
|----------|---|---|
| Now that | you've mentioned it. you've said everything you've called my attention to it we are through with the job | I remember everything. I know where we are. I admit I was wrong. we can relax. |
|----------|---|---|

| | | |
|---------------------|--|---|
| When it comes to... | dancing money arguing his property his children his job | he is second to none. nobody can surpass her. he becomes adamant. there is no stopping him. he won't listen to reason. he becomes unrecognizable. he gets ruthless. |
|---------------------|--|---|

Exercise 5. Answer the questions or react to the following things.

1. What is the population of Ottawa? 2. What is the capital of the state of New York? 3. What was the city with the biggest population? 4. She won't be back until after dinner. 5. He has no scruples whatever. 6. We're also flying to Canada tomorrow. 7. May I use your phone? 8. Do you mind my staying? 9. Could you help me with my luggage? 10. Hold the line, please. 11. Shall I give you a lift? 12. Could I help you in any way? 13. Is there anything you want? 14. Why not have someone do it? 15. Get it done right away. 16. I'm so worried about it. 17. I'm afraid I won't manage it. 18. I'm in a terrible fix. 19. I'll never get over it. 20. Things are going from bad to worse. 21. We can rely on him. He never goes back on his word. 22. He's a very clever man. And easy to deal with, too. 23. You look fine. 24. He always tells lies. 25. I've spoiled the whole thing.

Exercise 6. Translate and remember that.

A debate about (with) smth.; to conduct (hold) debate; to moderate debate bitter debate; a heated (lively, sharp, spirited) debate, to debate heatedly (hotly), to debate openly (publicly), to be widely debated, to debate a bill, a question, an issue, a subject; to debate with oneself (in one's mind); debate on an issue (a question); the debates.

HOW TO DEBATE A POINT

Even if you are in an office job, debate skills are vital elements to climbing up any job market (corporate, medical, or educational). Some people are better debaters than others.

Consequently, they go into fields such as law or sales. Still, debating points is integral to improving your professional situation. You will need to know how to debate a point to increase your salary, to get the best position you deserve, the best desk, the best hours, the best clients, and so on. Even if your work takes you to places that argumentative skills are extraneous, they will always help you in your job pursuits.

Perhaps you will need to debate a point just to get the job. You must convince an employer that you are the best candidate for the job in order to secure it and move up in the corporation (or school or hospital). Follow these few steps to create a strong "point" or argument. From this point on, we will refer to a "point" as an argument or a theme.

- Research all information around "the point."
- Pick a side to debate. There are always two (or more) ideas to a debate or points to argue. You must select one viewpoint and follow it through. If you are a little iffy on your argument, it will appear in your debate. You do not even have to agree with your argument, you just must commit to it in order to create a strong debate.
- Once you have researched both sides to a point, you must begin creating your debate.
- Like an essay, a debate point is a formulaic. It has an introduction, evidence, and a conclusion. The main difference is that most debates are oral. You speak in public, sometimes extemporaneously.
- Your point must have an introduction, but not a flowery introduction. Usually, you just jump to the point. You can open with a general thought or anecdote, but do not veer too far from the subject matter or else people will start fidgeting. They will not listen to your debate.
- Gather at least three pieces of evidence. Have them prepared ahead of time. You may not use them all while speaking. However, you will always have more than enough information to fall back on if there is an uncomfortable silence.
- Conclude your debate by disproving the opponent's point. You will then reaffirm the certitude of your point by repeating your thesis statement aloud.

While debates are usually oral, here are a few tips to follow in order to appear calm and collected and prepared. Confidence is vital in debate. Your presentation, speech, and appearance matter almost as much as your delivery and your content.

Remember, debates are just like essays. There is a thesis (central argument), several pieces of evidence, and a conclusion.

The main difference in a debate is the presentation. You are not reading aloud a written essay. You are presenting a theme, an argument, a point orally. You must convince the opponent that you are correct and he or she is incorrect. You do this by appearing confident, disproving the opponent's point, and overpowering your points. It is vital to understand all sides of an issue so that you can disprove your opponent's point. This difference is where debating a point differs the most from writing an essay.

Exercise 1. Add some information & make up a small report and give a talk in class.

Exercise 2. Read the information & pick up the essential details in the form of quick notes.

Exercise 3. Identify the areas of debates on The Significance of Signs /by John Wilson /.

All people who speak the same language have agreed to use certain words for certain jobs and this enables them to communicate with each other. There is nothing particularly remarkable about the words themselves: they might just as well have chosen different ones. What matters is that this agreement about the use of words should be fully understood, and understood in detail, by everyone who wishes to profit by them.

Let us go back for a minute to the use of non-verbal signs, and take the example of bell-ringing. By itself, the ringing of a bell means nothing.

But in certain recognized contexts, it may mean things as different as "time for school!", "somebody at the door!", "come to church!", "that's the end of the lesson", or "come here, please, waitress!" We might well wonder how it is that the same noise can mean so many different things; but of course the answer is easy. The noise occurs in recognised contexts; in times and places and circumstances when we know that it can only mean one thing. Thus, not only can almost anything be used as a sign, but almost every sign can be used to communicate several different things. Everything depends on our agreement about, and our understanding of, the ways in which we use signs.

Let us apply this to verbal signs, or words. First, any convenient collection of letters can be used as a word. We can communicate just as well by using "father", "pater", "Vater", "pere", "Daddy", "Pop", or anything else: provided we are understood, it makes no difference. We could even invent a completely new word or decide to spell and pronounce one of the old words backwards. Secondly, the same collection of letters can be used to communicate quite different things. The word "port" can mean a special sort of wine, a harbour, and various other things; the word "bat" can mean either the sort of thing you play cricket with, or the sort of thing you find in belfries. The significance of any sign, therefore, depends on the context in which it is used.

Exercise 4. Choose the keywords and phrases that best convey the gist of the information.

Exercise 5. Answer the questions.

1. What examples of common non-verbal signs can you give?
2. What are the different meanings of bell-ringing?
3. What does the significance of a sign depend on?
4. 'What is the condition of normal communication?
5. What kinds of signs do you know?

Exercise 6. Answer the questions, first consulting the notes, then from memory.

1. *What do you say when outlining your point of view?* (I take it for granted that.. I proceed from the fact that.. Come to think of it..)

2. *What do you say when considering different aspects of the problem and reasoning?* (On the one hand ... On the other hand ... Suppose ... On the face of it ... Actually ... From the look of it ... As a matter of fact.. Come to think of it ... Nevertheless.. In that case ... After all ... to say nothing of ...)

3. *What do you say when admitting that you are beaten in the argument?* (I give in. All right, you win. I'm cornered. I admit I was wrong).

Exercise 7. Add some information & make up a small report and give a talk in class.

Exercise 8. Choose the keywords that best convey the gist of the information.

Exercise 9. Read the information & pick up the essential details in the form of quick notes.

GESTURE LANGUAGE

People in all cultures communicate as much through gestures as through words. In fact, experts estimate that more than half of what a person communicates is through body language. However, researchers have discovered that there is no universal body language – there is no gesture that means the same thing to all people all over the world.

In the United States, everyone knows that this gesture means "OK", or "everything is fine". But to the French, this gesture means "zero", or "worthless". And to the Japanese, the gesture seems to symbolize a coin, and thus means "money".

In the United States, it is common for people to make eye contact when speaking to each other. We may even distrust someone who doesn't meet our gaze. In Japan, however, polite people look at each other's necks when speaking. And in certain parts of Africa, children are not permitted to make eye contact with adults who are speaking to them.

In Greece, when people wave "hello" or "goodbye", they wave with their palms toward themselves. In the United States, this gesture might be perceived to mean "come here". In Bolivia, politeness demands a handshake at the beginning and end of every meeting of friends. The handshake often precedes a hug if an especially friendly greeting is appropriate.

SIGN LANGUAGE

Some of your students may be familiar with the American manual alphabet. Have a student who knows "finger-spelling" explain it to the rest of the class.

Alternatively, point out that the manual alphabet consists of 26 signs that represent the letters of the alphabet; the signs are formed with one hand. The signs are used by the deaf and hearing-impaired to communicate with each other. They are also used by others who wish to communicate with the deaf and hearing-impaired.

Finger spelling is used in conjunction with American Sign Language, also called ASL or Ameslan. There are many thousands of gestures in ASL, and each gesture represents an object, idea, or concept. Among people who use ASL, the manual alphabet is usually used only for proper names and objects or ideas that do not have their own gestures.

Exercise 1. Digest the information briefly in English.

Exercise 2. Try to understand the notion.

Debate is contention in argument; dispute, controversy; discussion; especially the discussion of questions of public interest in Parliament or in any assembly.

Debate is a method of interactive and representational argument.

Debate is a broader form of argument than deductive reasoning, which only examines whether a conclusion is a consequence of premises, and factual argument, which only examines what is or isn't the case, or rhetoric, which is a technique of persuasion.

Though logical consistency, factual accuracy and some degree of emotional appeal to the audience are important elements of the art of persuasion, in debating, one side often prevails over the other side by presenting a superior "context" and/or framework of the issue, which is far more subtle and strategic.

The outcome of a debate depends upon consensus or some formal way of reaching a resolution, rather than the objective facts as such. In a formal debating contest, there are rules for participants to discuss and decide on differences, within a framework defining how they will interact.

LESSON 39. A SENSE OF HUMOUR

The Value of a sense of humour

There are troubles in everybody's life, and very often the small ones are more irritating than the big ones. But the person who can face his difficulties with a sense of humour does not allow them to press upon him with an intolerable weight. He throws them off with a laugh, and emerges on the other side, scatheless.

When you are waiting in a bus queue in the boiling sun and bus after bus goes by full, you can either fidget and fret and grumble about the inadequacy of public transport, or you can amuse yourself by watching the various expressions on the faces of the other people in the queue, and joking with your neighbours.

If you do the first, you will be cross and tired, and the rest of your day will be ruined; if you have chosen the second, you will have saved yourself from the worst of the ill-effects of lateness and tiredness, for your nerves will not have had to suffer from irritation.

People who have a sense of humour usually have the power of sympathy strongly developed. The misdeeds and failures of other people do not shock and revolt them; they see the funny side, amusement cannot mix with hatred. It is more at home with tolerance and pity, and therefore the person with a sense of humour is a lovable and loving person, one who has a sense of kinship with his fellow men and women. Laughter is a very good tonic. There are many proverbs about the salutary effect of laughter, and its infectious nature, and these, like most sayings of the people, is based on experience of life.

The cheerful people are, as a rule, the healthiest, if not always physically, at least mentally. They do not suffer from melancholia and depression and other miserable afflictions of the mind that make their victims' lives hardly worth living. And laughter soon spreads.

When a happy child gets into a bus and laughs at the delights which surround it, the long faces of the other passengers soon relax and soften. Humour has laid its healing touch on them.

Exercise 1. Comment upon the essay. Say what you think about. The value of a sense of humour. Prove your statement by examples of your own.

Exercise 2. Make up a humorous story based on the dialogue.

- By the way, Uncle John wants you to lunch with him tomorrow.
- Me? Why me? He doesn't know I exist.
- Oh, yes, he does. I've told him about you.
- What have you told him?
- I've told him all about you that you're my best friend at school together, and all that sort of thing.
- But even then... Why are you so dashed keen on my going?
- Well, I told you I'd got an idea. I want you to spring the news of my engagement on him. I haven't the nerve myself. What! I'm hanged if I do. And you call yourself a friend of mine! Yes, I know; but there are limits. Allan! I saved your life once. When?
- Didn't I? It must have been some other fellow, then. Well, anyway, we were boys together and all that. You just can't let me down.
- Oh, all right. But when you say you haven't nerve enough for any dashed thing in the world, you misjudge yourself. A fellow who.....
- Very likely. So, two o'clock tomorrow.

HUMOUR QUOTES

"If I had no sense of humour, I would long ago have committed suicide".

"Common sense and a sense of humour are the same thing, moving at different speeds. A sense of humour is just common sense, dancing".

"A person without a sense of humour is like a wagon without springs. It's jolted by every pebble on the road".

"A woman has to be intelligent, have charm, a sense of humour, and be kind. It's the same qualities I require from a man".

"A sense of humour... is needed armour. Joy in one's heart and some laughter on one's lips is a sign that the person down deep has a pretty good grasp of life".

"Imagination was given to man to compensate him for what he is not; a sense of humour to console him for what he is".

"There is hope for the future because God has a sense of humour & we are funny to God".

"Don't wish me happiness – I don't expect to be happy it's gotten beyond that, somehow. Wish me courage and strength and a sense of humour – I will need them all".

"Anybody with a sense of humour is going to put on my album and laugh from beginning to end".

"A sense of humour is a major defence against minor troubles".

"I think people are sexy when they have a sense of humour, when they are smart, when they have some sense of style, when they are kind, when they express their own opinions, when they are creative, when they have character".

"The overwhelming majority of Americans are possessed of two great qualities a sense of humour and a sense of proportion".

"The problem with having a sense of humour is often that people you use it on aren't in a very good mood".

"A taste for irony has kept more hearts from breaking than a sense of humour, for it takes irony to appreciate the joke which is on oneself".

"I think the scariest person in the world is the person with no sense of humour".

"Any man who has had the job I've had and didn't have a sense of humour wouldn't still be here".

"One of the things that binds us as a family is a shared sense of humour".

"Be strong, believe in freedom and in God, love yourself, understand your sexuality, have a sense of humour, masturbate, don't judge people by their religion, colour or sexual habits, love life and your family".

"Being a Hot Mom means being respected as a mom and a woman. The key to being a Hot Mom is having a sense of humour about yourself & all the crazy situations that arise".

"Women, as they grow older, rely more and more on cosmetics. Men, as they grow older, rely more and more on a sense of humour".

"If you could choose one characteristic that would get you through life, choose a sense of humour".

"A sense of humour is great – it goes a long, long way in a marriage."

"A sense of humour keen enough to show a man his own absurdities will keep him from the commission of all sins, or nearly all, save those worth committing".

"Smiling is definitely one of the best beauty remedies. If you have a good sense of humour and a good approach to life, that's beautiful".

"Whatever else an American believes or disbelieves about himself, he is absolutely sure he has a sense of humour".

"Having a sense of humour has served me more than it has hurt me – just in the sense that it has allowed me to keep my sanity".

"Humor is mankind's greatest blessing". "The secret to humor is surprise".

"Everything human is pathetic. The secret source of humor itself is not joy but sorrow. There is no humor in heaven".

"A person without a sense of humor is like a wagon without springs. It's jolted by every pebble on the road".

"You can turn painful situations around through laughter. If you can find humor in anything, even poverty, you can survive it".

Exercise 1. Remember that.

Humour – а) юмор; что-л. смешное, забавное *Syn. wit* б) комизм, комичность
dash (trace, vein) of humour – веселье

bitter (caustic) humour – горький юмор

black (deadpan, dry, straight, gallows) humour – чёрный юмор

cracker-barrel humour – доморощенный юмор

earthy (slapstick) humour – житейский, грубый (дешёвый) юмор

infectious humour – заразительный юмор

irrepressible humour – неукротимый юмор

sly (wry, subtle) humour – скрытый юмор

person of cheerful humour – человек весёлого нрава

person in the humour for smth. – человек со склонностью к чему-л.

sense of humour – остроумие, чувство юмора

full of humour – полон юмора

in good (bad / ill) humour – в хорошем (плохом) настроении

out of humour – не в духе *Syn: disposition, temper*

the uncertain humours of his nature – непонятные причуды его натуры *Syn: whim*

In reading this poem we ought to humour it with a corresponding tone of voice. –

Читая это стихотворение, мы должны найти подходящий тон голоса.

Humour is a quality in something that makes you laugh, for example in a situation, in someone's words or actions, or in a book or film.

If you are in a good humour, you feel cheerful and happy, and are pleasant to people. If you are in a bad humour, you feel bad-tempered and unhappy, and are unpleasant to people.

If you do something with good humour, you do it cheerfully and pleasantly. If you humour someone who is behaving strangely, you try to please them or pretend to agree with them, so that they will not become upset.

Exercise 2. Read the information & pick up the essential details in the form of quick notes.

LESSON 40.

INTERNATIONAL ETIQUETTE

OK everyone. On a round – the world cruise you're obviously going to visit a lot of different countries and experience a lot of different cultures, and I just wanted to say a few words about what we call international etiquette – being aware of the appropriate way to behave socially, in public. We'll give you specific advice when you're going on particular shore excursions, but I thought a few general words of advice now wouldn't go amiss.

Really, it's all about respect. I'm sure a lot of you already know about visiting churches, mosques, and other religious buildings. It's important to wear appropriate clothes and cover up bare skin. Men should always wear shirts. Shorts are not a good idea for women – women should in general avoid showing bare shoulders, arms, or legs, and in mosques and temples you'll need to cover your head too.

In fact, when we're in Egypt, the Middle East, and Asia you'll need to take off your shoes before you enter any religious building – outdoor shoes are seen as carrying all the impurities of the world. I wonder if any of you know about some other customs.

When we get to the Far East, from Singapore onwards, you should be particularly careful about your posture. The soles of your feet, for example, are considered to be the dirtiest part of your body, and you should never point your foot at someone – so crossing your legs in public is not a good idea when we're in Singapore and Thailand.

Avoid pointing, certainly at people, but at objects. In Japan and other far Eastern countries, blowing your nose in public is also not really acceptable. When it comes to greeting people in different countries there are a lot of differences.

You'll find Egyptian and Middle eastern men kissing each other.

The Spanish and many southern Europeans also kiss each other on the cheeks – through not normally the men. In Japan they'll bow – and the extent of the bow depends on the respect due to that person. But for you, probably, the safest way to greet someone, certainly outside Asia, is just with a firm handshake.

Although you must make sure it's your right hand: in a lot of countries, particularly African and Middle eastern countries, the left hand is regarded as unclean, so you should give things to people, pass food, and so on, with your left hand.

Food and eating habits is probably the most interesting area of international etiquette, but you'll be eating in international restaurants most of the time – although I hope you can all handle chopsticks! You probably won't get invited to anyone's home on this trip but if you ever do, make sure you check out the way to behave first.

There's lots of potential for unintentionally cuisine offence. In Singapore you should always say no to a second helping of food (you'll probably get some anyway!), and it's polite to leave some food on your plate at the end., whereas in somewhere like Russia that would probably offend your host. Well, perhaps that's enough on international etiquette for the moment. You'll find a lot more information in your welcome packs, and I'd like to suggest you have a good look at the section on tipping and bargaining in particular.

Exercise 1. Choose the keywords and phrases that best convey the gist of the information.

Exercise 2. Add some information & make up a small report and give a talk in class.

Exercise 3. Read the information & pick up the essential details in the form of quick notes.

INTERNATIONAL FOOD ETIQUETTE RULES

Knowing local etiquette will save you from awkward situations and help you make friends. In Japan, Thailand and Mexico, be mindful of flatware usage. Never turn down vodka in Russia, or drink a cappuccino after noon in Italy

You have good manners, right? After all, you (usually) keep your elbows off the table and say "Please pass the salt", right? But when you head abroad, things get a little more complicated. Case in point: Rest your chopsticks the wrong way, and you might remind a Japanese friend of their grandmother's funeral.

But knowing what the etiquette rules are won't just save you from some awkward situations, says Dean Allen, author of the "Global Etiquette Guide" series. It can help you make friends. "It's really a statement of your openness and awareness of the fact that the people you're with... may in fact see the world differently", he says. "It's simply going to get you out of the tourist bubble". Sound good? Then here are 15 rules to keep in mind.

In Thailand, don't put food in your mouth with a fork.

Instead, when eating a dish with cooked rice, use your fork only to push food onto your spoon. A few exceptions: Some northern and northeastern Thai dishes are typically eaten with the hands – you'll know you've encountered such a dish if the rice used is glutinous or "sticky". Stand-alone items that are not part of a rice-based meal may be eaten with a fork. But, says Leela, a food writer the worst thing to do at a traditional, rice-based meal would be to use chopsticks. "That is awkward and inconvenient at best and tacky at worst", she says.

In Japan, never stick your chopsticks upright in your rice.

Between bites, your chopsticks should be placed together right in front of you, parallel to the edge of the table – and nowhere else, says Mineko Takane Moreno, Japanese cooking instructor and co-author of "Sushi for Dummies". (If there is a chopsticks rest, you use it, putting the tips you've been eating with on the rest.)

But sticking them upright in a bowl of rice is even worse: During funerals in Japan, the rice bowl of the deceased is placed before their coffin...with their chopsticks upright in the rice. So what would she rather see: Someone doing that at a meal, or asking for a fork? Mineko doesn't hesitate. "Asking for a fork", she says.

In the Middle East, India and parts of Africa, don't eat with your left hand.

In South India, you shouldn't even touch the plate with your left hand while eating.

That's largely because the left hand is associated with, um, bodily functions, so it's considered to be dirty. In fact, says Allen, don't even pass important documents with your left hand. A lefty? Then it's okay to use your left hand – as long as you take your right hand out of the game.

At a traditional feast in Georgia, it's rude to sip your wine.

At what Georgians call a supra (traditional feast), wine is drunk only at toasts. So wait for those... and then down the whole glass at once. On the upside, says Georgia-based photographer and videographer Paul Stephens, the glasses tend to be on the small side.

In Mexico, never eat tacos with a fork and knife.

Worried about spilling refried beans and salsa all over your front? Tough. Mexicans think that eating tacos with a fork and knife looks silly and, worse, snobby – kind of like eating a burger with silverware. So be polite: Eat with your hands.

In Italy, only drink a cappuccino before noon.

Some Italians say that a late-day cappuccino upsets your stomach, others that it's a replacement for a meal (it's common to have just a cappuccino, or a cappuccino and a croissant, for breakfast). Either way, you won't see Italians ordering one in a café at 3 p.m. – and certainly not after a big dinner. Do so, and you'll be instantly branded a tourist. If you need that coffee fix, though, an espresso is fine.

In Britain, always pass the port to the left – and remember the Bishop of Norwich.

It's unclear why passing port on the left is so important; some say it has to do with naval tradition (the port side of a boat is on your left if you're facing the helm). Regardless, passing the decanter to the right is a big gaffe. So is not passing it at all. If you're at a meal and the decanter stalls, then ask the person with it, "Do you know the Bishop of Norwich?" If they say they don't know him, reply, "He's a very good chap, but he always forgets to pass the port". It sounds weird, but it's true. This is such a nationwide tradition, the Telegraph wrote an article on it.

In France, don't eat your bread as an appetizer before the meal.

Instead, eat it as an accompaniment to your food or, especially, to the cheese course at the end of the meal. That said, one thing that would be a faux pas anywhere else – placing bread directly on the table and not on a plate – is perfectly acceptable in France – in fact, it's preferred.

In China, don't flip the fish.

Although you might be used to flipping over a whole fish once you've finished one side, don't – at least when you're in China, especially southern China and Hong Kong.

That's because flipping the fish is "dao yue" in Chinese, a phrase similar to "bad luck". Plus, says Allen, "to flip the fish over is like saying that the fisherman's boat is going to capsize". The most superstitious will leave the bottom part untouched, while others will pull off the bone itself to get to the bottom.

In Italy, don't ask for parmesan for your pizza – it's not explicitly offered.

Putting parmigiano on pizza is seen as a sin, like putting Jell-O on a fine chocolate mousse. And many pasta dishes in Italy aren't meant for parmesan: In Rome, for example, the traditional cheese is pecorino, and that's what goes on many classic pastas like bucatini all'amatriciana, not parmesan. A rule of thumb: If they don't offer it to you, don't ask for it.

Don't eat anything, even fries, with your hands at a meal in Chile.

Manners here are a little more formal than many other South American countries.

So while it might be the most practical to just pick up those fries with your fingers, don't do it. "The greater need is to identify with European culture, so food is [eaten] with a knife and a fork", Allen says.

In Korea, if an older person offers you a drink, lift your glass with both hands.

Doing so is a sign of respect for elders, an important tenet of Korean culture. After receiving the pour with both hands, you should turn your head away and take a discreet sip, says Stephen Cha-Kim, a Korean-born worker's rights advocate who regularly visits family in Korea. "To this day, if anybody hands me anything, both hands shoot out instinctively", Cha-Kim says.

Similarly, don't start eating until the eldest male has done so (and don't leave the table until that person is finished).

Never mix – or turn down – vodka in Russia.

The beverage is always drunk neat – and no, not even with ice. Adding anything is seen as polluting the drink's purity (unless the mixer is beer, which produces a formidable beverage known as yorsh). But there's another faux pas that's even worse, says Allen: when you're offered the drink and you turn it down. Since offering someone a drink is a sign of trust and friendship, it's a good idea to take it. Even if it is 9am.

When drinking coffee with Bedouins in the Middle East, shake the cup at the end.

Typically, anyone Bedouin – or Bedouin-related – will continue to pour you more coffee once you've finished unless you shake the cup, meaning tilting the cup two or three times, when you hand it back. It's such an important tip, says Middle East-based freelance correspondent Haley Sweetland Edwards that last year, Bedouins she was eating with in Qatar made her practice it until she got it right.

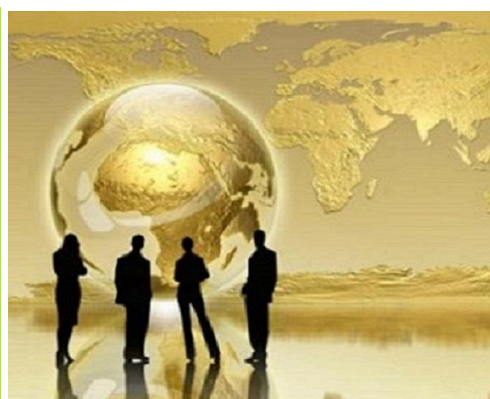
In Brazil, play your tokens wisely.

At a churrascaria, or a Brazilian steakhouse, servers circle with cuts of meat and diners use tokens to place an order. If a server comes out with something you want, make sure your token, which you'll have at your table, has the green side up. If you don't want any more, flip it with the red side up. Since the meat can be never-ending, it's important to strategize – if you leave that token green side up you could end up ordering a lot more than you intended.

Exercise 1. Make notes of your new knowledge about food etiquette.

Exercise 2. Answer the questions.

1. What will save you from awkward situations and help you make friends? 2. What should you do in Thailand? 3. What does a food writer, Leela, say? 4. How should you behave in Japan? 5. Can you eat with your left hand in the Middle East, India and parts of Africa? 6. Is it rude to sip your wine at a traditional feast in Georgia? 7. Can you eat tacos with a fork and knife in Mexico? 8. When should you drink a cappuccino in Italy? 9. How should you play your tokens in Brazil? 10. What should you do drinking coffee with Bedouins in the Middle East? 11. How should you receive your glass in Korea? 12. Why is it important not to mix vodka in Russia? 13. Can you eat something with your hands in Chile? 14. Can you flip fish in China? 15. Can you eat the bread before the meal? 16. What countries have you ever been? 17. What can you add on food etiquette there? 18. What strange things have ever seen?



WHEN IN ROME...

So, you're going to take over the world huh? Well you'd better know how to act when you get there. Consider the following cultural norms when doing business in these countries.



JAPAN Comfortable talking about personal wealth. **How big IS your house anyway?**



GREECE Dislike gifts that are branded with **corporate logos**.



SINGAPORE Gifts are typically refused **three times** before finally accepting.



SENEGAL Tend toward a more deferential tone. leave the **pushy American** bit behind.



SPAIN Rest up. Dinners often begin **after 9** and go well into the wee hours of the morning.



PAKISTAN Leave that sweet smelling gift behind. Cologne and perfume contain **alcohol**, which is **forbidden by the Quran**.



MALAYSIA Concerned with **corruption**. Corporate giving is frowned upon.



ARGENTINA Women initiate handshakes.



RUSSIA Wipe that smile off your face! Smiling is acceptable privately but is, **ahem**, frowned upon in business dealings.



LESSON 41. ROLE & PLACE OF ENGLISHES

INTRODUCTION

Самый верный фактор в ускорении развития универсального образа жизни – это распространение английского языка. Язык – великий агент гомогенизации, та волна, по которой передается культура.

Если английский становится основным языком общения, то последствия этого очевидны: культуры англо-говорящих стран будут доминирующими во всем мире.

Английский становится первым мировым универсальным языком.

Хотя попытки на мировой язык были и у латинского, испанского, французского.

Но это не было мировым явлением. Английский является родным языком 500 млн. людей в 12 странах мира. Это намного меньше, чем где-то около 1 млрд., говорящих на мандаринском наречии китайского языка.

Но еще 600 млн. говорит на английском в качестве второго языка. И еще несколько сот миллионов обладают определенными знаниями английского языка, который имеет официальный или полуофициальный статус примерно в 62 странах.

Хотя, может быть столько же людей, говорящих на различных диалектах китайского языка, как и англо-говорящих, английский, бесспорно, более распространен географически, действительно более универсален, чем китайский.

И его употребление растет удивительными темпами. Да он и значительно проще китайского. Сегодня в мире существует примерно 1,5 млрд. людей, говорящих на английском языке. Английский, являющийся наиболее преподаваемым языком, не заменяет других языков, а дополняет их.

- 300 млн. китайцев – больше, чем все население США, – учат английский язык.
- В 90 странах английский – либо второй язык, либо широко изучается.
- В Гонконге учащиеся девяти из десяти средних школ изучают английский язык.
- Во Франции в государственных средних школах для учащихся обязательно изучение в течение четырех лет английского или немецкого языка, большинство – как минимум 85% – выбирает английский.

- В Японии учащиеся должны изучать английский язык в течение шести лет до окончания средней школы.

- В России, где изучение иностранных языков для детей обязательно, большинство учит английский язык.

- В Норвегии, Швеции и Дании обязательно изучают английский язык.

Из всех европейских стран, не считая Великобритании, Голландия находится на первом месте по количеству знающих английский язык.

С тех пор как Португалия вступила в Европейское сообщество, спрос на уроки английского языка заменил спрос на занятия французским языком.

«Со стороны студентов, молодых профессионалов, педагогов, деловых людей и государственных служащих большинства стран наблюдается всеобщий голод на материалы и технологические средства на английском языке». Агентство способствует проведению в 200 культурных центрах 100 стран мира курсов английского языка.

В Токио существует 1300 англоязычных школ, и ежегодно открывается 100 новых школ. «Берлиц» предлагает в своих 250 языковых школах в 27 странах мира, изучение как английского, так и американского варианта английского языка.

По всему миру от 80 до 90% студентов школ «Берлиц» изучают английский язык. Английский язык превалирует на транспорте и в средствах массовой информации. Английский язык – язык путешествий и связи на международных авиалиниях. Во всех международных аэропортах пилоты и диспетчеры говорят на английском.

Пять крупнейших телекомпаний – Си-би-эс, Эн-би-си, Эй-би-си, Би-би-си и Си-би-си (Канадская телекомпания) – охватывают потенциальную аудиторию приблизительно в 500 млн. человек с помощью трансляций на английском языке. Он также является языком спутникового телевидения. Английский – язык века информации. Компьютеры разговаривают друг с другом на английском. Более 80% всей информации в более чем 200 млн. компьютерах по всему свету хранится на английском языке.

85% всех международных телефонных разговоров совершаются на английском языке, также как и три четверти мировой почты, телексов и телеграмм. Инструкции к компьютерным программам и сами программы часто бывают только на английском языке. Когда-то языком науки был латинский, немецкий, сегодня 85% всех научных работ публикуются сначала на английском языке.

Более половины мировых технических и научных периодических изданий выходят на английском языке, который также является языком медицины, электроники и космической технологии. Интернет немыслим без английского языка!

Английский язык – это язык международного бизнеса.

Когда японский бизнесмен заключает сделку где-либо в Европе, велика вероятность того, что переговоры ведутся на английском языке.

На промышленных товарах указывается на английском языке страна их производства: «Made in Germany», а не «Fabriziert in Deutschland». Этот язык выбрали и многонациональные корпорации. «Датсан» и «Ниссан» пишут международные меморандумы на английском.

Еще в 1985 г. 80% сотрудников японской «Мицуи энд К» могли говорить, читать и писать по-английски. «Тойота» обеспечивает курсами английского языка прямо на работе. Занятия английского языка проводятся в Саудовской Аравии для сотрудников «Арамко» и на трех континентах для сотрудников банка «Чейз Манхэттен». Все сотрудники фирм «Тетрапак», «IBM» обязаны хорошо знать английский.

Международный язык «Ивеко», итальянского производителя грузовиков, – английский. «Филипс», голландская электронная фирма, производит все собрания совета директоров на английском языке.

Французская компания «Кап Джеминай Согети Са», один из крупнейших в мире производителей компьютерных программ, объявила английский своим официальным языком. Даже во Франции, где придерживаются невысокого мнения о всех языках, кроме своего, в ведущей школе бизнеса теперь будут преподавать на английском языке. Высшая коммерческая школа предлагает свой классический продвинутый курс управления бизнесом на английском языке. Это первый случай, когда французская высшая школа будет преподавать на иностранном языке. Когда в парижской штаб-квартире «Алкатэль», второй крупнейшей телекоммуникационной сети мира, оператор отвечает по телефону, то он это делает не на французском языке, а на английском, и звучит это так: «Алкатэль, гуд монинг».

Когда французы уступают в вопросе языка, то действительно происходит что-то необратимое.

Английский язык заменяет господствующие в течение многих веков европейские языки. Английский заменил французский язык в качестве языка дипломатии, он – официальный язык международных организаций по оказанию помощи, таких, как Оксфам и «Спасите детей», ЮНЕСКО, НАТО и ООН.

Английский язык служит языком общения в странах, где люди говорят на различных языках. В Индии, где говорят примерно на 200 различных языках, только 30% говорят на официальном языке хинди.

Когда Раджив Ганди обращался к стране после убийства его матери, он говорил на английском языке. Европейская ассоциация свободной торговли работает только на английском языке, несмотря на то, что для всех стран-членов это неродной язык.

Английский является официальным или полуофициальным языком 20 африканских стран, включая Сьерра-Леоне, Гану, Нигерию, Либерию и Южную Африку. Студентов обучают на английском в УниверситетеMakerере в Уганде, Университете Найроби в Кении и Университете Дар-эс-Салама в Танзании. Английский – официальный язык Всемирного совета церквей, Олимпийских игр и конкурса «Мисс Вселенная».

Английский является языком мировой молодежной культуры. По всему миру молодежь поет слова из песен групп «The Beatles», «Ю-2» (U2), Майкла Джексона и Мадонны. «Брэйк-данс», «рэп мьюзик», «бодибилдинг», «виндсефинг» и «компьютер хэкинг» – эти слова вторгаются в жаргон молодежи всех стран мира.

Globalization is the process of international integration arising from the interchange of world views, products, ideas, and other aspects of culture.

Put in simple terms, globalization refers to processes that increase world-wide exchanges of national and cultural resources.

Advances in transportation and telecommunications infrastructure, including the rise of the telegraph and its posterity the Internet, are major factors in globalization, generating further interdependence of economic and cultural activities.

Though several scholars place the origins of globalization in modern times, others trace its history long before the European age of discovery and voyages to the New World. Some even trace the origins to the third millennium B.C.

In the late 19th century and early 20th century, the connectedness of the world's economies and cultures grew very quickly. The term **globalization** has been in increasing use since the mid-1980s and especially since the mid-1990s. In 2000, the International Monetary Fund (IMF) identified four basic aspects of globalization: trade and transactions, capital and investment movements, migration and movement of people and the dissemination of knowledge. Further, environmental challenges such as climate change, cross-boundary water and air pollution, and over-fishing of the ocean are linked with globalization.

Globalizing processes affect and are affected by business and work organization, economics, socio-cultural resources, and the natural environment.

In the last few decades, English has emerged as the pre-eminent language for international communication. It is spoken by more people around the world than any other language, and is regularly described as a truly "global" language. This article introduces you to the role that English plays in the world today, and examines the social, political and cultural factors that have influenced its development. It traces the history of the language from its arrival in Britain in the 5th century A.D. through to the present day and its status as a language with a truly global reach.

It looks at how and why English came to occupy this position, and at what the consequences of its global spread are for the way it's used and perceived around the world.

In the last years English plays more and bigger role as in the life word society as in the life of every person. Now the time when communication between people allows to find solution any problem from global to privet.

First of all, the English is the main language of most international organization like the United nations, NATO, European Free Trade Association. Diplomats and politicians from different countries use this language to communicate with each other.

Almost all international conferences and competitions are conducted in English.

For example the Olympics and miss word contest. With opportunity to use Internet now very popularly became contact people from all over the world.

Men and women and even children from different country can talk about their ideas and opinions in the Internet discussions, send e-mail, learn about their life and culture. Now English – it is way to travel more easily, communicate with people wherever you go – ask direction, have a conversation or ask for help. If somebody would like to get access to knowledge, he need to now, that English is the most useful language in the world for this.

Today media – such the Internet, television and the press – give you almost unlimited information about your favourite subjects.

Most of this knowledge is in English. English – language magazines and newspapers can be bought in every part of the world. This language is the key to the world science. Most popular articles included a lot of useful information in the many fields of science were written in English. Today, when every country from the world overcomes consequences of economic crisis and has a problem with a big numbers of unemployment every person to push his career forward. That way it is impossible revalue importance of English.

Its knowledge can get your dream job in even any international company, earn more money and use your computer more effectively, (because most computer programs are in English. English language occupies an important place in people's lives.

More recently, it was just a foreign language, but now – it's the international language. What gives us the English language?

Career

With English, you can always communicate with business partners to participate in international conferences, read international newspapers and magazines about the business.

The other importance of the language is that it create a greater opportunity for a job. As we know, in this modern world, businesses are targeting at qualities of employees; and, knowing English is one of those qualities. Consequently, if we know English and good at it, we will have more chances to get a job.

Moreover, with an enough amount of knowledge in English, the possibility of promotion in position is even higher. Good communication creates a good ambience and relationship between everyone in every organization most especially if it is inside a business while English is now required in every company. Even the few available jobs for high school graduates require good communication skills in English.

A trip abroad

Everyone knows that modern man is the personality of a versatile and curious, seeking in his life to visit as many different countries and cities to get acquainted with the culture and customs of other nations. And how this is possible without knowledge of the English language? In tourist countries, whether Turkey or Spain, everyone who works with tourists speak English. This improves the quality of service visitors, and, hence, attracting more tourists. And the tourists themselves, being in a foreign country, feel much more confident, knowing that, in case anything happens, will always be able to talk with the locals, ask for directions, to clarify the location of something, etc.

The Study itself

Knowledge of the English language gives the opportunity to study in prestigious universities abroad, since it is world-wide.

Englishism – chiefly: an English custom, practice, etc; a word or expression not found in forms of English other than British English; Anglicism: high regard for English customs, institutions, etc.

An Englishman's home is his castle – an English person's home is a place where they may do as they please and from which they may exclude anyone they choose.

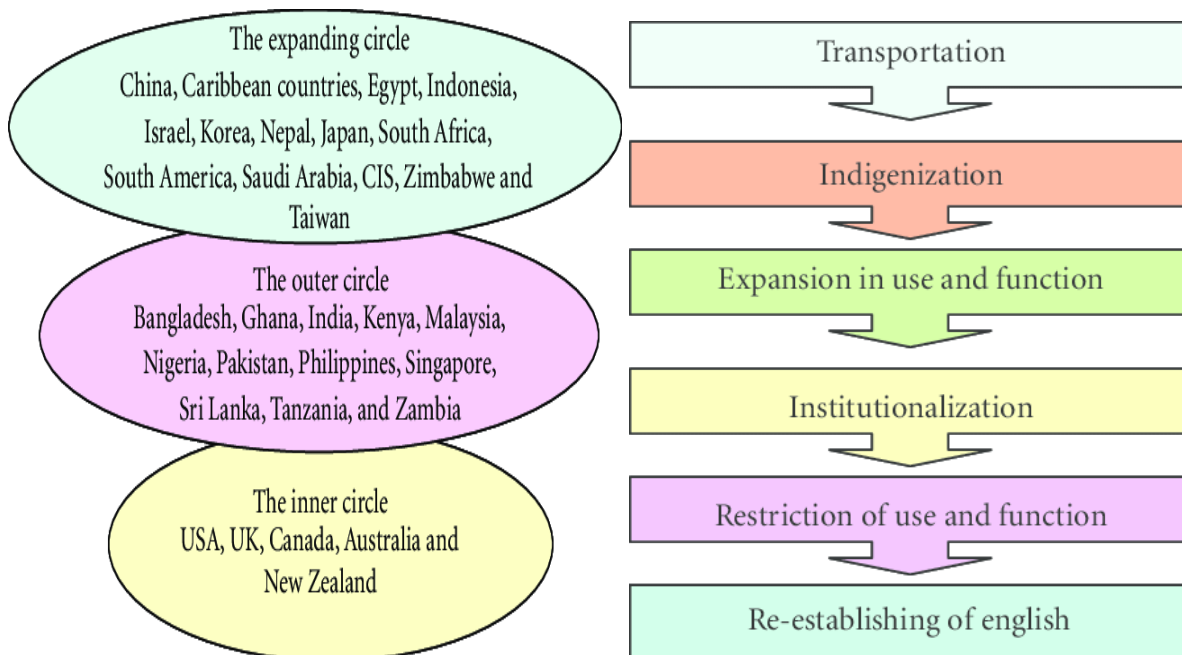
Exercise 1. Add some information & make up a small report and give a talk in class.

Exercise 2. Choose the keywords that best convey the gist of the information.

Exercise 3. Read the information & pick up the essential details in the form of quick notes.

Exercise 4. Transfer the given information from the passages onto a table.

| No | Activity | | |
|----|----------|------|-------|
| | Country | When | Score |
| 1. | | | |



WORLD ENGLISHES

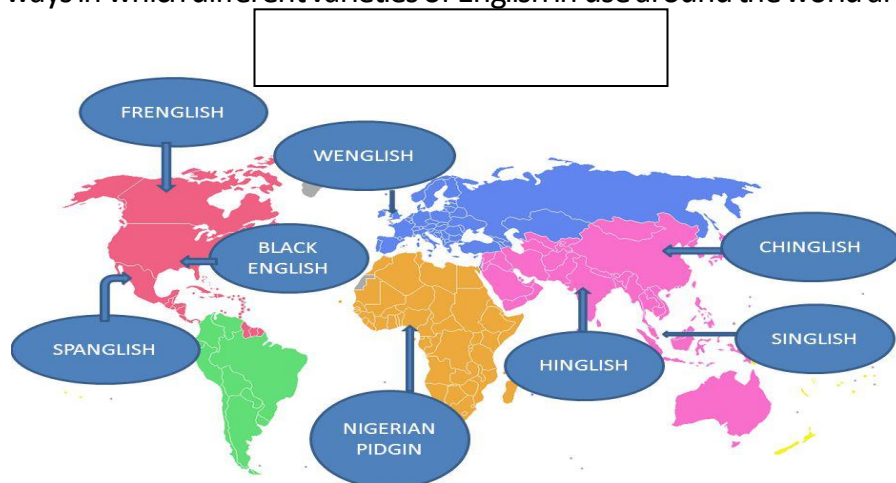
World Englishes is a term for emerging localized or indigenized varieties of English, especially varieties that have developed in territories influenced by the UK or the USA.

The study of World Englishes consists of identifying varieties of English used in diverse sociolinguistic contexts globally and analyzing how sociolinguistic histories, multicultural backgrounds and contexts of function influence the use of English in different regions of the world. Currently, there are approximately 75 territories where English is spoken either as a first language (L1) or as an unofficial or institutionalized second language (L2) in fields such as government, law and education. It is difficult to establish the total number of Englishes in the world, as new varieties of English are constantly being developed and discovered. The spread of English around the world is often discussed in terms of three distinct groups of users, where English is used respectively as:

- a native language (ENL); the primary language of the majority population of a country, such as in the United States, the United Kingdom and Australia.
- a second language (ESL); an additional language for *international* as well as *international* communication in communities that are multilingual, such as in India, Nigeria, and Singapore. Most of these Englishes developed as a result of imperial expansion that brought the language to various parts of the world.
- a foreign language (EFL); used exclusively for international communication, such as in Japan and Germany.
- a lingua franca (ELF); the most extensive contemporary use of English, additionally acquired language system which serves as a common means of communication for speakers of different first languages, such as Japanese and German.

How did English become the global force it is today? This article explores the state and status of English in the world. It looks at the diversity of English around the globe, at how social and political factors influence people's attitudes towards the language, and at the relationship between one's linguistic heritage and sense of identity. After studying the article you should be able to understand:

- the diversity of English through history and around the world;
- the effect of social and cultural factors on an individual's use of English;
- the relationship between the linguistic heritage and the sense of identity;
- the ways in which different varieties of English in use around the world are categorised.



LANGUAGE FOR COMMUNICATION

Frankly speaking, it is highly essential to know the language for communication.

In general, the most popular language is English. In this computer age, English is the only language that any one can understand. So to say, it has become as an ideal language for expressing our feelings. First, we have to learn the language and then we have to gain fluency in the language. Unless we have the fluency in English language, it would not be possible to work with the computer. If you do not know English, then you would be in need of a translator to do the job. The first stage of learning this language would be very interesting. Once you are fluent with the alphabets, slowly you can learn many words.

It would always be better to follow the method of reading first, then writing. You can use the picture books for this purpose. When you feel that you are familiar with the words, you can form sentences. This is the most interesting stage to learn. You just think of a sentence in your mother language, and try to write the same sentence in English.

There could be some mistakes. But you should not bother about it. But, you have to write the same sentence using many different words till you are satisfied with your sentence. If you follow this way, very soon you can create sentences of your own.

The next step is learning the grammar of the language. It is quite simple and very systematic compared with other languages. There are certain rules and regulations for each and every topic in grammar of this language.

As long as you follow the rules and regulations, it would be a difficult task to make mistakes. You would gain that much guidance from the grammar.

The presentation is the most important factor in communicating your feelings. So, naturally you must be sure while you are presenting. what you really wish to say. At any point, do not try to write or speak, beyond your capability.

Even if it is a small and simple sentence, it would reach the receiver perfectly. This is our basic idea. Slowly, you can improve the standard of your language by practice. If you know to form the sentences, it is more than enough to go deep into the subject.

Though this only an article about the importance of the English Language, we have to learn some of the basic points in presenting the sentences.

There are three different types of sentences: They are:

Statements.

Imperative sentence.

Interrogative sentence.

Exclamatory sentence.

To begin with, you must know the difference between a phrase and a sentence.

Phrase is a group of words, which gives meaning, but not complete meaning. A sentence is a group of words, which makes a complete sense.

Statement. The sentence starting with nouns or pronouns is known as statement.

Example: Rome is a church city.

Interrogative sentence. There are two types of interrogative sentences. a. "wh" type question. The sentences starting with the following words are "wh" type question.

What, When, Where, Who, How many, How long and etcetera.

Example: Why did you come late? What are you doing there? "yes or no" type question. For which sentences you get the reply either with yes or no they are called yes or no type question. Example: Is your father a doctor? The answer: No sir.

Imperative sentence. The sentence that gives command, request, and advice is known as Imperative sentence. Example: Walk on the pavement. Eat regularly.

Exclamatory sentence. The sentence that expresses the sudden feelings or strong emotions is known as exclamatory sentence. Example: Alas! He is dead. Oh! What a beautiful sight. When you are familiar with the above points, it would be very interesting to you to create many wonderful sentences. In general, the sentences are divided into three different kinds. They are:

Simple sentence. Compound sentence. Complex sentence.

Though it very essential to have knowledge in handling the above sentences, we have to study them separately. In this essay, we are talking about the importance of the language. Many people make mistakes even with the usage of articles. It is a pity that even scholars may make mistakes. So, you should not get dejected with your style of writing.

There is a lot of difference between these two. a few few. When you want to say that you have friends, you have to say that, "I have a few friends". When you want to say that you do not have friends, you have to say that "I have few friends". This is the opposite meaning of the word, many. Apart from these, there are many points to be discussed later.

When you feel that you are already strong on the above subjects, you can develop your knowledge for betterment of your knowledge. As long as you educate yourself, you will come across many new things. There is no end for learning.

All the above points are used in the normal usage of English. The literature value of the English Language is entirely different and should be dealt separately.

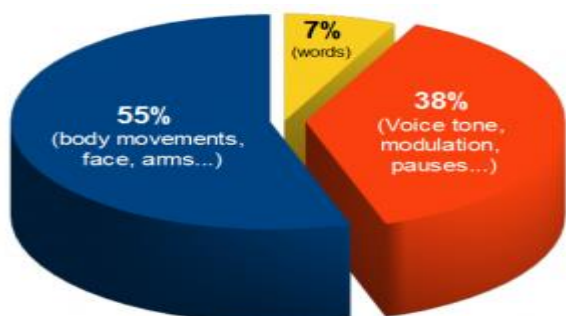
The main necessity of the English language is for communication because without knowing it we can't communicate with others .it is also essential for jobs in foreign as well as local regions. The same fact comes that we can't communicate without it and therefore can't get jobs. English is important nowadays because it is a universal language of trade, communication etc.

English is important in this world because a lot of the major places speak it. For instance, Europe and the Americas speak it. And because when the early explorers explored in the early days, they claimed some places for English-speaking places. Now it is a custom for everybody to learn English. Everybody speaks it!

Exercise 1. Choose the keywords that best convey the gist of the information.

Exercise 2. Read the information & pick up the essential details in the form of quick notes.

Exercise 3. Add some information & make up a small report and give a talk in class.



IMPORTANCE OF ENGLISH IN TODAY'S WORLD

English is no longer a language of the colonizers. We no longer consider ourselves as the Macaulay's "cursed" children. English with a capital "E" is an integral component of today's life and a vital component of the "e" world.

The marvels of Information Technology has shrunked the huge universe into a small "global" world where China is no far from India or Uganda via the internet. There was an age when English was considered to be a "status" quo and the prerogative property of the intellectual elite. Nowadays though faced with the endless evil of illiteracy English is the buzzword which has conquered all the major fields of the world: medicine, commerce and all fields that which we can possibly think of! Today, English is not just a language, but a valuable asset which is used as a selling faint for any aspiring youth of the IT Age.

With the world coming closer and closer, thanks to technology, English as a subject or rather a language would not just enable as to get into the job market, but it helps us to communicate. The essence of good relationships is effective communication.

A fair knowledge of English along with a good flair of interpersonal skills can help us carve a niche for ourselves in today's global world. The world of commerce depends heavily on effective communication and so English does project Indians to the world. Conversely the knowledge of the language also enables us to engage in cultural exchange of ideas and economy. Thus, English becomes a window of the world: a window from which we can talk to our neighbors and they can interact as well.

One of the manor reasons for the "global village" phenomena is the techno boom and the colossal mushrooming of soft wares and the plants of IT which has made the universe into a small village: where people meet others everyday (if they care to). Life has become much more easy, quick and cheap.

It has become impossible to think a world without the two "e's": one being English and the other "e" communication. In this global world, it is but obvious that English plays the role of a global language: the language comprehensible by almost all the developed and developing countries today. In terms of education, the two "e's" has revolutionalised the ways our predecessors taught or learnt. The world of internet has everything that it can possibly have on its many websites. The world of education is not just confined to a classroom, but today we are slowly getting aware of unique e-classrooms known as virtual classrooms. The "e" world thus allows the students to be fain self-autonomy in the learning process.

Exercise 1. Read the information & pick up the essential details in the form of quick notes.

Exercise 2. Answer the questions.

1. Is it highly essential to know the language for communication? 2. What is the most popular language? 3. What is English like? 4. Has it become as an ideal language for expressing our feelings? 5. What would you do if you do not know English? 6. What is the first step to learn English? 7. What is the most interesting stage to learn? 8. What is the next step learning English? 9. Is it quite simple and very systematic compared with other languages? 10. Are there certain rules and regulations for each and every topic in grammar of this language? 11. What is the most important factor in communicating your feelings? 12. How can you improve the standard of your language? 13. What is the difference between a phrase and a sentence? 14. What is a statement? 15. What types of sentences are there?



CHAPTER II.

CROSS-CULTURAL COMMUNICATION

You must learn about basic communication issues when speaking to a culturally distinct audience. Don't assume they can understand you.

- Be cautious of cultural jargon.
- Be adaptable to local style.
- Slow down.
- Watch your body language.

Don't assume they can understand you

Although English is the official language of business in both places I spoke (Nigeria and Kenya), their English is more formal, flowery, and structured than casual, American English where we regularly use contractions (e.g. *can't*, *mustn't*, *would've*) and drop the endings on words (e.g. *are you comin' to the party?*).

To enhance the audience's ability to understand you, speak clearly and articulate carefully. Minimize your use of contractions. Check with the audience to see if they understand; encourage them to interrupt you if they do not.

Be cautious of cultural jargon

Local terminology, popular culture references, and humor likely will not translate. If they don't, the point you're trying to make is lost on the audience.

Humor from your culture may even be offensive in other cultures. Things you are very familiar with may not have any meaning to your audience. If you want to use a cultural reference in your presentation, do some research and find a local one that will resonate with the audience. If you must use one local to your culture, explain it. Avoid jargon and slang. If you use acronyms, spell them out.

Be adaptable to local style

"Speaking in another country to people from another culture is an amazing experience." Don't open your presentation with the standard "I'm so happy to be here", but instead use those precious first moments to grab the audience's attention with a powerful, on-message opening. Openings were uniformly formal and almost ceremonial.

In this case, however, it was the right decision: the audience responded with a huge, welcoming round of applause.

Slow down

This is actually good advice for most presentations, but it's particularly important in a cross-cultural context. If you have some difficulty understanding your audience speak, because of accents or cadence, they probably have the same difficulty understanding you.

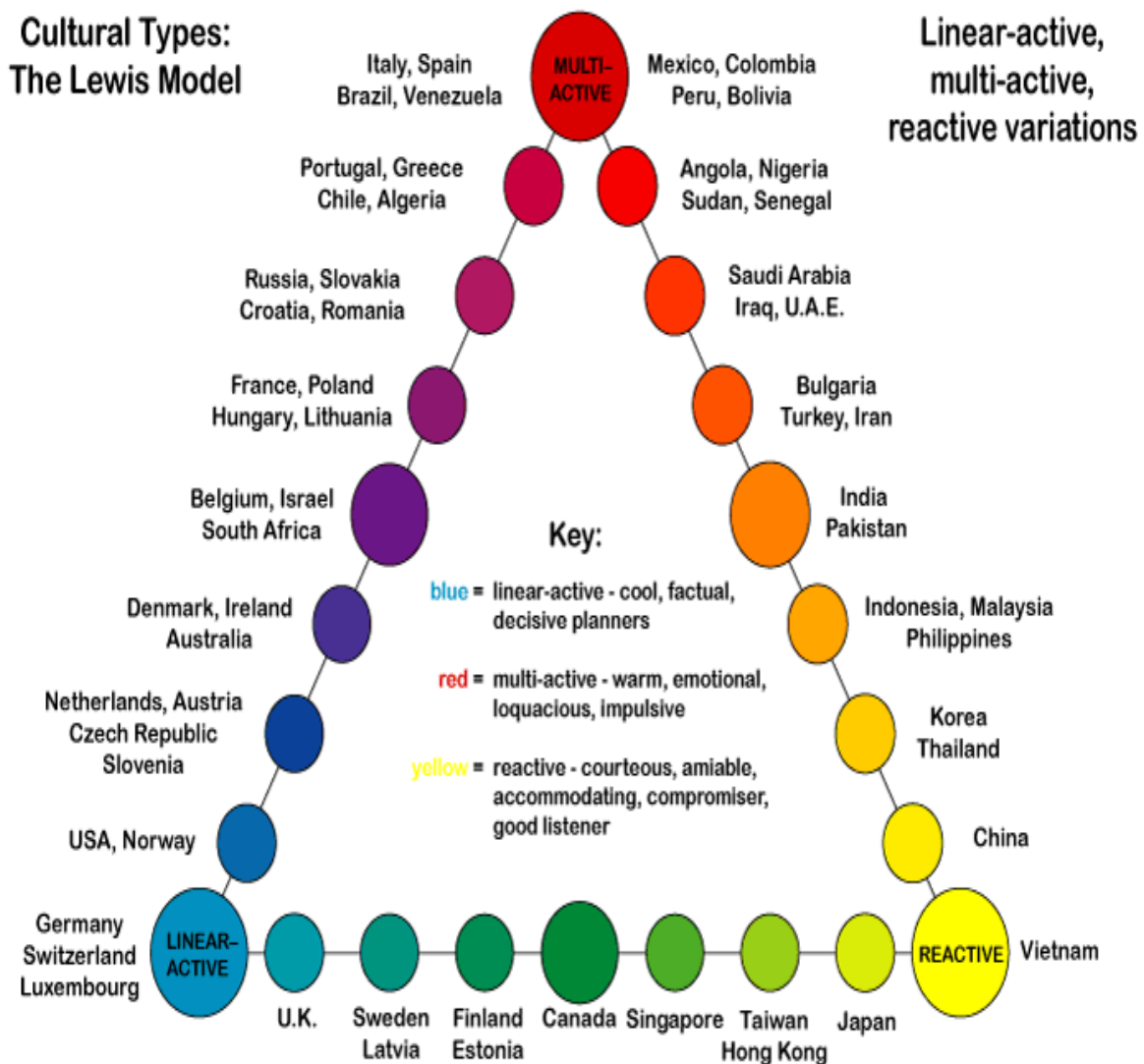
The faster you talk, the more difficult you are to understand. If you are being simultaneously translated, speaking quickly also makes it more difficult for the translator.

Watch your body language

Gestures (e.g. pointing) or unconscious habits (maintaining direct eye contact) may be offensive in other cultures. Do your research to determine what's appropriate and what's not where you're speaking. Speaking in another country to people from another culture is an amazing experience. Do your homework, incorporate a few modifications into your presentation, and eagerly embrace any opportunity that comes your way.

"Cultural behavior is the end product of collected wisdom, filtered and passed down through hundreds of generations as shared core beliefs, values assumptions, notions and persistent action patterns. In other words, culture is a collective programming of the mind, that distinguishes the members of one human group from another". *Richard Lewis*

The behavior we accept as normal is actually formed from learned and inherited beliefs based on our religious upbringing, ethnic, generational, class, & gender programming, as well as the educational socialization and the professional ethics we have been taught and accepted. All of these aspects, that we take for granted in our society, form the framework within which we think, look at life, and perform in the workplace. But they are actually very subjective norms, that are based on the culture we have spent the most time growing up within. When we travel or move to other countries we cannot assume that our assumptions are known or accepted as the norm there.



THE LEWIS CROSS-CULTURAL COMMUNICATION MODEL

Cross-cultural communication is a field of study that looks at how people from differing cultural backgrounds communicate, in similar and different ways among themselves, and how they endeavor to communicate across cultures. Intercultural communication is a related field of study. *The Lewis Cross Cultural Communication Model above shows:*

- how people from different cultures vary in their concepts of time and space: handle interpersonal distance, silence, and eye contact;
- how their communication styles are reflected in the language patterns they use;
- how they view the truth: as absolute or negotiable i.e. modifiable according to the situation;
- what their values, attitudes and world views are.

More and more companies are dealing with cross-cultural issues either as a result of having divisions located in other countries or because the people being hired speak English as a second language. The cultural mix within departments, on project teams and even in management ranks, creates an entirely new set of challenges for organizations. The impact of culture differences on teamwork, communication, conflict resolution, support for authority & problem solving is profound and often confusing. Even simple things – like brainstorming or holding a working lunch – have a wider impact than originally thought.

Where our personality types are inborn and don't change over time, our cultural response is learned, dynamic and constantly evolving. Culture can be defined as a learned set of values, beliefs, norms and assumptions transmitted from one generation to the next, becoming an accepted way of being, doing and thinking within a collective group.

Any discussion of cultural difference benefits from using two well-known models: the **GLOBE model of culture** that started with Geert Hofstede's five-dimensions & expanded to nine dimensions (power distance, collectivism in the organization, collectivism in society, uncertainty avoidance, assertiveness, gender egalitarianism, performance orientation, future orientation and humane orientation) & the **Fons Trompenaars' model** developed in the early 1990s.

Trompenaars used seven bipolar factors: five dealing with human relationships (universalist vs. particularist, individualist vs. collectivist, neutral vs. affective, specific vs. diffuse and achievement vs. ascription), one dealing with time (sequential vs. synchronic), and one dealing with nature (internal vs. external control).

Let's look at an easy example of how one of these factors could affect a team. In North America (USA & Canada), we are raised to be independent, free thinking, and comfortable making decisions on the spot – the characteristics of individualism. We are taught early to be self-reliant and to enjoy our personal freedom.

Many times we find teamwork difficult because it requires us to suppress our "I" thinking in support of a more collective "we" approach. For people in Asia, the Middle East and Europe, the culture is more collective or group-oriented. In these cultures it's more important to be loyal and to show support for our own group over outsiders even if we disagree with our group. These cultures often find it difficult to acknowledge anyone in an "out-group" and often need to refer back to an authority in decision making.

Now imagine a team made up of two Asians, one French person, one American, two Canadians & one Middle Easterner. We can see where stress points would occur regardless of the topic, just based on the difference between an individualistic vs. collective approach.

Our cultural differences might arise in the manner we communicate with each other.

Cultural communication is described as either explicit or implicit.

Verbal communication in an explicit culture, like Germany, the US, Canada and Great Britain focuses on being straight-forward, frank, to the point, where a yes means yes, a no means no. Those cultures that practice more indirect communication, such as France, Italy, Spain, and Arab, Latin-American and Asian countries believe the precise meaning of what is said depends on the context, not just the words. The listener is expected to interpret the meaning, often based heavily on nonverbal cues.

A "yes" can mean "Yes, I heard you", not "Yes, I'm in agreement". It's easy to see how explicit communicators would see implicit communicators as vague, overly flowery, and unclear. Implicit communicators would see explicit communicators as giving too much information, aggressive and lacking in style and finesse. Combine these issues with the non-verbal body language of neutral vs. expressive and the communication becomes even more complex. Expressive (or what's called affective) types see neutrals as lacking commitment, dull and boring. Neutrals see expressives as quick-tempered, unbearable in meetings, and lacking professionalism. Expressives need bad feedback (criticism) in order to get better; neutrals need good feedback (praise) in order to get better.

These are just a few of the dimensions of cultural difference and already we can see how problems arise. So what do we do to minimize the negative effects of our differences and capitalize on our diversity? Here are some pointers:

Increase your awareness of cultural differences through study & exploration.

First of all, know your own cultural biases and preconceptions and where "pressure points" might occur with other cultures. Modern Family recently had an episode where family members tease Gloria about how she makes mistakes with our slang expressions. Gloria finally explodes (her pressure point), reminding family members that English is her second language. Clearly making fun of someone's language difficulties is not okay.

Spend time getting to know co-workers & colleagues from on a personal level

This recognize that the degree of private vs. public space will be different based on the culture. However, talking about children, hobbies, travel and food are all safe topics to get discussion going. As you listen, hear what the person is saying based on his/her cultural perspective, not just your own.

Ask people to define what something means from their perspective rather than assuming that how you see and how they see are the same.

For example, you might ask someone, "How do you define what teaming means to you?" "When we talk about efficiency, what would you focus on as most important?" We recently had an interesting discussion in France about the word "accountability".

The French have no word in their language for accountability, but rather see responsibility and accountability as interchangeable. In North America, responsibility and accountability have two completely different meanings.

Develop "initiating phrases" & help understandings to be made clear.

In North America we have a tendency to be blunt and direct, and see others as rude when they don't answer our questions quickly. We're not accustomed to expressing niceties or being cordial. As a result, others often see us as aggressive.

A softer approach such as – "Pardon me; I'm feeling confused and recognize that I might understand something differently than you. Could we just pause for a moment to share how we each see the situation?" comes across much better than "Look, just tell me what you mean". Many of us love to travel to different countries and explore the uniqueness of foreign cultures. In those circumstances, cultural difference is fun and curious.

It feels different however when we have to work together on projects and in departments, solving problems and reaching agreements. Then culture differences can become hurdles to overcome. The more we know about different cultures and how they function as compared to our own, the more we will be inclined to openly discuss our differences and build bridges, rather than fences.

Business leaders know that intercultural savvy is vitally important – not just because they have to deal increasingly with globalization, but also because the work force within their own national borders is growing more and more diverse. Culture is, basically, a set of shared values that a group of people holds. Such values affect how you think and act and, more importantly, the kind of criteria by which you judge others. Cultural meanings render some behaviours as normal and right and others strange or wrong.

Every culture has rules that its members take for granted. Few of us are aware of our own biases because cultural imprinting is begun at a very early age. While some of culture's knowledge, rules, beliefs, values, phobias and anxieties are taught explicitly, most is absorbed subconsciously. We are all individuals, and no two people belonging to the same culture are guaranteed to respond in exactly the same way. However, generalizations are valid to the extent that they provide clues on what you will most likely encounter – and how those differences impact communication. Here are three such generalizations.

Exercise 1. Choose the keywords & phrases that best convey the gist of the information.

Exercise 2. Answer the questions: What do we do to minimize the negative effects of our differences and capitalize on our diversity?

Exercise 3. Explain the notion – Cross-Cultural Communication.



CULTURES ARE EITHER HIGH-CONTEXT OR LOW-CONTEXT

Every aspect of global communication is influenced by cultural differences.

Even the choice of medium used to communicate may have cultural overtones. For example, it has been noted that industrialized nations rely heavily on electronic technology and emphasize written messages over oral or face-to-face communication.

Certainly the United States, Canada, the UK and Germany exemplify this trend.

But Japan, which has access to the latest technologies, still relies more on face-to-face communications than on the written mode. The determining factor in medium preference may not be the degree of industrialization, but rather whether the country falls into a high-context or low-context culture. In some cultures, personal bonds and informal agreements are far more binding than any formal contract. In others, the meticulous wording of legal documents is viewed as paramount. High-context cultures (Mediterranean, Slav, Central European, Latin American, African, Arab, Asian, American-Indian) leave much of the message unspecified – to be understood through context, nonverbal cues, and between-the-lines interpretation of what is actually said.

By contrast, low-context cultures (most of the Germanic and English-speaking countries) expect messages to be explicit and specific. The former are looking for meaning and understanding in what is not said – in body language, in silences and pauses, and in relationships and empathy. The latter place emphasis on sending and receiving accurate messages directly, and by being precise with spoken or written words.

One communication trap that U.S. business leaders may fall into is a (costly) disregard for the importance of building and maintaining personal relationships when dealing with individuals from high-context cultures.

CULTURES ARE EITHER SEQUENTIAL OR SYNCHRONIC

Some cultures think of time sequentially – as a linear commodity to "spend", "save", or "waste". Other cultures view time synchronically – as a constant flow to be experienced in the moment, and as a force that cannot be contained or controlled.

In sequential cultures (like North American, English, German, Swedish, and Dutch), businesspeople give full attention to one agenda item after another. In many other parts of the world, professionals regularly do several things at the same time. I once cashed a traveler's check at a Panamanian bank where the teller was counting my money, talking to a customer on the phone, and admiring the baby in the arms of the woman behind me. To her, it was all business as usual. The American commoditization of time not only serves as the basis for a "time is money" mentality, it can lead to a fixation on timelines that plays right into the hands of savvy negotiators from other cultures.

A Chinese executive explained: "All we need to do is find out when you are scheduled to leave the country and we wait until right before your flight to present our offer. By then, you are so anxious to stay on schedule, you'll give away the whole deal".

In synchronic cultures (including South America, southern Europe and Asia) the flow of time is viewed as a sort of circle – with the past, present, and future all inter-related.

This viewpoint influences how organizations in those cultures approach deadlines, strategic thinking, investments, developing talent from within, and the concept of "long-term" planning. Whether time is perceived as a commodity or a constant determines the meaning and value of being "on time".

Think of the misunderstandings that can occur when one culture views arriving late for a meeting as bad planning or a sign of disrespect, while another culture views an insistence on timeliness as childish impatience.

Orientation to the past, present, future is another aspect of time in which cultures disagree. Americans believe that the individual can influence the future by personal effort, but since there are too many variables in the distant future, they favour a short-term view.

This gives them an international reputation of "going for the quick buck" and being interested only in the next quarterly return. Even their relationships seem to be based on a "what have you done for me lately?" pragmatism. Synchronic cultures have an entirely different perspective. The past becomes a context in which to understand the present and prepare for the future. Any important relationship is a durable bond that goes back and forward in time, and it is often viewed as grossly disloyal not to favour friends and relatives in business dealings.

CULTURES ARE EITHER AFFECTIVE OR NEUTRAL

With much angry gesturing, an Italian manager referred to the idea of his Dutch counterpart as "crazy". The Dutch manager replied. "What do you mean, crazy? I've considered all the factors, and I think this is a viable approach. Calm down! We need to analyze this, not get sidetracked by emotional theatrics". At that point, the Italian walked out of the meeting. In international business dealings, reason and emotion both play a role.

Which of these dominates depends upon whether we are affective (readily showing emotions) or emotionally neutral in our approach. Members of neutral cultures do not telegraph their feelings, but keep them carefully controlled and subdued.

In cultures with high affect, people show their feelings plainly by laughing, smiling, grimacing, scowling – and sometimes crying, shouting, or walking out of the room.

This doesn't mean that people in neutral cultures are cold or unfeeling. But in the course of normal business activities, neutral cultures are more careful to monitor the amount of emotion they display. Research conducted with people who were upset about something at work, noted that only some cultures supported expressing those feelings openly. Emotional reactions were found to be least acceptable in Japan, Indonesia, the U.K., Norway and the Netherlands – and most accepted in Italy, France, the U.S. and Singapore.

It's easy for people from neutral cultures to sympathize with the Dutch manager and his frustration over trying to reason with "that excitable Italian".

After all, an idea either works or it doesn't work – and the way to test the validity of an idea is through trial and observation. That just makes sense – doesn't it? Well, not necessarily to the Italian who felt the issue was deeply personal, who viewed any "rational argument" as totally irrelevant! In today's global business community, there is no single best approach to communicating with one another. The key to cross-cultural success is to develop an understanding of, and a deep respect for, the differences.

Exercise 1. Make notes of your new knowledge about cross-cultural communication.

Exercise 2. Transfer the given information from the passages onto a table.

| No | Activity | | | |
|----|------------|------|-------|-------|
| | Definition | When | Where | Score |
| | | | | |

ORIGINS OF CROSS-CULTURAL COMMUNICATION

Typically anthropologists & social scientists tend to study people & human behavior among exotic tribes and cultures living in far off places rather than do field work among white-collared literate adults in modern cities. Advances in communication and technology and socio-political changes started transforming the modern workplace yet there were no guidelines based on research to help people interact with other people from other cultures.

To address this gap arose the discipline of **cross-cultural analysis** or **cross-cultural communication**. The main theories of cross-cultural communication draw from the fields of anthropology, sociology, communication and psychology & are based on value differences among cultures. The popular "Iceberg model" of culture developed by Selfridge and Sokolik, 1975 and W.L. French and C.H. Bell in 1979, identifies a visible area consisting of behaviour or clothing or symbols and artifacts of some form and a level of values or an invisible level.

What is culture?

A simpler definition is "the unwritten rules of the social game".

Generally culture can be seen as consisting of three elements:

Values – Values are ideas that tell what in life is considered important.

Norms – Norms consist of expectations of how people should behave in different situations.

Artefacts – Things or material culture – reflects the culture's values and norms but are tangible and manufactured by man. Most of people working with cross-cultural communication and intercultural training and coaching have heard about the Five Hofstede's Intercultural Dimensions.

Geert Hofstede defines culture as "*the collective programming of the mind distinguishing the members of one group or category of people from another*". The "category" can refer to nations, regions within or across nations, ethnicities, religions, occupations, organizations, or the genders.

What are the five hofstede's intercultural dimensions?

- *Power Distance*: Measures inequality.
- *Individualism*: is the degree to which individuals are integrated into groups.
- *Uncertainty Avoidance*: indicates to what extent people feel either uncomfortable or comfortable in unstructured situations.
 - *Masculinity/Feminity*: Masculinity versus femininity, refers to the distribution of emotional roles between the genders.
 - *Long-Term Orientation*: Long term oriented societies foster pragmatic virtues oriented towards future rewards, in particular saving, persistence, adapting to changing circumstances. Short-term oriented societies foster virtues related to the past and present such as national pride, respect for tradition, preservation of "face", fulfilling social obligations.

Exercise 1. Add some information & make up a small report and give a talk in class.

Exercise 2. Transfer the given information from the passages onto a table.

| No | Activity | | | |
|----|------------|------|-------|-------|
| | Definition | When | Where | Score |
| 1. | | | | |

CULTURAL DIMENSIONS FOR THE USA

If we explore the US culture through the lens of the 5-D Model, we can get a good overview of the deep drivers of American culture relative to other world cultures.

Power distance. The United States score low on this dimension (40) this translates the focus on equal rights in all aspects of American society and government. Within American organizations superiors are always accessible and managers rely on individual employees and teams for their expertise. Both managers and employees expect to be consulted and information is shared frequently. At the same time, communication is informal, direct and participative.

Individualism. The United States, with a score of 91 on this dimension, is a highly individualistic culture. Individual freedom is the most basic value that all Americans share. Individuals have control over their own destiny and they want to have free choices on every topics.

Personal success is priority number one. Americans are expected to take initiative regarding education, employment, personal development or well-being. As a consequence, Americans are assertive and straightforward while interacting with others and sometimes labelled as arrogant by other cultures who value group interests over individual success.

In the business world, employees are expected to be self-reliant and display Initiative. Within the exchange-based world of work, hiring and promotion decisions are based on merit or evidence of what one has done or can do.

Masculinity/Feminity. The United States score 62 on this dimension and is considered a "masculine" society driven by competition, achievement and success, with success being defined by the "winner" or "best-in-the-field". This value system starts in school and continues throughout one's life – both in work and leisure pursuits.

There are strong shared values that people should "strive to be the best they can be" and that "the winner takes all". As a result, Americans will tend to display and talk freely about their "successes" and achievements in life, here again, another basis for hiring and promotion decisions in the workplace. Typically, Americans "live to work" so that they can earn monetary rewards and obtain higher status based on how good one can be. Conflicts are resolved at the individual level and the goal is to win.

Uncertainty avoidance. The dimension Uncertainty Avoidance has to do with the way that a society deals with the fact that the future can never be known: should we try to control the future or just let it happen? The US scores 46 on this dimension and therefore, American society is what one would describe as "**uncertainty accepting**".

Consequently, there is a larger degree of acceptance for new ideas, innovative products and a willingness to try something new or different, whether it pertains to technology, business practices, or foodstuffs. Americans tend to be more tolerant of ideas or opinions from anyone and allow the freedom of expression. At the same time, Americans do not require a lot of rules and are less emotionally expressive than higher-scoring cultures.

Long-term orientation. The United States scores 29 on this dimension and is a *short-term oriented culture*. American businesses measure their performance on a short-term basis, with profit and loss statements being issued on a quarterly basis. *This also drives individuals to strive for quick results within the work place.* There is also a need to have the "absolute truth" in all matters.

Exercise 1. Add some information & make up a small report and give a talk in class.

Exercise 2. Choose the keywords that best convey the gist of the information.

FRANCE COMPARE WITH THE USA

Power distance. In France, hierarchy is needed the superiors may have privileges and are often inaccessible. The power is highly centralized in France. In management, the attitude towards managers is more formal, the information flow is hierarchical. *The way information is controlled is even associated with power, therefore unequally distributed.*

Individualism. France scores high on the individualistic index but lower than the U.S.

This means that the French favor individual and private opinions, taking care of themselves and immediate family rather than belonging to a group. In the work environment, the relationship with work is contract based, the focus is on the task and autonomy is favored. The communication is direct but much less than in the U.S.

Masculinity/Feminity. With 43, France is a relatively Feminine country and so very different from the U.S. With its famous welfare system (sécurité sociale), their 35 working hours/week and 5 weeks holidays per year, France cares for its quality of life and focuses more on work in order to live than the reverse.

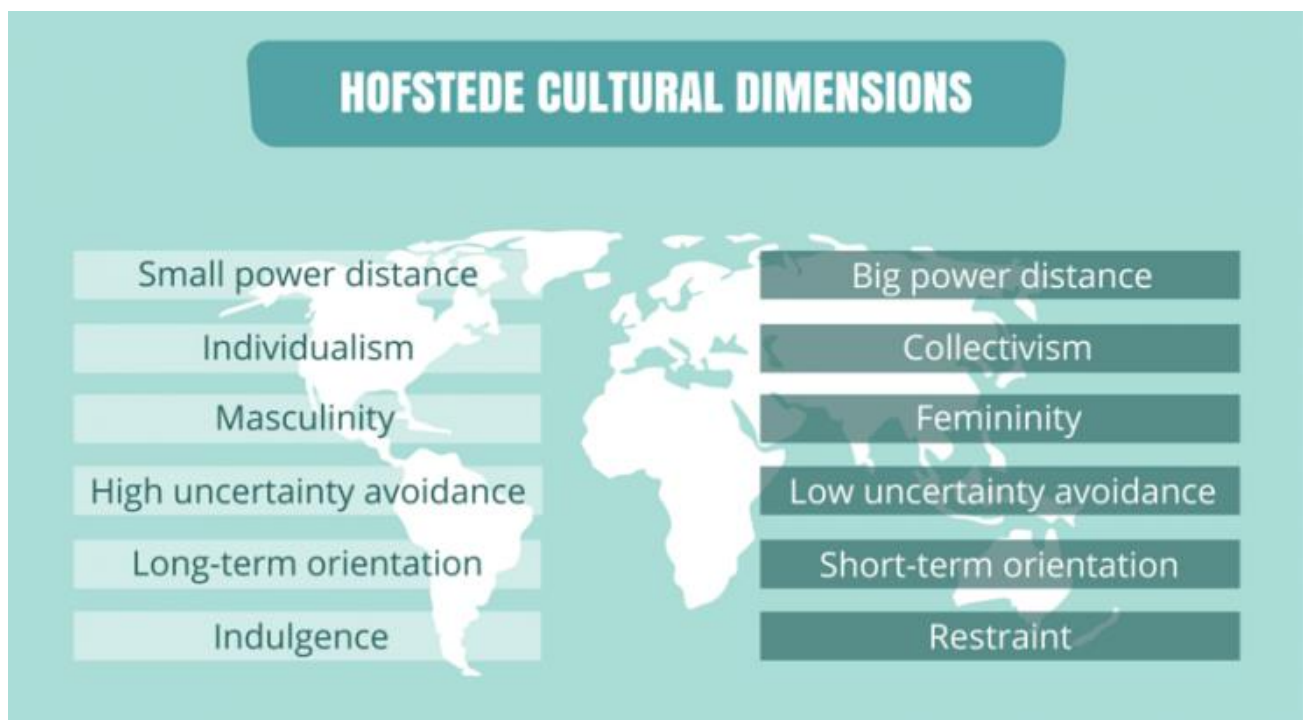
Competition amongst work colleagues is usually not favored. Material signs of success, especially flashy ones, should not be too visible.

Uncertainty Avoidance. France has one the highest scores on the Uncertainty Avoidance Index. Certainty is reached through academic work and concepts. Teachings and trainings are more inductive. In management structure, rules and security are welcome and if lacking, it creates stress. Therefore planning is favored, some level of expertise welcome, when *change policies on the other hand are considered stressful.*

Long-term orientation. At 39 France is a short-term oriented society. This means a great respect for tradition as well as a need for norms and absolute truth as guidelines. In terms of business this short-term orientation focuses on quick results. Consumption is driven by immediate gratification, sensitivity to social trends and rituals.

Exercise 1. Describe the "Iceberg model" of culture developed by Selfridge & Sokolik.

Exercise 2. Compare cultural dimensions for France and the USA.



MANAGING & ORGANIZATIONAL CULTURE

Managing international business means handling both national & organization culture differences at the same time. *Common organization cultures across borders are what holds multinationals together.* The cultural differences between nations are especially found on the deepest level; i.e. on the level of values. In comparison, cultural differences among organisations are especially identified on the level of practices. Practices are more tangible than values. Organisational Culture can be defined as "the collective programming of the mind that distinguishes the members of one organisation from others". For every dimension of culture there are many challenges that could hamper effective communication. When we communicate our culture determine numerous factors including

- whether we make eye contact or not;
- the meaning of facial expressions;
- the meaning of gestures;
- whether physical contact is acceptable;
- the level of emotional expression;
- our body language.

Some cultures such as the Dutch communicate very explicitly (stating clearly and directly what is meant) while others such as the Brits typically communicate much more implicitly (meaning is implied indirectly).

While colour is often used to communicate meaning, bear in mind that colours have different symbolic meanings in different parts of the world.

In China red symbolizes good luck, in India it is the colour of purity and in most of the Western world it is associated with excitement, danger, love, or passion. Where white indicates purity and peace in the West, it is associated with funerals in Japan.

Different cultures also attribute different meanings to specific symbols and signs, as illustrated in the diverse interpretations of hand signs.

In South Africa and most parts of the western world the good old "thumbs up" indicates agreement or that everything is well; but in Greece it can also be a very rude "up yours"! In Europe this same sign is sometimes used for the number "one", but if you use it in a fruit market in Japan you might get more than you wanted as there it illustrates "five".

While the "okay" sign have a positive meaning for scuba divers and most people in the UK and Unites States, it is considered obscene in Iran, Spain, Greece, parts of Eastern Europe and Latin America. It could also signify "worthless" or "zero" in France.

Even more peculiar is that culture not only has an influence on our interpretation of colours and symbols, but that it even has a strong influence on our visual perception.

A practical illustration of this is a study which found that when most people in North America look at the dark parts of the moon, they see the image of a man; while people in India and China see a rabbit; and Native Americans see a toad. In the Southern Hemisphere (where we see the moon from a different angle than in the northern hemisphere) Polynesians see a woman; Fijians see a rat; and Australians see a cat!

Of course on the most basic level, language is probably the first area in which cultural barriers could affect the effectiveness of our cross-cultural communication efforts.

Long before the world became so culturally diverse and interactive as it is today business communication expert *Mary Munter* identified four language-related barriers to cross-cultural communication.

Semantic Barriers. This refer to problems such as people not knowing the meaning of a word, the fact that a word can have different meanings in the same language, and that some words simply cannot be directly translated.

Connotation Barriers. A word can imply different things in different languages. An example is the Japanese word "hai" which is often translated as "yes".

However, while this might indicate agreement to an American, the Japanese connotation is closer to "yes, I'm listening", than it is to "yes, I agree".

Similarly, while "mañana" in Spanish and "bukara" in Arabic are both translated as "tomorrow" in English, their actual meaning is actually closer to "some time in future".

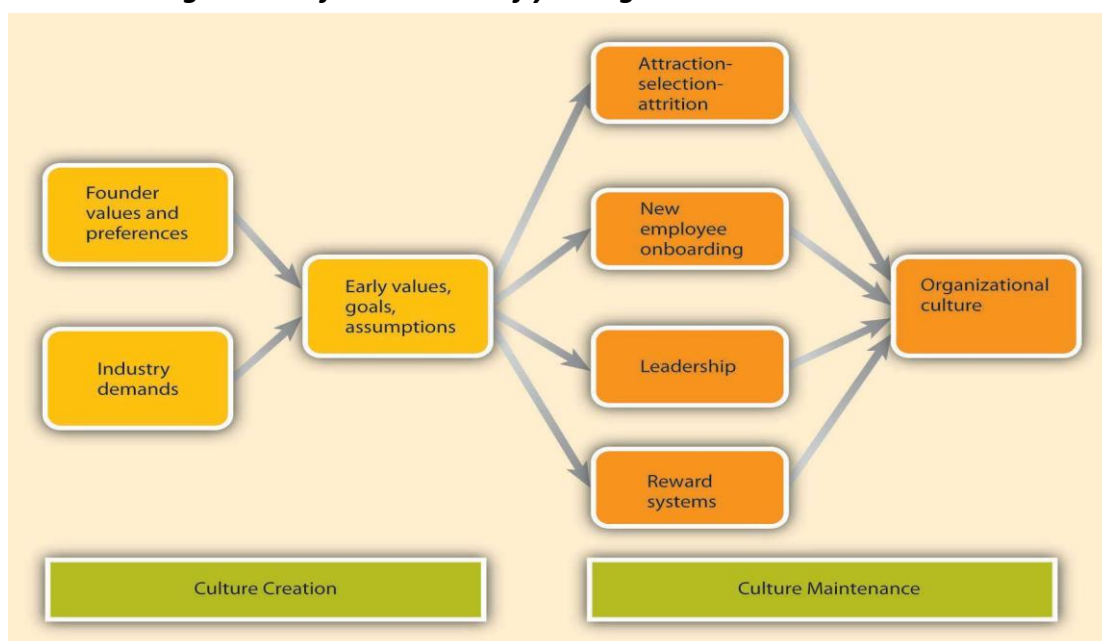
Tone Barriers. In different cultures different voice tones can imply different meanings.

In this way a similar tone can indicate formality or informality, politeness or rebuke, and impersonality or intimacy, all depending on the culture. In some cultures, people change their tone depending on where or to whom they're speaking – to superiors at work, to friends in a social context, or to children at home. Not knowing this, and using a personal or informal tone in a formal situation can thus be perceived as rude or ill-mannered.

Perception Barriers. These barriers are related to the fact that different cultures perceive the world in different ways. For example Eskimos have many different words for snow because they can perceive many different types of what the English language simply calls "snow", while Hopi Indians have a different perception of time due to the fact that they don't differentiate between past, present and future verb tenses.

Now before you become completely despondent and decide to stop speaking to anyone who doesn't know the words of your national anthem – cross cultural communication is a skill that can be learnt and improved. In fact, if you're serious about being effective and remaining competitive in this volatile globalized economy investing in improving these skills might be one of the best strategic moves you've ever made.

Exercise 1. Digest the information briefly in English.



| | |
|----------------------------|--|
| Dining Etiquette | <ul style="list-style-type: none"> • Make a great impression on your customer, boss, or prospective client when dining with confidence. |
| International Protocol | <ul style="list-style-type: none"> • Learn the essential “Do’s” and “Don’ts” for optimal success when conducting business internationally. |
| Confidence & Charisma | <ul style="list-style-type: none"> • Influence others with a polished and professional demeanor and excellent communication skills. |
| Professional Image | <ul style="list-style-type: none"> • Learn what to wear to the office and other business gatherings, and how to create a professional image |
| Electronic Etiquette | <ul style="list-style-type: none"> • Learn about phone, e-mail & social media etiquette to show professionalism and maintain credibility. |
| Introductions & Networking | <ul style="list-style-type: none"> • Make proper introductions and network with ease. Create an effective “elevator speech”. |
| Cocktail Party Etiquette | <ul style="list-style-type: none"> • Learn to make a great first impression, create an instance rapport, and build relationships. |
| Office Etiquette | <ul style="list-style-type: none"> • Improve employee satisfaction and productivity by learning about office etiquette. |
| Business Travel Etiquette | <ul style="list-style-type: none"> • Learn what’s expected when traveling for business to maintain professionalism. |

| The Impact of Culture on Negotiation | | | |
|--------------------------------------|------------|---|--------------|
| Negotiation Factors | | | |
| Goal | Contract | ↔ | Relationship |
| Attitudes | Win/Lose | ↔ | Win/Win |
| Personal Styles | Informal | ↔ | Formal |
| Communications | Direct | ↔ | Indirect |
| Time Sensitivity | High | ↔ | Low |
| Emotionalism | High | ↔ | Low |
| Agreement Form | Specific | ↔ | General |
| Agreement Building | Bottom Up | ↔ | Top Down |
| Team Organization | One Leader | ↔ | Consensus |
| Risk Taking | High | ↔ | Low |

THE ETIQUETTE AT A WORK-PLACE

People working whether in a small non-profit organization, a well established company, or someplace in between no matter where they work, there are some mandatory work-place manners that they need to follow. The etiquette includes carrying a proper conduct be it in

- dressing; eating and drinking;
- interacting with colleagues subordinates, seniors and clients;
- at a meeting or at a social gathering.

There is a proper etiquette to be followed when speaking.

In a professional environment, one needs to be sensitive to others when he is speaking on a phone, or in a face-to-face conversation. He needs to pay attention to his voice and tone. Here are some suggestions from senior executive of leading organizations regarding how one should speak during various scenarios:

INTERACTING AT WORK

Keep voice down while talking to colleagues; take care not to disturb others.

Don't barge into someone's office, disrupt a meeting, or interrupt a work conversation.

Do not talk with a raised voice when at work, no matter how bad is the work situation is.

Respect others time. The proper way to start a conversation is to make a request for taking his time. Don't start discussing a problem without preamble or a short synopsis, after ascertaining that the listener has time to hear you out. Keep personal conversations on telephone to a bare minimum. Nothing irritates a colleague or a client more than being kept waiting while the caller finishes the social conversation. Don't start making a personal or social phone call when someone is present even the call is terribly important.

Shout for clarifications to a colleague across the office is bad manners and it will only invite awkward stares and ire.

FOR & IN A MEETING

Be on time. If you are the facilitator, start on time and end on time. Pay proper attention even if the meeting is pointless and boring. The participant in the meeting must not do things like sending messages, read mail or catch up on work when the meeting is in progress and the subject of discussion is not pertaining to his area. By paying attention he may come up with some good suggestion. Keep up with the conversation in the meeting.

As a participant one is expected to follow the agenda created or planned for the meeting. *Be polite. Talk softly.* Aggressive and loud talk often puts off the other person.

Listen completely to what the other person has to say, before speaking and don't interrupt, to prove your point. Aim to be a good listener as well as a good speaker.

The meetings must not be turned into screaming contests particularly when people of different or disagreeing nature of opinions are present. A loud voice, should be kept low and do not unnecessarily dominate the proceedings simply because of position and voice.

Even as the chairperson of the meeting it is appropriate to speak whenever required and during conclusion. Putting forth a new idea or expressing difference of opinion with someone, try and start politely with something like to correct me if I'm wrong, but I think that you must do it without making loud noises. At a social meet smile and try to be pleasant to others in the office, especially to clients.

Greet people with a pleasant Good morning/ good evening, hello or how are you? All of us often face frustration at work.

Being frustrated, stressed out or irritated does not give the right to swear, curse or use bad language at work. It speaks badly of one upbringing and character, and not everyone will tolerate bad language with equal patience. One should restrain his letting off steam bad language at work place. If one cannot contain his negative emotions he can unwind the same after work hours at a bar or suitable such place.

However, with the process of globalization, especially the increasing of global trade, it is unavoidable that different cultures will meet, conflict, and blend together. People from different culture find it is hard to communicate not only due to language barrier but also affected by culture styles. In independent cultures, such as in the USA, Canada, and Western Europe, an independent figure of self is dominant. This independent figure is characterized by a sense of self relatively distinct from others and the environment.

In interdependent cultures, usually identified as Asian as well as many Latin American, African, and Southern European cultures, an interdependent figure of self is dominant.

There is a much greater emphasis on the interrelatedness of the individual to others and the environment, the self is meaningful only (or primarily) in the context of social relationships, duties, and roles. In some degree, the effect brought by cultural difference override the language gap.

This culture style difference contributes to one of the biggest challenges for cross-culture communication. Effective communication with people of different cultures is especially challenging. Cultures provide people with ways of thinking – ways of seeing, hearing, and interpreting the world. Thus the same words can mean different things to people from different cultures, even when they speak the "same" language.

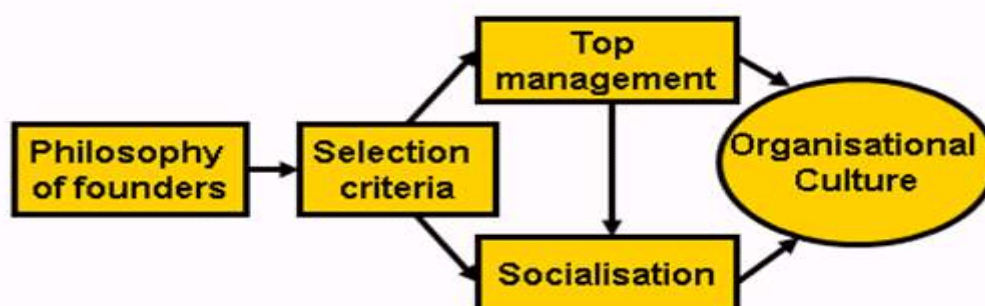
When the languages are different, and translation has to be used to communicate, the potential for misunderstandings increases.

The study of cross-cultural communication is fast becoming a global research area.

As a result, cultural differences in the *study* of cross-cultural communication can already be found. Cross-cultural communication is generally considered to fall within the larger field of communication studies in the US, but it is emerging as a sub-field of applied linguistics in the UK. As the application of cross-cultural communication theory to foreign language education is increasingly appreciated around the world, cross-cultural communication classes can be found within foreign language departments of some universities, while other schools are placing cross-cultural communication programs in their departments of education.

Exercise 1. Summarize the information briefly in English.

Exercise 2. Make up dialogues from the information above and carry them on.



TIPS FOR EFFECTIVE CROSS-CULTURAL COMMUNICATION

Slow Down

Even when English is the common language in a cross cultural situation, this does not mean you should speak at normal speed. Slow down, speak clearly and ensure your pronunciation is intelligible.

Separate Questions

Try not to ask double questions such as, "Do you want to carry on or shall we stop here?" In a cross cultural situation only the first or second question may have been comprehended. Let your listener answer one question at a time.

Avoid Negative Questions

Many cross cultural communication misunderstandings have been caused by the use of negative questions and answers. In English we answer "yes" if the answer is affirmative and 'no' if it is negative. In other cultures a "yes" or "no" may only be indicating whether the questioner is right or wrong. For example, the response to "Are you not coming?" may be "yes", meaning "Yes, I am not coming".

Take Turns

Cross cultural communication is enhanced through taking turns to talk, making a point and then listening to the response.

Write it Down

If you are unsure whether something has been understood write it down and check. This can be useful when using large figures.

Be Supportive

Effective cross cultural communication is in essence about being comfortable. Giving encouragement to those with weak English gives them confidence, support & trust in you.

Check Meanings

When communicating across cultures never assume the other party has understood. Be an active listener. Summarise what has been said in order to verify it.

Avoid Slang

Even the most well educated foreigner will not have a complete knowledge of slang, idioms & sayings. The danger is that the words will be understood but the meaning missed.

Watch the humour

In many cultures business is taken very seriously. Professionalism and protocol are constantly observed. Many cultures will not appreciate the use of humour and jokes in the business context. When using humour think whether it will be understood in the other culture. For example, British sarcasm usually has a negative effect abroad. Many cultures have certain etiquette when communicating. Cross cultural communication is about dealing with people from other cultures in a way that minimises misunderstandings and maximises your potential to create strong cross cultural relationships. The above tips should be seen as a starting point to greater cross cultural awareness.

Exercise 1. Add some information & make up a small report and give a talk in class.

Exercise 2. Choose the keywords that best convey the gist of the information.

TIPS FOR SUCCESSFUL CROSS-CULTURAL COMMUNICATION

by A. J. Schuler, Psy. D.

In today's global business environment, more and more of us are required to understand people who come from countries and cultures different from our own. While there is no short and easy way to learn about a given culture in any depth, there are some general principles that lead to success in communicating and conducting business with people of backgrounds unlike our own. Getting Started with Cross Cultural Communication

HERE ARE SOME IMPORTANT POINTS TO UNDERSTAND

Direct experience is the best way to begin to learn any culture. Just as the best way to learn a new language is to become immersed in that language, so too is it most helpful to learn another culture by jumping right in. This may not always be practical, but radio stations, music, trips to religious organizations or other clubs that cater to members of a specific group – all of these things can be helpful ways to begin.

Differences can feel like a threat at first. No one likes to feel like a stranger, and feeling unable to communicate or to decipher aspects of behavior that don't fit with our own habitual experiences can make any of us feel alone. This is a natural part of human experience, but even so, it is important to keep these feelings in perspective and remember that differences are less important than commonalities.

We tend to **overlook similarities** and notice just the differences when we first begin to interact with members of another culture. And then, when we apply the standards of interpretation that we would use in our own cultures to the behavior of those in the unfamiliar culture, we will draw mistaken conclusions.

We all share 98% of the same DNA, and we are all far more alike than we are different, but that's easy to forget in the beginning.

Stereotyping due to overgeneralization is a common occurrence, especially among those who only interact with another culture infrequently.

When we are faced with uncertainty, the human mind naturally seeks to create some order or system from what we observe. This is especially true when we may feel vulnerable due to uncertainty. So the mind creates its own set of rules or generalizations – which may be based on some surface realities and patterns – but which fail to account for real experience and individual variation. What's more, since we may **feel threatened**, the human mind can presume negative motives or draw negative inferences from the generalizations we create/observe, which forms then forms the basis of prejudice.

There is always more variation within groups than there is between them. What does that mean? That means that no matter how much we may perceive groups A and B as different, the amount of difference between those groups is dwarfed by the amount of variation within each group. In other words, both groups have shy people and daring people, honest and dishonest, bellicose and accommodating types, etc.

There each group is much more of a mixed stew of types of people, and the patterns within each group are more alike than different. It's just that culture and history shape the customs and rituals through which those various aspects of human nature are expressed.

Think of it this way: both Apple & Microsoft operating systems allow you to accomplish work with a word processing system. The work is the same, but the language, the coding, though which that basic work is accomplished or expressed is different.

This is why cross cultural communication takes work – we have to go back and examine aspects of our own "operating systems" and understand the "systems" of others to be able to communicate between the two "platforms".

For precisely the reason described above, our own **cultural identities** are not apparent to us until we begin to interact with others from different backgrounds.

Finally, **cultures are always changing**, especially as they interact with each other.

Even from within, cultures move and flow and change through time, even when they think they don't. But the pace of change is accelerated when cultures that reinforce different styles of communication, and which accent different binding customs and values, interact with each other. The result is often disorienting (to say the least), but the result is inevitably that both cultures change in the process. Individuals who begin to bridge these gaps are like pioneers, blazing paths and creating plausible options for hybrid identities for others to copy and test in the future.

Exercise 1. Add some information & make up a small report and give a talk in class.

Exercise 2. Choose the keywords that best convey the gist of the information.

Exercise 3. Read the information & pick up the essential details in the form of quick notes.

Exercise 4. Transfer the given information from the passages onto a table.

| No | Activity | | | |
|----|------------|------|-------|-------|
| | Definition | When | Where | Score |
| 1. | | | | |



Tips for effective cross-cultural communication

POTENTIAL HOT SPOTS IN CROSS-CULTURAL COMMUNICATION

This is not meant to be an exhaustive list, but when working with other people, or traveling abroad for work or pleasure, it may pay to ask some experts about the following communication styles of the area you plan to visit. A little research at the outset can stave off a host of misunderstandings:

Opening and Closing Conversations. Different cultures may have different customs around who addresses whom when and how, and who has the right, or even the duty, to speak first, and what is the proper way to conclude a conversation. Think about it: no matter where you are, some ways of commencing a conversation or concluding one will be considered as rude, even disrespectful. These are artificial customs, to a certain degree, and there is probably no universally right or wrong way to go about these things, short of behaviors that all cultures would likely consider to be vulgar or abusive. This topic includes modes of address, salutations, levels of deference to age or social position, acceptable ways to conclude gracefully and so on. Obviously, and to the dismay of many of us in the West, this will also cover gender differences.

Taking Turns During Conversations. In some cultures, it is more appropriate to take turns in an interactive way, and in others, it is more important to listen thoroughly and without comment, without immediate response, lest a response be taken as a challenge or a humiliation, particularly depending on the context of the conversation, the audience, and the levels of personal knowledge/relationship between the two people interacting.

A Western couple or pair of executives may feel perfectly comfortable interacting in a give and take way in a public market, but if that public market is in a part of the world where such a public display of give and take is considered to be in bad taste, then they may be giving offense without ever realizing it.

Interrupting. The same issues arise over the issue of interrupting. In some cultures, interruption, vocal, emotional expression are considered to be the default conversational style, particularly among those considered to be equals, or among men.

Many people of Northern European or American extract might mistake this kind of conversation for argument and hostility, but that would not be the case.

Use of Silence. In some forms of communication, silence is to be expected before a response, as a sign of thoughtfulness and deference to the original speaker, yet at other times, silence may be experienced as a sign of hostility.

In the West, twenty seconds of silence during a meeting is an extraordinarily long time, and people will feel uncomfortable with that. Someone invariably will break in to end the uncomfortable silence. But the same customs around silence are not universal.

Appropriate Topics of Conversation. In some places, it is considered vulgar to speak openly about money, for example, let alone about the kinds of intimate family issues that commonly form the basis of afternoon television "talk" shows in the West.

Travelers or business people should learn the customs that surround the making of deals, the transaction of commerce, and the degree to which details are specified in advance and enumerated in writing across cultures (not all places are as prone hire lawyers and create detailed contracts as we are in the West).

Use of Humor. In the West, we often try to build immediate rapport through humor, but of course, this is not universally seen to be appropriate in all contexts.

The use of laughter can be experienced as a sign of disrespect by some, and so it is important to understand that this is another area where misunderstandings can be very likely to occur.

Knowing How Much to Say. In some places, less is definitely more, whereas in other places, it is more valued to wrap a rather small point up in a longer preamble, followed by an extended wrap-up. For Westerners, this can be maddening, as we tend to value speaking directly and to the point. Then again, there are clearly circumstances where Westerners say too much and lose their ability to communicate well, depending on the context.

Of course, patterns around presumed areas of deference based on age and social standing can influence how much is appropriate to say, depending on the culture.

Sequencing elements during conversation. At what point during a conversation – or an extended conversation or negotiation – is it appropriate to touch upon more sensitive issues? Or how soon in a conversation is it appropriate simply to ask for directions?

Since all cultures develop customs through which sensitive issues can be addressed in a way that connotes respect to all involved, and since those systems all can differ, it is important to understand the influence that sequence has on effectiveness.

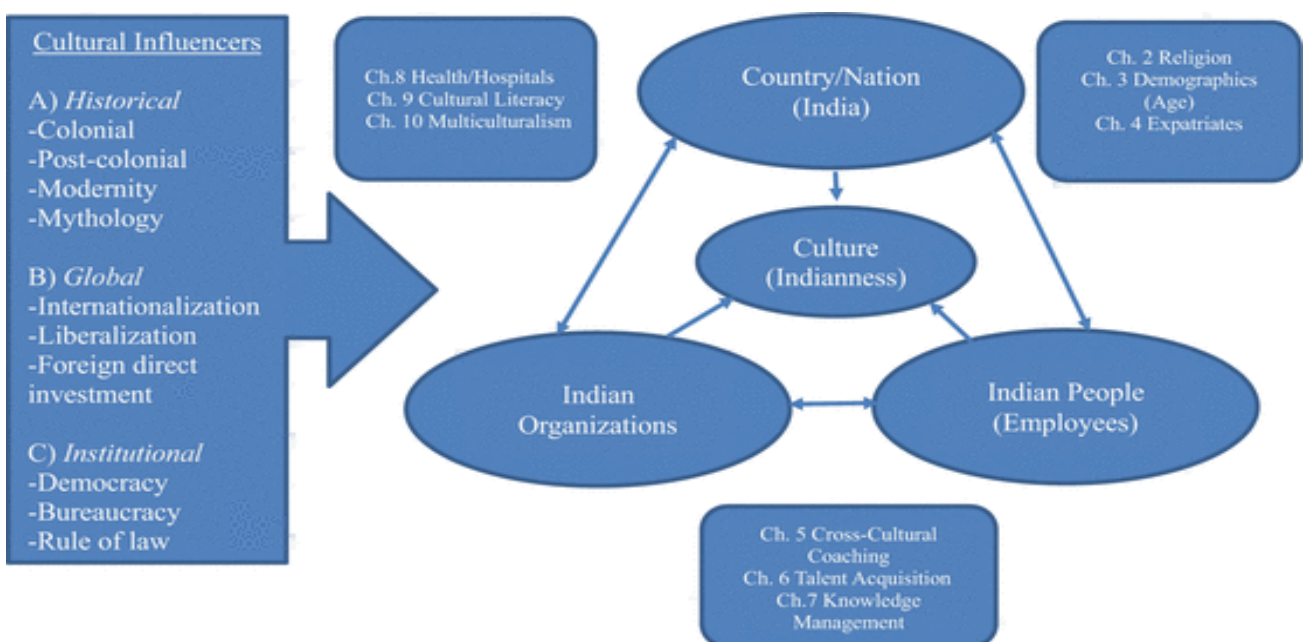
For us in the West, think about the process of asking, or being asked out on a date (a very Western process and one whose customs can be very fluid indeed).

The right question, asked in the right way, but asked too soon or too late, according to custom, can connote very different things to the listener, and highly influence subsequent behavior. Sequencing and timing do matter.

Exercise 1. Add some information & make up a small report and give a talk in class.

Exercise 2. Choose the keywords that best convey the gist of the information.

Exercise 3. Read the information & pick up the essential details in the form of quick notes.



STRATEGIES TO MAKE CROSS-CULTURAL COMMUNICATION EFFECTIVE

Flexibility in character is an important strategy to make effective Cross-Cultural Communication. As you have to deal with different people of different cultures, you should not stick on your normal character and talk and you have to change and join according to their culture to make the communication more effective.

You should be flexible while communicating, which means you should change your talk and behaviour according to the character of other party, and make him join with you.

This will help you to create a cool and friendly atmosphere between you and the communicator. If you are flexible, you can change according to the situation.

Honesty is very much needed in a cross - cultural communication. Being honest will make the communication better and success. If one person is honest and other party is not, the communication will not go in a smooth manner.

Honest communication will also strengthen the relationship between the parties of different cultures. While making a Cross-Cultural Communication both parties should be honest in what they are saying. Other wise you will not get the right result.

This can result in a perfect deal with both the parties of the communication. If you are discussing about an important business matter honest in both parties will results in making some important and successful decisions and deals.

Listening skill is an important part of Cross-Cultural Communication. A person who has less concentration and listening skill of other's talk will not make Cross-Cultural Communication effective. You have to deal with different types of people in Cross - Cultural Communication where you have to give more importance only to the communication process with out engaging in any other activities.

You should be calm & quiet while listening to other's talk to for smooth communication process. You will be communicating to persons having different culture and background.

So you should listen to their talk actively with out engaging in other activities, which will make Cross-Cultural Communication effective.

Respecting each other is an important strategy to make Cross-Cultural Communication effective. Respect should be given on all talks and forms in Cross-Cultural Communication.

Both parties should give equal respect in all talks and opinions each other. There will be different opinion for the other communicator; in that situation you should give some respect in his suggestions. You should not fix on your opinion and suggestion, you should give equal preference to other party also and if he agrees to your decision, communication will be affective between the parties of different backgrounds.

As you are communicating with different people having different cultures, **understanding each other** is an important skill to make Cross-Cultural Communication effective.

Asking questions helps you to get a better idea and understand about the communicator.

A better understanding about the party and situation will gives more confidence in solving the problem and more solutions for the problem. Both communicating parties should have skills in recognizing complexity of the decisions and talks, which will help in a better settlement of the matter, discussed without any conflicts.

Building self-awareness & confidence is one of the important strategy for effective Cross-Cultural Communication.

Both parties should be self aware for making successful cross-cultural communication.

This can be developed only by dealing with different kinds of people having different culture and background. You should aware before making a talk or decision and think twice for effective and successful deal. Self-awareness can be developed by asking questions about yourself and finding answers to the and you will get a better idea about yourself.

Self-awareness improves confidence in making a smooth cross-cultural communication.

Exercise 1. Choose the keywords that best convey the gist of the information.

Exercise 2. Remembr that.

Cross-cultural – межкультурный; межэтнический

cross-cultural communication – межкультурная коммуникация, общение представителей разных культур

cross-cultural conflicts – межкультурные, межэтнические конфликты

cross-cultural approach – кросс-культурный подход

cross-cultural comparison – кросс-культурное сопоставление (анализ функционирования культурного/социального феномена в различных обществах)

cross-cultural method – кросс-культурный метод

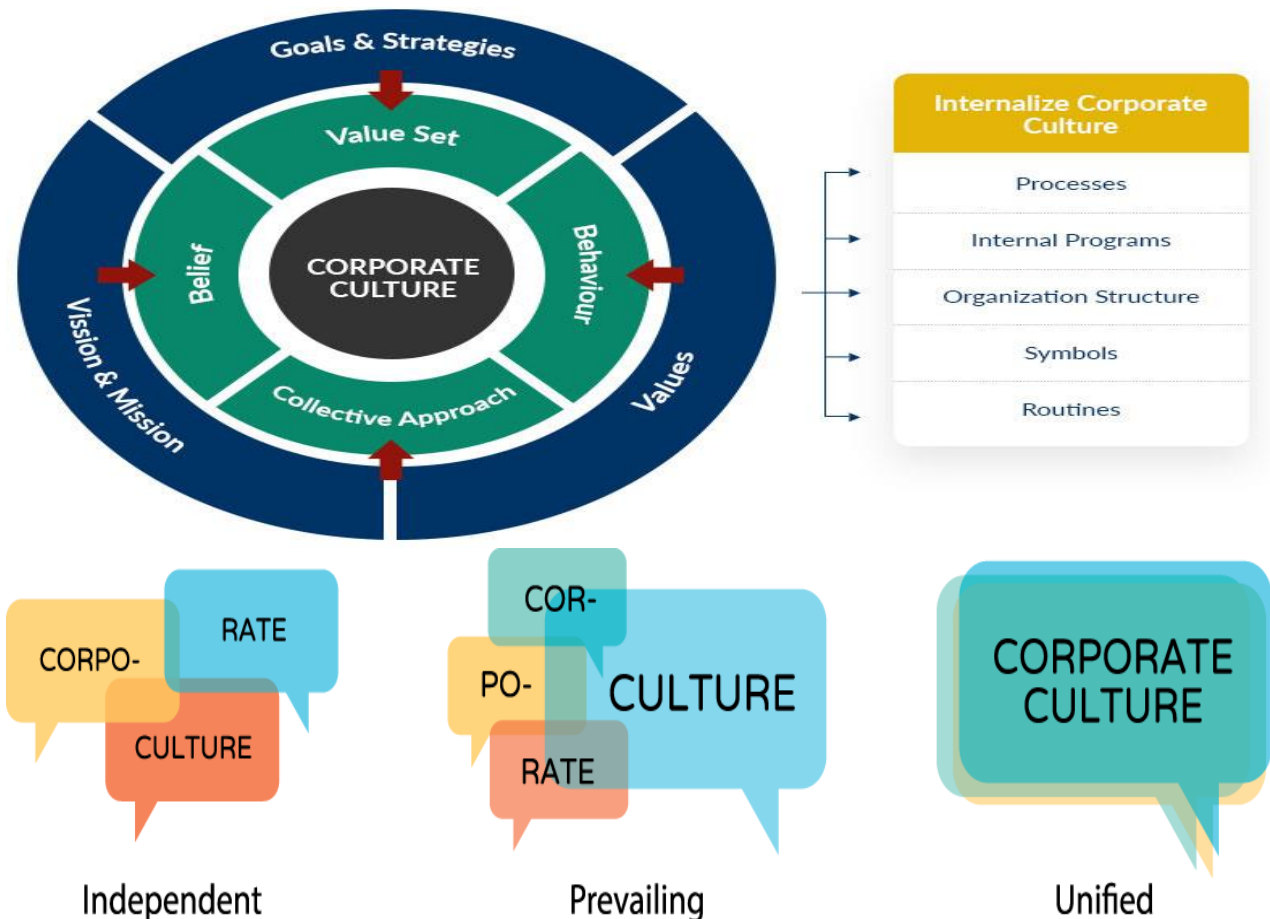
cross-cultural testing – тестирование межкультурных различий

cross-culture psychology – кросс-культурная психология

cross-culture test – тест, ненагруженный конкретным культурным содержанием, культурно безразличный тест

cross-cultural testing – тестирование межкультурных различий

Cross-cultural means involving two or more different cultures. Minority cultures within the United States often raised issues of cross-cultural conflict.



CHAPTER III. REVISION

UNIT I. LEXICAL & GRAMMAR EXERCISES

COLLOCATIONS

Typical word combinations that regularly occur in English speech and writing are called collocations. In other words, collocations are those word combinations and short phrases that your English teacher asked you to memorize as examples of use when you studied new words. The verb "to collocate" has the following meanings: to place together, to arrange in proper order.

Типичные сочетания слов, регулярно возникающие в английской устной и письменной речи, называют collocations. Другими словами, collocations – это те словосочетания и фразы, которые ваш учитель английского языка просил вас запомнить как примеры употребления, когда вы изучали новые слова. Глагол to collocate имеет следующие значения: поместить вместе, расположить в правильном порядке.

Collocations consist of two or more words that frequently go together. Collocations show how words combine with other words in a group of words: play a game, play football; do an exercise, make a mistake; arrive in London, arrive at a conclusion; a computer monitor, the monitor of a computer; keep going, keep me posted, keep silence, keep it to yourself; looks quiet, speaks quietly; a little girl, rest a little, a little better.

Типичные сочетания состоят из двух или более слов, часто употребляются вместе. Они показывают, как слова соединяются с другими словами в группе слов: играть в игру, играть в футбол; делать упражнение, сделать ошибку; прибыть в Лондон, прийти к выводу; монитор компьютера; продолжать идти, держать меня в курсе, сохранять молчание, держите это при себе; выглядит спокойным, говорит спокойно; маленькая девочка, отдохнуть немного, немного лучше.

Frequently used words occur in a large number of collocations. It is advisable to arrange them in certain order for easier memorization when you are studying them.

English words collocate with one another according to several typical patterns of use. For example, let's look at some collocations of the noun "question". We can organize them in groups according to word classes: *Часто употребляемые слова встречаются в большом количестве словосочетаний. Целесообразно организовать их в определенном порядке для облегчения запоминания, когда вы их изучаете. Английские слова сочетаются друг с другом по нескольким типичным моделям употребления. Для примера, давайте посмотрим на некоторые сочетания существительного question. Мы можем организовать их в группы по частям речи:*

verb + noun: ask a question, she asked several questions, I asked him a question; raise a question, answer a question, respond to a question, discuss (various) questions;

adjective + noun: a good question, a difficult question, a serious question, a tricky question, a rhetorical question, an embarrassing question, a stupid question;

noun + noun: examination questions, test questions; существительное + существительное: examination questions, test questions;

preposition + noun: out of the, in, without, beyond question.

Collocations of the verb "to question" (verb + noun): question a witness, question someone's sincerity, and question someone's authority.

Типичные сочетания глагола to question (глагол + существительное): question a witness, question someone's sincerity, question someone's authority.

You don't have to write verb + noun, verb + adverb, adverb + adjective all the time; just arrange collocations with your new words in such groups on one page.

Using collocations will considerably improve your ability to speak English.

Collocations are large building blocks for sentences; just adapt them a little grammatically, and they are ready for use. Knowing collocations will also improve your listening & comprehension skills: you will be able to expect the next word of the speaker, consequently, to understand and respond quicker. Besides, collocations are much easier to remember than isolated words, because the ties between words in a phrase work as associations for your memory.

Словосочетания это крупные строительные элементы для предложений; слегка адаптируйте их с точки зрения грамматики, и они готовы к употреблению.

Знание словосочетаний также улучшит навыки слушания и понимания: вы сможете предполагать следующее слово говорящего, а следовательно, понимать и реагировать быстрее. Кроме того, словосочетания легче помнить, чем отдельные слова, т.к. связи между словами во фразе работают как ассоциации для памяти.

SYNONYMS & THEIR COLLOCATIONS

English words have several meanings. This makes synonyms very difficult to study.

A word may be synonymous with another word in one meaning but not in another meaning, and a third word may be a synonym for it in yet another meaning.

In many cases, it's not enough to know the meanings of the synonyms in a group and have one or two examples of their use, and it's sometimes difficult to single out the most general synonym that can substitute for the other synonyms in a group.

Английские слова имеют несколько значений. Это делает синонимы очень трудными для изучения. Слово может быть синонимично с другим словом в одном значении, но не в другом значении, а третье слово может быть синонимом для него в еще одном значении. Во многих случаях не достаточно знать значения синонимов в группе и иметь один или два примера их употребления, и иногда трудно выделить наиболее общий синоним, который может заменить другие синонимы в группе.

In such cases, it is useful to make short lists of collocations that illustrate the use of difficult synonyms and help you to see their differences. For example, the synonyms "to strike, to hit" are often interchangeable in the meaning "to deliver a blow". The verb "strike" is more general in meaning. The verb "hit" is a little less formal than the verb "strike" and often implies a strong aimed hit. The combinability of the verbs "strike", "hit" in their collocations shows more clearly the similarities and differences in their use.

Exercise 1. Translate the collocations.

Collocations with the verb strike: to strike a blow; he struck her; she struck the dog with a stick; to strike someone on the head; he struck his head on the wall; to strike home; to strike hard; to strike repeatedly; to strike a match; to strike a bargain; to strike hands; the clock struck 5; the ship struck a rock; the lightning struck the tree; to strike someone speechless; it strikes me as strange that; the enemy struck at dawn.

(Нанести удар; он ударил ее; она ударила собаку палкой; ударить кого-то по голове; он ударился головой о стену; попасть в точку; сильно ударить; многократно ударять; чиркнуть спичкой; заключить сделку; ударить по рукам; часы пробили 5; корабль ударился о скалу; молния ударила в дерево; ошарашить / лишить дара речи; мне кажется странным, что; враг нанес удар на рассвете)

Collocations with the verb hit: he hit her; she hit the dog with a stick; to hit someone on the head; to hit the nail with a hammer; he hit his elbow on the door; to hit home; to hit hard; to be badly hit by inflation; he was hit by a car; the car hit the tree; to hit the ball; to hit the target; the enemy hit at dawn; prices hit a new low. (он ударил ее; она ударила собаку палкой; ударить кого-то по голове; ударить по гвоздю молотком; он ударился локтем о дверь; попасть в точку; сильно ударить; сильно пострадать от инфляции; его сбила машина; машина врезалась в дерево; ударить по мячу; поразить цель; враг нанес удар на рассвете; цены снова сильно упали)

Exercise 2. Answer the questions or react to the following sentences.

1. I don't like the way he acts. 2. He's failed again. 3. If you don't do something about it, you will get into trouble. 4. How can you stand it all? 5. Come over to my place. 6. Where do we go next? 7. Will it be all right for you if we meet, say, at nine? 8. How about dining out tonight? 9. A happy weekend! 10. Happy New Year!. 11. Have a comfortable journey! 12. He told me another pack of lies. 13. I'm afraid I've let you down again. 14. The man has no scruples whatsoever. 15. I think I'll risk it. 16. I'm going to tell them everything whether you like it or not. 17. What do we do next? 18. How did it come off? 19. Let's get down to business. 20. I wonder how it's going to work out. 21. It's time you did it. 22. Why not get it over and done with? 23. What's wrong with the man? 24. What's come over you? 25. How did he take it? 26. How do you know that he got away with it? 27. How do you like it here? 28. Are you following me? 29. See the point? 30. When did you say they were coming? 31. What do you mean by saying it? 31. What's so funny? 32. Where were we?

Exercise 3. Put What..., What a..., or How.... to complete the exclamation.

- | | |
|------------------------------|------------------------------------|
| a. _____ silly mistake! | g. _____ mess! |
| b. _____ brilliant idea! | h. _____ dreadful! |
| c. _____ ghastly weather! | i. _____ absolutely fabulous! |
| d. _____ utterly ridiculous! | j. _____ appalling behaviour! |
| e. _____ terrific! | k. _____ hell of a journey! |
| f. _____ rubbish! | l. _____ terrible thing to happen! |

Exercise 4. Provide a natural conversational context for each of the remarks.

1. I think the smaller edition will answer my purpose. 2. Where's the likeliest place to get them? 3. I had better measure my hand to make sure. 4. The postman said it wasn't properly stamped. 5. Are you sure it isn't any trouble? 6. May I give you a lift in my car? 7. Here's a form for you to fill up. Don't forget to fill in your name. 8. Are you being served? 9. You needn't bother to send them. 10. We are practically full up, but I'll see. 11. I should have liked something cheaper. 12. Park the car over there and I'll try to trace the fault. 13. I advise you first of all to stop worrying. 14. What kind of programme do you like best? 15. Anyone who's prepared to take a little trouble can do the same.

Exercise 5. Add some information & make up a small report and give a talk in class.

Exercise 6. Choose the keywords that best convey the gist of the information.

Exercise 7. Read the information & pick up the essential details in the form of quick notes.

Exercise 8. Provide a natural conversational context for each of the remarks.

1. Pass me the salt, will you, Mary? 2. Don't mention it, it's a pleasure. 3. I'm afraid I can't place you. 4. He has been running a temperature since Friday. 5. I can see with half an eye that you're a liar. 6. Stop chattering, You'll talk my head off. 7. May I trouble you for a match? 8. Would you mind opening the door for me? 9. He must have forgotten to ring me up. 10. Keep up your spirits. Everything will be all right. 11. May I invite you for a dance? 12. No excuse is needed.

Exercise 9. Render the following sentences in your own words.

1. They say London is seriously short of tourist accommodation. 2. Originally, my brother was to go with us, but he fell ill and was too weak to accompany us. 3. Don't give yourself airs! It makes you look ridiculous. 4. If you want to achieve something hold your ground to the last. 5. I've a good mind to buy a new T. V. set. 6. Don't poke your nose into other people's business! You had better hold your peace. 7. I have been on pins and needles all week long until she sent word that everything was all right. 8. Young girls are prone to see life through rose-coloured spectacles. 9. It was on the tip of my tongue to tell him he was a liar but I didn't want a row to be started. 10. This man can't be relied upon for he is apt to fish in troubled waters. 11. I'm under the impression that he's all the time playing a part. 12. Whenever sport is being discussed Peter is in his element. 13. Considering what we've been through we're not doing so badly. 14. They gave him the warmest send-off possible. 15. On second thoughts he decided to give in to his friends' entreaties. 16. There's no denying it, they're facing a critical moment. 17. They say he has made the best of a bad job. 18. It's more fuss and bother than it's worth. Don't take it too much to heart. 19. He's not seriously hurt. He's just putting it on. That's his usual way. 20. Put another log on the fire so that it will not go out before they arrive.

Exercise 10. Provide a natural conversational context for each of the remarks.

1. Mark my words! Your old aunt will kill you with kindness. 2. Mind you don't forget to turn off the radio before you leave. 3. Be sure not to come after eight or else you won't find me in. 4. You must be careful not to pull his leg. He has absolutely no sense of humour. 5. Do be careful. You may get lost in that crowd. 6. You'd better let yourself in for a few hours of boredom if you want to stand high in your relatives' opinion. 7. Look out! It'll cost you a pretty penny if you agree to join them. 8. Look sharp or he will let you down. 9. Beware of small talk. He can't bear it. 10. Remember not to mention the name of his late wife. He hasn't yet recovered from the shock of her terrible death.

Exercise 11. Correct the following sentences.

1. I was so hungry that I fell at the food like a hungry wolf. 2. He was charged for murder. 3. The boy has got in the habit of smoking since he was fifteen. 4. Don't worry about your luggage, we'll see for it. 5. I could but give way at her appeal. 6. There was no end of joy when the children saw their father in the doorway. 7. Is there no limit of his complaints? 8. I'm always sorry to part | from my old friends. 9. Will you pick up a nice pair of gloves for me? 10. Do you give credit for his tale? 11. Though our plans fell on the ground we were not discouraged. 12. They played a silly trick at me by hiding my mother's letter. 13. Will you keep an eye at the baby?

Exercise 12. Add some information & make up a small report and give a talk in class.

Exercise 13. Make up some dialogues from the information above.

Exercise 14. Make up little stories based on the dialogues.

- I wonder if you sent me these flowers.
- I did. I thought you wouldn't mind.
- It was very kind of you. D'you mind if I light a cigarette?
- Not at all.
- I was hoping most awfully to have a chance of getting a talk with you. I hate leaving London and leaving you.
- Let's not talk about me.
- But that's the only topic that occurs to me.
- There's always the weather in England.
- Tell me about the part of the country you live in. Is it pretty?
- I don't know.
- But there are a lot of green fields and elm trees, and the roads wind about it's rotten for motoring. It's rather picturesque, though, I suppose. It must be very wonderful to feel like that about one's home.

Exercise 15. Render the contents of the sentences in your own words.

1. I'm afraid we're in for an unpleasant time. 2. They don't get along very well with each other. 3. He knows all the ins and outs of this tragic affair. 4. At 7 o'clock she is "always up and about. 5. Surely he won't last through the week. 6. They hoped against hope that their son would turn out a decent man in the end. 7. Stop fumbling with the keys. Come along! 8. Your shoes arc down at heel. It's high time you bought a new pair. 9. He is so used to ups and downs in his fortune that he simply can't be discouraged by such trifles as a light sickness or temporary loss of job. 10. Where is the banner? Up with it! 11. Old people say that one should save money towards one's old age. 12. He just can't get rid of this bad habit of biting his nails. Look, he's at it again. 13. He repeated his jokes over and over until everybody was sick of them. 14. She enjoys taking people in by little tricks.

Exercise 16. Correct the sentences, giving reasons for your corrections.

1. In a long run she would be happier than her light-minded sister. 2. A long rest and a fresh sea-air will do you good. 3. It's no use crying over the spilt milk. 4. As the matter of fact I'm not sure he will do. 5. Keep the eye on your younger brother. I believe he is up to mischief. 6. He had not a nerve to tell us the truth. 7. At the odd moments he looked his own grandfather. 8. He lost the touch with almost all his former friends. 9. The lad took the pains to teach his little dog all kinds of funny tricks. 10. I'm afraid he's going a wrong way about it.

Exercise 17. Correct the sentences giving reasons for your corrections.

1. In a long run she would be happier than her light-minded sister. 2. A long rest and a fresh sea-air will do you good. 3. It's no use crying over the spilt milk. 4. As the matter of fact I'm not sure he will do. 5. Keep the eye on your younger brother. I believe he is up to mischief. 6. He had not a nerve to tell us the truth. 7. At the odd moments he looked his own grandfather. 8. He lost the touch with almost all his former friends. 9. The lad took the pains to teach his little dog all kinds of funny tricks. 10. I'm afraid he's going a wrong way about it.

Exercise 18. Invite your friend to:

(1) a dance; (2) the theatre; (3) a picture gallery; (4) a ride into the country; (5) your birthday party.

Exercise 19. Preface the following dialogues and continue them accordingly. Make up short stories based on these dialogues.

I. Why not ask them round?

- Ask who round?
- I don't know – John, Kate, even Ruth if you know where she is.
- You mean tonight?
- Yes. Why not?'
- But... you don't want them here tonight?
- Yes, I do. I do. Really.
- Oh, no. No. It'd bore you...
- If you won't, I will. Now you ring Kate.
- No. You ring her. You're so good at it.

II. It's lovely to have you back.

- Lovely to be back.
- You do look well,
- I'm awfully tired actually.
- Would you like some ... coffee or something?
- No, thanks. What I need is a good wash.
- Well ... come in.

III. You find the tablets help?

- Yes. A great help.
- Good, good. Don't get into the habit of taking them.
- But you told me to take two a day.
- Yes, of course. But don't get into the habit.

Exercise 20. Render the sentences in your own words.

1. The young man smiled as he reached the end of his sentence to blunt any possible wounding effect. 2. To cover up the awkward moment she began to rummage in her handbag. 3. He waited for them to let him in on their laughter as tensely as one waits for the dentist to stop drilling. 4. A trace of impatience had crept into the child's tone, 5. He seemed determined to act up to his role. 6. Instead of entering on any explanations .he simply grabbed his friend by the elbow and hurried him out of the room. 7. Sounds all right in theory, but I don't know when you expect me to fit it all in. I'll be dashing for trains half the time. 8. To do any good, you'll have to see the doctor several times a week. 9. If he has decided to stay we must fix him up with some lodgings, 10. She did not wait to hear "the rest of the sentence before beginning to shuttle the tea-things about, preparatory to taking them into the kitchen for washing. 11. He had faint but unmistakable pretensions to gentility. 12. He said to his wife that she looked all right, or else she wouldn't have brought her appearance to his attention. 13. It irks me as much as though I had a pebble in my shoe. 14. I felt that I absolutely could no longer bear the place as a place to lie down in. 15. During the day several people managed to snub him or at least not extend to him the respect he thought his due. 16. No one can make an omelette without breaking eggs. 17. He realized that for all other people things were still going on, there was today to finish and tomorrow to wonder and worry about, whereas for him it was all over now. 18. These two looked as if they had been kept in cold storage a long time and had then never been properly thawed out. 19. I always thought you could live on next to nothing in this god-forsaken place.

Exercise 21. Join the following pairs of sentences «with» or «else».

Model: You mustn't keep anything from me. If you do I'll never tell you anything either. You mustn't keep anything from me, or else I'll never tell you anything either.

1. Oh, don't say that. If you do I'll never speak to you again. 2. You ought to see your doctor. If you don't you'll run to fat like your mother in no time. 3. I must have my hair cut. If I don't I'll look like a haystack. 4. Take the spider away. If you don't, I'll scream. 5. You had better read this book. If you don't people will speak of your crass ignorance. 6. Don't upset yourself so much. If you do, it'll affect your health. 7. Give a fair answer to a fair question. If you don't, this will be the last time you see me here. 8. Tell me all about yourself. If you don't, I'm afraid I won't be able to help you. 9. He will have to keep his promise, if he doesn't, they'll fly into a rage, 10. Take care of the traffic. If you don't you will be overrun by a bus or a car.

Exercise 22. Preface the dialogues and keep the conversation going.

- I don't like that music.
- You don't? You don't like it? You surprise me, you do indeed. If you don't like that, what are you going to like – in modern music? Come, come, you've got to give the moderns a chance. You can't refuse them a hearing altogether, can you?
 - Of course one can't but...
 - We might have a bathe before lunch. Bathing's pretty good here. You ought to wear shoes, though.
 - The water looks inviting. It has a wonderful sparkle and green clarity,
 - Look, look! Can you see the shoals of tiny fishes?
 - Let me have your diving goggles, quick. I want to see them below water.
 - Hello!
 - Good afternoon.
 - Seen you before, haven't I?
 - I expect so.
 - Yes, I have definitely. What are you working on now?

Exercise 23. Provide a natural conversational context for the sentences.

1. Will you excuse my interrupting you? 2. We shall soon get tired waiting here all day long. 3. What is wrong with that composition? 4. I was going to get the prescription made up at the chemist's. 5. That appears to be a very small size for you, sir. 6. There are worries and troubles in every walk of life! 7. Thank you. I feel quite all right, although the weather is just dreadful, isn't it? 8. It's a pity you couldn't spend last weekend with us. 9. Here's the telegram. How much is it? 10. We'll have plenty of time for lunch, shan't we? 11. It's in very bad taste to touch upon personal subjects in general conversation. 12. You've lost your chance of seeing a lot of pleasant mountain views. 13. This is a sign that the standard of living has been going up. 14. The mushrooms were excellent. The cakes were very nice too. 15. You can't run with the hare and hunt with the hounds!

Exercise 24. Translate the sentences.

1. He is certainly better today. 2. May I visit him? Yes, certainly. 3. The prestigious address certainly adds to the firm's appeal. 4. It certainly isn't worth risking your life. 5. You use certainly to emphasize what you are saying when you are making a statement. 6. He will certainly come tonight. 7. Shall I drive? - Certainly!/Certainly not!

Exercise 25. Reconstruct the sentences using *certainly* or *surely* accordingly.

Model: *I hope they will be a happy couple. They surely will be a happy couple.*

1. I know his heart is in his boots. 2) I'm sure she is two-faced. 2. I hope you'll soon get used to our ways. 3. Of course I'm not going to give in. 4. I doubt if he has given away our secret. 5. I'm sure we won't be able to get rid of him soon enough. 6. I hope you will soon come to your senses and realize what a goose you have been. 7. I don't expect him to take-up the duties of our scientific adviser. 8. I believe he has no grudge against me. 9. I know you'll make a pleasant journey through the countryside in the early morning.

Exercise 26. Make up stories based on the following dialogues.

I. You have probably heard yourself how things stand now.

▪ No, I haven't. I suppose all this seems very ordinary to you, but I'm just quivering like an aspen. You take it as a matter of course, I suppose.

▪ Well, of course.

▪ You mean this sort of thing is happening to you all the time?

▪ More or less.

II. Well! How did you get that scar?

▪ Scar?

▪ There is a little white scar just in front of your ear. Did a bullet that grazed you cause that?

▪ It was. It must have come pretty close.

▪ It would have come closer if I had fired a second later.

III. Now then, tell me all.

▪ There's a girl ...

▪ A girl? Who is she? – I don't know. What's her name? I don't know. Where does she live? I don't know.

▪ You aren't an Encyclopedia, old boy, are you? Where did you meet her? I saw her first across a restaurant. Well?

▪ We looked at one another a good deal. And then?

▪ Then we went on looking at one another. It was that day I met you at the Savoy. You remember? I felt absolutely desperate. I knew, just by looking at her, that I had found the only girl I should ever love. Oh, you!

▪ And how on earth was I to get to know her? That was the problem. It always is.

▪ When I came out into the street I saw her getting into her car. And suddenly I had an inspiration. I jumped in, and told her to follow you. Follow me? How do you mean, me? How do I come into it?

▪ You were in your car just ahead. You drove off, and we drove after you. I said I was a Secret Service man. You see, that explained why I wanted her to follow you.

▪ Why? Who did you say I was? I told her you were the head of a gang. Thank you ever so much.

▪ I had to give some reason for jumping into her car like that.

▪ And what happened when you told her that you had been fooling her? I didn't.

▪ You let her go on thinking you were a Secret Service man? Yes.

▪ God bless you. This is the best bedtime story I've heard for months and months and months.

Exercise 27. Add some information & make up a small report and give a talk in class.

Exercise 28. Make up stories based on the dialogues.

- Are you just starting? It's lucky I came when I did. I should have hated to miss you. Are you looking forward to your holiday?
- Immensely. I've never gone on a jaunt before, and I'm really quite excited.
- You're going alone, aren't you?
- Oh, yes, quite alone. Jack doesn't very much care for Italy.
- Oh, are you going to Italy? I thought you said Spain.
- No, I always said Italy, But my plans are quite vague so far,
- If you could bring yourself to marry me, I'd try and give you a good time.
- Well, I suppose that's a proposal.
- I've never made one before, and it makes me a bit nervous.
- You haven't said anything that I can answer yes or no to.
- I don't want to say anything that you can answer no to.
- Let me say that. I'll think it over', may I?
- I'm going away tomorrow.
- I'll give you an answer when you come back.
- But that won't be for a fortnight.
- It'll give us both a chance to make up our minds. After all it is a rather serious step. You may come to the conclusion that you don't really want to marry me.
- There's no fear of that.

Exercise 29. Turn the following essay into Indirect Speech.

I have just broken a resolution, which I hoped to be able to keep to the end of my days, and I have bought a lighter. All my life I have disliked newfangled things and have done my best not to give in to the common craze for them. And high up in the list of my antipathies were lighters. I have a weak will, however, and as a result I usually succumb to the fashion of the time, so that I now sleep in pajamas, shave with a safety razor, and possess a gramophone, a motor-car, an electric stove, a fountain-pen and a wireless set. Yet there were two temptations that, weak of will though I was, I thought I should always be able to resist – the temptation to ride a bicycle and the temptation to carry a lighter. The lighter I object to chiefly because it is a novelty. Visiting a small town lately, however, I found after-roaming from one tobacconist's shop to another, that there was not a box of matches in the place. Faced by the alternative of either giving up smoking or buying a lighter, what was I to do?

Exercise 30. React to the remarks expressing preference. Model:

Let's go to the cinema after the lectures. They say there is a new Hollywood film on. I might just as well remain at home (It's just the same to me). All these love films bore me to death. I'd much rather go to the museum. I'm told there are some new pictures there (stronger preference).

1. Why not have our hair bobbed? 2. You must drink that up. It'll revive you. 3. Let's write a letter of condolence to Mrs. Brown, 4. You must go in first. 5. Let's give her a pair of earrings for a birthday present. 6. We must keep our appointment with Bess. 7. While preparing meals you should take care to preserve the vitamins. 8. You look the picture of health. 9. Shouldn't we take a bath first? 10. You must do the dusting yourself? 11. You ought to warn your friend. 12. Why not arrange a garden party on Saturday?

Exercise 31. Choose the keywords that best convey the gist of the information.

Exercise 32. Give the essential points of the dialogues. Preface them and continue accordingly.

- I thought you were going to stay in London till you had to start for India.
- I meant to, but my doctor has ordered me to go and do a cure.
- What sort of cure?
- Oh, just a cure. He says I want bucking up.¹ Of course it's a wrench² leaving London, especially as I don't expect to be here again for some years, but I always think it rather silly not to take a man's advice when you've asked for it.
- We'll miss you terribly.
- If you ever have a moment to spare you will write to me, won't you? You don't know how much it means to us exiles.
- Of course we will. We'll both write.
- You're looking tired, Mr. Brown.
- Ay, and I am tired, girl.
- You'll feel better when you've had a drink. Eat something with it – I brought you a sandwich.
- And how are things with you, boy? Not getting married yet, are you?
- Not yet. I don't believe so, anyway.
- Ah, thinking about it, then?
- Not even that.
- Maybe you're wise, boy. See anything of Lena?

Exercise 33. Where would you hear the following? Who is speaking to whom?

- a. Ok. Folks. Don't go away now. We'll be back in a few minutes just after the break.
- b. It's not fair! Everyone else is allowed to go. – I don't care about everyone else. You're not, and that's all there is to it.
- c. Open wide and say 'Ah'. Oh, dear. Is it bad news?
- d. A big Mac with regular fries and a strawberry milkshake. – Eat here or take away?
- e. Mummy! I need a wee-wee!
- f. Has Kelly Jones' latest album been released yet?
- g. Well, I'm just going to put feet up and have a nap, if that's all right with you.
- h. Let passengers off first. More right down inside the car.
- i. Thanks for having me!
- j. Scuse fingers!
- k. With respect to my Right Honourable friend, I have to say that I find his statement to be inconsistent with the truth.
- l. Ooh! Hear, hear!
- m. Things aren't what they used to be. – You can say that again. It was different in our day, wasn't it?
- n. Will passengers in rows A to K please board now?
- o. I can't find my gym kit. – Think. Where did you last have it?
- p. News is coming in of a major hold – up on the a45 Colchester bypass. Drivers are advised to avoid this area if at all possible.
- q. Could you develop this for me? – Normal six by four? Yeah, that's fine. When do you want them by? – This time tomorrow's all right.

Exercise 34. Give a preface to each dialogue and continue it accordingly.

I. I say, old man, I suppose you wouldn't do me a favour.

- Of course I will, old boy. What is it?
- Well, to tell you the truth, I'm in a bit of a horror
- Sorry to hear that. What's it all about?

II. **How do you do? How do you do?**

- I hope you don't think it very strange my sender in a note like that.
- I simply had to see you, Do sit down. We shan't be disturbed. I thought I'd better

talk it over with you.

- Yes? I think I'd better come straight to the point. It's always a good plan.

Exercise 35. Use hot verbs keep and lose correctly.

| | | |
|-------------|------------------------|-------------|
| | calm | |
| Keep | your way | Lose |
| | going | |
| | in touch with somebody | |
| | somebody company | |
| | your nerve | |
| | a secret | |
| | somebody waiting | |
| | your temper | |
| | fit | |

Exercise 36. Recast the following sentences using different collocations with verb «do» instead of the italicized words and phrases.

1. *Will it be convenient* if I come at six? 2. I'm *sick and tired* after that fuss. 3. *He must give up smoking* if he wants to find favour in her eyes. 4. I advise you not to have *anything in common* with that mean person. 5. Can you *manage* without a smoke for an hour or two? 6. I must confess they *treated me generously*. 7. I want to have my room *white-washed and papered* this spring. 8. We were told he *took his share* in organizing that amateur performance. 9. Mary will have *to look after* her niece and nephew while her sister is in hospital. 10. Mr. White is *ruined* due to his unruly sons. 11. I'm sure this new medicine *will have good effect on his health*.

Exercise 37. Complete the sentences with the correct idiom from the box below. You will need to make changes to fit the context.

Get cold feet; go through the roof; bury your head in the sand; have butterflies in your stomach; break someone's heart; break the ice; fall head over heels in love; be over the moon.

- a. When I won a trip for two to Venice I
- b. She doesn't want to hear about her husband and his secretary, she just....
- c. The party was very tense until Ian told some of his funny stories. This....
- d. They have eyes for nobody else. When they met, they
- e. I was so nervous when I went for the interview for that job, I
- f. My father will be furious when he hears I've crashed his car. He
- g. I didn't go on that blind date, because at the last minute I
- h. When I discovered he'd been unfaithful, it....

Exercise 38. Match the answers in this exercise with those in previous one.

- Very small child to parent, when they want to urinate.
- Typical dialogue in a MacDonald's restaurant between customer and a person behind the counter. Fries are short for French fries, or ships in British English.
- Doctor and patient. The patient can't speak properly because the mouth is wide open.
- A child or teenager trying to persuade a parent to let him / her do something.
- A presenter, such as a disc jockey, announcing an interval for a advertisements on the radio or TV show. This is called a 'commercial break'
- Customer to salesperson in a music shop, asking if a certain a /CD/ cassette is available yet.
- An elderly person, probably to someone at home in the family. A nap is a short sleep.
- Said by a guard (or could be a recorded message) on a crowded. Underground train. Asking the public to allow people to get off the train before they get on, and to move down the carriage so more people can get on.
- In a photographic shop. The customer wants a film developed. Six by four refers to the size of the prints, six inches by four inches (15cm x 10cm).
- A radio presenter reporting traffic news. A hold-up means the traffic has been stopped, probably by an accident. A by-pas is a road which goes round a town, not through it.
- Child to parent again probably seconds before having to leave for school. Gym kit – the special clothes, probably shorts, T-shirt, and trainers, for sports lessons at school.
- Two old people talking about how awful the world has become.
- Flight attendant to passengers in the departure lounge of a airport.
- Said by someone who is apologizing for using their fingers to pass you some food. Here's one of my sandwiches.
- Said by a guest as he / she leaves someone's house. Often said by children, having been to a party, or having stayed the night with a friend.
- MPs in the Houses of Parliament, where they use very archaic and polite phrases to tell each other that they are telling lies. They are not allowed to accuse each other openly of lying, it is not protocol. Hear, hear! – means that they agree.

Exercise 39. Try to understand the meaning of the underlined words.

- | | |
|---|--------------------------|
| a. I've been <i>brushing up</i> me German. | In the olden days. |
| b. I <i>came across</i> this old newspaper cutting. | all day long. |
| c. We <i>made it</i> to the airport. | by Friday at the latest. |
| d. Despite the <i>blizzard</i> our plane took off | some time soon. |
| e. I have to <i>put up with</i> this <i>poky</i> office | many years ago. |
| f. They've promised to fax us the <i>trade figures</i> | lately. |
| g. I'll get <i>in touch</i> with James | Take your time! |
| h. He moans about the weather | It's a waste of time. |
| i. We used to go <i>rambling</i> in the hills | In record time. |
| j. He'll sit in his chair, <i>muttering</i> to himself | for hours upon end. |
| k. Men would often wear <i>tights</i> | the other day. |
| l. You should never <i>gobble</i> your food! | by the end of the week. |
| m. Please <i>drop in</i> to see us again | at the end of the week. |
| n. Don't <i>look up</i> every word | before long. |
| | just in time. on time. |

for the time being.

Exercise 40. Match the sentences accordingly.

1. Yes, it was a nice little break, but all good things must come to an end.
2. You're not kidding.
3. Yes, my throat's a bit dry. I must say.
4. What! He was totally smashed out of his brain!
5. What? That little thing wouldn't hurt a fly!
6. I know. It is a bit wet, but we mustn't grumble, must we?
7. I'll say. We had to fight our way through a lot of people to get to the drinks.
8. OK. I feel a bit out of breath, too.
9. Well, yes, I was a bit upset.
10. I suppose it did take rather a long time to get there.
11. You can say that again. They're absolutely loaded!
12. I must admit, I'm not too keen on him, either.
13. Yes, I'm a little peckish, too.
 - a) I'm starving. I could eat a horse.
 - b) I'm absolutely dying for a drink
 - c) You must have hit the roof when crashed your car.
 - d) I think Tony was a bit tipsy last night.
 - e) I can't stand the sight of him.
 - f) He isn't very bright, is he?
 - g) Look at the weather! It's vile again.
 - h) What a fantastic holiday!
 - i) I'm knackered. Can we stop for a rest?
 - j) He invited quite a few friends to his party.
 - k) Well, that journey was absolutely hell!
 - l) They've got this huge great dog called Wizzer. I'm terrified of it.
 - m) He's as thick as two short planks.

Exercise 41. Match a phrasal verb in A with a definition in B.

- | | |
|---|---|
| A. show off find out doze off hold on speak up set off blow up settle down turn up own up cheer up go out shut up stay in | B. admit responsibility have a calmer more stable life explode be quiet discover be happier not go out, stay at home stop burning arrive wait boast fall asleep talk louder begin a journey |
|---|---|

Exercise 42. Match the sentences accordingly.

1. Here, give it to me! Let me try.
2. Sorry. I forgot. I am in a hurry.
3. I'm not going to mark it now.
4. I'm awfully sorry, sir. I'm afraid there's nothing I can do about it.
5. You're not kidding! Massive prices and lousy food!
6. But, I'm really sorry. I just didn't have the chance to finish it at the weekend.
7. But do you think you've still passed?
8. You should have asked if you could put a deposit on it.
9. And who was it? Anyone interesting?
 - a) So why didn't you hand it in on time?
 - b) It's always the same. I hummed and hawed about getting it, then when I went back it had been sold and it was one of his best works.
 - c) Ouch! I've had it with this thing. It just doesn't work.
 - d) It's not fair. I'd been looking forward to watching it all day and then the phone goes and rings.
 - e) How many times do I have to tell you? Take them off before you come into the house!
 - f) This has gone beyond a joke. You promised you'd deliver it by Tuesday at the latest. Now you're saying next month!
 - g) g. I could kick myself. As soon as I'd handed in the paper, I remembered what the answer was.
 - h) Of course, they didn't have it in red. Apparently, it only comes in navy blue.
 - i) It's the last time I'll eat here.

Exercise 43. Respond to the following remarks expressing envy.

1. I was given a fur coat on my twentieth birthday.
2. I hope I'll be a cosmonaut in a few years.
3. I have no care in the world now.

Exercise 44. Complete the sentences with the phrasal verbs.

- a. Who broke the window? We aren't leaving this room until someone ____.
- b. The fire ____ because we didn't put enough wood on it.
- c. "Is Peter at the party?" – "No, but I'm sure he ____ soon."
- d. We have a long journey tomorrow. What time do we have to ____?
- e. Why are you so miserable? ____! It's not the end of the world.
- f. "I came first in all my exams." "Stop ____! You're such a big head."
- g. I don't feel like going out tonight. Shall we ____?
- h. Larry was a bit wild at university, but then he got a job, found a lovely wife, ____ and had kids.
- i. After a heavy meal and a glass or two of wine, I ____ in front of the telly.
- j. Can I copy your homework? The teacher will never ____ ____! I'm trying to watch a programme and you're all talking.
- k. "What's Bill's phone number?" _____. "I'll just look in my address book."
- l. ____! We can't hear you at the back!
- m. A soldier was injured when the bridge he was crossing _____.

Exercise 45. Fill in the gaps with one of the adjectives from the box.

sorry kind delighted nice safe interesting mean impossible

- a. It's _____ to cut with this knife. It's blunt.
- b. It was very _____ to meet you. Goodbye.
- c. Is it _____ to walk here alone at night?
- d. It was very _____ of John to buy such a cheap present.
- e. We were all _____ to hear your good news.
- f. It was very _____ of you to give me a lift.
- g. I'm _____ to hear that your mother isn't well.
- h. She's very _____ to talk to. We had some good chats.

Exercise 46. Which words and expressions go with *be*, and which with *have*?

Be

fed up with somebody / something
a right to do something
the nerve to do something
on the safe side
in touch with somebody
somebody round
a word with somebody
no point in doing something
off colour
on one's mind
out of one's mind
up to date
a ball
in charge of somebody / something
no chance of doing something

Have

Exercise 47. Match a question in A with a line in B.

A.

- a. Are you ready yet?
- b. Aren't you ready yet?
- c. Don't you want me to help you?
- d. Do you want me to help you?
- e. Aren't you a member of the tennis club?
- f. Are you a member of the tennis club?
- g. Don't you know the answer?
- h. Do you know the answer?
- i. Don't you think it's beautiful?
- j. Do you think it's beautiful?
- k. Didn't I tell you I'm going out tonight?
- l. Did I tell you I'm going out tonight?

B.

- 1. What have you been doing all this time?
- 2. It's time to go.
- 3. I thought you did.
- 4. I will if you want.
- 5. I'm sure I've seen you there.
- 6. If you are, we could have a game.
- 7. Yes or no?
- 8. I'm surprised at you!
- 9. Surely you agree with me!
- 10. I'm asking because I'm not sure.
- 11. I can't remember now.
- 12. I thought I had. Sorry.

Exercise 48. Add some information & make up a small report and give a talk in class.

Exercise 49. Choose the keywords that best convey the gist of the information.

Exercise 50. Read the information & pick up the essential details in the form of quick notes.

Exercise 51. Complete the sentences with expressions above in the correct form.

- a. There aren't usually any major side-effects after this injection, but you might _____ a bit _____ for a few days.
- b. Thank you for your time, Miss Clarke. We still have to interview a few more candidates, so we _____ with you as soon as we've made a decision.
- c. We _____ Mel and Andy _____ for dinner next Friday. We haven't seen them for ages.
- d. I can't stop thinking about my ex-girlfriend. She _____ always _____.
- e. Where have you been all night? – I _____ with worry. I even rang the police.
- f. Excuse me, Mrs. Bennett! Can I _____ for a minute? It's about your son Ben.
- g. Jack was so cheeky! He _____ to tell me that I was too fat. He should look at himself in the mirror.
- h. I've got extra insurance just in case we have an accident on holiday. You know me! I always like _____.
- i. I'm going to apply for a new job, but I know I _____ getting it. I just don't have the right experience.
- j. I _____ the office while the manager is away for a few days.
- k. Did you read Sally's postcard? She's in Greece, sunbathing all day and dancing all night. It sounds like she's _____.
- l. If there's something you don't like, it's just bad luck. There _____ complaining. It's the same for all of us.
- m. If you're a stockbroker, you need to _____ on the state of the markets in different parts of the world.

Exercise 52. All the words in columns A and B have something to do with money. Match a word in A with its closest opposite in B.

A. Generous, spendthrift, luxury, brand new, hard up, deposit (v), save, in the black, debt, tight-fisted, income, worthless beggar, profit.

B. Waste, second-hand, well off, loss, stingy, expenditure, overdrawn, withdraw, penny-pincher, extravagant, priceless, millionaire, necessity, loan.

Exercise 53. Match a verb in A with an object in B.

- | | |
|------------------------|--|
| A. come up with | B. a cupboard and throw out what you don't want |
| beat up | a naughty child |
| break into | an old man, a victim of a crime |
| break off | a problem, a complaint, a difficult customer |
| bring out | the other people in the group |
| bring up | a university course after one year |
| clear out | someone you respect |
| count on | a new idea, a plan |
| deal with | your best friend to help you |
| drop out of | children to be honest and hard working |
| fit in with | a house, a flat, to steal something |
| look up to | a fact that someone might not be aware of |
| point out | what I said – I didn't mean it |
| take back | a relationship, an engagement |
| tell off | a new product on the market |

Exercise 54. Choose the best answer – words that go together.

- a) He said I hadn't given him his book, but I was ____ sure I had.
A entirely B totally C quite D rather
- b) If you want to ____ success in life, you have to work hard.
A achieve B receive C award D earn
- c) He was homesick, and he ____ all his family and friends.
A lost B lacked C desired D missed
- d) I wanted to put my new stereo together, but I couldn't make ____ of the instructions.
A sight B sense C reality D understanding
- e) If I breathe in, I get a sharp ____ in my chest.
A hurt B wound C ache D pain
- f) The ____ of living goes up and up. It'll never go down.
A price B value C cost D expense
- g) Use your time sensibly. Don't ____ it.
A spend B waste C pass D lose
- h) First you lost your job, now your car's been stolen. You've had a lot of bad ____ recently.
A luck B chance C fortune D risk
- i) You look worried. What's on your ____?
A brain B head C mind D thoughts
- j) If you park your car in the wrong place, you have to pay a ____.
A fine B ticket C caution D fee
- k) I like watching political ____ on television.
A rows B debates C arguments D conversations
- l) This hotel really tries hard to look after its ____.
A clients B patients C customers D guests
- m) I got some holiday ____ from the travel agents.
A albums B manuals C brochures D handbooks
- n) I'm ____ a small flat for the three months I'm in London.
A hiring B letting C booking D renting

Exercise 55. Which words and expressions go with set or with break?

Set off on a journey **Break**

- a bone skiing
- a bone in plaster
- fire to something
- your alarm clock
- the sound barrier
- the law
- a good example
- a new world record
- the old world record
- a promise
- someone's heart
- your heart on doing something
- the speed limit

Exercise 56. Complete the sentences with the phrasal verbs in the correct form.

- a. It's time to ____ my garage. There's so much rubbish in it that I need to get rid of.
- b. Waterhouse Publishers are ____ a new book on the history of the 20th century. It should be in the shops next month.
- c. The thieves ____ the warehouse and stole goods worth \$2,000.
- d. As they were leaving, they were disturbed by the secretary guard. They ____ him ____ and left him bleeding on the ground.
- e. He ____ his elder sister, because to him she always seemed so wise and experienced.
- f. I accused you of being mean the other day. I ____ it all ____ . I'm sorry. I didn't mean it.
- g. "Which one's Adam?" "When I see him. I ____ him ____ to you."
- h. Scientists will have to ____ new methods of increasing the world's food supply.
- i. She ____ Tom ____ because he hit his baby sister and made her cry.
- j. Waiter to another waiter: "I'll ____ this order that had gone wrong, if you look after the customers who have just come in."
- k. I had a new student in my class today. He seems very nice. I'm sure he'll ____ the rest of the class just fine.
- l. Why did you ____ university after just one term? What are you going to do with the rest of your life?
- m. I'm standing in the elections to be President. I hope I can ____ your support.
- n. My parents ____ me to be a Catholic, but I don't go to church any more.

Exercise 57. Look at the adjectives in the box. Find some with similar meanings. Which adjectives go with which of the adverbs on the left?

Very Good, bad, big, starving, valuable, silly, disgusting, fabulous, funny, interesting, tired,
Absolutely incredible, pleased, exhausted, delighted, huge, clever, dirty, priceless, beautiful, hilarious, ridiculous, awful, freezing, hungry, brilliant, cold, frightened, fantastic, fascinating, terrified, surprising, right, filthy, gorgeous.

Exercise 58. Complete the sentences with one of the combinations from the previous exercise. Put the verbs in the correct form.

- a. Teachers should ____ to their students. They should be punctual, professional & well-mannered.
- b. You're doing sixty miles per hour in a built-up area. Slow down! You're ____.
- c. We have to be up at 6.00 tomorrow morning. I'll ____ for 5.45.
- d. After 15 years of marriage she left him for another man. It ____, and he never really got over it.
- e. I was cooking some chips when the frying pan was knocked over, and I ____ the kitchen.
- f. Anyone who rides a motorbike without a helmet is ____.
- g. "What time do we need ____?" "The plane leaves at 10, so we should leave here at about 8."
- h. Woods has run the 100 meters in 8.5 seconds! He's ____ by 0,7 of a second.
- i. Lane has jumped an incredible 3.6 meters! She's ____!
- j. I ____ my arm when I fell off my horse. When the doctor ____ I screamed with the pain.
- k. If you say you going to do something, you must do it. You should never ____.
- l. Concorde can only go at full speed over the sea. When it ____, there is a huge sonic boom.
- m. We've found the house of our dreams. We've ____ moving there, but I don't know if we'll get it.

Exercise 59. Add some information & make up a small report and give a talk in class.

Exercise 60. Choose the keywords that best convey the gist of the information.

Exercise 61. Complete the sentences with one of the combinations..

- a. When you go away, please write. I'd like to ___ with you.
- a. When the children broke the TV, I ___ my ___ and started shouting at them.
- b. "I'm tired. Can't we have a rest?" "No. We can't stop. We must ___ until we get to the top of the mountain".
- c. Can you ___? Jane and I have decided to get married, but don't tell anyone.
- d. I was going to do a bungee jump, but when I stood at the top I couldn't do it. I ___ and I had to climb down.
- e. I go to the gym every day because I like to ___.
- f. "Oh no! I've lost my purse!" "Now don't panic. ___! When did you last have it?"
- g. Sorry I'm late. I took the wrong road and I ___ my ___. I ended up miles away and I had to ask for directions.

Exercise 62. Use prepositions accordingly.

- A. above, below, on, over, under average, foot, arrest, \$500, 75%, freezing, 18 years old, new management, holiday, pressure, business;
- B. at, by, during, in, on midnight, the night, New Year's Day, the winter, Friday afternoon, the weekend, time, a fortnight's time, his forties, the rush hour.

Exercise 63. Analyze the vocabulary notes in the exercises and remember them.



UNIT II. IT IS INTERESTING TO KNOW

SHOP NAMES

Kleeneze – dry cleanieye
Europcar – car hire company
Scissors – hairdresser
Mothercare – shop selling things for child

La gondola – Italian restaurant
The Golden Curry – Indian restaurant
Travellers world – travel company
The complete artist – artist supplier

ABBREVIATIONS

B&B – outside of a cheap hotel or guest house (bed and breakfast)
P.S – Postscriptum (at the foot of a letter)
V.S (versus – against) – humanness of team
R.S. Vp – on invitation / reply to say if you come or not
P.T.O – at the bottom of a written page-please turn over
Ltd. – limited company
C/O – on the envelope – care of
N.S.E and W – on a compass
Rip (on a grave stone) – rest in peace

SHORTED NAMES LATIN ADJECTIVES

Sue – Susan
Bill – William
Tom – Thomas
Bobby – Robert
Pat – Patrick(cia)

Pete – Peter
Liz – Elizabeth
Pam – Pamela
Tony – Anthony

rural –
countryside
manual – hand
solar – sunny
lunar – moony

aural – early
oral – mouthy
paternal – fatherly
fraternal – brotherly



Priscian, or the grammar, marble cameo panel dated 1437-1439 from the bell tower of Florence, Italy. The scene is an allegory of grammar and by implication of all education.

UNIT III. ENGLISH GRAMMAR IN BRIEF

PREPOSITIONS

AT: the concert, the meeting, the lesson, dinner, peace the wheel, war, the station.

AT: noon, night, the theatre, the office, the center, the company, table, arrival, parting the piano, the age of 60, 10 Green Street.

FROM / OUT of: the table, Bob, go out of the room, take out of your bag.

BEHIND: me, don't look behind. My schooldays are far behind. The house is behind these trees. Close the door behind yourself. What is behind all this? The sun went behind the clouds.

INTO: the room, your briefcase.

OVER: a flight, the ocean, the roof, his head.

NOUNS IN SINGULAR

Phonetics, advice, information, knowledge, progress, vocation, mathematics, money, sugar, hair, iron, fruit, love, news.

NOUNS IN PLURAL

Clothes, goods, trousers, scissors, scales, spectacles, tongs, stairs, arms, riches, oats, proceeds, contents, wages, onions, people, potatoes, carrots.

ABSTRACT NOUNS

Loneliness, badness, beauty, blackness, brightness, care, carefulness, cleverness, coldness, death, friendliness, gaiety, goodness, hardness, help, hunger, kindness, darkness, noise, quietness, sleep, weakness, youth, absence, height, depth, length, width, heat, gladness, anxiety, happiness, easiness, comfort, truth, variety, presence, courage, readiness, terror, excitement, hope, anger, smallness, belief, life, loan, enjoyment, opposition, description strength, difficulty.

COLLECTIVE NOUNS

Bundle, pack, flack, herd, swarm, hive, congregation, company, bouquet crowd.

VERBS WITHOUT CONTINUOUS

Hear, see, feel, know, understand, like, love, recognize, hate, desire, consider, remember, seem, belong, believe, forget, notice.

SOME TREES & PLANTS

Oak, birch, willow, pine, poplar, daffodil, dahlia, buttercup, anemone, gladioli, holly, orchid, pansy, sweet pea, dandelion.

SOME ANIMALS

Gorilla, hedgehog, ibex, unicorn, lizard, jackal, otter, giraffe, chimpanzee, alligator, buffalo, hippopotamus, jaguar, rhinoceros, tortoise, walrus, dinosaur, elephant, yak, goat, kangaroo, antelope, elk, zebra, adder, whale, cheetah, ostrich, penguin,

SOME BIRDS & INSECTS

Jack draw, dove, crow, pigeon, cuckoo, magpie, dragonfly, wood pecker, jay, emu, swallow, wren, nightingale, hawk, hoopoe, kingfisher, owl, pelican, quail, robin, stork, heron, vulture, (Egyptian vulture), king vulture, ladybird.

REMEMBER THESE FACTS

English Vocabulary: Homonyms & Homophones

Homonyms are words with the same spelling but different meaning.

Homophones are words with the same pronunciation, but different spelling & meaning.

Exercise 1. In the sentences there is a word with at least two meanings. Find them.

- a. My brother's on leave at the moment.
- b. She gave me some sound advice.
- c. My uncle left me a thousand pounds in his will.
- d. "Who won the match?" – "It was a draw".
- e. Damn! I've got a parking fine.
- f. I'm going away on business to a trade fair soon.
- g. One swallow doesn't make a summer.

Exercise 2. Remember that. Sounds the same but are spelled differently.

Heard = herd; read = red; peace = piece; mail = male; saw = sore; pear = pair; flour = flower; reign = rain; blow = blue; weak = week.

Think of another word with the same pronunciation but a different spelling.

Male, hole, die, piece, stair, pair, wear, saw.

A lot of jokes are made with homonyms and homophones, because there is a play on words.

Exercise 3. Read the dialogues, learn them by heart and then carry them out. Render the score of them in Indirect Speech.

Mechanic: Your battery's flat.

Driver: Oh dear! What shape should it be?

Customer: Waiter! What's wrong with these eggs?

Waiter: Don't ask me, sir. I only laid the table.

Teacher: You missed school yesterday, Johnny, didn't you?

Johnny: No, not at all.

Customer: Waiter! What sort of soup is this?

Waiter: It's bean soup, sir.

Customer: I don't care what it was. I want to know what it is now.

Why is Sunday the strongest day? – Because all the others are weak days.

What's the difference between a ball and a prince? – One is thrown in the air, and the other is heir to the throne.

What colour would you paint the sun and the wind? – The sun rose and the wind blue.

Why was the doctor angry? – Because he had no patients.

Why did the teacher have to wear sunglasses? – Because his students were so bright.

Why will you never starve in the desert? – Because of the sand which is there.



AS THE SAYING GOES...

1. *Blow the gaff*: a. Let out a secret. b. Tell a joke. c. Make an explosion.
2. *Feather in one's cap*: a. Be proud b. Achievement one can take pride in. c. Feel light without any tension.
3. *Beat about the bush*: a. To make the land cultivable. b. To insist on one's opinion. c. To delay talking about the most important part of the subject.
4. *Burn the midnight oil*: a. Sit up or work late, especially to study. b. Look for something very precious at night. c. Come back home very late at night.
5. *Bite the bullet*: a. Bite something that is very hard. b. Make a great effort to do something. c. Bravely face up to something unpleasant.
6. *Pass the buck (a knife handle)*: a. Give some else the opportunity b. Try to be clever. c. Shift responsibility to someone else.
7. *Kick the bucket*: a. To die. b. Not to care. c. Be very angry.

COMPARISONS

| | | |
|--------------------|-----------------------|-------------------------------|
| as dead as dodo | as round as a ball | as like as chalk and cheese |
| as poor as a rat | as sly as a fox | as welcome as flowers in May |
| as blind as bat | as safe as houses | as like as two peas |
| as black as a coal | as old as the hills | as melancholy as a cat |
| as sober as judge | as good as gold | as neat as a new pin |
| as sick as a dog | as cold as a frog | as plump as partridge |
| as hot as an oven | as straight as arrow | as snug as a bug in a rug |
| as mad as hatter | as clean as whistle | as pleased as Punch |
| as drunk as lord | as strong as horse | as thick as to 2 short planks |
| as easy as pie | as pale as a ghost | as black as ace of spades |
| as high as kite | as slippery as an eel | as wide as the poles apart |
| as wet as fish | as square as a box | as innocent as a babe unborn |
| as fat as butter | as true as steel | as naked as a picked bone |
| as black as a crow | as weak as a cat | as hungry as a bear / horse |
| as white as lily | as dry as a bone | as sure as eggs is eggs |
| as thin as a rake | as strong as lion | as mad as a March hare |
| as ugly as sin | as quiet as mouse | as stubborn as mule |
| as large as life | as dead as a stone | as cool as cucumber |
| as red as a rose | as deaf as a post | as pretty as picture |
| as fit as a fiddle | as flat as pancake | |

FRUITY LANGUAGE

She has all the luck within a week of leaving college. She landed a *plum* of a job and by the end of the month she was the *apple* of the boss's eye. She is pretty. I'll allow my brother thinks she's a real *peach* but she isn't exactly a genius. Anyway she starts the job and in no time she's made supervisor and the rest of us are just left there like *lemons*.

Honestly, if I had the courage of my convictions I'd give my boss a *raspberry* and let him know what I think of him. But I suppose it's not worth. If he's mad absolutely *bananas* and has been for years.

Exercise 1. Read the information & pick up the essential details in the form of quick notes.

TRY TO UNDERSTAND IT

It sounds *like* rain. He *looks like* a fish.
He *looks as if* he is very tired.
I am so tired *as if* I feel as I haven't slept for a month.
It *feels like* the finest silk.
She *looks like* a film star.
The milk smells *as if* it is *turned sour*.
He sounds *as if* he has got a *bad cold*.
The medicine *tastes like* bad eggs.
I'm completely *worn out* after working all day. (*tired*)
I'm not good at *working out* math problem. (*calculating*)
It's getting *on for* midnight. (*almost*)
I can't *make out* what you are saying. (*understand*)
I was *held up* in a traffic jam. (*delayed*)
I am *getting on* very well. (*making progress*)
O.K. I'll *pick you up* at 8 o'clock. (*collect*)
They *have been going out together* for a year now. (*They have relationship*)
I am sure she *fancies* you. (*To find somebody attractive*)
Have you popped the question yet? (*To ask someone to marry you*)
His wife has just discovered that he's *having an affair*.
(*To have a relationship with somebody after than your spouse*)
I think she's *playing hard* to get. (*To pretend not to be interested in someone*)
Isn't it about time you two *got hitched*? (*To get married*)
He is got no *back – bone*. (*very cowardly*)
She 's completely *legless*. (*very drunk*)
He's very *thick – skimmed*. (*Doesn't care what other people think*)
She gave him the elbow. (*Ended a romantic relationship*)
He can't keep his nose out of things. (*Always interfering*)
She's *got a finger in every pie*. (*Has an interest in money*)
He is all mouth. (*Dog in the manger*) She's off her head. (*Behaves in a mad way*)
Last orders, please! (*in a pub*)
How do you like it done? (*Your food cooked*)
Do you want to go first-class or second-class? (*In the post office*)
Can you hold an a moment, please? (*Wait a minute*)

COMPARE THESE PHRASES

| | |
|--|-----------------------------------|
| to lend money = to borrow an umbrella | to take up = to start |
| to discover fire = to invent the telephone | to put up = to tolerate |
| worthless = of no value | to come up = to discover |
| priceless = very valuable | to run out of = to exhaust supply |
| to make up = to understand | to set out = to start a journey |
| to give away = to revealed | to carry on = to continued |

the sun rises = to raise the hand (when you need attention)

unknown (writer) = infamous (robber for unpleased things)

Exercise 1. Translate the phrases.

Disable – unable; disquiet – unquiet; disarmed – unarmed; disbar – unbar; disgraceful – ungraceful; disorganized – unorganized; dissolved – unsolved; disqualified – unqualified.

Exercise 2. Remember the phrases with the verbs.

| | | | |
|----------------|---|--------------|--|
| to make | a mistake a dress a progress a tea a complaint a speech a mess a profit a noise a phone call friends with a will love up my mind sure that money | to do | the cooking the shopping the washing-up a room a translation an exercise the housework nothing my best business with exercises |
|----------------|---|--------------|--|

NOBODY / NO ONE

| | |
|--|--|
| Nobody will know. There was nobody there. Nobody saw him. Nobody was at home. He has told nobody. Nobody has ever seen. Nobody else (or one other) could tell it. No man alive. Is any doubt? None of that / none but Nobody/ no one will go anywhere. This road leads nowhere. He will never go anywhere. He will go nowhere but this place. | Никто не знает. Никто не знает. Его никто не видел. Никого не было дома. Он никому не сказал. Никто никогда не видел. Никто другой не мог сказать этого. Никто на свете. Есть сомнения? – Никаких. Перестань / никто кроме Никто никуда не пойдет. Эта дорога ведет в никуда. Он никуда не пойдет. Никуда, кроме этого места. |
|--|--|

Exercise 3. Fill in the blacks.

1. Bears and wolves are numerous in the upper parts of the coast, but there were ___ in our immediate neighborhood. 2. There was ___ about, and I made search for any further outlet, but there was ____. 3. ___ is responding to the needs of the public. 4. Obviously ___ should be given a plural verb wherever a singular one would produce awkwardness.

Exercise 4. Read the theory on indefinite pronouns and try to understand it.

The indefinite pronouns nobody (one word) and no one (two words) have the same meaning: no person or not anyone. The pronoun none means nobody, not one, not any, or no persons or things. There's a common misconception that none can only be singular, but this has never been true. When "none" is the subject of a clause and refers to members of a group, it can be used with either a singular verb ("none is...") or a plural verb ("none are ...").

None must be followed by a singular verb only when it means "not part of a whole", as in "none of it is mine". Examples:

The reality is that no one is too old, too smart, or too successful to learn something new. I am not altogether on anybody's side, because nobody is altogether on my side, if you understand me: nobody cares for the woods as I care for them, not even Elves nowadays. Early apples begin to be ripe about the first of August; but I think none of them *are* so good to eat as some to smell.

"Despite what you were taught & what you may hear from certain soi-distant usage mavens, *none* with a plural verb is good English, and in fact more common in educated usage.

Many authorities have noticed this, unfortunately to little avail".

In short, it is idle to impose a strict rule that *none* must at all times be used with a singular verb because it is supposed to mean "not one". More often than not, *none* means "not any": *None of the answers were right*.

Occasionally *none* means "no part", and when it does and the noun that follows *none* is singular, use a singular verb: *None of the debt has been paid*.

But when the noun that follows *none* is plural, a plural verb is always better: *None of the weapons of mass destruction have been found*. And if your specific meaning is "not one" you should use those words instead: *Not one of the seats was in its right place*. Some newspapers lay down a rule that none is to be treated as a singular at all times.

Lexicographers, who know as well as journalists that none = no one, point out that modern usage more commonly treats it as a plural meaning no ones, as does colloquial speech. Literature shows both usages and no clear preference. Both (American and British) seem even handed in the singular and plural usage.

"The fact is that in some contexts none means not a single one, making singularity emphatic, whereas in other contexts it means no two, no few, no several, no fraction of many. In none of us is entitled to cast the first stone the singular meaning is hardly mistakable; in none of the commentators agree on the meaning of this passage the plural meaning is equally clear. None, then, is freely either singular or plural according to the sense suggested by its context. Often the number we give it makes no difference."

Exercise 5. Digest the information briefly in English.

Exercise 6. Translate the sentences with the words «none».

Although Tuppence has at least four sisters, *none* of them *is* ever mentioned by name, nor do we ever meet one of them during any of her adventures. 2. Perhaps *none* of the guests *has* a song in his heart, because it's a farewell dinner held on the eve of a cross-country move. 3. Thankfully, *none* of the guests *have* actually laid eyes on a dead chicken; that image would be hard to shake. 4. Although the company's founders certainly hoped that incorporating would increase their profit margin, no one, not even the founders, didn't expect that the value of the stock would appreciate so quickly.

THE INDEFINITE PRONOUNS

The indefinite pronouns *anyone, everyone, someone, no one, nobody* are always singular and, therefore, require singular verbs.

Everyone **has** done his or her homework.

Somebody **has left** her purse.

Some indefinite pronouns – such as *all, some* – are singular or plural depending on what they're referring to. (Is the thing referred to countable or not?) Be careful choosing a verb to accompany such pronouns.

Some of the beads **are** missing. Some of the water **is** gone.

On the other hand, there is one indefinite pronoun, *none*, that can be either singular or plural; it often doesn't matter whether you use a singular or a plural verb – unless something else in the sentence determines its number.

(Writers generally think of *none* as meaning *not any* and will choose a plural verb, as in "None of the engines are working", but when something else makes us regard *none* as meaning *not one*, we want a singular verb, as in "None of the food is fresh.")

- None of you **claims** responsibility for this incident?

- None of you **claim** responsibility for this incident?

- None of the students **have done** their homework. (In this last example, the word **their** precludes the use of the singular verb. Some indefinite pronouns are particularly troublesome. Everyone and everybody (listed above, also) certainly feel like more than one person and, therefore, students are sometimes tempted to use a plural verb with them. They are always singular, though. Each is often followed by a prepositional phrase ending in a plural word (Each of the cars), thus confusing the verb choice. *Each*, too, is always singular and requires a singular verb. Everyone **has** finished his or her homework.

You would always say, "Everybody *is* here". This means that the word is singular and nothing will change that.

Each of the students **is** responsible for doing his or her work in the library.

Don't let the word "students" confuse you; the subject is *each* and *each* is always singular – **Each is** responsible. Phrases such as *together with, as well as, and along with* are not the same as *and*. The phrase introduced by *as well as* or *along with* will modify the earlier word (*mayor* in this case), but it does not **compound** the subjects (as the word *and* do).

The **mayor** as well as his brothers **is** going to prison.

The **mayor and his brothers are** going to jail.

The pronouns *neither* and *either* are singular and require singular verbs even though they seem to be referring, in a sense, to two things.

Neither of the two traffic lights **is** working.

Which shirt do you want for Christmas?

Either is fine with me.

In informal writing, *neither* and *either* sometimes take a plural verb when these pronouns are followed by a prepositional phrase beginning with *of*. This is particularly true of interrogative constructions: "**Have** either of you two clowns read the assignment?" "**Are** either of you taking this seriously?" Burchfield calls this "a clash between notional and actual agreement". The conjunction *or* does not conjoin (as *and* does): when *nor* or *or* is used the subject closer to the verb determines the number of the verb. Whether the subject comes before or after the verb doesn't matter; the proximity determines the number.

Either my father or my brothers **are** going to sell the house.

Neither my brothers nor my father **is** going to sell the house.

Are either my brothers or my father responsible?

Is either my father or my brothers responsible?

Because a sentence like "Neither my brothers nor my father is going to sell the house" sounds peculiar, it is probably a good idea to put the plural subject closer to the verb whenever that is possible. The words *there* and *here* are never subjects.

There **are** two reasons [plural subject] for this.

There **is** no reason for this. Here **are** two apples.

With these constructions (called expletive constructions), the subject follows the verb but still determines the number of the verb. Verbs in the present tense for third-person, singular subjects (*he, she, it* and anything those words can stand for) have *s*-endings. Other verbs do not add *s*-endings. He loves and she loves and they love and

Sometimes modifiers will get between a subject and its verb, but these modifiers must not confuse the agreement between the subject and its verb.

The **mayor**, who has been convicted along with his four brothers on four counts of various crimes but who also seems, like a cat, to have several political lives, **is** finally going to jail. Sometimes nouns take weird forms and can fool us into thinking they're plural when they're really singular and vice-versa. Consult the section on the *Plural Forms of Nouns* and the section on *Collective Nouns* for additional help. Words such as glasses, pants, pliers, and scissors are regarded as plural (and require plural verbs) unless they're preceded the phrase pair of (in which case the word *pair* becomes the subject).

My glasses **were** on the bed. My pants **were** torn.

A pair of plaid trousers **is** in the closet.

Some words end in *-s* & appear to be plural but are really singular & require singular verbs.

The news from the front **is** bad.

Measles **is** a dangerous disease for pregnant women.

On the other hand, some words ending in *-s* refer to a single thing but are nonetheless plural and require a plural verb.

My assets **were** wiped out in the depression.

The average worker's earnings **have** gone up dramatically.

Our thanks **go** to the workers who supported the union.

The names of sports teams that do not end in "s" will take a plural verb: the Miami Heat **have** been looking The Connecticut Sun **are** hoping that new talent

Fractional expressions such as *half of, a part of, a percentage of, a majority of* are sometimes singular and sometimes plural, depending on the meaning. (The same is true, of course, when *all, any, more, most* and *some* act as subjects.) Sums and products of mathematical processes are expressed as singular and require singular verbs.

The expression "more than one" (oddly enough) takes a singular verb: "More than one student **has** tried this".

- Some of the voters **are** still angry.
- A large percentage of the older population **is** voting against her.
- Two-fifths of the troops **were** lost in the battle.
- Two-fifths of the vineyard **was** destroyed by fire.
- 40 % of the students **are** in favour of changing the policy.

- 40% of the student body **is** in favour of changing the policy.
- Two and two **is** four.
- Four times four divided by two **is** eight.

If your sentence compounds a positive and a negative subject and one is plural, the other singular, the verb should agree with the positive subject.

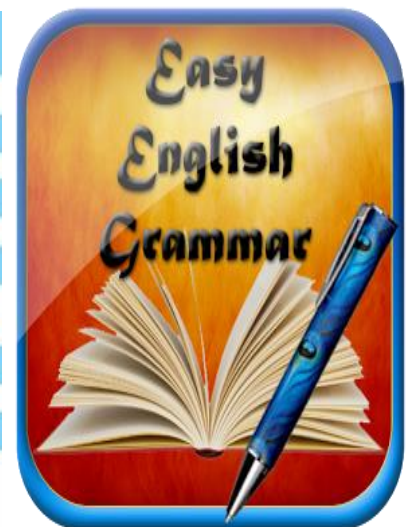
The department members but not the chair **has decided** not to teach on Valentine's Day. It is not the faculty members but the president who **decides** this issue. It was the speaker, not his ideas, that **has provoked** the students to riot.

Exercise 1. Analyze the information and use it in practice.

Exercise 2. Choose the correct indefinite pronouns.

1. Don't blame yourself for the mistake ... is perfect.
2. There is ... in your hair. I think it is a bug.
3. I will search and find you ... you go. You can't escape room me.
4. Our holiday was perfect. ... went as we wished.
- 5 ... is safe from the flu. We can't escape.
6. He didn't say ... useful. All nonsense.
7. I would like to have ... to drink please.
8. The police found the murder weapon near the hut in the woods.
9. Can ... hear me? Is there ... out there?
10. I will do for you. You are my best friend.
11. Why are you looking at me so angrily? I didn't do ... wrong.
12. Look I've found ... interesting here. Oh, it's a button.
13. ... we did to rescue the dog was useful. It died.
14. I would like to go ... peaceful for my holiday.
15. Say... Don't just look me in the eyes meaningfully.
16. My dictionary was on the desk ... has taken it.
17. She did ... She just slept all day long.
18. There is ... I can't tell you. I will keep it as a secret all my life.
19. I am ... 's fool. I won't do all the work alone.
20. He was so helpful. He helped nearly ... in the village

| CONFUSED WORDS | |
|---|--|
| Epecially (particularly) | Specially (for a purpose) |
| Farther (about distance) | Further (about the degree) |
| Older (comparing ages of people) | Elder (comparing ages of the family members) |
| Altogether (completely, in total) | All together (all in one place) |
| Beside (next to) | Besides (in addition to) |



PREPOSIONS & ADVERBS & CONJUCTIONS

| | |
|---|---------------------------------|
| against/ as against/ as compared with | против / по сравнению |
| along with | наряду с |
| amid = amidst = among = amongst | среди, между |
| apart/ apart from | отдельно, в стороне / не считая |
| as for / as to | что касается |
| aside from | помимо, за исключением |
| as from | начиная с |
| as well as | так же как, также |
| but for | если бы не |
| by dint of | путем, посредством |
| contrary to / in the teeth of; down to | вопреки; вплоть до |
| because / due to / thanks / owing to | из-за, благодаря |
| having regard to | принимая во внимание |
| in accordance/conformity/ in line with | в соответствии с |
| in as much as / it so far as | поскольку |
| nevertheless/ non the less | тем не менее |
| no sooner than | едва только как |
| notwithstanding that/ in spite of | несмотря на |
| on condition that | при условии, что |
| on the ground that | на том основании, что |
| on the part of | со стороны кого-то |
| save / saving | за исключением |
| as long as | если, до тех пор пока |
| thence | оттуда, следовательно |
| therein | там, здесь, в этом отношении |
| whatever | всякий раз, когда |
| unlike; herein after | в отличии от; в дальнейшем |
| all at once/all of a sudden / suddenly/unexpectedly | внезапно / неожиданно |
| by fits and starts | рывками |
| henceforth / henceforward | с этого времени, впредь |
| as yet | пока что, пока еще |

Exercise 1. Analyze the vocabulary notes and remember them.

Exercise 2. How quickly can you think of similar meanings for the words?

- | | |
|-------------------|-------------------|
| a. mistake _____ | d. puzzle _____ |
| b. proudly _____ | e. reply _____ |
| c. ordinary _____ | f. searched _____ |

Exercise 3. Do the exercise.

| No | Sentences | What the word tell us |
|----|---|-----------------------|
| 1. | A huge bear attacked the tourist (savagely; carefully; weakly). | |
| 2. | My strong friend lifted the crate (easily; weakly; unhappily). | |
| 3. | The whale chased the fish (lazily; slowly; hungrily) round the bay. | |
| 4. | The exhausted crew sailed their yacht (energetically; carelessly; slowly) into the harbour. | |
| 5. | He cuddled the tiny puppy (roughly; tenderly; quickly). | |

Exercise 4. Match the verbs below with a synonym from this list:

Assist, attempt, chat, embrace, frighten, gamble, own, repair, request, sketch.

1. ask for; 2. bet; 3. try; 4. scare; 5. mend; 6. possess; 7. help; 8. draw; 9. hug; 10. talk.

Exercise 5. Match the verbs below with a synonym from this list:

Giggle, happen, hurry, irritate, let, merit, remain, reply, quit, yell.

1. rush; 2. occur; 3. annoy; 4. answer; 5. shout; 6. allow; 7. resign; 8. laugh; 9. deserve; 10. stay.



FAMILIES OF VERBS

| | |
|---|--|
| to be silent / to be quiet / keep quiet to keep something quiet to keep silent / to remain silent to pass over in silence / keep one's counsel | молчать / не шуметь утаивать, умалчивать хранить молчание обойти молчанием / помалкивать, |
|---|--|

| | |
|--|--------------------|
| to get to know (find out, come across, to experience, learn, seek) | узнать / разузнать |
|--|--------------------|

| | |
|--|----------------------------|
| to gladden (make happy, be glad, happy) to enjoy / to rejoice over (in, at) | радоваться наслаждаться |
|--|----------------------------|

| | |
|---|---|
| to notice (note, make notes of, remark on, upon, observe, pay attention to) to take no notice of | замечать, примечать уделять внимание не обращать внимание |
|---|---|

TELL SAY SPEAK TALK

| | |
|---|---|
| to matter, goodgas, rattle, reel off jabber, blather, rambling, to spout | ворчать, болтать, нести вздор, трещать без умолку; болтавня, болтать без смысла, разглагольствовать |
| to drop a hint / to let fall a hint | намекать |
| to take a hint | понять намек с полуслова |
| to wind long / to hold the floor | долго говорить |
| to verbose / to prate | многословить / пустословить |
| to get a word in edgeways | ввернуть словцо |
| to talk to hind legs off a donkey | заговорить до смерти |
| the talk of the town | притча о языцах |
| all talk and no cider | много слов и мало дела |
| talk of the devil and he is sure to appear | легок на помине |
| to talk turkey | говорить неприятные вещи |
| You can't talk. | не тебе говорить. |
| talking of it / to slush / slish | кстати / нести вздор |
| to talk at somebody | говорить о ком-то, чтобы он услышал |



SYNONYMS

Synonym is a word that has the same or approximately the same meaning as another word in one or several senses. Strictly speaking, there are no synonyms that have completely the same meaning and can be interchangeable in all cases.

Occasionally, the difference between synonyms is slight, and they seem to be interchangeable, at least in some meanings: to begin – to start; big – large; wrong – incorrect. But there are always some shades of meaning and differences and preferences in usage. For example, the synonyms "big, large" mean "of more than average size" and are often interchangeable in this meaning: a big house, a big country, a big family, a big dog – a large house, a large country, a large family, a large dog.

One can say "big success, large success; big problem, large problem", where "big" is more colloquial and "large" is more formal. One can say "large numbers, big numbers" meaning those huge numbers in physics and mathematics (billion, trillion, quadrillion), but "large" seems to be preferable in this combination.

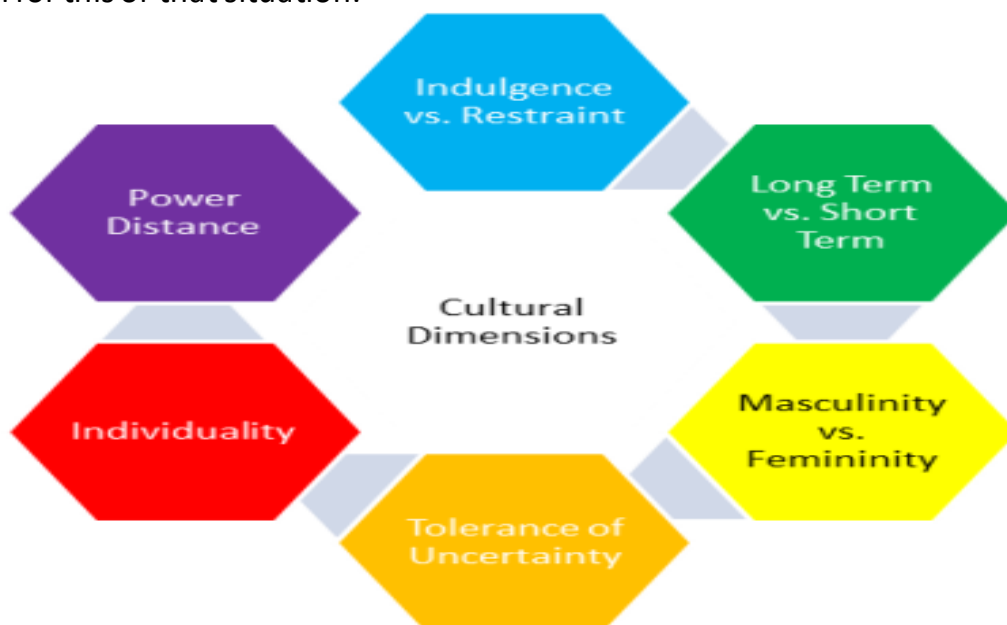
Only "large" is used in the phrase "a large number of": a large number of people, a large number of automobiles, a large number of books, a large number of examples. Quite often, synonyms are used with the same noun, but the meaning is different.

For example, both expressions "big business, large business" mean "bigger / larger than average organization, enterprise, or company", while only "big business" has the meaning "huge financial or industrial corporations, especially monopolies".

"A big girl" means "a grown-up, no longer a kid", while "a large girl" will be understood as "of more than normal size for her age".

Synonyms often differ in the degree of formality. Another synonym of the verbs "to begin, to start", the verb "to commence" is pretty formal (to commence court proceedings) and would be out of place if used instead of "begin, start" in such common expressions as "to begin / start work, eating, running, a vacation".

Verbs with postpositions are less formal than their one-word synonyms: continue – go on; compensate for – make up for; tolerate – put up with; deceive – put on; accelerate – speed up – pick up; decline – turn down. It is often difficult for students to choose the right synonym for this or that situation.



VERB SYNONYMS WITH EXAMPLES OF USE

The list below provides typical examples of use for verb synonyms that often present a problem for learners of English. (Russian translation of the main meanings is indicated in parentheses.) Examples of use help us to see the differences between these synonyms and provide useful phrases that we can use in speech and writing. Note that the verbs listed in one and the same group are not necessarily close synonyms.

DO MAKE

The verbs MAKE and DO are close in some of their meanings, but they are not interchangeable. Russian-speaking students have difficulty in choosing between the verbs MAKE and DO mostly because the Russian verb "to do" can have the meaning "to create something that didn't exist before that moment", which is one of the main meanings of the verb MAKE in English. **Compare these examples:** to make a sandwich; to do an exercise; to make cars; to do work.

As it is rather difficult to decide where to use MAKE and where to use DO on the basis of their meanings, it is better to learn by heart typical frequently used word combinations and phrases with the verbs MAKE and DO.

Main meanings of the verb MAKE: create, design, construct, form, manufacture, produce, induce, force. The verb MAKE is used in a large number of idiomatic expressions. MAKE is also a very common phrasal verb.

MAKE food – cook, prepare food: make food; make a meal; make breakfast; make lunch; make dinner; make supper make an omelette; make soup; make green salad; make a sandwich; make sandwiches; make pizza; make a pie; make a cake make coffee; make tea; make apple juice; make a drink; make a cocktail

She is making breakfast now. She made chicken soup and tomato salad for dinner. Let's make an apple pie for dessert. He made hot tea with lemon for us.

MAKE – manufacture, construct, produce: make cars; make jewellery; make paper; make furniture; make tables; make toys; make bricks; make hats; make clothes; make films; make a chair; make a table; make a bed; make a dress. This company makes furniture. He makes wooden toys for children. She made a nice silk dress for her little daughter.

Recently he made a film about birds. These TV sets were made in Korea. This bracelet is made of gold. What is it made of? She makes her bed every morning.

Note: make the bed – put the bed in order.

MAKE – realize, arrange, organize: make a telephone call; make an appointment; make a date; make a reservation; make arrangements. I have to make a telephone call. I'd like to make an appointment with the dentist. I'd like to make a reservation on a flight to Toronto for next Thursday.

MAKE – suggest, offer, express: make a suggestion; make an assumption; make a guess; make an offer; make a promise; make a request; make a complaint; make a statement; make a speech. He made a suggestion concerning our project. They made him an offer that he could not refuse. I'd like to make a request. The director made a speech at the conference.

MAKE – decide, think up, design, compose: make a decision; make a choice; make a wish; make a will; make a law; make laws; make a list; make a note; make notes; make plans; make changes; make inquiries. I haven't made a decision yet. You have to make a choice. Close your eyes and make a wish. Make a list of new words. It's too early to make plans for the summer.

MAKE – fulfil what is indicated by the noun: make a bet; make a deal; make a bargain; make an attempt; make an effort; make a move; make an estimate; make a mistake; make a fuss; make a mess. Let's make a bet. They made a deal. She made an attempt to warn him. He made several mistakes in his report. I think you are making a fuss over a trifle. He has made a terrible mess of his life. The new students in my evening class are making progress in English. Make allowance for his age. His behaviour doesn't make sense. What difference does it make? It doesn't make any difference to me.

MAKE money – earn money.

How much does he make? He makes 30,000 dollars a year. He made good money last year. He made a fortune in oil. She makes a small profit selling knitted socks and mittens. You have to make a living somehow. They can barely make ends meet.

MAKE – bring to some result: make sure; make certain; make it clear; make it a rule; make it. Make sure that all the doors are locked. He made it clear that he was against it. Make it a rule to avoid visiting such places in the future. I won't be able to make it to the airport by ten. Two plus three makes five. Two and two makes four.

MAKE – induce, force, cause someone to do, be, or become.

She made him leave. Make him apologize! I can't make him do it. It makes me think that he is right. He makes me laugh all the time. She'll have to make do with what she has.

When children play, they often make believe that they are kings, princesses, or pirates. Talking about food makes me hungry. It makes him sick. It makes her sad.

His words made her very angry. They made him their king. Make yourself at home. My younger son has already made friends with our neighbours' kids. He will make a good doctor. This room will make a good study.

Note: MAKE in the passive The infinitive is used without the particle "to" after MAKE in the meaning "induce, force" in the active voice. He made her cry. Make him work.

The infinitive is used with the particle "to" after MAKE in the meaning "induce, force" in the passive voice. They were made to do it. He was made to apologize to her.

Note that the meaning of MAKE may change depending on the passive construction and context. She was made to write that letter. He was made to write stories. An attempt was made to write to read-only memory.

Main meanings of the verb DO: perform, execute, complete, fulfil some action, perform some activity. DO is also used as an auxiliary verb in the formation of questions and answers in the Simple Present and Simple Past.

DO – perform some action, perform some activity.

What can I do for you? Do what he told you. Please do it quickly. I can't do it. I can't do it. We did it yesterday. Who has done it? What shall we do? What are you going to do about it? What are you doing now? – I'm reading a book. What is he doing these days? – He is learning French in Paris.

DO – perform what is indicated by the noun

do homework; do an exercise; do exercises; do math; do a sum; do sums; do crossword puzzles; do morning gymnastics; do morning exercises; do push-ups; do aerobics; do athletics; do something; do nothing; do anything; do everything

Have you done your homework? Do exercise 5 on page 32. Her little son is learning to do sums. She does morning exercises every day. I have nothing to do. I have nothing to do with him / with it. I'm not doing anything tonight. I'm not doing anything tonight.

DO work do one's work; do one's job; do odd jobs; do one's duty; do business with someone; do research What do you do? – I'm a doctor. What does he do for a living? – He works as a cook. He does his job well. I'm just doing my work. You have to do your duty.

Our company doesn't do business with them. He does research for a large marketing company.

DO good do good; do right; do wrong; do well; do the right thing; do one's best; do harm; do damage; do justice; do magic; do wonders; do miracles; do mischief; do a favour; how are you doing; how do you do. A walk in the park will do you good. He told me that I did the right thing. I'll do my best. The new medicine did her more harm than good.

This photograph does not do her justice. A month of rest in the mountains will do wonders for your health. Can you do me a favour? Can you do a favour for me? She is doing well now. Well done! How are you doing? – I'm fine, thank you. How do you do? – How do you do? (formal; when meeting for the first time)

DO the dishes: do housework; do the dishes; do the windows; do the room; do the rooms; do the cleaning; do the ironing; do the laundry; do the washing; do the cooking; do the shopping; do one's hair. We did a lot of housework yesterday. Please do the dishes after dinner. She does a lot of cooking every day. She cleaned the rooms and did the laundry. Who is going to do the shopping? She did her hair. She had her hair done.

DO – be enough. That will do. That won't do. Will that do? Will this coat do? Will this pen do? It will do. It will have to do. I'll make it do. He made do with what he had. Easy does it! That does it!

DO as a substitute: The meaning of the verb DO is rather general, implying some action or activity. The verb DO may be used as a substitute for various more specific verbs, especially in informal speech.

Compare: If you do the dishes, I'll do the salad. – If you wash the dishes, I'll make the salad. You do the beds, and I'll do the windows. – You make the beds, and I'll clean the windows. The car was doing sixty miles an hour. (was going, was making sixty miles an hour) They did twenty-three miles in two days. (travelled, covered, walked twenty-three miles) He did five years in prison. (served five years in prison, spent five years in prison)

DO for avoiding repetition. The verb DO is often used instead of another verb to avoid repetition. Aren't you going to wash your car? – I have already done it. We need to change the lock. – I'll do it tomorrow. Who took my dictionary? – I did. You know it as well as I do. He stayed there as long as I did. Don't like working on Saturdays. – Who does? John left early, and so did Mike.

DO as an auxiliary verb. The verb DO is used as an auxiliary verb in the formation of questions, short answers, and negative forms in the Simple Present and Simple Past. Do you speak Spanish? – Yes, I do. No, I don't. Did you see Anna yesterday? – Yes, I did. No, I didn't. I don't know him. He doesn't live here. He didn't tell me about it. He didn't do what you asked him to do. Don't leave. Don't be afraid.

DO for emphasis. The verb DO may be used for emphasis. In such constructions, the verb DO (does, did) is stressed and stands before the main verb used in the base form. I do think that you should stay here for several days. I do believe you! Why didn't you ask John about it? – But I did ask him. You haven't eaten any fruit. Do take some of these apricots.

Exercise 1. Analyze the usage of verbs and remember it.

Exercise 2. Analyze the information and use it in practice.

ALLOW PERMIT LET

ALLOW (разрешить, позволить): allow the children to watch TV; allow the students to leave early; he allowed them to stay in his house; I was not allowed to visit her; smoking is not allowed here; she does not allow using her computer; allow me to help you; allow me to explain; allow me to introduce myself; she allows herself no chocolate; his parents allow him ten dollars a day for books; she spends more than her budget allows; allow at least two hours for changing planes.

PERMIT (разрешить, позволить): the law permits it; they permitted him to visit the prison; she wasn't permitted to talk to him; they don't permit parking here; permit me to explain; his tone permitted of no objection; these facts permit of no doubt; call me when time permits; we'll go there, weather permitting.

LET (informal: разрешить, позволить): let me help you; let me do it for you; let me talk to him; let me explain; let me tell you; let me introduce myself; let me see; let me think; let me guess; let me know; I'll let you know about it; he let them stay in his house; let me pass; let him go; let her try; let her finish; don't let it happen again; let it be; let it go; let go of my hand; let me in; let me out; let him be; let him alone; he can't sit, let alone walk; she lets rooms to students; let's go; let's wait for him; let us say; let us assume that this is true; let us not forget that he is only 20 years old.

ASK BEG REQUEST

ASK (спрашивать; просить): ask a question; I asked him a question; she asked me about my work (my family, friends, plans); he asked after her health; she asked what he was going to do; she asked whether he wanted something to eat; ask directions; ask the way; ask the time; she asked politely (anxiously, nervously, quietly, softly, loudly, amiably, coldly, dryly, sarcastically, suspiciously); Can I ask you something? I forgot to ask him about it; I wanted to ask; I meant to ask; I didn't dare (to) ask; I couldn't help asking; I couldn't resist asking; ask for help (for advice; for money; for a favor; for more information); ask (for) permission to do something; he asked for the manager; here's the book you asked for; she asked me to help her; ask him to do it; they asked her to dinner; she asked to see him; he asked to be excused from the meeting; I have a favor to ask (of you); you are asking too much (of me); if it's not too much to ask.

BEG (умолять): beg for money (for help, for food, for mercy, for life); beg forgiveness; beg permission; beg a favor; beg alms; beg one's bread; beg from door to door; she begged to go with us; they begged him to help their family; she begged them to show mercy; she practically begged him not to leave her; he begged her to forgive him; he almost begged for this job; beg humbly; she begged that she be allowed to stay with her children; she was forced to beg; I beg your pardon? I beg to differ; I beg to disagree; I beg of you not to go there; those jobs went begging; beg the question.

REQUEST (вежливо, официально просить): he requested an answer (a favor); he requests permission to speak; the bank requests payment; she requests that I should be there; he requests to be excused from this duty (from the meeting); he requested them to be present at the meeting; an answer is requested (of you); he acted as requested; visitors are requested to keep off the grass; we repeatedly (immediately, urgently, specifically, expressly, politely, formally) requested more information from them.

BEAR CARRY

BEAR (нести ношу, выдержать, родить): bear the burden of something; bear the consequences; bear responsibility; bear the cost; bear the blame; bear the cross; bear pain; the right to bear arms; bear a resemblance; bear witness; bear a grudge against someone; bear oneself with dignity; bear in mind; the ice won't bear his weight; I can't bear this heat; I can hardly bear to see him; please bear with me; the trees bear fruit; she bore him three sons; she has borne two daughters; he was born in 1993.

CARRY (нести): carry a bag; carry a suitcase; I'll carry this bag for you; carry a baby in one's arms; carry a gun; carry small change in the pocket; carry one's head high; this pipe carries water to the village; wind carries sound; she carried the news to all neighbors; carry something too far; carry to extremes; don't get carried away.

BEAT HIT STRIKE KNOCK

BEAT (бить): her heart was beating fast; rain was beating against the windows; beat the rhythm; beat the drum; beat an alarm; beat the rug; they beat an old man; they beat him to death; beat someone black and blue; beat with a stick; you can't beat anything into his head; beat a path; beat the eggs; beat the record; she beat him at chess; it beats me how she did it; he beat me to it.

HIT (ударить): hit the ball; hit the nail with a hammer; he hit her; hit someone on the head; he hit his elbow on the door; hit hard; hit with a stick; he was hit by a car; the car hit the tree; prices hit a new low; the bullet hit the target; hit the mark; hit home; hit the nail on the head; hit below the belt; hit someone where it hurts; hit the ceiling; hit the road; hit the hay; hit someone's fancy.

STRIKE (ударить): strike a blow; strike the nail with a hammer; he struck her; strike someone on the head; he struck his elbow on the door; strike with a stick; strike hard; strike repeatedly; the ship struck a rock; the lightning struck the tree; the clock struck nine; strike a match; strike a bargain; strike a deal; strike hands; strike a balance; strike home; strike oil; strike it rich; strike someone's fancy; strike someone speechless; it strikes me as strange.

KNOCK (стучать, ударить): knock at the door; knock on the door; knock on wood; knock twice; knock lightly; knock loudly; the engine is knocking badly; knock a glass from the table; knock a vase to pieces; the blow knocked him unconscious; knock into a table; knock down; knock out; knock over.

BEGIN START COMMENCE

BEGIN (начать): begin work at nine o'clock; the concert begins at seven; I don't know where to begin; Where do I begin? begin at the beginning; we begin tomorrow; she began to cry; she began crying; let's begin; Shall I begin? I can't begin to understand it; beginning with January; the day began with good news; What shall we begin with? let's begin with tea; To begin with, how did he get in the house?

START (начать, особенно новое): start work at nine o'clock; When do I start? we start tomorrow; she started to cry; she started crying; start a journey; start a car; start a conversation; start a fight; start a family; start a new company; he started his own business; the fire started in the basement; starting with January; the day started with good news; we'll start with coffee; start from the beginning; start from scratch; she started with fear when she heard his voice.

COMMENCE (начать): commence legal proceedings; commence proceedings in court; commence a court action; commence a lawsuit; commence prosecution.

CHOOSE SELECT PICK PICK OUT ELECT

CHOOSE (выбирать из двух или более; предпочесть, решить): choose a tie; choose a car; choose a book for me; choose friends; choose the cast; choose a chairman; choose one's words; choose between two evils; choose carefully; choose well; choose poorly; he chose wisely; choose freely; you are free to choose whichever you want; choose anything you want; you can't pick and choose in this situation; there's nothing to choose from; choose for yourself; she chose to leave; he chose to stay.

SELECT (тщательно выбирать из группы): select a wine; select a tie; select a jury; select the cast; they selected him to represent them; select goods from a catalogue; select carefully; select deliberately; select tastefully; select fastidiously; select arbitrarily; select at random; select automatically.

PICK, PICK OUT (придирчиво выбирать из группы): pick the best; pick one's words carefully; they picked him as the captain of the team; pick out the dress that you like; she picked out the red one; she always picks out the best fruit on the market; pick out for yourself the tomatoes that you want to buy.

ELECT (избрать официально; предпочесть, решить): elect a chairman; they elected him chairman; he was elected chairman; elect a mayor; elect as a candidate; he was elected to the city council; elect unanimously; elect for the term of five years; elect by popular vote; she elected to leave; he elected to remain silent.

CLEAN CLEAR

CLEAN (очищать): clean the shoes; clean the clothes; clean the carpet; clean your room; clean the window; clean out the closet; clean out one's savings; clean one's plate.

CLEAR (очищать, прояснять): clear the table after dinner; clear a path; clear the way; clear snow from the driveway; clear the room of people; clear out the closet; clear up the mess; clear the meaning; clear up the mystery; clear one's throat; clear one's voice; clear one's mind; clear one's name; clear oneself of a charge; the sky is clearing; the weather is clearing up.

CLOSE SHUT

CLOSE (закреть): close the door; close the window; the window will not close; close with a bang; close your books; close your eyes; close your mouth; close the store for the night; the stores are closed now; the bank closes at 5:00; close a bank account; close a road; close the border; close down a factory; close a hole; close a case; close a meeting; the discussion is closed; close a deal; close a sale on a house; his wounds closed.

SHUT (закреть): shut the door; shut the window; shut the lid; shut your books; shut your eyes; shut your mouth; Shut up! shut the store for the night; shut the dogs in the barn; shut down a factory; my computer shut down; they shut him from their circle.

Note: LOCK (запирать на замок): lock the door; lock the gate; lock the building; lock the store; lock the dogs in the barn; lock up a prisoner; he locked her in his arms; gears locked into place; it locks automatically.



COLLECT GATHER PICK UP

COLLECT (собирать): collect stamps; collect coins; collect rare books; collect information; collect data; collect facts; collect signatures; collect taxes; collect a debt; collect a bill; collect on delivery; he went to the post office to collect his mail; collect oneself; collect one's courage; collect one's thoughts; students collected in the hall; a crowd collected at the scene of the accident; rain water collected in the tank.

GATHER (собирать): gather your toys from the floor; gather the pieces of a broken cup; gather in a heap; gather flowers; gather berries; gather a good crop; gather information; gather facts; gather strength; gather speed; gather experience; gather dust; gather oneself; gather one's courage; gather one's thoughts; the street show gathered a crowd; students gathered in the hall; they gathered around the table; clouds are gathering.

PICK UP (поднимать, подбирать): pick up a penny from the floor; pick up flowers; pick up berries; I'll pick you up at seven o'clock; he went to the post office to pick up his mail; she picked up several nice hats very cheaply at the fair; the dog picked up the scent; pick up strength; pick up speed; the wind is picking up; business is picking up; a cup of strong tea will pick me up; pick up your room.

COME ARRIVE

COME (приходить): come home; come here; come to my house; come over for dinner; Can you come? Won't you come in? come in, please; come back; come with me; come quickly; come early; come again; I came here by bus; the train from Boston comes at noon; she comes from Texas; June comes after May; winter is coming; come of age; come true; come what may; come in handy; come into effect; come into a fortune; come to light; come to an end; come to nothing; come to a decision; come to a conclusion; it came to me that I had seen him before; you had it coming; they come and go.

ARRIVE (прибыть): arrive in London; arrive by train; arrive in the evening; the train arrives at three; arrive early; arrive at the hotel at night; arrive at the airport an hour before the flight; arrive at a decision; I arrived at the conclusion that he lied to me.

CONSIST COMPRISE INCLUDE CONTAIN

CONSIST (of: состоять из; in: заключаться в): his report consists of six parts; the United States consists of fifty states; the United Kingdom consists of Great Britain and Northern Ireland; Great Britain consists of England, Scotland, and Wales; water consists of hydrogen and oxygen (water is composed of hydrogen and oxygen); his supper consisted of bread and milk; friendship consists in sharing and help; your task consists in finding a new place for our office; consist mainly (mostly, largely, primarily, entirely, only) of (in) something.

COMPRISE (заключать в себе; составлять): the UK comprises England, Wales, Scotland and Northern Ireland; her collection of books comprises two thousand volumes; women comprise about 60 % of students at this university.

INCLUDE (включать в себя; иметь в своём составе): this edition includes all of his poems; his report includes a preface and an index; her collection of books includes several rare books; the package included a brief manual; batteries are not included in the set; please include this information in your letter; the names of new members haven't been included in the list yet; she paid for everything, postage included; twenty people were present, including five children.

CONTAIN (содержать; вмещать; сдерживать): this manual contains a lot of useful information; the package contained a birthday card and a silver medallion on a silver chain; this box contains twelve bottles; this cake contains a lot of sugar; beer contains alcohol; a gallon contains four quarts; he could hardly contain his anger (indignation, amusement, laughter, eagerness); please try to contain yourself; contain a fire; contain inflation.

CRY SHOUT YELL

CRY (плакать, кричать): I saw her crying; Why are you crying? please don't cry; she cried when she saw it; cry like a baby; cry oneself to sleep; cry one's eyes out; cry bitter tears; cry with grief; cry with anger; cry with pain; cry loudly; cry out.

SHOUT (кричать): don't shout at children; please don't shout; Stop shouting! I heard her shouting; shout loudly; shout angrily; shout with pain; shout for help; shout orders; shout out. **YELL** (орать): Don't yell at me! Stop yelling! she is always yelling; yell angrily; yell with pain; yell orders.

DEMAND CLAIM REQUIRE NEED

DEMAND (требовать как необходимое; настоятельно спрашивать): I demand an apology (an explanation, an answer); he demanded money from them; she demanded payment of the debt; he demands obedience; this task demands patience (great care, skills, energy); she demanded that he leave immediately; I demand to be shown the whole report; the suspect demands that he be allowed to call his lawyer; "Who told you that?" she demanded; demand angrily (indignantly, furiously, aggressively, irritably, coldly).

CLAIM (требовать как принадлежащее по праву; заявлять): he claimed the throne; she claimed her right to the estate; he claimed payment (compensation, damages); he claimed an exemption for dependents; he tried to claim back some of his expenses; this problem claims attention; she claimed against them / on them; he claims to be the sole heir; he claims to own the house; she claims that she was tricked into selling her house; claim rightfully; claim falsely.

REQUIRE (требовать как необходимое, установленное правилами): do as the law requires; you are required to register; I did everything that was required of me; the law requires us to pay taxes; the teacher required that her students should attend the conference; the officers required absolute obedience from/of their soldiers; she requires medical care; this task requires patience (great care, skills, energy); these flowers require a lot of water; this noun requires the definite article; the house requires painting; as circumstances may require; if required; when required.

NEED (нуждаться в; требоваться): we need bread, butter, and milk; we need to buy some meat; she needs help; I need your help; I really need you; I need a map of Moscow; call me if you need something; I need more time; I need to work harder; I don't need it; you don't need to do it; she needs medical care; these flowers need a lot of water; the water tap needs fixing; the house needs painting; this room needs cleaning; his shirts need ironing; if needed; when needed.

DEFEND PROTECT GUARD SAFEGUARD

DEFEND (защищать, оборонять): he defended his family; he defended them from the attackers; they defended their town from/against the enemy (from/against attack); they will defend their country; he defended himself with a stick; defend yourself; defend your rights (your beliefs); defend a case; defend a suit.

PROTECT (защищать, охранять, предохранять от): parents must protect their children from bad influence (from infectious diseases); wear sunglasses to protect your eyes from the sun; this cream will protect your skin from/against sunburn; protect iron from corrosion; protect forests from fire; protect property from intruders; protect from harm (from injury, danger, loss, insult; attack, intruders); they protect their own interests.

GUARD (охранять, сторожить; оберегать от): guard the prison (the prisoners); guard the door; guard a camp; guard a secret; guard one's reputation; parents must guard their children from bad influence (from infectious diseases); try to guard against infection (against temptation); check your spelling regularly to guard against typical mistakes; guard one's temper (one's tongue).

SAFEGUARD (охранять, предохранять, гарантировать от): she is trying to safeguard her interests (her rights, her privacy, her health); schools must safeguard the children from harm; this medicine will safeguard you against the return of the illness; new measures to safeguard the industry against/from foreign competition.

SHIELD (защищать, заслонить): she shielded her eyes from the bright light with her hand; he shielded the child with his own body; he lied to the police to shield his younger brother; he has always tried to shield her from harm (from danger, from gossip, from blame); shield from prosecution; shield from invasion; new measures to shield the companies from foreign competition.

FALL DROP

FALL (падать): I fell and hurt my elbow; she tripped over a stone and fell; the cup fell and broke; snow is falling; rain is falling; the temperature fell ten degrees; prices fell by 20 percent; leaves fall from the trees in autumn; he fell from the bicycle; he fell on his knees; fall down; fall to the ground; fall to the floor; his voice fell to a whisper; his birthday falls on a Sunday this year; the stress falls on the first syllable; their choice fell on him; suspicion fell on her; the river falls into the sea; fall into place; fall into a trap; fall into a habit; fall in love; fall to pieces; fall on one's feet; fall out of use; fall victim to someone's trick; fall asleep; fall ill; fall flat; fall short.

DROP (падать, ронять, прекращать, капать): the temperature dropped twenty degrees; prices dropped sharply; sales dropped by 50 percent; the number of visitors dropped from 500 to 75; he dropped to his knees; he dropped his voice; Drop dead! I dropped my keys; she dropped her glasses; drop me at the corner; drop me a line; drop a word for me; drop a hint; drop into a habit; let's drop the subject; she dropped old friends; he dropped his studies; she drops her t's at the end of words; she dropped out of school; he dropped from sight; drop from a competition; light rain dropped; water drops from the roof; drop a tear over something.

Note: DRIP (капать): the water tap is dripping; I was dripping wet; he was dripping with blood.

FIND DISCOVER

DISCOVER (обнаружить, сделать открытие): discover a new island; discover a new planet; Columbus discovered America; Who discovered electricity? I discovered that I made a mistake; I discovered that several files were missing.

FIND (найти): find an answer; find a solution; find a way to do it; find a mistake; find a dollar in the street; he found his keys; I can't find my glasses; Where can I find it? find a doctor; find a cure for cancer; find oil; find gold; find money for the project; find happiness; find time; find courage; find one's tongue; find by chance; I find it strange; I find it necessary; I found his room empty; she found him sleeping; they found him guilty; he finally found himself; find fault with someone; find out the truth; find out where she is going; I found out that she had left for Paris.

FINISH END COMPLETE TERMINATE

FINISH (закончить): I finish work at six; he finished school in 2004; we were just finishing dinner when the phone rang; finish your meal; I have to finish my report; I haven't finished reading this book; he finished writing a new story; finish early; Who finished first? she finished before they did; he finished his speech by saying, "Thank you, my friends." this course finishes in June; Are you finished with the cooking? she is finished with that impudent young man; they finished off the rest of the cake; he finished up in prison; he will finish up by breaking his neck; the disease almost finished him; the table is finished in brown laquer.

END (закончить): the meeting ended at three o'clock; the war ended in 1945; How does the story end? all is well that ends well; the project ended in failure; the corridor ended in a closed door; the street ended before a small park; he ended up in a hospital; he will end up by hurting himself; he ended his life; let's end this useless argument; he ended his speech with a joke.

COMPLETE (завершить): the construction of the new road hasn't been completed yet; our new house isn't completed yet; our project was completed on schedule; they completed their task and left; he completed a six-month computer course; on that day his little daughter completed her first week of school; by six o'clock he had completed twenty pages of his new story; please complete this form accurately; Can you help me to complete this puzzle?

TERMINATE (положить конец; закончить): terminate a contract; terminate someone's privileges; terminate an agreement; terminate a controversy; his employment contract was abruptly (immediately, automatically) terminated; this railway line terminates near the woods.

FORBID PROHIBIT BAN

FORBID (запрещать): he forbids her to go there; she forbids her daughter to visit night clubs; I forbid you to touch my things; she forbids smoking in this room; smoking is forbidden here; they forbade him entry to their house; my health forbids going there; God forbid!

PROHIBIT (запрещать): the law prohibits the sale of cigarettes to children; she prohibits smoking in this room; smoking is prohibited here; they prohibit him from visiting her; he was prohibited from going there.

BAN (запрещать): ban nuclear tests; ban a book; ban a film; ban a play; ban a newspaper; ban a demonstration; ban a protest meeting; ban the import of foreign cars.

FULFILL REALIZE ACCOMPLISH ACHIEVE REACH

ACCOMPLISH (выполнить, довести до конца): accomplish a mission; accomplish a difficult task; she accomplished what she had hoped for; How did you accomplish that? accomplish successfully; accomplish easily.

FULFILL (выполнить полностью; исполнять; осуществить): fulfill a promise; he finally fulfilled his promise to his parents; fulfill a task (an order); he failed (was unable; couldn't; tried; was able; managed) to fulfill the required task; fulfill one's duties (one's obligations); we have to fulfill this work by the end of the month; fulfill a need (demand, requirement, purpose); fulfill a function; his hopes (desires, dreams) have been fulfilled; he won't be able to fulfill himself in this field; he hasn't fulfilled his potential yet.

REALIZE (осознавать; осуществить; реализовать): he realized that he was wrong; he realized his mistake only later; I fully realize the difficulties ahead; I didn't realize how difficult it could become; I didn't realize how late it was; realize one's plans (intentions, ideas, hopes, ambitions); he finally realized his intention of becoming an actor; she realized her plan to start her own business; the house realized a profit; these goods realized about ten thousand dollars; those goods were difficult to realize.

ACHIEVE (достичь, добиться): he achieved his purpose (his aim, his goal); our purpose (aim, goal, plan) was achieved; his words achieved their aim; achieve success; achieve unity; achieve lasting peace; achieve victory; achieve good results; he failed to achieve his objectives; it is difficult (impossible, easy) to achieve what you want.

REACH (достичь места, состояния; дотянуться до): they reached their destination; we reached Boston late at night; the bookcase reaches the ceiling; their profits are expected to reach three \$1 mln next year; they were unable to reach a conclusion (a decision, a verdict, an agreement); he reached some success in his studies; his words reached their aim; I called several times but couldn't reach him; she reached for the telephone (her bag, her key); he reached into his pocket for his wallet; he is so tall that he can reach the top shelf easily; he reached out his hand in greeting; he reached out and touched the wall.

GO WALK

GO (идти, ехать): go home; go to work; go to school; go to Spain; go to prison; go to the kitchen; go to the park; go for a walk; go for a ride; go for a drive; go by bus; go by plane; go by train; go on foot; Does this bus go to the center? go down this street; go this way; go upstairs; go abroad; she is gone; I have to go now; this old sofa will have to go; go broke; go Dutch; go mad; go crazy; go wrong; go easy on something; go too far; go for it; go shopping; go fishing; I'm going to see Anna; he is going to leave next week; How is your new job going? How did the meeting go? time goes quickly; if all goes well; let her go; let yourself go; coffee and pizza to go.

WALK (идти пешком, гулять): walk in the park; walk after supper; walk down this street; walk this way; walk two blocks; walk along the road; walk fast (slowly); her baby is learning to walk; she walks to work; she walked the baby around the room; he walked me to the bus stop; walk the dog; walk the streets; walk the floor; walk on air.

HAVE OWN POSSESS

OWN (владеть, признавать своим): she owns a car; he owns a nice house; he owns land; Do you own property? she doesn't own the house in which she lives; they own their own home; he owns a gun legally; she owns the estate jointly with her brother; the company is partly owned by his uncle; the building is privately owned; he owned his child in court; he owned his faults; he owned to being wrong.

HAVE (иметь): have a car; have a nice house; she has a good job; he doesn't have a telephone; they don't have much money; I have a younger brother; he has a lot of friends; she has blue eyes; he has dark hair; he has the right to do it; have breakfast (lunch, dinner, a sandwich, a cup of tea, a drink); have a baby; have a problem; have a question (an opportunity, an idea, a suspicion, doubts, a good time, fun); have a look (a talk, a walk, a seat, a bath, a cold); have a headache; have a heart attack; have a fight; have an accident; have patience; have influence; I don't have enough courage to do it; he has a lot of good qualities; have pity on him; he doesn't have time; you have an hour for this task; I have to go; we have to help him; I don't have to work today; have him do it; have her call me; I will not have it! I've had it!

POSSESS (владеть, обладать): possess property (wealth, a house, courage, patience, good qualities); possess oneself; he was possessed by anger; he is possessed by ambition; she is possessed by the desire to become rich; she is possessed by envy; he is possessed by demons; What possessed her to do it?

HIDE CONCEAL

HIDE (прятать, скрывать): they hid the treasure in the woods; he hid the money under the mattress (under a floorboard); she hid her face in her hands; he couldn't hide his feelings (his disappointment, his intentions); the sun was hidden by the clouds; What are you hiding from me? I have nothing to hide; Where is he hiding? the boy hid in the closet; hide behind the door; you'd better hide until they leave.

CONCEAL (прятать, скрывать, утаивать): he concealed the truth; he concealed his motives; he concealed his name; he tried to conceal his feelings (his fear, his intentions, his ignorance); he concealed the gun in his sleeve; they concealed the weapons (the criminals, the fugitives) in their farmhouse.

LAY PUT

LAY (положить, класть): lay – laid – laid – laying; lay the book on the desk; lay the child on the bed; lay the carpet on the floor; lay the table for dinner; lay the foundation; lay the cable; lay the pipeline; lay bricks; lay eggs; lay a tax on imported goods; lay the blame on someone; lay siege to a city; lay down one's life; lay someone to rest; lay oneself open; the story is laid in a small village; many workers were laid off.

PUT (положить, поставить): put your bag on the floor; put your coat on the bed; put the cups on the table; put the books on the shelf; put the keys into the bag; put your money in the bank; put a child to bed; put a child into nursery school; put a criminal into prison; put everything in order; put an end to something; put a tax on imported goods; put the blame on someone; put yourself in my place; put two and two together; I don't know how to put it; to put it mildly.

Note: LIE (лежать): lie – lay – lain – lying; lie on the bed; lie on the floor; the cat is lying on the sofa; lie awake; lie still; lie sick; lie idle; lie in ambush; lie in wait; the village lies to the north of the city; the land that lies in front of you; the town lay in ruins; the trouble lies in poor nutrition; the remedy lies in good education; the decision lies with him.

LEARN STUDY

STUDY (изучать, заниматься): study law; study mathematics; study English; study languages; study medicine; study a problem; study a case; study a book; study the situation; study the map of Manhattan; study people's faces; she is studying to become a doctor; study for an examination; I have to study; he studies hard; she studied the material thoroughly.

LEARN (изучать, познавать, узнать): learn English; she learned French from her parents; learn the poem by heart; he learned his lesson; learn by example; learn by experience; learn from mistakes; learn from watching others; learn to speak; learn to read; her baby is learning to walk; my son is learning to swim; she is learning to drive; she is learning to be patient; she learns quickly; learn the truth; learn the sad news; she learned that he left for London; I was surprised to learn that he was 70 years old.

LEND LOAN

LEND (дать взаймы): banks lend money; libraries lend books; Can you lend me fifty dollars till Sunday? he lent a hundred dollars to his roommate; lend a dictionary; lend a bicycle; Could you lend me a hand with cleaning?

LOAN (дать взаймы): banks loan money at interest; libraries loan books; he loaned a hundred dollars to his roommate.

Note: Антоним – **BORROW** (взять взаймы): borrow money; borrow a hundred dollars till Monday; she borrowed money from a bank; borrow a dictionary; borrow a bicycle; I borrowed his CD player; Can I borrow your pen?

LOOK FOR SEARCH SEEK

LOOK FOR (искать): look for a job; look for a new apartment; look for a place to live; look for a nice hotel to stay; look for a book; look for an answer; look for advice; look for help; she is looking for her keys; he is looking for a way to solve this problem; I'm looking for Mr. Smith; I'm looking for black leather shoes in size 8; I'm looking for Oak Street; they are looking for excitement; they are looking for trouble; What are you looking for? What qualities are you looking for in your friends?

SEARCH (искать, обыскать): search for truth; search for beauty; search for peace of mind; search for gold; search for a book; search for an answer; he searched his mind for an explanation, but couldn't find any; he searched his memory but couldn't remember her name; he searched her face for a clue; she searched her apartment for the lost ring; the police searched the house; the police searched the suspects for hidden weapons; Search me!

SEEK (formal: искать, пытаться найти): seek the truth; seek help; seek advice; seek someone's approval; seek employment; seek work; seek fame; seek wealth; seek one's fortune; seek protection; seek a way to solve the problem; seek shelter; seek a place for rest; seek for gold; seek for peace of mind; seek and ye shall find; be sought after; experienced managers are much sought after by employers.

MEAN IMPLY DENOTE SIGNIFY

DENOTE (обозначать, значить): A comma denotes a very short pause in a sentence. Percentage is denoted by the symbol %. The detective placed tiny flags on the map to denote the location of the suspects. Tears usually denote pain or grief.

MEAN (иметь в виду, намереваться, значить, предназначать): What do you mean to do? I mean to talk to him about it; I meant to ask you; I didn't mean to offend you; she meant no harm; he means well; she means you no good; I never say what I don't mean; I didn't mean it; I mean it; I really mean it; What does this word mean? I don't know what it means; What does it mean? What do you mean? What do you mean by saying that we don't have adequate equipment? What do you mean by "adequate"? they don't know what it means to be hungry (to be poor, to be alone); his words meant nothing to me; your advice (recommendation, praise, help, friendship) means a lot to me; money means everything to him; her remark was meant for you; it was meant as a compliment (as a joke); they were meant for each other.

IMPLY (подразумевать): her answer implies refusal (consent, acceptance, criticism); you seem to imply that I should know the answer; he implied (to them) that he knew more than he had told them; his words imply that he knows about this problem; What does this statement imply? It usually (generally, normally) implies that you can get your money back. It does not necessarily imply that you can get your money back without good reason.

SIGNIFY (означать, показывать): A slash often signifies alternatives, for example, and/or. Ellipsis points signify omission. His work during that period signified a new stage in his career. They signified their approval by clapping their hands.

Note: INTEND (намереваться, предназначать) is a more formal and more resolute synonym of **MEAN** in these meanings: What do you intend to do? I intend to talk to him about it. She intends to tell them everything. He intends to leave next week. No offense was intended. Her remark was intended for you. This book is intended as a gift for my daughter. The fund is intended for educational purposes.

OFFER SUGGEST PROPOSE

OFFER (предлагать): offer help; offer to help; he offered her a drink; they offered him a good job; he offered to drive me to the store; offer money; offer \$100 for the carpet; offer goods at a reduced price; the school offers various night courses; hotels offer various services; offer an apology; offer advice; offer an opinion; offer a suggestion; offer a solution to a problem; offer a plan; he was offered a good job.

SUGGEST (предлагать): suggest an idea; suggest a plan; suggest a solution to a problem; suggest a candidate for a job; suggest him as the committee chairman; he suggested staying at the Green Hotel; he suggested that we should wait a little longer; she suggested that the meeting be postponed; evidence suggests that she was at the scene of the crime; Do you suggest that she is lying? his name doesn't suggest anything to me.

PROPOSE (предлагать): propose a plan; propose a toast to someone's health; I propose Mr. Doyle for chairman; she proposed that the meeting be postponed; propose marriage; he proposed to her.

RAISE LIFT

RAISE (поднять): raise your hands; raise your head; raise a hat to someone; raise a glass to someone; raise him from his knees; the noise raised him from his bed; raise a building; raise a monument; raise a tower; raise funds; they raised 500 dollars for the flood victims; raise a question; raise an issue; raise objections; raise a protest; raise prices; raise salaries; raise children; raise a family; raise cattle; raise corn; raise one's voice; raise one's hopes; raise one's spirits; raise suspicion; raise memories; raise hell; raise the dead; raise someone from the dead.

LIFT (поднять): she lifted her hand; she lifted the child from the floor; he lifted the bag and put it on the table; this box is too heavy to lift; lift the ban on a book; he managed to lift himself from poverty; she didn't even lift a finger to help me; the plane lifted off.

Note: RISE (подняться): rise from the floor; she rose from a chair; he rose from his knees; a bird rose in the air; the plane rose above the clouds; she rose early today; rise high; the sun rises in the East; the tower rises to the height of 200 meters; the river rose five feet in three hours; prices are rising again; his temperature is rising; she felt her temper rising; he rose from the dead.

REFUSE REJECT DECLINE

REFUSE (отказаться): he refused the nomination; he refused my offer of help; she refused my request; she refused permission; she refused them permission to enter; she refused to see him; they refused to discuss the question; he refused to listen (answer, go, co-operate, help, obey); I asked him to come, but he refused; you have the right to refuse; they made me an offer I couldn't refuse; I was unable to refuse; she won't refuse him; he refused her nothing; refuse politely (repeatedly, pointedly, categorically, resolutely, flatly, outright, stubbornly).

REJECT (отвергать): he rejected my advice; he rejected their offer of help; he completely rejects this idea; his sons rejected him; she rejected three suitors; they firmly (categorically, flatly, indignantly, unanimously, immediately, consistently) rejected such suggestions; his proposal was rejected as too costly; his first novel was rejected by several publishing companies; damaged goods were rejected by consumers.

DECLINE (polite: отклонить): she declined his invitation; he declined their offer of help; she politely declined to answer his questions; he absolutely declined to discuss his business activity with his parents; they invited her to lunch, but she declined. **Note**: Other meanings of DECLINE (идти под уклон, на убыль): the road declines noticeably; his health declined considerably; profits declined by 25%; the market for these products is declining.

STOP QUIT CEASE

STOP (остановить, перестать, прекратить): stop talking; stop working; stop playing; stop joking; stop complaining; stop crying; stop the car; stop the bus; stop work; stop the game; stop the war; stop fire; stop payment; stop delivery; stop it; I can't stop it; Stop thief! stop him; stop him from doing it; What's stopping you? Stop bothering me! she can't stop; stop immediately; stop suddenly; stop abruptly; stop short; stop completely; the rain stopped; he stopped at the corner; stop at the traffic light; Does this bus stop at the bank? he stopped at a small hotel for the night; he will stop at nothing; he stopped to read a note in the window; he stopped to light his cigarette; stop a leak; stop a hole; stop a bottle with a cork.

QUIT (прекратить, бросить): he decided to quit his job; she keeps threatening to quit; Why did he quit school? we quit work at seven o'clock; quit smoking; quit complaining; quit the city for the village in the woods.

CEASE (прекратить, прекращаться): Cease fire! the bank ceased payment; he ceased his efforts; the rain ceased falling; she ceased working five years ago; such films ceased to interest me; strange superstitions haven't ceased to exist; the singing ceased abruptly; the war finally ceased.

WAIT EXPECT ANTICIPATE

WAIT (ждать): wait for a bus; wait for a telephone call; wait for me; don't wait for me; I'm waiting for an answer; wait for your turn; wait for an hour; wait a minute; wait till eight o'clock; wait patiently; wait here; wait in the hall; How long have you been waiting? wait and see; it can wait; it can't wait any longer; this work will have to wait until next week; I can't wait; I can't wait to see you; keep someone waiting; wait tables; wait on someone.

EXPECT (ожидать): expect guests for dinner; expect a present; she expected an answer, but he remained silent; I didn't expect it; I hope you don't expect me to do it; we expect good work from you; you are expected to know it; I expect him to come back about six o'clock; I expect that he will come to the meeting; they expect their second child in June; she is expecting.

ANTICIPATE (ожидать, предвидеть): anticipate pleasure; anticipate success; anticipate a favorable decision; anticipate trouble; anticipate refusal; anticipate disaster; anticipate someone's wishes; anticipate a blow.

SAY TELL

SAY (сказать): He said, "I am busy." What did he say? he said that he was busy; say it loudly; say these words after me; say something; say anything; he said nothing; he didn't say a word; say hello; say good-bye; say yes; say no; say thank you; What can I say? I'm afraid I couldn't say; it is often said that life is unfair.

TELL (рассказать): tell me your name; tell me about your family; What did he tell you? he told me that he was busy; tell a story; tell a secret; tell a lie; tell the truth; tell the time; tell the news; tell the facts; Could you tell me where the bank is? tell him to do it; tell her to stop.

SPEAK TALK

SPEAK (говорить): I spoke with him yesterday; May I speak to Ann Jones, please? the lecturer spoke for an hour; he will speak at the meeting; Do you speak English? speak fast; speak slowly; speak loudly; speak in a low voice; speak openly; speak for yourself; speak up; so to speak.

TALK (разговаривать): she is talking with her friends; I'll talk to her about it; Are you talking to me? people are already talking; What are you talking about? talk shop; talk politics; stop talking; she will talk you to death; talk it over with your family.

THROW CAST TOSS

THROW (бросать): throw a ball; throw a stone at someone; throw a piece of paper into the wastebasket; throw a rope to someone; throw a man into prison; throw a glance at something; she threw me a kiss; throw a shadow on something; throw light on something; throw doubt on something; throw one's voice; throw a party; throw a fit; she threw herself into his arms; he threw himself into making films; he threw all his energy into the project; throw out the garbage; the horse threw its rider.

TOSS (бросать, подбросить): toss a piece of paper into the wastebasket; toss a ball; toss a bone to the dog; toss a coin; toss a pancake; she tossed the salad lightly; she made tossed salad; she tossed and turned all night.

CAST (бросать; в осн. в идиом. выражениях): cast stones; cast a net; cast a fishing line; cast a vote; cast a glance at something; cast a shadow on something; cast light on something; cast doubts; cast pearls before swine; cast a spell on someone; cast lots; cast actors; he was cast for the part of the villain; snakes cast the skin; snakes shed the skin; birds cast feathers; birds shed feathers.

WATCH OBSERVE

WATCH (наблюдать, смотреть; караулить): watch a film; watch a play; watch TV; watch television; watch a football game; watch the birds in the garden; I watched him clean the yard; she watched the children playing in the sand; watch me; watch the baby; the feeling of being watched; I have to watch my diet; watch his progress; watch the development of the situation; watch with interest; watch attentively; watch at the door; watch for a signal; watch for an opportunity; watch with a sick person; watch your step; watch your language; Watch it! Watch out!

OBSERVE (наблюдать, соблюдать; заметить): observe weather phenomena; observe the eclipse of the sun; observe the behavior of ants; observe the patient's reaction to medicines; observe the experiment; observe the operation; she feels that she is being observed; observe silence; observe discipline; observe the laws; observe the rules; observe traditions; observe a holiday; he observed coldly that nobody asked her to do it.

WANT WOULD LIKE WISH

WANT (хотеть): I want to see you; she wants to sleep; I don't want it; I want something to read; I want something to eat; I want a sandwich; I want a pound of Swiss cheese, please; What does he want? What do you want to do? What do you want from me? I want the truth; he wants me to write a report; the manager wants you in his office; he is wanted by the police; the house wants painting; this shirt wants washing; you want the number 15 bus (not the 16); she will never want for anything.

WOULD LIKE (хотел бы): I would like to see you; I would like to say a few words about this project; I'd like to say something to you; I'd like to talk to Maria, please; I would like to visit New York next year; I'd like a round-trip ticket to Boston, please; I'd like a cheese sandwich and a cup of coffee, please; I'd like a pound of butter, please; What would you like? What would you like to do? What would you like to eat? the manager would like to talk to you.

WISH (желать): I wish you luck; I wish you the best; I wish she were here now; I wish he would come back; I wish I could help him; wish on a falling star; wish on a penny.

WEAR DRESS PUT ON

WEAR (носить, быть одетым в): wear a coat; wear warm clothes; wears jeans; she is wearing a blue dress today; he is wearing a suit; wear a hat; wear leather shoes; wear glasses; wear jewels; wear a wig; wear a mask; wear a disguise; I have nothing to wear; What size clothes do you wear? I wear clothes in size 50; wear one's clothes into rags; wear one's shoes into holes; wear a man to a shadow; this fabric will wear for years; this fabric won't wear; this color will wear well; his coat is worn out; she is worn by anxiety; wear a smile; wear an air of happiness; wear one's head high; wear one's hair short; my patience is wearing thin; her patience is worn out.

DRESS (одевать): dress warmly; she dressed her little daughter in a nice dress; she is dressed in black; dress for dinner; What are you dressed up for? dress a store window with garlands; the surgeon dressed the wound.

PUT ON (надевать): put on a dress; put on a coat; put on a sweater; put on your glasses; put on weight; put on airs; he is putting you on.

| PHRASAL VERBS WITH "PUT" | | PHRASAL VERBS | | |
|--------------------------|---|---|---|--|
| Put into | Meaning: To try E.g. I put a lot of work into the speech. | Put across | Put aside | Put away |
| Put aside | Meaning: Save (money) E.g. I try to put a few dollars aside each week, just in case I need money in an emergency. | Explain or state something clearly and understandably | <ul style="list-style-type: none"> Save (money) Ignore or intentionally disregard (something), temporarily or permanently | <ul style="list-style-type: none"> Place Store Use |
| Put away | Meaning: Place out of the way, clean up E.g. I put the clothes away so as to neaten the room. | Put by | Put down | Put off |
| Put back | Meaning: Return something to its original place E.g. He carefully put the vase back on the shelf. | <ul style="list-style-type: none"> Preserve food by canning, freezing, drying, etc. Save money | <ul style="list-style-type: none"> Insult, belittle, or demean Pay Euthanize (an animal) | <ul style="list-style-type: none"> Procrastinate Delay (a task, event, etc.) Cause to dislike; to discourage (from doing) |
| Put by | Meaning: Preserve food by canning, freezing, drying E.g. Our family has been putting food by for generations. | Put on | Put on | Put on |
| | | <ul style="list-style-type: none"> Don (clothing, equipment or the like) Fool, kid, deceive Play (a recording) | <ul style="list-style-type: none"> Place Eject Produce Extinguish Flame | |

Exercise 1. Choose the right variant. Note: lay – laid – laid; lie – lay – lain.

1. She ... the sleeping child on the bed carefully. (lay, laid)
2. The cat is ... on the sofa. (laying, lying)
3. The village ... at the foot of the mountain. (lays, lies)
4. ... the table for five people, please. (Lay, Lie)
5. Let sleeping dogs (lay, lie)
6. The workers are ... new linoleum in the kitchen now. (laying, lying)
7. She ... awake until two in the morning worrying about her daughter. (lay, laid)
8. The scene of the story is ... in France. (laid, lain)
9. This carpet has ... here for twenty years. (laid, lain)
10. Hummingbirds usually ... two eggs and incubate them for 16 days. (lay, lie)

Exercise 2. Choose the right variant.

1. He ... his hand to attract her attention. (raised, rose)
2. She ... early today, about six o'clock in the morning. (raised, rose)
3. Don't ... your voice, please. (raise, rise)
4. The new director promises to ... our salaries. (raise, rise)
5. The prices are ... again. (raising, rising)
6. Good news from home ... his hopes. (raised, rose)
7. He ... from the chair and took several books from the shelf. (raised, rose)
8. Mike ... a question about the cost of the new project. (raised, rose)
9. The sun ... in the east. (raises, rises)
10. They ... their children in a quiet small town near the sea. (raised, rose)
11. Smoke could be seen ... from the chimney. (raising, rising)
12. The children have been taught to ... above selfish considerations. (raise, rise)
13. Fear ... up in their hearts as the enemy came near. (raised, rose)
14. A wind (raised, rose)

Exercise 3. Choose the right variant.

1. She ... scrambled eggs for breakfast. (did, made)
2. Please ... the dishes after dinner. (do, make)
3. He is a carpenter. He ... furniture. (does, makes)
4. He doesn't ... much money. (do, make)
5. Hello! How are you ...? (doing, making)
6. Two plus three ... five. (does, makes)
7. I have to ... a telephone call. (do, make)
8. I was ... my homework when the telephone rang. (doing, making)
9. I ... two mistakes in my spelling test. (did, made)
10. Don't just stand there! ... something! (Do, Make)

Exercise 4. Analyze the information and use it in practice.

Synonyms and antonyms in this section are organized in word lists of frequently used adjectives, nouns, verbs, adverbs. It is necessary to stress that the lists can be useful to you only if you thoroughly study the synonyms and antonyms in them. This work should include studying the use of the synonyms, learning by heart their typical collocations, doing exercises on choosing the right synonym, sorting out the synonyms in your lists (e.g., practical, useful, formal, informal, British, American), and using the most useful synonyms in your speech and writing.

Exercise 5. Choose the right variant.

1. Who ... the cooking in your family? (does, makes)
2. How much does he ...? (do, make)
3. I ... some research and learned several interesting facts. (did, made)
4. We don't... business with that company. (do, make)
5. It doesn't... any difference to me. (do, make)
6. Can you ... me a favor? (do, make)
7. He ... friends easily. (does, makes)
8. I'll ... my best. (do, make)
9. I'd like to ... n appointment with Dr. Smith, please. (do, make)
10. We'll have to ... without a car for some time. (do, make)

Exercise 6. Choose the most appropriate variant.

1. The word ... can be a synonym for the words "light" & "just". (blond, fair, honest)
2. The word ... can be a synonym for the words "new" & "story". (film, book, novel)
3. The word ... can be a synonym for the words "exhausted" & "hit". (beat, knock, tired)
4. The word ... can be a synonym for the words "flame" & "shoot". (burn, fire, hot)
5. The word ... can be a synonym for the words "floor" & "tale". (basis, end, story)
6. The word ... can be a synonym for the words "faucet" & "strike". (blow, drop, tap)
7. The word ... can be a synonym for the words "nice" & "penalty". (fine, pleasant, punishment)
8. The word ... can be an antonym for the words "wrong" & "left". (correct, right, true)
9. The word ... can be an antonym for the words "easy" & "soft". (difficult, hard, mild)
10. The word ... can be an antonym for the words "heavy" & "dark". (light, night, weight)

Exercise 7. Fill in the blanks with the most appropriate word.

1. Periods of time: millennium, century, decade, year, month, *week*, day, hour, minute, second. (fortnight, midnight, twilight, winter)
2. Instruments that indicate or measure time: clock, alarm clock, watch, timepiece, chronometer, stopwatch, timer, hourglass. (pendulum, sundial, timetable, Zeitgeist)
3. Types of automobiles: limousine, sedan, coupe, cabriolet, hatchback, station wagon, minivan, sports car, roadster. (convertible, sidecar, trunk, wheelbarrow)
4. Tools for repair work: hammer, sledge hammer, mallet, chisel, ax, hatchet, saw, drill, trowel, level, pliers, screwdriver, wrench, monkey wrench. (plane, plumber, toadstool, water, sprite)
5. Flowers: rose, carnation, tulip, daffodil, daisy, violet, poppy, pansy, forget-me-not, chrysanthemum, lily, hyacinth, orchid, gladiolus, snapdragon. (callus, chanterelle, ferret, snowdrop)
6. Birds: eagle, hawk, falcon, vulture, owl, crow, cuckoo, dove, pigeon, nightingale, lark, swallow, robin, thrush, finch, sparrow, parrot. (bat, otter, magpie, thistle)
7. Animals: lion, tiger, leopard, jaguar, cougar, panther, lynx, bear, racoon, wolf, hyena, jackal, coyote, fox, marten, weasel. (carrion, cheetah, ogre, sycamore)
8. These verbs imply looking: look, watch, gaze, stare, glare, glance, glimpse, peek, peer, view, eye, ogle. (attract, disguise, gape, loiter)
9. These nouns refer to abilities: ability, skill, power, talent, aptitude, capacity, capability, competence. (character, faculty, quality, willingness)
10. These adjectives imply being strange: strange, odd, weird, quaint, eccentric, bizarre, outlandish. (false, imaginary, morose, queer)

Exercise 8. Choose the right variant.

1. She ... 2,000 dollars for my old piano. (offered, suggested)
2. The school ... a six-month course in computer programming. (offers, suggests)
3. Her behavior ... that she is not telling us the truth. (offers, suggests)
4. I ... that the meeting be postponed till next week. (offer, suggest)
5. Can I ... you a drink? (offer, suggest)
6. The repairman ... that we should buy a new gas stove, but we didn't have enough money at the time. (offered, suggested)
7. I ... staying at the Redwood Hotel. (offered, suggested)
8. He ... to help us. (offered, suggested)
9. Can you ... a good candidate for this job? (offer, suggest)
10. They ... him a good job. (offered, suggested)

Exercise 9. Choose the most appropriate variant.

1. If it's ... to you, let's meet on Tuesday instead of Monday.
all along all at once all of a sudden all the same
2. The accident ... on Maple Street.
took part took place took time took turns
3. Children, your task for tomorrow is to learn this poem
by all means by chance by heart by the way
4. Good-bye and don't forget to ...!
keep good time keep in mind keep in touch keep moving
5. The party was formal and dull until Mike arrived and ... with his jokes.
broke the bank broke the ice broke the law broke the news
6. Mr. Milton is ... the Sales Department.
in case of in charge of in honor of in search of
7. Will he ever come back? – No, he left
by himself for good in advance on time
8. The car almost hit an old woman crossing the street. That was a
close call false alarm last-minute notice long shot
9. He is ... and will be here in ten minutes.
about to have dinner behind bars on his way out of town
10. When his children broke a vase yesterday, he ... and began to shout at everyone.
lost all hope lost his breath lost his temper lost his way

ANTONYMES – OPPOSITES

An antonym is a word that has the opposite or approximately the opposite meaning to that of another word. Like synonyms, antonyms may have several meanings, and antonyms of some word may or may not be synonyms among themselves. For example, the opposites of the word "friendly", the adjectives "unfriendly, hostile", are synonyms, while the opposites of the word "short", the adjectives "long, tall", are not synonyms.

Antonyms are easier to substitute than synonyms. In the case of adjectives, if you want to express the opposite, you can often use the structure NOT + adjective as a substitute for an antonym: young – not young; expensive – not expensive; important – not important; fragile – not fragile. Language learners need to study a lot of words, including synonyms and antonyms, in order to understand English speech and writing.

| | |
|-------------------------------|-------------------------|
| important/unimportant | usually/ unusually |
| believable/unbelievable | everything/nothing |
| forgettable/ unforgettable | clever/ stupid |
| useful/ harmful/ useless | to allow/ to forbid |
| cheap/ expensive/ dear | to sell/ to buy |
| meaningful/ meaningless | to cry/ to laugh |
| large/ big/ little/ small | permanent/ temporary |
| necessary/ unnecessary | to appear/ to disappear |
| interesting/ uninteresting | tasteful/ tasteless |
| interested/ disinterested | to push/ to pull |
| expressionful/ expressionless | to take off/ to put on |
| doubtedly/ undoubtedly | believe/ disbelieve |
| doubtful/ doubtless | different/ indifferent |
| changeable/ unchangeable | honest/ dishonest |
| convenient/ inconvenient | voiceful/ voiceless |
| well dressed/ badly dressed | smoker/ non smoker |
| mistakable/ unmistakable | still/ quiet/ noisy |
| pleasure/ displeasure | possible/ impossible |
| high/ tall/ low/ short | skilled/ unskilled |
| good/ bad (well/ badly) | sense/ nonsense |
| politeness/ impoliteness | pleasant/ unpleasant |
| experienced/ inexperienced | natural/ unnatural |
| successful/ unsuccessful | barbarian/ civilized |
| explicable/ inexplicable | young/ new/ old |
| dependence/ independence | correct/ incorrect |
| reasonable/ unreasonable | religious/ irreligious |
| comfortable/ uncomfortable | tame/ wild |
| quick/ fast/ rapid/ slow | strength/ weakness |
| paradise/ hell/ inferno | attractive/ ugly |
| to punish/ to encourage | durable/ unendurable |
| understand/ misunderstand | fruitful/ fruitless |

| | |
|---------------------------------------|---------------------------------------|
| valuable / invaluable | beautiful / ugly |
| discovered / undiscovered | hopeful / hopeless |
| export / import | plain / attractive |
| to remember / to forget | suitable / unsuitable |
| to leave / to forget | regular / irregular |
| heartful / heartless | written / unwritten |
| to lock / to unlock | outcome / income |
| settled / unsettled | innocent / disinnocent |
| serious / frivolous | cheerful / cheerless |
| to obey / to disobey | friendly / unfriendly |
| willing / ready / unwilling / unready | to wake up / to go to sleep / to bed |
| to take off / to touch down / to land | overweight / skinny |
| awful / terrible / nice / fine | thinkable / unthinkable |
| to discourage / to encourage | legal / illegal |
| reasonable / unreasonable | to stand / to sit down |
| expected / unexpected | to fall down / to get up |
| agreement / disagreement | continue / discontinue |
| to do somebody harm / good | to switch on / to switch off |
| powerful / powerless | to wake up / to go to sleep / to bed |
| to manage / to succeed / to fail | overweight / skinny |
| to turn on / to turn off | powerful / powerless |
| awful / terrible / nice / fine | to manage / to succeed / to fail |
| to discourage / to encourage | to turn on / to turn off |
| reasonable / unreasonable | right-hander / left-hander |
| expected / unexpected | to switch on / to switch off |
| agreement / disagreement | powerful / powerless |
| legal / illegal | to take off / to touch down / to land |
| to stand / to sit down | weak / strong |
| to fall down / to get up | light / dark |
| familiar / strange | often / seldom |
| difficult / easy | right / wrong |
| often / seldom clean / dirty | to win / to lose to take / to give |

| | |
|--------------------|--------------------|
| fat / lean | to ask / to answer |
| gay / sad | to get / to send |
| empty / full | hot / warm |
| careful / careless | there / here |
| direct / indirect | right / left |
| alive / dead | up / down |
| polity / impolite | soft / hard firm |
| heavy / light | lazy / energetic |
| far / near | sweet / sour |
| rich / poor | proud / modest |
| long / short | to go / to come |

COMPARE AMERICAN & BRITISH WORDS

| | |
|-------------------------------------|--------------------------------------|
| bill (money) – bank note | streetlight – lamppost |
| monkey – wrench spanner | vacation – holiday |
| flashlight – torch | street musician – bucker |
| yard – garden | mortician – undertaker |
| tag – label | sideburns – sideboards |
| blow-out – puncture | sucker – lollipop |
| purse – handbag | trailer – caravan |
| Scotch tape – sellotape | baby carriage – pram |
| undershirt – vest | smokestack – chimney |
| fire department – fire brigade | wire – telegram |
| articulated lorry – trailer truck | autumn – fall |
| barrister – attorney | biscuit – cookie |
| block of flats – apartment building | chemist's shop – drugstore, pharmacy |
| caravan – trailer | chips – French fries |
| cinema – movies | driving licence – driver's license |
| estate car – station wagon | holiday – vacation |
| flat – apartment, flat, studio | lift – elevator |
| high street – main street | motorbike – motorcycle |



HOW WELL DO YOU KNOW ENGLISH?

«Тот, кто ведет с нами борьбу, укрепляет наши нервы и оттачивает наше мастерство» – говорил английский писатель и оратор Эдмундт Берк.

Преодолевая трудности при изучении иностранного языка, вы совершенствуете свои языковые навыки. Слова, приведенные ниже, часто употребляют носители английского языка. Сколько из них вы знаете?

- abolish** A: to put an end to (положить конец)
B: settle down (обосноваться)
C: strike quickly (быстро ударить)
D: smooth over (сгладить)
- abdicate** A: beg (умолять)
B: resign (уходить в отставку)
C: scold (бранить)
D: destroy (разрушать)
- asinine** A: resentful (возмущенный)
B: unusual (необычный)
C: stupid (глупый)
D: nasty (противный)
- awesome** A: overly ambitious (слишком честолюбивый)
B: very beautiful (очень красивый)
C: causing wonder (вызывающий удивление)
D: ridiculous (нелепый)
- arbitrary** A: based on one's feelings (основанный на чувствах)
B: conciliatory (примирительный)
C: having sound judgment (имеющий здравое суждение)
D: diplomatic (дипломатичный)
- acclaim** A: to make a speech (выступить с речью)
B: show enthusiastic approval (выражать бурное одобрение)
C: argue deceitfully (приводить лживые доводы)
D: brag about (хвастаться)
- affirm** A: to convince (убеждать)
B: examine carefully (тщательно осматривать)
C: become unsteady (становиться неустойчивым)
D: state positively (категорически утверждать)
- anticipate** A: to extend (простирается)
B: endure (выдерживать)
C: resent (возмущаться)
D: foresee (предвидеть)
- alert** A: thoughtful (задумчивый)
B: stimulating (побуждающий)
C: attentive (внимательный)
D: uneasy (нелегкий)
- ample** A: easygoing (благодарный)
B: loud (громкий)
C: thin (тонкий)

| | |
|-------------------|--|
| aroma | D: abundant (<i>обильный</i>) A: pleasant fragrance (<i>приятный запах</i>) B: sweet taste (<i>сладкий вкус</i>) C: soft color (<i>мягкий цвет</i>) |
| attain | D: steam or vapor (<i>пар или туман</i>) A: to draw near (<i>приближаться</i>) B: search for (<i>искать</i>) C: unify (<i>объединять</i>) |
| ascend | D: achieve (<i>достигать</i>) A: to climb (<i>взбираться</i>) B: scan (<i>просматривать</i>) C: taint (<i>портить</i>) |
| abstain | D: excel (<i>превосходить</i>) A: to demand what is one's own (<i>требовать свое</i>) B: wear away (<i>стереться</i>) C: hold back from doing (<i>воздержаться</i>) |
| avert | D: to give away (<i>выдавать</i>) A: to examine thoroughly (<i>тщательно осматривать</i>) B: give up (<i>сдаваться</i>) C: push on (<i>продвигаться вперед</i>) |
| allot | D: prevent (<i>предотвращать</i>) A: to depend on (<i>зависеть</i>) B: clarify (<i>прояснить</i>) C: give a portion (<i>отдать часть</i>) |
| aspire | D: repeat over and over (<i>повторять снова и снова</i>) A: be stingy (<i>скупиться</i>) B: be curious (<i>любопытствовать</i>) C: agree (<i>соглашаться</i>) |
| chasten | D: get (<i>получать</i>) A: simplify (<i>упрощать</i>) B: discipline (<i>дисциплинировать</i>) C: prepare carefully (<i>тщательно подготавливать</i>) |
| concoct | D: sadden (<i>печалить</i>) A: create (<i>создавать</i>) B: frustrate (<i>разочаровывать</i>) C: trick (<i>обманывать</i>) |
| deplorable | D: hide (<i>прятать</i>) A: urgent (<i>срочный</i>) B: dishonest (<i>нечестный</i>) C: regrettable (<i>достойный сожаления</i>) |
| dissipate | D: helpful (<i>полезный</i>) A: separate (<i>отделять</i>) B: dare (<i>осмеливаться</i>) C: scatter (<i>рассеивать</i>) D: depress (<i>угнетать</i>) |

| | |
|------------------|--|
| dubious | A: strange (<i>незнакомый</i>) B: not intelligent (<i>неумный</i>) C: frighten (<i>испуганный</i>) D: doubtful (<i>сомневающийся</i>) |
| effective | A: injured (<i>раненый</i>) B: productive (<i>продуктивный</i>) C: unfriendly (<i>недружелюбный</i>) D: swift (<i>быстрый</i>) |
| emotive | A: softening (<i>смягчающий</i>) B: slow and careful (<i>медленный и осторожный</i>) C: expressing emotion (<i>выражающий чувство</i>) D: mimicking (<i>передразнивающий</i>) |
| ingenuity | A: cleverness (<i>сметливость</i>) B: inheritance (<i>наследство</i>) C: carelessness (<i>небрежность</i>) D: inexperience (<i>неопытность</i>) |
| inept | A: relaxed (<i>расслабленный</i>) B: excellent (<i>отличный</i>) C: sensitive (<i>чувствительный</i>) D: not skilled (<i>неумелый</i>) |
| lethargic | A: peaceful (<i>мирный</i>) B: cold- blooded (<i>хладнокровный</i>) C: alert (<i>настороженный</i>) D: sluggish (<i>вялый</i>) |
| periphery | A: highest point (<i>высшая точка</i>) B: inner core (<i>внутренняя сущность</i>) C: outer edge (<i>внешний край</i>) D: contempt (<i>презрение</i>) |
| retain | A: prevent (<i>предотвращать</i>) B: seize (<i>хватать</i>) C: keep (<i>удерживать</i>) D: admit (<i>допускать</i>) |
| rhetoric | A : philosophy (<i>философия</i>) B: wordiness (<i>многословие</i>) C: question (<i>вопрос</i>) D: repetition (<i>повторение</i>) |



COMMENTS

Abolish *положить конец, применив власть*

It is the right of the people to alter or abolish unjust laws.

Asinine *глупый, неумный, упрямый*

The architect warned that it's asinine to build a house here.

Awesome *вызывающий удивление и трепет*

The awesome show covered peak towered over the mountain climbers.

Arbitrary *Основанный на чувствах разума*

A judge must follow the rules of law and can't make arbitrary decisions.

Acclaim *выражать бурное одобрение*

Critics acclaimed the new drama.

Affirm *категорически утверждать, отстаивать*

The chief of medical research affirmed they were about to do it.

Anticipate *предвидеть, знать, заранее* He anticipated a restful vacation.

Ample *обильный, изобильный*

The magazine should be illustrated with ample sketches and photographs.

Alert *бдительный, внимательный, настороженный*

She alert and interested, listened to the complicated explanation. The sign alerted the hikers to the danger from falling rock.

Aroma *приятный запах, сладкая приправа*

The mouth-watering aroma of baking bread spread throughout the house.

Attain *достигать, выполнять*

Sports writers predict that the veteran track star'll attain yet another Olympic gold medal.

Abstain *воздерживаться от чего-то*

Ella is a vegetarian and abstains from eating meat.

Ascend *двигаться вверх, взбираться*

Avert *предотвращать, отводить*

Diplomatic exchanges between nations help to avert hostile confrontation.

Allot *ассигновать*

The Trade Fair management will allot 500 square feet to each exhibitor.

Deplorable *достойный сожаления*

The cab driver's rudeness was deplorable.

Asquire *приобретать, добывать*

The museum director wanted to acquire a Joan Miro painting.

Ingenuity *сметливость, способность к воображению*

Maria shows ingenuity in solving difficult problems in computer programming.

Inept *неумелый, неуклюжий, неловкий*

We don't want an inept auto mechanic to fix a broken headlight.

Inept *неподходящий, бестолковый*

The clerk made an inept reply to the customer's question.

Retain *помнить, держаться за что-то*

Concentrated study will help you to retain knowledge.

Periphery *внешний край чего-то, район*

Suburbs form the periphery of the city.

Rhetoric многословие, вычурность языка

Nicholas used emotional rhetoric to excite his followers.

Concoct создавать, придумывать

Lara can concoct delicious meals. She can concoct some excuse for not exercising.

Emotive выражающий, вызывающий чувства

The emotive, passionate quality of an old Village folk song.

Lethargic вялый, апатичный, сонный, скучный

The tropical climate made everyone lethargic.

Abdicate покидать высокий пост

In 1936, Edward VIII abdicated his throne so that he could marry a commoner.

Chasten дисциплинировать

Sometimes a teacher finds it necessary to chasten his students.



UNIT IV. IDIOMATIC PHRASES

An idiom is a common word or phrase with a culturally understood meaning that differs from what its composite words' denotations would suggest.

For example, an English speaker would understand the phrase "*kick the bucket*" to mean "*to die*" – as well as to actually kick a bucket. Furthermore, they would understand when each meaning is being used in context.

An idiom is not to be confused with other figures of speech such as a metaphor, which invokes an image by use of implicit comparisons ("*the man of steel*"); a simile, which invokes an image by use of explicit comparisons ("*faster than a speeding bullet*"); and hyperbole, which exaggerates an image beyond truthfulness (like "*missed by a mile*"). Idioms are also not to be confused with proverbs, which are simple sayings that express a truth based on common sense or practical experience.

Exercise 1. Put the exclamations after the sentences below.

| | |
|--------------|---|
| Mmm! | How disgusting! |
| Wow! | I have dropped it! |
| Hey, Peter! | That's crazy! What a stupid thing to say! |
| Yuk! | Of course I'm listening to you. |
| Whoops! | It's absolutely delicious! |
| Ah! | Triplets! How amazing! |
| Ouch! | What a shame! |
| Uh? i Uh-huh | I have just cut my finger. Come over here and sit with us. |

- We went to dinner with some friends on Saturday evening. We had a lovely time, but the meal was awful!. We had sheep's heart with rice and bananas!
- We were all going on holiday to Spain next week. We were really looking forward to it, but my father's been quite ill so we've had to cancel the holiday.
- Has Annie had the baby yet? It must be due any time now.
- Oh, yes. Haven't you heard? She didn't have one. She had three. Tom's the father of triplets!
- Careful with that knife. Mind you don't cut yourself. It's very sharp.
- Do be careful. That bowl's really heavy!
- How's your steak? Is it OK?
- Look! Isn't that Peter Wilson over there sitting on his own?
- Sarah told me that you hated me. She said that you didn't want to see me ever again!
- So anyway, in the middle of the meeting the manager, you know...Keith Matthews, well he suddenly got up out of his chair and started walking around the room...
- Darling, are you listening to me?

Exercise 2. Add some information & make up a small report and give a talk in class.

Exercise 3. Choose the keywords that best convey the gist of the information.

Exercise 4. Which verbs in A can go with the adverbs in B?

A. Agree, advice, behave, believe, consider, lie, forget, recommend, remember, die, understand.

B. Badly, convincingly, distinctly, fully seriously, sincerely, strongly, totally, tragically.

Exercise 5. Match the sentences accordingly.

1. *Let me see.* Yes, I can make the morning.
2. Has it? *Let me have a look.* I'll try and fix it.
3. *Hang on a sec.* Where are you going?
4. *I don't care* what other people think. That's their problem, not mine.
5. *I don't mind.* Whatever you want.
6. *By all means.* Help yourself.
7. *I bet you were.* I'd have hit him.
8. *It's a deal!* It's yours!
 - a. Could I use your phone for a moment?
 - b. What film would you like to see tonight?
 - c. Everyone says you're mad. Did you know that?
 - d. I'll give you \$ 6,000 for your car. That's my final offer.
 - e. When he told me he'd smashed my car, I was furious!
 - f. Oh, no! The photocopier's jammed again!
 - g. Can we meet next Thursday?
 - h. Bye! I'm off now!

Exercise 6. Match the sentences accordingly.

1. *How come?* Can't you afford it?
2. Hey! *I was kidding.* It was just a joke.
3. *I can't be bothered.* I have left five messages for him, and he's never replied.
4. *For goodness' sake* stop worrying! You'll be fine.
5. *Never mind.* Let's try again next week.
6. *I see what you mean.* You're in a very difficult position.
7. No, *there's no point.* I'm not qualified for it. I wouldn't stand a chance.
8. *I don't blame you.* I'd have done the same thing myself.
 - a. I'm really sorry, but I can't go out to the cinema with you this week.
 - b. I walked out of my job. I just
 - c. What if I forget everything in the exam? What if my pen runs out?
 - d. have you applied for that job?
 - e. Are you going to phone Andy again?
 - f. I don't know what to do. Do I tell her the truth, or do I say nothing?
 - g. We aren't having a holiday this year.
 - h. Why did you tell everyone that I'm in love with Mike? It's not true!

Exercise 7. What's the opposite of.. ...?

A tough question / a tough meat; rich food / a rich person; a strong man / a strong taste; a clear sky / clear instructions; fair hair / a fair decision; a sweet apple/ sweet vine; a hard exam / a hard mattress; a free man / a free seat.

Exercise 8. Analyze the information, which is in the highlight, and use it in practice.

Exercise 9. Read the information & pick up the essential details in the form of quick notes.

COLLOQUIAL EXPRESSIONS

Hang on. – *Wait a minute.* Mind out. – *Be careful.*
Well I never. – *That's very surprising.*
Stop messing about. – *Be sensible.*
Get on with it. – *Hurry up.*
Calm down. – *Relax.*
It can't be helped. – *There is nothing we can do about it.*
Get away with you. – *I think you are joking.*
What's on the box tonight? (on TV)
She isn't out of the woods yet. – *Problems aren't over.*
He is on his soapbox again. – *Expressing his favorite opinion.*
If I were you I'd take a leaf out of his book. – *Behave like someone else.*
I can't see the wood for the trees. – *Confused by so much information.*
I am afraid I'm in her bad books. – *Unpopular with somebody.*
She is a very bookish person. – *Intellectual literary.*
The police arrested the criminal and threw the book at him. – *Enforce sanctions strictly.*
It was a piece of cake. – *It was very easy.*
It was easy as pie. – *It was simple.*
She is just booked out. – *Leave a hotel room.*
She seems full of beams. – *She has got plenty of energy.*
You'd better not spill the beans. – *Don't tell anyone.*
He is such a butter fingers. – *He is always dropping things.*
They are selling like hot cakes. – *In great demand.*
Hard cheese. – *Bad luck.*
She knows the side her bread is buttered. – *She knows how to behave in her own self-interest.*
Don't do business with him. – *He is a shady character (not to be trusted, slightly).*
I have been left with egg on my face. – *I have been made to look stupid.*
It is about as useful as a chocolate teapot. – *It is useless.*
He seems a bit cheesed off. – *He is fed up.*
He is an open book. – *Uncomplicated.*
He is looking rather *pasty*. – *I don't think he is very well.*
He always plays it by the book. – *Honest follow the rules.*
He always looks so awful. – *She wears such shabby clothes (old and untidy).*
He always looks so awful. – *The young man had a spotty face and lank (long, greasy, unwashed).*
I don't like his new house. – *It is rather gloomy (dark and depressing).*

COLOURS IDIOMS

| | |
|--|--|
| I am in the <i>red</i> . (Be in doubts) Once in a <i>blue</i> moon. He was <i>browned</i> off. (Depressed) He gives me the <i>blues</i> . | Put it down in <i>black and white</i> . It is out of the <i>blue</i> . (Very unexpectedly) He saw <i>red</i> . (Lost his temper) They cry the <i>blues</i> . (Say he is poor) |
|--|--|

SEVEN SINS: Greed Lust Laziness / Sloth Pride Fury / Rage Womb Envy.

| IDIOMS | DEFINITIONS |
|--|---|
| <i>A bitter pill</i> | A situation or information that is unpleasant but must be accepted. |
| <i>A dime a dozen</i> | Anything that is common, inexpensive, and easy to get or available any where. |
| <i>Ace in the hole</i> | A hidden or secret strength or unrevealed advantage. |
| <i>Achilles' heel</i> | A metaphor for a fatal weakness in spite of overall strength. |
| <i>Add insult to injury</i> | To further a loss with mockery or indignity; to worsen an unfavorable situation. |
| <i>All ears</i> | Listening intently; fully focused or awaiting an explanation. |
| <i>All thumbs</i> | Clumsy, awkward. |
| <i>At the drop of a hat</i> | Without any hesitation; instantly. |
| <i>Barking up the wrong tree</i> | Looking in the wrong place. |
| <i>Basket case</i> | One made powerless or ineffective, as by nerves, panic, or stress. |
| <i>Beat around the bush</i> | To treat a topic, but omit its main points, often intentionally or to delay or avoid talking about something difficult or unpleasant. |
| <i>Bite off more than one can chew</i> | To take on more responsibility than you can manage. |
| <i>Bite the bullet</i> | To endure a painful or unpleasant situation that is unavoidable. |
| <i>Bite the dust</i> | Euphemism for dying or death. |
| <i>Break a leg</i> | A saying from the theatre that means "good luck". |
| <i>Burn the midnight oil</i> | To work late into the night, alluding to the time before electric lighting. |
| <i>Bust one's chops</i> | To say things intended to harass. |
| <i>By the seat of one's pants</i> | To achieve through instinct or do something without advance preparation. |
| <i>By the skin of one's teeth</i> | Narrowly; barely. Usually used in regard to a narrow escape from a disaster. |
| <i>Call it a day</i> | To declare the end of a task. |
| <i>Cat nap</i> | Short sleep. |
| <i>Chew the fat</i> | To chat idly or generally waste time talking. |
| <i>Chink in one's armor</i> | An area of vulnerability |
| <i>Clam up</i> | To become silent; to stop talking, to shut up. |
| <i>Cold shoulder</i> | To display aloofness and disdain. |

| IDIOMS | DEFINITIONS |
|--|--|
| <i>Couch potato</i> | A lazy person. |
| <i>Cut a rug</i> | To dance |
| <i>Cut the cheese</i> | To pass gas, fart, break wind |
| <i>Cut the mustard</i> | To succeed; to come up to expectations. |
| <i>Don't have a cow</i> | Don't overreact. |
| <i>Drop a dime</i> | Make a telephone call; to be an informant. |
| <i>Fit as a fiddle</i> | In good physical health. |
| <i>For a song</i> | Almost free. Very cheap. |
| <i>From A to Z</i> | Covering a complete range; comprehensively. |
| <i>Make from scratch</i> | Make from original ingredients; start from the beginning with no prior preparation |
| <i>Get bent out of shape</i> | To take offense; to get worked up, aggravated, or annoyed |
| <i>Have a blast</i> | To have a good time or to enjoy oneself. |
| <i>Have eyes in the back of one's head</i> | Someone can perceive things and events that are outside of their field of vision. |
| <i>Hit the road</i> | To leave. |
| <i>Hit the sack /sheets/hay</i> | To go to bed. |
| <i>"Let the cat out of the bag"</i> | To reveal a secret. |
| <i>Kick the bucket</i> | Euphemism for dying or death. |
| <i>Off one's trolley or Off one's rocker</i> | Crazy, demented, out of one's mind, in a confused or befuddled state of mind, senile. |
| <i>Off the hook</i> | To escape a situation of responsibility, obligation, or (less frequently) danger. |
| <i>Pop one's clogs (UK)</i> | Euphemism for dying or death. |
| <i>Piece of cake</i> | A job, task or other activity that is pleasant – or, by extension, easy or simple. |
| <i>Pull somebody's leg</i> | To tease or to joke by telling a lie. |
| <i>Pushing up daisies</i> | Euphemism for dying or death. |
| <i>Put the cat among the pigeons</i> | To create a disturbance and cause trouble. |
| <i>Right as rain</i> | Needed, appropriate, essential, or hoped-for and has come to mean perfect, well, absolutely right. |
| <i>Screw the pooch</i> | To screw up; to fail in dramatic and ignominious fashion. |
| <i>Shoot the breeze</i> | To chat idly or generally waste time talking. |
| <i>Sleep with the fishes</i> | Euphemism for dying or death. |

| IDIOMS | DEFINITIONS |
|---------------------------------|--|
| <i>Spill the beans</i> | Reveal someone's secret. |
| <i>Split the whistle</i> | To arrive just on time. |
| <i>Take the biscuit (UK)</i> | To be particularly bad, objectionable, or egregious. |
| <i>Take the cake (US)</i> | To be especially good or outstanding. |
| <i>Through thick and thin</i> | Both good and bad times. |
| <i>Thumb one's nose</i> | To express scorn or to disregard. |
| <i>Trip the light fantastic</i> | To dance |
| <i>Under the weather</i> | Feel sick or poorly |
| <i>You can say that again</i> | That is very true; <i>expression of wholehearted agreement</i> |

Exercise 1. Remember the idioms above and the slang phrases below.

- I'm dying for cuppa – *I want a cup of tea very much.*
- My old man – *my father.*
- What's he about? – *What's he talking about?*
- What's up with him? – *What's the matter with him?*
- Yuk! *Is an interjection we use to express disgust or bad taste?*
- Fag – *cigarette.* Loads – *lots.*
- Ta! – *Thanks.* Gimme – *give me.*
- No way! – *certainly not.*
- Kind of – *In one way yes, and in another way no.*
- What's on tonight? – *What's on television?*
- Dunno – *I don't know.*
- That stuff – *it is a word we use when we forget what something is called.*
- Oh! *Is used to express a variety of emotions, for example surprise, fear, happiness.*
- Wow! *Expresses astonishment and wonder.*

Exercise 2. Try to understand the notion.

Slang is a kind of language consisting of very informal words and phrases.

Slang is more common in speech than in writing. Slang words are often used in a particular context or by a particular group of people.

Slang is a type of language consisting of words and phrases that:

- are considered to be very informal;
- are more common in speech than in writing;
- are typically restricted to a particular group of people or context.

Slang may be all things to all people. According to the American poet Carl Sandburg (1878-1967), slang is "language which takes off its coat, spits on its hands – and goes to work".

The Concise Oxford Dictionary is more prosaic: "words, phrases, uses that are regarded as very informal and often restricted to special contexts or peculiar to a specified profession, class, etc (racing slang; schoolboy slang)".

Exercise 3. Analyze the information, which is in the highlight, and use it in practice.

Exercise 4. Read the information & pick up the essential details in the form of quick notes.

UNIT V. WORD POWER

QUESTIONS & ANSWERS

Q. What does the phrase "come in handy" mean?

A. If you say that something may come handy then you mean that it will perhaps be in useful at some time in the future. For example: "Don't throw those birthday cards away. They will come in handy as scrap paper to write messages on". The word "handy" simply means useful, and can be used before a noun like this. For example: "This is a very handy knife. It can be used for many things and fits easily in my pocket".

Q. What's the meaning of the expression "keep your shirt on!"?

A. This is a very informal spoken expression, which is used to tell another person not to get angry, to calm down. For example: "Calm down! Keep your shirt on! There is no need to get so angry". In British English, you can also use this phrase of course; telling someone to keep their shirt on doesn't always work, as the person who encountered this angry bull's about to find out.

Q. What does the expression to "act the goat" mean?

A. If you act the goat, then you deliberately behave in a silly or foolish way. For example: "Stop acting the goat. We have to be serious about this". A similar informal expression-get somebody's goat – is more common in everyday English. If you get somebody's goat, you irritate or annoy them very much. For example: "It really gets my goat when people smoke in non-smoking areas".

Q. What's the exact meaning of the expression "more or less"?

A. This expression has two meanings almost and approximately. The first meaning is commonly used in situations like this: "I've more or less finished reading your book. I'll give it back to you tomorrow". The second meaning – approximately or not exactly – is used as follows: "There were more or less 100 people at the meeting. It was difficult to count all exactly".

Q. Why might a politician or leader be "Machiavellian"?

A. Machiavellian is a very negative word if a politician or a leader is described as Machiavellian, it means that they are prepared to lie and cheat, and do anything, to get what they want. For example: "He was positively Machiavellian in the way he became head of the government. He lied and cheated his way to the top & put many of his opponents in jail. The word "Machiavellian" comes from the Italian writer and political thinker, Niccolo the Machiavelli. He was born in 1469 and he is famous for his book, The Prince. In it, he describes how a leader with no moral values can get power and keep it.

Q. What's the meaning of the idiom "rest on your laurels"?

A. This idiom is used to refer to someone who is satisfied with what he or she has achieved and no longer tries to improve their circumstances or position. For example: "I know your company is doing very well, but that doesn't mean you can rest on your laurels. There is lots of competition out there". Laurels leaves were used in Roman times to make a crown for the winner of a race or competition.

Q. What does it mean if someone says they have "drawn a blank"?

A. If you draw a blank, you cannot find something that you are looking for. This idiom is often used to describe police searches for information or criminals. For example: "There was no sign of the murder weapon. Police searched the entire area, but they drew a blank."

Q. What does the expression "laughing stock" mean?

A. If you say that someone or something is a laughing stock, then that person or thing is being made fun of or is regarded as foolish, and causes unkind laughter. For example: "His constant mistakes made him the laughing stock of the whole class".

Q. What is the meaning of the expression "play it by ear"?

A. If you play something by ear, and then you decide how to act or respond to situation as it happens, rather than by planning in advance how you are going to act. For example: "You really can't prepare for the questions the interviewer will ask, you'll just have to play it by ear".

Q. Why might a politician or leader be "Machiavellian"?

A. Machiavellian is a very negative word if a politician or a leader is described as Machiavellian, it means that they are prepared to lie and cheat, and do anything, to get what they want. For example: "He was positively Machiavellian in the way he became head of the government. He lied and cheated his way to the top & put many of his opponents in jail. The word "Machiavellian" comes from the Italian writer and political thinker, Niccolò the Machiavelli. He was born in 1469 and he is famous for his book, The Prince. In it, he describes how a leader with no moral values can get power and keep it.

Q. Why do healthy people sometimes say "they go hot and cold all over"?

A. You go hot and cold when you suddenly feel worried, upset or frightened, usually because you have just remembered something very unpleasant. For example: "Ever since that terrible train accident, I go hot and cold all over whenever I see a train". People who have fever tend to feel hot & cold-shivering and sweating – at almost the same time, and this is where this spoken expression comes from English.

Q. Why would someone "play to the gallery", and is it only actors who do so?

A. If you play to the gallery, you act in such a way that ordinary people – rather than only educated, sophisticated people – will be able to understand and appreciate what you are doing. People such as politicians usually play to the gallery because they need to win votes from the majority of the population who are ordinary people. For example: "The most popular and successful politicians in our history have always known how to 'play to the gallery.'" This expression comes from the theatre, where the gallery (the raised area at the back or sides of a theatre) is traditionally the cheapest place to sit, and so is filled by ordinary people.

Q. How do you "get your knickers in a twist", and is it painful?

A. This informal British expression's used if someone reacts too strongly to a difficult situation by getting angry, upset or confused. For example: "The sales manager is getting his knickers in a twist because we have not made as much money as he thought". In this example, the sales manager is getting overly worried and angry, perhaps because he has scared of getting into trouble with his boss. Knickers is a British word for underwear worn by women and girls, which has holes for legs and elastic around the top.

Q. Why is it that someone who cultivates land and cares for animals' lives on a farm?

A. A French farmer was originally a tax collector. The word farm came into English from the French word "ferme", which derives from the Latin "firmus" – meaning "fixed or settled" – and described the annual rent paid for a tract of land. The French "fermes generale" was a tax collector who made a handsome living until the French Revolution. In England farm, a corruption of the ferme, meant the rent on land, but came to be applied to the land its.

Q. What words are used in English for the figure "0" in mathematics?

In British English you usually use the word nought. For example: "Statistics show that nought point 4% of the population is affected by the disease". You can also use the word nothing. For example: "Seven minus three, minus four leaves nothing". The word zero is often used in American English in the above situations. Zero is also used in British English but only when referring to the temperature. For example: "It can get very cold here in winter. Temperatures often drop to below zero". When giving telephone numbers in Britain, people say "O", pronounced like the letter of the alphabet, and not nought, nothing or zero.

Q. What does the expression "break the ice" mean?

A. If you break the ice, you make a social situation more informal and relaxed by making conversation, introducing people, etc. For example: "Very few people at the party know each other, so we better make sure there is plenty to drink. That'll help break the ice".

Q. Why is it that parrots mimic humans?

A. All birds learn their vocabulary by copying; for instance, a song bird will learn its song by listening to its parents singing. However, birds in captivity, such as parrots, don't have any other role model, so when humans talk to them they learn certain phrases because it's what they're accustomed to – wild parrots don't mimic humans at all. Other birds, such as budgerigars and mynas, are also copying birds but there are some birds that don't have the ability and so even in captivity they don't learn to mimic human speech.

Q. Why is it that the pound is also called "stirling"?

A. In medieval England a starling was a coin worth about a penny and took its name from the star, called a steorra that was embossed upon it. The pound sterling began its life as one hundred of the smaller stirlings, and its value has risen and fallen over the years.

Q. Why is it that people like chocolate so much?

A. Chocolate has been popular for centuries. It was first brought back to Europe from South America in the 16th century, but for 300 years it was consumed solely as a drink – it is only in the past 150 years that it has been eaten. There are a lot of possible theories as to why we like chocolate, but the one overriding reason is its taste. Other contributing factors are that it has a melting point just below body temperature, so as soon as it enters the mouth it melts. And chocolate also releases small amounts of chemicals in the brain, such as serotonin, which can give a slight mood lift.

Q. Why is it that smog is more common in summer?

A. Smog is smoky fog. In cities, the air has many extra particles because of the smoke released by some of the industries. Water vapour condenses on these to form smog. In summer this is worsened by an effect called an inversion – a layer of warm air prevents the surface air, and the pollutants it contains, from rising. This can also happen in regions where air is trapped by surrounding mountain such as Los Angeles, California.

Q. Why is it that traitors are called the fifth column?

A. The fifth column are those within a country who are working for the enemy, often by infiltrating key positions and seeking to under mine the body politic from within. The origin of the phrase is attributed to General Mola, who, in the Spanish Civil War in the thirties said that he had four columns encircling Madrid, and a fifth column, working for him in the city.

Q. Why is it that Scouts salute with three fingers together?

A. Baden Powell devised the three-fingered hand salute at the beginning of the country to show respect to others & as a formal greeting. It is made with the right hand, with the thumb holding down the little finger and other three-raised upright with the hand placed to the forehead. The three fingers denote the three parts of the promise that the scouts make when they are initiated into the group – a pledge to God and the Queen, to help others and to keep the Scout law.

Q. Why is it that my honeysuckle, which is blooming, develops its scent so strongly during summer evenings, but not in the day?

A. Honeysuckle becomes very fragrant during the night to attract the moths so that when they come out they will pollinate it. It is not certain what stimulates the scent – it could either be the fall in temperature or the onset of darkness.

Q. How can you have "money to burn" if "money doesn't grow on trees"?

A. Because, for some people, money comes from many other sources. If you have money to burn, you have so much money that you can spend as much of it as you like. For example: "She's obviously got money to burn. She just spent \$4,000 on a dress". However, even though some people have money to burn, money doesn't grow on trees for most of us. This expression is most often used when explaining why you are not going to give someone any money. For example: "Stop asking me to buy a tennis racquet. I can't afford it. Money doesn't grow on trees, you know".

Q. How can it be that "money talks", and how can you get "a good run for your money"?

A. Money talks is a saying which, basically means that money gives you power. For example: "Of course that millionaire won't go to jail. Everyone know he's guilty but, in this world, money talks." The informal expression a good run for your money, is used to refer to a situation where you have achieved what you expected, but you have not had total and complete satisfaction or pleasure. For example: "I've had a good run for my money as the manager of this business, but now I think it's time to retire and let someone else take my job". A good run for your money can also be used to refer to a competition where your opponents are likely to be difficult to beat and so provide strong and satisfying competition. For example: "The South African team may not beat New Zealand in the rugby match, but they'll certainly give them a good run for their money".

Q. What's the meaning of the expression "teach your grandmother to suck eggs"?

A. This informal English expression is used when somebody gives advice to someone who knows much more than they do. For example: "Don't try and teach your grandmother to suck eggs. She's 80 years old and knows more about life than you'll ever know". This expression, although not used very often anymore, is usually directed at children or young people, when they try and tell their parents or grandparents how to do something.

Q. Is it unhealthy to "put your money where your mouth is"?

A. It could be, but only for your bank balance. If you put your money where your mouth is, you give practical support to what you have just said, often in the form of money. This informal expression is therefore used to prove that you really mean what you say. For example: "The government says it cares about education, but it won't put its money where its mouth is. The country desperately needs new schools". You can also use this expression when trying to make a bet with someone. For example: "Do you really think Susan will win? Come on then, put your money where your mouth is. I'll bet you \$10 she won't".

Q. What does the expression "eat one's words" mean?

A. If someone eats their words, then they admit that they were wrong about something they said in the past. For example: "I told her she would never get a scholarship to study abroad, but a year later I ate my words as she was offered a scholarship at the Sorbonne in Paris".

Q. What's a "financial wizard"?

The word wizard has two meanings. The first is a male witch, and such people are usually found in fairy stories such as The Wizard of Oz. But, if you refer to someone as a particular type of wizard, it means that you think they are very good at something. So, a financial wizard is somebody who is very good at making money. For example: "He's made millions on the stock market. He really is a financial wizard".

Q. Is it dangerous to "drop a clanger"?

A. No, but it is usually very embarrassing. This spoken English expression refers to a situation where you say or do something, which embarrasses or insults someone nearby, without realizing it. For example: "I dropped a real clanger when I asked Susan how her boyfriend was. How was I to know he'd just run away with her best friend?" The reason we say drop a clanger is because everyone in earshot usually becomes silent, much as they would when you drop something which makes a loud noise, like a "clang".

Q. Who suffers from "teething troubles", and why?

A. If you have or get teething troubles, you are experiencing minor problems or difficulties with something new, usually a product or business. For example: "Sorry the work you asked for was delivered late, but we've just bought some new computers and we're having teething problems with the software." The informal expression comes from the teething troubles that babies have when they start to grow teeth.

Q. What's the meaning of the expression "look what the cat's dragged in"?

A. This humorous expression is used when someone who is very wet, dirty or untidy comes into a room. For example: "Look what the cat's dragged in", "he shouted, when his wife came into the room, soaking wet from the storm." This expression came about because cats tend to bring dirty, wet things, such as dead birds and mice, into houses as presents for their owners.

Q. What is "a storm in a teacup"?

A. This idiom means that a lot of fuss is being made about something that is not important. For example: "Don't worry about the silly argument you had with him. It's just a storm in a teacup. He will have forgotten about it tomorrow".

Q. Is the word "infamous" the opposite of "famous"?

A. No, infamous doesn't mean not famous. Somebody or something that is infamous is well known for being bad or immoral. We can talk about infamous crimes or criminals, such as murderers or robbers. So a famous person is well known, but infamous person is well known for being bad or doing something bad. For example: "Al Capone was Chicago's most infamous gangster".

Q. Would "money for old rope" or "money for jam" be the type of money that "burns a hole in someone's pocket"?

A. Probably. The first two informal expressions mean the same thing: they refer to money that is earned for very little work or effort. For example: "My new job's great. All I have to do is answer the telephone – it's money for old rope / jam."



COMMON ENGLISH IDIOMS

| | |
|-------------------------------|---|
| All Ears | Listening willingly, waiting for an explanation |
| Lend an Ear | Listen |
| Wet Behind the Ears | Inexperienced, immature, new to something |
| Pay an Arm and a Leg | A very high cost |
| Change of Heart | A change in one's opinion or outlook |
| Touch One's Heart | Affect someone emotionally, be touching |
| Get One's Hands Dirty | To do the unpleasant parts of a job |
| Stiff-Necked | Stubborn; excessively formal |
| Get in Shape | Exercise in order to improve one's physical condition |
| Babe In The Woods | An innocent, naïve person |
| Wet Behind the Ears | Inexperienced, immature, new to something |
| First In, Best Dressed | The first people to do something will have an advantage |
| Old Hat | Old-fashioned, predictable |
| Bad Egg | Someone who is not to be trusted |
| Bottom of the Barrel | Low-quality choices |
| Couch Potato | A lazy person who watches a great deal of television |

AMERICAN & ENGLISH IDIOMS

Achilles' heel

a person's weakness or the vulnerable spot in his or her character

We've got to find his Achilles' heel if we hope to defeat him. John appears to be a highly respected citizen, but I'm sure he has his Achilles' heel. Achilles was a figure in Greek mythology who was invulnerable in battle except for his heel. It was the one weak spot on his body.

Albatross around one's neck

something or someone who is a burden and generally hard to get rid of

I hired my wife's brother to work in my business but he's worthless. He doesn't do anything. He really is an albatross around my neck. An albatross is a large sea bird. The expression comes from the poem *The Rime of the Ancient Mariner* by S.T. Coleridge in which a sailor shoots a helpful albatross, bringing bad luck on the crew of the ship. The other sailors hang the bird around the sailor's neck as punishment. Synonym: millstone around one's neck.

All hell to pay

(to be) in serious trouble

I don't know how the accident happened. Look at the car fender. It's ruined. I'm going to have all hell to pay when I get home. Your parents told you not to be late getting home again. If you don't get home on time tonight, you'll have all hell to pay. The expression "all hell to pay" is similar to, but stronger than: (to be) in Dutch; (to be) in hot water; (to be) in the doghouse.

All kidding aside

to speak seriously

That was a good joke, but, all kidding aside, we have to get to work now. What you're telling me sounds unbelievable. All kidding aside, are you serious?

All thumbs

uncoordinated and awkward, especially with one's hands

I've tried to put this toy together according to the instructions, but I'm all thumbs. I can't seem to get the parts to fit. Peter seems to be all thumbs today. He keeps dropping his tools.

All wet

to be wrong to the point of being silly or unbelievable

He's all wet if he thinks I'm going to believe his lies. Don't listen to Maria. She doesn't know what she's talking about. She's all wet. Similar to: not know beans about something; out to lunch; for the birds; talk through one's hat

Apple of one's eye

a person or thing that is precious or loved above all else

Richard is so attached to his daughter. He would do anything for her. She's the apple of his eye. The boy won't behave in school but you can't convince his parents. He's the apple of their eye.

Armed to the teeth

well-equipped with weapons to the point of excess

The police won't enter the bank where the thief is. He has three rifles and two handguns. He's armed to the teeth. The invading soldiers were armed to the teeth. There was no way the defenders could hope to win. **Note:** the expression suggests having weapons (arms) from one's toes to one's teeth.

As the crow flies

directly or in a straight line

The town is 25 miles from here as the crow flies, but it's over 40 miles by car. As the crow flies, the airport isn't very far, but you can't get there directly. You have to drive around the mountains. The expression is used to describe the distance between two points as an airplane or bird might fly, without taking into account the twists and turns in the road.

At loggerheads

in strong disagreement, in a quarrel; at an impasse

They have been arguing all day about what to do. They really are at loggerheads. John and Richard are at loggerheads about what would be a fair price for the car. John thinks Richard's price is far too low for the car.

Blow one's own horn

to boast or brag

Keith lets everyone know that the boss is going to make him the new assistant manager. He likes to blow his own horn. Ruth won't make many friends if she keeps blowing her own horn about her accomplishments.

Blue

sad

Rachel seems pretty unhappy these days. I wonder why she's feeling blue. Let's try to cheer up the children. They've been pretty blue since their pet dog died. *Synonyms:* down in the dumps; down in the mouth.

Blue-collar worker

a person who earns a living doing manual labor: for example, a person who works on an assembly line (such as a factory worker), uses his muscles at work (such as a construction worker), or generally uses his body rather than his mind to earn a living. People who work in factories doing heavy labor are usually blue-collar workers. The expression originates from the color of the shirt generally worn by factory workers while on the job. **Antonym:** white-collar worker.

Blue ribbon

renowned (sentence 1); a blue ribbon means first prize (sentence 2)

The president assembled a blue ribbon panel of experts to study the problem. Sally's science project won the blue ribbon because it was the best in the contest.

Boiling point

the point at which one loses one's temper

You've just about pushed me to the boiling point. In a minute I'm going to lose my temper. Don't push the boss too hard about taking time off work. She hasn't had much patience this week and it wouldn't take much for her to reach the boiling point. The expression suggests heated water whose surface erupts with bubbles when it finally reaches the boiling point. **Related to:** make someone's blood boil.

Bone to pick

a dispute

I have a bone to pick with Anne. She told the boss I was looking for a new job and now he's angry at me. You could tell by the angry look on their faces and the way they walked in here looking for Jane that they had a bone to pick with her. The expression suggests a bone thrown between two dogs who would naturally fight over it. **Compare to:** bone of contention.

Born yesterday

innocent and naive

Do you really think you can fool me? I'm not that dumb. I wasn't born yesterday, you know.

Philip is going to get hurt if he goes on trusting everyone the way he does. He never suspects that people make friends with him just because he is rich. He acts as if he were born yesterday. **Similar to:** wet behind the ears. The expression suggests that someone who was born yesterday has not learned to distrust or be suspicious of people and is therefore innocent and naive. Wet behind the ears simply suggests inexperience, while born yesterday suggests that the person is easily fooled.

Eager beaver

A person who is very excited and enthusiastic about pursuing some activity.

Paul is discovered jogging as a form of exercise. He went out and bought new running shoes, a new track suit and all the other gear that goes along with it. He's a real *eager beaver* about jogging. Dieting must be an *eager beaver* to lose weight that you harm yourself by not eating anything. The expression suggests the idea of a beaver, which is reputed to be an active, industrious animal. It has a slightly negative sense, as of someone eager to impress others with his / her effort.

Eat one's heart out

to suffer silently in a hopeless situation. Mike thought Sue would eventually marry him. Now that she has married Tony, he's *eating his heart out*. The expression is also used in the command form by someone who has sympathy for the grieving person

Egg on one's face

embarrassed at the way one had behaved

You have *egg on your face*. Andy sure had *egg on his face* when he realized he had made a fool of himself at the party.

Eat out of someone's hand

to be submissive. To have someone *eating out of one's hand* means to get someone to be submissive. Jerry is infatuated with Lisa. He'll do anything she wants. She has him *eating out of hand*. The expression probably originates from the idea that an animal that will eat out of one's hand is very tame and can be made to submit. It connotes an unhealthy submissiveness.

Eleventh hour

late or last-minute

You certainly left making your decision to take this flight until the *eleventh hour*. You're lucky there were still seats available. Don't wait until the *eleventh hour* to decide to see the doctor. If you do, you may find that it's too late.

Every Tom, Dick & Harry

everyone

I know the car salesman made you think he was only offering a great deal to you, but in fact he has offered the same deal to *every Tom, Dick and Harry* that has walked onto his showroom. My rug is ruined. *Every Tom, Dick and Harry* must have come though here with muddy shoes.

Eternal triangle

The situation in which two men love the same woman or two women love the same man.

Both Robert and Craig love Rebecca. It's the age-old-story of *the eternal triangle*.

Down and out

having no money, no job and often no home

Years ago Sam down and out. He had no job and no money. This is a government – run shelter for the down and out of the city. The homeless can come here for a hot meal and a place to sleep at night.

Down to earth

of sound and serious mind; practical and rational

The boss always listens to Ralph's suggestions because his ideas are reasonable and *down to earth*. The expression suggests one has one's feet firmly planted on solid ground rather than having unrealistic, impractical ideas or flighty behaviour. **Synonym:** (have) both feet on the ground.

Antonym: (have) one's head in the clouds.

Down in the dumps

unhappy or depressed

I'm not feeling very cheerful these days. I've been *down in the dumps* for a while.

We've been *down in the dumps* (mouth) ever since our pet cat died. **Synonym:** blue.

Draw the line at something

to stop short of smth.; not to allow something beyond a certain acceptable point

Their parents let them go out on weekend nights but they *draw the line* at letting them go out on school nights. You may buy a car with your savings but not a motorcycle. I'm going to *draw the line* at that. The expression suggests the idea of drawing a line to mark the outer limit.

Dressed to kill

dressed to make a strong impression

I was very embarrassed when I walked into the party thinking it was informal and found that everyone except me was *dressed to kill*. Marjorie wanted to make a lasting impression on John. She decided to wear her most sophisticated outfit to the restaurant they were going to. When John arrived, she was *dressed to kill*.

Dutch threat (go Dutch)

each person pays for himself or herself; to share the cost

Larry didn't have enough money to pay for both his and Mary's dinner, so they went *Dutch treat*. When I go out to lunch with my colleagues. We go Dutch. Roger asked Ruth to go to a movie with him. They are just friends, so he told her it was *Dutch treat*. Whereas the basic expression treat means to pay for someone else. Dutch treat is often used in spoken English; in formal, written English one often sees an expression like, e.g. a no-host lunch to indicate that each person pays for his or her own meal. **Antonym:** treat.

Dutch uncle, (talk to someone like A)

person who talks to one like a close relative, giving advice which is fair, sound, well-meant, and sometimes stern. The young man and woman were about to run away to get married. The boy's older brother took them aside and talked to them like a *Dutch uncle*. He told them that what they were doing was foolish and might ruin their futures. The boy's father and mother could talk no sense into him so they asked a teacher at the boy's school to talk to him like a *Dutch uncle*.

Get the message

to understand smth. that is only hinted at, perhaps because it is unpleasant

You can stop hinting that you don't want my company. I *got the message*. I won't bother you again. Jacqueline never answered the many letters the young man sent to her. She wondered when he would *get the message* that she wasn't interested in hearing from him.

Get something off one's chest

to disclose or talk about something that is bothering or worrying one

I've had something on my mind all day that I just have to tell you. I will better when I *get it off my chest*. You look very troubled about something. Why don't you talk about it and *get it off your chest*? **Note:** The expression suggests that a bothersome concern weighs down one's chest and that talking about it gets it off one's chest and relieves the weight.

Get (give someone) the brush off

to be dismissed casually and almost cruelly

Sue had accepted John's invitation to the dance, but when Wayne asked her to go, she told John she didn't want to go with him. John *got the brush-off*. The boss wouldn't look me in the eye. He told me that he was busy right then and that I should come back later. I told him, "Don't *give me the brush-off*. I deserve an honest answer from you." **Note:** The expression suggests the idea of brushing a small piece of dirt from one's clothing. It is usually used where one person is superior to the other.

Get (give someone) the sack (get / be sacked)

to be fired from one's job

John lost his job yesterday. He *got the sack*. Marie has two small children to support. You can't just *give her the sack*. What is she going to do for money? I *was sacked* from my last job for stealing supplies.

Get the show on the road

to get started

We've been waiting for hours. Let's *get started*. Let's *get the show on the road*. I can't wait any longer. If we don't *get the show on the road*, I'm going to have to schedule this meeting for another day. **Synonym:** get down to business.

Get up and go

physical energy

I've been so tired lately. I don't have any energy. I've lost my *get up and go*. This breakfast cereal claims that it gives you enough *get up and go* to last you until lunch time. Contrary to popular belief, moderate exercise stimulates a person to have more *get up and go*. It doesn't fatigue the body.

Get up on the wrong side of the bed

to be in a bad mood from the beginning of the day

Don't be upset that Peggy got angry with you. She'll cool off soon. She always has a short temper when she *gets up on the wrong side of the bed*. I'm sorry I hollered at you. I didn't mean to get angry. I must have *gotten up on the wrong side of the bed*.

Note: The expression suggests the cause of someone's bad mood when there is no other apparent cause.

Get off one's high horse

to stop acting superior. Ted has been going around the office telling everyone what their jobs are and what they're supposed to be doing. He thinks he's the boss around here. He'd better get off his high horse pretty soon or he'll have no friends. Who do you think you are coming in here and ordering me around like this? Get off your high horse! **Note:** the expression probably originates from the idea that one who is on a high horse is in a superior position.

Get (a) hold of oneself

to get control of oneself; stop being emotional

Stop crying, Mary. I can't understand what you're saying. *Get a hold of yourself* and calm down. The man narrowly missed hitting another car on the highway. When he realized how close he had come to having an accident, he started shaking so badly, he couldn't drive properly. He pulled off the road to try to *get hold of himself*.

Get (a) hold of someone

to contact someone or communicate with someone, usually by telephone

The real estate agent couldn't *get hold of them* before the house was sold to someone else. They never answered their phone. The ambulance brought the little boy to the hospital. The doctor *got a hold of the boy's parents* before he operated.

Get (a) hold of something

to acquire or obtain something

I was able to *get hold of* a copy of the magazine, but it was the last one. Sarah *got a hold of* an extra ticket to the ballgame. She was very lucky. **Note:** The expression is used to describe something that is somewhat difficult to acquire, perhaps because it is rare.

Get one's second wind

to get a second burst of energy. The dancers had to stop for a few minutes to take a rest. When they *got their second wind*, they started to dance again. The candidate took the weekend off from campaigning because he was mentally exhausted. He told reporters that he would be back on the campaign trail after he *got his second wind*. **Note:** The expression suggests that when a person gets out of breath (wind), he/ she can get a second one in order to continue.

Get someone's goat

to irritate or annoy someone

I can't believe the boss is giving Judith the day before Christmas off when he refused to let me take the day off. That really *gets my goat!* The one thing that really *gets my husband's goat* is when he finds a parking place, pulls in front of it ready to back in, and someone else comes along from behind and steals it.

Give someone a hard time

to be difficult with someone; to give someone unnecessary difficulty. Patricia had not done her usual good job on the report and the boss was unhappy. She thought he would just ask her to redo it, but he went on and on about it. He *gave her a hard time* about the report. The students *gave* the new teacher *a hard time* on his first day. They dropped their books, passed notes while he was talking and were generally uncooperative.

Give someone a piece of one's mind

to tell someone who has behaved badly what one thinks about it, usually heatedly or in anger. Joan was very upset with Bill and she told him just what she thought of him. She really *gave him a piece of her mind*. I can't believe that they let their dog loose in my garden. I'm going over there right now and tell them that if I find that dog in my yard again, I'll call the police. I'm going to *give them a piece of my mind!*

Get a leg up

to make a good start on some activity or project. It took a long time, but you've finally *got a leg up* on your M. A. Thesis. It shouldn't take you much longer to finish. I'm going to *get a leg up* on next year's budget by planning several months in advance.

CONTENTS

| No | CHAPTERS & UNITS | Peg. |
|-----|--|------|
| 1. | Foreword | 3 |
| 2. | CHAPTER I. SPEECH ETIQUETTE | |
| 3. | Introduction | 6 |
| 4. | Lesson 1. Arresting Attention | 21 |
| 5. | Lesson 2. Acquaintance | 23 |
| 6. | Lesson 3. Greetings | 35 |
| 7. | Lesson 4. Meeting People | 46 |
| 8. | Lesson 5. Asking the Way | 68 |
| 9. | Lesson 6. Receiving Visitors & Playing Host | 80 |
| 10. | Lesson 7. Saying Goodbye (Parting) | 96 |
| 11. | Lesson 8. Congratulation & Wish | 101 |
| 12. | Lesson 9. Thanks | 105 |
| 13. | Lesson 10. Apology | 108 |
| 14. | Lesson 11. Request | 119 |
| 15. | Lesson 12. Agreement Consent Certainty Probability | 127 |
| 16. | Lesson 13. Disagreement Denial Doubt Disbelief | 137 |
| 17. | Lesson 14. Permission | 142 |
| 18. | Lesson 15. Refusal Prohibition Ignorance | 144 |
| 19. | Lesson 16. Surprise | 148 |
| 20. | Lesson 17. Invitations | 149 |
| 21. | Lesson 18. Advice Suggestion Arrangement | 154 |
| 22. | Lesson 19. Sympathy & Consolation | 158 |
| 23. | Lesson 20. Worry Anxiety Trouble Misgiving | 163 |
| 24. | Lesson 21. Compliment Praise Satisfaction Approval | 166 |
| 25. | Lesson 22. Indifference Negligence Habit | 170 |
| 26. | Lesson 23. Indignation Irritation Anger Irony | 173 |
| 27. | Lesson 24. Warning Danger Caution | 179 |
| 28. | Lesson 25. Success & Failure | 183 |

| | | |
|-----|---|-----|
| 29. | Lesson 26. Discussing and Planning Things | 189 |
| 30. | Lesson 27. Urgency. Tension. Relaxation. | 191 |
| 31. | Lesson 28. Discussing Mood & State | 195 |
| 32. | Lesson 29. Discussing Reactions and Impressions | 199 |
| 33. | Lesson 30. Getting Information | 201 |
| 34. | Lesson 31. Cell Phone Etiquette | 209 |
| 34. | Lesson 32. Comparing & Contrasting Things | 218 |
| 35. | Lesson 33. Making oneself understood | 220 |
| 36. | Lesson 34. Understanding & Misunderstanding | 223 |
| 37. | Lesson 35. Starting. Resuming a Talk | 224 |
| 38. | Lesson 36. Time & Weather | 233 |
| 39. | Lesson 37. Interrupting a Conversation | 241 |
| 40. | Lesson 38. Debating a Point | 243 |
| 41. | Lesson 39. Sense of Humour | 248 |
| 42. | Lesson 40. International etiquette | 251 |
| 43. | Lesson 41. Role & place of Englishes | 256 |
| 44. | CHAPTER II. CROSS-CULTURAL COMMUNICATION | 266 |
| 45. | CHAPTER III. REVISION | |
| 46. | Unit I Lexical & grammar exercises | 288 |
| 47. | Unit II Interesting facts | 307 |
| 48. | Unit III. English Grammar in brief | 308 |
| 49. | Unit IV Idiomatic phrases | 349 |
| 50. | Unit V. Word Power | 355 |
| 51. | Contents | 367 |
| 52. | Enclosure | 369 |
| 54. | Appendix | 376 |
| 55. | References | 380 |

ENCLOSURE

EVERYDAY ENGLISH

| | |
|---|--|
| as for me, for myself... / I for one | что касается меня.../ я со своей стороны... |
| to my mind, the best of my belief, as far as I am concerned | на сколько мне известно... |
| from my point of view / in my opinion | с моей точки зрения... |
| as everyone knows | как знает всякий |
| but everyone knows it it is common knowledge | но это известно всем (это общеизвестно) |
| a few words, a couple of words, in short | несколько слов (пару слов, короче) |
| briefly, in nutshell, in detail | вкратце, коротко, подробно |
| put it briefly / make a long story short | короче говоря |
| put it into a few words | выразить что-то в нескольких словах |
| let alone ,say nothing of, not to mention of, apart from... | не говоря уже о.... |
| put it simply / put it another way | попросту говоря / иначе говоря |
| first of all, to begin with, to start with | прежде всего |
| in broad daylight | среди бела дня |
| in a good cause | чтобы сделать добро |
| without more ado | без дальнейших церемоний. |
| for example, for instance | например |
| all in all, in general, on the whole, mostly / mainly | в общем, в целом, в основном |
| at all, for once, in particularly | совсем, на сей раз, в частности, в особенности |
| generally / usually, properly | обычно, должным образом |
| actually/ practically, in fact, indeed | действительно, практично |
| as the matter of the fact / in point of fact | дело в том, что... |
| to the point / off the point | кстати / некстати |
| in this way, in that way / in some way | таким , некоторым образом |
| in a like manner / by no means, in no shape | подобным / никоим образом |
| in the event of / on the off chance | в случае, если.../ на всякий случай |
| at all events, at any rate, in any case, in any shape | во всяком случае |
| by the way, it could be mentioned in passing | между прочим |
| right smart of it | большое количество этого |

| | |
|---|--|
| a smart Jew | довольно много |
| beyond all comparison | вне всякого сравнения |
| of its own accord / one' own accord | самотеком / добровольно |
| almost (roughly, near, about) | около, почти |
| right off (away), at once, immediately, just now, in a blink, this very minute, quickly, at a moment, in less than a minute, just a minute) | сразу же, немедленно, мигом |
| it goes without speaking | само собой разумеется |
| frankly speaking / generally speaking | откровенно говоря / говоря в общем |
| honestly speaking / to tell the truth | честно говоря / по правде говоря |
| it is too good to be true | слишком хорошо, чтобы быть правдой |
| quite right / quite correct | совершенно правильно, верно |
| in the approved manner | надежно, уверенно |
| properly / thoroughly | тщательно, как следует |
| more specifically | более конкретно |
| be liable to / be liable for | быть обязанным / ответственным |
| maybe (probably, be likely, it is liable, pretty much , as like as not) | вероятно, возможно |
| be not likely, be unlikely, beyond belief | не может быть, невероятно |
| on one hand/ side, on the other hand / side | с одной / с другой стороны |
| mind you, at the thought, after thought | при мысли / в раздумье |
| the other way, otherwise, on the contrary | иначе / в противном случае |
| at first, at the beginning / at the very beginning | сначала, с самого начала |
| at the end, at the long run, after all, at last | в конце, в конце концов, наконец |
| I wonder / no wonder, it is not surprising | интересно... / неудивительно |
| think, consider, hold, expert, mean | размышлять, полагать, понимать |
| do figure all that out / make sense out of it | постигать |
| nothing in particular | ничего особенного |
| There is a rumour that ... They say, that... It is rumoured that... As they say... | говорят, что... |
| in a great many cases, a lot of, a great deal of | во многих случаях |
| a good deal of (many), a great number of | очень много |
| a great many of, a smart few, right smart of | довольно много |
| on a large (small) scale | в большом / малом масштабе |
| you see, it is like this, as you know | понимаете ли, видите ли, как вы знаете |
| I dare say... ; I dare swear... | осмелюсь сказать... |

| | |
|--|---|
| no doubt, without doubt, beyond doubt | нет сомнений, вне сомнений |
| I doubt it... ; I am in two minds... | я сомневаюсь... |
| be particular in one's speech | тщательно подбирать слова |
| by all means / anyhow / in addition to this | во что бы то ни стало / в дополнении к этому |
| without fail, for certain, as eggs is eggs | наверняка |
| without fail, of course, certainly be certain, be sure, jolly well, jolly fine | обязательно, конечно, безусловно, непременно (хорошо) |
| at somebody's disposal / at somebody's service | в чьем- то распоряжении / к чьим- то услугам |
| at the expense of | за счет кого-то |
| nowadays / in modern times | в наше время |
| once for all / all but, all at once | навсегда, почти, едва не / совершенно внезапно |
| above criticism / beyond compare | вне критики / вне сравнений |
| at one's option / at the request of | по выбору / по просьбе |
| by mistake / by means | по ошибке / по средствам |
| for this purpose | с этой целью |
| in return for / in exchange for | в обмен на |
| be in need of | нуждаться в |
| in vain | напрасно |
| on an (the) average | в среднем |
| in so far as | поскольку |
| in full / in full swing | полностью / в полном разгаре |
| be in the habit of / custom is second nature | иметь обыкновение / привычка – вторая натура |
| slow but steady | медленно, но верно |
| be in question / It is out of the question | речь идет о... / об этом не может быть и речи. |
| to take into account (consideration) | принимать во внимание |
| the trivial round (routine, everyday life) | повседневность, рутина |
| right, exactly, just | как раз |
| do one's utmost / do all the best | сделать все возможное |
| a number of something | целый ряд чего-то |
| in sight of, on credit / on sale | в поле зрения, в кредит, / в продаже |
| by chance, occasionally, by accident | случайно / нечаянно |
| on purpose / all of a sudden, suddenly | нарочно / неожиданно |
| pop in | неожиданно нагрянуть |

| | |
|--|--|
| stop dead | остановиться, как вкопанный |
| catch on the hop | застать врасплох |
| wonder at something / be surprised at | удивляться чему-то |
| rejoice at, be glad / as happy as a clam | радоваться / рад- радешенек |
| be at high tide, hug oneself (on) for smth. | быть очень счастливым довольным |
| be pleased with / be satisfied with | быть довольным / удовлетворенным |
| at the least, least ways, leastwise | по крайней мере |
| strict truth / it is really true | истинная правда |
| in the strict sense / common sense | в строгом смысле слова / здравый смысл |
| the usual thing, as usual, than usual | обычно, как обычно, чем обычно |
| say the least of it | без преувеличения |
| be badly off, be at a loss | быть в затруднительном положении |
| be something of a mess / out of order | в полном беспорядке, в беспорядке |
| reface the troubles of life | вновь окунуться в житейские невзгоды |
| be in a position to do something | быть в состоянии сделать что-то |
| to break china | вызвать переполох |
| much ado about nothing | много шума из ничего |
| with much ado | с большим трудом |
| everyway, everywhere | во всех направлениях |
| in quest | в поисках |
| on a hunch | предчувствуя |
| to come off cheap | дешево отделаться |
| in advance / beforehand | заранее, предварительно |
| I see, it is clear as a day, apparently, evidently | ясно, понятно, очевидно, по-видимому |
| owing to, thanks to, due to / because of | благодаря чему-то / из-за чего-то |
| in the course of | в течение, в ходе чего-то |
| not for toffy | вовсе нет, ни за что |
| to judge from /by | судя по |
| to return | если возвратиться |
| to sum up | если подвести итог |
| to surface to say | достаточно сказать |
| useless to say | нет надобности говорить |
| so to speak | так сказать |
| to name only a few | если упомянуть только несколько |
| to mention only some | если упомянуть лишь некоторых |

| | |
|--|---|
| to quote a style example | если привести только один пример |
| to appear, to prove, to seem | казаться |
| to turn out, to come out, to happen / to chance | оказываться / случайно оказаться |
| in favour of / for sake of | в пользу / ради спасения |
| on all counts / beyond reproach | во всех отношениях / безупречный, вне всяких похвал |
| altogether bad | совершенно негодный |
| run into trouble, be badly off, be in a loss | в затруднительном положении |
| be baffled / meet the challenge | поставлен в тупик; выйти из затруднения |
| out of commission / in commission | в неисправности; в полной готовности |
| do something off hand manner | делать что-то бесцеремонно |
| sins of commission and omission | сделать плохо и не сделать плохо |
| get down to business | приступить к делу |
| give a lift | подвести, подбодрить |
| cheer luck | простая удача |
| feel ill at ease / not to be in one's element | не в своей тарелке |
| be down hearted / be in the blues | унывать |
| be in a brown study; feel really low / bad; be in blue moods /in blues | быть в мрачном раздумье |
| burst with pride | чрезмерно возгордиться |
| needless to say | что и говорить |
| break into print | заставить о себе говорить |
| for order's sake | порядка ради |
| at a stone's throw | в двух шагах |
| be in a fuss, bustle / a trifle hastily | суетиться / несколько поспешно |
| not a minute left / not a minute to spare | некогда, нет ни минуты |
| to stand or fall by something | умереть, но сделать что-то |
| to withdraw within oneself | замкнуться в себе |
| in deadly serious vein | чрезвычайно серьезно |
| willy-milly | волей-неволей |
| no odds / no matter | неважно / безразлично |
| for altogether / for ever | навсегда |
| to end in a smoke | закончиться ничем |
| nevertheless / just the same | тем не менее |

| | |
|--|-------------------------------------|
| even so, therefore, ere, before | следовательно / прежде |
| peddling | заниматься пустяками |
| loiter away one's time | бездельничать, терять даром время |
| a sheer waste of time | совершенно бесполезно тратить время |
| for a certain time / temporary. | временно |
| in the course of time | со временем |
| meanwhile | тем временем |
| as times go | по нынешним временам |
| behind the times / before the times | отсталый / передовой |
| every now and then/ every so often/every now and again | время от времени, то и дело |
| many times / over and over again | снова и снова |
| times after times / time and again | неоднократно, то и дело |
| times out of number | бесконечное количество раз |
| many a time | много раз |
| thus and thus | до такой степени |
| thus far, thus much | до сих пор, столько |
| mind out / be careful | быть осторожным |
| in passing / incidentally | мимоходом |
| to steal a glance | взглянуть украдкой |
| to glance over | быстро посмотреть |
| to have a mind / to intend | намериваться |
| from head to foot | с головы до ног |
| inside down / out | шиворот-навыворот |
| out of pity / out of envy | из жалости / из зависти |
| without doubt / without fail | несомненно, непременно, обязательно |
| without the knowledge of | без ведома ... |
| in fine, on account of, in final analysis, as a result of, in consequence of | как результат |
| come to closer quarters with ... | если перейти непосредственно к ... |
| not to mince matters (one's words) | говорить без обиняков |
| put grit in the machine | ставить палки в колеса |
| spice of life | привкус жизни |
| a sit round | посиделки |
| flesh creeps | мурашки по коже |
| learn good reference | хорошо зарекомендовать себя |

| | |
|--|-------------------------------------|
| be at a loose end | ни иметь определенных занятий |
| all ups and downs | все привратности |
| shut the door with a bang | громко хлопнуть дверью |
| hugger-mugger | кое-как, беспорядочно |
| in hugger | тайком |
| staff of life | хлеб жизни |
| be sore trial | тяжелое испытание |
| have eyes for / be judge of | быть знатоком |
| sow the seeds of strife | сеять семена раздора |
| be of good omen / be of ill omen | хорошая примета / плохая примета |
| within hail / out of hail | в / вне пределах слышимости |
| at random | наугад, наобум, наудачу |
| clasp somebody's hand | пожимать руку |
| give one's hand a warm clasp | тепло пожать руку |
| claps one's own hands | ломать руки в отчаянии |
| barely / hardly / scarcely/ just /fairly | просто, едва, только, лишь |
| be fright of ghosts | бояться приведений |
| be unhappy with the car | не повезло с машиной |
| be amused at one's behaviour | забавляться чьим-то поведением |
| be bored with (by) the book | скучать над книгой |
| be tired of the job | уставать от работы |
| be patient with her | быть терпеливым с ней |
| be annoyed by one's stupidity | испытывать досаду от своей глупости |
| be satisfied with my work | иметь удовлетворение от работы |
| be excited at the thought of | испытывать волнение при мысли |



APPENDIX

COLOURS & SHADES OF COLOUR

Note on hyphens: A two-word compound adjective denoting colour is usually hyphenated before a noun: a light-gray coat; a greyish-green car. After a verb, such adjectives are usually written without a hyphen: Her coat is light gray.

His car is greyish green. Adjectives of colour can function as nouns: a light gray; a reddish brown. There is no hyphen in such combinations. One-word coordinate adjectives before a noun are written without a hyphen: a bright, deep, brilliant red colour.

Compound adjectives in the list below are hyphenated to show their spelling as attributes before nouns. Note that compound adjectives denoting colour are often written without a hyphen in the position before a noun if the meaning is clear: a dark brown jacket; a bluish green dress. But a hyphen is used in cases where misunderstanding may occur. Compare: a light-brown jacket (colour: light-brown) – a light brown jacket (weight or colour? not heavy or not dark?).

Black

black – черный; deep-black – насыщенный черный, густой черный;
black-and-white – черно-белый; black-and-tan – черный с рыжими подпалинами;
jet-black – густой черный; coal-black – угольно-черный; pitch-black – крайне черный, крайне темный; inky, ink-black – чернильно-черного цвета;

Blue

blue – синий, голубой; light-blue – светло-синий, голубой; dark-blue – темно-синий, темно-голубой; deep-blue – темно-синий;
gray-blue – серо-голубой; grayish-blue – серовато-голубой; greenish-blue – зеленовато-синий, зеленовато-голубой;
sky-blue – небесно-голубой; pastel-blue – нежно-голубой, пастельно-голубой; baby-blue – светло-голубой, нежно-голубой;

Brown

brown – коричневый; light-brown – светло-коричневый; dark-brown – темно-коричневый;
red-brown – красно-коричневый; reddish-brown – красновато-коричневый, бурый; purplish-brown – пурпурно-коричневый; yellowish-brown – желтовато-коричневый; golden-brown – золотисто-коричневый; chestnut-brown – каштановый;

Gray

gray – серый; grayish – сероватый; light-gray – светло-серый; dark-gray – темно-серый; blue-gray – синевато-серый; bluish-gray – синевато-серый, голубовато-серый; pearl-gray – бледный голубовато-серый;

Green

green – зеленый; greenish – зеленоватый; light-green – светло-зеленый; bright-green – ярко-зеленый; dark-green – темно-зеленый; deep-green – темно-зеленый; gray-green – серо-зеленый; grayish-green – серовато-зеленый; blue-green – сине-зеленый; bluish-green – синевато-зеленый, голубовато-зеленый; yellow-green – желто-зеленый; yellowish-green – желтовато-зеленый; apple-green – светло-зеленый;

Orange

orange – оранжевый; light-orange – светло-оранжевый; dark-orange – темно-оранжевый; red-orange – красно-оранжевый; reddish-orange – красновато-оранжевый; yellow-orange – желто-оранжевый; carrot-orange – морковно-оранжевый;

Pink

pink – розовый; pinkish – розоватый; light-pink – светло-розовый; dark-pink – темно-розовый; deep-pink – темно-розовый; reddish-pink – красновато-розовый; yellowish-pink – желтовато-розовый; rose-pink – бледно-розовый; pale pink – бледно-розовый; hot pink – ярко-розовый;

Purple

purple – пурпурный, багряный, фиолетовый, лиловый, сиреневый; deep-purple – темно-пурпурный; pale-purple – бледно-лиловый, бледно-пурпурный; reddish-purple – красновато-пурпурный; blackish-purple – черно-пурпурный; bluish-purple – синевадно-пурпурный; aubergine-purple – фиолетово-пурпурный;

Red

red – красный; рыжий (о волосах); reddish – красноватый; bright-red – ярко-красный; dark-red – темно-красный; deep-red – темно-красный; purple-red – пурпурно-красный; purplish-red – пурпурно-красный; brownish red – коричневатно-красный; orange-red – оранжево-красный; rose-red – цвета красной розы; scarlet-red – алый красный; brick-red – кирпично-красный;

Violet

violet – фиолетовый, фиалковый, темно-лиловый; light-violet – светло-фиолетовый; dark-violet – темно-фиолетовый; deep-violet – темно-фиолетовый; bright-violet – ярко-фиолетовый;

White

white – белый; whitish – беловатый; blue-white – сине-белый; bluish-white – голубовато-белый; grayish-white – серовато-белый; snow-white – белоснежный; lily-white – чисто-белый, лилейный; milk-white – молочно-белый, голубовато-белый; off-white – не чисто-белый, с оттенком;

Yellow

yellow – желтый; yellowish – желтоватый; light-yellow – светло-желтый; pale-yellow – бледно-желтый; dark-yellow – темно-желтый; pinkish-yellow – розовато-желтый; orange-yellow – оранжево-желтый; reddish-yellow – красновато-желтый; brownish-yellow – коричневатно-желтый; greenish-yellow – зеленовато-желтый; straw-yellow – соломенно-желтый;

Other colours

amber, amber-coloured – янтарный, желтый, оранжево-желтый, красновато-желтый;

apricot – абрикосовый, розовато-желтый;

aqua – бледный зеленовато-голубой, голубовато-зеленый, цвет воды;

aquamarine – зеленовато-голубой, голубовато-зеленый, цвета морской волны;

aubergine – баклажанового цвета, темно-фиолетовый;

auburn – золотисто-коричневый, золотисто-каштановый, красновато-коричневый, рыжеватый;

azure – лазурный, небесно-голубой, чисто-голубой;

beige – бежевый, бледный светло-коричневый, светло-серый с коричневатым оттенком;

bronze – бронзовый, красновато-коричневый;

burgundy – бордовый, темно-бордовый;

caramel, caramel-coloured – светло-коричневый, цвета жженого сахара;

cardinal, cardinal-red – ярко-красный, пунцовый, насыщенный темно-красный;

carmine – пунцовый, карминный, малиново-красный;

cherry, cherry-coloured – вишневый, ярко-красный;

coffee, coffee-coloured – цвета кофе с молоком, средне-коричневый; кофейного цвета, темно-коричневый;

coral, coral-red – кораллового цвета, желтовато-красный, кораллово-красный;
cream, cream-coloured – кремовый, кремового цвета;
crimson – малиновый, багровый, пунцовый, темно-красный;
emerald, emerald-green – изумрудный, изумрудно-зеленый;
fawn, fawn-coloured – желтовато-коричневый;
fuchsia – пурпурно-красный, розовато-пурпурный;
golden, gold – золотистый, золотой, цвета золота, блестящий желтый;
hazel – светло-коричневый, красновато-коричневый;
honey-coloured – цвета меда;
indigo, indigo-blue – темно-синий, сине-фиолетовый;
ivory, ivory-white – цвета слоновой кости, кремово-белый, желтовато-белый;
jade – желтовато-зеленый, нефритовый;
khaki, khaki-coloured – цвета хаки, защитного цвета;
lavender, lavender-coloured – светло-сиреневый, бледно-лиловый, цвета лаванды;
lemon, lemon-yellow – светло-желтый, лимонного цвета, лимонно-желтый;
lilac – сиреневый, лиловый, цветом как цветки сирени;
lime, lime-green – зеленый, желтовато-зеленый;
magenta – красновато-лиловый, красновато-пурпурный, пурпурно-красный;
mahogany – цвет красного дерева, красновато-коричневый;
maroon – темный коричневатый-красный, темно-бордовый;
mauve – розовато-лиловый, розовато-сиреневый;
metallic – с металлическим блеском, *metallic gray, metallic green, metallic blue*;
mocha – шоколадного цвета, кофейного цвета, цвета мокко;
navy, navy-blue – синий, темно-синий;
ocher – цвета охры, желтый разных оттенков;
olive, olive-green – оливковый, оливково-зеленый, желтовато-зеленый, коричневатозеленый;
peach, peach-coloured, peachy – персиковый, светлый розовато-желтый;
platinum – цвета платины, светло-серый с металлическим блеском;
raspberry – малиновый;
redwood – цвет красного дерева;
rose, rose-coloured, rosy – розовый, розово-красный;
ruby – рубиновый, темно-красный;
russet – желтовато-коричневый, светло-коричневый, красновато-коричневый;
rust, rust-coloured, rusty – цвета ржавчины, красновато-желтый, красновато-коричневый;
saffron, saffron-yellow – оранжево-желтый, желто-оранжевый, шафранно-желтый;
salmon, salmon-pink – светлый желтовато-розовый, цвета лососины;
scarlet – алый, ярко-красный;
silver, silvery – серебряный, серебристый;
slate, slate-coloured – тусклый темный синева-серый;
tan – цвета загара, желтовато-коричневый; *taupe* – темный коричневатый-серый; *tawny* – темный желтовато-коричневый, смуглый;
teal, teal-blue – темный зеленовато-синий, темный серовато-синий;
terra-cotta – терракотового цвета, коричневатый-оранжевый, коричнево-красный;
turquoise, turquoise-blue – бирюзовый, зеленовато-голубой, голубовато-зеленый;
ultramarine – ультрамариновый, ярко-синий;
vermilion – ярко-красный, блестящий алый красный, пунцово-красный;
wine, wine-coloured – темно-красный, темно-бордовый, цвета красного вина.

Related vocabulary

The colours of the rainbow: red, orange, yellow, green, blue, indigo, violet.

Primary colours – основные цвета, первичные цвета;

secondary colours – вторичные цвета, составные цвета;

bright colour – яркий цвет; **deep colour** – густой, темный, насыщенный цвет; **rich colour** – густой, интенсивный, яркий цвет;

soft colour – мягкий, нежный, неяркий цвет; **pale colour** – бледный, неяркий цвет;

pastel colour – пастельный, неяркий цвет; **pastel shade** – пастельный оттенок; **dull colour** – тусклый, неяркий цвет; **faded colour** – потускневший, выцветший, блеклый цвет;

quiet colours – спокойные цвета; **loud colours** – кричащие цвета;

warm colours – теплые цвета; **cold colours** – холодные цвета;

colourful – яркий, красочный, разноцветный;

colourless – бесцветный, бледный, неинтересный;

colour – цвет, тон, оттенок, расцветка, колорит, краска;

to colour – красить, окрашивать, раскрашивать, принимать окраску;

shade – оттенок, тон, тень; **various shades of green** – различные оттенки зеленого; **a shade of brown** – оттенок коричневого; **a delicate shade of blue** – мягкий оттенок голубого; **a lighter shade of violet** – более светлый оттенок фиолетового;

hue – оттенок, тон, цвет; **reddish hue** – красноватый тон / оттенок;

pale hues – бледные тона; **all the hues of the rainbow** – все цвета радуги;

tinge – легкая окраска, примесь, тон, оттенок;

brown with a tinge of red – коричневый с примесью / оттенком красного;

to tinge – слегка окрашивать, придавать оттенок, меняться в цвете;

tint – тон, оттенок, краска; **to tint** – придавать оттенок, подкрашивать, подцвечивать, тонировать; **She tinted her hair red.**

dye – краска, краситель, красящее вещество, окраска, цвет; **to dye** – красить, окрашивать, прокрашивать. **She dyed her hair red.**

paint – краска; **to paint** – заниматься живописью, красить, изображать.

Note: Degrees of comparison of adjectives

Adjectives denoting colour form the comparative degree and the superlative degree in the same way as other adjectives: **black** – blacker – the blackest; **blue** – bluer – the bluest; **orange** – more orange – the most orange.



REFERENCES

1. Англо-русский экономический словарь /Под ред. А.В. Аникина. – М.: Русский язык, 1981. – 727 с.
2. Богацкий И. С., Дюканова Н. М. Бизнес-курс английского языка. – К.: Логос, 1997. – С.145-47.
3. Борисенко И. И., Євтушенко Л.И., Дейнеко В.В. Английский язык в международных документах и дипломатической корреспонденции. – К.: «Логос», 1999. – С. 12-14.
4. Гринько Е.В. Практикум по деловому английскому языку. – К.: МАУП, 2000. –264 с.
5. Деловая переписка по-английски Dear Sirs!.– М.: Изд. Объединение «Культура». – 1993. – 156 с.
6. Дубкина М.Д., Галкина Л.В., Заседателева М.Л. Деловая поездка за рубеж. – М.: Вища школа, 1990. – 220 с.
7. Кнодель Л.В. Англійська для бізнес-спеціальностей: навчальний посібник. – К.: Вид-во Поліводи А.В., 2007. – 472 с.
8. Котлер Ф. Основы маркетинга. – М.: Прогресс, 1990. – 736 с.
9. Краткий англо-русский толковый словарь экономических и финансовых терминов. – М.: Финансы и статистика, 1987. – 112 с.
10. Латигіна А.Г. Англійська мова міжнародного бізнесу та менеджменту: Навчальний посібник. – К.: Київ. держ. торг.-екон. ун-т, 1999. – 257 с.
11. Меньшова М.Н. Английские экономические термины: Справ. – Новосибирск: Наука, сибирское отд-ние, 1983. – 261 с.
12. Новат И.В. Тетрадь новых терминов. Англо-русские термины по маркетингу. – М.: Всесоюзный центр переводов, 1990. – 88 с.
13. Основы внешнеэкономических знаний: словарь справ. – М.6 Высшая школа, 1990. – 432 с.
14. Сакун Л. English for business: Навчальний посібник. У 2 кн. – ч.1. – К.: Науковий світ, 2000. – 176 с.
15. Сакун Л. English for business: Навчальний посібник. У 2 кн. – ч. 2. – К.: Науковий світ, 2000. – 242 с.
16. Финансово-кредитный словарь. Т. 1, 2, 3. – М: Финансы и статистика, 1988. –1533 с.
17. Антонов О.И. Английский язык для бизнесменов. – М.: Информпечать, 1992. – 345 с.
18. Новый англо-русский юридический словарь / Ю.Ф. Березовенко и др. – К., 1993. – 1890 с.
19. Щелкова Т.Г., Мелех И.Я. как вести беседу по телефону. Практическое пособие по разговорному английскому языку. – М.: Высш. шк., 1989. – 156 с.
20. Шевелева С.А. English on Economics. Textbook. – М.: Культура и спорт, ЮНИТИ, 1998. – 234 с.
21. Campbell R., McConnell, St. L. Brue. Economics. Principles, problems, and policies. – The

- USA: McGraw-Hill Publishing Company, 1992. – b.1. – 400 p.
22. Costinett S. English for careers. The Language of accounting in English. –Oxford: University Press, 1996. – 287 p.
 23. Daniels J.D., Radebaugh L.H. International Business. – Massachusetts, USA: Addison-Wesley publishing Company, Inc.,1997. – 356 p.
 24. Dolan E. G.. Lindsey D. E. Microeconomics. – The Dryden press, 1990. – 402 p.
 25. Grant D., McLarty R.. Business Basics. – N. Y.: Oxford University Press, 1995. – 256 p.
 26. Graver B.D. Advanced English Practice. – England: Oxford, 1986. – 467 p.
 27. Guffey, Rhodes, Rogin. Business Communication: Process and Product. – Third Brief Canadian Edition. – Thomson-Nelson, 2010. – P.183-214.
 28. Jonson C. Banking and Finance. – London.: Longman, 2000. – 234 p.
 29. In Business, Student's Book. –Thomas Nelson and Sons Ltd. – Walton-on Thames: UK, 1983. – 267 p.
 30. Lookianova N.A. The Businessman's Companion. – M. 1996, – 570 c.
 31. Macroeconomics. Edwin G. Dolan. David E. Lindsey. – The Dryden press, 1991. – b.2. – 446 p.
 32. Management. Michael H. Mescon, Michael Albert, Franklin Khedouri. –Harper & Row, Publishers, New York, 1992. – b.1. –700 p.
 33. Marion Williams, Robert L. Burden. Psychology for Language Teachers: a Social Constructivist Approach. –Cambridge: Cambridge University Press. 1997. – 240 p.
 34. Natekop A J., Weis E., Haberfellner E. – Business Letters for All. – Oxford University Press, 1977. – 145 p.
 35. Norman S. We're in Business. /English for Commercial practice and international trade Student's Book. — England: Longman, 1990. – 180 p.
 36. O'Driscoll, Nina and Pilbeam, Adrian. Meetings and Discussions. Longman Business English Skills. – England: Longman, 1990. – 256 p.
 37. Owen R. BBC Business English. – London: Bush House, 1992. – 480 p.
 38. Pilbeam A. International Management. – London.: Longman, 2000. – 560 p.
 39. Rachman D. J., Mescon A. At Business Today. – 5th ed. – N. Y.:Random House Business Division, 1987. – 178 p.
 40. Steiner G.A., Steiner J.F. Business, Government and Society.- N.Y.: McGraw-Hill, Inc.,1991. – 123 p.
 41. The social science encyclopedia / Ed. by A. Kuper, J. Kuper: Lnd. etc.: Routledge & Kegan, 1985. – XXVIII. – 916 p.
 42. Holett V. Business Objectives, New York: Oxford University Press, 1998. – 389 p.
 43. Viney P. & Viney K.. Handshake. A course in communication. Student's Book, New York: Oxford University Press. – 1996. – 218 p.
 44. Newman & Ober. Business Communication: In Person, In Print, Online. South-Western, 2013. – P.503-506.