

МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ
Запорізький національний технічний університет

Методичні матеріали з англійської мови для студентів 1
курсу заочного відділення факультету МТУ за спеціальністю
«Управління трудовими ресурсами»

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ПОЯСНЮВАЛЬНА ЗАПИСКА

Викладання дисципліни іноземна мова (англійська) для студентів першого курсу заочного відділення факультету МТУ за спеціальністю «Управління трудовими ресурсами» передбачає формування у студентів знань і практичних навичок, спрямованих на комунікацію іноземною мовою, збагачення мовного і культурного світогляду майбутнього фахівця. У навчальному процесі також реалізуються загальноосвітні, пізнавальні та виховні цілі. Формування і розвиток лінгвістичних навичок включає надання екстралінгвістичної інформації, тобто ознайомлення студентів із історичною, країнознавчою, побутовою, та культурологічною специфікою мовлення носіїв англійської мови.

Завданням курсу є вивчення лексичного і граматичного матеріалу, оволодіння вмінням функціонально застосовувати іноземну мову в ситуаціях побутового спілкування. В результаті вивчення навчальної дисципліни студент повинен знати лексику за основними побутовими темами, фонову інформацію соціокультурного і країнознавчого змісту, демонструвати вміння реалізовувати набуті граматичні знання, читати і розуміти тексти, отримувати потрібну інформацію з публіцистичних і економічних джерел, робити переказ і коментувати отриману під час читання інформацію, вести діалоги англійською мовою.

Методичні матеріали, враховуючи завдання курсу, включають комплекс лексичних та граматичних вправ, націлених на досягнення студентами високого рівня лексичної, граматичної та соціокультурної компетенцій.

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CHAPTER 1. GRAMMAR TASKS

Nouns

1.1. Are they countable or uncountable?

We had some fun.

I don't drink much wine.

I'm taking a photo.

Power stations produce energy.

I'd like to get a job I can do in my spare time and earn some money.

Tom told some jokes.

Love makes the world go round.

1.2. Put a/an or some.

I really have to do _____ house work.

The people who camped in the field have left _____ rubbish.

I've been working on the business plan so I've made _____ progress.

The flat is quite empty. I need _____ furniture.

I can't possibly fit this guitar into _____ suitcase.

The visitors are here for two nights. They are looking for _____ accommodation.

That shop has _____ nice sofa.

You'll have to pay extra for the taxi because you have got _____ luggage.

1.3. What is countable and uncountable? Translate.

I've been to France many times.

I can't stop. I haven't got time.

Have you got an iron?

The bridge is made of iron.

I switched all the lights on.

There's more light by the window.

This journey was a great experience.

He has enough experience for the job.

I run a small business.

I enjoy doing business.

1.4. Singular or plural?

The news _____ (was \ were) better than I had expected.

The jeans _____ (fit \ fits) you all right.
 The door and the window _____ (is \ are) open.
 (These \ this) clothes _____ (is \ are) the latest fashion.

Adjectives

1.5. Place the three adjectives in the correct order before the noun.

book interesting - small - Spanish
 picture modern - ugly - rectangular
 opinion old - boring - American
 apple ripe - green - delicious
 suit woolen - large - black
 house beautiful - modern - small
 magazine German - slender - strange
 cap cotton - funny - green

1.6. Correct or incorrect?

Paola lives in France, but she speaks French really worse.
 I don't think Spanish is as difficult than German.
 Fish are great pets. By far the popularest pet is the goldfish.
 Trevor isn't as better as me with languages.
 It's much more complicated than I expected.
 The sailfish is the faster fish with a maximum speed of 100 km an hour.

The smallest fish in the world is the Philippine goby. It's about 1 centimeter long.

English isn't as harder as other languages to learn.

James speaks Japanese like a native speaker.

1.7. Insert appropriate form of the adjectives. Fill in the gaps with the comparative or the superlative form of the adjectives given.

My sister is _____ than me. (kind)

I'm sorry. It took _____ than I thought it would. (long)

You don't seem to be as _____ as you used to be.

A rock is _____ than a leaf. (heavy)

It is the _____ shop in town. (large)

In this classroom there are _____ girls than boys.
 (many)

This is the _____ film I have ever seen.
 (exciting)

Ben was the _____ person in his family.
 (noisy)

Our house is _____ than yours. (big)

I bought the _____ souvenir I could afford.
(expensive)

Mary is the _____ girl in the class. (thin)

The princess is _____ than the witch.
(beautiful)

Jim is the _____ player in the football team.
(good)

Tom is a _____ student than Mary. (good)

That is the _____ sofa in our house. (comfortable)

Bicycles are _____ than motorbikes. (safe)

Which is the _____ subject at school? (difficult)

Monday is the _____ day of the week. (bad)

July is _____ than January. (hot)

Tim is _____ than Peter. (talented)

Sam is the _____ in the class. (popular)

A lion is _____ than a cat. (dangerous)

Ann is the _____ child in the family. (young)

1.8. Choose the appropriate variant

His behavior is very similar _____ mine.

a) of b) from c) with d) to

He is not as clever _____ Jack.

a) like b) as c) than d) then

It's _____ the most expensive shoes I've ever bought

a) Very b) slightly c) by far d) much

She is by far the tallest girl _____ the group

a) In b) of c) at d) among

Words ending -able and -ible

Two common endings are -able and -ible. But how can you tell which one to use?

The difficulty is that we pronounce the leading vowels very similarly: we make a sort of -ugh- sound and you can't hear whether it is -a- or -i-. There are no simple rules to follow.

But here are three tips that you may find useful:

If the base word is not altered in any way then add -able.

This works most of the time:

understand becomes understandable,

predict becomes predictable,

comfort becomes comfortable, ... and so on.

There are many more words ending -able than -ible.

I counted 900 -able words and 200 -ible words.

So, if you make a guess and choose -able you're probably right 4 out of 5 times! The best advice I can give you is to learn the most common -ible words and use -able for the rest. Very many of the -ible words are so rare that you'll never use them.

Here are the most common -ible words:

edible: fit for eating

credible: can be believed

audible: can be heard

legible: easy to read

negligible: of no importance

terrible: causing terror

horrible: awful

feasible: can be done

visible: can be seen

sensible: reasonable

responsible: trustworthy

possible: liable to happen

digestible: can be digested

flexible: easily bent

permissible: allowable

compatible: suitable

Many of them have negative forms by adding in-, il-, ir-, or im- .
For example:

inedible, illegible, irresponsible, impossible.

1.9. In the following sentences, the final four letters are omitted from each -ible or -able word. Add missing suffixes

Last night's movie about the invis_____ man was so incred_____ that it was laugh_____.

My irrespons_____ little brother is usually kept away from anything break_____.

Are these new clothes really comfort_____, or do people only wear them because they are fashion_____?

That man is completely friend_____. He hasn't got any friends at all.

I spent a sleep_____ night worrying about you! Where have you been?

Be care_____ whenever you cross the street.

That little boy is absolutely fear_____.! He isn't afraid of anything.

Thank you so much! You were really help_____ to me.

I passed all of my English exams. I was success_____ for the first time.

How could you be so care_____ as to lose your wallet?

The weather was beauti_____ so we went for a walk.

Yesterday we had a wonder_____ dinner at a Spanish restaurant.

I am going to give some clothes to the home_____.

1.10. Adjectives with -ing and -ed

The metro can be ____ the first time you use it.

confused

confusing

Satoru was ____ to hear about the earthquake.

shocked

shocking

I think that rainy days in winter are ____.

depressing

depressed

She's ____ of doing the same thing every day.

bored

boring

It was the most ____ I have been watching a film.

excited

exciting

1.11. Fill in adjectives

I do the same thing every day. My job is very _____ .

I have nothing to do. I'm _____ .

My job is very varied. I find it _____ .

I'm _____ in applying for the job.

I heard some very _____ news. I'm going to lose my job. I feel terrible

Cheer up . Don't feel so _____ . There are plenty of other jobs.

I heard a very _____ story. It will make you laugh.

It's not _____ that you failed the exam. You never did any work.

I don't understand this exercise. I'm very _____ .

My trip to Paris has been cancelled. I'm really _____ . I really wanted to go.

The performance of the English team was very _____ . They played much worse than expected.

I am very _____ in this subject. I find it fascinating.

The lesson was really _____ . I almost fell asleep.

I was _____ by her behaviour. It was very funny.

I was _____ by the news. I didn't expect it.

I was _____ by his behaviour. It was outrageous.

I'm _____ in finding out more about this. Where can I look?

When the students did badly, the teacher became really _____ and didn't smile for weeks.

My trip to Paris has been cancelled. I'm really _____ . I really wanted to go.

There are a lot of road signs. It's all very _____ .

1.12. Explain with other words

Anxious

Astonishing

Terrified

Excited

Proud

1.13. Translate

У этого сыра просто *отвратительный* запах! У Маши очень *ревнивый* парень. Она сама его боится. Она была так *воодушевлена* предстоящей вечеринкой. Не все женщины так *любопытны*, как тебе кажется. Он *был просто раздавлен* новостью о ее свадьбе.

1.14. Task. In the following paragraph there are fourteen words ending with -ible or -able, some of which are misspelled. Read the paragraph, locate the misspelled words and write the correct spellings in the space provided below the paragraph.

Most people thought that Michael, an eligible bachelor, was an adorable, personible man. Mattie, however, found him detestable. Some time ago, Michael promised to take Mattie to a fashionable restaurant for a remarkible dinner. As horrible as it sounds, Michael took Mattie to the local McDonald's. Most of the food there was either inedable or undigestable. Mattie was as irritable as possable when she told her roommates about her terrible date. "Whoever finally marries that

contemptable Michael," Mattie said, "is certainly not going to be in an enviable position."

Conditionals. Zero, first and second types.

Zero Conditional: certainty

If + present simple, ... present simple.

We use the so-called zero conditional when the result of the condition is always true, like a scientific fact. Notice that we are thinking about a result that is always true for this condition. The result of the condition is an absolute certainty. We are not thinking about the future or the past, or even the present. We are thinking about a simple fact. We use the present simple tense to talk about the condition. We also use the present simple tense to talk about the result. The important thing about the zero conditional is that the condition always has the same result.

Conditional Sentences Type I refer to the future. An action in the future will only happen if a certain condition is fulfilled by that time. We don't know for sure whether the condition actually will be fulfilled or not, but the conditions seems rather realistic – so we think it is likely to happen.

if + Simple Present, will-Future

The main clause can also be at the beginning of the sentence. In this case, don't use a comma.

Main clause and / or if clause might be negative.

IF Clause Type 2

Conditional Sentences Type II refer to situations in the present. An action could happen if the present situation were different.

if + Simple Past, main clause with Conditional I (= would + Infinitive). Were instead of Was

In IF Clauses Type II, we usually use , were' – even if the pronoun is I, he, she or it –.

1.15. Make sentences.

weather / be good – they / have the party in the garden.

we / sign / today / the contract – start / production / we / at the end of next month.

Motor way / be very busy – we / miss the flight.

Tell / Mrs. Duval / to ring me – from her / you hear / today.

it /rain – they / hold the reception in the marquee.

ring / you / 0800 726354 – we / give some more information / you.

The government / raise taxes / in the next budget - consumer spending / fall.

You / go / next week to Paris – I give you / can / the name of a good hotel.

Pierre / call – tell him I / help him.

Sales / not to improve / soon – they / have to / cut production.

1.16. If or when?

I don't think you'll have any problems, but call me _____ you do.

We won't be able to compete _____ we don't adopt a better Internet strategy.

Mrs. Barton is coming this afternoon. Could you send her up _____ she arrives?

Sales are low this spring, but they will improve _____ summer starts.

I'll be disappointed ____ I'm not promoted this year.

1.17. Complete these sentences

If I have time this weekend, _____

If I go on holiday this year, _____

If I can afford it, _____

If I stay in my present job, _____

If I feel tired this evening, _____

If I finish work early, _____

If I don't do my home task, _____

Future actions. Planned and unplanned future actions

We usually use going to when the situation is planned

Examples:

I am going to visit Sally.

We are going to be back for dinner.

We usually use will + verb when the situation is unplanned or in formal writing.

Examples of unplanned situations

I will answer the phone.

I'll get it. (I'll is the contraction or short form for I will)

Examples of formal writing

I will visit Sally.

We will be back for dinner.

1.18. Fill in the necessary form.

I _____ (go) to the supermarket tomorrow.

My sister _____ (give) me her car when she gets her new one.
 We _____ (have) a barbecue on Sunday.
 All my friends _____ (come) to my party next week.
 We _____ (take) my niece to Aqua park later today.
 The train _____ (leave) in ten minutes.
 We _____ (go) to the zoo tomorrow.
 On Friday I _____ (go) to Rob's party.
 My teacher _____ (go) to school tomorrow.
 Rhonda _____ (stay in) on Friday.
 Bill _____ (go) to the cinema at the weekend.
 _____ Susan _____ (work) this week?
 _____ your English _____ (get) better?

Modal verbs

When we talk about ability, we mean two things.

First, we mean general ability. This is something that once you have learned you can do any time you want, like being able to read or swim or speak a language, for example.

The other kind of ability is specific ability. This means something that you can or can't do in one particular situation. For example, being able to lift something heavy, or find somewhere you are looking for.

Present: can / can't (for both general and specific ability)

I can play the piano.

She can speak English.

He can't drive – he's too tired.

We can't come now.

Past: could / couldn't (for general ability)

I could read when I was four.

She could speak French when she was a child, but now she has forgotten it.

He couldn't dance at all until he took lessons.

My grandfather couldn't swim.

was able to / couldn't (for specific ability)

When the computer crashed yesterday, I was able to fix it.(not 'I could fix it').

She was able to pass the exam, even though she hadn't studied much (not 'she could pass').

He called us because he couldn't find the house.

I couldn't open the window.

could + have + past participle (an ability someone had in the past, but didn't use).

I could have played the piano well but I didn't practise enough.

We could have come earlier.

She could have studied law, but she preferred to become a secretary.

Future: will / won't be able to (general ability)

At the end of the course, you will be able to make your own website.

He won't be able to speak Japanese in a week! It will take months.

can / can't (specific ability)

I can help you tomorrow

I can't come to the party

1.19. Insert necessary modal verb (can \ could \ be able to)

Yesterday I _____ (not) fill an application form, because they didn't give me it. After interview, I left them my CV, so they _____ call me.

Applicant is a person, who applies for a job, writes a CV, has an interview; interviewee _____ ask him or her different questions; employer is a person who _____ offer a job for an applicant.

The boy fell into the pond but fortunately he _____ swim and we _____ rescue him. I scared, but now I _____ say about it calmly.

She worked long hours, so got promoted, got bonus and _____ go on holiday to Hawaii next week. But she isn't a leader, that's why _____ run her own company.

1.20. Translate.

Университет сегодня не работал, потому что не было электричества.

Антибиотики помогают лечить многие болезни, но и они вредят здоровью.

Без необходимых прививок нельзя ехать в экзотические страны.

CHAPTER 2. VOCABULARY TASKS

2.1. Office equipment. Useful Vocabulary. Look through new words

armchair	furniture
cabinet	highlighter
desk	laptop
drawer	paperclip
equipment	stapler

armchair - a comfortable chair often found in a living room

She's got a beautiful armchair in her office.

cabinet - a small chest used for keeping papers, files, etc.

I keep my markers in the cabinet drawer.

desk - writing table

He's got a large desk in his office.

drawer - sliding receptacle in a desk, cabinet, etc.

The papers are in the drawer in the desk.

equipment - supplies and tools used to work

He's got a lot of equipment in his office.

furniture - moveable articles for use in the house or office

We need some new furniture in our living room.

highlighter - pen used to mark passages in a bright color

I use a yellow highlighter for important new words and a green highlighter for problems.

laptop - a moveable or portable computer

I bought a new laptop to take on business trips.

paperclip - a small metal clip used to hold papers together

She used a paperclip to hold the two pieces of paper together.

stapler - a small device used to bind papers together

Could you hand me the stapler, please?

Collocations

2.2. Cross out the incorrect one.

He is doing \ making research in Chemistry.

I don't have any coffee. Could you do \ make me a favour and lend some.

We must make \ do a decision soon.

Did he do \ make many mistakes in his test?

Lucky you are! You make \ do nothing all days!

He made \ did a lot of money when he worked in America.

She is definitely making \ doing progress. She is reading much better now!

They feel so terrible. So I have to make \ do an appointment with the doctor for them.

Fixed expressions

2.3. Fill in the gaps

Are you invited to Miranda's birthday party? What are you going to present her?

Hush! She is coming here. Don't _____ . It's surprise!

I haven't eaten for ten hours! I'm so hungry!

Yeap! You _____ !

I'm in a hurry; have no time for sending letters!

We are going to the city, so can _____ : solve our problems and send your letters at the same time.

Oh, thank you!

He _____ in Kiev, but then when he was 18, moved to Moscow and _____ this city, he really likes it very much, admires architecture, nature and people.

What a mess have you done in the room?

If our dad sees it, he'll _____ ! He'll get crazy!

Yesterday while shopping, I _____ Holly in the supermarket. She was looking for a cocktail dress and didn't expect to see me there.

I thought that all children were noisy, but yours is so silent, he is _____ .

I have a lot of friends, I _____ with people. I'm an easy-going, sociable person.

I haven't eaten for ten hours! I'm so hungry!

Yeap! You _____ !

I hate a hectic way of life, can't stand being in a hurry, so _____ is not for me.

Tom is looking for you. He has a business trip to Spain, so he needs your help. Could you _____ his cat Jerry?

2.4. Translate

Он делает много ошибок, когда говорит по-французски.

Я очень старалась ему помочь, но он меня не слушал.

Пенсионер пожаловался на продавца в магазине, но ничего не изменилось, продавец продолжает там работать.

Я должна делать домашнее задание, чтобы улучшить свои языковые навыки, и не бояться говорить по-английски.

New vocabulary. Crimes

2.5. Answer the questions

Who commit crimes?

Who decides if someone is innocent or guilty?

Who sentences people?

Who investigates crimes?

New vocabulary. Body and appearance

2.6. Answer the questions

What the difference between: slim and skinny

What the difference between: tall and high

What the difference between: handsome and beautiful

What the difference between: low and short

What the difference between: fat and overweigh.

Name parts of leg and give the translation

Name parts of head and give the translation

Name parts of torso and give the translation

Name parts of arm and give the translation

Name adjectives that describe hair and give the translation.

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