**I. Определите видовременную форму глагола в следующих предложениях.**

1. I have already signed the agreement.

a. Present Continuous

b. Present Perfect

c. Present Simple

2. We are working on a new project now.

a. Present Perfect

b. Past Simple

c. Present Continuous

3. He will open an account with this bank.

a. Future Simple

b. Present Continuous

c. Present Perfect

4. Cash flow was the main problem.

a. Present Continuous

b. Present Perfect

c. Past Simple

5. She has just invited me to the presentation today.

a. Present Continuous

b. Present Perfect

c. Past Continuous

**II. Соотнесите видовременную форму страдательного залога в первой колонке с соответствующим названием во второй колонке.**

|  |  |
| --- | --- |
| 1. is changed | a) Present Continuous Active |
| 2. will change | b) Present Simple Active |
| 3. was changed | c) Past Simple Active |
| 4. has been changed | d) Future Simple Active |
| 5. is being changed | e) Present Perfect Active |
| 6. have changed | f) Present Continuous Passive |
| 7. is changing | g) Future Simple Passive |
| 8. will be changed  9. change  10. changed | h) Present Perfect Passive  i) Present Simple Passive  j) Past Simple Passive |

**III. Выберите правильный вариант перевода сказуемых в предложениях:**

1. We were asked to keep our mobiles switched off.

a. нас попросили

b. мы попросили

c. нас попросят

2. A time management skills course will be organized next week.

a. был организован

b. будет организован

c. организует

3. A private office is isolated.

a. изолирован

b. будет изолирован

c. был изолирован

4. Two billion sandwiches are eaten by the British for lunch every day.

a. съедаются

b. были съедены

c. будут съедены

5. Finally the contract was signed.

a. будет подписан

b. был подписан

c. подписывают

6. The question will be left for the next meeting.

a. будет оставлен

b. был оставлен

c. оставляют

**IV. Определите правильную форму глагола в страдательном залоге.**

1. Two cameras (to damage) in transit.

a. damaged

b. is damaged

c. were damaged

2. The business (to run) by two families.

a. are run

b. is run

c. ran

3. Most goods (to provide) by organizations rather than individuals.

a. is provided

b. are provided

c. provided

4. This point of the contract (to discuss) recently.

a. has been discussed

b. have been discussed

c. is discussed

5. During the banquet tomorrow all the important guests (to seat) in the dining room.

a. are seated

b. was seated

c. will be seated

6. The integration process (to discuss) at the meeting yesterday.

a. was discussed

b. were discussed

c. will be discussed

**V. Выберите правильный видовременную форму глагола-сказуемого в Active или Passive.**

1. Employers (to want) younger people.

1. wants
2. want
3. are wanted

2. I (to make) redundant last year.

1. was made
2. made
3. had made

3. The company (to make up) of 60 % women and 40 % men.

1. is made up
2. made up
3. had made up

4. We (to pay) by credit card.

1. will be paid
2. be paid
3. will pay

5. The second line (to launch) yet.

1. hasn’t been launched
2. haven’t been launched
3. hasn’t launched

**VI. Определите правильный вспомогательный глагол в предложениях во временах Active или Passive:**

1. The presentation ... being given now.
2. was
3. is
4. does

2. I ... worked in both companies.

1. have been
2. have
3. has

3. The budget ... reviewed next Friday.

1. will be
2. will
3. is

4. She ... respected by all her colleagues for her enthusiasm.

1. was
2. did
3. were

5. ... you like your job?

1. are
2. does
3. do

**VII . Определите функцию причастия I .**

1. We are hoping for an upturn in sales around the Christmas period.

|  |  |  |
| --- | --- | --- |
| a. определение | b. обстоятельство | c. часть сказуемого |

1. Technically speaking, we have run into negative profit.

|  |  |  |
| --- | --- | --- |
| a. определение | b. обстоятельство | c. часть сказуемого |

1. The fact is, we’re selling old product through inefficient distributors.

|  |  |  |
| --- | --- | --- |
| a. определение | b. обстоятельство | c. часть сказуемого |

1. When founding a new company you should have enough money.

|  |  |  |
| --- | --- | --- |
| a. определение | b. обстоятельство | c. часть сказуемого |

1. He is the president of a big company producing software.

|  |  |  |
| --- | --- | --- |
| a. определение | b. обстоятельство | c. часть сказуемого |

**VIII. Выберите правильный перевод причастия I**

1. Looking at our sales profile in the UK, we can see that last year our online sales rose steadily.
2. глядя
3. смотрящие
4. смотрим
5. The leading companies control the country’s export.
6. лидируя
7. лидирующие
8. лидировали
9. Our figures for January-October are very disappointing.
10. разочаровывающие
11. разочаровавшиеся
12. разочаруют
13. The price is 300 Swiss francs per night, including breakfast.
14. включают
15. включенный
16. включая
17. In 5 years the number of Europeans shopping on line will grow.
18. покупая
19. покупают
20. покупающих

**IX . Определите функцию причастия II .**

1. When tested, the machines showed a low rate of failure.

|  |  |  |
| --- | --- | --- |
| a. определение | b. обстоятельство | c. часть сказуемого |

1. Videoconferencing allows you to have a more personalized relationship.

|  |  |  |
| --- | --- | --- |
| a. определение | b. обстоятельство | c. часть сказуемого |

1. They informed us that the final decision had been made.

|  |  |  |
| --- | --- | --- |
| a. определение | b. обстоятельство | c. часть сказуемого |

1. The main reason given for the delay was the need of replacement.

|  |  |  |
| --- | --- | --- |
| a. определение | b. обстоятельство | c. часть сказуемого |

1. He suggested that the goods can be bought from another supplier.

|  |  |  |
| --- | --- | --- |
| a. определение | b. обстоятельство | c. часть сказуемого |

**X. Выберите правильный перевод причастия II**

1. You must show that you are prepared to negotiate.
2. готовитесь
3. готовы
4. будете готовиться
5. The hotel has security controlled parking.
6. контролирующий
7. контролируемый
8. контролирует
9. The minutes of the last meeting were approved.
10. одобряющие
11. одобрены
12. одобряют
13. Companies have to identify the qualities associated with their product.
14. связанные
15. связав
16. связывают
17. We would like to check that the prices are as stated in your catalogue.
18. указанны
19. указав
20. указывают
21. The company founded in 1965 is still expanding.
22. основывают
23. основала
24. основанная

**XI. Выберите правильный вариант причастия I или II.**

1. I’m ... if this is a good idea.
2. wondering
3. wondered
4. having wondered
5. Our products and services can be better ... to the needs of the customer.
6. targeting
7. targeted
8. having targeted
9. They typically end up ... money from firms and banks.
10. taking
11. taken
12. having taken
13. There were more and more people ... in the lawsuit.
14. involved
15. involving
16. having involved
17. They acquired another ... company.
18. plastic-packaged
19. plastic-packaging
20. having plastic-packaged

**XII. Заполните пропуски в предложениях соответствующими союзными словами:**

1. In the networked world of the future, where you live will have little effect on ... you work.
2. where
3. if
4. why
5. Disney’s CEO claims ... the company is developing a new product.
6. which
7. what
8. that
9. Gordon’s Gin fills selected British cinemas with smell of juniper berries ... its commercials are being screened.
10. when
11. why
12. where
13. No one could predict ... they would react.
14. why
15. what
16. how
17. Sometimes it’s difficult to decide ... messages you should read and respond to first.
18. who
19. whose
20. why
21. In his report he mentioned some figures ... clearly illustrated the company development.
22. which
23. when
24. who

**XIII. Прочитайте текст и укажите, верны (True) или нет (False) следующие за ним утверждения.**

**Gary Macintoch, USA:** I got an internship with a clothing manufacturer in Spain. My duties included translating important legal documents and assisting clients. My business Spanish has improved a lot as I’ve had to learn lots of business words. And the contacts I made will be useful in the future. I was chosen to be the company representative during a week-long business trip to London. My English was very valuable in Europe as most international business is conducted in English. The whole thing was a fantastic opportunity to find out about a different culture.

**Sophie Fischer, Germany**: I worked for three months for a property development company in China on a series of new luxury apartments. I had to sort out all the details of the facilities – sport centre, saunas, coffee bars, etc. I was a bit nervous doing something so big but I was very proud when I delivered the final results to my manager. Working for a big company was very interesting, and my boss always took me to business meetings and on tours. It was a challenge working in such a different culture, but it was an international company so we spoke English.

**Marco Parenti, Italy**: For the past three months I have worked for an international manufacturing company in Argentina. I am helping research shaving foam in order to define the future market requirements and new technologies. When I arrived I had no knowledge of Spanish but I have had lessons and I am improving fast. They found me accommodation and gave me a living allowance. The high point is the people. They are warm, friendly and always willing to try and understand.

1. Gary Macintoch doesn’t speak Spanish well.

|  |  |
| --- | --- |
| a. True | b. False |

1. Gary Macintoch was interested to know about a different culture.

|  |  |
| --- | --- |
| a. True | b. False |

1. Sophie Fischer’s work in China was very boring.

|  |  |
| --- | --- |
| a. True | b. False |

1. Sophie Fischer leant to speak Chinese.

|  |  |
| --- | --- |
| a. True | b. False |

1. Marco Parenti worked for an international pharmaceutical company in Argentina.

|  |  |
| --- | --- |
| a. True | b. False |

1. Marco Parenti had difficulties with housing abroad.

|  |  |
| --- | --- |
| a. True | b. False |