

**КАЗАНСКИЙ ФЕДЕРАЛЬНЫЙ УНИВЕРСИТЕТ**

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# **ENGLISH GRAMMAR FOR IT**

## **Part 1**

Учебное пособие

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## Введение

Учебное пособие “English Grammar for IT. Part 1” предназначено для занятий со студентами 1 и 2 курсов Высшей школы информационных технологий и информационных систем (ВШ ИТИС) и Института вычислительной математики и информационных технологий (ИВМиИТ) Казанского (Приволжского) федерального университета с уровнем владения языком А2, В1.

Данное пособие является первой частью серии учебных пособий по грамматике английского языка для студентов ВШ ИТИС, ИВМиИТ. Оно отвечает программным требованиям и посвящено изучению основных грамматических времен английского языка. Отличительной особенностью данного учебного пособия является то, что все упражнения на развитие и отработку грамматических навыков у студентов созданы с учетом изучаемой ими специальности – информационные технологии.

Целью данного учебного пособия является изучение и отработка основных грамматических времен английского языка на лексическом материале по основной специальности студентов ВШ ИТИС, ИВМиИТ КФУ; расширение словарного запаса по изучаемой специальности; развитие навыков грамотного чтения и перевода оригинального материала по специальности.

Учебное пособие включает в себя 12 уроков (Units), каждый из которых посвящен конкретному грамматическому явлению, и 5 обобщающих разделов (Revisions), направленных на повторение и закрепление изученного материала. Каждый урок делится на 3 части - Positive, Negative, Questions -, в которых приводятся основные правила образования грамматической конструкции и практические упражнения. В конце каждого урока дано упражнение на перевод предложений с русского языка на английский с учетом изученной темы. По каждой теме в конце урока представлен оригинальный текст на английском языке с разработанным к нему грамматическим заданием.

Все уроки идентичны по своей структуре. Задания к упражнениям четко сформулированы, что позволяет достичь поставленной цели.

В конце учебного пособия приводится вспомогательный справочный материал (Appendices).

Теоретический материал учебного пособия, а также использованные в нем тексты заимствованы из оригинальных источников, опубликованных в зарубежных научных изданиях, а также современных Интернет-источников. При отборе текстов учитывались их познавательная ценность и тематическое соответствие.

Материалы пособия прошли апробацию на занятиях со студентами и могут быть использованы для аудиторной или самостоятельной работы.

## Unit 1

### *Be (Present Simple)*

#### **1.1 Be (Present Simple Positive)**

We use **be** to say who somebody is or what something is, to talk about how we feel, describe things and ask personal questions. We also use **be** to talk about weather, time, places, etc.

We use **there + be** to talk about the existence of something or somebody. **There + be** can be used to talk about where things are or when things happen.

SUBJECT	BE		SHORT FORM
<i>I</i>	<i>am</i>	→	<i>I'm</i>
<i>We</i> <i>You</i> <i>They</i>	<i>are</i>	→	<i>We're</i> <i>You're</i> <i>They're</i>
<i>He</i> <i>She</i> <i>It</i>	<i>is</i>	→	<i>He's</i> <i>She's</i> <i>It's</i>
<i>There*</i>	<i>is</i> <i>are</i>	→	<i>There's</i>  <i>-</i>

*\*There is is followed by a singular noun*

*There are is followed by a plural noun*

**Exercise 1. Complete the sentences with *am*, *is* or *are*.**

1. Keeping files on paper ..... a low-tech solution.
2. The body text ..... left-aligned.
3. The design of this poster ..... a bit amateurish.
4. My new PDA ..... the latest model.
5. These ..... types of callout.

6. The most popular tariff ..... ‘pay-as-you-go’, with customers paying for their calls in advance.
7. These files ..... too big.
8. The ‘brain’ of a computer ..... the processor.
9. Scanners, printers and webcams ..... peripherals.
10. Computers ..... electronic devices that can follow instructions to accept input, process that input, and produce information.
11. Cookies ..... data sent by an Internet server to a browser.
12. The opposite of ‘Insert the DVD’ ..... ‘Eject the DVD’.
13. All pop-ups ..... advertisement.
14. EPOS terminals ..... useful for stock management.

**Exercise 2.** *Fill in the gaps. Use short forms of **be**.*

1. The line ..... busy.
2. This page ..... on portrait orientation.
3. Photo paper ..... very expensive.
4. A basic spreadsheet ..... a grid of spaces.
5. It ..... usually clearer to present statistics in the form of a table or chart.
6. My account balance ..... about €7.
7. The Internet ..... global network of interconnected computers.
8. The World Wide Web ..... the billions of web pages.
9. A keyboard ..... a data input device.
10. I ..... a senior programmer in Digitum Inc.
11. Picture A ..... a flatbed scanner.
12. The Internet ..... much faster with a broadband connection than with dial-up.
13. They ..... out of the office four days a week.
14. This wire ..... too short.
15. We ..... a long way from the nearest transmitter.
16. It ..... easy to move files into a folder using drag and drop feature.

**Exercise 3.** Match sentence halves using the right form of **be**.

<b>A</b>	<b>B</b>
1) The subject line	a) full of spam.
2) The style of the email	b) nearly dead.
3) My inbox	c) too dark.
4) The batteries in my digital camera	d) empty.
5) The printer	e) only 1 cm thick.
6) This keyboard	f) long distance.
7) The image	g) neutral, neither formal nor informal.
8) A call from New York to Tokyo	h) very difficult to change.
9) My laptop	i) wireless.
10) Inkjet cartridges	j) out of paper.

**Exercise 4.** Use **there** and the correct form of **be** to complete the sentences.

1. In Britain ..... several mobile phone networks.
2. .... different operators like Virgin Mobile and the others.
3. I think ..... a bug in this software.
4. .... a spare power point in the workstation.
5. .... two buttons and a scroll wheel on a mouse.
6. .... a wireless network in our office.
7. Unfortunately ..... a problem with the print quality.
8. As is known, ..... two types of page orientation – portrait and landscape.
9. .... an extension cable in case the wire is too short.
10. .... six people in the project team.
11. .... many computers that provide a web-based backup.
12. Obviously ..... more choice online but you can see things better in a shop.

## 1.2 Be (Present Simple Negative)

Present Simple Negative of **be** is **am / is / are + not**

SUBJECT	BE	NOT		SHORT FORM
<i>I</i>	<i>am</i>	<i>not</i>	→	<i>I'm not</i>
<i>We</i> <i>You</i> <i>They</i>	<i>are</i>		→	<i>We aren't</i> <i>You aren't</i> <i>They aren't</i>
<i>He</i> <i>She</i> <i>It</i>	<i>is</i>		→	<i>He isn't</i> <i>She isn't</i> <i>It isn't</i>
<i>There*</i>	<i>is</i>		→	<i>There isn't</i>
	<i>are</i>			<i>There aren't</i>

*\*There isn't* is followed by a singular noun

*There aren't* is followed by a plural noun

**Exercise 5.** Make these sentences negative. Use the short forms of the verb **be**.

1. The battery's completely flat.
2. My video camera's very easy to use.
3. This printer's compatible with my computer.
4. Changing a computer's processor is generally practical.
5. This illustration is original artwork.
6. There's an icon for the program on the desktop.
7. Websites are the only service available on the Internet.
8. The screen of my laptop is very bright.
9. This mouse has a ball. It's an optical mouse.
10. There's Internet connection in the room.
11. There are enough USB ports in my computer.
12. A website which can be accessed by a hacker is secure.

**Exercise 6.** Write true sentences, either positive or negative, using **be**.

1. Counterintuitive software ..... obvious to use.
2. It ..... easy to adjust the column width.
3. Keeping files on a computer ..... a high-tech solution.
4. In the car it ..... safer to use a hands-free phone.
5. My average call duration ..... about two minutes.
6. A picture on the desktop background ..... also known as wallpaper.
7. There ..... enough desktop computers here.
8. User-friendly software ..... difficult to use.
9. To remove a complete row ..... to delete that row.
10. I ..... a hacker.
11. Floppy disk ..... the most popular storage device today.
12. There ..... a multifunctional printer in the room.

### 1.3 Be (Present Simple Questions)

To make questions we put **be** before the subject.

QUESTION WORD*	BE**	SUBJECT
<i>What</i> <i>Who</i> <i>When</i> <i>Where</i> <i>Why</i> <i>How</i>	<i>Am</i>	<i>I</i>
	<i>Are</i>	<i>we</i>
		<i>you</i>
		<i>they</i>
	<i>Is</i>	<i>there</i>
		<i>he</i>
<i>she</i>		
<i>it</i>		
		<i>there</i>

\*We use question words to ask *Wh*-questions. See **Appendix 1** for more information.

\*\**Yes-No* questions start with the verb **be**.

**Short answers**

<i>Positive answer</i>			<i>Negative answer</i>		
<b>Yes,</b>	<b><i>I</i></b>	<b><i>am.</i></b>	<b>No,</b>	<b><i>I</i></b>	<b><i>am not.</i></b>
	<b><i>we</i></b> <b><i>you</i></b> <b><i>they</i></b> <b><i>there</i></b>	<b><i>are.</i></b>		<b><i>we</i></b> <b><i>you</i></b> <b><i>they</i></b> <b><i>there</i></b>	<b><i>aren't.</i></b>
	<b><i>he</i></b> <b><i>she</i></b> <b><i>it</i></b> <b><i>there</i></b>	<b><i>is.</i></b>		<b><i>he</i></b> <b><i>she</i></b> <b><i>it</i></b> <b><i>there</i></b>	<b><i>isn't.</i></b>

**Exercise 7.** Make up questions with these words and write short answers.

1. to open / in Word / possible / it / is / Microsoft Excel files?
2. it / to move files / is / easy / into a folder?
3. this / a shared computer / is?
4. than / the Internet / faster / with broadband connection / is / with dial-up?
5. type / this / the cheapest / is / of printer?
6. on your desktop / many icons / there / are?
7. in / are / all / this folder / your files?
8. to use / to learn / there / an application / is / you'd like?
9. there / in the name / are / with / any files / 'English'?
10. is / of the software / there / a home-use version?
11. in / a media player / is / your computer / there?

**Exercise 8.** Complete the questions. Use **be** and the question word **Who / What / Where / How / How many**.

1. .... the head of the IT department?
2. .... columns ..... there in the spreadsheet?

3. .... PowerPoint?
4. .... the problem with this software?
5. .... the files?
6. .... another word for the desktop background?
7. .... a flipped image different to the original?
8. .... the opposite of sharing an image?
9. .... the difference between the Web and the Internet?

**Exercise 9.** Write questions to the answers. Use the prompts in brackets.

1. (essential / to update / your antivirus protection) – Yes, it’s absolutely necessary.
2. (a hacker) – It’s a person who illegally accesses somebody else’s computer over the Internet.
3. (your current ISP) – Yota.
4. (the Internet connection / fast enough) – No, not at all.
5. (an optical sensor / of the mouse) – It’s underneath.
6. (the spreadsheet) – It’s in the ‘documents’ folder.
7. (there / batteries / in your camera) – No, I haven’t inserted them yet.
8. (possible / to convert the file / into pdf) – Yes, it’s quite easy to do.

\*\*\*

**Exercise 10.** Translate the sentences into English.

1. Клавиатура – это устройство для ввода данных.
2. Пользоваться эргономичной клавиатурой удобнее.
3. Вот этот ноутбук - самая последняя модель. Он очень быстрый, легкий и недорогой.
4. В машине безопаснее использовать мобильный телефон в режиме громкой связи.
5. Сканеры, принтеры и веб-камеры – это внешние устройства.
6. Есть ли такое приложение, которым вы хотите научиться пользоваться?

7. Некоторые люди думают, что интернет и сеть – это одно и то же, но на самом деле это не так.
8. Очень важно регулярно обновлять антивирусную защиту.
9. Вы беспокоитесь, что этот сайт не достаточно безопасен?
10. Сегодня существуют разные онлайн курсы.

**Exercise 11.** Complete the article with the correct forms of the verb **be**. Make a brief summary of the text.

### **How Things Are Made**

Breweries, cheese-making factories, paper mills, distilleries - we <sup>1</sup>..... inquisitive and we pay lots of money to visit these factories and find out how things are made.

There was a temporary exhibition on in the south of Spain which exhibited everyday items such as the paperclip, an umbrella, Lego bricks, resealable plastic bags, pencils and tin cans used for storing food or drink. The exhibition told you when these items were first created, discussed their uses and showed how they were made in short films. It also told you who invented them and why.

Have you ever wondered how things are made? Do you know how newspapers are printed or how marbles are created? How do factories create windscreens for cars? How is the detail added? How <sup>2</sup>..... the machines so precise and how <sup>3</sup>..... the glass so clear?

There <sup>4</sup>..... a programme on television in England at the moment called ‘How things are made’. Each programme <sup>5</sup>..... between 20 and 30 minutes in length, and they <sup>6</sup>..... fascinating as they give you a perfect insight into how everyday objects are created.

Did you know that a Chinese man, Cai Lun, invented paper in AD 50? It was called ‘papyrus’ by the Romans and bore very little resemblance to the ‘paper-thin’ paper we have nowadays – and we are using recycled paper now too!

It <sup>7</sup>..... really interesting to see how things are produced. We often take everything for granted and rarely sit down and wonder at the amount of effort that goes into designing everyday items. Some things, such as suits, still require human input into making them, although not for every stage, and marbles require a large amount of human involvement. Other objects such as snooker cues <sup>8</sup>..... entirely dependent on the precision of machines designing, moulding and creating each individual element.

It <sup>9</sup>..... amazing how quick machines make the manufacturing process, but <sup>10</sup>..... it good for everything to be manufactured by machines? Humans <sup>11</sup>..... costly, as they have to be paid, but films such as ‘I Robot’ show the dangers of becoming too dependent on machines and robots. Plus, the skills which people used to have to make various objects are being lost, because they <sup>12</sup>..... skill sets which <sup>13</sup>..... outdated and now no longer required.

Read more at: <http://learnenglishteens.britishcouncil.org/magazine/science-and-technology/how-things-are-made>

## Unit 2

### *Present Simple*

#### *2.1 Present Simple Positive*

*We use the Present Simple to talk about routines and things that are permanent or happen all the time.*

SUBJECT	time phrase**	VERB(-s/-es)*	OBJECT	time phrase**
<b><i>I</i></b>	<i>always</i>	<b><i>use</i></b>	<b><i>a computer</i></b>	<i>every day</i>
<b><i>We</i></b>	<i>usually</i>			<i>(week / month /</i>
<b><i>You</i></b>	<i>frequently</i>			<i>year / etc.)</i>
<b><i>They</i></b>	<i>regularly</i>			<i>once (twice /</i>
	<i>often</i>			

<i>He</i>	<i>sometimes</i>	<i>uses</i>		<i>three times /</i>
<i>She</i>	<i>rarely</i>			<i>etc.) a week (a</i>
<i>It</i>	<i>never</i>			<i>day, etc.)</i>

\*See *Appendix 2* for spelling rules

\*\*optional use

***Exercise 1.*** Write these verbs with *–s* or *–es*.

1. (read) she...
2. (key) he...
3. (calculate) it...
4. (enter) she...
5. (use) it...
6. (control) he...
7. (perform) it...
8. (publish) she...
9. (access) he...
10. (display) it...
11. (carry out) she...
12. (do) he...

**Exercise 2.** Complete the sentences with the verbs:

*drive / generate / go / have / make / play / speak / use / work / write*

1. I ..... for IBS in Moscow.
2. They ..... computers to study.
3. It ..... charts and graphs.
4. She ..... four languages.
5. It ..... calculations.
6. He ..... computer games.
7. We ..... emails every day.
8. You ..... on conference once a month.
9. She ..... to work every morning.
10. It ..... a lot of subsidiaries all over the world.

**Exercise 3.** Complete the sentences. Use the verbs below.

*break / have / meet / play / produce / run / send / spend / start / work*

1. My job is very interesting. I ..... a lot of people.
2. Mark and I are colleagues. We ..... in the same company.
3. The conference ..... at 9 a.m. and finishes at 3 p.m.
4. I ..... emails to our offices all over the world.
5. My neighbour ..... hours surfing the Web.
6. A desktop PC ..... its own processing unit, monitor and keyboard.
7. A wearable computer ..... on batteries.
8. Computers sometimes ..... down.
9. Internet ..... an important role in education today.
10. Modern laptop screens ..... very sharp images.

**Exercise 4.** Write sentences from these words. Use the right form of the **verb**.

1. He / calls / from / **get** / often / customers.
2. Some / online / **sell** / products / companies.
3. Our / interactive / teacher / an / the / **use** / whiteboard / lessons / at.
4. Charts / interpretation / **assist** / and / in / data / the / graphs / of.
5. The / continuous / laser / error / printer / messages / **give**.
6. They / version / regularly / database / the / the / **update** / of.
7. Word / with / Windows / often / ready-installed / **come**.
8. A DVD burner / data / DVDs / **record** / on.
9. Nowadays / calls / users / over / Internet / **make** / free / the / for.
10. I / computer / photos / on / **retouch** / my.

**Exercise 5.** Write sentences about yourself. Use proper time phrases.

1. (surf the Web)
2. (make calculations on computer)
3. (give presentations using PowerPoint)
4. (make calls)
5. (text to my friends)

## **2.2 Present Simple Negative**

Present Simple Negative is **don't / doesn't** \* + VERB

Remember!

I **never** go = I **don't** go

SUBJECT	AUXILIARY VERB ** (DO + NOT)	VERB ( <i>INFINITIVE</i> )	OBJECT
<i>I</i> <i>We</i> <i>You</i> <i>They</i>	<i>don't</i>	<i>use</i>	<i>a computer.</i>
<i>He</i> <i>She</i> <i>It</i>	<i>doesn't</i>		

\**don't* = *do not*    *doesn't* = *does not*

\*\* *do* and *does* are the present forms of the auxiliary verb *do* .

**Exercise 6.** Write the negative.

1. I play football every weekend.
2. He knows my phone number.
3. You work very hard.
4. She drives to work every day.
5. We send emails to our business partners.
6. She speaks English well.
7. They arrive to the meeting on time.
8. You spend much time by the computer.
9. He watches TV on the computer.
10. I send text messages with emoticons to my friends.
11. You do the same things every day.
12. They make calls every five minutes.

**Exercise 7.** Complete the sentences with the negative form of the verbs in brackets.

1. We are neighbours, but we (see) each other very often.
2. The company (provide) the Internet access to all employees.
3. My desktop computer (work) well because it's quite old.

4. George (like) his job, it's very boring.
5. Teachers (use) blackboards and a chalk at the lessons today.
6. Videoconference participants (need) to go somewhere to see each other.
7. They (help) people who have problems while using the Internet.
8. I (know) much about modern technology, I'm not interested in it.
9. You put your database at risk if you (set up) anti-virus software.
10. Lucy is a very quiet person. She (talk) very much.

**Exercise 8.** Make **negative** sentences with the words below. Then rewrite them using **never**.

1. (they / watch TV)
2. (I / drink coffee)
3. (you / ride a bicycle)
4. (he / buy things online)
5. (she / use a calculator)

### 2.3 Present Simple Questions

We use **do/does** in Present Simple questions.

QUESTION WORD*	AUXILIARY VERB**	SUBJECT	VERB	OBJECT
<i>What</i>	<b>Do</b>	<b><i>I</i></b>	<b><i>use</i></b>	<b><i>a computer?</i></b>
<i>Who</i>		<b><i>we</i></b>		
<i>When</i>		<b><i>you</i></b>		
<i>Where</i>	<b><i>they</i></b>			
<i>Why</i>	<b>Does</b>	<b><i>he</i></b>		
<i>How</i>		<b><i>she</i></b>		
		<b><i>it</i></b>		

\*We use question words to ask *Wh-questions*. See **Appendix 1** for more information.

**\*\*Yes-No questions start with an auxiliary verb.**

**Short answers**

<i>Positive answer</i>			<i>Negative answer</i>		
<b>Yes,</b>	<b><i>I</i></b>	<b><i>do.</i></b>	<b>No,</b>	<b><i>I</i></b>	<b><i>don't.</i></b>
	<b><i>we</i></b>			<b><i>we</i></b>	
	<b><i>you</i></b>			<b><i>you</i></b>	
	<b><i>they</i></b>			<b><i>they</i></b>	
	<b><i>he</i></b>	<b><i>does.</i></b>		<b><i>he</i></b>	<b><i>doesn't.</i></b>
	<b><i>she</i></b>			<b><i>she</i></b>	
	<b><i>it</i></b>			<b><i>it</i></b>	

**Exercise 9. Write questions using *do* or *does* and a subject word in brackets.**

1. I live in the city centre. (you)
2. He goes jogging every morning. (she)
3. I often play computer games. (your brother)
4. She wants to set up a business. (Lucy)
5. You work hard. (your colleagues)
6. You speak English well. (other students)
7. I want to be an IT specialist. (you)
8. I play football. (all your friends)
9. Sue travels a lot. (Ben)
10. I like chocolate cakes. (you)

**Exercise 10. Make questions from these words.**

1. (where / work / you)
2. (how often / TV / watch / you)
3. (the conference / start / when)
4. (mean / what / this word)

5. (make / presentations / you / PowerPoint / using)
6. (speak / how well / you / English)
7. (you / a flash drive / have)
8. (what / you / to know / want)
9. (she / do / what)
10. (calculations / how / it / make)

**Exercise 11.** Write *Yes-No questions* to the answers using the ideas from the box.

read e-books	smoke	download files
listen to the radio	speak any foreign languages	sell things on the Internet
live in Moscow	drive a car	chat online
send text messages	watch TV	love cats
play tennis	drink coffee	

1. ....? - Yes, in the city centre.
2. ....? - No, but he is into e-sports.
3. ....? - Yes, I speak English and French.
4. ....? – No, but we sometimes buy things in online shops.
5. ....? - Yes, but we usually watch TV online.
6. ....? - Yes, he likes to listen to it in his headphones.
7. ....? - No, but she really loves dogs.
8. ....? - Yes, I typically have several cups a day.
9. ....? - No, he takes a bus to get to work.
10. ....? - Yes, I often make calls in Skype.
11. ....? - Yes, he sometimes copies music files from the Net to his PC.
12. ....? - Yes, she reads a couple of books a month.
13. ....? - Yes, I often text to my friends and family.
14. ....? - No, he believes it's unhealthy.

**Exercise 12. Write short answers.**

1. Do you work for Dell? - Yes, .... / No, .....
2. Does he smoke? - Yes, .... / No, .....
3. Does it take much time? - Yes, .... / No, .....
4. Does she speak Chinese? - Yes, .... / No, .....
5. Does he upload files on the server? - Yes, .... / No, .....
6. Do the users need to sign in? - Yes, .... / No, .....
7. Do the customers prefer online shopping? - Yes, .... / No, .....
8. Does the competition start today? - Yes, .... / No, .....
9. Do you want to be a computer programmer? - Yes, .... / No, .....
10. Does your printer work well? - Yes, .... / No, .....

\*\*\*

**Exercise 13. Translate the sentences into English.**

1. Какой у вас компьютер?
2. Знаете ли вы технические характеристики вашего компьютера?
3. Вебмастер разрабатывает и поддерживает веб-сайты и веб-ресурсы.
4. Это приложение позволяет создавать и редактировать документы без установки дополнительного программного обеспечения на вашем компьютере.
5. Ваш вуз, скорее всего, предоставляет Вам бесплатный доступ к Интернету.
6. Браузер позволяет «путешествовать» в Интернете, легко переходя с одного сайта на другой.
7. Типичное сообщение электронной почты состоит из трех основных элементов: заголовок, сообщение и подпись.
8. Вам нужно всего лишь несколько секунд, чтобы написать что-то в микроблоге.
9. Миллионы людей любят играть и смотреть киберспорт.

10. Компьютерные специалисты и программисты, сетевые аналитики и администраторы баз данных обычно работают в офисах или лабораториях в комфортных условиях.

*Exercise 14. Find all the Present Simple verbs in the article. What are the important effects of computer technology on our lives? Make a brief summary of the text using these verbs.*

### **How Has Computer Technology Affected Our Lives?**

Computer technology is so much a part of our lives, that we cannot imagine living without it. Computers serve as efficient data storage systems and excellent information processors. They store, organize, and manage huge amounts of data. Moreover, they operate at incomparable speeds, thus saving human time and effort to a large extent. They are an integral part of our lives. It is said that inventions change the way we live. Computer technology is a classic example of this adage. It has indeed changed our way of living.

The evolution of computers can be traced back to calculators and punched cards, which were some of the earliest computing devices. As we see today, they serve as 'personal digital assistants' in the literal sense of the term. Their small size endows them with portability, thus adding to user convenience. As they can be operated on batteries, they provide computer users with mobile computing capabilities. How has this affected our lives? Well, we remain connected to the world at all times. Work is no more location-dependent.

Operating systems are a vital component of computer technology. They help in the management of a variety of computer operations and in the sharing of computer resources. They handle the scheduling and execution of computer programs, help in the management of files, and handle interrupts. They manage multiple user profiles and user accounts, thus playing a major role in maintaining computer security. Certain types of operating systems offer distributed processing capabilities and support multitasking and multi-user operations. The most important role of an

operating system is to provide the users with an interactive interface. They make the interaction with computers a user-friendly experience.

Computers, as we know, perform complex mathematical operations and process large amounts of information. They execute complex instruction sequences through the use of programming languages. The software industry is one of the most progressive industries of the world. Computer technology gave rise to this industry and changed the face of the globe.

The multimedia capabilities possessed by computers make them ideal audio-visual media. They offer support to a variety of storage media like CDs, DVDs, and USB drives. Computer hard discs are also capable of storing and playing audio and video. It is due to these storage and audio-visual media, that we can maintain soft-copies of data. Gone are the days when we used to document on paper. Gone are the days when students maintained traditional notebooks. Many of them possess notebook computers today. Today's education is about PowerPoint presentations and e-homework assignments.

Perhaps one of the major advantages of computer technology is its ability to provide us with Internet access. Computers possess networking capabilities, which makes it possible to connect multiple computers and achieve exchange of information between them. Network communication is possible thanks to the networking features offered by computers.

Read more at: <http://www.buzzle.com/articles/how-has-computer-technology-affected-our-lives.html>

## Unit 3

### *Present Continuous*

#### **3.1 Present Continuous Positive**

*We use the Present Continuous to talk about things that take place at the time of speaking and are not permanent.*

*Remember!*

*State verbs are not normally used in Continuous tenses. See Appendix 3 for examples of state verbs.*

SUBJECT	AUXILIARY VERB ( <b>BE</b> )*	VERB **(-ing)	OBJECT	time phrase***
<i>I</i>	<i>am</i>	<i><u>using</u></i>	<i>a computer</i>	<i>now</i>
<i>We</i>	<i>are</i>			<i>at the moment</i>
<i>You</i>				<i>today</i>
<i>They</i>				<i>this week</i>
<i>He</i>	<i>is</i>			<i>(month / year / etc.) nowadays</i>
<i>She</i>				<i>these days</i>
<i>It</i>				

*\*am/ is/ are* are the present forms of the auxiliary verb **BE**

*'m = am    's = is    're = are*

*\*\*See Appendix 4 for spelling rules*

*\*\*\*optional use*

**Exercise 1.** *Complete the sentences with am, is or are.*

1. I ..... installing the software.
2. She ..... texting a friend.
3. He ..... dialing a number.
4. We ..... working at home today.

5. It ..... going well.
6. John ..... troubleshooting the software.
7. I ..... using Word.
8. Philip ..... creating a file.
9. Rob ..... inserting an image.
10. They ..... burning CDs.

**Exercise 2.** Complete the sentences. Use these verbs.

*answer / call / choose / click / connect / insert / learn / run / set up (x2)*

1. He ..... a network.
2. I ..... a new ringtone.
3. Peter ..... her back.
4. We ..... a new program.
5. We ..... a check-up.
6. Betty ..... a device.
7. They ..... the network.
8. Philip ..... the left mouse button.
9. Clare ..... a CD.
10. She ..... the phone.

**Exercise 3.** Write sentences from these words. Use the right form of the **verb**.

1. He / cartridge / **change** / the.
2. We / in / **take** part / a webinar.
3. I / password / **enter** / the.
4. He / webpages / **browse**.
5. They / a link / **follow**.
6. She / a status / **update**.
7. He / **post** / a comment.
8. We / photos/ **download**.

9. It / **stream** / video.

10. The admin assistant / about a new browser / **telephone** / the IT specialist.

**Exercise 4.** Match the two halves of the sentences in **A** and **B**. Then put in the correct form of the **verb** in brackets.

<b>A</b>	<b>B</b>
1. Something in the new browser ( <b>confuse</b> ) me.	a. for the writer of the best report on current and future technological advances.
2. This week I ( <b>manage</b> ) the IT department	b. He wants the information to be as new as possible.
3. A multinational electronics company ( <b>offer</b> ) to fund a student scholarship	c. because my manager is away.
4. The woman in the photograph ( <b>wear</b> ) the headset.	d. I can't see the menus.
5. He ( <b>reload</b> ) the webpage.	e. She talks to customers on the telephone all day.

**Exercise 5.** Put a tick next to a correct sentence and a cross next to a wrong sentence. Correct the wrong sentences.

1. I have trouble with the new browser.
2. We are using the new browser on our PCs.
3. He is typically surfing the Internet for the latest news and updates.
4. I'm knowing how to use HTML.
5. These days people look for a better quality of life.
6. The faulty laser printer gives continuous error messages when you try to use it.
7. I think some paper is jammed inside the printer.
8. I prefer face-to-face communication to chatting online.

### 3.2 Present Continuous Negative

Present Continuous Negative is **am not / aren't / isn't** \* + VERB(-ing)

SUBJECT	AUXILIARY VERB ( <b>BE+NOT</b> )	VERB** (-ing)	OBJECT	time phrase
<i>I</i>	<i>am not</i>	<i><u>using</u></i>	<i>a computer</i>	<i>now</i>
<i>We</i>	<i>aren't</i>			<i>at the moment</i>
<i>You</i>				<i>today</i>
<i>They</i>				<i>this week</i>
<i>He</i>	<i>isn't</i>	<i>(month / year / etc.) nowadays</i>		
<i>She</i>		<i>these days</i>		
<i>It</i>				

\**aren't = are not isn't = is not*

\*\*See *Appendix 4* for spelling rules

**Exercise 6.** Make these sentences negative.

1. I'm learning a new program.
2. I'm setting up the network.
3. They're burning CDs.
4. Hank's creating a file.
5. She's writing a report.
6. The administration staff are using old computers that need updating.
7. They're currently using Photoshop.
8. He's downloading video.
9. She's answering the phone.
10. We're chatting online.

**Exercise 7.** Complete the sentences with the negative form of the verbs in brackets.

1. I (come in) today. I'm sick.
2. We (use) Word. We have a different word-processing program.
3. She (work) in the office today. She has a day off.
4. I (have) trouble with the printer. It works perfectly well.
5. He (manage) the IT department this week. He's away on business trip.
6. There's a problem with the mouse cursor. It (move).
7. If your mouse (work), use the Tab key and Spacebar to navigate through menus.

**Exercise 8.** Read the text. Write sentences about Andrew. Use **He's -ing** or **He isn't -ing**.

*Andrew works in a big company. He's an IT support officer. His job is to make sure all the computers work properly. Andrew is in the office now. He has a lot of work to do. He's very busy.*

1. (drink coffee)
2. (monitor networks of the organization)
3. (install software)
4. (diagnose hardware faults)
5. (chat online)
6. (play computer games)
7. (troubleshoot system problems)
8. (set up new users' accounts and profiles)
9. (watch a football match)
10. (have a nap)

**Exercise 9.** What is happening now? Write true sentences.

1. I / surf / the Web.
2. I / sit / on the chair.
3. I / read / the newspaper.

4. I / chat / online.
5. I / burn / a CD.
6. I / choose / a new ringtone.
7. I / learn / English.
8. I / study / IT.
9. I / do / a Grammar exercise.
10. It / rain.
11. It / snow.
12. The sun / shine.

### 3.3 Present Continuous Questions

We use **am/is/are** before subject in Present Continuous questions.

QUESTION WORD*	AUXILIARY VERB ( <b>BE</b> )**	SUBJECT	VERB ( <b>-ing</b> )	OBJECT
<i>What</i>	<b>Am</b>	<b>I</b>	<b><u>using</u></b>	<i>(a computer)?</i>
<i>Who</i>	<b>Are</b>	<b>we</b>		
<i>When</i>		<b>you</b>		
<i>Where</i>		<b>they</b>		
<i>Why</i>	<b>Is</b>	<b>he</b>		
<i>How</i>		<b>she</b> <b>it</b>		

\*We use question words to ask *Wh-questions*. See **Appendix 1** for more information.

\*\**Yes-No questions* start with an auxiliary verb.

**Short answers**

<i>Positive answer</i>			<i>Negative answer</i>		
<b>Yes,</b>	<b><i>I</i></b>	<b><i>am.</i></b>	<b>No,</b>	<b><i>I</i></b>	<b><i>am not.</i></b>
	<b><i>we</i></b> <b><i>you</i></b> <b><i>they</i></b>	<b><i>are.</i></b>		<b><i>we</i></b> <b><i>you</i></b> <b><i>they</i></b>	<b><i>aren't.</i></b>
	<b><i>he</i></b> <b><i>she</i></b> <b><i>it</i></b>	<b><i>is.</i></b>		<b><i>he</i></b> <b><i>she</i></b> <b><i>it</i></b>	<b><i>isn't.</i></b>

**Exercise 10.** Make questions by putting the words in the right order.

1. Is / well / going / it?
2. Are / software / installing / the / they / now?
3. What / doing / you / now / are?
4. Is / home / she / today / working / at?
5. Are / check-up / you / a / running?
6. Why / calling / is / you / he?
7. How / on / getting / you / are?
8. Are / a / posting / you / comment?
9. Why / the / webpage / are / reloading / you?
10. Is / raining / it?

**Exercise 11.** Complete the questions and answers. Use the Present Continuous.

1. (she / work) in Spain this year? – No, (she / work) in France.
2. (you / study) English at the moment? – Yes, (I / work) hard.
3. (they / listen) to the radio? – No, (they / play) CDs.
4. (Peter / walk) now? – No, (he / stay) at home.
5. (they / live) in Madrid at the moment? – Yes, (they / learn) Spanish.

6. (David / work) in IT? – Yes, (he / work) as a software developer in an IT company.

**Exercise 12.** Complete the questions using the following verbs. Write short answers to these questions.

*do / learn / work / snow / stay / talk / text*

1. .... you ..... on the phone? – Yes, .... / No, ....
2. .... your PC ..... well? – Yes, .... / No, ....
3. .... you ..... at home today? – Yes, .... / No, ....
4. .... you ..... Chinese now? – Yes, .... / No, ....
5. .... it ..... now? – Yes, .... / No, ....
6. .... you ..... somebody? – Yes, .... / No, ....
7. .... we ..... a test? – Yes, .... / No, ....

\*\*\*

**Exercise 13.** Translate the sentences into English.

1. К сожалению, мой сканер в данный момент не работает.
2. Сегодня некоторые веб-сайты адаптируют контент для каждого пользователя.
3. Microsoft активно изучает воздействие информационных технологий на окружающую среду.
4. Что он устанавливает на свой компьютер?
5. Теперь, когда у меня нет wifi, я сплю намного лучше, и у меня намного больше живого общения с друзьями.
6. Согласно последним исследованиям, современные коммуникационные технологии сближают людей.
7. Опрос показал, что Интернет быстро становится неотъемлемой частью нашей жизни.

8. Все больше и больше молодых людей становятся жертвами Интернет-преступлений.
9. Современное образование меняется благодаря применению информационных технологий на уроках.
10. В наше время электронные книги становятся все более популярными.

*Exercise 14. Complete the article with the correct form of the verbs in brackets. Are you addicted to your smartphone? Make a brief summary of the text using these verbs.*

### **Are We Addicted to Our Smartphones?**

As part of the 'Facebook generation', we have grown up in a world where access to the Internet is constantly at our fingertips and we're able to connect with people at the touch of a button. Nowadays, it's become increasingly common to offer guests the wifi password along with a cup of tea when they come round to visit. We have become addicted to our smartphones.

Of course, smartphones are undeniably useful and have revolutionised our lives in so many ways. Thanks to thousands of apps available to download, we're now able to do almost anything when we're out and about. However, it seems a shame that these addictive pieces of technology slowly <sup>1</sup>(begin) to take over our lives. It's so easy to become dependant on our phones, whether it's to find your way around with the map application or even just check the time. As a result we <sup>2</sup>(become) more anti-social, choosing to consult the Internet rather than talk face-to-face with other human beings.

Even when we <sup>3</sup>(socialize), it seems most of us struggle without our phones at arm's reach. Phones were invented to keep us more connected, and indeed they have done just that. We can now get in contact by an endless list of social media outlets, yet this means we <sup>4</sup>(start) to lack genuine contact with each other. People <sup>5</sup>(connect) more and more across screens rather than in person, even when it comes to

relationships - dating apps and websites are more popular than ever before. Recently, an artist released a series of images depicting people in social situations and edited out their smartphones and tablets. The result was a collection of powerful images that have, perhaps ironically, gone viral. They force people to wake up to the fact that we no longer <sup>6</sup>(interact) properly with each other.

I'm not to say I'm any better. However, I <sup>7</sup>(try) to use it less and less when I'm out and about. When I first arrived in France I didn't have any Internet on my phone and it was actually quite liberating. Rather than constantly checking my phone for messages or searching for directions, I was forced to talk to people and find my way around independently. Next time you're out with your friends, put your phone away and see how long you can last without it.

Read more at: <http://learnenglishteens.britishcouncil.org/magazine/science-and-technology/are-we-addicted-our-smartphones>

## ***Revision 1***

### ***Present Simple or Present Continuous***

*Complete the sentences with the Present Simple or the Present Continuous.*

1. At the moment I (work) on the program for schools.
2. We always (ask) the users, not the managers, what they (need) from the system.
3. Paul (be) a database expert, so usually he (do) anything on databases and I (get) the interfaces.
4. We (use) Active Server for this project because it (be) web-based.
5. Whenever we (finish) part of a project, we (put) a copy of the software in a sub-folder as a record.
6. I (subscribe) to two magazines.
7. Commonly we (use) C++ and Javascript.
8. Right now I (try) to learn how to use Active Server properly.
9. At the moment we (develop) a web-based project.

10. It's a magazine for people who (know) what they (do).
11. The computer (not work) because it isn't plugged in.
12. What Jane (type) now?
13. Helen (talk) online to her friend. They (work) on their homework together.
14. I can't connect to the Internet. It (work)?
15. I (leave) at 8 o'clock every morning.
16. She usually (work) in the IT department in London, but at the moment she (do) a training course in Bristol.
17. Michael (check up) his laptop for viruses every day.
18. He (check up) his PC at the moment.
19. He (try) very hard in every game that he (play).
20. Excuse me, I (think) that you (use) my pendrive.

## Unit 4

### *Be (Past Simple)*

#### *4.1 Be (Past Simple Positive)*

*The Past Simple of **be** is followed by facts about the past, place and time phrases, or adjectives.*

*The Past simple of **there + be** is usually followed by a noun (or a noun phrase). **There + be** in the Past Simple can be used to talk about where things were or when things happened.*

<b><i>SUBJECT</i></b>	<b><i>BE</i></b>
<b><i>I</i></b>	<b><i>was</i></b>
<b><i>He</i></b>	
<b><i>She</i></b>	
<b><i>It</i></b>	

<i>We</i>	<i>were</i>
<i>You</i>	
<i>They</i>	
<i>There*</i>	<i>was</i>
	<i>were</i>

*\*There was is followed by a singular noun*

*There were is followed by a plural noun*

**Exercise 1. Fill the gaps using *was* or *were*.**

1. The Internet addresses listed in the text ..... accurate at the time of publication.
2. Carbon copies ..... a method of making copies of documents typed on type writers.
3. The earliest attempt to produce a mechanical writing device ..... in 1714.
4. Perhaps there ..... a glitch somewhere.
5. By this time millions of typewriters ..... in use.
6. You ..... on this page before using the 'Back' button.
7. The new monitor ..... bigger than the old one.
8. The first inspection ..... about network security.
9. Last year our online buying ..... about 5 % of our business.
10. There ..... a lot of photos on this website.
11. There ..... ten people in the sales team.
12. There ..... the budget in the second row of the spreadsheet.
13. There ..... many companies that provide a web-based backup.
14. There ..... more choice online.
15. The stock of the company ..... €30,000.
16. Norton ..... among the first to buy the IBM PC.
17. Nobody believed it ..... possible.
18. There ..... no reason for delaying the start of the experiment.

**Exercise 2.** Complete the sentences using the Past Simple of *be*.

1. Everybody / surprised at the results.
2. One archive volume / damaged.
3. There / something / to discuss.
4. Walter / the first to be examined.
5. There / nobody to speak to.
6. The first truly global communications network / the telegraph.
7. Prior to the Web the Internet / all text – no graphics, animations, sound, or video.
8. Just a few years ago the computer / a device you might have used seated at your desk for work or school.
9. Many of the earliest websites / digital versions of traditional resources like the dictionaries, encyclopedias, or phone book.
10. People using intuition, reasoning, and memory / better at solving unstructured problems.
11. These schemes / quite effective.
12. In the past, additional ports / common on microcomputer systems to connect specific types of devices.
13. Serial ports / good for sending information over long distances.
14. At one time, floppy disks / the only way to distribute software and share files between personal computers.
15. Floppy disks / essential, but they / also extremely fragile.
16. At one time, all fax machines / separate stand-alone devices for sending and receiving images over telephone lines.
17. At one time, head crashes / commonplace.
18. At one time in the recent past, floppy disks / the standard for storing and exchanging files.
19. People who / alive when radios, cars, and airplanes were being introduced certainly lived through some dramatic changes.

20. Just a few years ago the only computer connectivity options available to individuals / through online service providers.
21. During the first generation, computers / with vacuum tubes – electronic tubes that were made of glass and / about the size of light bulbs.
22. The second generation of computers / faster, smaller, and more reliable than the first generation machines.

#### 4.2 *Be (Past Simple Negative)*

*Past Simple Negative of be is was / were + not*

SUBJECT	<i>BE</i>	NOT		SHORT FORM
<i>I</i>	<i>was</i>	<i>not</i>	→	<i>I wasn't</i>
<i>He</i>				<i>He wasn't</i>
<i>She</i>			→	<i>She wasn't</i>
<i>It</i>				<i>It wasn't</i>
<i>We</i>	<i>were</i>			<i>We weren't</i>
<i>You</i>			→	<i>You weren't</i>
<i>They</i>			<i>They weren't</i>	
<i>There</i>	<i>was</i>		→	<i>There wasn't</i>
	<i>were</i>			<i>There weren't</i>

*\*There wasn't is followed by a singular noun*

*There weren't is followed by a plural noun*

*Exercise 3. Make these sentences negative.*

1. The battery was completely flat.
2. My smart watches were very easy to use.
3. This printer was compatible with my computer.

4. Computer check-up was really time-consuming.
5. This illustration was original artwork.
6. There was an icon for the program on the desktop.
7. Websites were the only service available on the Internet.
8. The screen of my tablet PC was very bright.
9. It was an optical mouse.
10. There a free WiFi in the hotel.
11. There were enough USB ports in my computer.
12. There was much information on the website.

**Exercise 4.** *Explain to your boss why you were not in the office yesterday. Start your sentences with **I was / wasn't** or **There was (were)/ wasn't (weren't)**.*

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

### **4.3 Be (Past Simple Questions)**

*To make questions we put **be** before the subject.*

QUESTION WORD*	<i>BE</i> **	SUBJECT
<i>What</i> <i>Who</i> <i>When</i> <i>Where</i> <i>Why</i> <i>How</i>	<i>was</i>	<i>I</i> <i>he</i> <i>she</i> <i>it</i> <i>there</i>
	<i>were</i>	<i>we</i> <i>you</i> <i>they</i> <i>there</i>

\*We use question words to ask *Wh-questions*. See **Appendix 1** for more information.

\*\**Yes-No questions* start with an auxiliary verb.

### **Short answers**

<i>Positive answer</i>			<i>Negative answer</i>		
<i>Yes,</i>	<i>I</i> <i>he</i> <i>she</i> <i>it</i> <i>there</i>	<i>was.</i>	<i>No,</i>	<i>I</i> <i>he</i> <i>she</i> <i>it</i> <i>there</i>	<i>wasn't.</i>
	<i>we</i> <i>you</i> <i>they</i> <i>there</i>	<i>were.</i>		<i>we</i> <i>you</i> <i>they</i> <i>there</i>	<i>weren't.</i>

**Exercise 5.** Write in the proper form of *be* in the Past Simple to make questions. Add a question word from the brackets where necessary.

- ..... it about? (What)
- ..... other solutions..... there? (What)

3. .... the main disadvantages of a paper-held database? (What)
4. .... there any questions to the speaker?
5. .... there an error message on your screen?
6. .... the first product of the company? (What)
7. .... speech recognition for you? (How effective)
8. .... wearable computers widespread ten years ago?
9. .... the results? (What)
10. .... your first mobile phone? (What make)

**Exercise 6.** Make questions to the underlined words.

1. I think there was a bug in my flashdrive.
2. There was a wireless network in our office.
3. The line was busy.
4. It was easier to present data in the form of a table or chart.
5. I was a senior programmer in Digitum Inc.
6. They were out of the office for several days.
7. Keeping files on paper was a low-tech solution.
8. The body text was left-aligned.
9. The design of this poster was a bit unusual.
10. My files were too big.

\*\*\*

**Exercise 7.** Translate the sentences into English.

1. Первые сайты были электронными версиями традиционных ресурсов, таких как словари, энциклопедии и справочники.
2. На юге Испании состоялась выставка, на которой экспонировались изобретения и предметы быта.
3. Многие участники опроса беспокоятся об опасности использования Интернета.
4. Цукерберг создал Facebook в 2004 году, когда он был студентом.

5. В 1940-х годах были попытки создать вычислительные машины.
6. Калькуляторы были самыми ранними вычислительными устройствами.
7. Они были единственным инструментом для вычислений на протяжении многих лет до создания компьютеров.
8. Одним из самых важных событий в истории вычислительных технологий стала разработка в 1972 году языка программирования Си.
9. Стив Джобс был одним из основателей компании Apple.
10. На форуме было много специалистов в области информационных технологий.

*Exercise 8. Complete the article with the correct form of the verb **be**. Make a brief summary of the text. Why do you think the author enjoyed real-life communication?*

### **Communication - a Thing of the Past?**

'You know,' said one of my students to me. 'Mega sad face.'

The fact that I could barely understand a student of mine, who's usually quite articulate, got me thinking about communication and the years to come. We all think we communicate all the time, and that's true. There's also non-verbal communication you could add into the mix - everything we're saying when we're not saying anything. But there's a fine line between saying things to people, or liking and sharing a post on social media, and communication. I'm quite well connected - there's Twitter, Facebook, Instagram, Snapchat, email, iEverything(!), but sometimes communication starts to feel like a chore. Check this blog post, read that article someone shared, text back to someone else and answer their question ... Sometimes I feel like a cross between Siri and a mad juggler. Nothing seems to go in and I'm always mixing people up - asking someone how their band is going when they can't play an instrument or how the job search is going when someone's just written to say how depressed they are that they can't find a job.

So it <sup>1</sup>..... quite a shock to spend New Year in the Highlands in Scotland with no phone signal, no Internet and no 'communication' at all, apart from with the

people I<sup>2</sup>..... with. Suddenly all the pressure to communicate disappeared. All of our conversations became slower, more inverted and far more interesting. We<sup>3</sup>..... a group of 12, a mixture of couples and friends, only one of whom I<sup>4</sup>..... at university with, so I was meeting a bunch of new people for the first time.

Our conversations veered towards the banal and the humdrum in that we often discussed our plans for the day and what we were going to cook in the evening, but often they went a lot farther and a lot deeper. Tucked up on the leather sofas, digesting dinner, we dissected Brexit and one person even changed their perspective entirely! We shared ideas and theories, plots of books and plays and city trips we'd been on, described family troubles and gave advice, listened to work scenarios and offered pointers, and we had to talk and sketch and use words more than ever before, because you couldn't say, 'It's a great film, you should google it later.' Some of us even had sore throats from talking so much! In such a short space of time, due to the proximity of sharing interconnected cottages and verbal communication, I felt much closer to the new people I'd met and been speaking with than some other people I communicate with in my normal life.

I don't think our common, current methods of communication come close to being in a small house with lots of people and having to communicate live. The brevity of Twitter, the showiness of Facebook, all these aspects contribute to a shallow form of communication that doesn't challenge you to examine your feelings and motives enough. 'Liking' something is an instant response but what does it really say about your opinion of something? It's an identical response to millions of other people, whereas you and your thoughts are unique. If we're not careful, perhaps we might forget how to communicate on a deeper level.

And what did my student mean? Were they distraught? Panicked? Melancholic? I'll never know.

Read more at: <http://learnenglishteens.britishcouncil.org/magazine/science-and-technology/communication-thing-past>

## Unit 5

### *Past Simple*

#### **5.1 Past Simple Positive**

We use the Past Simple tense to talk about finished actions in the past. The Past Simple of **regular verbs** ends in **-ed**. Some verbs are irregular (= not regular). The Past simple of **irregular verbs** does not end in **-ed** (see **Appendix 5**).

SUBJECT	VERB(-ed)*	OBJECT	time phrase
<i>I</i>	<i><u>used</u></i>	<i>a computer</i>	<i>yesterday</i>
<i>We</i>			<i>last week (month / year / etc.)</i>
<i>You</i>			
<i>They</i>			<i>a week (two months / three days</i>
<i>He</i>			<i>/ many years / etc.) ago</i>
<i>She</i>			
<i>It</i>			<i>on Monday / in January / in</i>
			<i>2017</i>

\*See **Appendix 6** for spelling rules.

**Exercise 1.** Complete the sentences with the Past Simple of the verbs in brackets.

1. I (turn off) the photocopier and (pull out) the plug.
2. The first usable typewriter (have) most of the features of later machines except that it (type) only in capital letters.
3. I (graduate) in 2016 and (decide) to travel around the world for a year.
4. In 2015 he (get) a job with a software company.
5. I (stay) with ARM for two years and then (go) to work for Microsoft.
6. She (create) the network in 2009.
7. We (connect) to broadband a month ago.
8. They (use) this system last year.

9. She (start) that user group on Monday.
10. We (work) on the new network in June.

**Exercise 2.** Write sentences from these words. Use the right form of the **verb**.

1. I / yesterday / my computer / **switch** off.
2. The cleaners / last night / your PC / by mistake / **disconnect**.
3. We / more secure / **need** / the system / to make / really.
4. Our IT person / anyone / the information / **tell** me that / could read / from the sales people's tablets.
5. That / problem / **be** / a big.
6. We / a lot of photographs / with cameras / **take** / of sites, buildings and things like that.
7. I / straightaway / **correct** it / one mistake / **find** / and.
8. He / by mistake / the file / in another folder / **save**.
9. Yesterday / a spreadsheet / **design** / sales figures / last month's / she / to work out.

**Exercise 3.** Rewrite the sentences using the Past Simple of the **verb**.

1. James always **adjusts** the height of his chair. Yesterday he .....
2. Lisa often **attends** meetings. She ..... last week.
3. Kate **checks** emails every evening. She ..... yesterday evening.
4. I **chat** online every evening. Yesterday I ..... with my friends.
5. We often **take** training courses. Last summer we ..... a training course in computing.
6. Nick always **plugs** in his mobile phone charger. This morning he ..... it in again.
7. Our friends often **call** a support technician. They ..... him last Friday.
8. I **make** backup copy every month. I last..... it a month ago.
9. He often **buys** new gadgets. He ..... a new one a week ago.

**Exercise 4.** Finish the sentences using the verbs in brackets in the Past Simple.

1. The 20<sup>th</sup> century (bring) us to the dawn of the digital information age.
2. The attached files (come) to less than 20 MB in total.
3. Ray Tomlinson (invent) an email program to send messages across a network in 1971.
4. In 1981 IBM (sell) the 1<sup>st</sup> IBM PC.
5. CERN (create) the WWW in 1991.
6. In 1999 online banking, e-commerce and MP3 music (become) popular.
7. It wasn't until the early 1800s that the 1<sup>st</sup> calculating machine (appear).
8. Charles Babbage (design) a machine which (become) the basis for building today's computers.
9. The first designed computer (appear) in 1944.

**5.2 Past Simple Negative**

Past Simple Negative is **didn't** \* + VERB

SUBJECT	AUXILIARY VERB ** (DID + NOT)	VERB (INFINITIVE)	OBJECT
<i>I</i> <i>We</i> <i>You</i> <i>They</i> <i>He</i> <i>She</i> <i>It</i>	<i>didn't</i>	<i>use</i>	<i>a computer.</i>

\**didn't* = *did not*

\*\* *did* is the past form of the auxiliary verb *do*.

**Exercise 5.** Complete the sentences with the **verb** in the negative.

1. Jenny ..... the email. (**receive**)
2. He ..... hacking until 1974. (**begin**)
3. I ..... the spreadsheet as an attachment. (**send**)
4. Previously most users ..... online from Internet cafes or at work. (**go**)
5. The program ..... your password. (**encrypt**)
6. I ..... my email yesterday. (**check**)
7. The ..... the file. (**save**)
8. We ..... on the Internet. (**meet**)
9. He ..... on the Internet to find additional information. (**go**)
10. She ..... the computer. (**disconnect**)

**Exercise 6.** Make these sentences negative.

1. My computer crashed yesterday.
2. The company launched a new program a week ago.
3. I published my picture on my blog.
4. She uploaded photos into her webpage.
5. I got many messages yesterday.
6. We logged on to email in the Internet café.
7. He downloaded music from the Internet.
8. Cindy talked online to her friend yesterday evening.
9. I solved the problem using the Internet.
10. My father bought a new gadget two weeks ago.

### 5.3 Past Simple Questions

We use **did** in Past Simple questions.

QUESTION WORD*	AUXILIARY VERB**	SUBJECT	VERB	OBJECT
<i>What</i>	<b>Did</b>	<b>I</b>	<i>use</i>	<i>a computer?</i>
<i>Who</i>		<i>we</i>		
<i>When</i>		<i>you</i>		
<i>Where</i>		<i>they</i>		
<i>Why</i>		<i>he</i>		
<i>How</i>		<i>she</i>		
		<i>it</i>		

\*We use question words to ask *Wh-questions*. See **Appendix 1** for more information.

\*\**Yes-No questions* start with an auxiliary verb.

#### Short answers

<i>Positive answer</i>			<i>Negative answer</i>		
<i>Yes,</i>	<b>I</b>	<b>did.</b>	<i>No,</i>	<b>I</b>	<b>didn't.</b>
	<i>we</i>			<i>we</i>	
	<i>you</i>			<i>you</i>	
	<i>they</i>			<i>they</i>	
	<i>he</i>			<i>he</i>	
	<i>she</i>			<i>she</i>	
	<i>it</i>		<i>it</i>		

**Exercise 7.** Write *Yes-No questions* starting with **Did**. Use the subject and the verb in brackets. Then write positive and negative short answers to the questions.

- (we / discuss) file format? - Yes, ..... / No, .....
- (you / start ) network last year? - Yes, ..... / No, .....

3. (you / finish) the report? - Yes, ..... / No, ..... .
4. (you / work) last week. - Yes, ..... / No, ..... .
5. (you / check) the formulae in the spreadsheet? - Yes, ..... / No, ..... .
6. (you / know) you can use the Internet to locate and play movies and television shows? - Yes, ..... / No, ..... .
7. (the Internet / become) popular quickly? - Yes, ..... / No, ..... .
8. (you / play) games online yesterday? - Yes, ..... / No, ..... .
9. (he / enter) the password? - Yes, ..... / No, ..... .
10. (the virus / delete) your files? - Yes, ..... / No, ..... .
11. (she / receive) your message? - Yes, ..... / No, ..... .

**Exercise 8. Write Wh- questions.**

1. Where / go / you / last week?
2. What / do / you / on your last day off?
3. Why / go / he / to the office on Sunday?
4. When / start working / you?
5. When / install / they / the computers?
6. How much / pay / you / for broadband access?
7. Which email program / use / you?
8. Who / send / you / email / to?
9. When / hack / Captain Zap / into the Pentagon?
10. When / start / he / his course?
11. Which subjects / study / you?

\*\*\*

**Exercise 9. Translate the sentences into English.**

1. Facebook быстро стал одним из крупнейших сайтов в мире.
2. Термин «Информационные технологии» появился в 1970-х годах.

3. Термин «компьютер» изначально обозначал человека, способного выполнять вычисления с помощью механического вычислительного устройства.
4. На день рождения родители подарили мне новый смартфон.
5. Он выложил новые фотографии в соцсети.
6. Какие предметы вы изучали в прошлом году?
7. Мы познакомились в Интернете год назад.
8. Он удалил файл по ошибке.
9. Почему вы сменили интернет провайдера?
10. Первые ноутбуки появились в начале 1980-х.

*Exercise 10. Complete the article with the correct form of the verbs in brackets. How long can you go without any media? Make a brief summary of the text using these verbs.*

### **The Young Generation are 'Addicted' to Mobile Phones**

Young people are now so addicted to their mobile phones it feels like they have lost a limb when they are without them, a study finds. The research also <sup>1</sup>(suggest) 15 per cent of children <sup>2</sup>(have) more expensive handsets than their parents. Some <sup>3</sup>(say) they feel so bereft without their iPhone or Blackberry.

The findings, by the University of Maryland, show the growing reliance that the younger generation has on technology and how it has become central to their lives. While phones were the most essential device, other technology such as computers, MP3 players and televisions were also considered essential to get people through their day. Many young people <sup>4</sup>(report) mental and physical symptoms of distress and “employed the rhetoric of addiction, dependency and depression,” when reporting their experiences of trying to go unplugged for a full day. “Students <sup>5</sup>(talk) about how scary it was, how addicted they were,” said Professor Susan Moeller, who <sup>6</sup>(lead) the project. “They <sup>7</sup>(expect) the frustration. But they <sup>8</sup>(not / expect) to have the

psychological effects, to be lonely, to be panicked, the anxiety, literally heart palpitations.”

The study titled "The World Unplugged project" <sup>9</sup>(ask) more than 1,000 students from 10 countries around the world, including Britain, to go without any media for 24 hours and monitored their feelings. Prof. Moeller <sup>10</sup> (say) that more than 50 per cent of students <sup>11</sup>(fail) to go the full 24 hours and everyone <sup>12</sup>(claim) to suffer some kind of withdrawal symptoms.

Ryan Blondino, a student at the University of Maryland who <sup>13</sup>(participate), <sup>14</sup>(compare) the experience of going without digital technology to missing a limb. “I still <sup>15</sup>(feel) like my phone was vibrating and I was receiving messages even though I <sup>16</sup>(not / have) it on me.” A student from the UK said: "Media is my drug. Without it I was lost. I am an addict."

The study <sup>17</sup>(find) few differences in the way students <sup>18</sup>(use) and <sup>19</sup>(rely) on digital technology in different countries, despite those countries' huge differences in economic development, culture and political governance. It concludes that most college students, whether in developed or developing countries, are strikingly similar in how they use media – and how 'addicted' they are to it. They all <sup>20</sup>(use) virtually the same words to describe their reactions, including: Fretful, Confused, Anxious, Irritable, Insecure, Nervous, Restless, Crazy, Addicted, Panicked, Jealous, Angry, Lonely, Dependent, Depressed, Jittery and Paranoid. In effect, cell phones have become this generation's security blanket."

Read more at: <http://www.telegraph.co.uk/technology/8458786/The-young-generation-are-addicted-to-mobile-phones.html>

## Unit 6

### *Past Continuous*

#### **6.1 Past Continuous Positive**

We use the Past Continuous for an action or situation that was in progress at a particular time in the past.

#### Remember!

State verbs **are not** normally used in Continuous tenses. See **Appendix 3** for examples of state verbs.

SUBJECT	AUXILIARY VERB ( <b>BE</b> )*	VERB**(- <i>ing</i> )	OBJECT	time phrase
<i>I</i> <i>He</i> <i>She</i> <i>It</i>	<i>was</i>	<i>using</i>	<i>a computer</i>	<i>at 5 p.m.</i>  <i>last night</i>
<i>We</i> <i>You</i> <i>They</i>	<i>were</i>			<i>in 2011</i>  <i>when ...</i>

\**was / were* are the past forms of the auxiliary verb **be**

\*\*See **Appendix 4** for spelling rules

**Exercise 1.** Complete the sentences by putting the verbs in brackets into the Past Continuous.

1. I (work) at 2 p.m. yesterday.
2. He (work) all night.
3. He (print) from the multifunction device when it stopped working.
4. The accountant (try) to save a spreadsheet this morning when she got an error message.

5. She (talk) on the phone when I arrived.
6. He (search) the Internet when his computer crashed.
7. In 2008 we (live) in Japan.
8. A lot of people (wait) for the 7.30 bus last night.
9. They (work) for the same company when they met.

**Exercise 2.** *What were you doing at these times? Write sentences using the Past Continuous.*

1. at 8 o'clock yesterday evening
2. at 5 o'clock last Monday
3. at 10.15 yesterday morning
4. at 5.30 this morning
5. at 7.45 yesterday evening
6. half an hour ago
7. this time two weeks ago

**Exercise 3.** *Read the information about Michael. Complete the sentences about him using the Past Continuous.*

*2000 – 2008 lived in Moscow*

*2000 – 2004 did a course in Computing*

*2003 – 2008 worked as a computer operator*

*2005 met Ann*

*2004 – 2006 studied for Master's degree*

*2006 got a Master's degree in IT*

*2008 – 2013 ran a company*

*2010 married Ann*

*2013 – 2015 worked for Dell in Madrid*

*2015 – 2016 gave a course on computer programming*

*2016 wrote a book*

1. In 2002 Michael ..... in Moscow.
2. In 2003 he ..... a course in Computing.
3. In 2005 he ..... as a computer operator.
4. When he met Ann, he ..... a Master's degree in IT.
5. In 2011 he ..... his own company.
6. While he ..... his own company, he married Ann.
7. When he was in Madrid, he ..... for Dell.
8. Michael ..... a course on computer programming before he wrote a book in 2016.

**Exercise 4.** Describe what the people were doing when the CIO came into the office.

Use the proper verb from the box in the Past Continuous.

*analyze / change / connect / create / design / make / run / search / take part / talk / update / write*

1. George ..... a report.
2. Sue and Liz ..... the Web for the latest news.
3. Frank ..... a check-up.
4. Caroline ..... a spreadsheet.
5. Barbara ..... a device.
6. Rita and Karl ..... a website.
7. Sylvia ..... usernames and passwords.
8. Alison ..... on the phone.
9. Mark and Alice ..... in a webinar.
10. Max ..... the cartridge.
11. Phillip ..... the data.
12. I ..... the software.

## 6.2 Past Continuous Negative

The Past Continuous Negative is **was not/ weren't\*** + VERB(-ing)

SUBJECT	AUXILIARY VERB ( <b>BE+NOT</b> )	VERB**(-ing)	OBJECT	time phrase
<i>I</i>	<i>wasn't</i>	<i><u>using</u></i>	<i>a computer</i>	<i>at 5 p.m.</i>
<i>He</i>				<i>last night</i>
<i>She</i>				
<i>It</i>	<i>in 2011</i>			
<i>We</i>	<i>weren't</i>			<i>when ...</i>
<i>You</i>				
<i>They</i>				

\**wasn't* = *was not*      *weren't* = *were not*

\*\*See *Appendix 4* for spelling rules

**Exercise 5.** Make these sentences negative.

1. He was learning a new program.
2. I was installing new software.
3. They were burning CDs.
4. She was printing a document.
5. He was writing a report.
6. I was using the printer.
7. He was retouching a photograph.
8. We were downloading music.
9. She was talking on the phone.
10. It was working well last week.

**Exercise 6.** Complete the sentences with the negative form of the verbs in brackets.

1. I (text) a friend.

2. He (manage) the company.
3. She (work) in the office
4. You (download) the photos.
5. We (develop) a website.
6. They (use) Word.
7. It (make) copies.
8. She (listen) to me.
9. I (use) the PC.
10. He (work) at 7.30 last night.

**Exercise 7.**

*Somebody is saying something to you which is not what you have expected. Complete the sentences in **A** and **B** with the Past Continuous forms of the **verbs** below. Use the negative form in **A** and the positive form in **B**. Then match **A** and **B**.*

<b>A</b> <i>wasn't / weren't + V-ing</i>	<b>B</b> <i>was / were + V-ing</i>
<b>burn / make / rain / take part / talk / use / work</b>	<b>listen / live / play / read / search / shine / work</b>
1. I ..... to anyone.	a. We ..... a computer game.
2. He ..... the printer.	b. She ..... hard.
3. She ..... in a webinar.	c. He ..... the Web.
4. You ..... a presentation.	d. They ..... in Spain.
5. We ..... CDs.	e. The sun ..... brightly.
6. They ..... in Japan.	f. You ..... to the radio.
7. It ..... in the morning.	g. I ..... an article.

### 6.3 Past Continuous Questions

We use *was/were* before subject in Past Continuous questions.

QUESTION WORD*	AUXILIARY VERB ( <b>BE</b> )**	SUBJECT	VERB	OBJECT
<i>What</i>	<b>was</b>	<b><i>I</i></b>	<b><u>using</u></b>	<i>(a computer)?</i>
<i>Who</i>		<b><i>he</i></b>		
<i>When</i>		<b><i>she</i></b>		
<i>Where</i>		<b><i>it</i></b>		
<i>Why</i>	<b>were</b>	<b><i>we</i></b>		
<i>How</i>		<b><i>you</i></b>		
		<b><i>they</i></b>		

\*We use question words to ask *Wh-questions*. See **Appendix 1** for more information.

\*\**Yes-No questions* start with an auxiliary verb.

#### Short answers

Positive answer			Negative answer		
<b>Yes,</b>	<b><i>I</i></b>	<b>was.</b>	<b>No,</b>	<b><i>I</i></b>	<b>wasn't.</b>
	<b><i>he</i></b>			<b><i>he</i></b>	
	<b><i>she</i></b>			<b><i>she</i></b>	
	<b><i>it</i></b>			<b><i>it</i></b>	
	<b><i>we</i></b>	<b>were.</b>		<b><i>we</i></b>	<b>weren't.</b>
	<b><i>you</i></b>			<b><i>you</i></b>	
	<b><i>they</i></b>			<b><i>they</i></b>	

**Exercise 8.** Make questions by putting the words in the right order.

1. What / doing / you / were / at 3 o'clock yesterday?
2. Which company / in / working / were / you / 3 years ago?
3. Were / to her / I came / talking / before / you?

4. Why / a / you / were / system analyst / calling?
5. Were / with / you / a problem / having / your PC?
6. Why / to drag and drop / wasn't / the text / the mouse / he / using?
7. Was / using / when / he / the printer / it / broke down?
8. What / this morning / browsing / she / was?

**Exercise 9.** Complete the questions with the Past Continuous of the **verbs**. Use the question words if necessary.

1. (you / **live**) in 2012? – In London.
2. (you / **do**) at two o'clock? – I was at the conference.
3. (it / **rain**) when you went out? – No, it was sunny.
4. (Sue / **drive**) so fast? – Because she was going to be late.
5. (Tom / **wear**) a suit yesterday? – No, a T-shirt and jeans.

**Exercise 10.** Complete the questions and the answers using the words in brackets. Put the verbs in the Past Continuous.

1. (Where / you / live) last year? – (I / live) in Germany.
2. (How many hours / she / work) every week? – (She / work) 40 hours a week.
3. (How long / I sleep)? – (You / sleep) for about an hour.
4. (Who / he / talk to)? – (He / talk) to supervisor.
5. (What / they / sell)? – (They / sell) electronic equipment.
6. (How much / they / pay) you? – (They / pay) me £12 an hour.
7. (What / I / talk) about? – (You / talk) about the movie you saw.
8. (How / the car / run) this morning? – (The car / not run) very well this morning.
9. (Why / Jane / laugh)? – (She / watch) a comedy.

**Exercise 11.** Complete the questions and write true short answers.

1. (you / live) in Moscow last year?
2. (you / learn) English this time a week ago?
3. (you / talk) to a friend when the teacher came in?

4. (it / snow) this morning?
5. (you / play) a computer game at 7 o'clock yesterday evening?
6. (your mother / cook) dinner when you came home yesterday?
7. (you / learn) a new program last Monday?
8. (your friend / wear) jeans two days ago?
9. (your groupmates / chat) online last night?
10. (your laptop / work) well yesterday?

**Exercise 12.** Complete the short dialogues using the Past Continuous.

1. – (Maggie and Paul / have dinner)? (*question*)  
 – No, ..... (*short answer*)  
 – (They / dance). (*Past Continuous positive*)
2. – (Dave / read)?  
 – No, .....  
 – (He / watch TV).
3. – (Jess and Simon / chat)?  
 – Yes, .....  
 – (They / chat with Mark).
4. – (Fiona / shout)?  
 – Yes, .....  
 – (She / shout) at her boyfriend.
5. – (Antonia / play the flute)?  
 – No, .....  
 – (She / play the guitar).

\*\*\*

**Exercise 13.** Translate the sentences into English.

1. Я готовил ужин дома после работы, когда внезапно отключили электричество, и я оказался в полной темноте.
2. Сколько часов она работала каждую неделю?

3. Когда он делал презентацию, все внимательно его слушали.
4. Я разговаривал со своим научным руководителем, когда вы позвонили.
5. Вчера вечером мой сосед по комнате не слушал музыку - он читал.
6. Чарльз Бэббидж создал первую вычислительную машину в 1822 году.
7. В конце 1990-х годов он работал программистом в крупной компании.
8. Вы принимали участие в форуме вчера днем?
9. Когда они познакомились, она работала веб-дизайнером.
10. Когда я был студентом, я много путешествовал.

**Exercise 14.** Complete the article with the correct form of the verbs in brackets, Past Simple or Past Continuous. Make a brief summary of the text. Tell the group the anecdote from your life.

Last night, while I <sup>1</sup>(do) my homework, Angela <sup>2</sup>(call) me. She <sup>3</sup>(say) she <sup>4</sup>(call) me on her cell phone from her Biology classroom in UCLA. I <sup>5</sup>(ask) her if she <sup>6</sup>(wait) for class, but she <sup>7</sup>(say) that the professor was at the front of the hall lecturing while she <sup>8</sup>(talk) to me. I couldn't believe she <sup>9</sup>(make) a phone call during the lecture. I <sup>10</sup>(ask) what <sup>11</sup>(go on).

She <sup>12</sup>(say) her biology professor was so boring that several of the students actually <sup>13</sup>(sleep) in class. Some <sup>14</sup>(talk) about their plans for the weekend, and a student next to her <sup>15</sup>(draw) a picture of a horse. When Angela <sup>16</sup>(tell) me she wasn't satisfied with the class, I <sup>17</sup>(mention) that my Biology professor was quite good and <sup>18</sup>(suggest) that she switch to my class.

While we <sup>19</sup>(talk) I <sup>20</sup>(hear) her professor yell. "Miss, are you making a phone call?" Suddenly, the line <sup>21</sup>(go) dead. I <sup>22</sup>(hang up) the phone and <sup>23</sup>(go) to the kitchen to make dinner. As I <sup>24</sup>(cut) vegetables for a salad, the phone <sup>25</sup>(ring) once again. It was Angela, but this time she <sup>26</sup>(not / sit) in class.

Read more at:

[https://en.islcollective.com/wuploads/preview\\_new/full\\_9073\\_past\\_simple\\_vs\\_past\\_continuous\\_1.jpg](https://en.islcollective.com/wuploads/preview_new/full_9073_past_simple_vs_past_continuous_1.jpg)

## ***Revision 2***

### ***Past Simple or Past Continuous***

*Complete the sentences with the Past Simple or the Past Continuous.*

1. Her computer (crash) when she (search) the Internet.
2. She (print out) her email when the printer (develop) a fault.
3. While they (work) on the computer, someone (switch off) the power.
4. A glitch in the system (shut down) telephone service to nearly 6 million customers.
5. I (delete) the whole file by mistake.
6. I (google) her name and (find out) that she is the head of our rival company.
7. We (meet) at the conference a year ago.
8. Mary (type) the text when the screen (go) black.
9. He (change) the battery when the charger (stop) working.
10. He (print) from the multifunctional device when it (jam) the paper.
11. The printer (run) out of ink while I (use) it.
12. This morning the accountant (try) to save a spreadsheet and she (get) an error message.
13. The system administrator (test) the network a few minutes ago.
14. They (study) when the fire (start) in the computer lab.
15. I (text) a message when somebody (call) me.
16. When I (see) him, he (talk) to his groupmates.
17. You (chat) online when the phone (ring)?
18. While we (design) anew program, our rival company (launch) similar software.
19. When he (troubleshoot) the PC he (find out) what the problem (be).
20. I (try) to send a message when the program (crash).

## Unit 7

### *Used to*

#### 7.1 'Used to' Positive

We use **used to** to talk about a past situation or habit that continued for months or years, and to emphasize that the situation today is different.

SUBJECT	USED TO	VERB	OBJECT
<i>I</i> <i>We</i> <i>You</i> <i>They</i> <i>He</i> <i>She</i> <i>It</i>	<i>used to</i>	<b>have</b>	<i>a computer</i>

**Exercise 1.** Complete the sentences with **used to** and a suitable verb.

*be (x2) / communicate / go / have (x3) / live (x2) / move / take / travel / read / watch / work (x2) / write*

1. Robert ..... a lot, but he prefers to stay at home these days.
2. Mark ..... by bus, but last year he bought a car.
3. We moved to France a few years ago. We ..... in Spain.
4. I rarely watch cartoons. I ..... them a lot when I was a child.
5. Jackie ..... my colleague, but we don't work together any more.
6. I ..... paper books a lot, but now I have an electronic book.
7. People ..... letters long ago, but now most of them just email each other.
8. I ..... photos with my digital camera, but now I use my phone to take photos.
9. He ..... as a software designer, but he doesn't any longer.

10. I ..... to work by Underground, but now I prefer cycling.
11. She ..... long hair, but she doesn't any more.
12. He ..... unemployed, but he works very hard these days.
13. We ..... a dog many years ago.
14. They ..... in a small town, but now they live in a big city.
15. I have a laptop PC now. I ..... a desktop PC a couple of years ago.
16. My grandfather ..... long hours. Now he's retired and has a lot of free time.
17. People ..... face to face a lot, but now they prefer chatting online.

**Exercise 2.** Write sentences about yourself. Begin with **I used to** (be / work / like / play / read / have, etc.).

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

**Exercise 3.** Make up the sentences using the words to say what these people used to do and what they do now.

1. Andrew / get up / 7 o'clock / now / 6 o'clock.
2. I / swim / once a week / now / twice a week.
3. Dan / play chess / now / play / computer games.
4. Susan / have / English lessons / now / dancing lessons.
5. I / buy CDs / now / use / flashdrives.
6. John and Mary / live / London / now / Berlin.
7. Ben / drive to work / now / use Underground.
8. Students / go to / library a lot / now / browse the Web.

9. He / go to work / every day / now / work / from home.
10. Liza / eat out a lot / now / cook herself.

## 7.2 'Used to' Negative

'Used to' Negative is **didn't use to** + VERB

SUBJECT	AUXILIARY VERB (DID + NOT)	USE TO	VERB (INFINITIVE)	OBJECT
<i>I</i> <i>We</i> <i>You</i> <i>They</i> <i>He</i> <i>She</i> <i>It</i>	<i>didn't</i>	<i>use<u>u</u> to</i>	<i>have</i>	<i>a computer.</i>

**Exercise 4.** Write sentences about what people didn't use to do. Choose the verb from below.

*attend / call / cycle / design / drive / earn / go / have (x2) / jam / manage / open / play / speak / watch / work*

1. I ..... TV much, but I do now.
2. He ..... computer games, but he does now.
3. We ..... an account in a social network, but we do now.
4. Philip ..... a car, but he does now.
5. They ..... so much, but they do now.
6. She ..... to work, but she does now.
7. Mark ..... software, but he does now.
8. Sarah ..... as a network administrator, but she does now.
9. We ..... to IT conferences, but we do now.

10. I ..... workshops, but I do now.
11. The office ..... at 8 o'clock, but it does now.
12. The printer ..... the paper, but it does very often now.
13. They ..... me via Skype, but they do now.
14. He ..... the IT department, but he does now.
15. We ..... a PC for every worker, but we do now.
16. They ..... English well, but they do now.

**Exercise 5.** Write sentences about yourself. Begin with ***I didn't use to***.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

### **7.3 'Used to' Questions**

We use ***did + use to*** to make questions.

QUESTION WORD*	AUXILIARY VERB**	SUBJECT	USE TO	VERB	OBJECT
<i>What</i>	<b><i>Did</i></b>	<b><i>I</i></b>	<b><i>use to</i></b>	<b><i>have</i></b>	<b><i>a computer?</i></b>
<i>Who</i>		<b><i>we</i></b>			
<i>When</i>		<b><i>you</i></b>			
<i>Where</i>		<b><i>they</i></b>			
<i>Why</i>		<b><i>he</i></b>			
<i>How</i>		<b><i>she</i></b>			
		<b><i>it</i></b>			

\*We use question words to ask *Wh-questions*. See *Appendix 1* for more information.

\*\**Yes-No questions* start with an auxiliary verb.

**Short answers**

<i>Positive answer</i>			<i>Negative answer</i>		
<i>Yes,</i>	<i>I</i> <i>we</i> <i>you</i> <i>they</i> <i>he</i> <i>she</i> <i>it</i>	<i>did.</i>	<i>No,</i>	<i>I</i> <i>we</i> <i>you</i> <i>they</i> <i>he</i> <i>she</i> <i>it</i>	<i>didn't.</i>

**Exercise 6.** Write questions from these words using *did* + *use to*.

1. Alice / eat / meat?
2. You / drink / green tea?
3. Where / you / live?
4. How many friends / you / have?
5. What / he / wear / to work?
6. She / be / your colleague?
7. They / learn / English / after work?
8. Who / you / work with?
9. You / travel / a lot?
10. How / you / spend / your free time?

**Exercise 7.** Make up questions using these ideas and *did* + *use to*. Interview your groupmates asking these questions.

1. learn English
2. have a cell phone

3. have a tablet PC
4. do a course in Computing
5. have a blog
6. have a lot of friends
7. live in a dorm
8. ride the Underground
9. read paper books
10. buy CDs
11. have a powerful desktop computer

\*\*\*

**Exercise 8.** *Translate the sentences into English.*

1. Навыки, которые люди когда-то имели, сегодня уже устарели и теперь больше не требуются.
2. У меня никогда не было достаточно свободного времени, чтобы заниматься любимым делом.
3. Раньше люди не общались друг с другом по телефону так много, как сейчас.
4. 10 лет назад самыми необходимыми предметами для школьников были тетради, карандаш и ручка.
5. Раньше мы искали информацию в книгах и справочниках.
6. 20 лет назад люди не были так сильно зависимы от технологий.
7. Когда я был ребенком, я проводил лето в деревне.
8. Несколько лет назад все пользовались дискетами для хранения и передачи файлов.
9. Я раньше не жил в студенческом общежитии.
10. Раньше компьютеры не были такими умными, как сейчас.

**Exercise 10.** *Read the interview. Summarize the text using **used to**. Did your life use to be different from what it is now?*

## Life before Technology

In the technological world we live in today, it's hard for one to imagine functioning without technology. I decided to investigate how some people who were not raised in the present media era lived simply back in the day and how perhaps they view technology today.

I had the opportunity of spending some face-to-face time with 80-year-old Ferrell Daste who didn't grow up with the technology we have nowadays. Ferrell discussed what it was like growing up as a kid in the 1930s-1940s and how life was much simpler when he was growing up.

- Do you think life was simpler when you were young? Why or why not?

- Yes, because although we never had too much, we were closer together than people are now and we all grew up closer together.

- What do you mean by that?

- We didn't have television or other modern day things that took us away from one another. At that time, everyone would have a lot of kids so all of the neighborhoods had a lot of kids, ours had around 30. And although there were so many of us, you were able to intermingle more with everyone. I think a lot of technological things take away from that.

- So what did you do for fun?

- Well back then, movies were only 7 cents and our only form of entertainment. The only games we had, were the ones we put together ourselves. I remember there was only one basketball in the whole neighborhood and the only time we played football was in vacant lots [laughs]. We made due with whatever we had and enjoyed it so if you got something new it was like a Christmas present.

- You talked about putting games together yourself, can you explain some of the games you made?

- There was bat-the-can, it was like baseball...except with a can. We also played humpty head which was like what kids call hide-and-seek now. We would run

through the neighborhood and hide under houses, and when you caught someone you would yell “Humpty Head!”

- Do you use any technology now?

- I use the computer, but only to send messages to family and for news.

- What things do you think people could live without that you didn’t have growing up?

- Automobiles.

- Really? Why is that?

- Because I think that there are so many other ways to get around and people only use it for convenience and to get where they are going quicker.

- If you had a choice, would you have been born with the new generations or when you were? Why?

- I’d be born when I was, because it was simple. We didn’t even feel the need to go out of the neighborhood to meet people in our lives.

- Anything to add?

- Communication, that is the biggest change. Most people talk mostly through texting now, it’s so impersonal and it’s sad.

Read more at: <https://livesimplechicago.wordpress.com/2010/12/06/life-before-technology/>

## Unit 8

### *Present Perfect*

#### **8.1 Present Perfect Positive**

*We use the Present Perfect tense to talk about recent actions (an action that has happened in the past and has a result in the present).*

The Present Perfect is **have/ has + VERB (past participle)**. The past participle of **regular verbs** ends in **-ed**. Some verbs are **irregular** (= not regular). The past participle of **irregular verbs** does not end in **-ed** (see **Appendix 5**).

SUBJECT	AUXILIARY VERB ( <b>HAVE</b> )*	time phrase	VERB** ( <b>-ed</b> )	OBJECT	time phrase
<b>I</b> <b>We</b> <b>You</b> <b>They</b>	<b>have</b>	<b>just</b>	<b><u>used</u></b>	<b>a computer</b>	<b>recently</b> <b>in the last few days</b> <b>so far</b> <b>for ...</b> <b>since ...</b>
<b>He</b> <b>She</b> <b>It</b>	<b>has</b>	<b>already</b>			<b>today</b> <b>this evening</b> <b>(month, year, etc.)</b> <b>once ( twice,</b> <b>several times)</b>

\***have/ has** are the present forms of the auxiliary verb **have**

**'ve = have 's = has.**

\*\*See **Appendix 6** for spelling rules

**Exercise 1.** Use short forms of the Present Perfect to make positive sentences.

1. I (email) the manager.
2. He already (finish) the programming.
3. She (restart) the computer.
4. I (recharge) the battery.
5. The computer (crash) three times today.
6. They (re-install) the software.

7. We (work) together for 5 years.
8. You (solve) the problem.
9. I (unplug) the computer.
10. They (change) the Internet Service Provider.

**Exercise 2.** John is talking about his life. Put the correct past participle in the gaps.

I've (1) ..... (see) a lot of beautiful places in my life. I've (2) ..... (do) a lot of interesting things. I've (3) ..... (travel) round the world. I've (4) ..... (visit) all the big European cities, but I've never (5) ..... (be) to Asian countries. I've (6) ..... (swim) in the Mediterranean sea and the Atlantic ocean. I've (7) ..... (eat) in the best restaurants in Paris, and I've (8) ..... (sing) Italian songs in Rome. I've (9) ..... (work) in different companies and I've always (10) ..... (do) my best. I've (11) ..... (meet) a lot of interesting people, and I've (12) ..... (take) a lot of wonderful photographs. I've (13) ..... (live) in London all my life. I've (14) ..... (be) married for 35 years now. I've (15) ..... (write) 4 books.

**Exercise 3.** Complete the sentences with the verbs below.

*buy / change / finish / forget / go out / invite / send / tell / tell / take*

1. I ..... my password. I can't log in.
2. She ..... new headphones. Do you want to see them?
3. Where is Helen? - She's not here. She .....
4. Does Liz know that you're going away? - Yes, I ..... her.
5. I can't find my USB flash drive. Somebody ..... it.
6. She's having a party tonight. She ..... a lot of people.
7. Does Ben know about the meeting tomorrow? - I think so. I ..... him.
8. I ..... with the magazine. Do you want it?
9. He ..... the cartridge. The printer is working well.
10. She ..... the email to her colleague.

**Exercise 4. Write sentences with *just* or *already*.**

***JUST***

1. – What’s happening in this programme?
2. I don’t know. (It / start).
3. – (I / come back) from my holiday.
4. Did you have a good time?
5. – How’s Lucy?
6. She’s very happy. (She / finish) her exams.
7. – (I / have) a letter from Mike.
8. Oh yes? What did he say?
9. – Have you heard from Alison and Frank recently?
10. Yes, (they / move) to another town.
11. – Have you still got the same PC?
12. No, (I / buy) a new one).
13. – Would you like something to eat?
14. No, thanks. (I / have) breakfast.
15. The printer is faulty. (It / jam) the paper.

***ALREADY***

1. (I / hear) the latest news.
2. (She / explain) this to you three times.
3. (The computer specialist / solve) the problem with my laptop.
4. (Jane / phone) me.
5. (I / download) the photos.
6. (Sarah / start) her new job.
7. (I / enter) my username and password.
8. (Philip / switch off) the computer.
9. (He / hang up).
10. (She / leave) a message on his voice mail.

## 8.2 Present Perfect Negative

The Present Perfect Negative is **haven't/hasn't** \* + VERB(-ed)\*\*

Remember!

*I have never done = I haven't done    He has never done = He hasn't done*

SUBJECT	AUXILIARY VERB (HAVE+NOT)	VERB (-ed) **	OBJECT	time phrase
<i>I</i> <i>We</i> <i>You</i> <i>They</i>	<i>haven't</i>	<i><u>used</u></i>	<i>a computer</i>	<i>yet</i>  <i>before</i>
<i>He</i> <i>She</i> <i>It</i>	<i>hasn't</i>			

\**haven't = have not    hasn't = has not*

\*\*See *Appendix 5* for past participle of irregular verbs

**Exercise 5.** Write the negative sentences with *yet*.

1. I've finished the check-up.
2. He's posted a comment.
3. They've done the work.
4. The email has arrived.
5. The printer has stopped working.
6. We've decided which computer to buy.
7. The game has finished.
8. They've arrived.
9. Nick's started his new job.
10. I've used this program.

**Exercise 6.** Complete the sentences with the negative form of the verbs in brackets.

1. – What’s Ally’s boss like?  
– I have no idea. (I / see) him yet.
2. – Is everything going well?  
– Yes, (we / have) any problem so far.
3. – Are you hungry?  
– Yes, (I / eat) much today.
4. – Can you use Excel?  
– Yes, but (I / do) it for ages.
5. – What’s the book like?  
– I don’t know. (I / read) it yet.
6. – Is Brussels an interesting place?  
– I have no idea. (I / be) there before.
7. – Who’s that woman by the door?  
– I don’t know. (I / meet) her before.
8. – Is your laptop Ok?  
– Yes, but (I /charge) it today.
9. – Have you received my email?  
– No, but (I / check) my junk mail folder.

**Exercise 7.** Write sentences about yourself choosing ideas from **A** and **B**. Use **I haven’t + past participle**.

<b>A</b>	<b>B</b>
use a computer	
send an email	
watch a film	today
chat online	this week (month, year, etc.)
post a comment	recently
forget a password	for ages
surf the Internet	since...

text my friends	for...
upgrade the operating system	yet
install the updates	
reinstall the application	
be able to fix the problem	

**Exercise 8.** Write sentences using *never*.

1. (I / live) abroad.
2. (He / work) for an international company.
3. (She / be) in Japan.
4. (We / teach) anybody.
5. (They / meet) a famous person.
6. (I / watch) this film.

**Exercise 9.** Complete the sentences. Some sentences are positive and some negative.

Use *for* or *since*.

*be (x2) / eat / know / live / play / see / work*

1. Helen (be) in France ..... 3 days.
2. I (not / play) computer games ..... last weekend.
3. I (know) her ..... more than 10 years.
4. I (not / eat) anything ..... lunch time.
5. We (live) in this town ..... a long time.
6. They (be) good friends ..... they were at school together.
7. He (not / see) Jack ..... the party last week.
8. I (work) as a software designer ..... one year.

### 8.3 Present Perfect Questions

We use **have/has** before subject in Present Perfect questions.

QUESTION WORD*	AUXILIARY VERB (HAVE)**	SUBJECT	time phrase	VERB (-ed) ***	OBJECT	time phrase
What Where Why How long	Have	<i>I</i> <i>we</i> <i>you</i> <i>they</i>	(ever)	<u>used</u>	<i>a computer</i>	(yet)?
	Has	<i>he</i> <i>she</i> <i>it</i>				

\*We use question words to ask *Wh-questions*. See **Appendix 1** for more information.

\*\**Yes-No questions* start with an auxiliary verb.

\*\*\*See **Appendix 5** for past participle of irregular verbs

#### Short answers

Positive answer			Negative answer		
Yes,	<i>I</i> <i>we</i> <i>you</i> <i>they</i>	<i>have.</i>	No,	<i>I</i> <i>we</i> <i>you</i> <i>they</i>	<i>haven't.</i>
	<i>he</i> <i>she</i> <i>it</i>	<i>has.</i>		<i>he</i> <i>she</i> <i>it</i>	<i>hasn't.</i>

**Exercise 10.** Complete the questions with the Present Perfect of the **verbs**. Write short answers to these questions.

1. (you / hear) from Alice and Frank? – Yes, ..... / No, .....
2. (you / get) still the same PC? – Yes, ..... / No, .....
3. (you / make) enough copies? – Yes, ..... / No, .....
4. (she / finish) her exams? – Yes, ..... / No, .....
5. (he / come back) from the business trip? – Yes, ..... / No, .....
6. (you / restart) your computer? – Yes, ..... / No, .....
7. (you / plug) it in? – Yes, ..... / No, .....
8. (she / switch off) the computer yet? – Yes, ..... / No, .....
9. (you / check) the cable connections? – Yes, ..... / No, .....
10. (you / run) the laptop in the battery mode? – Yes, ..... / No, .....

**Exercise 11.** Reorder the words to make questions.

1. How long / you / the iPad / had / have?
2. Have / the Internet Service Provider / changed / they?
3. Has / the username / she / and password / entered?
4. Have / disc space / you / the remaining / checked?
5. Have / the software / reinstalled / you?
6. Where / worked / you / have / before?
7. How long / known / have / you / her?
8. How long / lived / she / in London / has?
9. How many / they / have / comments / posted?
10. Have / the file / an attachment / you / lost / from?
11. Where / found / he / a job / has?

\*\*\*

**Exercise 12.** Translate the sentences into English.

1. У вас когда-нибудь возникали какие-либо проблемы с вашим интернет провайдером?
2. Поиск информации никогда не был более удобным.
3. Вы когда-нибудь покупали что-нибудь через Интернет?
4. Мы стали очень зависимы от наших смартфонов.
5. Дуглас Энгельбарт не получил ни копейки за компьютерную мышь - свое изобретение, которое изменило мир.
6. Facebook сделал Цукерберга одним из самых богатых людей в мире.
7. Информационные технологии совершенно изменили наш образ жизни.
8. Современные гаджеты стали неотъемлемой частью нашей жизни.
9. У всех появилась привычка 'погуглить' на веб-сайте, чтобы найти какую-то информацию.
10. Интернет стал самым популярным средством общения и обмена информацией.

**Exercise 13.** Complete the article with the correct form of the verbs in brackets. What is the role of Technology in our lives? Make a brief summary of the text using these verbs.

### **Why Technology Is So Important Today**

Technology <sup>1</sup>(become) an integral part of our daily life. You <sup>2</sup>(ask) yourself why technology is so important today? Just look around and you'll know why. Literally, at every instant of time, you are surrounded by technology. Whether you work or rest, you always use technology. It is used everywhere and all the time. Its use <sup>3</sup>(make) life easy.

Places far away <sup>4</sup>(come) closer, thanks to technology. The pace of life <sup>5</sup>(increase), thanks to technology. Communication is rapid, travel is fast, movement is easy, action is quick, interaction <sup>6</sup>(speed up) and so has life. Things that once took hours to complete, can be done in seconds today.

Owing to the application of technology, our standard of living <sup>7</sup>(increase). Our needs are met with greater ease. Technology <sup>8</sup>(bring) advancements in agriculture, due to which food produce <sup>9</sup>(increase). Owing to the developments in engineering and architecture, building robust civil structures <sup>10</sup>(be) possible. Technology <sup>11</sup>(boost) every industry. Businesses <sup>12</sup>(grow), creating more employment opportunities. Advancements in technology <sup>13</sup>(lead) to the evolution of newer and faster modes of transport and communication. The application of technology <sup>14</sup>(boost) research in fields ranging from genetics to extraterrestrial space. Technology <sup>15</sup>(change) the way people live and communicate. Cellular technology and satellite communication <sup>16</sup>(increase) communication speeds and made 'connecting' easier. The Internet <sup>17</sup>(enable) easy exchange of information over long distances. Satellite and radio communication <sup>18</sup>(change) the entertainment industry.

The computer and Internet technologies are ubiquitous. They <sup>19</sup>(change) every sector, be it medicine, tourism, education, entertainment or any other. Technology <sup>20</sup>(touch) every aspect of life, making it easier, better and different. Nothing else <sup>21</sup>(change) living the way technology has. And that's exactly why technology is so important today and will always be.

Read more at: <http://www.buzzle.com/articles/why-is-technology-so-important-today.html>

### ***Revision 3***

#### ***Past Simple or Present Perfect***

*Complete the sentences with the Past Simple or the Present Perfect.*

1. You (hear) about Clare? She (give up) her job.
2. The technology (change) a lot recently.
3. Oh dear! I (press) the wrong button.
4. Yesterday Colin (give) me the wrong advice about getting floppy disk out when jammed and then I (delete) the stuff off the hard disk.

5. She just (load) the new software.
6. You ever (do) any computing?
7. I always (like) computing.
8. I (make) a back-up copy last month.
9. I (make) a back-up copy recently.
10. My friend just (buy) a new tablet.
11. I already (edit) the text.
12. You (receive) my email yet?
13. I (go) to the Science Museum last weekend and (take) some photos there.
14. You ever (buy) anything on an auction site like eBay?
15. We (change) the ISP last month and we (not have) any problems with it so far.
16. I last (access) the Internet from my mobile phone.
17. You (try) restarting your computer? – Well, I (restart) it 5 minutes ago.
18. You (enter) your password yet?
19. You (enter) your password to log on to the website?
20. You (receive) my email yet? – I (not receive) anything from you today. – You (check) your junk mail folder?

## Unit 9

### *Present Perfect Continuous*

#### **9.1 Present Perfect Continuous Positive**

*We use the Present Perfect Continuous for an activity that began in the past and is still happening, or has recently stopped or just stopped. There is a connection with now. We can use the Present Perfect Continuous for actions repeated over a period of time.*

*Present Perfect Continuous is **have/ has + been + VERB (-ing)**.*

**Remember!**

State verbs **are not normally used** in Continuous tenses. See **Appendix 3** for examples of state verbs.

SUBJECT	AUXILIARY VERB (HAVE)*	<b>BEEN</b>	VERB** (-ing)	OBJECT	time phrase
<i>I</i> <i>We</i> <i>You</i> <i>They</i>	<i>have</i>	<i>been</i>	<i>using</i>	<i>a computer</i>	<i>recently</i> <i>lately</i> <i>all morning</i> <i>all day</i>
<i>He</i> <i>She</i> <i>It</i>	<i>has</i>				<i>very long</i> <i>for ages</i> <i>for...</i> <i>since ...</i>

\***have/ has** are the present forms of the auxiliary verb **have**

'**ve = have** 's = **has**.

\*\*See **Appendix 4** for spelling rules

**Exercise 1.** Complete the sentences using the verbs below.

*develop / instruct / learn / organize / repair / use / work (x3)/ write*

1. Maria ..... English for two years.
2. Jack is a computer trainer. He ..... users on the latest software and hardware for the last three years.
3. Ben is a webmaster. He..... websites since the last year.
4. He is a computer technician. He ..... computer components and systems since last summer.
5. We are colleagues. We ..... together for three years.
6. I ..... programs in C since January.
7. For the last four years I ..... as a software engineer for Intelligent Software.

8. She ..... all morning to finish the project.
9. She ..... webinars for the last several months.
10. We ..... this browser for a long time.

**Exercise 2.** Complete the sentences with the Present Perfect Continuous of the verbs in brackets. Put **for** or **since** into the gaps.

1. I (work) in this office ..... last summer.
2. He (drive) this car ..... more than 10 years.
3. George (tell) the same stories ..... ages.
4. We (wait) for a reply ..... last week.
5. You (learn) this program ..... a long time.
6. It (run) a check-up ..... an hour.
7. They (chat) in the network ..... January.
8. We (listen) to a lecturer ..... an hour.
9. They (live) here ..... they got married.
10. I (use) this laptop ..... last summer.

**Exercise 3.** Write a sentence for each of the following situations using Present Perfect Continuous and **for** or **since**.

1. We started a course two months ago and we are still doing it.
2. He started reading this book last week and he's still reading it.
3. It started snowing in the morning and it is still snowing.
4. He started doing e-sports when he was 18 and he still does it.
5. I started working at 8 o'clock and I'm still working.
6. Alice started looking for another job a month ago and she's still looking for it.
7. We arrived two hours ago and we're still waiting.

**Exercise 4.** Read the situations and complete the sentences.

1. She looks tired. She / work / all morning.
2. I'm going to have a break. I / work / hard.

3. We / play this game / hours. Let's stop now!
4. He / repair the PC / all morning. But it's still not working.
5. They / do test on Mathematics. They look very concentrated.
6. The CPU is heated up. It / work / several hours.
7. Your eyes are red. You / use the computer / all morning.
8. Everybody is laughing. Tom / tell us jokes.

## 9.2 Present Perfect Continuous Negative

Present Perfect Continuous Negative is *haven't/hasn't* \* + *been* + VERB(-ing)

SUBJECT	AUXILIARY VERB (HAVE+NOT)	BEEN	VERB** (-ing)	OBJECT	time phrase
<i>I</i> <i>We</i> <i>You</i> <i>They</i>	<i>haven't</i>	<i>been</i>	<i>using</i>	<i>a computer</i>	<i>recently</i>
<i>He</i> <i>She</i> <i>It</i>	<i>hasn't</i>				<i>lately</i> <i>all morning</i> <i>all day</i> <i>very long</i> <i>for ages</i> <i>for...</i> <i>since ...</i>

\**haven't* = *have not*      *hasn't* = *has not*

\*\*See *Appendix 4* for spelling rules

**Exercise 5.** Complete these sentences with the Present Perfect Continuous Negative of the verbs in brackets.

1. We (live) here for a long time.
2. She (date) Robert for a year.
3. It (rain) since 10 o'clock.
4. They (travel) since last autumn.

5. They (wait) for us all day.
6. I (study) very hard lately.
7. We (walk) very much recently.
8. The clock (work) since last year.
9. You (read) regularly.
10. They (meet) often lately.
11. He (sleep) well recently.
12. We (study) programming this term.
13. It (rain) for a month.
14. I (live) in Spain since 2003.
15. He (text) anybody for two months.
16. They (watch) TV since yesterday.
17. She (work) in this office since 2014.

### 9.3 Present Perfect Continuous Questions

We use **have/has** before subject in Present Perfect Continuous questions.

QUESTION WORD*	AUXILIARY VERB (HAVE)**	SUBJECT	BEEN	VERB (-ed)	OBJECT	time phrase
What Where Why How long	Have	<i>I</i> <i>we</i> <i>you</i> <i>they</i>	<i>been</i>	<i>using</i>	<i>a computer?</i>	<i>recently</i> <i>lately</i> <i>all morning</i> <i>all day</i> <i>very long</i> <i>for ages</i> <i>for...</i> <i>since ...</i>
	Has	<i>he</i> <i>she</i> <i>it</i>				

\*We use question words to ask *Wh-questions*. See **Appendix 1** for more information.

\*\**Yes-No questions* start with an auxiliary verb.

**Short answers**

<i>Positive answer</i>			<i>Negative answer</i>		
<b>Yes,</b>	<b><i>I</i></b>	<b><i>have.</i></b>	<b>No,</b>	<b><i>I</i></b>	<b><i>haven't.</i></b>
	<b><i>we</i></b>			<b><i>we</i></b>	
	<b><i>you</i></b>			<b><i>you</i></b>	
	<b><i>they</i></b>			<b><i>they</i></b>	
	<b><i>he</i></b>	<b><i>has.</i></b>		<b><i>he</i></b>	<b><i>hasn't.</i></b>
	<b><i>she</i></b>			<b><i>she</i></b>	
	<b><i>it</i></b>			<b><i>it</i></b>	

**Exercise 6.** Write a question for each situation. Use the prompts in brackets.

1. You meet Max as he is leaving the swimming pool. (you / swim)?
2. You have just arrived to meet a friend who is waiting for you. (you / wait / long)?
3. You meet a colleague in a street. His hands are very dirty. (what / you / do)?
4. A friend of yours is working in the same company as you. You want to know how long. (how long / you / work / here)?
5. A friend tells you about his job – he designs software. You want to know how long. (how long / you / design software)?
6. Your neighbour is doing a foreign language course. You want to know what language he is learning. (what language / you learn)?
7. Maria's working as a computer trainer. You want to know who she instructs. (who / you / instruct)?
8. Your colleague has had his PC for a long time. You want to know how long. (how long / you / use your PC)?

**Exercise 7.** Reorder the words to make questions.

1. Has / been / long / raining / it?
2. How long / France / living / they / have / in / been?

3. Where / so far / has / working / been / he?
4. How long / this / have / report / been / you / on / working?
5. What / cooking / all morning / been / she / has?
6. Where / they / travelling / have / been?
7. What courses / doing / this / have / they / semester / been?
8. Have / walking / been / recently / much / you?
9. How long / reading / you / been / have?
10. What / he / studying / has / been?
11. What / been / you / doing / have?
12. How long / together / you / have / working / been?

\*\*\*

**Exercise 8.** *Translate the sentences into English.*

1. Я живу без интернета уже неделю, и это не так уж и трудно!
2. Все это время я сплю намного лучше, и трачу больше времени на мое хобби.
3. Люди мечтали о создании интеллектуальных машин с древних времен.
4. Нортон спасает людей от компьютерных «катастроф» более 20 лет.
5. Как долго ты занимаешься программированием?
6. Мы работаем над этим проектом уже около года.
7. Он участвует в соревнованиях по киберспорту уже несколько лет.
8. Мы изучаем языки программирования с первого курса.
9. Он сидит за компьютером весь вечер.
10. Как долго ты изучаешь английский?

**Exercise 9.** *Complete the article with the correct form of the verbs in brackets, Present Perfect or Present Perfect Continuous. What does the author call the Dark Ages? Have you ever experienced the same? Make a brief summary of the text.*

## Going back to the Dark Ages

I am a time traveller. At the moment, I am talking to you from the Dark Ages, where science and technology has been forgotten. Well ... not exactly. But it sure does feel like it! About 2,5 months ago, my computer broke and I <sup>1</sup>(live) without one at home. The only time I can use a computer is during my breaks at work. The man in the repair shop said it would be more expensive to fix my computer than to buy a new one!

Now, I can admit that I am addicted to the Internet. I spend hours and hours of my free time watching funny cat videos on YouTube, scrolling through Twitter and playing video games with my friends online. When I was told my computer couldn't be fixed, I was miserable! I don't have enough money to buy a new one at the moment and I will have to wait until December.

I <sup>2</sup>(try) to think of things to do without a computer, but it is a lot more difficult than I was expecting! I got my first computer when I was six years old and I <sup>3</sup>(love) technology ever since. Now that I am older, I use the Internet all the time. It <sup>4</sup>(take) a while but I am starting to get used to living without easy access to the online world.

This experience <sup>5</sup>(make) me realise just how useful computers really are. I use the Internet for schoolwork, shopping, and all my banking is done online. Without the Internet, it feels like you're missing out on something. I miss being able to talk to my friends without having to wait until I am at work to use a computer. I do still have my phone, but international calling is very expensive!

However, it's not all bad. I am sleeping a lot better now and I <sup>6</sup>(bake) a lot, which I love but never used to find enough time to do. I might need to find a new hobby soon as I am eating a lot more! As much as I miss my computer and look forward to getting a new one, it <sup>7</sup>(be) good for me to have a break from the Internet.

Living without a computer may not be as bad as I thought it was going to be, but I am ready to leave the Dark Ages and return to the 21st century!

Read more at: <http://learnenglishteens.britishcouncil.org/magazine/science-and-technology/going-back-dark-ages>

## ***Revision 4***

### ***Present Perfect or Present Perfect Continuous***

*Complete the sentences with the Present Perfect or the Present Perfect Continuous.*

1. I (work) here for two years now.
2. How long you (use) the computer? You look really tired.
3. She (do) the course in Computing since October.
4. They (know) each other for ten years.
5. I just (upload) the new photos.
6. You (finish) your project yet?
7. My friend (not find) a new job yet.
8. I just (buy) a new computer.
9. I (study) English for two ears.
10. She never (use) a computer.
11. I (not use) Microsoft Access for years.
12. I (design) four programs in COBOL.
13. You ever (work) with databases?
14. I (write) programs in C since January.
15. For the last 3 years I (work) as a network architect.
16. She (troubleshoot) her PC all morning.
17. She (write) this essay since 9 o'clock.
18. They (interview) 5 candidates today.
19. He never (like) Maths.
20. How many emails you (send) today?

## Unit 10

### *Past Perfect*

#### 10.1 Past Perfect Positive

*The Past Perfect expresses the idea that something occurred before another action in the past. It can also show that something happened before a specific time in the past.*

*The Past Perfect is **had** + VERB (past participle). The past participle of **regular verbs** ends in **-ed**. Some verbs are irregular (= not regular). The past participle of **irregular verbs** does not end in **-ed** (see **Appendix 5**).*

SUBJECT	AUXILIARY VERB ( <b>HAVE</b> )*	time phrase	VERB** ( <b>-ed</b> )	OBJECT	time phrase
<i>I</i>	<i>had</i>	<i>already</i>	<i><u>used</u></i>	<i>a computer</i>	<i>before</i> <i>for...</i> <i>when ...</i> <i>until ...</i> <i>by ...</i>
<i>We</i>					
<i>You</i>					
<i>They</i>					
<i>He</i>					
<i>She</i>					
<i>It</i>					

\**had* is the past form of the auxiliary verb *have*

'd = *had*

\*\*See **Appendix 6** for spelling rules

**Exercise 1.** Complete the sentences with the following verbs in the Past Perfect.

*be (x2) / do / develop / email / go / meet / study / unplug / use (x2)*

1. Sun Microsystems ..... Java before the year 1996.
2. I ..... Computing by the age of 18.
3. He ..... unemployed until 2005.

4. We ..... Internet Explorer before we started using Chrome.
5. Before he was promoted he ..... a computer operator.
6. To get the job I ..... the course on Computing.
7. The PC didn't work because somebody ..... the cable by mistake.
8. She ..... the PDA for two years before it broke down.
9. We ..... at a conference before we started working in one company.
10. I ..... the manager by the time he arrived at work.
11. Last month Jake managed the IT department because his manager ..... on business trip.

**Exercise 2.** Read the situations and write sentences from the words in brackets. Use the Past Perfect.

1. You went to Susan's house, but she wasn't there. (she / go out).
2. You went back to your home town after many years. It wasn't the same as before. (it / change / a lot).
3. He invited Rosa to the party, but she couldn't come. (she / arrange / to do something else).
4. We went to the cinema last night. We got to the cinema late. (the film / already / started).
5. It was nice to see David after such a long time. (he / be out of town / for 5 years).

**Exercise 3.** Write sentences about what these people had already done. Use the Past Perfect and **already**.

1. Last summer our team won the main prize in e-sport competition for the second time. Our team (win) the main prize.
2. Last year Ken visited Japan for the third time. Ken (be) in Japan twice.
3. Last week Steve designed the second computer game. Steve (design) one computer game.
4. John updated his status for the fourth time yesterday. John (update) his status thrice before yesterday.

5. Last week Mary learned a new program. She knows many of them now. Mary (learn) many programs before.
6. This morning Peter emailed us the third file. He (email) two files by this morning.
7. Last weekend we uploaded new photos in the second folder. Now we have two albums with photos. We (have) one album with photos until last weekend.
8. Yesterday we took part in the second webinar. We (participate) in one webinar before yesterday.
9. Tom burnt the 5<sup>th</sup> CD last night. He (burn) four CDs by last night.
10. Last month they changed the cartridge for the second time. They (changed) the cartridge before.

## 10.2 Past Perfect Negative

Past Perfect Negative is **hadn't** \* + VERB(-ed)\*\*

Remember!

I **had never** done = I **hadn't** done

\***hadn't** = **had not**

\*\*See **Appendix 5** for past participle of irregular verbs

SUBJECT	AUXILIARY VERB (HAVE+NOT)	VERB (-ed)	OBJECT	time phrase
<i>I</i> <i>We</i> <i>You</i> <i>They</i> <i>He</i> <i>She</i> <i>It</i>	<i>hadn't</i>	<i><u>used</u></i>	<i>a computer</i>	<i>before</i>

**Exercise 4.** Finish the sentences using the Past Perfect Negative of the verbs in brackets.

1. We (have) such a problem before.
2. Nicola (update) his status.
3. She (text) her friend.
4. We (have) a day off.
5. Ben (connect) a device.
6. Chris (reboot) the PC.
7. They (send) their reports.
8. I (reload) the webpage.
9. You (have) a trouble with the new browser.
10. She (know) how to use HTML.
11. The printer (jam) the paper before.
12. He (test) the broken computer.
13. We (contact) support.
14. He (have) time to finish the report.

**Exercise 5.** Complete the sentences with the proper verb in the Past Perfect Negative.

*apply / be / browse / buy / call / develop / send / study / troubleshoot / work*

1. We ..... in Paris before.
2. He ..... for this job.
3. I ..... the software.
4. She ..... a new program.
5. I ..... the new headphones.
6. They ..... the email.
7. He ..... the website.
8. She ..... as a CIO.
9. You ..... Computing.
10. You ..... her back.

**Exercise 6.** Rewrite the sentences from **Exercise 1** using **had never + past participle**.

### 10.3 Past Perfect Questions

We use **had** before subject in Past Perfect questions.

QUESTION WORD*	AUXILIARY VERB (HAVE)**	SUBJECT	time phrase	VERB (-ed) ***	OBJECT	time phrase
What Where Why How long	<b>Had</b>	<b>I</b> <b>we</b> <b>you</b> <b>they</b> <b>he</b> <b>she</b> <b>it</b>	<i>already</i>	<b><u>used</u></b>	<i>a computer</i>	<i>before?</i>

\*We use question words to ask *Wh-questions*. See **Appendix 1** for more information.

\*\**Yes-No questions* start with an auxiliary verb.

\*\*\*See **Appendix 5** for past participle of irregular verbs

#### Short answers

Positive answer			Negative answer		
<b>Yes,</b>	<b>I</b> <b>we</b> <b>you</b> <b>they</b> <b>he</b> <b>she</b> <b>it</b>	<b>had.</b>	<b>No,</b>	<b>I</b> <b>we</b> <b>you</b> <b>they</b> <b>he</b> <b>she</b> <b>it</b>	<b>hadn't.</b>

**Exercise 7.** Complete the questions in **A** with the Past Perfect of the verbs. Match the question halves in **A** and **B**.

<b>A</b>	<b>B</b>
1. (they / read) the instructions	a. before they drove away?
2. (the girl / learn) the new words	b. before she turned on the PC?
3. (they / ring) the office	c. before they switched on the mobile phone?
4. (what / Lucy / do)	d. before she made a report?
5. (Mark / update) the software	e. before you joined the company?
6. (Lisa / talk) to her manager	f. before she texted her friend?
7. (you / work) as a computer operator	g. before he switched off the computer?

**Exercise 8.** Complete the questions using the Past Perfect. Write short answers to the questions.

- (you / see) him before last night? – Yes, ..... / No, .....
- (the meeting / start) when you arrived there? – Yes, ..... / No, .....
- (anybody / call) me before I came in? – Yes, ..... / No, .....
- (he work) from home until he got the job in this company? – Yes, ..... / No, .....
- (you / have) a similar problem with the printer before yesterday? – Yes, ..... / No, .....
- (you / install) the antivirus software before the PC broke down? – Yes, ..... / No, .....
- (he / save) the document before he switched off the computer? – Yes, ..... / No, .....
- (they / send) the email before two o'clock yesterday? – Yes, ..... / No, .....
- (I / remind) you to take notes before the meeting started? – Yes, ..... / No, .....
- (he / remember) the new password before he logged out? – Yes, ..... / No, .....

\*\*\*

**Exercise 9. Translate the sentences into English.**

1. Жить без Wi-Fi было легче, чем мы себе представляли.
2. Ты сохранил документ, перед тем как выключить компьютер?
3. До прошлой недели я никогда не пользовался облачным хранилищем.
4. Мы закончили работу над проектом как раз в срок.
5. Мы никогда не проводили столько времени вместе до работы над этим проектом.
6. Он ничего не понимал в компьютерах, пока не начал ходить на компьютерные курсы.
7. Я стал блогером еще до того, как блоггинг стал популярным.
8. Перед тем как использовать новый гаджет, он внимательно прочел инструкцию.
9. У меня никогда не было телефона с сенсорным экраном, пока мне не подарили новый смартфон.
10. Мы не были знакомы до встречи на IT- конференции в прошлом году.

**Exercise 10.**

a) Read the texts and match them with the proper headings.

A. Life without Wi-Fi

B. Skype: more important than it looks

b) Put the verbs in the sentences below in the Past Simple or the Past Perfect form.

Then complete the texts with the sentences.

- a. About a week after I (arrive), I (receive) a text message from one of my best friends saying that she (be) very upset and (need) to talk to me.
- b. Dare I say it, I (learn) how to live without Wi-Fi. Dare I say it, I (find) it (be) easier than I (imagine).

- c. I just (move) to Germany for my ‘year abroad’, and it (be) my first long period of time outside the UK.

c) *Summarise the texts. How important are Skype and WiFi in your life?*

### ***Text 1***

My computer desktop is a bit like my handbag: it’s full of things I either don’t need or don’t use, it looks untidy, and I’m not quite sure where a lot of the stuff has come from. Looking at my desktop now, I can see, for example, a programme called ‘Easy Network Manager’ (no idea what that is), one called ‘DivX Movies’ (never used it), and a Microsoft Word document called ‘romeo\_and\_juliet’ (probably something I wrote at university and accidentally saved onto my desktop rather than somewhere more logical). Mixed up with all the rubbish, there are, however, one or two very important programmes – programmes which I feel even have a central role in my life. To go back to my handbag, these programmes would be the equivalent of my house keys and purse. They are the things which I use on a daily basis, and which I would be most upset about losing. One of the programmes I am talking about is Skype. The big, friendly ‘S’ has sat quietly at the bottom of my desktop since around 2009. And I am quite certain that it has changed my life.

I first realised the importance of Skype when I was in my third year of university. (1) \_\_\_\_\_. (2) \_\_\_\_\_. I remember rushing out of my flat with a 20 euro note trying to find a shop that would change it into coins so that I could call her from a payphone. When I finally had the coins, I still only managed to speak to her for around fifteen minutes. Payphones are expensive! Now that I have Skype, I no longer experience situations like that. I still live in Germany, and I know that I can talk to my family and friends whenever I need to, for as long as I want, for free. It’s extremely reassuring.

It seems to me that Skype is a bit of an underdog in the world of technology. It’s pretty normal to talk about Facebook, Twitter and Google, but you don’t tend to hear people on the bus talking about ‘that amazing conversation’ they had on Skype,

or how Skype ‘affects the way we interact socially’ with our fellow humans. Probably this is because Skype is more of a private place than a public one: we don’t use it to show off or to follow celebrities, we use it to stay in touch with our loved ones.

Skype has also become a useful tool in the work place. Sometimes it is used for interviews – especially when companies are recruiting internationally, or when it would be very expensive for the candidate to travel for the interview. It can also be used for video conferences or even within offices themselves instead of regular telephones with extension numbers. This is particularly the case for younger, ‘trendier’ companies – the kind of offices who want to come across modern, flexible, approachable.

And there are, of course, the long-distance relationships. When I asked a colleague recently how she managed to stay in touch with her Mexican boyfriend when she moved back to Germany, she replied simply: 'Skype!' And now they are married! There are certainly countless similar stories throughout the world of couples who have managed to stay together because of this programme. It’s probably been more successful than an internet dating site!

I can genuinely say that I would probably still be living in the UK if I did not have Skype. That white ‘S’ on the light blue, blobby-looking background has given me the freedom to live far away from my family and some of my friends because I know I can see their lovely faces and hear their voices almost any time. Whether it’s showing my parents around my new flat, looking at a friend’s latest hairstyle, or meeting my sister’s flatmates, Skype lets me into the lives and homes of the people I love. Just like my keys.

Read more at: <http://learnenglishteens.britishcouncil.org/magazine/science-and-technology/skype-more-important-it-looks>

## *Text 2*

Wi-Fi: a word which has its own little brother in the form of a complicated password which, no matter how hard you try, you can never guess. A word which is so often stuck to the inside of windows in cafes and bars as an extra way of tempting customers inside. Even on public transport and in shopping centres, it's becoming more common. Last summer, I spent four months working in France, where the company I was working for put me up in a house which didn't have Wi-Fi. I wasn't looking forward to it.

I soon discovered, however, that living in a house without Wi-Fi, was easier than I expected. Contact between my friends and family was significantly reduced to the odd text message here and there. I couldn't enjoy my usual web browsing on BBC iPlayer, social media sites, keeping up to date with the news, or even wanting to know the opening hours of shops in the new area I was in.

I didn't, however, spend a full four months without connecting to a Wi-Fi network. It was only a five minute walk to the reception where I could connect for free and spend as much time online as I wanted to at my own leisure. It made me think, though, how unnecessary it can be, how unnecessarily we rely on it – how we perhaps over rely on it. As a person, I was more sociable. I spent more time with my housemates instead of hiding behind a computer screen. I did other things that I wouldn't necessarily have done if I could have browsed the web at my leisure. I read more, I cooked meals for my friends, and I even tidied up more often. (3)

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My experience this summer made me reflect on how much we do use Wi-Fi. It's possible not to be so dependent on it though. Try it and see.

Read more at: <http://learnenglishteens.britishcouncil.org/magazine/science-and-technology/life-without-wi-fi>

## ***Revision 5***

### ***Past Simple or Past Perfect***

*Complete the sentences with the Past Simple or the Past Perfect.*

1. When the manager (come), I already (send) an email.
2. When I (return) with my camera, the bird already (fly) away.
3. We (not need) to queue because I (book) the tickets online.
4. We (finish) our new project last week. We already (do) several projects before that.
5. What you (do) on the Internet yesterday?
6. I (make) a back-up copy before my PC (crash).
7. He (call) the technical specialist because the printer (jam) the paper.
8. The desktop computer (not switch on) because somebody (disconnect) it by mistake.
9. He (spend) two hours repairing the computer before he (manage) to solve the problem.
10. The computer automatically (delete) the files that you (not save).
11. I (compress) the file before I (send) it by email.
12. I (receive) much spam mail, so I (change) my email address.
13. When I first (turn it on), it (report) a hard disk failure.
14. When I (go out) I (remember) that I (forget) to turn off the computer.
15. When I (leave) the office, everybody already (go) home.
16. The webinar already (start) by the time we (arrive).
17. I (feel) very tired when I (get) home, so I (go) straight to bed.
18. He (be) surprised when he (get) an email from her, because she (not write) to him before.
19. When the manager (come) back, Jim already (finish) the work.
20. Peter (say) that he always (want) to be a software designer.

## Unit 11

### *Future Simple*

#### 11.1 Future Simple Positive

*We use Future Simple when we've just decided to do something and there is no plan or decision to do something before we speak.*

*We often use the Future Simple tense to make a prediction about the future and say what we think will happen.*

*We often use **will** in the situations when we offer to do something, agree to do something or promise to do something.*

SUBJECT	AUXILIARY VERB ( <b>WILL</b> )*	adverb of certainty	VERB	OBJECT	time phrase
<i><b>I</b></i>	<i><b>will</b></i>		<i><b>use</b></i>	<i><b>a computer</b></i>	<i>tomorrow</i>
<i><b>We</b></i>					<i>later</i>
<i><b>You</b></i>					<i>possibly</i>
<i><b>They</b></i>					<i>probably</i>
<i><b>He</b></i>					<i>certainly</i>
<i><b>She</b></i>					<i>definitely</i>
<i><b>It</b></i>					

\* *will = 'll*

**Exercise 1.** Complete the sentences with *I'll* and a suitable verb.

*browse / change (x2) / design / finish / teach / text /*

1. .... the work this week.
2. .... software in the future.
3. .... people Computer Science.

4. .... the Internet Service Provider.
5. .... you as soon as I'm at home.
6. .... the Web for extra information.
7. .... my status tomorrow.

**Exercise 2.** Complete the predictions using **will ('ll)**. Choose from the following verbs. Start each sentence with **I think ... / I don't think ...**

*be / close / create / enjoy / go out / like / pass / stay (x2) / win*

1. Kelly ..... the exam. She's been studying well.
2. we ..... the competition. We have the best players in our team.
3. he ..... at home tomorrow. He has to go to work.
4. she ..... the new headphones. They're cute.
5. they ..... a new program. They have some interesting ideas.
6. you ..... the new browser. It isn't user-friendly.
7. she ..... in London next week. She is going there on business.
8. I ..... the window. It's a bit cold.
9. I ..... at home. I'm tired.
10. I ..... I have to write a report by tomorrow.

**Exercise 3.** Finish the sentences by putting the verbs in the Future Simple tense. Add an **adverb of certainty** in each sentence.

1. While you install the OS, the computer (ask) you some questions.
2. The new system (have) a firewall.
3. I (do) the security checks.
4. We (finish) the work next week.
5. They (open) a new office in Moscow.
6. I (call) her on my mobile phone.
7. I (reboot) the computer.
8. The email (arrive) in a few seconds.

9. The spreadsheet (be) ready by tomorrow morning.
10. Now right-click on “Computer” and a menu (appear).
11. You (have) to scroll down.
12. Notebook computers (be) a bit cheaper next year.
13. If the system crashes, we (lose) all our latest data.
14. If you use the right password, you (get) access to the network.
15. When I arrive, I (text) you.

**Exercise 4.** *Where do you think you will be at these times? Write true sentences about yourself. Use **I’ll be...** / **I’ll (probably) be ...** / **I don’t know where I’ll be.***

1. at 9 o’clock tomorrow.
2. one hour from now.
3. at midnight.
4. at four o’clock tomorrow afternoon.
5. five years from now.
6. this time next week.
7. next weekend.
8. in 2 months’ time.
9. after this lesson.
10. when you pass all the exams.

## **11.2 Future Simple Negative**

*Future Simple Negative is **won't** \* + VERB*

*Remember!*

*The adverbs of certainty come before **won't**, but after **will**.*

SUBJECT	adverb of certainty	AUXILIARY VERB ( <i>WILL</i> )	VERB	OBJECT	time phrase
<i>I</i>					<i>tomorrow</i>
<i>We</i>	<i>possibly</i>				<i>later</i>
<i>You</i>	<i>probably</i>				<i>next (month)</i>
<i>They</i>	<i>certainly</i>	<i>won't</i>	<i>use</i>	<i>a computer</i>	<i>this (evening)</i>
<i>He</i>	<i>definitely</i>				<i>on (Friday)</i>
<i>She</i>					<i>when...</i>
<i>It</i>					<i>in (a week)</i>

**\*won't = will not**

**Exercise 5.** Complete these sentences with Future Simple negative of the verbs in brackets. Add an adverb of certainty where it is possible.

1. I (tell) you my password.
2. I hope your PC (break) down.
3. I'm sorry I was late this morning. It (happen) again.
4. He (come) today. He's away on business trip.
5. They (buy) a new phone until his next birthday.
6. The new software (take up) much memory.
7. Hackers (get) into the network.
8. We (need) more bandwidth soon.
9. I'm sure he (be) late.

**Exercise 6.** Put in *will* or *won't*.

1. Can you wait for me? I ..... be long.
2. Don't ask Nick for help. He ..... be able to do it.
3. I'm glad we're working together. You..... like your job.

4. You don't need to take a pendrive with you. They ..... email everything to you.
5. I've got some incredible news! You ..... believe it!
6. Don't drink coffee before you go to bed. You ..... sleep.
7. I'm going away for a few days. So, I ..... be in the office next week.
8. The laptop ..... work in a battery mode if it's uncharged.

### 11.3 Future Simple Questions

We use **will** in Future Simple questions.

Remember!

We use **shall I... ? / shall we ... ?** to ask somebody's opinion (especially in offers or suggestions).

QUESTION WORD*	AUXILIARY VERB**	SUBJECT	VERB	OBJECT
<i>What</i> <i>Who</i> <i>When</i> <i>Where</i> <i>Why</i> <i>How</i>	<b>Will</b>	<i>I</i> <i>we</i> <i>you</i> <i>they</i> <i>he</i> <i>she</i> <i>it</i>	<b>use</b>	<i>a computer?</i>
		<b>Shall</b> <i>I</i> <i>we</i>		

\*We use question words to ask *Wh-questions*. See **Appendix 1** for more information.

\*\**Yes-No questions* start with an auxiliary verb.

**Short answers**

<i>Positive answer</i>			<i>Negative answer</i>		
<b>Yes,</b>	<b><i>I</i></b> <b><i>we</i></b> <b><i>you</i></b> <b><i>they</i></b> <b><i>he</i></b> <b><i>she</i></b> <b><i>it</i></b>	<b><i>will.</i></b>	<b>No,</b>	<b><i>I</i></b> <b><i>we</i></b> <b><i>you</i></b> <b><i>they</i></b> <b><i>he</i></b> <b><i>she</i></b> <b><i>it</i></b>	<b><i>won't.</i></b>

**Exercise 7.** Read the situations. Write questions starting with **Shall I...?** Use the prompts in brackets.

1. My browser is very slow. – (I / run) a check-up?
2. I can't find the clients quickly. – (I / install) GPS and mapping software in your tablet?
3. I don't need the PC. – (I / switch off) it?
4. I have a problem connecting a device. – (I / have) a look at it?
5. It's stuffy in the office. – (I / open) the window?

**Exercise 8.** Read the situations. Write questions starting with **Shall we...?** Use the prompts in brackets.

1. Let's go out tonight. Ok, (where / we / meet)?
2. I don't understand Russian. – (we / speak) English?
3. Let's spend some money. – Ok, (what / we / buy)?
4. Let's change the Internet Service Provider? – Ok, (what ISP / we / choose)?
5. First, enter your username. – Ok, (what / we / do) next?
6. We need a new computer. – What a good idea. (we / buy) iMac?

**Exercise 9.** Complete the questions using the words in brackets. Write short answers to these questions.

1. (the journey / take) long? - Yes, .... / No, .....
2. (John / phone) the office? - Yes, .... / No, .....
3. (there / be) a lot of people at the meeting? - Yes, .... / No, .....
4. (the meeting / start) soon? - Yes, .... / No, .....
5. (he / agree) to your idea? - Yes, .... / No, .....
6. (you / be) at home tomorrow? - Yes, .... / No, .....
7. (the company / give) you an extra day's holiday? - Yes, .... / No, .....
8. (there / be) any newspapers tomorrow? - Yes, .... / No, .....

**Exercise 10.** Read the situations and write polite questions starting with **Will you please ...?** Use the prompts in brackets.

1. It's drafty in here. (you / shut the door)?
2. I'm trying to concentrate. (you / be quiet)?
3. I'm working. (you / turn down the music)?
4. (you / disconnect the printer)? I need to look inside it.
5. (you / email me a copy)? I'll sign it tomorrow.

**Exercise 11.** Make up *Wh*-questions to the sentences below. Use the question words in brackets.

1. We'll study computer science next term. (What)
2. I'll go to Spain in June. (Where)
3. He'll reboot his laptop to see what will happen. (Why)
4. He'll change her status tomorrow morning. (When)
5. She'll meet our Canadian colleagues at the airport. (Who)

\*\*\*

**Exercise 12.** Translate the sentences into English.

1. Антивирусная программа будет автоматически сканировать ваш компьютер.
2. Я позвоню ей или отправлю смс, когда приеду домой.
3. Перезагрузка компьютера займет несколько минут.
4. Некоторые эксперты прогнозируют, что в будущем компьютер будет личный помощник.
5. В школах вскоре будут преподавать основы интернет безопасности.
6. Я постараюсь объяснить, что такое Интернет вещей.
7. Некоторые эксперты прогнозируют, что в будущем люди не будут ездить в офис, а будут работать дома.
8. В скором будущем люди будут использовать 3D-принтеры, чтобы распечатывать все, что необходимо.
9. Электронные книги никогда не заменят настоящие бумажные книги.
10. Оптические диски вскоре устареют, и мы перестанем ими пользоваться.

**Exercise 13.** Complete the article with the correct form of the verbs in brackets. Do you think these predictions will come true? Make a brief summary of the text.

### **The 7 technologies changing your world**

From intelligent robots and self-driving cars to gene editing and 3D printing, dramatic technological change is happening at lightning speed all around us. The Fourth Industrial Revolution is being driven by a staggering range of new technologies that are blurring the boundaries between people, the Internet and the physical world. So what exactly are these technologies, and what do they mean for us?

**Computing capabilities, storage and access.** As mobile devices become increasingly sophisticated, experts say it <sup>1</sup>(not / be) long before we are all carrying “supercomputers” in our pockets. The United Nations has set the goal of connecting

all the world's inhabitants to affordable Internet by 2020. This <sup>2</sup>(increase) access to information, education and global marketplaces, which <sup>3</sup>(empower) many people to improve their living conditions and escape poverty.

**Big data.** Each time you run a Google search, scan your passport, make an online purchase or tweet, you are leaving a data trail behind that can be analysed and monetized. Computers are already making decisions based on this information, and in less than 10 years computer processors <sup>4</sup>(reach) the processing power of the human brain. This means there's a good chance your job could be done by computers in the coming decades.

**Digital health.** Big data <sup>5</sup>(help) to reduce costs and inefficiencies in healthcare systems, improve access and quality of care, and make medicine more personalized and precise. In the future, we all <sup>6</sup>(have) very detailed digital medical profiles ... including information that we'd rather keep private.

**The digitization of matter.** 3D printers <sup>7</sup>(create) not only cars, houses and other objects, but also human tissue, bones and custom prosthetics. The survey also reveals that most people expect the first 3D printed car <sup>8</sup>(be) in production by 2022. Consumers soon <sup>9</sup>(be able) to simply press "print" instead of waiting for a delivery.

**The Internet of things.** Within the next decade, it is expected that more than a trillion sensors <sup>10</sup>(be connected) to the Internet. If almost everything is connected, it <sup>11</sup>(transform) how we do business and help us manage resources more efficiently and sustainably. Connected sensors <sup>12</sup>(be able) to share information from their environment and organize themselves to make our lives easier and safer. For example, self-driving vehicles <sup>13</sup>("communicate") with one another, preventing accidents.

**Wearable internet.** Technology is getting increasingly personal. Computers are moving from our desks, to our laps, to our pockets and soon they <sup>14</sup>(be integrated) into our clothing. By 2025, 10% of people are expected to be wearing clothes connected to the Internet and the first implantable mobile phone is expected to be sold. These devices can provide immediate information about our health and about what we see, or help locate missing children. Being able to control devices with our

brains would enable disabled people to engage fully with the world. There would be exciting possibilities for learning and new experiences.

**Blockchain.** A blockchain is essentially a network of computers that must all approve a transaction before it can be verified and recorded. The uses of blockchain technology are endless. Some expect that in less than 10 years it <sup>15</sup>(be used) to collect taxes. Financial fraud significantly <sup>16</sup>(be reduced), as every transaction <sup>17</sup>(be recorded) and distributed on a public ledger, which <sup>18</sup>(be) accessible by anyone who has an Internet connection.

But how it <sup>19</sup>(affect) our personal privacy, data security and our personal relationships? In the future, it ever <sup>20</sup>(be) possible to be offline anymore?

Read more at: <https://www.weforum.org/agenda/2016/01/a-brief-guide-to-the-technologies-changing-world/>

## Unit 12

### *Be going to / Present Continuous (for the future)*

#### 12.1 'Be going to' Positive

We use **be going to** for the future to talk about things we have decided to do in the future. We often use **be going to** to predict the future using information we know.

SUBJECT	AUXILIARY VERB ( <b>BE</b> )*	<b>GOING TO</b>	VERB	OBJECT
<i>I</i>	<i>am</i>	<i>going to</i>	<i>use</i>	<i>a computer</i>
<i>We</i> <i>You</i> <i>They</i>	<i>are</i>			
<i>He</i> <i>She</i> <i>It</i>	<i>is</i>			

### ***Present Continuous Positive (for the future)***

*We use the Present Continuous to talk about things we have arranged in the past to do in the future.*

#### **Remember!**

*We do not use the Present Continuous for future events that we cannot arrange or have not arranged.*

SUBJECT	AUXILIARY VERB ( <b>BE</b> )*	VERB **(- <b>ing</b> )	OBJECT	time phrase***
<i>I</i>	<i>am</i>	<i><u>using</u></i>	<i>a computer</i>	<i>next week in August tomorrow on Friday tonight in the evening</i>
<i>We</i> <i>You</i> <i>They</i>	<i>are</i>			
<i>He</i> <i>She</i> <i>It</i>	<i>is</i>			

\**am / is / are* are the present forms of the auxiliary verb *be*

*'m = am    's = is    're = are*

\*\*See **Appendix 4** for spelling rules

\*\*\*optional use

**Exercise 1.** Complete the sentences using short forms of **be going to** and the verbs in brackets.

1. She (write) a book about ubiquitous computing.
2. By all accounts, nanotechnology (have) a huge impact on our lives.
3. Scientists predict that in the near future people (live) in smart houses.
4. They (hold) the conference on high technology innovations in a month.
5. He (browse) the Web to find proper information.

6. They (open) the new office in March.
7. It (be) difficult to get into work tomorrow.
8. Richard (be) the new director of the IT department.
9. We (open) a cyber café in the city centre.
10. The PC (reboot) now.

**Exercise 2.** *What are these people doing next Friday? Write sentences about their future arrangements using the Present Continuous form of the verbs in brackets.*

1. Andrew (work) the whole day.
2. Lisa (stay) at home.
3. Sue (take part) in a competition.
4. Tom and Philip (burn) CDs.
5. Karen (write) a report.
6. Richard (repair) a PC.

**Exercise 3.** *What are you doing in the next five days? Write sentences about yourself. Use the Present Continuous tense.*

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

**Exercise 4.** *Complete the sentences with the Present Continuous or be going to and the verbs in brackets.*

1. I (take part) in a webinar on Monday.
2. The conference (finish) next Saturday.
3. I (go) away tomorrow.
4. The computer operator (come) in the afternoon.

5. We (finish) the project by the end of the month.
6. They (meet) for lunch in the students' canteen.
7. Chris (use) the Word to create a document.
8. The CD (fall) down.
9. I (pass) all my exams this month.
10. He (create) a computer game, which (be) very interesting.

## 12.2 'Be going to' Negative

'Be going to' Negative is **am not/ aren't /isn't** \* + **going to** + **VERB**

SUBJECT	AUXILIARY VERB ( <b>BE+NOT</b> )	GOING TO	VERB	OBJECT
<i>I</i>	<i>am not</i>	<i>going to</i>	<i>use</i>	<i>a computer</i>
<i>We</i> <i>You</i> <i>They</i>	<i>aren't</i>			
<i>He</i> <i>She</i> <i>It</i>	<i>isn't</i>			

## Present Continuous Negative (for the future)

Present Continuous Negative is **am not/ aren't /isn't** \* + **VERB(-ing)**

SUBJECT	AUXILIARY VERB ( <b>BE+NOT</b> )	VERB** ( <b>-ing</b> )	OBJECT	time phrase
<i>I</i>	<i>am not</i>	<i><u>using</u></i>	<i>a computer</i>	<i>next week</i> <i>in August</i> <i>tomorrow</i>
<i>We</i> <i>You</i> <i>They</i>	<i>aren't</i>			

<i>He</i>				<i>on Friday</i>
<i>She</i>	<i>isn't</i>			<i>tonight</i>
<i>It</i>				<i>in the evening</i>

*\*aren't = are not isn't = is not*

*\*\*See Appendix 4 for spelling rules*

**Exercise 5.** Complete these sentences with the negative form of **be going to** and the verbs in brackets.

1. Hurry up! We (miss) the train.
2. I (stay) there long.
3. He (like) the new browser.
4. There's something wrong with it. It (work) properly.
5. He (meet) with them.
6. I (watch) the football match. I have some urgent work to do.
7. They (change) there Internet service provider.
8. You (reload) the PC.
9. She (call) him back today.
10. Robin (change) the data until he gets the confirmation.
11. They (fill in) the spreadsheet if they don't know the formulae.

**Exercise 6.** Use the Present Continuous Negative of the verbs in brackets to make sentences about the future.

1. I (use) the Word today.
2. He (run) a check-up in the afternoon.
3. She (update) her status until tomorrow.
4. We (come) to the party at weekend.
5. I (take part) in a webinar next week.
6. He (change) the cartridge this month.
7. They (surf) the Internet in the next two hours.

8. You (play) computer games tonight.
9. We (do) anything this evening.
10. He (use) the car tomorrow.

### 12.3 'Be going to' / Present Continuous (for the future) Questions

We use **am/is/are** before subject in **be going to** questions.

QUESTION WORD*	AUXILIARY VERB ( <b>BE</b> )**	SUBJECT	GOING TO	VERB	OBJECT
<i>What</i>	<b>Am</b>	<b>I</b>	<b>going to</b>	<b>use</b>	<i>(a computer)?</i>
<i>Who</i>	<b>Are</b>	<b>we</b>			
<i>When</i>		<b>you</b>			
<i>Where</i>		<b>they</b>			
<i>Why</i>	<b>Is</b>	<b>he</b>			
<i>How</i>		<b>she</b> <b>it</b>			

We use **am/is/are** before subject in **Present Continuous (for the future)** questions.

QUESTION WORD*	AUXILIARY VERB ( <b>BE</b> )**	SUBJECT	VERB (- <i>ing</i> )	OBJECT
<i>What</i>	<b>Am</b>	<b>I</b>	<b><u>using</u></b>	<i>(a computer)?</i>
<i>Who</i>	<b>Are</b>	<b>we</b>		
<i>When</i>		<b>you</b>		
<i>Where</i>		<b>they</b>		
<i>Why</i>	<b>Is</b>	<b>he</b>		
<i>How</i>		<b>she</b> <b>it</b>		

\*We use question words to ask *Wh-questions*. See *Appendix 1* for more information.

\*\**Yes-No questions* start with an auxiliary verb.

**Short answers ('Be going to' / Present Continuous (for the future))**

<i>Positive answer</i>			<i>Negative answer</i>		
<b>Yes,</b>	<b><i>I</i></b>	<b><i>am.</i></b>	<b>No,</b>	<b><i>I</i></b>	<b><i>am not.</i></b>
	<b><i>we</i></b>	<b><i>are.</i></b>		<b><i>we</i></b>	<b><i>aren't.</i></b>
	<b><i>you</i></b>			<b><i>you</i></b>	
	<b><i>they</i></b>			<b><i>they</i></b>	
	<b><i>he</i></b>	<b><i>is.</i></b>		<b><i>he</i></b>	<b><i>isn't.</i></b>
	<b><i>she</i></b>			<b><i>she</i></b>	
<b><i>it</i></b>	<b><i>it</i></b>				

**Exercise 7.** Write questions with **be going to** using these words.

1. What / you / spend / the money on?
2. What / she / wear / to the party tonight?
3. How much / you / spend/ on the new PC?
4. When / he / come?
5. Who / you / work with?
6. Why / they / change the browser?
7. Where / we / save the data?
8. Which link / you / follow?
9. How many comments / he / post?
10. You / use / the pendrive?

**Exercise 8.** Your colleague is planning to go on a business trip soon. You ask her about her plans. Use the words in brackets to make your questions. Match them to the answers.

<i>Questions</i>	<i>Answers</i>
1) (where / go?)	a) - No, by plane.
2) (where / stay?)	b) - Yes, Mr. Smith.
3) (when / come back?)	c) - Ten days.
4) (when / leave?)	d) - France.
5) (travel / by train?)	e) - Packing my bag.
6) (go / alone?)	f) - Yes, the Eiffel Tower and the Louvre
7) (what / do / tonight?)	g) - Next Saturday.
8) (how long / go for?)	h) - In two weeks time
9) (anybody / meet you / at the airport?)	i) - In a hotel.
10) (go sightseeing / there?)	j) - No, with my assistant

\*\*\*

***Exercise 9. Translate the sentences into English.***

1. Они собираются отправить по почте флэшку с материалами конференции.
2. Он собирается прикрепить этот файл к электронному письму.
3. Эксперты говорят, что очень скоро мы будем носить «суперкомпьютеры» в кармане.
4. Через 10 лет компьютерные процессоры достигнут вычислительной мощности человеческого мозга.
5. Будущее компьютеров будет таким же удивительным, как и их история.
6. Когда ты собираешься запустить антивирусную проверку компьютера?
7. Они приедут завтра днем. Ты будешь их встречать?
8. Я буду участвовать в форуме, и я собираюсь посетить несколько семинаров.
9. В какой папке ты собираешься сохранить этот документ?
10. Компьютерный магазин не будет завтра работать.

*Exercise 10. Read the article and summarize it using will, be going to or Present Continuous (for the future). What other things will probably become obsolete in the nearest future?*

### **Things That will Probably Become Obsolete in the Next 10 Years**

With the fast changing pace of technology and the world at large, today's commodities will surely be a thing of the past. Let's take a look at what might not be around for the next generation.

**TV remote control.** While you enjoy the fun of cat fights over the remote control, the future generation might not be able to do so. Remote controls will be replaced with the smartphones, capable of performing just about any task.

**Car keys.** Car keys are already on the decline and it is only a matter of years before the key takes a humble bow. It's time to say hello to the new auto technology, which does not require keys to gain an entry into your car nor to start it. All you got to do is unlock it with the key fob and hit the start button to rev up your engine and you are ready to go. Something tells me the same fate awaits for my current bunch of keys.

**Cash Transactions.** Internet banking, and the use of plastic money (credit cards and debit cards) is already the cause behind the decline of money transactions. There might come a day when the only cash we will have left are the ones in the museums. Besides, it would be an eco-friendly idea to do away with the green notes made from paper.

**Paper and Pen.** There was a time when a script reflected the essence of oneself through their handwriting. These days, all you find is people busy on their pads, tabs and touch phones scribbling away on the screen rather than using actual note pads and pens. A better way to put it is, people now enjoy mere 'copy pasting'. Coming to the point, if calligraphy is going to be reserved for typing, then where is the need to have an assortment of pens?

**Landline phone.** The use of this phone is currently restricted to intra-office communication and is steadily seeing a decline as net calling facilities and chat options replace the cord phones.

**Passwords and Logins.** Passwords and logins are on the fast track to extinction as biometrics will soon come in place. With this technology, you can go ahead and protect your identity and remain safe. So to say, the gen next wouldn't know the hassles of password theft and hacking.

**Desktops.** All-in-One computers are a rave; these too are being replaced with tabs, laptops and notebooks. There will come a day when they might stop manufacturing desktops all together.

**Staplers, Files and Pins.** There will come a day when we would become absolute tech freaks and we wouldn't have to carry along bulky files oozing with documents, all we will have is a stylish tab or pad with all our documents in place. That day, my friend, is not very far away. I can already hear the young ones shouting in triumph. Oh yes, there wouldn't be any more books, textbooks and the like.

**Whiteboards, Blackboards and Chalks.** Let's make it loud and clear. Teaching is no more constrained to classrooms and it certainly does not rely on blackboards. Teaching material, in short, is getting digitized and the traditional classrooms have definitely taken a beating. It is now dependent on transmitting virtual information. It's time you bid adieu to teachers of the past and say hello to 24/7 learning where just about everyone is your teacher.

**Slow Booting Laptops.** Another ten years down the line, you wouldn't find a system that will take that long to boot. Besides, on-the-go computing will ensure that the laptops never ever sleep, hence cutting down on booting time. And of course, faster processors and operating systems are sure to take over, and you wouldn't have to count minutes for your system to boot.

**Privacy.** With all the advancement of technology, one thing for sure will take place. People the world over will know what you are up to in your own house. There won't be any sort of privacy left, thanks to latest GPS technologies that will be able to track you down in a jiffy. All that you are and all that you own will be public property. Then say goodbye to those tranquil moments you currently enjoy. Read more at: <http://www.buzzle.com/articles/things-that-will-become-obsolete-in-the-next-10years.html>

## *Appendix 1*

### *Question words*

<i>Question word</i>	<i>Example question</i>
<i>When</i>	When will you phone?
<i>Why</i>	Why is he running?
<i>Where</i>	Where is Mike?
<i>Who</i>	Who are you going to visit?
<i>What</i>	What do you do?
<i>Which</i>	Which is yours?
<i>How</i>	How do you usually go to University?
<p><b>Who, What, Where, Which + a preposition</b> (<i>to / from / with / about / like, etc.</i>).  <i>Prepositions usually go at the end of the question.</i></p>	
<i>Who ... to?</i>	Who does this pendrive belong to?
<i>What ...like?</i>	What was the weather like yesterday?
<i>Which ...in?</i>	Which room are they in?
<i>Where ... from?</i>	Where are you from?
<p><b>What + a noun</b>, e.g. <i>colour / size / time / day / kind / type / make, etc.</i></p>	
<i>What colour</i>	What colour are your eyes?
<i>What make</i>	What make is your TV?
<p><b>Which + a noun</b> (<i>things or people</i>). Note that <i>Which</i> without a noun is used for things, not people. We use <i>Who</i> (without a noun) for people.</p>	
<i>Which train</i>	Which train did you catch?
<i>Which speaker</i>	Which speaker did you listen to?

<b><i>What or Which?</i></b>	
<i>Which is used when we are thinking about a small number of possibilities (perhaps 2, 3 or 4).</i>	Which way shall we go?
<i>What is more general.</i>	What sort of music do you like?
<b><i>How + an adjective / an adverb, e.g. tall / long / old / often / much, etc.</i></b>	
<i>How often</i>	How often do you update the antivirus software?
<i>How long</i>	How long does it take you to get to work?
<b><i>Who and What: Subject and Object</i></b>	
<i>Object questions (Who / What are the objects in the sentences)</i>	<u>Who</u> did you see? – I saw my <u>friend</u> . <u>What</u> are you doing now? – I'm <u>chatting in Skype</u> .
<i>Subject questions (Who / What are the subjects in the sentences)</i>	<u>Who</u> wrote <i>Hamlet</i> ? – <u>Shakespear</u> wrote <i>Hamlet</i> . <u>What</u> happened at the end of the story? – <u>Nothing interesting</u> happened.

## Appendix 2

### Present Simple: -s / -es

<i>Add an -s to make the he/she/it form of the <b>most</b> Present Simple verbs</i>	
<b>I/you/we/they</b>	<b>he/she/it</b>
leave	leaves <u>s</u>
say	says <u>s</u>
make	makes <u>s</u>
work	works <u>s</u>
<i>After -ss, -sh, -ch, -x, -o we add -es</i>	
<b>I/you/we/they</b>	<b>he/she/it</b>
pass	passes <u>s</u>
finish	finishes <u>s</u>
teach	teaches <u>s</u>
mix	mixes <u>s</u>
go	goes <u>s</u>
<i>When a verb ends in a consonant and -y, the y changes to -ies</i>	
<b>I/you/we/they</b>	<b>he/she/it</b>
try	tries <u>s</u>
study	studies <u>s</u>
carry	carries <u>s</u>

## Appendix 3

### State (or stative) verbs

<i>thinking , opinions, mental states</i>			
agree	expect	mean	remember
believe	forget	notice	seem
deny	guess	promise	suppose
disagree	imagine	realize	think
doubt	know	recognize	understand, etc.
<i>feelings, emotions</i>			
admire	detest	like	respect
adore	dislike	love	value
appreciate	enjoy	mind	want
care for	hate	need	wish, etc.
desire	hope	prefer	
<i>senses</i>			
feel	look	smell	taste
hear	see	sound	
<i>possessions</i>			
belong	have	involve	own
consist	include	lack	possess
contain			
<p><b>Stative verbs describe states, not actions!</b> We can use some <b>verbs in continuous form</b> if they describe <b>an action</b> (think, have, feel, taste, enjoy, smell, look, appear, weigh, etc.).</p>			
see	I see you. ( <i>state</i> ) I'm seeing my friend tomorrow. ( <i>action</i> )		
taste	The soup tastes good. ( <i>state</i> ) The chef is tasting the soup. ( <i>action</i> )		

look	It looks great. ( <i>state</i> ) He's looking through the newspaper. ( <i>action</i> )
enjoy	I enjoy the rock music. ( <i>state</i> ) I'm enjoying the concert. ( <i>action</i> )
think	What do you think of the new programme? ( <i>state</i> ) I'm thinking about the possible solution. ( <i>action</i> )
have	I have a big friend list. ( <i>state</i> ) We're having lunch. ( <i>action</i> )

## Appendix 4

### The *-ing* form

<i>For most verbs we add -ing</i>	
ask	asking
go	going
<i>For verbs ending with a consonant + -e, we leave out e when we add -ing</i>	
hope	hoping
take	taking
live	living
<i>When a verb ends in -ie, it changes to -y when we add -ing. But -y does not change</i>	
die	dying
lie	lying
hurry	hurrying
<i>When a verb ends in one vowel and one consonant, we double the final consonant</i>	
run	run <u>ning</u>
swim	swim <u>ming</u>
get	get <u>ting</u>
jog	jog <u>ging</u>
<i>But note that we do not double the consonant when it is y, w, or x</i>	
stay	stay <u>ing</u>
draw	draw <u>ing</u>
fax	fax <u>ing</u>
<i>We do not double the consonant when the final syllable is not stressed</i>	
listen	'listening
visit	'visiting
wonder	wondering
<i>In British English l is usually doubled, even if the syllable is unstressed</i>	
travel	travell <u>ing</u>
cancel	cancell <u>ing</u>

## *Appendix 5*

### *Irregular verbs*

<i>Infinitive</i>	<i>Past Simple</i>	<i>Past participle</i>	<i>Infinitive</i>	<i>Past simple</i>	<i>Past Participle</i>
<b>be</b>	was/were	been	<b>learn</b>	learnt/learned	learnt/learned
<b>beat</b>	beat	beaten	<b>leave</b>	left	left
<b>become</b>	became	become	<b>lend</b>	lent	lent
<b>begin</b>	began	begun	<b>let</b>	let	let
<b>blow</b>	blew	blown	<b>lose</b>	lost	lost
<b>break</b>	broke	broken	<b>make</b>	made	made
<b>bring</b>	brought	brought	<b>mean</b>	meant	meant
<b>build</b>	built	built	<b>meet</b>	met	met
<b>burn</b>	burnt	burnt	<b>pay</b>	paid	paid
<b>buy</b>	bought	bought	<b>put</b>	put	put
<b>catch</b>	caught	caught	<b>read</b>	read	read
<b>choose</b>	chose	chosen	<b>ring</b>	rang	rung
<b>come</b>	came	come	<b>run</b>	ran	run
<b>cost</b>	cost	cost	<b>say</b>	said	said
<b>cut</b>	cut	cut	<b>see</b>	saw	seen
<b>do</b>	did	done	<b>send</b>	sent	sent
<b>draw</b>	drew	drawn	<b>sell</b>	sold	sold
<b>drink</b>	drank	drunk	<b>show</b>	showed	shown
<b>drive</b>	drove	driven	<b>shut</b>	shut	shut
<b>eat</b>	ate	eaten	<b>sing</b>	sang	sung
<b>fall</b>	fell	fallen	<b>sit</b>	sat	sat
<b>feel</b>	felt	felt	<b>sleep</b>	slept	slept
<b>find</b>	found	found	<b>speak</b>	spoke	spoken

<b>fly</b>	flew	flown	<b>spend</b>	spent	spent
<b>forget</b>	forgot	forgotten	<b>stand</b>	stood	stood
<b>get</b>	got	got	<b>steal</b>	stole	stolen
<b>give</b>	gave	given	<b>sweep</b>	swept	swept
<b>go</b>	went	gone	<b>swim</b>	swam	swum
<b>grow</b>	grew	grown	<b>take</b>	took	taken
<b>have</b>	had	had	<b>teach</b>	taught	taught
<b>hear</b>	heard	heard	<b>tell</b>	told	told
<b>hide</b>	hid	hidden	<b>think</b>	thought	thought
<b>hit</b>	hit	hit	<b>throw</b>	threw	thrown
<b>hold</b>	held	held	<b>understand</b>	understood	understood
<b>hurt</b>	hurt	hurt	<b>wake</b>	woke	woken
<b>keep</b>	kept	kept	<b>wear</b>	wore	worn
<b>know</b>	knew	known	<b>win</b>	won	won
			<b>write</b>	wrote	written

## *Appendix 6*

### *The past tense and past participles: -ed*

Most verbs have <b>-ed</b> in the <b>past tense</b> ; most <b>past participles</b> also have <b>-ed</b>	
happen work	happened worked
If the verb ends in <b>-e</b> , we add <b>d</b>	
live phone	lived phoned
When a verb ends in a <b>consonant + -y</b> , the <b>y</b> changes to <b>-ied</b>	
study try	stud <u>i</u> ed tr <u>i</u> ed
When a verb ends in <b>one vowel and one consonant</b> , we <b>double</b> the final <b>consonant</b>	
plan stop	plann <u>e</u> d stopp <u>e</u> d
We <b>do not double</b> the consonant when it is <b>y, w, or x</b>	
enjoy allow fix	enjoy <u>e</u> d allow <u>e</u> d fix <u>e</u> d
We <b>do not double</b> the consonant when the final <b>syllable is not stressed</b>	
open listen discover	'open <u>e</u> d 'listen <u>e</u> d dis'cover <u>e</u> d
In British English <b>l</b> is usually <b>doubled</b> , even if the syllable is unstressed	
cancel travel	cancell <u>e</u> d travell <u>e</u> d

*Read the texts. Define the grammar tenses and comment their usage.*

### **The Apple Watch: Technology Gone Too Far?**

For those of you who haven't heard of it, the Apple watch is the latest invention from the infamous creators of the iPhone and Apple Mac. As the name suggests, this creation is a device designed to tell us the time. This is Apple, however, and an Apple watch is never just a watch. In fact, this accessory is multifunctional; not only does it show us the time, but it also acts as a fitness monitor and a messaging device that can be connected with an iPhone. Is this a genius invention or technology gone too far?

Whilst the upcoming Apple watch is stylish in appearance, I can't help but question certain aspects of the new device. Is it a positive thing to be able to receive messages through a watch, or is this another way of letting technology disrupt our social lives?

Thanks to the invention of the smartwatch, we will no longer have to reach for our phones to check our messages. Imagine the possible consequences. A group of friends sitting at a table in a restaurant will ignore each other as everyone will be too busy watching their wrists in anticipation of a new message. Students will have a means of 'discreetly' checking their inbox during school, despite the fact that mobile phones are forbidden in class. The list goes on. Although smartwatches may make communicating through technology easier, it seems that it could actually hinder face-to-face communication.

Much like a phone, the watch would also need to be charged every day. This is yet another aspect of the device which sets it apart from any 'normal' watch. If, like me, you struggle when remembering to put your phone on charge, this is not necessarily a positive thing.

I do have to agree, however, the watch has some interesting and purposeful functions. As a fitness monitor, the device can be used to create and record sporting activities. This could be of particular interest to sports fans. Whilst there are several

existing android apps that can already do this, I can see that the Apple watch would be a more convenient way of exercising without a mobile phone. The questions remains, however, is the price worth the benefits?

Whilst there are clearly both positive and negative aspects when it comes to Apple's latest invention, I personally like my single-purpose watch that simply tells me the time! What about you? Would you be interested in having a smartwatch?

Read more at: <http://learnenglishteens.britishcouncil.org/magazine/science-and-technology/apple-watch-technology-gone-too-far>

## **My Top Ten Apps Abroad**

Lots of us have smartphones these days. Smartphones are quite amazing, as one device can do so many things. During my time abroad I've relied a lot on my phone to help me. Here are the ten most useful apps I have used. I've never paid for an app, so you can rest assured the ones I've listed here are totally free!

### **Calendar**

All phones come with an inbuilt calendar app. I've found myself using the app quite a lot recently. It is important to know your dates when planning a weekend away. It is also comforting to check the app when I'm feeling homesick – it helps to remind me that I will be home soon, so I should make the most of my time abroad.

### **Facebook**

You won't be surprised to find Facebook on this list! As I'm sure you know, it's an essential for staying in touch with friends. It's also been the easiest way for me to contact the other language assistants in my town.

### **Google Translate**

It's that moment when the word is on the tip of your tongue, but you just can't remember! Don't worry, Google Translate can lend a hand! Just make sure you double-check if you are translating longer texts, as the software does make some very humorous mistakes!

### **Gmail**

Personally, I really like the Gmail app because it automatically sorts email into different categories. The important mail goes straight to my inbox, while less important mail is sorted into other categories. Of course, it doesn't really matter which email provider you use! The email app has been essential to contact my schools and keep in touch with family back home.

### **Headspace**

After an exhausting day of work, I needed a way to help calm and focus my mind. This is how I found Headspace. Sign up for free to try some easy meditations - they only take ten minutes. I've found them a great way to relax after a stressful day.

### **Temple Run**

Take the idol if you dare! You assume the role of an explorer, who steals a sacred artefact from a jungle temple and is chased by evil demon monkeys. Use the touchscreen to jump and duck while collecting coins. An addictive way to kill spare time!

### **TinyScan**

There have been several times when I've had to send scans of my documents to various authorities in France. But I could hardly fit a whole scanner in my suitcase! Fortunately, I didn't need to. Tinyscan uses your smartphone's camera to create a scan of a document, which you can email to yourself or others. It's been a lifesaver!

### **TripAdvisor**

When exploring a new town, it's good to know the best places to eat and the most interesting attractions to see. I always turn to TripAdvisor for information. Here, you can find hotels, restaurants and attractions listed with other visitors' ratings and comments. It makes it a lot easier to choose a good hotel.

### **Tumblr**

Tumblr is a blogging site which specialises in image posts. There are plenty of blogs to choose from, covering subjects from cartoons to geology. Follow a few blogs you like and you can easily spend half an hour (or more!) scrolling through your newsfeed ('tumblr', as it's called). You can re-blog the posts you like to share them with your friends. A great distraction if you're feeling bored!

### **Wunderlist**

Do you find your head cluttered with things you need to do? Shopping, preparation for school work and social engagements have given me lots of things to remember recently. Every time an idea pops into my head, I tap the Wunderlist app. It's a very easy place to write down things I need to do. Ideas can be sorted into different categories and shared with others. You can also add reminders so you won't forget anything, and sync your lists with your computer.

Read more at: <http://learnenglishteens.britishcouncil.org/magazine/science-and-technology/my-top-ten-apps-abroad>

## **What Is Space Tourism?**

Space tourism is the term used to describe space travel for recreational or leisure purposes. What was once only a dream - described in books such as Arthur C. Clarke's *2001: A Space Odyssey* - is now becoming a reality.

Futurologists are scientists who attempt to develop predictions of what life will be like in the future. After the first man landed on the moon in 1969, they thought that hotels would be built on the moon by the year 2000. Futurologists also considered the possibility that, in the 21st century, families might go for a holiday on the moon. Neither of these predictions have come true yet - but the rapid development of technology may mean these predictions are a possibility in the years to come.

Space Adventures is currently the only company to have succeeded in sending paying passengers into space. Space Adventures worked with the Federal Space

Agency of the Russian Federation and Rocket and Space Corporation Energia to facilitate flights for the world's first private space explorers. Each person paid over \$20 million for their 10-day trip to the International Space Station.

Following several successful explorations into space, several companies are now considering the possibility of enabling tourists to visit space. In order to make it more affordable, suborbital space travel is being considered by many companies, including Virgin Galactic. Passengers would be transported to a height of between 100-160km above earth, experience 3-6 minutes of weightlessness and a view of the stars before being taken back down to earth. This is expected to cost around \$200,000 per person.

Whilst it could be an enriching experience, there are some disadvantages to space tourism. Many critics have commented that a huge growth in the spaceflight industry could drastically speed up the process of global warming. The ozone layer would be damaged further, and the polar regions would suffer. In addition, space travel is only really a possibility for the super-rich. Although Virgin Galactic claims to be "opening space to the rest of us", there are still millions of people worldwide who wouldn't be able to afford it.

Read more at: <http://learnenglishteens.britishcouncil.org/magazine/science-and-technology/what-space-tourism>

### **Steve Job's Speech at Stanford University (an extract)**

*My second story is about love and loss.*

I was lucky — I found what I loved to do early in life. Woz and I started Apple in my parents garage when I was 20. We worked hard, and in 10 years Apple had grown from just the two of us in a garage into a \$2 billion company with over 4000 employees. We had just released our finest creation — the Macintosh — a year earlier, and I had just turned 30. And then I got fired. How can you get fired

from a company you started? Well, as Apple grew we hired someone who I thought was very talented to run the company with me, and for the first year or so things went well. But then our visions of the future began to diverge and eventually we had a falling out. When we did, our Board of Directors sided with him. So at 30 I was out. And very publicly out. What had been the focus of my entire adult life was gone, and it was devastating.

I really didn't know what to do for a few months. I felt that I had let the previous generation of entrepreneurs down - that I had dropped the baton as it was being passed to me. I met with David Packard and Bob Noyce and tried to apologize for screwing up so badly. I was a very public failure, and I even thought about running away from the valley. But something slowly began to dawn on me — I still loved what I did. The turn of events at Apple had not changed that one bit. I had been rejected, but I was still in love. And so I decided to start over.

I didn't see it then, but it turned out that getting fired from Apple was the best thing that could have ever happened to me. The heaviness of being successful was replaced by the lightness of being a beginner again, less sure about everything. It freed me to enter one of the most creative periods of my life.

During the next five years, I started a company named NeXT, another company named Pixar, and fell in love with an amazing woman who would become my wife. Pixar went on to create the worlds first computer animated feature film, *Toy Story*, and is now the most successful animation studio in the world. In a remarkable turn of events, Apple bought NeXT, I returned to Apple, and the technology we developed at NeXT is at the heart of Apple's current renaissance. And Laurene and I have a wonderful family together.

I'm pretty sure none of this would have happened if I hadn't been fired from Apple. It was awful tasting medicine, but I guess the patient needed it. Sometimes life hits you in the head with a brick. Don't lose faith. I'm convinced that the only thing that kept me going was that I loved what I did. You've got to find what you love. And that is as true for your work as it is for your lovers. Your work is going to fill a large part of your life, and the only way to be truly satisfied is to do what you

believe is great work. And the only way to do great work is to love what you do. If you haven't found it yet, keep looking. Don't settle. As with all matters of the heart, you'll know when you find it. And, like any great relationship, it just gets better and better as the years roll on. So keep looking until you find it. Don't settle.

Read more at: <http://busyteacher.org/20616-listening-activity-steve-jobs-speech-at-standford.html>

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## **ENGLISH GRAMMAR FOR IT**

### **Part 1**

**Учебное пособие**

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