



МИНИСТЕРСТВО ПРОСВЕЩЕНИЯ
РОССИЙСКОЙ ФЕДЕРАЦИИ

Федеральное государственное бюджетное образовательное
учреждение высшего образования
«ЮЖНО-УРАЛЬСКИЙ ГОСУДАРСТВЕННЫЙ
ГУМАНИТАРНО-ПЕДАГОГИЧЕСКИЙ УНИВЕРСИТЕТ»
(ФГБОУ ВО «ЮУрГГПУ»)

Южно-Уральский научный центр
Российской академии образования

О.Ю. АФАНАСЬЕВА

М.Г. ФЕДОТОВА

А.А. ПОВОЛОЦКАЯ

**ПУНКТУАЦИЯ
В АНГЛИЙСКОМ ЯЗЫКЕ**

Учебно-практическое пособие

Челябинск

2020

УДК 42 -1 (021)
ББК 81.432.1- 923.8
А 94

Афанасьева, О.Ю. Пунктуация в английском языке : учебно-практическое пособие [Текст] / О.Ю. Афанасьева, М.Г. Федотова, А.А. Поволоцкая; Южно-Уральский государственный гуманитарно-педагогический университет. – [Челябинск] : Южно-Уральский научный центр РАО, 2020. – 99 с. – 500 экз. – ISBN 978-5-907284-88-3 – Текст : непосредственный.

ISBN 978-5-907284-88-3

Учебно-практическое пособие имеет целью формирование навыков пунктуации у студентов младших курсов факультета иностранных языков, а также у студентов неязыковых факультетов. Оно может быть использовано для самостоятельной работы студентов и в рамках учебного процесса на уроках английского языка в школе для подготовки к ЕГЭ.

Пособие представляет собой краткое изложение правил пунктуации в английском языке, комплекс заданий, направленных на формирование пунктуационных умений, тестовые материалы и ключи к ним.

Рецензенты:

З.В. Возгова, доктор педагогических наук, доцент, заведующий кафедрой иностранных языков с курсом латинского языка ФГБОУ ВО «Южно-Уральский государственный медицинский университет»;

Е.В. Челпанова, кандидат педагогических наук, доцент, заведующий кафедрой английского языка и методики обучения английскому языку ФГБОУ ВО «Южно-Уральский государственный гуманитарно-педагогический университет»

ISBN 978-5-907284-88-3

© О.Ю. Афанасьева, М.Г. Федотова, А.А. Поволоцкая 2020

Содержание

Введение	4
Часть 1. Точка	6
Часть 2. Восклицательный и вопросительный знаки	11
Часть 3. Точка с запятой	12
<i>Повторение</i>	16
Часть 4. Запятая	20
<i>Повторение</i>	32
Часть 5. Двоеточие	34
<i>Повторение</i>	38
Часть 6. Дефис	40
Часть 7. Тире	42
Часть 8. Кавычки	44
Часть 9. Апостроф	45
<i>Повторение</i>	50
Тесты	58
Ключи	60
Список использованных источников	97

ВВЕДЕНИЕ

Пунктуация – это раздел науки о языке, изучающий систему знаков препинания и правила их постановки с целью корректного и точного формулирования мысли и грамотной ее презентации на письме.

Письмо является одним из видов речевой деятельности и неотъемлемой частью изучения иностранного языка, однако именно изучению системы пунктуации уделяется недостаточное внимание в образовательном процессе как в школе, так и в высших учебных заведениях.

Пунктуация в английском языке, как и в русском, используется для разделения предложений, частей сложных предложений и слов, для выражения интонации и смыслового подчеркивания отдельных слов. Однако следует отметить, что правила пунктуации в английском языке менее строгие, чем в русском, и их использование часто зависит от самого автора (особенно использование запятой).

В целом правила пунктуации в английском языке продиктованы тремя принципами: 1) логическим, когда знаки препинания указывают на смысловые отрезки; 2) грамматическим, когда знаки препинания являются показателями синтаксического строения речи; 3) интонационным, когда знак ставится в зависимости от цитации. Особое значение имеет коммуникативная функция пунктуации, направленная на обозначение тех смысловых отношений и их оттенков, которые важны для понимания письменного текста и не могут быть выражены лексическими и синтаксическими средствами.


Настоящее учебно-практическое пособие предназначено для учащихся старших классов, студентов младших курсов факультетов иностранных языков и лингвистики, а также для студентов неязыковых факультетов, изучающих английский язык.

В пособии представлен свод правил пунктуации в английском языке, система упражнений тренировочного характера, упражнения на систематизацию и обобщение изученного и контрольно-измерительные материалы в виде тестов. Проверка правильности выполнения заданий осуществляется при помощи ключей.

Часть 1

Точка – Full stop

Правило 1


 Точка ставится в конце законченного предложения, которое является утверждением.

Пример: She has gone to London to visit her aunt.

Примечание

Каждое новое предложение начинается с заглавной буквы.

Правило 2

 Если в конце предложения стоит слово латинского происхождения (etc., i.e., p.m.), то ещё одна точка не нужна.

Пример: Remember to take some paper, a pen, etc.

Exercise 1. Put full stops where necessary and correct capital letters.

At school he was especially good at Math he was born in London he spent five years working as a manager two men came to Saint-Petersburg for a holiday Alex has a lot of interesting books at home i usually buy all tropical fruits at the market a lot of tourists from different countries come to Beijing every year the box is made of iron the boys stood on the bank throwing stones into the river among the guests I saw a man with hardly a hair on his head ices are made of cream, sugar, and eggs.

Exercise 2. Put full stops where necessary or cross wrong full stops.

1. He never eats meat, he always eats vegetables, cereals, seeds, fruit, etc.. 2. Don't forget to bring a pen, a pencil, etc 3. We talked about studying, extra curriculum, classes, exams, etc.. 4. There are various sorts of mental activities – thinking, feeling, remembering, etc.. 5. You can call him, express regrets etc.. 6. The definite article is used before the names of certain buildings which are unique: the Kremlin, the Hermitage, the British Museum etc 7. He is mad about ships, railways, planes etc.. 8. The train arrives in Washington at 3 p.m 9. We didn't get home until 2p.m.. 10. The appointment is at 5 p.m..

Правило 3



Точка ставится в конце косвенного вопроса.

Пример: He asked where his bag was.

Примечание

- Если письмо написано на русском языке, то в конце письма ставится точка.

Пример:

С наилучшими пожеланиями,
Мария.

- Если письмо написано на английском языке, то точка в конце письма не ставится.

Пример:

Best wishes,
Mary

Exercise 3. Choose the correct option.

1. He was wondering how many children Kate has (./?)
2. Do you mind me asking which book you would like to choose (./?)
3. I wonder which book you like (./?)
4. Could you tell me what time it is now (./?)
5. I'd like to know where you bought this bag (./?)
6. Did you see her box (./?)
7. I'd like to know whether you will come (./?)
8. Did you read the paper this morning (./?)
9. She asked if I would come to the conference (./?)
10. "Can I go for a walk (./?)" he asked (./?)

Exercise 4. Put full stops where necessary and correct capital letters. Sentences are not interconnected.

- *There are 8 full stops*
the two boys should receive a just punishment as a matter of fact, the realization of the project itself isn't so troublesome as the initial condi-

tions we have to accept mutual accusation will get you nowhere you'd better try to find a more reasonable solution to your conflict the main cause of the current crisis in the party seems to be the deep division between its members it's most fashionable among youths these days to spend their free time in the

cinema unfortunately, none of us managed to convince the director of the benefits that our experiment might bring his disapproval grew even stronger when Jack mentioned the possible cost of the venture

• *There are 9 full stops*

nobody has applied for the mission knowing how hazardous it may be Tom has lost his confidence in conventional medicine after many years of unsuccessful treatment and has opted for acupuncture Mark has been terribly busy this week it's doubtful whether he'll attend our performance tomorrow what unavoidably makes me angry with Frank is his inability to take prompt decisions the football star is going to spend holidays in a secluded place where he expects to hide from the curious journalists and photographers customers used to complain about the high prices of food, meat in particular there's no difference in

price between these two printers the suggestion to leave the camp at once was strongly opposed by the climbers who were afraid of the approaching snowstorm

• *There are 11 full stops*

we had to call the doctor because the baby had a high temperature if I were you, I wouldn't tell anybody about the discovery you are welcome to take any food you like we haven't had any message from him since March you don't have to worry about the future all the students were awarded diplomas everyone knew that completing this task would require a considerable effort Patrick is too compulsive a gambler to resist placing a bet on the final game I'm going to walk in the park several soldiers of the squad were taken hostage by the enemy forces his disregard of the safety regulations really can't be ignored any longer

Exercise 5. Put full stops where necessary and correct capital letters.

Report: The question whether swimming is a sport or a hobby was discussed at the Sport Forum different opinions were expressed one person told us that it could be both a sport and a hobby another person remarked that she always mentions swimming as a hobby when she fills out a job application Bob insisted that there were on-

ly three sports: hunting, shooting and fishing Mini noticed that there was a similar situation with ballroom dancing

Exercise 6. Put full stops in the given text where necessary and correct capital letters.

‘Banksy’ is the name of a graffiti artist from Britain nobody knows his real name and few people have seen him he has become famous for his street art, which has appeared in London and in other cities around the world he has to stay unknown because graffiti is illegal nobody has caught him yet

his images are very striking and often funny, and their message is usually anti-war, anti-capitalism and pro-freedom he has claimed responsibility for a number of famous stunts over the past few years for example, in 200 he climbed into the penguin area at London Zoo and wrote ‘We’re bored of fish’ in two-metre high letters on the wall in May 2005, he made a primitive cave painting, showing a human hunting animals with a shopping trolley he hung it secretly on the wall at the British Museum the Museum has since allowed it to stay there in August of the same year, he painted nine images on the Palestinian side of the Israeli West Bank wall, including a picture of children digging a hole through the wall nowadays, Banksy does some paid work for charities such as Greenpeace he refuses to work for big business or do advertising he has also started painting pictures he has done a series of paintings based on famous works of art, such as Monet’s Water-Lily, except with rubbish floating in the water and a shopping trolley sticking out

Exercise 7. Put full stops in the given text where necessary and correct capital letters.

‘Pavement Picasso’ is another name for Julian Beever, a chalk artist from Britain he has been creating chalk drawings on the pavement for over ten years now he has worked in cities all over the world, from Brussels to New York

he works in chalk, so his art, which takes about three days to complete, can easily be destroyed by a shower of rain the most important thing for him is to get a photo at the end before that happens

he first started pavement drawing with copies of famous paintings like the Mona Lisa in the streets of Europe then he painted portraits of famous people; for example, when Princess Diana died, he did a portrait of her on a London pavement but he is most famous for his amazing 3D images, which he started doing a few years ago he can do a painting on the pavement which looks like a gigantic bottle of Coke standing in the road when you look at it from a certain angle some of his most elaborate 3D images show someone diving into a swimming pool, or being rescued from a building by Spiderman nowadays, Beever is often paid by companies to advertise their products, but he still works on the pavement he says, ‘My art is for anybody, it’s for people who wouldn’t go into an art gallery it’s art for people.’

Часть 2

Восклицательный знак – Exclamation mark

Правило 1



Восклицательный знак ставится, когда мы хотим выразить удивление или привлечь внимание к сказанному.

Пример: I'm truly shocked by his behavior!

Правило 2



Восклицательный знак можно использовать только в неформальной речи, т.е. при написании ЕГЭ восклицательный знак можно использовать только в задании №39 (письмо личного характера).

Вопросительный знак – Question mark

Правило 3



Вопросительный знак ставится в конце прямого вопроса.

Пример: Do you know what time the class starts?

Правило 4



Знак вопроса используется в конце разделительных вопросов (tag-questions).

Пример: He speaks English, doesn't he?



Вопросительный знак не ставится в конце косвенного вопроса.

Пример: He asked where his bag was.

Exclamation mark

Exercise. Choose the appropriate punctuation mark.

1. I can speak English and French(./!)
2. I've never seen such a beauty before (./!)
3. I don't believe you (./!)
- It's not true (./!)
4. I do my homework after lunch (./!)
5. What interesting work (./!)
6. What rainy weather (./!)
7. How I like this father's portrait (./!)
8. I go to the cinema once a week (./!)
9. She is quite a good girl (./!)
10. What a beautiful day (./!)

Question mark

Exercise. Choose the appropriate punctuation mark.

1. Did he see anybody fighting with them (./?)
2. When did she have this costume made (./?)
3. She expects me to write her (./?)
4. He doesn't like to read, does he (./?)
5. I won't forget the look of disappointment on her face (./?)
6. He watched us playing tennis (./?)
7. They don't drink coffee, don't they (./?)
8. I have been to Paris twice this year (./?)
9. We are going to tea with the Smiths today, aren't we (./?)
10. His father was most experienced hunter (./?)

Часть 3

Точка с запятой – Semicolon Правило 1



Точка с запятой ставится между частями бессоюзного сложного предложения.

Пример: The restaurant was empty; it was still early.

Примечание

Точка с запятой ставится, когда нужно соединить два независимых предложения, не используя союзы (например, and).

Пример: We can go to the park; mornings are pretty quiet there.

Примечание

Точка с запятой не является эквивалентом точки и запятой!

Semicolon

Exercise. Put semicolons where necessary.

1. I ordered a big pizza for lunch life is too short to count calories.
2. Kate has gone to the cafeteria John has gone to the library.
3. I saw a magnificent leopard, it was eating an antelope.
4. My dress is red my sister's is blue.
5. There is a bed in my room, cat sleeps on the pillow.
6. It's autumn every day the air becomes colder.
7. His age was fifty he looked several years older.
8. He was a hard patient to cure he would not obey the doctor's orders.
9. Lend them your dictionary they have left theirs at home.
10. A new railway has been built its length is more than thousands kilometres.

Exercise 1. Charlotte is getting in touch with an old school friend Laura, via the ‘Friends Reunited’ website. Read the e-mail she wrote. Choose the appropriate punctuation mark and correct capital letters where necessary.

hi Laura,

remember me (?/!) I was really pleased when I found your name on the Friends Reunited website – so I decided to drop you a line straight away (./!)

how are things with you (./?) I really hope you’re well (./,) last time we met you were still at university, but I guess you’re working now (./?) what are you doing (./?) I remember you always wanted to work with children (./?) are you still with Simon or is that all in the past now (./?) how is your family (./?) what are your parents doing these days, and how about Joe and Katie (./?) send them my love, won’t you (./?)

I now work for a big property company as a sales manager, and at the moment I’m living in Australia, working in the Sydney office (./!) i absolutely love it over here, and even more exciting, I’m getting married next April to Matt – a gorgeous Australian guy I met here (./!) we don’t know yet if we’re going to live in England or stay in Sydney (./?)

as for my family, well unfortunately Gran died a couple of years ago, but my parents are really well (./!) dad retired about three years ago, and they’re travelling all over the world these days (./!) they came to see me here a few months ago (./!) and remember my big brother Anthony (./?) he’s married now (to Rosie, a girl he met at university) and they’ve got two-year-old twins, so his life’s really changed (./!)

well, I think that’s all the main news from me (./!) keep in touch (./!) maybe we could meet up when I’m back in England (./?)

do write back – I'd love to hear your news (./!)

Love Charlotte

29.03.2020

PS I've attached some photos of me now (./?)

Exercise 2. Put full stop, exclamation mark or question mark.

1. Do top musicians study for many years_
2. What's going on_ I hope you are not touching my things_
3. It's a small business, so each person does lots of different job_
4. Is Christine listening to the radio, or is that the TV I can hear_
5. I usually buy a special ticket each week for the bus because it's cheaper_
6. Our washing machine starts when you press this button_
7. How is the match going_ Is your team wining_
8. Many people enjoy spending time on the beach on holiday_
9. I think he is writing a letter at the moment_
10. Yes, the match is on TV now, but we are losing_
11. Right now, Margaret is having a shower_ Do you want her to call you back later_
12. Sally is staying with her aunt for a few days_
13. I'm not lying_ It's true_ I did see Madonna at the super-market_
14. Josh is always using my bike_ It's so annoying_
15. We are having lunch, but I can come round and help you later_
16. Are you playing music up there_ It's really noisy_
17. I'm completely crazy about skateboarding_ I love it_

- 18.** Hello, is that Jenny_
- 19.** That sounds just like me_ Tell me more_ What else does he say_
- 20.** Now, everyone knows this song, so I want you all to join in with me_
- 21.** It's so noisy in this restaurant_ Could you ask them to turn the music down_
- 22.** There was a fight during the match and the referee sent two players off_
- 23.** We eat out about once a week and we cook at home the rest of the time_
- 24.** I love this song_ Turn it up_
- 25.** I used to play trumpet, but I gave up last year because I didn't have time_
- 26.** We stopped playing because of the rain, but when it stopped we carried on_
- 27.** A good way of getting more exercise is to take up a sport, like basketball_
- 28.** We had our English exam this morning_ I hope I've passed_
- 29.** Pete couldn't answer any questions, so he thinks he has failed_
- 30.** Carl is a computer expert. Why don't you ask him to fix your computer_
- 31.** Rosalind is a really talented musician, but she doesn't practice enough_
- 32.** It's nearly the end of the term, so it will be the holiday soon_
- 33.** Could you remind me to take this book back to the library_
- 34.** Rebecca is really clever_ She always knows the answer_

35. I wasn't sure of the answer so I guessed and I was right_

36. After every experiment in chemistry, we have to write a report on what happened_

Повторение – Revision

1. This is a postcard you received from your pen-friend. She is learning English, and you are to correct her mistakes. Put in full stop, semicolon, exclamation mark, question mark where necessary and correct capital letters

hi

I'm in Britain for New Year it's going to be great we're having a wonderful time walking every day we've visited Madam Tussauds today you can see one of the wax figures on the postcard's photo it is amazing, isn't it would you like to visit such a museum

how are you is everything OK what are your plans for New Year's holiday by the way, I have to go we want to visit one more sight today this is London Eye the view from the top of it is amazing particularly in the evening

I hope to see you next week

all the best,

Sarah

2. This is a letter you've written to your pen-friend. Check your letter.

Put in full stop, semicolon, exclamation mark, question mark where necessary.

Chelyabinsk,
Russia
November 24, 2019

dear Sam,

thank you for your recent letter it is nice to hear from you again

i hope that you will finish your project in time you asked when my exams starts it's next week and I'm already nervous guess what i have changed my mind about getting a job when I leave school i have decided that I want to go to university and study veterinary science instead everyone's really surprised, but I have been thinking about it for a while as you know, I have been working as a volunteer at an animal shelter for the past two years and I have realized that helping animals is what I want to do with my life

do you have any plans for your summer holiday are you going to stay in the town or somewhere else have you thought about coming to visit me in August

Write back soon

Best wishes,

Anna

3. This is a letter you've written to your pen-friend. Check your letter. Put in full stop, semicolon, exclamation mark, question mark where necessary.

Chelyabinsk,
Russia
24.11.2019

dear Alex,

thank you for your recent letter it is nice to hear from you again

i hope that you will pass your exams with flying colours i try to care more about my health lately i avoid unhealthy and fat food also I train every morning and go to the gym I think that sport and healthy food are the most important components of being healthy and strong nowadays, healthy lifestyle becomes more and more popular and I don't see anything bad in it

anyway, you've mentioned holidays with whom are you going to the seaside why have you decided to spend the month there what exactly are you going to do

write back soon

best wishes,

Kate

4. This is a letter you've written to your pen-friend. Check your letter. Put in full stop, semicolon, exclamation mark, question mark where necessary.

Chelyabinsk,

Russia

November 24, 2019

dear Carol,

thank you for your recent letter it is nice to hear from you
again

I'm glad to hear you are feeling better now actually, I came down with flu myself a few weeks ago I missed two days of classes and an important football match for the school team before that, I hadn't missed a day of school for two years anyway, I passed my driving test I had been taken lessons for six months, so I'm glad finally I have my licence I was happy to hear you're going to Paris this summer it's an amazing city, so I'm sure you will have a great time you're so lucky by next month, it will have been five years since I've been abroad so I think I deserve a foreign holiday too as you know, my family and I usually go on holiday in England well, that's all my news

I want to ask some questions about your trip to Paris are you going to travel alone how long are you going to stay there which sights are you going to visit

write back soon


Best wishes,

Sasha

Часть 4 Запятая – Comma

Простое предложение

Правило 1

 Запятая ставится при перечислении между словами, принадлежащими одной части речи.


Пример: I'm going to buy apples, bananas, oranges, and a pineapple.

The inheritance of our granddad is to be split among my father, aunt, uncle, and nephew.


Примечание

Если не поставить запятую после uncle, это будет означать, что uncle and nephew должны будут получить одну треть наследства и поделить её между собой.

Правило 2

 Запятая ставится между однородными прилагательными (если между ними можно поставить союз and).

Пример: He is an athletic, good-looking man. → He is an athletic **and** good-looking man. (однородные прилагательные)

 We stayed at an expensive winter resort. В данном случае мы не можем сказать expensive and winter resort, т.к. эти прилагательные являются неоднородными.

Exercise 1. Put commas where necessary.

1. There is a pen a pencil a book on the table. 2. I have a brother a sister a mother and a father. 3. He is a vegetarian. He eats cereals seeds fruit and nuts. 4. She bought butter potatoes cheese yesterday. 5. It's a small animal that has long ears a short tail and soft hair. 6. I've visited America Italy France the UK. 7. There is a living room a bedroom a study a bathroom a kitchen. 8. There is a sofa a table a window a picture in the room. 9. In Siberia there are many long rivers: the Ob the Irtysh the Yenissei the Lena and the Amur. 10. Veliky Novgorod is a small calm town with old Russian architecture museums fresh air many trees and helpful people.

Exercise 2. Put commas where necessary.

1. February is a cold the shortest month of the year. 2. Nick is a short strong boy. 3. There are a lot of difficult long exercises in this book. 4. He is an intelligent sporty boy. 5. She was a rich powerful woman. 6. The Baltic Sea is cold stormy in winter. 7. He has a spacious light flat. 8. Emilie is a talented smart girl. 9. There was a small comfortable study in the flat. 10. I ate fresh tasty mango yesterday.

Правило 3



Запятая ставится после прилагательного с суффиксом -ly, за которым следует другое прилагательное.

Примечание

Чтобы проверить, является ли слово с суффиксом -ly прилагательным, нужно подставить к нему существительное.

Пример: Susan was a lonely, young girl.



I get headaches in darkly lit rooms. Darkly – это не прилагательное. Оно не может использоваться совместно с rooms, поэтому запятая не используется.

Правило 4



Запятая ставится после даты и после года.

Пример: Rose Johnson was born on March 14, 1998, in London.

Правило 4.1



Запятая не ставится, если какая-либо часть даты пропущена.

Пример: She met him in November 1995 in Manchester.



Данное правило может пригодиться в задании №39 ЕГЭ, когда в начале письма необходимо указать дату после адреса:
November 24, 2019

Exercise 3. Put commas where necessary.

1. She is a friendly curious girl.
2. It is a daily big bus.
3. What a lovely warm morning!
4. Kate wears womanly pastel clothes.
5. He speaks English incredibly well.
6. The test was surprisingly easy.
7. We finished this task successfully quick.
8. She was a lovely generous girl.
9. He spoke selfishly mean.
10. Liam was a cowardly rude boy

Exercise 4. Put commas where necessary.

1. The twins were born on 15 March 1997.
2. I was born in 2001 in Spain.
3. Robert was born on June 4 1957 in Dresden.
4. He told me that his youngest son was born in 1950.
5. The date of the event was set at Wednesday, September 20 1976.
6. The meeting took place in Washington in 1897.
7. She probably speaks about June 1987. I can't remember any event on 5 December 1999.
8. My parents work for this company since 1950.
9. Peter was born in a little town in 1975 on the 2nd of May.
10. He will arrive July 31 2020.

Правило 5



Запятая ставится, чтобы отделить город от государства, штата или области.

Пример: I lived in Moscow, Russia for fifty years.



В задании №39 ЕГЭ при написании адреса в начале письма необходимо использовать запятую.

- Chelyabinsk, Russia
- Chelyabinsk, Russia

Правило 6



Запятая ставится, чтобы выделить имя или звание, ученую степень или статус человека, к которому обращаются (lord, lady, MA, BA, general, captain).

Примечание

Титул или звание всегда пишутся с заглавной буквы: “Yes, Doctor, I will.”

Пример: Yes, General, I will help you.



Запятая не отделяет Jr (Junior), Sr (Senior), II (второй),

Exercise 5. Put commas where necessary.

1. I was born in London the UK. But soon my family and I moved to Boston the USA. 2. She is from Paris France. 3. She has been living in Tokyo for five years, but then she moved to Gaborone Botswana. 4. Canberra is the capital of Australia; London of England; Beijing of China. 5. Who lives at 1600 Pennsylvania Avenue, Washington DC? 6. I'm from the Akron Ohio area. 7. I'm going on vacation to Hawaii next week. 8. Ronald Reagan was the governor of California from 1966 to 1974. 9. Cleveland Ohio is a great city. 10. My friend, Jim, lives in Seattle Washington.

Exercise 6. Put commas where necessary.

1. I heard about John Smith Jr. I've never met him personally. 2. Emilie would you open the window? 3. “Captain we've followed the instructions.” 4. Your Honour this man is blamed for committing a crime. 5. He is a commander of US forces in Iraq. 6. Dr Walker is there something to worry about? 7. I got BA when I was twenty two. 8. Mr. Johnson DLitt is well-known as a writer of the novel “No one to blame”. 9. Mrs. Lawrence MA teaches at Saint Martin's school in London. 10. James Brown M.D.

III(третий) и т.д.

Пример: John Anderson, PhD, knew Sam Smith Jr. and Henry Novard III.



В задании №39 ЕГЭ следует ставить запятую после имени человека, которому адресовано письмо (Dear Bill,).

Правило 7



Запятая ставится, чтобы ограничить выражения, которые разделяют предложение.

Пример: I am, **as you have probably noticed**, very busy.

Примечание

В таких конструкциях, как either...or...; neither...nor... запятая не используется.
You should neither speak nor gesticulate.

attended the event with Robert Wren Jr. and Charles Taylor III.

Exercise 7. Put commas where necessary.

1. The 2008 Summer Olympics officially known as the Games of the XXIX Olympiade took place in Beijing China.
2. Swift a famous English writer was travelling one day on horseback with his servant.
3. When the King was looking at his gold a young man appeared before him.
4. Last Friday the whole family was at home a burglar came into the house and stole 1000\$!
5. Christopher Columbus born in 1451 in Italy discovered America.
6. Nekrasov a famous Russian poet described the life of Russian peasants.
7. The group of ancient fortified buildings called the Tower is of greatest historical interest.
8. I am by the way very nervous about this.
9. This restaurant has an exciting atmosphere. The food on the other hand is rather bland.
10. Theodore Roosevelt who was the leader of the famous rough riders became president in 1901.

Правило 8



Запятая ставится, чтобы разделить группу слов (более трех), стоящую в начале предложения перед подлежащим.

Пример: To apply for this job, you must have necessary requirements.

Exercise 8. Put commas where necessary.

1. Before going to bed you should have a shower.
2. Learning verses helps you to improve your memory.
3. Take your time before you hand in your works.
4. Having good marks doesn't mean that you have proper knowledge.
5. To enter a university you must have good results for your exams.
6. The family being poor he could not afford to buy such expensive books.
7. On February 14 many couples give each other candy or flowers.
8. She went into the living room sat down and played chess on the computer.
9. The candidate promised to lower taxes protect the environment reduce crime and end unemployment.
10. When in town we go shopping.

Сложное предложение

Правило 9



Запятая ставится после придаточного предложения, стоящего в начале сложного предложения.

Пример: If you are late, let me know

Exercise 9. Put commas where necessary.

1. When he returns call me.
2. I'll be a billionaire by the time he finds a job.
3. Since he left us we have been doing everything ourselves.
4. He of-

as soon as possible.



Запятая не ставится, если предложение начинается с главного предложения, а за ним следует придаточное.

Пример: Let me know as soon as possible if you are late.

Правило 10



Если в предложении объект обозначен четко или мы понимаем о каком объекте идет речь, то описание, которое следует далее, считается несущественным и должно быть выделено запятыми.

Пример: Lucy, who graduated from university, found a job at International Department.



A girl who graduated from university found a job at International Department. В данном предложении мы не знаем, о какой девушке идет речь. Так как нам нужно уточнение, то запяты не используются.

ten surprises me although I know his character. **5.** Unless you tell what happened we won't be able to help you. **6.** Since it was Saturday he didn't go to his office. **7.** I asked him why he had come. **8.** If you know who her mother was let me know. **9.** When we shall start is uncertain. **10.** Whoever is elected Prime Minister lives at 10 Downing Street.

Exercise 10. Put commas where necessary.

1. John who graduated from the University of London six years ago became a scientist. **2.** My sister is acquainted with the actor who played leading parts in plays. **3.** He knew some guy who had travelled very much in his life. **4.** Sam who was popular in high school is studying at Cambridge now. **5.** A young man who wore a hat and coat came into a cafe and ordered a soup. **6.** A man who said he knew my father came to see me yesterday. **7.** The letter that arrived this morning was wrongly addressed. **8.** Fred who often cheats has just harmed himself. **9.** Students who cheat only harm themselves. **10.** The baby wearing a yellow jumpsuit is my niece.

Правило 11



Запятая ставится, чтобы отделить два предложения, соединенных сочинительными союзами and, or, but, for, nor.

Пример: I have repaired the car, but he is still painting the room.



Запятую можно не ставить, если оба предложения короткие.

Пример: I repair and he paints.

Правило 12



Запятая ставится, когда нужно отделить одно предложение от другого.

Пример: I chose the salad and pasta, soup was his choice.

Exercise 11. Put commas where necessary.

1. Everyday my wife goes to work and my daughter goes to school.

2. My father and mother leave home for work at half past eight. My father goes to the office and my mother goes to the hospital.

3. My father speaks English and Spanish but he does not speak Japanese.

4. There are two pictures in the room. One picture is big but the other picture is very small.

5. She has other hobbies and she often goes skating with her friends if the weather is nice.

6. He enjoyed teaching English but he was never making much money.

7. The burning of fossil fuels, such as coal and oil and deforestation, for over 200 years, have caused the concentrations of "greenhouse gases" in our atmosphere.

8. He felt they were hiding something from him and he demanded to be told the truth.

9. His time was up but he still went on talking.

10. He does not have much time to spare or he would show you around the exhibition himself.

Exercise 12. Put commas where necessary.

1. The wounded hunter felt that the bear touched him he did not move.

2. It is an exciting city to visit an expensive place to live.

3. There is a bunch of bananas on the table don't keep

them in the fridge. **4.** On the days when I have no classes I stay at home and do some work about the house. **5.** I know you I met you seven years ago and you were rude to me! **6.** We live in St. Petersburg it's a very large city. **7.** He was so weak that he could not walk he could only crawl. **8.** Don't touch the iron it is hot. **9.** Eat more carrots they are very wholesome. **10.** We invited them to our party they promised to come with their teacher.

Правило 13



Запятая не ставится, если перед вторым сказуемым нет подлежащего, т.е. речь идет об одном и том же предмете или лице.

Пример: He is intelligent but did not know the answer either.

Exercise 13. Correct the sentences (cross out or put comma where necessary).

- 1.** He was the son of a blacksmith and had to begin working at an early age.
- 2.** The young people fell in love with each other and were going to get married.
- 3.** They had rows all the time and Sophie left the house.
- 4.** Tom Sawyer jumped over the fence and ran along the street.
- 5.** Her friend agreed and added that he thought he would be free on Tuesday.
- 6.** He thought quickly but still didn't answer correctly.
- 7.** Father stood up from the writing table and came up to the bookcase.
- 8.** My brother having lost the key I couldn't open the door.
- 9.** The woman stood at the door and watched the children playing.
- 10.** I see that you understand me and are not angry with me.

Иные случаи

Правило 14

; Запятая ставится, когда нужно ввести или прервать прямое цитирование (менее трёх строк).

Пример:

- He strictly said, “Go away.”
“But why,” I exclaimed, “Have I done something wrong?”
- “But why?” I exclaimed.

Примечание

Запятая не ставится в предложении с косвенной речью после глаголов to say, to tell.

Например,
My grandmom said that I should gain on weight.

Правило 15

; Запятая ставится между частями разделительного вопроса.

Пример: Everything is clear, isn't it?

Exercise 14. Put commas where necessary.

1. My new friend said to me “I’m a second-year student at Cambridge.”
2. “I’m very sorry” said the porter of the hotel “but the lifts do not work tonight.”
3. She left the bag on the hot sand, crying bitterly “I’m the unhappiest woman in the world!”
4. He used to say “While I have my gold, nothing can’t stop me”
5. “The story which I’m going to tell you” said Peter “is sad enough.”
6. “She can’t have understood you” he repeated.
7. “That child needs taking care of” said Eliza.
8. I said with a laugh “I’m not good at guessing.”
9. “Will you still be my friend?” she asked.
10. He must be expelled from school” the principal demanded.

Exercise 15. Put commas where necessary.

1. He is old enough to drive a car isn't he?
2. She will call you back later won't she?
3. She entered the university last year didn't she?
4. I am right aren't I?
5. We are going to win aren't we?
6. I can go can't I?

7. You're one of John's close friends aren't you? 8. It isn't fair is it? 9. You didn't actually write a 600-page vampire novel did you? 10. There's nothing wrong is there?

Правило 16



Запятая ставится, чтобы отделять части предложения, которые противопоставлены друг другу по смыслу.

Пример: This is my pen, not yours.

Exercise 16. Put commas where necessary.

1. Neither me nor my friend goes to school by bike. 2. This is Helen's book not Mike's. 3. Tom sent a letter to the family Paul didn't. 4. I learnt the rule I didn't write it down. 5. He was sitting on the sofa not on the chair. 6. Lisa's personality not her beauty won Bill's heart. 7. He was merely ignorant not stupid. 8. Adversity makes a man wise not rich. 9. The golden age is before us not behind us. 10. I paused not quite knowing how to express myself.

Правило 17

Запятая ставится при обособлении таких слов, как therefore и however.



Пример: I would like, therefore, to hear an immediate response.



Приводя аргументы при вы-

Exercise 17. Put commas where necessary.

1. There is still much to discuss. We shall therefore return to this item at our next meeting. 2. He is only fifteen therefore not eligible to vote. 3. Therefore we suggest you checking your documents. 4. Prices have been

полнении задания №40 ЕГЭ, после этих слов надо поставить запятую. Пример: However, a lot of people are not worried about the negative influence of genetically modified food on their health.

Правило 18



Запятая ставится после вводных слов (well, now, yes) в начале предложения.

Пример: Yes, I do need this paper. Well, that's an interesting point of view.



В задании №40 ЕГЭ, выражая собственное мнение с помощью вводных слов и выражений personally, what is more, to sum it up и др., необходимо использовать на письме запятую.

Пример: To sum it up, we should think more about our health.

Правило 19



Запятая ставится до и после таких вводных слов, как: namely, that is..., i.e., for example, e.g., for instance, когда после них следуют несколько объектов.

Пример: You may be asked to bring

rising. It is unlikely however that this increase will continue. **5.** However hard he tried he couldn't pass the exam. **6.** You can arrange the furniture however you want. **7.** We have however found several severe errors. **8.** We all tried our best. However we lost the game. **9.** You should never neglect a chance however small it may seem. **10.** I therefore suggest that we should not advertise sports actively.

Exercise 18. Put commas where necessary.

1. Unfortunately I haven't seen my friend for 5 years. **2.** Actually there is no difficulty in doing this exercise. **3.** Well I did it right. **4.** Yes keep this book I'll need it. **5.** I believe it will be better for him. **6.** Well perhaps he meant no harm. **7.** However you may not be satisfied with the results. **8.** Unfortunately he was convicted of a crime and put into jail. **9.** What is happening now? **10.** No he isn't like other boys.

Exercise 19. Put commas where necessary.

1. The basic essentials of life i.e. housing food and water. **2.** Popular domestic pets e.g. cats and dogs, parrots. **3.** We need to concentrate on our target audience namely teenagers

some food, for example, snacks, Coke, fudge or a chocolate cake.



В задании №40 ЕГЭ, используя for example в начале предложения, необходимо поставить запятую.

Пример: For example, such technological developments as the telephone and the Internet have made communication much easier.

aged between 14 and 18. **4.** What would you do for instance if you found a million dollars? **5.** I've always enjoyed my work – that is I did until this new manager arrived. **6.** You may be required to bring many items e.g. sleeping bags pans and warm clothing. **7.** For instance have you ever heard me praise myself? **8.** For instance by providing taxations benefits the government can encourage companies to move out of the city centre. **9.** That is to say if you wear helmet you are less likely to be seriously injured. **10.** Some groups namely students and pensioners, will benefit from the new tax.

Повторение – Revision

Exercise 1. Put commas and semicolons where necessary in these extracts from essays.

1. Personally I adore hamburgers cheeseburgers apple pies muffins and fruit cocktails. This food is tasty cheap and ubiquitous. What is more going to McDonald's saves much time and effort. I don't have to go to a supermarket prepare meals and wash the dishes when I eat out. Besides I like the holiday atmosphere of McDonald's. There I can relax enjoy the food and celebrate some event with my friends and relatives.

2. To conclude the advantages are enormous for both the old and the young. If grandparents and children spend more time together they will learn to understand and respect each other consequently there will be less conflict in society.

3. However it is well-known that citizens suffer from a great number of problems such as traffic jams huge crowds of people dirty public transport and many others. Living in a big city is dangerous to your health. Factories emit tons of harmful chemicals cars exhaust toxic gas and the air is so dirty that it is hard to breathe. That is why a lot of people prefer living in the country to living in a big city. In a village one can enjoy fresh air beautiful nature and the quietness of provincial life.

4. To conclude if we don't buy pirate disks their producers will not get a profit bad CDs and DVDs will disappear and it will improve the country's economy.

5. To sum up people should remember that the food choices they make every day affect their health. Like any product organic foods have both advantages and disadvantages that is why it is important to weigh up all the pros and cons. Personally I believe that

organic food will hardly make us healthier so there is probably no sense in buying it.

6. Personally I object to wearing real furs. First and foremost I believe that a fur coat represents the cruelty to defenseless animals. Millions of foxes rabbits minks beavers and chinchillas are confined in cages and then killed on fur farms. Secondly fur coats hats and shawls are very expensive. Besides the cost of maintenance is rather high. You will have to take your fur coat to a professional fur cleaner once a year regardless of whether it is worn or stored in your closet.

7. But besides buses there are still thousands of cars on the road. They emit exhaust simultaneously and cause traffic. Besides I do not think it is easy to relax in a filthy bus or train that is packed with angry commuters.

Exercise 2. Put full stops and commas where necessary.

in today's society with the wealth of health information and knowledge at their fingertips individuals really have no excuse for not making healthy lifestyle choices for instance they can ensure that their diet includes all the necessary nutrients although not everyone heeds medical guidelines

nevertheless not everyone in the world has access to the full range of foods which doctors recommend should appear on our dining table the sad truth is that every day millions of people on earth go to bed on an empty stomach for this second group choosing to eat well is not an option neither does this sector of our world population have full access to health care and they usually lack the supply of medicines that is available in the western world

medical intervention is not always the answer despite the fact that advances in medicine mean that there are drug treatments for a large number of illnesses these health problems have still not disap-

peared from our planet even though drugs or vaccines might be administered they do not always work as in certain cases bugs have evolved to become immune or resistant to the drugs prescribed as a consequence medical scientists are faced with the challenge of developing new cures for old illnesses

in the final analysis it is said that prevention is better than cure if we feed our body with a variety of healthy foods it will receive everything it needs to do its job properly and hopefully we will not need to resort to dosing ourselves with pills

Exercise 3. Put full stops, commas, question marks and semicolons where necessary.

throughout history_ works of art have been imitated and copied_ unfortunately_ at times_ they may have been forged_ with vast amounts of money at stake_ how can an investor tell if their purchase is genuine_ in the case of paintings_ the details experts may decide to check include the age of the materials used (the pigments and canvas must be of the kind used then)_ if the picture frame might have been changed_ and whether the signature is genuine_

however_ some artists might not have signed their works and signatures can easily be forged_ Similarly_ a full inventory of the works produced may not exist_ nowadays_ of course_ technology can be used to detect fraud_ via the internet_ investigators might carry out research into a piece's history and forensic tests can reveal whether the materials present could have been used at the time of creation_

Часть 5

Двоеточие – Colon

Правило 1

Двоеточие ставится перед цитированием.

Пример: The teacher said: “That is enough for today”.

Правило 2

Двоеточие ставится перед перечислением.

Пример: The following words are nouns: boy, girl, man, table, house.

Exercise 1. Put colons where necessary.


1. The verb to be in this construction can be used in different tense forms there is/are, there was/were, there will be, there has/have been, there had been.
2. There are four groups of tenses Simple, Continuous, Perfect, Perfect Continuous.
3. There are 10 modals can, may, must, shall, should, will, would, ought to, need, dare.
4. Mass nouns denote different kinds of material coal, iron, gold, milk, coffee, honey etc.
5. Names indicating number, such as pair, couple, dozen, score, stone.
6. There are illnesses, such as malaria, bronchitis, mumps, measles etc.
7. Take adjectives from the following list fine, successful, unpleasant, simple, hard, easy.

Exercise 2. Put colons where necessary.

1. The verb to be in this construction can be used in different tense forms there is/are, there was/were, there will be, there has/have been, there had been.
2. There are four groups of tenses Simple, Continuous, Perfect, Perfect Continuous.
3. There are 10 modals can, may, must, shall, should, will, would, ought to, need, dare.
4. Mass nouns denote different kinds of material coal, iron, gold, milk, coffee, honey etc.
5. Names indicating number,

such as pair, couple, dozen, score, stone. **6.** There are illnesses, such as malaria, bronchitis, mumps, measles etc. **7.** Take adjectives from the following list fine, successful, unpleasant, simple, hard, easy. **8.** Study these examples a lot of rice is eaten in Asia and these houses were built about twenty-five years ago. **9.** I need an assistant who can do the following input data, write reports, and and complete tax forms. **10.** I want butter, sugar, and flour.

Правило 3

 Двосточие ставится, чтобы ввести уточнение или объяснение.

Пример: Always try to be happy: happiness means health.

Exercise 3. Put colons where necessary.

1. I cannot meet with you tomorrow my mother is coming.
2. The only thing which matters here is the result the time when the action took place is of no importance.
3. English nouns have two numbers the singular and the plural.
4. The fishermen were glad they caught much fish.
5. What pleasant news our friends whom we waited for a long time come to us.
6. Whose composition do you like more Nick's or Helen's?
7. Usually the article is omitted before the names of sciences and languages Mathematics is my favourite subject.
8. It was a wonderful concert the con-

ductor and the violinist both were a great success with the public.

9. Many is always plural there are many children at school.

10. It was clear the family were expecting some guests mother was bustling about the house tidying up the rooms.

Повторение – Revision

Read the given extracts from essays, put colons where necessary.

1. Whether pupils want an educational school trip within their country or abroad their aim is the same to enjoy sightseeing, to discover new things, to meet interesting people and to get wonderful impressions and learning experiences which educate, excite and inspire.

2. To conclude, I'd like to say that a real friend is not only a person who helps you in need, but the one who doesn't turn away from you in case you are luckier, richer or more successful than he or she is. Friendship must not end when success comes. So we can paraphrase the proverb "A friend who never envies you is a friend indeed".

3. However, a lot of people are sure that there is much to be seen in our own country. Indeed, it is difficult to disagree with them. There are many places of interest in my native town ancient churches, monuments, museums and parks. One can go to Moscow and visit its theatres, cathedrals, art galleries and what not.

4. Besides, a lot of people doubt that travelling by plane is safe. They are afraid of plane crashes and terrorists. But as a rule much attention is paid to security all luggage is screened and all passengers are carefully examined.

5. In conclusion, I'd like to add that it is very difficult to live without friends. Your friend is your helper, adviser and supporter. He or she gives you a sense of being protected, emotional comfort and moral support. As the proverb says "A true friend is the best possession".

6. People consider money to be part and parcel of their everyday lives. They buy and sell different things, receive a fee, a pension or a subsidy, exchange currency and what not. People's attitude

to money can be quite different for some of them money is the most important thing in the world, while other people don't care much about money.

7. To conclude, I think that possessing property is not a sin, but one should remember the proverb "Money can't buy happiness".

8. Computers can perform a lot of functions they can control cars and planes, give us the news or compose music. Many factory jobs are performed by industrial robots nowadays.

9. Nowadays some children are so addicted to television that they are not interested in anything else they don't read books, communicate with grown-ups and other children. They move less, speak less and they even think less. As a result children are becoming passive, lazy and dull-witted.


10. People have admired beauty since ancient times. It gives us a sense of pleasure and inspiration, keeps up our spirits and makes us accomplish feats. But there is a kind of beauty that is not observable. It is called inner beauty. So which is more important a pretty face or a kind heart?

11. Some people are true philosophers they want to know what we live for; they spend much time thinking and asking questions

Часть 6

Дефис - Hyphen

Правило 1


 Дефис ставится между частями сложного слова.

Примеры: air-condition, friendly-looking, eye-opener, long-anticipated, semi-final, ultra-modern etc.

Примечание


Написание всех слов надо проверять по словарю

Если в составе стоящего перед существительным сложного слова

 есть наречие (кроме оканчивающегося на -ly), то в нем пишется дефис.

Пример: The well-known actress accepted her award. The actress who accepted her award was well known.

Правило 2

 Дефис ставится после приставки: self, ex, re (в значении again).

Примеры: self-respect, self-assured, ex-boyfriend, ex-wife.

Exercise 1. Put hyphens where necessary; use dictionary to check. Which words must be written in one word?

Forget me not, passer by, ex president, self study, red hot iron, snow covered, ice blue, re elected, sister in law, fire man, fellow traveller, self control, ultra violet, seventy four, semi automatic, half baked, half finished, nickel and dime, water proof, book store, twelve pack, ten year old, editor in chief.

Exercise 2. Put hyphens where necessary; use dictionary to check.

1. It's recommended you don't take down any load bearing walls when renovating. / This wall is load bearing.

2. This rock hard cake is absolutely impossible to eat. / It's impossible to eat this cake because it is rock hard.

3. We're looking for a dog friendly hotel. / Is this hotel dog friendly?

4. A well known local singer will per-

- form tonight. / The singer performing tonight is well known.
5. Do you expect me to believe this clearly impossible story?
 6. The room was like a heavily decorated chocolate box.
 7. I've got a hundred and twenty two of these books to sell.
 8. A quarter million dollars is still a large amount of money.
 9. A high interest savings account is one of the best ways to save money.
 10. The president of the company gave a five minute speech.

Правило 3

☐ Дефис пишется после приставки, стоящей перед именем собственным.

Пример: un-American.

Правило 4

☐ Дефис ставится между словом и приставкой, если приставка оканчивается на буквы а или і, а слово с них начинается.

Примеры: ultra-ambitious, semi-invalid.

Правило 5

☐ Дефис пишется в составных числительных.

Примеры: thirty-two, twenty-third, etc.

Exercise 3. Read the short biography of Steve Jobs below. Put in full stops, commas, semicolons, exclamation marks, question marks and hyphens where necessary.

Steven Paul Jobs was born in California USA on 24 February 1955 in 1974 he dropped out of college to work as a video game designer his aim was to save enough money to go to India and experience Buddhism

back in the USA in the autumn of 1974 Jobs went into business with his high-school friend Stephen Wozniak Jobs understood that computers would appeal to a broad audience although he had long unkempt hair and dressed casually he managed to obtain finance for his marketable computer the Apple II in 1977 Apple Inc. was formed and met with immediate success

seven years later Jobs introduced the Macintosh computer in a brilliantly choreographed demonstration that he gave himself however the sales of the first Macs were disappointing this led to tension in the company and in 1985 he resigned

in 1986 Jobs bought Pixar Animation Studios over the following decade he built Pixar into a large corporation that among other achievements produced the first full length film to be completely computer animated Toy Story in 1995

in late 1996 Apple saddled by huge financial losses and on the verge of collapse asked Jobs to come back he accepted and quickly engineered an award winning advertising campaign that urged customers to “think different” and buy Macintoshes in 1998 he introduced the iMac an egg shaped computer that offered high speed processing at a reasonable price it was an instant success Steve Jobs had saved his company and in the process re established himself as a master high technology marketer

Часть 7

Тире – Dash

Правило 1




Тире ставится, когда речь идёт о промежутке времени; вместо тире можно поставить предлог to.

Примеры: The years 2001 — 2003,
January — June

Exercise 1. Put dashes where necessary.

1. He worked from 9 5. 2. Three of my favorite foods ravioli, tiramisu, and gelato originated in Italy. 3. Schooldays or so we are told are the happiest days of our lives. 5. He


Правило 2

 Тире иногда ставится, чтобы выделить вводное слово или предложение, а также при перечислении.

Пример: You are the friend — the only friend — who offered to help me.


I need three items at the store — dog food, vegetarian chili, and cheddar cheese.

Правило 3

 Тире ставится, когда нужно выделить смысловые отрезки, осложняющие предложение.

Пример: My uncle Joe — he was himself an excellent swimmer — presented my school with a cup of the victory.

Правило 4

 Тире ставится для обозначения паузы, когда нужно выразить сомнение, колебание, неуверенность в речи, внезапное изменение решения.

Пример: I wish you would — never mind.

Примечание

Тире используется в неформальной речи, подчеркивая ее эмоциональность и экспрессивность. В формальной речи оно заменяется двоеточием или точкой с запятой.

lost all he had clothes, money, and furniture. **6.** I will no, better not. **7.** I know I'm convinced the play will begin at 12. **8.** James can't make it he caught the flu from his sister but hopefully he'll be better by tomorrow. **9.** You can give Alicia her birthday card just make sure to send it on time. **10.** The ambitious individual is also convinced that the rewards of ambition wealth, success, power are worthy of the sacrifices made on ambition's behalf. **11.** In their professional lives, many people have to choose between love and money between doing a job they love that doesn't have great financial rewards, or doing a job that pays well but doesn't satisfy the soul. **12.** Working, saving, planning, bringing up their children, doing household chores these are the daily aspects of their lives. **13.** The artist tends to depict wonderful scenes of life the grand beauty of old pines, the formidable power of a storm or the delicate colours of flowers. **14.** My agreement with Fiona is clear she teaches me French and I teach her German. **15.** I pay the bill she has all the fun. **16.** Her closest companion to be sure her solitary companion did not send her a birthday wish.

Часть 8
Кавычки – Quotation marks
Кавычки

‘...’ – одиночные
“...” – двойные

Правило 1

“” В кавычки заключается прямая речь, стоящая до и после вводящих ее слов.

Примеры: “We shall come back at seven o’clock,” Marie said, “when your husband is at home.” She asked, “Will you still be my friend?”

Примечание 1

Если слова, вводящие прямую речь, стоят посередине предложения, их выделяют запятыми.

Примечание 2

Запятая ставится перед словами, вводящими прямую речь, если они стоят в конце предложения.

Пример 1: “Next week,” she said, “will be too late to do anything”.

Пример 2: “We will come to you, when your husband is at home,” Marie said.

Примечание 3

Кавычки используются, если мы цитируем пословицу, крылатое выражение или высказывание.

Exercise 1. Put quotation marks where necessary.

1. She said, Hurry up.
2. Did she say, May I go?
3. When will you be here? he asked.
4. He asked when you will be there.
5. There is money in my pocket, I said to the porter.
6. Then the man asked, Can I exchange the apples for a pound of plums? The price is the same.
7. Are you a bad sailor? she asked, Is it as bad as possible?
8. Who can drink tea as sweet as yours? I wonder.
9. What do you think about the saying, Actions speak louder than words ?
10. If anyone wants to leave early, the headmistress said, you have to ask for permission.
11. He is elder than me, cried John.
12. Millie was so very cautious and was afraid of burglars, mother said, but don’t you think she hid her jewels somewhere.
13. Shall we go swimming? he suggested.
14. Thanks, Andrew answered, I’d rather go to the caves on my own.
15. When at last the young lover asked him about his opinion, he said, Love is said to be blind.

Правило 2



Одиночные кавычки (single quotes) используются, когда дается описание слова.

Пример: Men are physically stronger than women. ‘Men’ is an irregular plural.

Часть 9

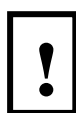
Апостроф – Apostrophe

Правило 1



Апостроф используется в сокращениях.

Примеры: don’t, isn’t, you’re, she’s, o’clock (of the clock) etc.



Такое сокращение допустимо лишь в неформальной письменной речи, например, при выполнении письменной части ЕГЭ в задании №39.

Примечание

Не следует путать it’s (it is) и its; their’s (there is) и theirs
Its и theirs – местоимения.

Правило 2



Апостроф и окончание -s являются показателями формы притяжательного падежа.

Примеры: a woman’s hat, sheep’s wool, a boy’s name, the Joneses’ son, St James’ Park etc.

Exercise 1. Put apostrophes where necessary.

1. Im getting up at 6 a.m.
2. Mr. Warens grandson is six years old.
3. Why isnt she here?
4. Im interested in art.
5. We didnt like this house.
6. Where were you at 10 oclock last Sunday morning?
7. There hasnt been any rain for some days.
8. Its winter now.
9. Ive got a cat but I havent got a dog.
10. Ill buy Mary a puzzle and “Cinderella” fairy tale.
11. Im staying at my aunts.
12. Lets go to the bakers.
13. Well meet at St.Pauls.
14. My room is smaller than my sisters.
15. She is a guest of Watsons.

Exercise 2. Translate the phrases using apostrophe where necessary.

1. машина Фрэнка –
2. сегодняшние новости –
3. детская игра –
4. зарплаты за два месяца –
5. школа для мальчиков –

Правило 2.1



Апостроф и окончание -s прибавляются к существительным

к
в

единственном числе и именам собственным.

Примеры: a boy's name, the teacher's career, Tom's cat.

Правило 2.2



Апостроф и окончание -s прибавляются к неопределенным и

отрицательным местоимениям.

Примеры: somebody's advice, nobody's business.

Правило 2.3



Апостроф и окончание -s прибавляются к существительным, которые

к

не имеют окончания -s во множественном числе.

Примеры: these sheep's wool, his children's toy.

Правило 2.4



Апостроф и окончание -s прибавляются к последнему элементу составных существительных и словосочетаний.

Примеры: my sister-in-law's father, the Queen of Spain's daughter.

6. детская книга –
7. коровье молоко –
8. совет доктора –
9. лучший музей мира –
10. мужской голос –
11. карьера актрисы –
12. офис босса –
13. сын Смитов –
14. дети Тома и Энн –
15. решение правительства –

Exercise 3. Change using the possessive case where possible.

1. the niece of my best friend –
2. the hedgehog of Benny –
3. the information of Alex –
4. the business of nobody –
5. the son of the King of Spain –
6. the photos of his kids –
7. rest for three hours –
8. the tests of Kate and Mary –
9. the kiss of Judas –
10. the past of America –
11. the room of my friend –
12. a meeting of workers –
13. the novels of Dickens –
14. the rights of women –

Правило 2.5



Апостроф (без окончания -s) прибавляется к

существительным,

оканчивающимся на -s во

множественном числе.

Примеры: the Joneses' son, the horses' names.

Правило 2.6



Апостроф прибавляется к именам знаменитых людей, оканчивающимся на -s.

Примеры: Keats' poetry, St James' Park.

Примечание

Возможны два варианта:
Keats' poetry и Keats's poetry

Правило 2.7



Апостроф и окончание s прибавляется к

существительным: а) общего

владения к последнему элементу;

б) индивидуального владения к каждому существительному.

Примеры: а) Tom and Ann's children, б) Tom's and Ann's children.

Правило 2.8



Апостроф употребляется после существительных во фразах, обозначающих

15. the poems of Byron –

16. the fault of my brother-in-law –

17. the interval of three hours –

18. rights of judges –

19. a book which belongs to James-

20. coats for men –

21. a journey of two days –

22. the walls of the room –

23. the days of the week –

24. the birthday of my daughter Helen –

25. the pages of the book –

26. work of seven years –

27. the surface of the Earth –

28. the orders of the Commander-in-Chief –

Exercise 4. Put the apostrophe where necessary

A: Did you see the invitation to Lindas birthday?

B: Yes, I did. Was it her or her husbands idea to invite us?

A: I dont know. We are not really friends. We are just Roberts colleagues.

B: I know. But Lindas mother keeps telling everybody that shes going to have a really big party. Maybe thats the reason why she invited her husbands colleagues and their partners, too.

время и расстояние.

Примеры: an hour's break, a day's work, five miles' trip, three minutes' walk.

Правило 2.9



Вместо существительного во множественном числе можно использовать составное прилагательное с дефисом.

Примеры:

two months' wages = two-month wages,

three minutes' walk = a three-minute walk.

Правило 2.10



Апостроф употребляется с названиями стран и городов, организаций, судов и с существительными world, country, city, ship.

Примеры: Russia's policy; Berlin's underground; the government's decision; the world's best museums; the ship's crew.

Правило 2.11



Апостроф употребляется в ряде устойчивых выражений.

Примеры: the earth's surface; to keep at arm's length; a stone's throw from.

A: OK. Lets go there and see how everything is going.

B: We need a present then. What about a womans weekend at a fitness club?

A: Thats too expensive for a colleagues wife. What about breakfast at Tiffanys?

B: You mean the new Tiffanys in High Street?

A: Yes. They offer things like that. My secretarys family went there last Sunday and they were very pleased about the food, the prices and the waiters politeness.

B: Good idea.

Exercise 5. Put -s, -'s, -s' instead of hyphens where necessary.

1. This is a new addition of Pushkin_poem_.

2. That man was Pete_ and Mary_old teacher _ of music.

3. Those were Nick_ and Kate_ parent_.

4. We spent a week_ holiday in Britain.

5. We spent a two week_ holiday with the Petrov_.

6. The book is neither John_ nor Helen_.
7. Father took some money from his pocket and gave it to my younger brother_.
8. Esenin_ life was short but bright.
9. Tchaikovsky_ house in Klin is now a museum.
10. The wall_ in the hunter_ club were decorated with mountain goat_ and wild deer_ horn_.
11. A great many musician_ took part in the competition.
12. Many times he rewrote some of his novel_ chapter_ before publishing them.
13. His eyes narrowed like a cat_.

Повторение – Revision

Exercise 1. Put full stops, commas, apostrophes, quotation marks where necessary, correct capital letters.

when your manager tells you they are pleased with your work the least you can expect is a decent reference when you leave that at any rate is what Wayne Taft thought when he applied for a job as an occupational care worker imagine his surprise then, when he opened a letter that said Sorry we cant consider you because of your job reference

it was very upsetting he says I was shocked at how cruel people can be I should have had a glowing reference Mr Taft who is unemployed is still suffering the consequences of his former employer another home care provider refusing to supply a positive or even neutral reference I was looking forward to a new job and now Im on the dole

after receiving the rejection letter he resigned himself to pursuing jobs using another past employer as a reference he was never told why the reference was bad but this week he discovered that under the Data Protection Act he has the right to request access to the reference from the organization who received it Mr Taft says he intends to confront the employer that turned him down and demand to see the reference Im so angry I need to find out what happened and put it right he adds

Exercise 2. Put the necessary punctuation marks or leave the spaces empty.

Let_s face it _ there are some pretty weird and wonderful entries on the list of names for living creatures_ Some might give you a very clear picture of what to expect when you look at it_ A

blobfish has to be round_ right_ You won_ t find leafy sea dragons on land_ will you_ In the 18th century_ science took the important step of giving species two_ part Latin names_ such as *Homo Sapiens*_ with a view to allowing people around the world to communicate unambiguously_ To a certain extent_ the system_ known as _binomial nomenclature_ _ has done its job_ Names often give a clear indication of origin _ colour or size_ On the other hand_ it has produced some fun terms_ to say the least_ like *Wunderpus photogenicus* or more recently_ *Heteropoda davidbowie*_ apparently because of the singer_ s contribution to the arachnid world_ The more you swot up on this fascinating subject_ the more you_ ll learn _ believe me_ I_ ve just discovered that there_ s a creature called_ believe it or not_ a _fried egg jellyfish_ _

Exercise 3.

The text is divided into paragraphs, in the box for each paragraph you can see the list of punctuation marks and their number. Put all the punctuation marks from the boxes in the paragraphs. Don't forget to correct capital letters. Pay attention to the fact that such double signs as single and double quotes work as pairs, that is why their number may be odd.

1.

full stop (4); single quotes (2); apostrophe (3); comma (6); double quotes (2); colon (1); hyphen (2)
--

when Maddie and Paul Hamill took a family holiday to the Grand Canyon recently a helicopter pilot giving them a tour asked Paul what he did for a living his reply of I m a domestic engineer I stay at home with the kids was met with dead silence

the guy just didnt know how to responds Maddie Hamill told Good Morning America just as Fortune labeled the trophy

wife in the late 80s the magazine has coined a new phrase to describe stay at home fathers who support workplace mums trophy husbands

2.

full stop (5); single quotes (5); apostrophe (1); comma (8); dash (3); hyphen (3)
--

however while the trophy wife label tends to be derogative it is used to describe young attractive women who are viewed as mere window dressing for their powerful husbands the term trophy husband is used to denote praise a professional woman described her trophy husband as a man who was great with childcare and domestic duties literally as a real prize and as women continue their climb up the corporate ladder these stay at home wonder dads are becoming more and more common

although there are really no hard numbers on the growing trend when Fortune tried to do the story five years ago they abandoned it because it was so hard to find examples now of the 187 participants in Fortunes recent survey of successful working women 30 percent had house husbands

3.

full stop (5); apostrophe (2); comma (8); hyphen (2)

Maddie Hamill makes up part of this statistic she and her husband Paul had lived in London England for ten years before moving five years ago to Atlanta Georgia in the US where Maddie took a job as a vice president of worldwide strategic planning for Coca Cola

upon arriving they learned that the childcare system was different from what they were used to whereas in London there are registered nannies that attend college to learn the profession the couple felt that in the United States the job was more often considered to be fill in work instead of a career the Hamills didnt think much of this attitude towards childcare

4.

full stop (11); apostrophe (3); hyphen (3); comma (12); double quotes (4)
--

we couldnt find anybody we really felt was qualified so while Paul waited for his work permit he stayed with the kids and was doing great job Maddie says All of a sudden we realized we could afford it whereas in London we needed two incomes we never intended for Paul not to work but this became the best way to do things Paul who had been working as a production manager for a drug company was very happy to stay home with his 10 year old twins according to Paul it offered a nice change and seemed to be the best option for the family

he says he doesnt feel trapped into staying home nor does he feel emasculated by his role the father of two states that for the most part people seem reasonably accepting of him I have fun with the other mothers Paul comments he enjoys being with the kids but staying home and tending to the housework has not been as leisurely as he hoped its definitely a full time job he adds

5.

full stop (4); apostrophe (5); hyphen (2); comma (10); double quotes (1)

his wife says she is very happy with the arrangement, but she doesnt think it would work for every couple there are problems

sometimes like when maybe youd like the house a bit cleaner but you cant complain because hes there doing it and youre not.

Mollie Allen and Tom Kiehfuss who live in San Francisco have a similar set up Mollie works as a media consultant and television producer while her husband formerly an actor and carpenter is a stay at home dad their three daughters

6.

full stop (7); apostrophe (2); hyphen (2); comma (9); double quotes (4); dash (1)
--

Mollie had worked during all her pregnancies and they had had a nanny and a babysitter initially but when the couple moved to San Francisco from Chicago and Tom took a job with a general contractor he realized it wasnt cost effective since he was only making about \$50 more than what they were paying the nanny each week

the trade off wasnt right for me he says emotionally I just felt like I needed to be home with my children I love my work but I love my girls more Tom has always done the cooking though his wife does the dishes it was a natural fit says Tom and we realized we wanted to take the kids to school ourselves and not let someone else do it

7.

full stop (7); apostrophe (3); hyphen (1); comma (8); double quotes (2); single quotes (1)

its not always perfect though interjects Mollie she says there are moments when she feels a little bit of jealousy when you see your children calling for daddy when they are hurt something twists inside of you it is challenging there are pangs I have as a mum

Tom too admits its not all roses he says that as a child who grew up with a dad who was a company man and a mum who put dinner on the table every night, he had to decondition himself to adjust to his role at first he had tried seeking out other men doing the same thing but wasnt successful

Exercise 4.

John has sent an e-mail to Marion. Read the e-mail he wrote. Put in full stop, comma, semicolon, exclamation mark, question mark where necessary, correct capital letters.

1.

full stop (3); apostrophe (6); hyphen (1); comma (3); exclamation mark (2); dash (1)

hi Marion

Im afraid Ive got a difficult request for you this time as you know my wife Martine sadly died eighteen months ago since then Ive been so busy looking after the children Ive been neglecting the hotel basically I need someone to do what Martine did the job Im offering is assistant hotel manager/parttime childminder I know this is unusual but its what I need

2.

full stop (2); apostrophe (3); comma (3); dash (2)

to remind you about the hotel we are a twenty five bedroom family hotel in rather a remote ski resort so its important that the person is prepared for this were very busy in winter and we also

have quite a lot of guests in summer but its much quieter in spring and autumn

3.

full stop (2); apostrophe (1); dash (1);
comma (4); colon (1); single quotes (1)

the assistant hotel manager duties would include

- running reception/office during mornings and evenings
- orginising part time staff (barman cleaners waiters) on my days off and when Im absent on business the chef will organize the kitchen so this is not a problem
- helping out in the restaurant bar etc when we are very busy

4.

full stop (2); comma (2)

for these duties the candidate needs fluent French and English (German also useful) good computer skills and previous experience of hotel work many of our guests are skiers of course so knowledge of skiing is also useful

5.

full stop (4); apostrophe (1); hyphen (1);
comma (7); dash (1)

in spring and autumn when things are very quiet I have to go on some business trips and this is when I need help with childcare Ive got two children David (13) and Karine (8) both very well be-

haved I go away perhaps seven or eight times a year usually for about four to seven days during these trips the person would have to take and pick up Karine from the local primary school about two km away (David goes to school by bus) cook their dinner get them to bed and look after them at the weekend if I have a long trip

6.

obviously the children have had difficult two years so its really important that its someone kind and sympathetic this is really the most important qualification of all for me for the same reason Id prefer someone who will stay for a minimum of two years though if you cannot find this I will have to take someone for just one year

7.

full stop (2); apostrophe (1); hyphen (1); comma (5); dash (1)

in return I can offer an excellent salary free food/accommodation six to eight weeks paid holiday a free ski pass and full time use of a car (I forgot to mention it would be very useful if the candidate has a driving licence both to take Karine to school and also because he or she may feel a little lonely up here without a car)

8.

full stop (1); apostrophe (3); comma (5); exclamation mark (1)

well Marion I know that what Im asking is very difficult but youve always found me fantastic staff in the past so Im putting my trust in you please contact me if you need more information

very best wishes

John

Тесты - Tests

Test 1. Put punctuation marks where necessary.

I was born on July 20 1998 in Manchester the UK i have a mother a father and two sisters who am I i am John Smith a friendly young man i study chemistry at University of Cambridge my favourite tutor is Mr John Anderson Ph D hes well known for his strictness if you are late for his class you will have no chance to come in he is an enthusiastic good looking man not paying attention to his baldness

I am intelligent but have no idea who I want to be in the future i have to finish university first to apply for some job i must have necessary requirements as you might know diploma and working experience

I heard a story about one student who graduated from Cambridge and got a job at the UN it is amazing isnt it

he had a commencement speech about dreams and there was a sentence Follow your passion stay true to yourself always

but my problem is indecisiveness I dont know which path I should follow

Test 2. Put punctuation marks where necessary.

the 2018 Winter Olympics officially known as the XXIII Olympic Winter Games took place in Pyeongchang Republic of Korea from February 9 to February 25 2018 A total of 2833 athletes 92 countries 102 events in 7 sports

these Games went down in history for Russia because of the doping scandal If athlete could prove to be clean he was allowed to compete as you can remember under a neutral flag under the name 'Olympic Athlete from Russia'

IOC president Thomas Bach said This was an unprecedented attack on the integrity of the Olympic Games and sport but he suggested the Russian flag may be taken at the closing ceremony in South Korea

that were dark days for Russian sport but we fought for our principles

was this Olympiad successful for Russia yes definitely it was and 17 medals that our athletes won are among those reasons Our athlete set a new record Alina Zagitova set a new ISU best short program score of 82.92 in Ladies single skating

Test 3. Put punctuation marks where necessary.

when I broke my arm a week ago I guess it ought to have hurt but it didnt we were doing PE at school and we were making a pyramid we had to stand on each others shoulders I was right at the top we couldnt have been doing it properly because suddenly the pyramid collapsed and we all fell I landed on my arm

Mr Jenkins must have known immediately that Id broken my arm because he sent someone to call an ambulance Sit still and dont move your arm until the ambulance comes he said I can still remember the feeling my arm was numb and looked very strange but there was no pain at all I remember thinking it cant be broken If it was broken Id be in agony I suppose not feeling any pain may have been because I was in shock

the plaster should come off in about three weeks but it could have to stay on longer it depends on whether the break has healed properly or not the next three weeks may not be the best three weeks of my life no basketball no playing in the ground no swimming but Im counting my blessings It might have been a lot worse

Ключи – Keys

Part 1

Exercise 1.

At school he was especially good at Math. He was born in London. He spent five years working as a manager. Two men came to Saint-Petersburg for a holiday. Alex has a lot of interesting books at home. I usually buy all tropical fruits at the market. A lot of tourists from different countries come to Beijing every year. The box is made of iron. The boys stood on the bank throwing stones into the river. Among the guests I saw a man with hardly a hair on his head. Ices are made of cream, sugar and eggs.

Exercise 2.

1. He never eats meat, he always eats vegetables, cereals, seeds, fruit, etc. 2. Don't forget to bring a pen, a pencil, etc. 3. We talked about studying, extra curriculum, classes, exams, etc. 4. There are various sorts of mental activities – thinking, feeling, remembering, etc. 5. You can call him, express regrets etc. 6. The definite article is used before the names of certain buildings which are unique: the Kremlin, the Hermitage, the British Museum etc. 7. He is ma about ships, railways, planes etc. 8. The train arrives in Washington at 3 p.m. 9. We didn't get home until 2p.m. 10. The appointment is at 5 p.m.

Exercise 3.

1. He was wondering how many children Kate has.
2. Do you mind me asking which book you would like to choose?
3. I wonder which book you like.

4. Could you tell me what time it is now?
5. I'd like to know where you bought this bag.
6. Did you see her box?
7. I'd like to know whether you will come.
8. Did you read the paper this morning?
9. She asked if I would come to the conference.
10. "Can I go for a walk?" he asked.

Exercise 4.

- The two boys should receive a just punishment. As a matter of fact, the realization of the project itself isn't so troublesome as the initial conditions we have to accept. Mutual accusation will get you nowhere. You'd better try to find a more reasonable solution to your conflict. The main cause of the current crisis in the party seems to be the deep division between its members. It's most fashionable among youths these days to spend their free time in the cinema. Unfortunately, none of us managed to convince the director of the benefits that our experiment might bring. His disapproval grew even stronger when Jack mentioned the possible cost of the venture.

- Nobody has applied for the mission knowing how hazardous it may be. Tom has lost his confidence in conventional medicine after many years of unsuccessful treatment and has opted for acupuncture. Mark has been terribly busy this week. It's doubtful whether he'll attend our performance tomorrow. What unavoidably makes me angry with Frank is his inability to take prompt decisions. The football star is going to spend holidays in a secluded place where he expects to hide from the curious journalists and photographers. Customers used to complain about the high prices of food, meat in particular. There's no difference in price between these two printers. The suggestion to leave the camp at once was

strongly opposed by the climbers who were afraid of the approaching snowstorm.

- We had to call the doctor because the baby had a high temperature. If I were you, I wouldn't tell anybody about the discovery. You are welcome to take any food you like. We haven't had any message from him since March. You don't have to worry about the future. All the students were awarded diplomas. Everyone knew that completing this task would require a considerable effort. Patrick is too compulsive a gambler to resist placing a bet on the final game. I'm going to walk in the park. Several soldiers of the squad were taken hostage by the enemy forces. His disregard of the safety regulations really can't be ignored any longer.

Exercise 5.

Report: The question whether swimming is a sport or a hobby was discussed at the Sport Forum. Different opinions were expressed. One person told us that it could be both a sport and a hobby. Another person remarked that she always mentions swimming as a hobby when she fills out a job application. Bob insisted that there were only three sports: hunting, shooting and fishing. Mini noticed that there was a similar situation with ballroom dancing.

Exercise 6.

'Banksy' is the name of a graffiti artist from Britain. Nobody knows his real name and few people have seen him. He has become famous for his street art, which has appeared in London and in other cities around the world. He has to stay unknown because graffiti is illegal. Nobody has caught him yet.

His images are very striking and often funny, and their message is usually anti-war, anti-capitalism and pro-freedom. He has claimed responsibility for a number of famous stunts over the past few years.

For example, in 200 he climbed into the penguin area at London Zoo and wrote 'We're bored of fish' in two-metre high letters on the wall. In May 2005, he made a primitive cave painting, showing a human hunting animals with a shopping trolley. He hung it secretly on the wall at the British Museum. The Museum has since allowed it to stay there. In August of the same year, he painted nine images on the Palestinian side of the Israeli West Bank wall, including a picture of children digging a hole through the wall.

Nowadays, Banksy does some paid work for charities such as Greenpeace. He refuses to work for big business or do advertising. He has also started painting pictures. He has done a series of paintings based on famous works of art, such as Monet's Water-Lily, except with rubbish floating in the water and a shopping trolley sticking out.

Exercise 7.

'Pavement Picasso' is another name for Julian Beever, a chalk artist from Britain. He has been creating chalk drawings on the pavement for over ten years now. He has worked in cities all over the world, from Brussels to New York.

He works in chalk, so his art, which takes about three days to complete, can easily be destroyed by a shower of rain. The most important thing for him is to get a photo at the end before that happens.

He first started pavement drawing with copies of famous paintings like the Mona Lisa in the streets of Europe. Then he painted portraits of famous people; for example, when Princess Diana died, he did a portrait of her on a London pavement.

But he is most famous for his amazing 3D images, which he started doing a few years ago. He can do a painting on the pavement which looks like a gigantic bottle of Coke standing in the road

when you look at it from a certain angle. Some of his most elaborate 3D images show someone diving into a swimming pool, or being rescued from a building by Spiderman!

Nowadays, Beever is often paid by companies to advertise their products, but he still works on the pavement. He says, 'My art is for anybody, it's for people who wouldn't go into an art gallery. It's art for people.'

Part 2

Exclamation mark

Exercise 1.

1. I can speak English and French. 2. I've never seen such a beauty before! 3. I don't believe you! It's not true! 4. I do my homework after lunch. 5. What interesting work! 6. What rainy weather! 7. How I like this father's portrait! 8. I go to the cinema once a week. 9. She is quite a good girl. 10. What a beautiful day!

Question mark

Exercise 2.

1. Did he see anybody fighting with them? 2. When did she have this costume made? 3. She expects me to write her. 4. He doesn't like to read, does he? 5. I won't forget the look of disappointment on her face. 6. He watched us playing tennis. 7. They don't drink coffee, don't they? 8. I have been to Paris twice this year. 9. We are going to tea with the Smiths today, aren't we? 10. His father was most experiences hunter.

Part 3

Exercise.

1. I ordered a big pizza for lunch; life is too short to count calories. 2. Kate has gone to the cafeteria; John has gone to the library. 3. I saw a magnificent leopard, it was eating an antelope. 4. My dress is red; my sister's is blue. 5. There is a bed in my room, cat sleeps on the pillow. 6. It's autumn; every day the air becomes colder. 7. His age was fifty; he looked several years older. 8. He was a hard patient to cure; he would not obey the doctor's orders. 9. Lend them your dictionary; they have left theirs at home. 10. A new railway has been built; its length is more than thousands kilometres.

Exercise 1.

Hi Laura,

Remember me? I was really pleased when I found your name on the Friends Reunited website – so I decided to drop you a line straight away.

How are things with you? I really hope you're well. Last time we met you were still at university, but I guess you're working now. What are you doing? I remember you always wanted to work with children. Are you still with Simon or is that all in the past now? How is your family? What are your parents doing these days, and how about Joe and Katie? Send them my love, won't you?

I now work for a big property company as a sales manager, and at the moment I'm living in Australia, working in the Sydney office. I absolutely love it over here, and even more exciting, I'm getting married next April to Matt – a gorgeous Australian guy I met here! We don't know yet if we're going to live in England or stay in Sydney.

As for my family, well unfortunately Gran died a couple of years ago, but my parents are really well. Dad retired about three

years ago, and they're travelling all over the world these days. They came to see me here a few months ago. And remember my big brother Anthony? He's married now (to Rosie, a girl he met at university) and they've got two-year-old twins, so his life's really changed!

Well, I think that's all the main news from me. Keep in touch. Maybe we could meet up when I'm back in England?

Do write back – I'd love to hear your news.

Love Charlotte

29.03.2020

PS I've attached some photos of me now.

Exercise 2.

1. Do top musicians study for many years?
2. What's going on? I hope you are not touching my things!
3. It's a small business, so each person does lots of different job.
4. Is Christine listening to the radio, or is that the TV I can hear?
5. I usually buy a special ticket each week for the bus because it's cheaper.
6. Our washing machine starts when you press this button.
7. How is the match going? Is your team wining?
8. Many people enjoy spending time on the beach on holiday.
9. I think he is writing a letter at the moment.
10. Yes, the match is on TV now, but we are losing.
11. Right now, Margaret is having a shower. Do you want her to call you back later?
12. Sally is staying with her aunt for a few days.
13. I'm not lying! It's true! I did see Madonna at the supermarket!

14. Josh is always using my bike! It's so annoying.
15. We are having lunch, but I can come round and help you later.
16. Are you playing music up there? It's really noisy!
17. I'm completely crazy about skateboarding! I love it!
18. Hello, is that Jenny?
19. That sounds just like me! Tell me more. What else does he say?
20. Now, everyone knows this song, so I want you all to join in with me!
21. It's so noisy in this restaurant. Could you ask them to turn the music down?
22. There was a fight during the match and the referee sent two players off.
23. We eat out about once a week and we cook at home the rest of the time.
24. I love this song! Turn it up!
25. I used to play trumpet, but I gave up last year because I didn't have time.
26. We stopped playing because of the rain, but when it stopped we carried on.
27. A good way of getting more exercise is to take up a sport, like basketball.
28. We had our English exam this morning. I hope I've passed!
29. Pete couldn't answer any questions, so he thinks he has failed.
30. Carl is a computer expert. Why don't you ask him to fix your computer?
31. Rosalind is a really talented musician, but she doesn't practice enough.

32.It's nearly the end of the term, so it will be the holiday soon!

33.Could you remind me to take this book back to the library?

34.Rebecca is really clever. She always knows the answer!

35.I wasn't sure of the answer so I guessed and I was right!

36.After every experiment in chemistry, we have to write a report on what happened.

Revision

1.

Hi!

I'm in Britain for New Year! It's going to be great! We're having a wonderful time walking every day. We've visited Madam Tussauds today. You can see one of the wax figures on the post-card's photo. It is amazing, isn't it? Would you like to visit such a museum?

How are you? Is everything OK? What are your plans for New Year's holiday?

By the way, I have to go. We want to visit one more sight today; this is London Eye. The view from the top of it is amazing particularly in the evening.

I hope to see you next week!

All the best,

Sarah

2.

Chelyabinsk,

Russia

November 24, 2019

Dear Sam,

Thank you for your recent letter. It is nice to hear from you again.

I hope that you will finish your project in time. You asked when my exams starts. It's next week! And I'm already nervous. Guess what! I have changed my mind about getting a job when I leave school. I have decided that I want to go to university and study veterinary science instead. Everyone's really surprised, but I have been thinking about it for a while. As you know, I have been working as a volunteer at an animal shelter for the past two years and I have realized that helping animals is what I want to do with my life.

Do you have any plans for your summer holiday? Are you going to stay in the town or somewhere else? Have you thought about coming to visit me in August?

Write back soon.

Best wishes,

Anna

3.

Chelyabinsk,

Russia

24.11.2019

Dear Alex,

Thank you for your recent letter. It is nice to hear from you again.

I hope that you will pass your exams with flying colours. I try to care more about my health lately. I avoid unhealthy and fat food. Also I train every morning and go to the gym. I think that sport and healthy food are the most important components of being healthy and strong. Nowadays, healthy lifestyle becomes more and more popular and I don't see anything bad in it.

Anyway, you've mentioned holidays. With whom are you going to the seaside? Why have you decided to spend the month there? What exactly are you going to do?

Write back soon.

Best wishes,

Kate

4.

Chelyabinsk,

Russia

November 24, 2019

Dear Carol,

Thank you for your recent letter. It is nice to hear from you again.

I'm glad to hear you are feeling better now. Actually, I had flu myself a few weeks ago. I missed two days of classes and an important football match for the school team. Before that, I hadn't missed a day of school for two years! Anyway, I passed my driving test! I had been taken lessons for six months, so I'm glad finally I have my licence. I was happy to hear you're going to Paris this summer. It's an amazing city, so I'm sure you will have a great time. You're so lucky! By next month, it will have been five years since I've been abroad so I think I deserve a foreign holiday too! As you know, my family and I usually go on holiday in England. Well, that's all my news.

I want to ask some questions about your trip to Paris. Are you going to travel alone? How long are you going to stay there? Which sights are you going to visit?

Write back soon.

Best wishes,

Sasha

Part 4

Exercise 1.

1. There is a pen, a pencil, a book on the table. 2. I have a brother, a sister, a mother, and a father. 3. He is a vegetarian. He eats cereals, seeds, fruit, and nuts. 4. She bought butter, potatoes, cheese yesterday. 5. It's a small animal that has long ears, a short tail, and soft hair. 6. I've visited America, Italy, France, the UK. 7. There is a living room, a bedroom, a study, a bathroom, a kitchen. 8. There is a sofa, a table, a window, a picture in the room. 9. In Siberia there are many long rivers: the Ob, the Irtysh, the Yenissei, the Lena, and the Amur. 10. Veliky Novgorod is a small, calm town with old Russian architecture, museums, fresh air, many trees, and helpful people.

Exercise 2.

1. February is a cold, the shortest month of the year. 2. Nick is a short, strong boy. 3. There are a lot of difficult long exercises in this book. 4. He is an intelligent, sporty boy. 5. She was a rich, powerful woman. 6. The Baltic Sea is cold, stormy in winter. 7. He has a spacious, light flat. 8. Emilie is a talented, smart girl. 9. There was a small, comfortable study in the flat. 10. I ate fresh tasty mango yesterday.

Exercise 3.

1. She is a friendly, curious girl. 2. It is a daily, big bus. 3. What a lovely, warm morning! 4. Kate wears womanly, pastel clothes. 5. He speaks English incredibly well. 6. The test was surprisingly easy. 7. We finished this task successfully quick. 8. She was a lovely, generous girl. 9. He spoke selfishly mean. 10. Liam was a cowardly, rude boy.

Exercise 4.

1. The twins were born on 15 March, 1997. 2. I was born in 2001 in Spain. 3. Robert was born on June 4, 1957, in Dresden. 4. He told me that his youngest son was born in 1950. 5. The date of the event was set at Wednesday, September 20, 1976. 6. The meeting took place in Washington in 1897. 7. She probably speaks about June 1987. I can't remember any event on 5 December, 1999. 8. My parents work for this company since 1950. 9. Peter was born in a little town in 1975, on the 2nd of May. 10. He will arrive July 31, 2020.

Exercise 5.

1. I was born in London, the UK. But soon my family and I moved to Boston, the USA. 2. She is from Paris, France. 3. She has been living in Tokyo for five years, but then she moved to Gaborone, Botswana. 4. Canberra is the capital of Australia; London of England; Beijing of China. 5. Who lives at 1600 Pennsylvania Avenue, Washington, DC? 6. I'm from the Akron, Ohio area. 7. I'm going on vacation to Hawaii next week. 8. Ronald Reagan was the governor of California from 1966 to 1974. 9. Cleveland, Ohio, is a great city. 10. My friend, Jim, lives in Seattle, Washington.

Exercise 6.

1. I heard about *John Smith Jr.*, but I've never met him personally. 2. Emilie, would you open the window? 3. "Captain, we've followed the instructions." 4. Your Honour, this man is blamed for committing a crime. 5. He is a commander of US forces in Iraq. 6. Dr Walker, is there something to worry about? 7. I got BA when I was twenty two. 8. Mr. Johnson, DLitt, is well-known as a writer of the novel "No one to blame". 9. Mrs. Lawrence, MA, teaches at

Saint Martin's school in London. **10.** James Brown, MD, attended the event with Robert Wren Jr. and Charles Taylor III.

Exercise 7.

1. The 2008 Summer Olympics, officially known as the Games of the XXIX Olympiade, took place in Beijing, China. **2.** Swift, a famous English writer, was travelling one day on horseback with his servant. **3.** One day, when the King was looking at his gold, a young man appeared before him. **4.** Last Friday, the whole family was at home, a burglar came into the house and stole 1000\$! **5.** Christopher Columbus, born in 1451 in Italy, discovered America. **6.** Nekrasov, a famous Russian poet, described the life of Russian peasants. **7.** The group of ancient fortified buildings, called the Tower, is of greatest historical interest. **8.** I am, by the way, very nervous about this. **9.** This restaurant has an exciting atmosphere. The food, on the other hand, is rather bland. **10.** Theodore Roosevelt, who was the leader of the famous rough riders, became president in 1901.

Exercise 8.

1. Before going to bed, you should have a shower. **2.** Learning verses helps you to improve your memory. **3.** Take your time before you hand in your works. **4.** Having good marks doesn't mean that you have proper knowledge. **5.** To enter a university, you must have good results for your exams. **6.** The family being poor, he could not afford to buy such expensive books. **7.** On February 14 many couples give each other candy or flowers. **8.** She went into the living room, sat down, and played chess on the computer. **9.** The candidate promised to lower taxes, protect the environment, reduce crime, and end unemployment. **10.** When in town, we go shopping.

Exercise 9.

1. When he returns, call me. 2. I'll be a billionaire by the time he finds a job. 3. Since he left us, we have been doing everything ourselves. 4. He often surprises me although I know his character. 5. Unless you tell what happened, we won't be able to help you. 6. Since it was Saturday, he didn't go to his office. 7. I asked him why he had come. 8. If you know who her mother was, let me know. 9. When we shall start is uncertain. 10. Whoever is elected Prime Minister, lives at 10 Downing Street.

Exercise 10.

1. John, who graduated from the University of London six years ago, became a scientist. 2. My sister is acquainted with the actor who played leading parts in plays. 3. He knew some guy who had travelled very much in his life. 4. Sam, who was popular in high school, is studying at Cambridge now. 5. A young man, who wore a hat and coat, came into a cafe and ordered a soup. 6. A man, who said he knew my father, came to see me yesterday. 7. The letter, that arrived this morning, was wrongly addressed. 8. Fred, who often cheats, has just harmed himself. 9. Students who cheat only harm themselves. 10. The baby wearing a yellow jumpsuit is my niece.

Exercise 11.

1. Everyday my wife goes to work, and my daughter goes to school. 2. My father and mother leave home for work at half past eight. My father goes to the office, and my mother goes to the hospital. 3. My father speaks English and Spanish, but he does not speak Japanese. 4. There are two pictures in the room. One picture is big, but the other picture is very small. 5. She has other hobbies, and she often goes skating with her friends if the weather is nice. 6. He enjoyed teaching English, but he was never making much

money. **7.** The burning of fossil fuels such as coal and oil, and deforestation, for over 200 years, have caused the concentrations of “greenhouse gases” in our atmosphere. **8.** He felt they were hiding something from him, and he demanded to be told the truth. **9.** His time was up, but he still went on talking. **10.** He does not have much time to spare, or he would show you around the exhibition himself.

Exercise 12.

1. The wounded hunter felt that the bear touched him, he did not move. **2.** It is an exciting city to visit, an expensive place to live. **3.** There is a bunch of bananas on the table, don't keep them in the fridge. **4.** On the days when I have no classes, I stay at home and do some work about the house. **5.** I know you, I met you seven years ago, and you were rude to me! **6.** We live in St. Petersburg, it's a very large city. **7.** He was so weak that he could not walk, he could only crawl. **8.** Don't touch the iron, it is hot. **9.** Eat more carrots, they are very wholesome. **10.** We invited them to our party, they promised to come with their teacher.

Exercise 13.

1. He was the son of a blacksmith and had to begin working at an early age. **2.** The young people fell in love with each other and were going to get married. **3.** They had rows all the time, and Sophie left the house. **4.** Tom Sawyer jumped over the fence and ran along the street. **5.** Her friend agreed and added that he thought he would be free on Tuesday. **6.** He thought quickly but still didn't answer correctly. **7.** Father stood up from the writing table and came up to the bookcase. **8.** My brother having lost the key, I couldn't open the door. **9.** The woman stood at the door and watched the

children playing. **10.** I see that you understand me and are not angry with me.

Exercise 14.

1. My new friend said to me, "I'm a second-year student at Cambridge." **2.** "I'm very sorry," said the porter of the hotel, "but the lifts do not work tonight." **3.** She left the bag on the hot sand, crying bitterly, "I'm the most unhappy woman in the world!" **4.** He used to say, "While I have my gold, nothing can stop me." **5.** "The story which I'm going to tell you," said Peter, "is sad enough." **6.** "She can't have understood you," he repeated. **7.** "That child needs taking care of," said Eliza. **8.** I said with a laugh, "I'm not good at guessing." **9.** "Will you still be my friend?" she asked. **10.** He must be expelled from school," the principal demanded.

Exercise 15.

1. He is old enough to drive a car, isn't he? **2.** She will call you back later, won't she? **3.** She entered the university last year, didn't she? **4.** I am right, aren't I? **5.** We are going to win, aren't we? **6.** I can go, can't I? **7.** You're one of John's close friends, aren't you? **8.** *It isn't fair, is it?* **9.** You didn't actually write a 600-page vampire novel, did you? **10.** There's nothing wrong, is there?

Exercise 16.

1. Neither me nor my friend goes to school by bike. **2.** This is Helen's book, not Mike's. **3.** Tom sent a letter to the family, Paul didn't. **4.** I learnt the rule, I didn't write it down. **5.** He was sitting on the sofa, not on the chair. **6.** Lisa's personality, not her beauty, won Bill's heart. **7.** He was merely ignorant, not stupid. **8.** Adversity makes a man wise, not rich. **9.** The golden age is before us, not behind us. **10.** I paused, not quite knowing how to express myself.

Exercise 17.

1. There is still much to discuss. We shall, therefore, return to this item at our next meeting. 2. He is only fifteen, therefore, not eligible to vote. 3. Therefore, we suggest you checking your documents. 4. Prices have been rising. It is unlikely, however, that this increase will continue. 5. However hard he tried, he couldn't pass the exam. 6. You can arrange the furniture however you want. 7. We have, however, found several severe errors. 8. We all tried our best. However, we lost the game. 9. You should never neglect a chance, however small it may seem. 10. I therefore suggest that we should not advertise sports actively.

Exercise 18.

1. Unfortunately, I haven't seen my friend for 5 years. 2. Actually, there is no difficulty in doing this exercise. 3. Well, I did it right. 4. Yes, keep this book, I'll need it. 5. I believe, it will be better for him. 6. Well, perhaps he meant no harm. 7. However, you may not be satisfied with the results. 8. Unfortunately, he was convicted of a crime and put into jail. 9. What is happening now? 10. No, he isn't like other boys.

Exercise 19.

1. The basic essentials of life, i.e. housing, food, and water. 2. Popular domestic pets, e.g., cats and dogs, parrots. 3. We need to concentrate on our target audience, namely, teenagers aged between 14 and 18. 4. What would you do, for instance, if you found a million dollars? 5. I've always enjoyed my work – that is, I did until this new manager arrived. 6. You may be required to bring many items, e.g., sleeping bags, pans, and warm clothing. 7. For instance, have you ever heard me praise myself? 8. For instance, by providing taxations benefits, the government can encourage companies to

move out of the city centre. **9.** That is to say, if you wear helmet you are less likely to be seriously injured. **10.** Some groups, namely, students and pensioners, will benefit from the new tax.

Revision

Exercise 1.

1. Personally, I adore hamburgers, cheeseburgers, apple pies, muffins and fruit cocktails. This food is tasty, cheap and ubiquitous. What is more, going to McDonald's saves much time and effort. I don't have to go to a supermarket, prepare meals, and wash the dishes when I eat out. Besides, I like the holiday atmosphere of McDonald's. There I can relax, enjoy the food and celebrate some event with my friends and relatives.

2. To conclude, the advantages are enormous for both the old and the young. If grandparents and children spend more time together, they will learn to understand and respect each other; consequently, there will be less conflict in society.

3. However, it is well-known that citizens suffer from a great number of problems such as traffic jams, huge crowds of people, dirty public transport and many others. Living in a big city is dangerous to your health. Factories emit tons of harmful chemicals; cars exhaust toxic gas and the air is so dirty that it is hard to breathe. That is why a lot of people prefer living in the country to living in a big city. In a village one can enjoy fresh air, beautiful nature and the quietness of provincial life.

4. To conclude, if we don't buy pirate disks, their producers will not get a profit; bad CDs and DVDs will disappear and it will improve the country's economy.

5. To sum up, people should remember that the food choices they make every day affect their health. Like any product, organic

foods have both advantages and disadvantages; that is why it is important to weigh up all the pros and cons. Personally, I believe that organic food will hardly make us healthier, so there is probably no sense in buying it.

6. Personally, I object to wearing real furs. First and foremost, I believe that a fur coat represents the cruelty to defenseless animals. Millions of foxes, rabbits, minks, beavers, and chinchillas are confined in cages and then killed on fur farms. Secondly, fur coats, hats and shawls are very expensive. Besides, the cost of maintenance is rather high. You will have to take your fur coat to a professional fur cleaner once a year, regardless of whether it is worn or stored in your closet.

7. But besides buses, there are still thousands of cars on the road. They emit exhaust simultaneously and cause traffic. Besides, I do not think it is easy to relax in a filthy bus or train that is packed with angry commuters.

Exercise 2.

In today's society, with the wealth of health information and knowledge at their fingertips, individuals really have no excuse for not making healthy lifestyle choices. For instance, they can ensure that their diet includes all the necessary nutrients, although not everyone heeds medical guidelines.

Nevertheless, not everyone in the world has access to the full range of foods which doctors recommend should appear on our dining table. The sad truth is that every day, millions of people on earth go to bed on an empty stomach. For this second group, choosing to eat well is not an option. Neither does this sector of our world population have full access to health care, and they usually lack the supply of medicines that is available in the western world.

Medical intervention is not always the answer. Despite the fact that advances in medicine mean that there are drug treatments for a large number of illnesses, these health problems have still not disappeared from our planet. Even though drugs or vaccines might be administered, they do not always work, as, in certain cases, bugs have evolved to become immune or resistant to the drugs prescribed. As a consequence, medical scientists are faced with the challenge of developing new cures for old illnesses.

In the final analysis, it is said that prevention is better than cure. If we feed our body with a variety of healthy foods, it will receive everything it needs to do its job properly, and hopefully, we will not need to resort to dosing ourselves with pills.

Exercise 3.

Throughout history, works of art have been imitated and copied. Unfortunately, at times, they may have been forged. With vast amounts of money at stake, how can an investor tell if their purchase is genuine? In the case of paintings, the details experts may decide to check include the age of the materials used (the pigments and canvas must be of the kind used then); if the picture frame might have been changed; and whether the signature is genuine.

However, some artists might not have signed their works and signatures can easily be forged. Similarly, a full inventory of the works produced may not exist. Nowadays, of course, technology can be used to detect fraud. Via the internet, investigators might carry out research into a piece's history and forensic tests can reveal whether the materials present could have been used at the time of creation.

Part 5

Exercise 1.

1. My mother smiled at me and said: "Come in and sit down, please." 2. He asked the boy: "Do you have a handkerchief?" 3. Alison: "Will you play a game of tennis with me?" 4. Tourist: "How long is this lake?" Passer-by: "It must be more than twenty miles long." 5. Chief inspector groaned: "Right. Now let's just go over it again." 6. Amy interrupted: "Yes, indeed. Many of his paintings depict gardens." 7. Mr. Smith asked: "Have you ever caught a catfish?" 8. Frank: "Did you buy a new car?" 9. The teacher asked Tom: "Do you come to school by bus or on foot?" 10. My sister asked me if I would go to Italy in summer."

Exercise 2.

1. The verb to be in this construction can be used in different tense forms: there is/are, there was/were, there will be, there has/have been, there had been. 2. There are four groups of tenses: Simple, Continuous, Perfect, Perfect Continuous. 3. There are 10 modals: can, may, must, shall, should, will, would, ought to, need, dare. 4. Mass nouns denote different kinds of material: coal, iron, gold, milk, coffee, honey etc. 5. Names indicating number, such as pair, couple, dozen, score, stone. 6. There are illnesses, such as malaria, bronchitis, mumps, measles etc. 7. Take adjectives from the following list: fine, successful, unpleasant, simple, hard, easy. 8. Study these examples: a lot of rice is eaten in Asia and these houses were built about twenty-five years ago. 9. I need an assistant who can do the following: input data, write reports, and complete tax forms. 10. I want butter, sugar, and flour.

Exercise 3.

1. I cannot meet with you tomorrow: my mother is coming. 2. The only thing which matters here is the result: the time when the action took place is of no importance. 3. English nouns have two numbers: the singular and the plural. 4. The fishermen were glad: they caught much fish. 5. What pleasant news: our friends whom we waited for a long time come to us. 6. Whose composition do you like more: Nick's or Helen's? 7. Usually the article is omitted before the names of sciences and languages: Mathematics is my favourite subject. 8. It was a wonderful concert: the conductor and the violinist both were a great success with the public. 9. Many is always plural: there are many children at school. 10. It was clear the family were expecting some guests: mother was bustling about the house tidying up the rooms.

Revision

1. Whether pupils want an educational school trip within their country or abroad their aim is the same: to enjoy sightseeing, to discover new things, to meet interesting people and to get wonderful impressions and learning experiences which educate, excite and inspire.

2. To conclude, I'd like to say that a real friend is not only a person who helps you in need, but the one who doesn't turn away from you in case you are luckier, richer or more successful than he or she is. Friendship must not end when success comes. So we can paraphrase the proverb: "A friend who never envies you is a friend indeed".

3. However, a lot of people are sure that there is much to be seen in our own country. Indeed, it is difficult to disagree with them. There are many places of interest in my native town: ancient

churches, monuments, museums and parks. One can go to Moscow and visit its theatres, cathedrals, art galleries and what not.

4. Besides, a lot of people doubt that travelling by plane is safe. They are afraid of plane crashes and terrorists. But as a rule much attention is paid to security: all luggage is screened and all passengers are carefully examined.

5. In conclusion, I'd like to add that it is very difficult to live without friends. Your friend is your helper, adviser and supporter. He or she gives you a sense of being protected, emotional comfort and moral support. As the proverb says: "A true friend is the best possession".

6. People consider money to be part and parcel of their everyday lives. They buy and sell different things, receive a fee, a pension or a subsidy, exchange currency and what not. People's attitude to money can be quite different: for some of them money is the most important thing in the world, while other people don't care much about money.

7. To conclude, I think that possessing property is not a sin, but one should remember the proverb: "Money can't buy happiness".

8. Computers can perform a lot of functions: they can control cars and planes, give us the news or compose music. Many factory jobs are performed by industrial robots nowadays.

9. Nowadays some children are so addicted to television that they are not interested in anything else: they don't read books, communicate with grown-ups and other children. They move less, speak less and they even think less. As a result children are becoming passive, lazy and dull-witted.

10. People have admired beauty since ancient times. It gives us a sense of pleasure and inspiration, keeps up our spirits and makes us accomplish feats. But there is a kind of beauty that is not

observable. It is called inner beauty. So which is more important: a pretty face or a kind heart?

11. Some people are true philosophers: they want to know what we live for; they spend much time thinking and asking questions.

Part 6

Exercise 1.

Forget-me-not, passer-by, ex-president, self-study, red-hot iron, snow-covered, ice-blue, re-elected, sister-in-law, fireman, fellow-traveller, self-control, ultraviolet, seventy-four, semi-automatic, half-baked, half-finished, nickel-and-dime, waterproof, bookstore, twelve-pack, ten-year-old, editor-in-chief.

Exercise 2.

1. It's recommended you don't take down any load-bearing walls when renovating. / This wall is load bearing. 2. This rock-hard cake is absolutely impossible to eat. / It's impossible to eat this cake because it is rock hard. 3. We're looking for a dog-friendly hotel. / Is this hotel dog friendly? 4. A well-known local singer will perform tonight. / The singer performing tonight is well known. 5. Do you expect me to believe this clearly impossible story? 6. The room was like a heavily decorated chocolate box. 7. I've got a hundred and twenty-two of these books to sell. 8. A quarter-million dollars is still a large amount of money. 9. A high-interest savings account is one of the best ways to save money. 10. The president of the company gave a five-minute speech.

Exercise 3.

Steven Paul Jobs was born in California, USA, on 24 February, 1955. In 1974 he dropped out of college to work as a video game designer. His aim was to save enough money to go to India and experience Buddhism.

Back in the USA in the autumn of 1974, Jobs went into business with his high-school friend Stephen Wozniak. Jobs understood that computers would appeal to a broad audience. Although he had long, unkempt hair and dressed casually, he managed to obtain finance for his marketable computer, the Apple II, in 1977. Apple Inc. was formed and met with immediate success.

Seven years later, Jobs introduced the Macintosh computer in a brilliantly choreographed demonstration that he gave himself. However, the sales of the first Macs were disappointing. This led to tension in the company, and in 1985 he resigned.

In 1986, Jobs bought Pixar Animation Studios. Over the following decade he built Pixar into a large corporation that, among other achievements, produced the first full-length film to be completely computer-animated, *Toy Story*, in 1995.

In late 1996, Apple, saddled by huge financial losses and on the verge of collapse, asked Jobs to come back. He accepted, and quickly engineered an award-winning advertising campaign that urged customers to “think different” and buy Macintoshes. In 1998, he introduced the iMac, an egg-shaped computer that offered high-speed processing at a reasonable price. It was an instant success. Steve Jobs had saved his company and, in the process, re-established himself as a master high-technology marketer.

Part 7

Exercise 1.

1. He worked from 9—5. 2. Three of my favorite foods — ravioli, tiramisu, and gelato — originated in Italy. 3. Schooldays — or so we are told — are the happiest days of our lives. 5. He lost all he had — clothes, money, and furniture. 6. I will — no, better not. 7. I know — I’m convinced — the play will begin at 12. 8. James can’t make it — he caught the flu from his sister — but hopefully he’ll be better by tomorrow. 9. You can give Alicia her birthday card — just make sure to send it on time. 10. The ambitious individual is also convinced that the rewards of ambition — wealth, success, power — are worthy of the sacrifices made on ambition's behalf. 11. In their professional lives, many people have to choose between love and money — between doing a job they love that doesn't have great financial rewards, or doing a job that pays well but doesn't satisfy the soul. 12. Working, saving, planning, bringing up their children, doing household chores — these are the daily aspects of their lives. 13. The artist tends to depict wonderful scenes of life — the grand beauty of old pines, the formidable power of a storm or the delicate colours of flowers. 14. My agreement with Fiona is clear — she teaches me French and I teach her German. 15. I pay the bill — she has all the fun. 16. Her closest companion—to be sure her solitary companion—did not send her a birthday wish.

Part 8

Exercise 1.

1 She said, “Hurry up.” 2. Did she say, “May I go?” 3. “When will you be here?” he asked. 4. He asked when you will be there. 5. “There is money in my pocket,” I said to the porter. 6. Then the man asked, “Can I exchange the apples for a pound of

plums? The price is the same.” 7. “Are you a bad sailor?” she asked, “Is it as bad as possible?” 8. “Who can drink tea as sweet as yours?” I wonder. 9. What do you think about the saying, “Actions speak louder than words”? 10. “If anyone wants to leave early,” the headmistress said, “you have to ask for permission.” 11. “He is elder than me,” cried John. 12. “Millie was so very cautious and was afraid of burglars,” mother said, “but don’t you think she hid her jewels somewhere.” 13. “Shall we go swimming?” he suggested. 14. “Thanks,” Andrew answered, “I’d rather go to the caves on my own.” 15. When at last the young lover asked him about his opinion, he said, “Love is said to be blind.”

Part 9

Exercise 1.

1. I’m getting up at 6 a.m. 2. Mr. Waren’s grandson is six years old. 3. Why isn’t she here? 4. I’m interested in art. 5. We didn’t like this house. 6. Where were you at 10 o’clock last Sunday morning? 7. There hasn’t been any rain for some days. 8. It’s winter now. 9. I’ve got a cat but I haven’t got a dog. 10. I’ll buy Mary a puzzle and “Cinderella” fairy tale. 11. I’m staying at my aunt’s. 12. Let’s go to the baker’s. 13. We’ll meet at St.Paul’s. 14. My room is smaller than my sister’s. 15. She is a guest of Watsons’.

Exercise 2.

1. Frank’s car; 2. today’s news; 3. children’s game; 4. two months’ wages; 5. a boys’ school; 6. a children’s book; 7. cow’s milk; 8. doctor’s advice; 9. the world’s best museum; 10. a man’s voice; 11. actress’s career; 12. boss’s office; 13. the Smiths’ son; 14. Tom and Ann’s children; 15. government’s decision.

Exercise 3.

1. my best friend's niece; 2. Benny's hedgehog; 3. Alex's information; 4. nobody's business; 5. the king of Spain's son; 6. his kid's photos; 7. three hour's rest; 8. Kate's and Mary's tests; 9. Judas' kiss; 10. America's past; 11. my friend's room; 12. a worker's meeting; 13. the Dickens' novels; 14. women's rights; 15. the Byron's poems; 16. my brother-in-law's fault; 17. the three hours' interval; 18. judges' rights; 19. James's book; 20. men's coats; 21. two days' journey; 22. - ; 23. - ; 24. my daughter Helen's birthday; 25. - ; 26. seven years' work; 27. the Earth's surface; 28. the Commander-in-Chief's orders.

Exercise 4.

1. Linda's; 2. husband's; 3. don't; 4. Robert's; 5. Linda's; 6. she's; 7. that's; 8. husband's; 9. Let's; 10. woman's; 11. That's; 12. colleague's; 13. Tiffany's; 14. Tiffany's; 15. secretary's; 16. waiters'.

Exercise 5.

1. This is a new addition of Pushkin's poems.
2. That man was Pete's and Mary's old teacher of music.
3. Those were Nick and Kate's parents.
4. We spent a week's holiday in Britain.
5. We spent a two week's holiday with the Petrovs'.
6. The book is neither John's nor Helen's.
7. Father took some money from his pocket and gave it to my younger brothers'.
8. Esenin's life was short but bright.
9. Tchaikovsky's house in Klin is now a museum.
10. The walls in the hunter's club were decorated with mountain goats' and wild deer's horns.

11. A great many musicians took part in the competition.
12. Many times he rewrote some of his novel's chapters before publishing them.
13. His eyes narrowed like a cat's.

Revision

Exercise 1.

When your manager tells you they are pleased with your work, the least you can expect is a decent reference when you leave. That, at any rate, is what Wayne Taft thought when he applied for a job as an occupational care worker. Imagine his surprise then, when he opened a letter that said, "Sorry, we can't consider you because of your job reference."

"It was very upsetting," he says. "I was shocked at how cruel people can be. I should have had a glowing reference." Mr. Taft, who is unemployed, is still suffering the consequences of his former employer, another home care provider, refusing to supply a positive, or even neutral reference. "I was looking forward to a new job and now I'm on the dole."

After receiving the rejection letter, he resigned himself to pursuing jobs using another past employer as a reference. He was never told why the reference was bad. But this week he discovered that under the Data Protection Act, he has the right to request access to the reference from the organization who received it. Mr. Taft says he intends to confront the employer that turned him down and demand to see the reference. "I'm so angry, I need to find out what happened and put it right," he adds.

Exercise 2.

Let's face it, there are some pretty weird and wonderful entries on the list of names for living creatures. Some might give you

a very clear picture of what to expect when you look at it! A blobfish has to be round, right? You won't find leafy sea dragons on land, will you? In the 18th century, science took the important step of giving species two-part Latin names, such as *Homo Sapiens*, with a view to allowing people around the world to communicate unambiguously. To a certain extent, the system, known as 'binomial nomenclature', has done its job. Names often give a clear indication of origin (*japonica*), colour (*azurea*) or size (*nana*). On the other hand, it has produced some fun terms, to say the least, like *Wunderpus photogenicus* or more recently, *Heteropoda davidbowie*, apparently because of the singer's contribution to the arachnid world. The more you swot up on this fascinating subject, the more you'll learn (and chuckle), believe me! I've just discovered that there's a creature called, believe it or not, a 'fried egg jellyfish'!

Exercise 3.

1. When Maddie and Paul Hamill took a family holiday to the Grand Canyon recently, a helicopter pilot giving them a tour asked Paul what he did for a living. His reply of "I'm a domestic engineer, I stay at home with the kids," was met with dead silence.

"The guy just didn't know how to respond," Maddie Hamill told Good Morning America. Just as Fortune labeled the 'trophy wife', in the late '80s, the magazine has coined a new phrase to describe stay-at-home fathers who support workplace mums: 'trophy husbands'.

2. However, while the 'trophy wife' label tends to be derogative — it is used to describe young attractive women who are viewed as mere window dressing for their powerful husbands — the term 'trophy husband' is used to denote praise. A professional woman described her 'trophy' as a man who was great with child-care and domestic duties — literally, as a real 'prize'. And as wom-

en continue their climb up the corporate ladder, these stay-at-home ‘wonder dads’ are becoming more and more common.

Although there are really no hard numbers on the growing trend, when Fortune tried to do the story five years ago, they abandoned it, because it was so hard to find examples. Now, of the 187 participants in Fortune’s recent survey of successful working women, 30 percent had house-husbands.

3. Maddie Hamill makes up part of this statistic. She and her husband, Paul, had lived in London, England for ten years before moving five years ago to Atlanta, Georgia in the US, where Maddie took a job as a vice-president of worldwide strategic planning for Coca-Cola.

Upon arriving, they learned that the childcare system was different from what they were used to. Whereas in London there are registered nannies that attend college to learn the profession, the couple felt that in the United States, the job was more often considered to be fill-in work instead of a career. The Hamills’ didn’t think much of this attitude towards childcare.

4. “We couldn’t find anybody we really felt was qualified, so while Paul waited for his work permit he stayed with the kids and was doing great job.” Maddie says. “All of a sudden we realized we could afford it, whereas in London we needed two incomes. We never intended for Paul not to work, but this became the best way to do things.” Paul, who had been working as a production manager for a drug company, was very happy to stay home with his 10-year-old twins. According to Paul, it offered a nice change and seemed to be the best option for the family.

He says he doesn’t feel trapped into staying home, nor does he feel emasculated by his role. The father of two states that, for the most part, people seem reasonably accepting of him. “I have fun with the other mothers,” Paul comments. He enjoys being with the

kids, but staying home and tending to the housework has not been as leisurely as he hoped. “It’s definitely a full-time job,” he adds.

5. His wife says she is very happy with the arrangement, but she doesn’t think it would work for every couple. “There are problems sometimes, like when maybe you’d like the house a bit cleaner, but you can’t complain, because he’s there doing it, and you’re not.”

Mollie Allen and Tom Kiehfuss, who live in San Francisco, have a similar set up. Mollie works as a media consultant and television producer, while her husband, formerly an actor and carpenter, is a stay-at-home dad their three daughters.

6. Mollie had worked during all her pregnancies, and they had had a nanny and a babysitter initially. But when the couple moved to San Francisco from Chicago, and Tom took a job with a general contractor, he realized it wasn’t cost-effective since he was only making about \$50 more than what they were paying the nanny each week.

“The trade – off wasn’t right for me,” he says. “Emotionally, I just felt like I needed to be home with my children. I love my work, but I love my girls more.” Tom has always done the cooking – though his wife does the dishes. “It was a natural fit,” says Tom, “And we realized we wanted to take the kids to school ourselves, and not let someone else do it.”

7. “It’s not always perfect, though,” interjects Mollie. She says there are moments when she feels a little bit of jealousy. “When you see your children calling for daddy when they are hurt, something twists inside of you. It is challenging, there are pangs I have as a mum.”

Tom too, admits it’s not all roses. He says that as a child who grew up with a dad who was a ‘company man’ and a mum who put dinner on the table every night, he had to de-condition himself to adjust to his role. At first, he had tried seeking out other men doing the same thing, but wasn’t successful.

Exercise 4.

1. Hi Marion,

I'm afraid I've got a difficult request for you this time! As you know, my wife Martine sadly died eighteen months ago. Since then I've been so busy looking after the children, I've been neglecting the hotel. Basically I need someone to do what Martine did! The job I'm offering is assistant hotel manager/part-time childminder – I know this is unusual but it's what I need.

2. To remind you about the hotel, we are a twenty-five-bedroom family hotel in rather a remote ski resort, so it's important that the person is prepared for this. We're very busy in winter and we also have quite a lot of guests in summer, but it's much quieter in spring and autumn.

3. The 'assistant hotel manager' duties would include:

- running reception/office during mornings and evenings,
- organising part-time staff (barman, cleaners, waiters) on my days off and when I'm absent on business. The chef will organize the kitchen so this is not a problem,
- helping out in the restaurant, bar, etc. when we are very busy.

4. For these duties the candidate needs fluent French and English (German also useful), good computer skills and previous experience of hotel work. Many of our guests are skiers of course, so knowledge of skiing is also useful.

5. In spring and autumn when things are very quiet, I have to go on some business trips and this is when I need help with child-care. I've got two children – David (13) and Karine (8) both very well-behaved. I go away perhaps seven or eight times a year, usually for about four to seven days. During these trips, the person would have to take and pick up Karine from the local primary school, about two km away (David goes to school by bus), cook their din-

ner, get them to bed and look after them at the weekend, if I have a long trip.

6. Obviously the children have had difficult two years so it's really important that it's someone kind and sympathetic. This is really the most important qualification of all for me. For the same reason I'd prefer someone who will stay for a minimum of two years, though if you cannot find this, I will have to take someone for just one year.

7. In return I can offer an excellent salary, free food/accommodation, six to eight weeks' paid holiday, a free ski pass and full-time use of a car. (I forgot to mention – it would be very useful if the candidate has a driving licence, both to take Karine to school, and also because he or she may feel a little lonely up here without a car.)

8. Well, Marion, I know that what I'm asking is very difficult, but you've always found me fantastic staff in the past, so I'm putting my trust in you! Please contact me if you need more information.

Very best wishes,

John

Tests

1. I was born on July 20, 1998, in Manchester, the UK. I have a mother, a father, and two sisters. Who am I? I am John Smith, a friendly, young man. I study chemistry at University of Cambridge. My favourite tutor is Mr John Anderson, Ph.D., he's well known for his strictness. If you are late for his class, you will have no chance to come in. He is an enthusiastic, good-looking man, not paying attention to his baldness.

I am intelligent but have no idea who I want to be in the future. I have to finish university first. To apply for some job, I must

have necessary requirements, as you might know, diploma and working experience.

I heard a story about one student who graduated from Cambridge and got a job at the UN. It is amazing, isn't it?

He had a commencement speech about dreams and there was a sentence, "Follow your passion, stay true to yourself. Always!"

But my problem is indecisiveness; I don't know which path I should follow.

2. The 2018 Winter Olympics, officially known as the XXIII Olympic Winter Games, took place in Pyeongchang, Republic of Korea, from February 9 to February 25, 2018. A total of 2833 athletes, 92 countries, 102 events in 7 sports.

These Games went down in history for Russia because of the doping scandal. If athlete could prove to be clean, he was allowed to compete, as you can remember, under a neutral flag, under the name 'Olympic Athlete from Russia'.

IOC president Thomas Bach said, "This was an unprecedented attack on the integrity of the Olympic Games and sport.", but he suggested the Russian flag may be taken at the closing ceremony in South Korea.

That were dark days for Russian sport, but we fought for our principles.

Was this Olympiad successful for Russia? Yes, definitely, it was; and 17 medals that our athletes won are among those reasons. Our athlete set a new record; Alina Zagitova set a new ISU best short program score of 82.92 in Ladies' single skating.

3. When I broke my arm a week ago, I guess it ought to have hurt. But it didn't! We were doing PE at school, and we were making a pyramid. We had to stand on each other's shoulders. I was right at the top. We couldn't have been doing it properly because suddenly the pyramid collapsed and we all fell. I landed on my arm.

Mr Jenkins must have known immediately that I'd broken my arm because he sent someone to call an ambulance. "Sit still, and don't move your arm until the ambulance comes," he said. I can still remember the feeling – my arm was numb, and looked very strange, but there was no pain at all. I remember thinking: "It can't be broken. If it was broken, I'd be in agony." I suppose not feeling any pain may have been because I was in shock.

The plaster should come off in about three weeks but it could have to stay on longer. It depends on whether the break has healed properly or not. The next three weeks may not be the best three weeks of my life – no basketball, no playing in the ground, no swimming – but I'm counting my blessings. It might have been a lot worse!

СПИСОК ИСПОЛЬЗОВАННЫХ ИСТОЧНИКОВ

1. Голицынский Ю. Б. Грамматика: сборник упражнений / Ю. Б. Голицынский. – 7-е изд., испр. и доп. – СПб.: КАРО, 2010. – 576 с. – ISBN 978-5-9925-0545.

2. Дроздова Т. Ю. English Grammar: Reference and Practice. Version 2.0 / Т. Ю. Дроздова, В. Г. Маилова, А. И. Берестова. – СПб.: Антология, 2012. – 424 с. – ISBN 978-5-94962-165-3.

3. Утевская Н. Л. English Grammar Book. Version 2.0 = Грамматика английского языка. Версия 2.0: учебное пособие / Н. Л. Утевская – СПб.: Антология, 2011. – 480 с. – ISBN 978-5-94962-182-0.

4. Юнёва С. А. Открывая мир с английским языком. Новые 150 эссе для ЕГЭ. Готовимся к ЕГЭ: учебное пособие / С. А. Юнёва. – Москва: Интеллект-Центр, 2015. – 88 с. – ISBN 978-5-00026-170-5.

5. Allsop C. Exam Booster with Answer Key for Advanced / C. Allsop, M. Little, A. Robinson. – Cambridge University Press ELT, 2018. – 152 p. – ISBN 978-1-108-34908-6.

6. Cunningham S. Cutting Edge. Intermediate Students' Book / S. Cunningham, P. Moor. – Pearson Education Limited, 2010. – 176 p. – ISBN 978-0-582-82517-8.

7. Evans V. Upstream. Advanced Student's Book. / V. Evans, L. Erdwards. – Express Publishing, 2008. – 252 p. – ISBN 978-1-84862-240-1.

8. Evans V. Upstream. Advanced Workbook / V. Evans, L. Erdwards. – Express Publishing, 2008. – 136 p. – ISBN 978-1-84862-242-5.

9. Falla T. Solutions. Intermediate Student's Book / T. Falla, P. A. Davis. – Oxford: Oxford University Press, 2008. – 137 p. – ISBN 978-0-19-455181-6.

10. Field M. Improve your Punctuation and Grammar / M. Field. – Oxford: How To Content, 2009. – 166 p. ISBN 978-1-84803-329-0.

11. Mann M. Destination B1. Grammar & Vocabulary with Answer Key / M. Mann, S. Taylore-Knowles. – Oxford: Macmillan Education, 2008. – 256 p. – ISBN 978-0-230-03536-2.

12. Mann M. Macmillan Exam Skills for Grammar and Vocabulary / M. Mann, S. Taylor-Knowles. – Oxford: Macmillan Education, 2008. – 225 p. – ISBN 960-6620-56-5.

13. Straus J. The Blue Book of Grammar and Punctuation / J. Straus. – San Francisco: Jossey-Bass, 2008. – 153 p. – ISBN 978-0-470-22268-3.

14. Trask R. L. The Penguin Guide to Punctuation / R. L. Trask. – Penguin Books Ltd, 2004. – 162 p. – ISBN 0-14-051366-3.

Учебное издание

**Ольга Юрьевна АФАНАСЬЕВА
Марина Геннадьевна ФЕДОТОВА
Анастасия Андреевна ПОВОЛОЦКАЯ**

ПУНКТУАЦИЯ В АНГЛИЙСКОМ ЯЗЫКЕ

Учебно-практическое пособие

Редактор
Е.Ю. Никитина

Компьютерная верстка
В.М. Жанко

План выпуска 2020 г. Подписано в печать 23 ноября 2020 г.

Формат 60×84/16. Бумага для множительных аппаратов.

Печать на ризографе. Гарнитура Times New Roman.

Уч.-изд. листов 3,5 (5,75 усл.-печ. л.).

Тираж 500 экз. Заказ №444.

Оригинал-макет изготовлен

в Южно-Уральском научном центре

Российской академии образования.

454080, г. Челябинск, проспект Ленина, 69, к. 502.

Телефон: (351) 216-56-65.

Отпечатано в типографии

Южно-Уральского гуманитарно-педагогического университета

454080, г. Челябинск, проспект Ленина, 69.

Телефон: (351) 216-56-16

ISBN 978-5-907284-88-3



9 785907 284883 >