

COURSE PACKET

**English for Business Studies:
Third Edition**

student's version

English I/4

Milan Boháček

spring 2011

Table of Contents:

Introductory information	2
Unit 14 – Textbook Vocabulary Check	5
Unit 15 – Textbook Vocabulary Check	8
Unit 16 – Textbook Vocabulary Check	11
Unit 17 – Textbook Vocabulary Check	14
Unit 18 – Textbook Vocabulary Check	17
Unit 19 – Textbook Vocabulary Check	19
Unit 21 – Textbook Vocabulary Check	22
Unit 22 – Textbook Vocabulary Check	25
Unit 26 – Textbook Vocabulary Check	28
Unit 27 – Textbook Vocabulary Check	31
PASSIVE	34
CONDITIONAL CLAUSES	37
REPORTED SPEECH	41
RELATIVE, CONCESSION & PURPOSE CLAUSES	44
PAST MODALS	49
GERUNDS & INFINITIVES	52

ENGLISH I/4

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Introductory information

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office hours: **Tuesday 1 – 1.45 p.m.**
Wednesday 1.45 – 2.30 p.m.

➤ **Course requirements:**

- ✓ minimum **80% attendance** (maximum of **2** unexcused absences per semester);
- ✓ delivering a **powerpoint presentation** of a current economic topic approved of by the teacher in front of the class and in pairs (for details, see below);
- ✓ **active participation** in seminars (systematic preparation for seminars and fulfillment of assignments);
- ✓ passing the **final four-semester exam** (minimum **60%** of the total number of points)

➤ **Electronic sources:**

IS MU: BPJ_JI4A Jazyk I/4 – Angličtina (interactive syllabus + interactive syllabi for groups number **1, 10** and **17**).

web: <http://www.econ.muni.cz/katedry/oddeleni-jazyku-na-esf/> or *ESF homepage* → *Katedry* → **Oddělení jazyků**

➤ **Primary sources:**

- Ian, MacKenzie. *English for Business Studies Student's Book: A Course for Business Studies and Economics Students, Third Edition*. 2010. ISBN 978-0-521-74341-9.
- **MacGlossary** [on-line]. Brno: Ekonomicko-správní fakulta Masarykovy univerzity, 2010. [cit. 15. září 2010]. Dostupné na WWW: <https://is.muni.cz/auth/el/1456/jaro2011/BPJ_JI4A/um/MacGlossary.pdf>.

➤ **Powerpoint presentation:**

Your seminar work for this semester involves preparing a powerpoint presentation of a current economic topic approved of by the teacher, and delivering this presentation in pairs in class on one of the scheduled dates:

- ◆ **Wednesday, April 20**
- ◆ **Wednesday, May 4**

When preparing and delivering your presentation, you should follow these **guidelines**:

- the presentation will be **seriously minded, well-prepared** and **well-delivered**,
- presentations will be conducted **in pairs**; **each student will use 50% of the total speaking time** allocated for each presentation, moreover, **each student is expected to pass the speaking floor to his/her colleague at least once**,
- topics of presentations will be chosen from the range of **current economic issues**, covered by **economic magazines**, such as *The Economist*, *Financial Times*, or from Czech sources),
- students are supposed to **bring the article (or source) they want to present to the teacher at least one week prior to the presentation date; the teacher will give his approval** to the chosen topic and he will give you further comments if necessary,
- it will take between **8 – 10 minutes**,
- it will be **structured**:
 - *introduction of the presenters*,
 - *introduction of the topic*,
 - *information concerning the topic*,
 - *finally thanking for the audience's attention, offering them to ask questions*,
- it will have a form of **power-point presentation** which you will prepare at home and bring on a flash disc (*a data projector and a laptop **without** the internet access will be available*),
- it will be delivered in English and it **will not be read** (*tip: you can include points, dates or items that are difficult to remember directly into your ppt presentation*),
- other students will be **evaluating the presentation** (*they will use the evaluation sheet available in the interactive syllabus in the IS*),
- each student will **upload his/her presentation to the IS** (*Odevzdávárny → Presentations - seminar groups 01, 10 & 17 (Milan Boháček)*) **no later than on his/her presentation day**,
- please use the **guidelines** posted in the interactive syllabus in the IS or copied below in the **Tips & Examples** section.

Tips & Examples (available in the **interactive syllabus** in the **IS**):

PRESENTATION SKILLS – GUIDELINES

1. Stating your purpose:

- ◆ OK, let's get started. Good morning, everyone. Thanks for coming. I'm...
- ◆ This morning I'm going to be: talking to you about... / showing you how... / taking a look at... / reporting on... / telling you about...
- ◆ ...so, I'll begin by: filling you in on... / making a few observations about... / outlining *company policy*... / giving you an overview of... / bringing you up-to-date on...
- ◆ ...and then I'll go on to: highlight what I see as... / put the situation into some kind of perspective... / make detailed recommendations regarding... / discuss in more depth sth...

2. Signposting – telling what comes next in a presentation:

when you want to	make your next point	you say	To move on to our next point
	change direction		To turn to <i>last year's figures</i>
	refer to an earlier point		To go back to <i>what I said earlier</i>
	repeat the main points		To recap on <i>the main figures</i>
	give a wider perspective		To expand on <i>this a bit more</i>
	do a deeper analysis		To elaborate on <i>this particular feature</i>
	give the basics		To summarize <i>the points</i>
	depart from your plan		To digress from
	finish your talk		To conclude

vocab.

digress from – odbočit od

3. Commenting on visuals:

- ◆ To highlight important information in a visual, you can use the following:

I'd like	us to look	at this part of the graph in more detail.
	us to focus our attention	on one particularly important feature.
	you to think	about the significance of this figure here.
	to point	out one or two interesting details.
	to draw your attention to	to the upper half of the chart.

4. To conclude:

- ◆ Thank you for your attention and if you have any questions, I'll be happy to answer them.
- ◆ You can also ask the audience to ask questions during your speech by saying: If you have any questions during my talk, don't hesitate to interrupt me/feel free to ask.

5. To ask your colleague to carry on:

- ◆ Now I would like to hand over to Mark. / Jane, over to you. / Thomas, the floor is yours.
- ◆ And Lucy will tell you more details about... / Let's ask Bill to explain the ... to us.

Source: Powell, M.: Presenting in English – how to give successful presentation, Thomson Heinle.2002.

Unit 14 – Textbook Vocabulary Check

Fill the gaps in these sentences with the expressions from the box; in some cases you will have to change the form of the expressions (they have to be used in plural). You should also translate the selected expressions, add prepositions where indicated (“___”) and supply additional words where requested.

cash flow	cashpoint	CDO
collateral	credit card	credit crunch
credit rating	current account	debit card
default	deposit	depositor
dull	hedge fund	interest-free
MBS	retail bank	return
savings account	spreadsheet	subprime
underlying	wealthy	worthless

1. A (1) _____ is a type of investment fund used by people or organizations with large amounts of money that tries to gain maximum profit for its (2) _____ by using a variety of investment strategies, including some with very high risk.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

2. If you want to withdraw some money from a (1) _____, make sure you have your bank card with you, i.e. either a (2) _____ or a (3) _____, and remember your PIN.

In Czech/Slovak (1): _____

↳ Synonymous word (American English): _____

In Czech/Slovak (2): _____

In Czech/Slovak (3): _____

3. Our bank offers you two basic financial products: if you open a (1) _____, your fees will be lower but even the interest from your money will be small; however, if you open a (2) _____, the fees will be higher but even the (3) _____ from the money will be higher.

In Czech/Slovak (1): _____

↳ Synonymous word (American English): _____

In Czech/Slovak (2): _____

↳ Synonymous word (British English): _____

↳ Synonymous word (American English): _____

↳ Synonymous word (American English): _____

In Czech/Slovak (3): _____

↳ Synonymous word: _____

4. The company has problems with _____ - they don't have enough money to pay their suppliers within 30 days.

In Czech/Slovak: _____

5. The financial crisis was in fact a (1) _____ because banks provided loans to their (2) _____ clients, i.e. people who weren't able to repay the loan.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

6. Don't buy shares of this company; they are _____ because next week the CEO will announce serious financial problems of the company, which will inevitably lead to bankruptcy.

In Czech/Slovak: _____

7. All (1) _____ provide their clients with a standard set of services: making (2) _____, withdrawals, money transfers, etc.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

8. The two special financial products that require (1) _____ in the form of an (2) _____ mortgage or other securities are (3) _____ and (4) _____.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

In Czech/Slovak (3): _____

↳ *The full form:* _____

In Czech/Slovak (4): _____

↳ *The full form:* _____

9. (1) _____ investors generally have higher (2) _____ because the risk of (3) _____ is much lower in their case because they have enough money to repay their debts.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

In Czech/Slovak (3): _____

10. Many people consider working with (1) _____ like Microsoft Excel uninteresting and (2) _____ because it requires repetitive, boring and non-creative activities.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

11. Citi Bank is now offering _____ loans to its best clients; I think you should use it because you won't have to pay any extra money when you are repaying the loan.

In Czech/Slovak: _____

Fill the gaps in these sentences with the verbs from the box; you will have to use the correct form of the verbs (the correct tense, active/passive voice). You should also translate the selected verb, add prepositions where indicated (" _ ") and supply additional words where requested.

charge
prevent
restore

convert
raise
write off

issue
repeal

pool
rescue

1. It is widely known that if a company wants (1) _____ capital, it usually (2) _____ stocks (which is called equity financing) or bonds (debt financing).

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

2. Deutsche Bank had to _____ €1.5bn because of its toxic assets; this money will never come back and it has led to the share price decrease.

In Czech/Slovak: _____

3. If we want to (1) _____ our investment fund _____ going bankrupt and (2) _____ our reputation that was damaged during the financial crisis, we will have to launch an intensive media campaign and attract many new clients.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

4. In order to (1) _____ the banking system in Iceland, the government must (2) _____ the law forcing banks to repay money lost during the economic crisis to its Dutch and British clients.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

5. All banks raised interest they _____ for providing loans and mortgages in connection with the bad economic situation.

In Czech/Slovak: _____

6. Securitization involves (1) _____ financial assets of one type and their subsequent (2) _____ securities that can be afterwards sold to investors.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

Unit 15 – Textbook Vocabulary Check

Fill the gaps in these sentences with the expressions from the box; in some cases you will have to change the form of the expressions (they have to be used in plural). You should also translate the selected expressions, add prepositions where indicated (“___”) and supply additional words where requested.

analysis	appendix	assets
break-even point	DNA sequencing	emerging
entrant	genetically modified	insurance industry
managerial	phenomenal return	pricing strategy
promotional material	proposition	start-up
sustainable	venture capitalist	worthwhile

1. The executives have agreed that Jason proved his (1) _____ skills successfully: he organized the designing and distribution of new (2) _____ that were very efficient because people have started to buy our products more and we have experienced a sales growth.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

2. GHL is both a (1) _____ and a new (2) _____; it means that this company was founded a few months ago and it is new in this sector of the economy.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

3. We have asked the consultancy to work out an audit report including a (1) _____ of our company where we will check the exact structure of our (2) _____ such as inventories, cash or real estate we own.

In Czech/Slovak (1): _____

↳ *Plural form:* _____

↳ *Verb made from this noun:* _____

In Czech/Slovak (2): _____

↳ *Word with an opposite meaning:* _____

4. Google has recently made a takeover bid to Yahoo; this (1) _____ has been made formally in writing and the (2) _____ of the document included confidential clauses concerning positions for people from Yahoo’s current top management.

In Czech/Slovak (1): _____

↳ *Two synonymous words:* _____, _____

In Czech/Slovak (2): _____

↳ *Plural form:* _____

5. Today's science is very advanced as it was able to develop (1) _____ organisms and focus on (2) _____ whose consequence should be easier cure of serious diseases with genetic materials.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

6. Many rich people have become _____ because they could afford to offer their money to beginning businesspeople in spite of the risk involved.

In Czech/Slovak: _____

↳ *Synonymous word:* _____

7. Sony experienced a (1) _____ its invested money in China, India and other (2) _____ markets because the labor costs are very low there and the labor market is very flexible.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

8. Many financial analysts find it (1) _____ to determine a long-term (2) _____ for your products because you need to know the projected development of your sales and thus profitability.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

9. It is never easy to decide to buy shares of companies from the _____ because they can be hit by unpredictable events and natural disasters that can cause financial troubles to these companies and the share price can subsequently fall.

In Czech/Slovak: _____

10. The EU is trying to execute a _____ policy, which means that it wants the member states to reduce CO₂ emissions and individuals and companies to behave ecologically and responsibly towards the environment.

In Czech/Slovak: _____

11. Every beginning company is eagerly expecting to reach the _____ where the revenues exceed the costs.

In Czech/Slovak: _____

Fill the gaps in these sentences with the verbs from the box; you will have to use the correct form of the verbs (the correct tense, active/passive voice). You should also translate the selected verb, add prepositions where indicated (" ") and supply additional words where requested.

appoint	drive	emphasize	invest
list	review	sabotage	vest

1. The new President _____ next month on the occasion of the state holiday.

In Czech/Slovak: _____

↳ Word with an opposite meaning: _____

2. The labor union representatives intended _____ the negotiations because of the unfair and rude behavior of the management towards employees.

In Czech/Slovak: _____

3. The only thing that _____ our profit in this crisis period is the sales of low-cost airline tickets.

In Czech/Slovak: _____

4. The report published by the Internal Audit department (1) _____ that it is necessary (2) _____ the marketing strategy because some changes in marketing are desirable.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

5. Pension funds generally (1) _____ their clients' money only _____ companies that (2) _____ the stock market because these are considered transparent and stable.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

6. Our senior auditor is going to retire soon and I think he really should _____ his expertise _____ the junior auditor so that there is someone reliable here who could do the job properly.

In Czech/Slovak: _____

Unit 16 – Textbook Vocabulary Check

Fill the gaps in these sentences with the expressions from the box; in some cases you will have to change the form of the expressions (they have to be used in plural). You should also translate the selected expressions, add prepositions where indicated (“___”) and supply additional words where requested.

bondholder	brokerage company	coupon
creditor	debt financing	deductible
fixed interest rate	listed	maturity
mortgage-backed	net assets	principal
risk-spreading	securitizing	spread
staggeringly	subprime	yield

1. (1) _____ not only invest their clients’ money in securities, but they are also responsible for (2) _____ in order to enhance the safety of investments.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

↳ Synonymous word: _____

2. Many countries cannot avoid (1) _____ of their budget deficit; if they decide to do it, they generally prefer (2) _____ to floating ones.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

3. The transformation of receivables to securities is referred to as (1) _____; companies use this option because securities in the form of bonds are tax (2) _____.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

4. Michael’s investment firm uses its capital, i.e. its (1) _____, to invest in (2) _____ property because they find this investment strategy safe and reliable.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

5. Investors will get their (1) _____ back as soon as the loans and bonds are repaid and they can re-invest them immediately. However, they might be disappointed by the (2) _____, which can be quite low this year because the (3) _____ between the bid price and market price is low.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

In Czech/Slovak (3): _____

6. The number of (1) _____ lenders has increased (2) _____ over the past two years because of the financial crisis, and most of them won't be able to repay their loans at all.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

7. Any firm, (1) _____ on the stock exchange, can trade in shares and bonds. If they hold bonds, they are interested mainly in the yield and the (2) _____ date, i.e. when the security is due.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

↳ *An adjective made from this noun:* _____

↳ *Synonymous word from this sentence:* _____

8. When you buy some bonds, you become a (1) _____ and you are entitled to a yearly (2) _____ paid to you by the issuer; in fact, your position is the same as of a (3) _____ of an issuer.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

In Czech/Slovak (3): _____

↳ *Word with an opposite meaning:* _____

Fill the gaps in these sentences with the verbs from the box; you will have to use the correct form of the verbs (the correct tense, active/passive voice). You should also translate the selected verb, add prepositions where indicated (" = ") and supply additional words where requested.

default	issue	matures
overlook	pay	quote
sell off	soar	unveil

1. Since our firm is still short of money, we plan (1) _____ more bonds as soon as our current debt (2) _____ and we will be obliged to repay it.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

2. The price of euro _____ on the exchange market has gone up by 2.5% over the past two days.

In Czech/Slovak: _____

3. I don't know how it is possible that investors (1) _____ our strategic plan
(2) _____ last week. Nobody even noticed it.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

↳ *Synonymous word:* _____

4. Our family has decided to invest in IBM's shares because they are expected (1) _____
quite a high return as soon as the IT industry has started (2) _____.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

↳ *Two synonymous words:* _____, _____

5. I think bankruptcy is inevitable in our current situation; we are (1) _____
_____ our loans and therefore we will (2) _____ all our assets to raise some
money to repay them.

In Czech/Slovak (1): _____

↳ *"A bond for which investors did not receive payment" is:* _____ bond

In Czech/Slovak (2): _____

Unit 17 – Textbook Vocabulary Check

Fill the gaps in these sentences with the expressions from the box; in some cases you will have to change the form of the expressions (they have to be used in plural). You should also translate the selected expressions, add prepositions where indicated (“___”) and supply additional words where requested.

bailout	bear market	blue chip
board of directors	common stock	equities
flotation	hedge fund	index fund
listed	nominal value	preferred stock
	real estate	

1. In a (1) _____ investors buy shares, or (2) _____, when their value decreases.

In Czech/Slovak (1): _____

↳ Term with an opposite meaning: _____

In Czech/Slovak (2): _____

2. A lot of (1) _____, which invest money on behalf of their clients, don't prefer to buy (2) _____ shares representing low-risk investments.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

3. The (1) _____ of shares on a stock exchange is necessary when a company wants to offer its shares to investors; such shares are usually sold at a (2) _____, i.e. at a price written on each share.

In Czech/Slovak (1): _____

↳ Word with a synonymous meaning: _____

In Czech/Slovak (2): _____

4. If you want to receive a fixed dividend every year, invest your capital in (1) _____; if you don't insist on a fixed dividend, buy (2) _____.

In Czech/Slovak (1): _____

↳ Word with a synonymous meaning: _____

In Czech/Slovak (2): _____

↳ Word with a synonymous meaning: _____

5. The (1) _____ of our company has decided that we will focus our activities on selling (2) _____ to developers.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

↳ Word with a synonymous meaning: _____

6. The financial crisis has made many small banks go bankrupt while some of the big ones used a government _____ to improve their financial position and have survived.

In Czech/Slovak: _____

7. Even investment funds that are (1) _____ on the stock market are authorized to buy and sell securities there; one type of such funds, consisting of some of the shares in a particular share index, whose value always follows the market, is known as the (2) _____.

In Czech/Slovak (1): _____

↳ Word with a synonymous meaning: _____

In Czech/Slovak (2): _____

↳ Two words with a synonymous meaning: _____, _____

Fill the gaps in these sentences with the verbs from the box; you will have to use the correct form of the verbs (the correct tense, active/passive voice). You should also translate the selected verb, add prepositions where indicated (" = ") and supply additional words where requested.

burst
multiply
quote
trade

drift
outperform
underwrite
up

factor
prioritize
replicate
yo-yo

1. Whether we like it or not, we must (1) _____ our key customers because we depend on them; therefore their portfolios will be managed primarily and we will not (2) _____ our higher costs _____ the fees we charge them.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

2. Dragon Investment Fund wants (1) _____ its last year's financial success and therefore it has been considering (2) _____ its stake in Dragonfly Mutual Fund.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

3. In order (1) _____ our biggest rival and acquire a bigger market share, we are bound to become a publicly traded company; therefore we have asked Devil Bank Ltd. (2) _____ our first issue of shares.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

4. Over the past three decades, the price of oil (1) _____ several times; however, if you look at its recent development, it has been (2) _____ around \$95 per barrel in the last month.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

↳ A synonymous word: _____

5. When the mortgage bubble finally (1) _____ in 2008 and a financial crisis broke out, my employer reacted quickly and started (2) _____ government bonds rather than shares.

In Czech/Slovak (1): _____

↳ The meaning of this verb + preposition "with" is: _____

In Czech/Slovak (2): _____

6. When investing, it is very efficient to focus on those market makers who _____ the highest bid price or the lowest offer price.

In Czech/Slovak: _____

7. In 2005 the price of coal _____ slightly from €530 per tonne in January to €563 per tonne in December.

In Czech/Slovak: _____

Look at the following verbs and classify them to the following categories:

advance	be/get stronger	be/get weaker	crash
jump	plummet	plunge	recover
revive	rocket	slip	shoot up

verbs meaning "to rise dramatically": _____

verbs meaning "to increase slightly": _____

verbs meaning "to increase after decreasing": _____

verbs meaning "to decrease slightly": _____

verbs meaning "to fall dramatically": _____

Unit 18 – Textbook Vocabulary Check

Fill the gaps in these sentences with the expressions from the box; in some cases you will have to change the form of the expressions (they have to be used in plural). You should also translate the selected expressions, add prepositions where indicated (“___”) and supply additional words where requested.

call option	capital gains tax	floating rate
future	hedging	leaflet
predetermined	punt	retail investor
spread-betting	strike price	swap

1. If you want to invest in risky financial operations, try _____; it enables you to bet on the direction of price moves of shares.

In Czech/Slovak: _____

2. Exchange-rate (1) _____ can be risky nowadays because the currencies have become very volatile; if I were you, I'd invest in (2) _____: make a contract on buying for example copper now and sell it later at the agreed price.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

3. When I look at the development of bond prices, I would take a (1) _____ government bonds: they are affordable and even though they don't have a (2) _____ of interest, I consider them to be a safe investment.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

↳ *Word with the opposite meaning:* _____

4. Being a (1) _____ with just a few hundreds of dollars to invest, should I invest in (2) _____, which means reserving the right to buy shares at a particular price within a fixed period or on a particular date?

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

↳ *Word with the opposite meaning:* _____

5. Look, I can read in their promotional (1) _____ that even if the market falls, they will buy the shares you hold at a (2) _____ price, i.e. a price set a few months earlier.

In Czech/Slovak (1): _____

↳ *Word with a synonymous meaning:* _____

In Czech/Slovak (2): _____

↳ *Word with a synonymous meaning:* _____

6. When buying shares, watch carefully the price moves and as soon as it goes low, buy and this price will be your _____.

In Czech/Slovak: _____

↳ *Word with a synonymous meaning:* _____

7. (1) _____ is a good way to protect your investment from depreciation; another benefit is that you don't have to pay (2) _____ until you receive the money for selling your commodities.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

Fill the gaps in these sentences with the verbs from the box; you will have to use the correct form of the verbs (the correct tense, active/passive voice). You should also translate the selected verb, add prepositions where indicated (" _ ") and supply additional words where requested.

gamble

hedge

obey

take out

1. If you want to trade on the stock market, you have to _____ its rules as well as laws.

In Czech/Slovak: _____

2. I wanted to try some new ways of investing; hence I _____ some bets on shares of start-ups by my broker and I'll see what will happen.

In Czech/Slovak: _____

3. Should you wish to _____ the rise in stock price, discuss it with an experienced broker first.

In Czech/Slovak: _____

4. In order _____ our investment _____ inflation, we must receive a higher yield than 3%.

In Czech/Slovak: _____

Unit 19 – Textbook Vocabulary Check

Fill the gaps in these sentences with the expressions from the box; in some cases you will have to change the form of the expressions (they have to be used in plural). You should also translate the selected expressions, add prepositions where indicated (“___”) and supply additional words where requested.

accountancy	accounts payable	accounts receivable
accrued expense	annual general meeting	assets
balance sheet	credit	debit
depreciation	entry	gross profit
income statement	intangible	inventory
liabilities	par value	proceeds
receipt	retained earnings	share premium

1. One of the basic financial statements is a (1) _____; it contains a company's (2) _____, i.e. what it owns, and (3) _____, i.e. what it owes; the (4) _____ called (5) “_____”, which tells us how much money from a previous fiscal year the company kept, is always situated on the side of this financial statement that contains debts.

In Czech/Slovak (1): _____

↳ Expression with a synonymous meaning: _____

In Czech/Slovak (2): _____

In Czech/Slovak (3): _____

In Czech/Slovak (4): _____

In Czech/Slovak (5): _____

2. One of the possible divisions of company assets is based on whether they have a physical substance; if they don't, they are called (1) _____ assets. Another important source of assets are (2) _____, i.e. materials or finished products a company has in its warehouses or factories.

In Czech/Slovak (1): _____

↳ Word with the opposite meaning: _____

In Czech/Slovak (2): _____

↳ Word with a synonymous meaning: _____

3. If your company's (1) _____ exceed its (2) _____, you can get into trouble very easily; the best way to solve this problem is to issue additional shares to raise further capital.

In Czech/Slovak (1): _____

↳ Expression with a synonymous meaning: _____

In Czech/Slovak (2): _____

↳ Two expressions with a synonymous meaning: _____, _____

4. The (1) _____ that is about to be held next week, will discuss how we are going to use the income received from (2) _____, i.e. the difference between the (3) _____, stated on each share, and the market price.

In Czech/Slovak (1): _____

↳ *Expression with a synonymous meaning:* _____

In Czech/Slovak (2): _____

↳ *Expression with a synonymous meaning:* _____

In Czech/Slovak (3): _____

↳ *Expression with a synonymous meaning:* _____

5. The business of (1) _____ is very profitable as you advise big corporations with their tax issues; one of the matters that concerns them most is (2) _____ of their tangible assets since it is tax-deductible.

In Czech/Slovak (1): _____

↳ *Word with a synonymous meaning:* _____

↳ *A person doing this business:* _____

↳ *Day-to-day management of accounts:* _____

In Czech/Slovak (2): _____

↳ *Word with a synonymous meaning (used for intangible assets):* _____

6. Another very important financial statement is the (1) _____, giving details of all a company's income and expenses for a particular period and shows if it has made a profit, expressed as (2) _____, i.e. before paying the tax.

In Czech/Slovak (1): _____

↳ *Three words with a synonymous meaning:* _____, _____, _____

In Czech/Slovak (2): _____

↳ *Word with the opposite meaning:* _____

7. Our firm has several (1) _____; they originated last year but we will have to pay for them this year; if we want to avoid them in the future, we can purchase materials (2) _____, which can also be repaid later.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

8. In double-entry bookkeeping, you mustn't forget to record a decrease in money that the company owes on the _____ account.

In Czech/Slovak: _____

↳ *Word with the opposite meaning:* _____

9. If you calculate all our (1) _____ from selling goods and (2) _____ from issuing shares and subtract expenses we have had, you'll find out that we are still profit-making.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

Fill the gaps in these sentences with the verbs from the box; you will have to use the correct form of the verbs (the correct tense, active/passive voice). You should also translate the selected verb, add prepositions where indicated (" _ ") and supply additional words where requested.

charge	comprise	defer	derive
disguise	incur	invoice	owe

1. I apologize for _____ our payment for the goods we have bought from you, it's absolutely our fault; we'll send it on Monday morning so that the delay is as small as possible.

In Czech/Slovak: _____

2. I'm sorry for the delay but we have (1) _____ an unexpected obligation that has to be settled primarily; you can be sure that we will send you the money we (2) _____ you immediately.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

3. The dispatched furniture must _____ the customer this evening, otherwise we risk being short of money next month.

In Czech/Slovak: _____

4. Mary is trying to lower her tax liability, and therefore she wants _____ her current excellent financial situation from the authorities.

In Czech/Slovak: _____

5. Take all your expenses, _____ them _____ your income and the result is how much you've made or lost.

In Czech/Slovak: _____

6. Our costs are very high because they _____ not only wages and social insurance of employees, but also benefits and perks.

In Czech/Slovak: _____

7. The final price of our products _____ primarily _____ manufacturing costs that depend on the price of labor.

In Czech/Slovak: _____

Unit 21 – Textbook Vocabulary Check

Fill the gaps in these sentences with the expressions from the box; in some cases you will have to change the form of the expressions (they have to be used in plural). You should also translate the selected expressions, add prepositions where indicated (“___”) and supply additional words where requested.

acceptance	antitrust authority	asset-stripping
backward integration	breach	controlling interest
financier	handful	horizontal integration
hostile takeover	leveraged buyout	offence
raid	subject	subsidiary
takeover bid	turnover	

1. Shareholders of Kangaroo Fund refused to sell the majority of their shares to its biggest rival because they didn't want to lose control; however, the competitor undertook a (1) _____ and tried to buy up as many shares on the stock market as possible. Despite his effort, this attempt of a (2) _____ didn't succeed because the shareholders learned about it very soon.

In Czech/Slovak (1): _____

↳ A person performing this activity: _____

In Czech/Slovak (2): _____

↳ Expression with the opposite meaning: _____

2. This company's monopolistic practices are (1) _____ an investigation by the (2) _____, whose main goal is to ensure and enforce a fair market environment.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

3. The management has finally won shareholders' (1) _____ for the launch of the new marketing strategy whose main goal is to triple our (2) _____ to \$1.5m.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

4. Taking over your competitors who operate in the same line of business is known as (1) _____ whereas (2) _____ means buying producers of materials that you use for your production.

In Czech/Slovak (1): _____

↳ Expression with the opposite meaning: _____

In Czech/Slovak (2): _____

↳ Expression with the opposite meaning: _____

5. Having bought the majority of shares of Lioness Corp. I have got the (1) _____ in this company, enabling me to conduct its (2) _____ because selling individual profitable parts will earn me more money than selling the company as a whole.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

6. As soon as Mango & Sons launch their (1) _____, be prepared to accept it; nevertheless, you have to find out whether they want to buy just the mother company or even its (2) _____.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

7. Nowadays only a (1) _____ of (2) _____ or investors focus on (3) _____ because this practice of borrowing capital to buy shares of a target company is now restricted by laws.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

In Czech/Slovak (3): _____

↳ Abbreviation of this expression: _____

8. A (1) _____ of a contract is not only a significant violation of your business partner's trust, but it can also become a(n) (2) _____.

In Czech/Slovak (1): _____

↳ Word with a synonymous meaning used in this sentence: _____

In Czech/Slovak (2): _____

Fill the gaps in these sentences with the verbs from the box; you will have to use the correct form of the verbs (the correct tense, active/passive voice). You should also translate the selected verb, add prepositions where indicated (" ") and supply additional words where requested.

abuse
merge

differ
sell off

fine
take over

intervene
undervalue

1. The oil manufacturers made a cartel, which is illegal; subsequently they (1) _____ this behavior by the government body that was made to (2) _____ this market segment since the situation proved unbearable.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

2. Our company has two options: we can either (1) _____ our rival and form a brand new company, or (2) _____ them and make them our subsidiary.

In Czech/Slovak (1): _____

↳ *Noun made from this verb:* _____

In Czech/Slovak (2): _____

↳ *Verb with a synonymous meaning:* _____

3. It is illegal (1) _____ confidential information for your personal enrichment; an example of this is spreading internal information about a company's financial problems, which results in (2) _____ such a company, and a subsequent purchase of its shares at an extremely low price.

In Czech/Slovak (1): _____

↳ *Verb with a synonymous meaning:* _____

In Czech/Slovak (2): _____

↳ *Verb with the opposite meaning:* _____

4. Our situation (1) _____ the situation of Bix Corporation; unlike them, we don't have to (2) _____ all profitable subsidiaries to raise capital necessary for repaying the debts.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

Unit 22 – Textbook Vocabulary Check

Fill the gaps in these sentences with the expressions from the box; in some cases you will have to change the form of the expressions (they have to be used in plural). You should also translate the selected expressions, add prepositions where indicated (“___”) and supply additional words where requested.

agreeable	ailment	creative accounting
disposal	externality	liable
loophole	money laundering	official
old-age pension	permit	sickness benefit
spending	tax avoidance	tax evasion
tax haven	unemployment benefit	unfettered

1. The goods we import from China are all (1) _____ import tariffs; fortunately, the rates on our goods are quite (2) _____ so we don't have to increase prices.

In Czech/Slovak (1): _____

↳ Expression with a synonymous meaning: _____

In Czech/Slovak (2): _____

2. Revenue authorities severely punish all cases of (1) _____ because this is an illegal way of avoiding paying a tax; however, they cannot proceed against companies using (2) _____ because such methods are legal, e.g. transferring a company's headquarters to a (3) _____ where no taxes are charged.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

In Czech/Slovak (3): _____

3. The (1) _____ of (2) _____, which legalizes finances obtained from illegal transactions, is the basic prerequisite of the reduction of the shadow economy and increase in transparency of the business environment in this country.

In Czech/Slovak (1): _____

↳ Verb made from this noun: _____

In Czech/Slovak (2): _____

↳ Person performing this activity: _____

4. Should you need an official (1) _____ to export weapons to China, contact a responsible (2) _____ at the Ministry of Trade and he will help you.

In Czech/Slovak (1): _____

↳ Word with a synonymous meaning: _____

↳ Verb made from this noun: _____

In Czech/Slovak (2): _____

5. The social state makes sure that nobody is left without help even in difficult life situations; therefore you can apply for (1) _____ if you lose your job and can't find a new one or (2) _____ if your health condition doesn't allow you to work or if you suffer from some (3) _____.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

In Czech/Slovak (3): _____

6. I'd like to know how government (1) _____ on (2) _____ has developed over the past twenty years because the number of recipients has increased.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

7. Many companies attempt to reduce their tax liability through (1) _____, i.e. manipulating their account entries and finding (2) _____ in laws enabling them to pay as low taxes as possible.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

8. It is understood that not all negative (1) _____ can be (2) _____; if their harmful impact exceeds a certain limit, their producer is bound to be responsible for the consequences.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

Fill the gaps in these sentences with the verbs from the box; you will have to use the correct form of the verbs (the correct tense, active/passive voice). You should also translate the selected verb, add prepositions where indicated ("=") and supply additional words where requested.

coerce	collect	conform	engage
impose	interfere	resort	undertake

1. Illegal practices of companies that do not (1) _____ the regulations and laws and try to distort the free market (2) _____ the government's effort to support open and liberal market economy.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

2. If a state wants to (1) _____ taxes effectively, i.e. to achieve the highest possible income, it has to (2) _____ to enforce rules that will restrict the possibilities of tax evasion.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

3. People have to (1) _____ to pay taxes by law because if the state (2) _____ voluntary taxes _____ people's property, nobody would pay them.

In Czech/Slovak (1): _____

↳ Word with a synonymous meaning: _____

In Czech/Slovak (2): _____

↳ Word with a synonymous meaning: _____

4. Businesses that (1) _____ money laundering (2) _____ blackmailing, bribing and even killing people from time to time since they want to legalize this money.

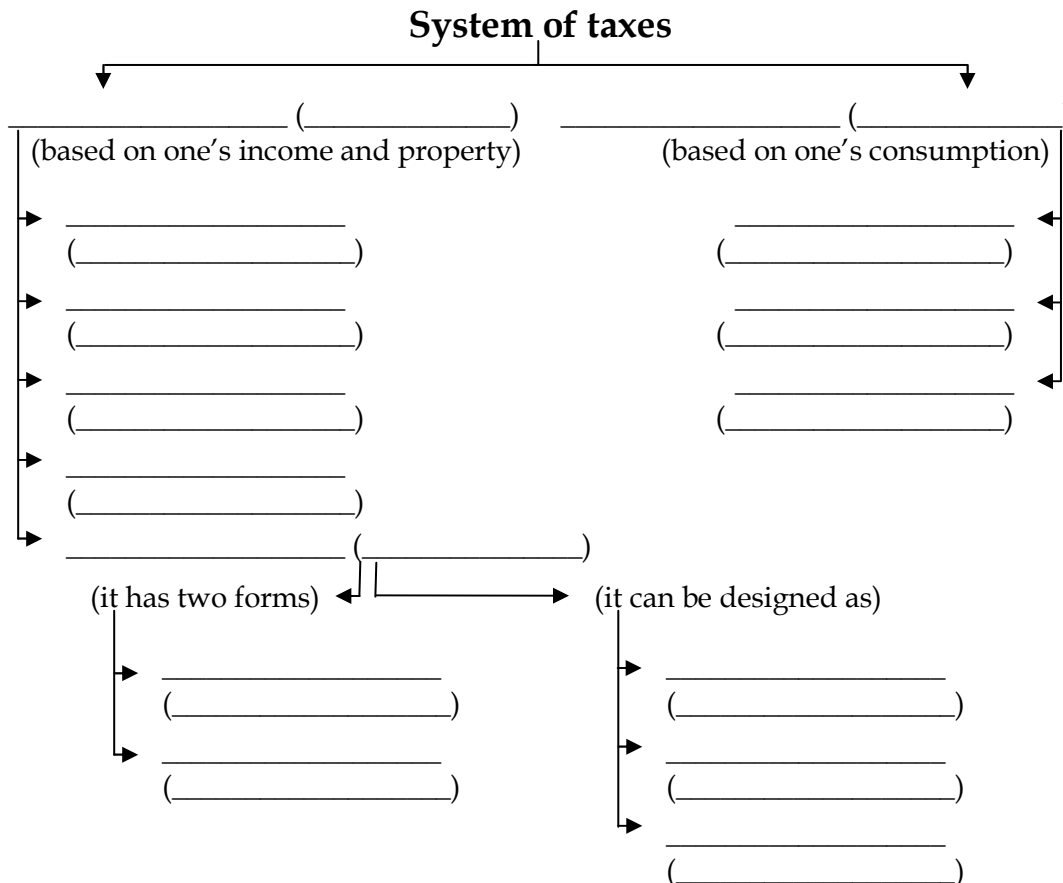
In Czech/Slovak (1): _____

↳ Verb with a synonymous meaning: _____

In Czech/Slovak (2): _____

Fill the gaps in the following chart with the expressions from the box and supply their Czech or Slovak equivalents in the brackets.

capital gains tax	capital transfer tax	corporate income tax
direct tax	excise duty	flat tax
income tax	indirect tax	individual income tax
inheritance tax	progressive tax	regressive tax
sales tax	value-added tax	wealth tax



Unit 26 – Textbook Vocabulary Check

Fill the gaps in these sentences with the expressions from the box; in some cases you will have to change the form of the expressions (they have to be used in plural). You should also translate the selected expressions, add prepositions where indicated (“___”) and supply additional words where requested.

clearing	convertibility	currency
desirability	endangered species	famine
floating exchange rate	fluctuation	instantaneously
intervention	landmine	literacy
parity	purchasing power	rate of return
refugee	tax rate	underlying

1. As the central bank wants to keep the yen stable, the (1) _____ of exchange rate (2) _____ is very small; in other words, the Japanese central bank doesn't want the (3) _____ to move up or down.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

In Czech/Slovak (3): _____

2. The level of (1) _____ of the (2) _____ who have fled from Rwanda because of violence and (3) _____ is in most cases equal to zero, i.e. they can't even write their name.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

In Czech/Slovak (3): _____

3. Analysts think that the (1) _____ of the Australian dollar with the U.S. dollar will become a normal situation in the near future; it will be possible due to (2) _____, i.e. rates that are not determined by central banks but they develop according to the demand and supply.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

↳ *Expression with the opposite meaning:* _____

4. Free (1) _____ of a currency means that there are no restrictions imposed on exchanging it; however, such a currency can become a more probable target of speculators' attack and therefore (2) _____ of a central bank are more likely.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

5. The financial (1) _____ between the two countries was introduced (2) _____ after the crisis broke out so as the economies didn't have to suffer from any delays in payment.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

6. The (1) _____ of your investment does not depend only on the economic situation, but also on the (2) _____ of local people because the higher it is, the more money they can spend.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

7. You can join one of the two non-governmental organizations: either SaveAnimals that tries to protect (1) _____ from extinction, or Africa In Need that focuses on clearing fields from (2) _____.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

8. The (1) _____ idea of the tax reform is different from what politicians say to the public: in fact they just want to increase the receipts of the state budget, and therefore the (2) _____ is going to be raised.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

Fill the gaps in these sentences with the verbs from the box; you will have to use the correct form of the verbs (the correct tense, active/passive voice). You should also translate the selected verb, add prepositions where indicated (" ") and supply additional words where requested.

back	bring about	counteract	dampen down
deepen	depreciate	destabilize	devalue
discourage	disrupt	facilitate	peg
	settle	yield	

1. The central bank has decided to (1) _____ the volatility of the currency by (2) _____ it _____ the US dollar, i.e. the currency will follow the development of the dollar.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

2. It is vital to actively (1) _____ sudden and huge fluctuations of exchange rates; otherwise, the whole economy could (2) _____ and a total collapse would follow.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

3. Students often confuse the two following economic terms: when a currency's value is decreased intentionally and it is not the result of market forces, we speak about (1) _____ a currency; however, if the value falls as a result of the interplay of supply and demand on the market, we say that a currency has (2) _____.

In Czech/Slovak (1): _____

↳ *Verb with the opposite meaning:* _____

In Czech/Slovak (2): _____

↳ *Verb with the opposite meaning:* _____

4. If the economic crises (1) _____, i.e. the situations becomes even worse, the whole European common market will (2) _____, which will result in investors' worrying about their investments and the stoppage of investing.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

5. Due to the fact that the currency was (1) _____ by massive interventions by the central bank, it managed (2) _____ the rate of 30 pesos per dollar and didn't fall any further.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

6. Exchange rate fluctuations that have been (1) _____ by speculative attacks usually (2) _____ long-term investors _____ investing their capital because they are afraid that their capital can lose value because of these changes.

In Czech/Slovak (1): _____

↳ *Verb with a synonymous meaning:* _____

In Czech/Slovak (2): _____

7. The implementation of the new software has (1) _____ the process of tracking our investments, i.e. we can see almost immediately whether a concrete investment (2) _____ revenue or if it doesn't make any profit.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

Unit 27 – Textbook Vocabulary Check

Fill the gaps in these sentences with the expressions from the box; in some cases you will have to change the form of the expressions (they have to be used in plural). You should also translate the selected expressions, add prepositions where indicated (“___”) and supply additional words where requested.

absolute advantage
dumping
generic
inferior
shoeshine boy
trading partner

comparative advantage
economies of scale
hawker
protectionism
tariff
underdeveloped

deliberately
export
infant
quota
trade barrier

1. In the production of bicycle helmets we have a(n) (1) _____ over rivals because we are most efficient; on the other hand, in manufacturing motorbike helmets we have a(n) (2) _____ because there are even more efficient producers on the market.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

2. Governments use (1) _____ to prevent their (2) _____ industries, which are not strong enough, from competition from abroad.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

3. Unfortunately, many products exported from (1) _____ countries such as Haiti or Sudan are of (2) _____ quality and cannot be compared with products made in countries that have an access to top technologies.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

4. If we want to fill the niche on the medicines market, we should focus on (1) _____, i.e. pharmaceuticals that are not protected by licenses any more, and try to find a reliable (2) _____ who will supply us with these goods.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

5. Typical (1) _____ that make it difficult to trade internationally include (2) _____, which importers have to pay, and (3) _____, i.e. a quantitative limit on the imported goods.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

In Czech/Slovak (3): _____

6. All China's (1) _____ within the steel industry that are sold to the European Union are said to use (2) _____, i.e. they are sold at a lower price than the market price.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

↳ Verb made from this noun: _____

7. Unless you start studying hard, you will end up as a (1) _____ or a street (2) _____.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

8. Because of tough competition in the automotive industry, car manufacturers (1) _____ merge or make joint production facilities because they know that they can achieve (2) _____ and reduce costs in this way.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

Fill the gaps in these sentences with the verbs from the box; you will have to use the correct form of the verbs (the correct tense, active/passive voice). You should also translate the selected verb, add prepositions where indicated (" _ ") and supply additional words where requested.

deny

make a living

rule

expose

prohibit

specialize

grant

restrict

subsidize

1. Our company has (1) _____ a patent for the new tooling machine we have invented; this patent will protect our know-how and (2) _____ others _____ copying it without our permission.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

2. It has (1) _____ by local authorities that the number of public commissions that (2) _____ with public money has to (3) _____ because of the financial crisis.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

↳ Noun made from this verb: _____

In Czech/Slovak (3): _____

3. In North Korea the government (1) _____ its people an access to free market and private property; the only way of (2) _____ is to work for state-owned enterprises.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

↳ *Expression with a synonymous meaning:* _____

4. Whenever you (1) _____ the demand and supply of the free market, you shouldn't focus on everything your customers need; instead, you should (2) _____ one specific demand and try to be really good at it.

In Czech/Slovak (1): _____

In Czech/Slovak (2): _____

PASSIVE

1. Passive in continuous tenses

The passive voice isn't used only in simple tenses (**to be + past participle**) but it can be used even in continuous tenses (**to be + being + past participle**):

*The children **are painting** the wall now.* → *The wall **is being painted** by the children now.*
*They **were building** a house.* → *A house **was being built** (by them).*
*Tom **has been washing** the dishes.* → *The dishes **have been being washed** (by Tom).*
*We **will be playing** with the dog.* → *The dog **will be being played** with.*

2. Phrase **have something done**

We use “have something done” to say that **we arrange for somebody else to do something for us**; the Czech translation is usually *NECHAT SI NĚCO (NĚKÝM) UDĚLAT*:

*Jill **repaired** the roof.* = she repaired it herself
*Jill **had** the roof **repaired**.* = she arranged for somebody else to repair it for her

👉 **Be careful with word order.** The past participle (*repaired*) is **after the object** (*the roof*):

have + object + past participle

*Where **did** you **have** your hair **cut**?*
*Your hair looks nice. **Have** you **had** it **cut**?*
*Julia **has** just **had** central heating **installed** in her house.*
*We **are** **having** the house **painted** at the moment.*
*I think I should **have** that coat **cleaned** soon.*

3. Passive with **get**

Sometimes you can use “get” **instead of “be”** in the passive; you can use “get” to say that something happens to somebody or something, especially if this is **unplanned** or **unexpected**; we use “get” mainly in **informal spoken English** while “be” can be used in all situations:

*There was a fight at the party but nobody **got** hurt.* = *nobody **was** hurt*
*I'm surprised Ann **didn't get** offered the job.* = *...Ann **wasn't** offered the job*

👉 “Get” is used only when **things happen or change**. For example, you cannot use “get” in these sentences:

*Jill **is** liked by everybody.* (not *gets* liked — this is not a ‘happening’)
*He was a mystery man. Nothing **was** known about him.* (not *got* known)

You can also say “**get something done**” instead of “have something done” (mainly in informal spoken English):

*When are you going to **get** the roof **repaired**?* = ***have** the roof repaired*
*I think you should **get** your hair **cut**.* = ***have** your hair cut*

4. Phrase **it is said that**

There is a group of so-called **reporting verbs** that introduce a sentence and EXPRESS A GENERAL BELIEF, CONVICTION, EXPECTATION OR FACT THAT SOMETHING HAPPENED (or happens or will happen) IN A CERTAIN WAY:

said	thought	believed	considered
reported	known	expected	alleged
understood	<i>and many others...</i>		

*Cathy works very hard. **It is said that** she works 16 hours a day. OR She is said to work 16 hours a day.*

The police are looking for a missing boy. **It is believed that the boy is wearing a white pullover and blue jeans.** OR **The boy is believed to be wearing a white pullover and blue jeans.**

The strike started three weeks ago. **It is expected that it will end soon.** OR **The strike is expected to end soon.**

Those two houses belong to the same family. **It is said that there is a secret tunnel between them.** OR **There is said to be a secret tunnel between them.**

As you can see, there are two ways of using this structure:

- a) you either start with “**It is said/believed/thought/... that**” and continue with a regular sentence, or
- b) you start with the **subject** of the sentence (e.g. “the boy”), then use the **passive of the reporting verb** in the appropriate tense (e.g. “is expected”, “was known”, “will be believed”, etc.) followed by the **infinitive of the main verb** (e.g. “to work”, “to be wearing”, etc.) from the original sentence; note that **you must keep the progressive form** in the infinitive too.

☞ However, even the main verb can be used in various tenses; therefore if this verb refers to the **present or future** (present and future tenses), we use “**present infinitive**” as in the examples above whereas if the main verb refers to the **past** (past, past perfect or present perfect tenses), we use “**past infinitive**” (= **to + have + past participle**):

	VERB FROM THE MAIN CLAUSE	INFINITIVE FORM
PRESENT OR FUTURE	simple: <i>makes / will make</i>	→ <i>to make</i>
	continuous: <i>is making / will be making</i>	→ <i>to <u>be making</u></i>
PAST	simple: <i>made / had made / has made</i>	→ <i>to have made</i>
	continuous: <i>was making / had been making / has been making</i>	→ <i>to <u>have been making</u></i>

*It is said that Tom **reads / will read** the book.* → Tom is said **to read** the book.

*It is said that Tom **is / will be reading** the book.* → Tom is said **to be reading** the book.

*It is said that Tom **read / has/had read** the book.* → Tom is said **to have read** the book.

*It is said that Tom **was / had been / has been reading** the book.*

→ Tom is said **to have been reading** the book.

1. Write these sentences in another way, beginning in the way shown.

1. They didn't give me the money. I **wasn't given the money.**

2. They asked me some difficult questions at the interview.

I _____

3. Janet's colleagues gave her a present when she retired.

Janet _____

4. Tim and Tom are painting the old house in this street.

The old house _____

5. The experts were examining the paintings very long last night.

The paintings _____

6. Nobody told me that George was ill.

I wasn't _____

7. The supplier will be unloading the truck tomorrow afternoon.
The truck _____
8. How much will they pay you?
How much will you _____
9. The students should be using the computers for the final exam.
The computers _____

2. Rewrite these sentences using “have something done”.

1. George’s nose was broken in a fight.
What happened to George? He had his nose broken in a fight.
2. My friend wants an improved internet connection.
My friend _____
3. It is expected that reports of all students will be signed by parents.
All students are expected _____
4. Sarah’s bag was stolen on a train.
What happened to Sarah? She _____
5. Will the Petersons’ neighbor be arrested if he breaks into their house again?
_____ the Petersons _____
6. Our neighbor was watering our flowers while we were in Argentina.
We _____
7. My grandmother wants to avoid the reconstruction of her house before she dies.
My grandmother wants to avoid _____
8. The writer has decided that one of his novels will be published in London.
The writer _____

3. Write these sentences in another way, beginning as shown. Use the underlined word(s) in your sentence.

1. It is expected that the strike will end soon. The strike is expected to end soon.
2. It is believed that the thieves got in through the kitchen window.
The thieves _____
3. It has not been understood that Jim will be participating in the session on Tuesday.
Jim _____
4. It is reported that many people are homeless after the floods.
Many people _____
5. It can’t be believed that this house is being built without any problems.
This house _____
6. It is thought that the prisoner escaped by climbing over a wall.
The prisoner _____
7. It may not be reported that the marketing department has been delayed by some obstacles.
The marketing department _____
8. It will be believed that the Prime Minister knew about the last year’s scandal.
The Prime Minister _____

CONDITIONAL CLAUSES

1. Conditionals without *if*

We use *if* for something that might happen in the future, or something imaginary (i.e. **zero or first conditional**). We use *when* for something that we know will happen (**not a conditional clause**):

*I'll call you **if** I get a chance.* (I'm not sure if I will phone you)
*I'll call you **when** I arrive.* (I will definitely phone you)

☞ We can use either *if* or *when* where the meaning is 'every time'.

***If/When** anyone rings my mobile, I get a photograph of the person on the screen.*

In informal speech we sometimes use *imagine* or *supposing* in place of *if* (**second or third conditional**):

***Imagine/Supposing** you had a million dollars, how **would** you invest it?*

We can use *provided that*, *providing*, *on condition that*, *as long as* and *so long as* for emphasis. The meaning is 'if and only if' (**first conditional**):

***As long as** there is new technology, consultants will continue to be in demand.*

We can use *in case* to talk about doing something to avoid a possible problem later. The result clause usually comes first and often uses *going to*.

*I'm going to give you my mobile number **in case** you need to contact me.*

We use *unless* to mean *If not* in **zero or first conditionals**:

***If you don't meet** all the criteria, we won't hire you. = **Unless** you **meet** all the criteria, we...*

2. Omitting *if*

In formal style, it is possible to leave out *if* in an *if*-clause; in this case, the word order changes: **the auxiliary verb comes before the subject** ⇒ this structure is used in conditional clauses **with auxiliary verbs**:

***Had I known** this news, I would buy the car.*
(instead of: ***If I had known** this news, I would buy the car.*)

***Were you** my daughter, I wouldn't let you go for the festival.*
(instead of: ***If you were** my daughter, I wouldn't let you go for the festival.*)

☞ If a conditional clause contains **no auxiliary verb**, *should* is used at the beginning of a sentence instead of an auxiliary:

***Should you need** my advice, you can reach me in my office.*
(instead of: ***If you need** my advice, you can reach me in my office.*)

***Should you possess** a car, you could get to work faster.*
(instead of: ***If you possessed** a car, you could get to work faster.*)

3. Wish clauses

We use *I wish* to express regret or dissatisfaction. For the **present** and **future**, use *I wish* followed by the **past simple or continuous** (like in the **second conditional**):

***I wish** we **didn't** have so many meetings.*
***I wish** I **wasn't working** next weekend.*

For the **past**, use *I wish* followed by the **past perfect** (like in the **third conditional**):

***I wish** we **had advertised** on television.*
***I wish** I **hadn't eaten** the oysters.*

If the wish is a good one, use *I hope* followed by the **present simple** or *will* (like in the **first conditional**):

***I hope** your presentation **goes** well. OR **I hope** the merger **will be** a success.*

If the wish is about doing something that is **difficult** or **impossible**, use *I wish I could*.

I wish I could contact him, but he hasn't got a mobile phone.

☞ We can replace *I wish* with *If only* for emphasis. We stress *only* in speech.

If only I hadn't eaten the oysters.

= ***I wish I hadn't eaten*** the oysters.

If only I could contact him.

= ***I wish I could*** contact him.

4. Modal verbs in conditionals

The previous examples of the **zero or first conditional** were with *will*. But other modal verbs like *can*, *could*, *may*, *might*, *must* and *should* are common in conditional sentences and have their normal meanings:

*If you deal with the Middle East you **must be** available to your customers on weekends.
If you don't carry out a market research, you **cannot** succeed.'*

The previous examples of the **second conditional** were with *would*. But other modal verbs like *could*, *might* and *should* are common in conditional sentences and have their normal meanings:


*If the euro were weak in the long term, companies **might** slow down their productivity.
If you had more time, we **could** go for dinner tonight.
If you found out when she was born, you **should** let me know.*

5. If I were you

We use *If I were* in place of *If I was* in imaginary futures, particularly when we give advice with the phrase *If I were you*:

If I were you, I'd wait until tomorrow.
I'd be more careful, ***if I were you***.

6. Summary of conditionals

	reálná (uskutečnitelná) podmínka	nereálná (neuskutečnitelná) podmínka
budoucnost	<ul style="list-style-type: none"> podmínková věta: <i>If I see him, I will let you know.</i> = first conditional prací věta: <i>I hope you will like the concert tomorrow.</i> 	<ul style="list-style-type: none"> podmínková věta: <i>If I didn't have free time next week, I wouldn't be going out with you.</i> = second conditional prací věta: <i>I wish / If only John came for a visit tomorrow.</i>
přítomnost	<ul style="list-style-type: none"> podmínková věta: <i>If inflation rises, companies increase prices.</i> = zero conditional prací věta: <i>(I hope you have some money on you.)</i> 	<ul style="list-style-type: none"> podmínková věta: <i>If I were rich, I wouldn't work as a car seller.</i> = second conditional prací věta: <i>I wish / If only I was rich.</i>
minulost		<ul style="list-style-type: none"> podmínková věta: <i>If I had moved to China in 2008, I would have seen the Olympic games.</i> = third conditional prací věta: <i>I wish / If only I had moved to China in 2008.</i>

1. Rewrite the following sentences so that they mean the same as the original ones.

1. You don't have any money on you so you cannot buy the tickets.
If _____, you _____.
2. Coca-Cola didn't buy Pepsi in the 1930s and therefore it didn't become the market leader.
If _____, it _____.
3. You will be given a pay rise as long as you pass the test.
Unless _____, you _____.
4. Mike has been living in Spain for 8 years so he is experiencing a different culture.
If _____, he _____.
5. I regret that my sister wasn't born a year later.
If only _____.
6. Our firm will go bankrupt or it will be bought by its biggest rival.
Unless _____, it _____ rival.
7. It's a pity that Jane doesn't have enough money to buy a new car.
I wish _____.
8. The employees are lazy and that's why they can't earn more money.
If _____, they _____.
9. My grandmother studied geology and that's why she met my grandfather.
If _____, she _____.
10. Everyone will be surprised in case you come to the party.
Should _____, everyone _____.

2. Rewrite the sentences as shown; keep the same meaning.

1. I regret that I didn't start my studies a year later.
I wish _____
2. Tom and Lucy regret that they were living together for so long.
If only _____
3. It's a shame that I cannot be in your position as it would be good for me.
I wish _____
4. I regret that the new French movie everybody is talking about wasn't filmed in Slovakia.
If only _____
5. I regret that we have met Phillip because he is a very annoying person.
I wish _____
6. I want the new American president to come to Europe to settle all disputes.
If only _____

3. Rewrite the following sentences so that they mean the same as the original ones (use mixed conditionals).

1. I didn't finish my studies five years ago and therefore I can't be working in a multinational company now.
If _____,
I _____.
2. The company isn't owned by Americans so we couldn't get the order from the American government last week.
If _____,
we _____.
3. The students *didn't* study harder and That's why they aren't going for a trip to England next month.
If _____,
they _____.
4. I was developing my language skills in the past year so I am eligible now for the study program in USA.
If _____,
I _____.
5. Mary isn't as *clever* as Jill so she was fooled by Jack last night.
If _____,
she _____.

REPORTED SPEECH

1. Tense changes

When the verb tense changes it 'moves back' in time.

Actual words	Report (Indirect speech)
<i>'I work for IBM.'</i>	<i>She said she worked for IBM.</i>
<i>'I'm working for IBM.'</i>	<i>She said she was working for IBM.</i>
<i>'I've worked for IBM.'</i>	<i>She said she had worked for IBM.</i>
<i>'I've been working for IBM.'</i>	<i>She said she had been working for IBM.</i>
<i>'I worked for IBM.'</i>	<i>She said she had worked for IBM.</i>
<i>'I had worked for IBM.'</i>	<i>She said she had worked for IBM.</i>
<i>'I'm going to work for IBM.'</i>	<i>She said she was going to work for IBM.</i>
<i>'I can work for IBM.'</i>	<i>She said she could work for IBM.</i>
<i>'I will work for IBM.'</i>	<i>She said she would work for IBM.</i>
<i>'I may work for IBM.'</i>	<i>She said she might work for IBM.</i>

☞ There is no change for **must, might, could, should, would**. Note that there is no change for the past perfect (*had worked*).

2. No tense changes

A) We do not need to change tense if the information is **still true**:

*'The sales team **are doing** very well at the moment.'*
He **says/said** the team **are doing** very well.

B) We do not need to change tense if we report something which is **always true**:

*'There **is** always a period of uncertainty after a merger.'*
He **says/said** there **is** always a period of uncertainty after a merger.

3. Changes of people, places, times and pronouns

In reported speech references to people, places, times and things often change, because the point of view changes:

*'I'll see **you here tomorrow**,' said Sue. 'I've read **your** report about **this** project,' he said.*
*Sue said **she'd see me there the next day**. He said **he'd read my** report about **the** project.*

The examples in the previous paragraph show some of these typical changes:

People:	<i>I</i>	→ <i>he/she</i>
	<i>you</i>	→ <i>me</i>
	<i>my</i>	→ <i>his/her</i>
	<i>your</i>	→ <i>my</i>
Place:	<i>here</i>	→ <i>there, at the office</i>
Times:	<i>now</i>	→ <i>then, at that time</i>
	<i>today</i>	→ <i>that day, on Monday</i>
	<i>yesterday</i>	→ <i>the day before, the previous day</i>
	<i>tomorrow</i>	→ <i>the next day, the following day, on Monday</i>
	<i>this afternoon</i>	→ <i>that afternoon</i>
	<i>last week</i>	→ <i>the week before, the previous week</i>
	<i>next week</i>	→ <i>the week after, the following week</i>
	<i>a few days ago</i>	→ <i>a few days before, a few days earlier</i>
Pronouns:	<i>this</i>	→ <i>that/the</i>
	<i>these</i>	→ <i>those</i>

4. Say or tell

We **say** something and we **tell** somebody:

Simon **said** (that) he was confident about the success of the Beta project.
Simon **told me** the project was going well.

We never use **to** between **tell** and the object.

He **told me** what happened in the meeting. (NOT told to me)

We can use **to** after **say**, especially when the actual words are not reported.

What did he **say to** you?
I think the boss wanted to **say something to** Susan.

5. It + passive of a reporting verb

We use **It** + passive of a reporting verb + **that** to report what people in general feel or believe. This is a formal use, for example in a scientific report or a written summary of a meeting:

*It **was announced** at the conference that Argentina **was losing** Pesos \$3, 000 million per annum on grain prices compared with the average in the last ten years. It was pointed out that international prices had not improved in two years, but this stability had allowed an increase in production.*

Verbs that are often used in this way are:

be agreed, be announced, be believed, be claimed, be confirmed, be considered, be decided, be estimated, be expected, be feared, be felt, be found, be pointed out, be proposed, be reported, be rumoured, be said, be shown, be suggested, be thought.

☞ This form of passive can be shortened by using the **infinitive structure** (remember unit 7 – the passive). If the reporting verb is in the past tense, even here the **tense shift applies**:

*It **is** said that Jim is ill. → Jim is said **to be** ill.
It **was** said that Mary was ill. → Mary was said **to have been** ill.*

6. Reporting questions

The word order in reported questions is **like a normal statement** (this is the same rule as for indirect questions). Tense changes follow those given above:

*'Where **is** it?' → He asked me where **it was**. (NOT where was it)*

When we report *wh*-questions (*when, what, why, where, how, etc.*) we use the question word:

*'When **will** the goods **arrive**?' → They asked me **when** the goods **would arrive**.
'Why **have** your sales **gone down**?' → I was asked **why** our sales **had gone down**.*

When we report *yes/no* questions (*Do you, Did you, Are you, etc.*) we use *if* or *whether*:

*'Do you **speak** French?' → She asked me **if I spoke** French.
'Are you going to pay in cash?' → He asked me **whether I was** going to pay in cash.*

7. Reporting commands and requests

Commands are reported with **tell** and the infinitive:

*'Take us to the airport.' → She **told** the driver **to take** us to the airport.
'Don't worry. I'll deal with it.' → She **told me not to worry**.*

Requests are reported with **ask** and the infinitive:

*'Would you mind waiting for a moment?' → He **asked me to wait**.
'Please don't wait for me, I'll come along later.' → He **asked us not to wait**.*

Since commands and requests contain infinitives required by 'ask' and 'tell', **no tense change occurs here**.

1. Rewrite the sentences in reported speech.

1. 'I won't put it in the sales because it's selling very well,' she said.

She said ***she wouldn't put it in the sales because it was selling very well.***

2. 'I've read the report and I don't understand section 4,' he said.

He said _____

3. 'When I finish my presentation, I'm going to have a drink,' he said.

He said that when _____

4. 'I'm preparing the figures but I won't be long,' she said.

She said _____

5. 'I like playing tennis, but I don't do it very often,' she said.

She said _____

6. 'I'm going to visit our Polish subsidiary, but I'm not sure when,' she said.

She said _____

7. 'Both of us may go shopping tonight if we have some time left.'

They told me _____

2. Rewrite the sentences in the way shown and shift the tense where necessary.

1. It is thought: Mary will move to London.

Mary is thought to move to London.

2. It was said: The football team doesn't play well.

The football team _____

3. It is understood: The new secretary is satisfied with her job.

The new secretary _____

4. It has been believed: The taxes will decrease this year.

The taxes _____

5. It was alleged: The economic output is going up this year.

The economic output _____

6. It was said: We are experiencing an economic boom now.

We _____

3. Rewrite each sentence in reported speech.

1. 'Are you on holiday for the whole of August?' she asked me.

She asked me ***if/whether I was on holiday for the whole of August.***

2. 'What do the letters 'URL' mean?' I asked him.

I asked him _____

3. 'Have you prepared the figures?' my boss asked me.

My boss asked me _____

4. 'When is your birthday?' I asked Francesca.

I asked Francesca _____

5. 'Did you remember to back up the file?' she asked him.

She asked him _____

RELATIVE, CONCESSION & PURPOSE CLAUSES

1. Summary of relative clauses

1. Defining relative clauses:

- the information provided is necessary and cannot be omitted
- it is never separated with commas
*The woman **who lives next door** is a doctor.*
*We met some people **whose car had broken down**.*
- the used relative pronoun can be – among others – **that**
*Rick sold the house **that** his grandfather built.*
- if the relative clause has its own subject, the relative pronoun can be left out:
*We stayed at the hotel (**that/which**) Ann recommended to us.*
*Your brother is the person (**who(m)/that**) I met yesterday.*
- the preposition in the relative clause can be put either after the verb,
*I brought you the book (that/which) **I told you about**.*
or before the relative pronoun (BUT it can never be **that!**)
*I brought you the book **about which I told you**.*
~~*I brought you the book **about that** I told you.*~~
*This is the man **about whom I told you**.*

2. Non-defining relative clauses:

- the information provided is supplementary and can be omitted
- it is separated with commas
*My brother Jim, **who is a doctor**, lives in London.*
*Colin told me about his new job, **which he's enjoying very much**.*
- that** cannot be used as a relative pronoun here
*We stayed at the Grand Hotel, **which** Ann recommended to us.*
~~*We stayed at the Grand Hotel, **that** Ann recommended to us.*~~
- relative pronouns in non-defining clauses cannot be left out
*We stayed at the Grand Hotel, **which** Ann recommended to us.*
~~*We stayed at the Grand Hotel, Ann recommended to us.*~~
- the preposition in the relative clause can be put either after the verb,
*Mr Gray, **who you spoke to yesterday**, is our Personnel Manager.*
or before the relative pronoun
*Mr Gray, **to whom you spoke yesterday**, is our Personnel Manager.*

	Defining	Non-defining
Important information	✓	✗
Separated with commas	✗	✓
<i>that</i> can be used	✓	✗
Pronoun can be omitted	✓ if it isn't the subject ✗ if it is the subject	✗
It is possible to make shortened sentences from them (with <i>-ing / -ed</i>)	✓	✓

	that	which	who(m)	whose
Used in a defining clause	✓	✓	✓	✓
Used in a non-defining clause	✗	✓	✓	✓
Used after a preposition	✗	✓	✓ whom ✗ who	✓
Can be omitted in a defining relative clause if it is not a subject	✓	✓	✓	✗

2. Concession clauses

We usually use the following conjunctions in concession clauses:

although (though)	even though	despite	in spite of
-------------------	-------------	---------	-------------

After **although (though)** and **even though** we use a **subject + verb**:

***Although it rained** a lot, we enjoyed our holiday.*
*I didn't get the job **although I had** all the necessary qualifications.*
*Mary came to the meeting **even though her child is** ill.*

☞ However, after **in spite of** or **despite**, we use a **noun**, a **pronoun** (*this/that/what* etc.) or **-ing**:

***In spite of the rain**, we enjoyed our holiday.*
*I didn't get the job **in spite of having** all the necessary qualifications.*
*She wasn't well, but **in spite of this** she went to work.*
***In spite of what** I said yesterday, I still love you.*

Despite is the same as **in spite of**. Note that we say 'in spite of', but **despite** (**without 'of'**):

*She wasn't well, but **despite this** she went to work.* (not 'despite of this')

You can say '**in spite of the fact (that)...**' and '**despite the fact (that)...**' but you can never use a regular sentence (verb) after these two conjunctions:

I didn't get the job	in spite of the fact (that)	I had all the necessary qualifications.
	despite the fact (that)	

NOT *I didn't get the job **in spite of (that) I had** all the necessary qualifications.*
 (here '**that**' is a conjunction and not a pronoun!)

NOT *I didn't get the job **despite (that) I had** all the necessary qualifications.*

3. Purpose clauses

When we want to say why somebody does something (= the purpose of an action), we use purpose clauses. We can choose from the following conjunctions or connectors:

to + infinitive	in order to + infinitive	so as + to + infinitive so as + clause	so that + clause
-----------------	--------------------------	---	------------------

The table shows that some of the connectors are followed by an **infinitive** and some of them have to be followed by a **whole sentence**. The rules that govern their use is as follows:

A) when the **subjects** of both the clauses are **the same**, we use **infinitives**; however, if they are **different**, we have to use another **clause** with its own subject (i.e. the subject that is different from the original one):

Jim came home (**in order / so as**) to rest for a while.

The company has acquired its rival (**in order / so as**) to become the market leader.

I gave her my address **so that / so as she** could contact me.

He wore glasses and a false beard **so that / so as nobody** would recognize him.

I went to the supermarket with my mother **so that / so as she** could buy some fruit.

- B)** when the purpose clause contains a **modal verb**, it is impossible to use the infinitive; a **whole clause** has to be used instead (although if you use the “long form”, you can use the infinitive):

She's learning English **so that she can** study in Canada. (NOT *She's learning English to can...*)

We moved to London **so that we could** visit our friends more often. (NOT *...to could...*)

We moved to London **to be able to** visit our friends more often.

- C)** when the purpose clause is **negative**, it is not possible to use only “not to”; in this case we have to use “**in order not to**”, “**so as not to**” or a **whole clause** (we have to use it if the subjects are not the same):

I hurried **so that / so as** I wouldn't be late.

= I hurried **in order not to** be late.

= I hurried **so as not to** be late.

You should leave early **so that / so as** you **won't** (or **don't**) miss the bus.

= You should leave early **in order not to** miss the bus.

= You should leave early **so as not to** miss the bus.

Mary will help Jim with his homework **so that / so as he** doesn't fail the test.

NOT *Mary will help Jim with his homework in order / so as not to fail the test.*

(**different subjects** of the two clauses!)

- ☞ **Be careful!** In negative purpose clauses it is not possible to use only “not to”; however, it is possible to use it with the following **verbs** that require to be **followed by an object and another verb in the infinitive** (see unit 6 of your textbook, page 160):

advise
help
teach

allow
invite
tell

ask
lead
train

cause
permit
trust

urge

enable
persuade
use

expect
remind
warn

Purpose clauses: We hurried **in order / so as not to** be late. (NOT *We hurried not to be late.*)
We hurried **so that / so as** we wouldn't be late.

Verb + object + infinitive: Jim has **advised them not to use** that bathroom.
We'll have to **urge the students not to delay** the exam.
The staff must be trained not to get hurt. ...

1. Combine each pair of sentences by including the word given in brackets.

- Last year we introduced a new line. It's aimed at the youth market. (that)
The new line **that we introduced last year** is aimed at the youth market.
- I'd like you to meet a colleague. He could be a useful contact for you. (who)
I'd like you to meet a colleague _____.
- A candidate's CV is on your desk. She deserves an interview. (whose)
The candidate _____ deserves an interview.
- A visitor is coming next week. She's from our Paris office. (who)
The visitor _____ is from our Paris office.
- Tom took me to a restaurant. It was called 'Noodle Heaven'. (that)
The restaurant _____ was called 'Noodle Heaven'.
- I heard a man's presentation. He was an investment banker. (whose)
The man _____ was an investment banker.

7. Here is a mobile phone. I was telling you about it. (that)
Here is the mobile phone _____.
8. Over there is a site. They're going to build a new factory. (where)
The site _____ is over there.

2. Join the two sentences in the way shown to make relative clauses.

1. These are my books. All of them were bought in England.
These are my books, ***all of which were bought in England.***
2. My boss has two secretaries. Only one of them can speak English.
My boss has two secretaries, _____
3. We had to cut down the trees. Some of them were too old and could fall.
We had to cut down the trees, _____
4. Joe has two nephews. Neither of them knows how to drive a car.
Joe has two nephews, _____
5. My family owns two houses in Nottingham. They are both for sale.
My family owns two houses in Nottingham, _____

3. Make one sentence from two. Use the word(s) in brackets in your sentences.

1. I couldn't sleep. I was tired. (despite)
I couldn't sleep despite being tired.
2. They have very little money. They are happy. (in spite of)
In spite of _____
3. My foot was injured. I managed to walk to the nearest village. (although)

4. I enjoyed the film. The story was silly. (in spite of)

5. We live in the same street. We hardly ever see each other. (despite)

6. I got very wet in the rain. I had an umbrella. (even though)

4. Join each pair of the sentences and use purpose clauses.

1. I hurried. I didn't want to be late.
I _____
2. We wore warm clothes. We didn't want to get cold.
We wore _____
3. The man spoke very slowly. He wanted me to understand what he said.
The man _____
4. I whispered. I didn't want anybody else to hear our conversation.
_____ nobody _____
5. Please arrive early. We want to be able to start the meeting on time.
Please _____

6. She locked the door. She didn't want to be disturbed.

She _____

7. I slowed down. I wanted the car behind to be able to overtake.

I _____

8. Jim tried to do his best. He wanted to pass the exam.

Jim _____

5. Fill each gap with "not to" or "in order not to".

1. Mary has studied all day _____ fail the exam.
2. The coach has urged the team _____ forget about their team spirit.
3. I think we should ask the managers _____ overload us with too much work.
4. My boss asked me to study Italian _____ be fired during downsizing.
5. The children finished all their duties in time _____ miss their favorite film on TV.
6. I've decided to help you _____ fail the exam.
7. You have been taught _____ underestimate the risk of bad investment.
8. Sue left from work early _____ meet her superior.

PAST MODALS

1. Modals and past infinitives

<p>MUST + HAVE ...-ED</p>	<p>this form indicates that the speaker is convinced that something happened (in the past) in a certain way <u>although it needn't be true</u>:</p> <p><i>I must have left the bag in the shop.</i></p> <p>→ I think I left it there but maybe it's wrong.</p>
<p>CAN'T / COULDN'T + HAVE ...-ED</p>	<p>this form indicates that the speaker is convinced that something didn't happen (in the past) in a certain way <u>although it needn't be true</u>:</p> <p><i>I can't/couldn't have left the bag in the shop.</i></p> <p>→ I think I didn't leave it there but maybe it's wrong.</p>
<p>COULD + HAVE ...-ED</p>	<p>this form indicates that the speaker had an opportunity to do something (in the past) but he/she <u>didn't use it</u>:</p> <p><i>Why did you stay in a hotel? You could have stayed with us.</i></p> <p>→ You had the opportunity to stay with us but you didn't use it.</p>
<p>SHOULD / OUGHT TO + HAVE ...-ED</p>	<p>this form indicates that someone advised the speaker to do something (in the past) but <u>the speaker didn't do it</u>:</p> <p><i>I think you should (OR ought to) have left an hour earlier.</i></p> <p>→ I think it would have been good if you had left an hour earlier but you didn't.</p>
<p>MAY / MIGHT + HAVE ...-ED</p>	<p>the form indicates that there was a 50% chance (or probability) that something happened in a certain way, but <u>the speaker doesn't know if it really happened in the way mentioned</u>:</p> <p><i>Tim was in a bad mood last night. He may/might have been ill.</i></p> <p>→ There is a chance that Tim was ill but I'm not sure about it.</p>
<p>NEEDN'T + HAVE ...-ED</p>	<p>the form indicates that it was not necessary for the speaker to do something but <u>since he/she didn't know that he/she didn't have to do it, he/she did it</u>:</p> <p><i>I thought it was going to rain so I took an umbrella with me. But it didn't rain so I needn't have taken it.</i></p> <p>→ It wasn't necessary for me to take the umbrella but because I didn't know it, I took it.</p>

👉 Additional notes:

MUST HAVE ...-ED × HAD TO

As mentioned above, “must have ...-ed” means that the **speaker is convinced that something happened (in the past) in a certain way although it needn't be true**:

I must have lost my keys. = I can't find them so I think I lost them although it needn't be true.

However, “had to” refers to an obligation or necessity that had to be fulfilled; it doesn't describe the speaker's personal feelings or attitudes; in other words, **someone was obliged to do something**:

I had to leave at five in order to catch the bus. = I had no other choice if I wanted to catch the bus.

COULD

This verb can be found in three grammatical contexts:

a) in **conditional clauses** with the meaning of “would be able to”, i.e. *MOHL BY* in Czech:

*We **could** go to the cinema if we came home from work in time.
If I were ten years younger, I **could** apply for this job.*

b) **past tense** of “can”, which means the same as “was/were able to”, i.e. there was an opportunity to do something, **no matter if this opportunity was used or not**, i.e. *MOHL (JSEM/JSI)* in Czech:

*Tom **couldn't** come to the meeting because his flight was delayed.
They **could** spend so much money since they had won a lottery.*

c) **could (not) + have ...-ed** – see above for the meaning:

*Why did you go by bus? You **could have taken** my car.
I don't believe I failed the exam. I **couldn't have had** so many bad answers.*

Since the alternative form of “can/could” is “be able to”, it can be used with a past infinitive as well: **could (not) have -ed = would (not) have been able to**

*We **could have started** studying German but we decided not to.
We **would have been able to start** studying German but we decided not to.*

MAY/MIGHT × COULD

Sometimes “could” has a similar meaning to “may” and “might”:

*The phone's ringing. It **could** be Tim. (= it **may/might** be Tim)
You **could have left** your bag in the shop. (= you **may/might have left** it...)*

But “**couldn't**” (negative) is different from “**may not**” and “**might not**”. Compare:

*She was too far away, so she **couldn't have seen** you. (= it is not possible that she saw you)
A: I wonder why she didn't say hello.
B: She **might not have seen** you. (= perhaps she didn't see you; perhaps she did)*

DIDN'T NEED TO × NEEDN'T HAVE ...-ED

*I **didn't need to...** = it was not necessary for me to... **and I knew this at the time**; it's the same as “I didn't have to”:*

*I **didn't need to** get up early, so I didn't.
I **didn't need to** get up early, but it was a lovely morning, so I did.*

*'I **needn't have ...-ed**' = I did something but **now I know that it was not necessary**:*

*I got up very early because I had to get ready to go away. But in fact it didn't take me long to get ready. So, I **needn't have got up** so early. I could have stayed in bed longer.*

1. Read the situations and make sentences from the words in brackets. In each case use a modal verb too (in some cases the modal verb is negative).

1. I can't find George anywhere. I wonder where he is.

(he / go / shopping) **He may have gone shopping.**

(he / play / tennis) **He might be playing tennis.**

2. Why did you stay at home last night?

(you / not / stay / at home) _____

(you / go / cinema) _____

3. Why didn't you come earlier? There are no front seats left now.
 (you / come earlier / to get front seats) _____
 (you / not / get / any front seats now) _____
4. I think Tim didn't hear the phone otherwise he would have answered it.
 (he / not / hear / the phone) _____
 (he / be / in the garden) _____
5. It wasn't necessary for you to come to the meeting.
 (you / come / to the meeting) _____
 (you / stay / at home) _____
6. I can't find my wallet! I'm sure I left it at school.
 (I / leave / it / at school) _____
 (I / worry / as I know where it is) _____
7. It would have been better if the opera house had been finished a month earlier.
 (the opera house / finish / a month earlier) _____
 (it / not / take / so long to build it) _____
8. It is possible that Jack has left for Brazil so perhaps he isn't in his office.
 (Jack / leave / for Brazil) _____
 (he / not / be sitting / in his office) _____

2. Complete the sentences with either "didn't need to" + present infinitive or "needn't" + past infinitive of the verb in the brackets.

1. Tom _____ (buy) two tickets because Susan has just decided not to go.
2. Jack _____ (kill) Josh because he would have died in a car accident anyway.
3. Our company _____ (take over) our biggest rival because we had found out that they were planning to leave the Czech market.
4. The students _____ (read) the book for two hours to get ready for a test because the teacher fell ill and the test was cancelled.
5. Our members knew they _____ (take) the foreign-language test but most of them took it anyway.
6. The CEO _____ (fly) to Nicaragua because no deal was made there.

GERUNDS & INFINITIVES

1. Verbs of perception

This is a special group of verbs: they aren't usually used in the continuous form, i.e. the *ing* form (see grammar for unit 1), and they are **followed by an object plus either a gerund or a bare infinitive (without to), influencing the meaning of the verb**; these verbs include:

see	hear	smell	taste
feel	listen to	notice	watch

- If we see or hear only **part of the action**, or it **continues**, we use the ***ing* form**.
- If we see or hear **the whole action** from beginning to end, we use the **bare infinitive without to**:

<i>I saw her giving her presentation.</i>	= I saw part of the presentation
<i>I saw her give her presentation.</i>	= I saw the whole presentation
<i>I heard the machine making a strange noise.</i>	= I heard the noise and it continued
<i>I heard the machine make a strange noise.</i>	= I heard the noise and it stopped
<i>I've listened to him playing the violin.</i>	= I've listened to part of his performance
<i>I've listened to him play the violin.</i>	= I've listened to the whole performance

2. Bare infinitive with *make* and *let*

A bare infinitive, i.e. an infinitive without "to", is not used only with verbs of perception; there are other verbs that require this type of infinitive – such as "**make**" and "**let**":

<i>I made them check everything very carefully.</i>	(NOT I made them to check...)
<i>They let us have all these free samples.</i>	(NOT They let us to have...)

☞ **Be careful:** However, if the verb "**make**" is used in the passive ("**be made**"), it is followed by an **infinitive with to**:

*I was **made to check** everything very carefully.* (~~NOT I was made check...~~)

3. Passive forms in gerund and infinitive

Gerunds or infinitives that follow other verbs are usually in the **active voice**:

*She has avoided **doing** her homework.*
*Luke will refuse **to participate** in the contest next week.*

However, even such gerunds or infinitives can be in the **passive voice** form; the forms are as follows:

	ACTIVE	PASSIVE
GERUND	verb + <i>ing</i> <i>avoid <u>seeing</u></i>	verb + <u>being</u> + past participle <i>avoid <u>being seen</u></i>
INFINITIVE	verb + infinitive with <i>to</i> <i>refuse <u>to make</u></i>	verb + <u>to be</u> + past participle <i>refuse <u>to be made</u></i>

*If the share price falls any more we risk **being taken over** by a larger company.*
*I think I deserve **to be given** a pay rise.*
*Lucy has chosen **to be trained** by Mark since she has considered **being sent** to the contest.*

4. Gerund or infinitive: change in meaning

Some verbs can be followed by **ing** or **to + infinitive** and the **meaning of the verb changes**:

REMEMBER & FORGET

We use “remember/forget doing” for **memories of the past** (the action happens before the remembering). However, we use “remember/forget to do” for **actions someone is/was supposed to do** (the remembering happens before the action):

<i>I definitely <u>remember posting</u> the letter</i>	= PAMATUJI SI, ŽE JSEM NĚCO UDĚLAL
<i>I must <u>remember to post</u> the letter</i>	= NESMÍM ZAPOMENOUT NĚCO UDĚLAT
<i>I'll never <u>forget flying</u> into Taipei airport.</i>	= NEZAPOMENU, JAK SE NĚCO STALO
<i>Sorry, I <u>forgot to turn off</u> the lights.</i>	= ZAPOMNĚL JSEM NĚCO UDĚLAT

REGRET

We use “regret doing” when we are **sorry about something** that happened in the past while we use “regret to inform/to tell” when we are **giving bad news**:

<i>I <u>regret saying</u> no to the job in Paris.</i>	= LITUJI, ŽE JSEM NĚCO UDĚLAL
<i>I <u>regret to inform</u> you that we are unable to ...</i>	= S LÍTOSTÍ VÁM OZNAMUJI, ŽE...

STOP

We use “stop doing” when we **end an action** while we use “stop to do” when we **give the reason for stopping**:

<i>We <u>stopped buying</u> from that supplier.</i>	= PŘESTAT NĚCO DĚLAT
<i>I <u>stopped to buy</u> something for my wife.</i>	= PŘESTAT S NĚJAKOU ČINNOSTÍ, ABY SE NĚCO JINÉHO (NE)STALO

MEAN

We use “mean doing” when **one thing results in or involves another**. We use “mean to do” to express an **intention**:

<i>Globalization <u>means being</u> active in every major market.</i>	= ZNAMENAT NĚCO
<i>I <u>meant to phone</u> you, but I forgot.</i>	= MÍT V ÚMYSLU NĚCO UDĚLAT

GO ON

We use “go on doing” when we **continue doing** something. We use “go on to do” when we **move on to do something else**:

<i>We <u>went on trading</u> even though we were nearly bankrupt.</i>	= POKRAČOVAT V TOMTÉŽ
<i>After leaving IBM he <u>went on to start</u> his own company.</i>	= POKRAČOVAT DÁLE NĚČÍM JINÝM

1. Fill the gap with the correct form of the verb in brackets.

- I think I'll ask Jim _____ (stop) _____ (buy) that perfume because I can't stand it.
- Cleaning your room means _____ (put) all your toys into the box, Tom.
- I've been listening to Sarah _____ (play) the guitar for an hour and then I had to leave.
- Unfortunately our company was made _____ (pay) damages to the customer.
- After five years in IT I think I'll go on _____ (start) my own business in telecommunications.
- I felt the ball _____ (hit) my head and then I passed out.

7. Sorry, I regret _____ (send) the email to your wife. I didn't mean it.
8. The whole room was watching the team _____ (play) at the championship.
9. The teacher won't let you _____ (sign up) for his class for the second time.
10. Read the first part, answer the question and go on _____ (read) the text again.
11. Nobody has noticed him _____ (paint) the wall although it took him so long.
12. All of us saw her _____ (leave) the room but nobody remembers when it was.
13. I've almost forgotten _____ (visit) the concert last year but I clearly remember _____ (talk) to the singer.
14. Did you hear Tom _____ (shoot) the gun last night? I did.
15. Our plan is _____ (make) our suppliers _____ (cut) their prices through negotiations.
16. I didn't forget _____ (finish) _____ (write) the letter, don't worry. I mean _____ (send) it tomorrow.
17. Madam, I regret _____ (tell) you that your son has failed the entrance exam.
18. After an hour of singing the singer stopped _____ (refresh) herself and then went on _____ (sing).
19. My brother will let us both _____ (use) his computer, I'm sure.

2. Complete the sentences using the verb in brackets. In some cases you have to use a preposition after the first verb.

1. a Fred failed _____ the problem. (solve)
b Amy succeeded _____ the problem. (solve)
2. a I'm thinking _____ away next week. (go)
b I'm hoping _____ away next week. (go)
c I'm looking forward _____ away next week. (go)
d I'd like _____ away next week. (go)
3. a Mary wanted _____ me a drink. (buy)
b Mary promised _____ me a drink. (buy)
c Mary insisted _____ me a drink. (buy)
d Mary wouldn't dream _____ me a drink. (buy)
4. a The team focused _____ the report for the meeting. (prepare)
b The team complained _____ the report for the meeting. (prepare)
c The team wasn't interested _____ the report for the meeting. (prepare)
5. a Luke is looking forward _____ for a business trip to Spain. (go)
b Luke has objected _____ for a business trip to Spain. (go)
c Luke will have to get used _____ for a business trip to Spain. (go)
6. a The sales team will concentrate _____ the quarterly requirements. (meet)
b Even the sales team will participate _____ the quarterly requirements. (meet)
c The sales team will attempt _____ the quarterly requirements. (meet)
7. a My mother used _____ a month in Austria when she was a child. (spend)
b My mother proposed _____ a month in Austria. (spend)
c My mother says it isn't worth _____ a month in Austria. (spend)