

## **Grammar practice**

### **Exercise 1**

***Put the verbs and any other words in brackets into the correct form. You may add the necessary auxiliary verbs, prepositions and particles. Use the verbs in the brackets in the given order. Use the passive where necessary.***

1. Policy makers  (force, think) of market pitfalls and  (consider, develop) profitable strategies. (PRESENT CONTINUOUS)
2. We  (be used, encourage, improve) our job performance on a daily basis. (PRESENT SIMPLE)
3. The recruitment staff  (object, submit) the application form incomplete. (PRESENT PERFECT)
4. Unless they stop taking illegal steps, they  (risk, reveal) and (find) guilty. (PRESENT SIMPLE)
5. We are cautious. We  (prefer, not, break) safety regulations. (PRESENT SIMPLE)
6. His administration  (neglect, protect, *the citizens*, attack) on their homeland. (PRESENT PERFECT)
7. The Secretary of the State  (deny, involve) negotiations with AL-Kaida. (PAST SIMPLE)
8. His business associate  (suggest, commit - not, meet) humanitarian needs in the most corrupt areas. (PAST SIMPLE)
9. She is an admirable worker. She never  (avoid, confront) with the challenge. (PRESENT SIMPLE)
10. I will quit this job as I  (can - not, get used, make) to promote faulty products. (PRESENT SIMPLE)

### **Exercise 2**

***Complete the second sentence so that it has a similar meaning to the first sentence using the PASSIVE + TO DO, PASSIVE + TO BE DOING, or PASSIVE + TO HAVE DONE.***

1. Everybody believes she is on a large list of racist supporters.  
She  on a large list of racist supporters.
2. In certain political quarters, people assume that Asian Americans are aiding US expansionist efforts in Asia at present.  
In certain political quarters, some  US expansionist efforts in

Asia at present.

3. What we all think is that our company executives were corrupt in the past.

Our company executives  in the past.

4. We know that the professional speculators are market gamblers.

The  market gamblers.

5. Someone reports that our golf club is planning to administer handicap individual events.

Our golf club  to administer handicap individual events.

6. We do not suppose that presidents should be an automatic signing machine.

Presidents  an automatic signing machine.

7. Media believe that he planned to bomb Arab TV station al-Jazeera.

to bomb Arab TV station al-Jazeera.

8. We expect and require students to attend all regularly scheduled Business English classes.

attend all regularly scheduled Business English classes.

9. We know that the management are seeking ways to generate higher profits these months.

The  ways to generate higher profits these months.

10. Everyone understands that the Chairman's resignation was our team's success.

The Chairman's resignation  our team's success.

### **Translations practice**

- 1) Nezapomeňte počítat s náklady na uskladnění, pohyb materiálu, s amortizací a pojištěním.
- 2) Vlády povolují různé metody zrychlených odpisů, což podnikům umožňuje více odečíst ze zisku.
- 3) Směnné kurzy by měly odrážet kupní sílu jednotlivých měn.
- 4) Zajistěte, aby banky měly dostatečnou hotovost, aby si lidé mohli vybírat vklady kdykoliv chtějí.
- 5) Ocenil bych, kdybyste sám rozhodl o tom, které body jsou nepodstatné a mohou tak být vypuštěny.
- 6) Pokusili se obvinít nás, ale my jsme si byli jisti, že to byla nedbalost jednoho z jejich zaměstnanců.
- 7) Kdyby se vhodnost žadatelů na toto místo se posuzovala bez ohledu na pohlaví, náboženství, národnost, stav nebo věk, byl bych určitě přijat.
- 8) Všichni naši pracovníci údržby jsou nesmírně vytíženi a z tohoto důvodu nemůžeme vyhovět vašim požadavkům.
- 9) Jedním z bodů jednání schůze by mělo být rozhodnutí o tom, jak by měli naši pracovníci platit výdaje během služební cesty v zahraničí.
- 10) Dluhy, které nadělali, byly garantovány podnikovými aktivy.
- 11) Převzetí, která užívají vypůjčených peněz, se nazývají účelový odkup.
- 12) Tato smlouva opravňuje, ale nezavazuje ke koupi nebo prodeji cenných papírů, měn nebo komodit za fixní cenu.

## ANSWER KEY

### Grammar practice

#### Exercise 1

*Put the verbs and any other words in brackets into the correct form. You may add the necessary auxiliary verbs, prepositions and particles. Use the verbs in the brackets in the given order. Use the passive where necessary.*

1. Policy makers  **(are being forced to think)** (force, think) of market pitfalls and  **(are considering developing)** (consider, develop) profitable strategies. (PRESENT CONTINUOUS)
2. We  **(are used to being encouraged to improve)** (be used, encourage, improve) our job performance on a daily basis. (PRESENT SIMPLE)
3. The recruitment staff  **(have objected to being submitted)** (object, submit) the application form incomplete. (PRESENT PERFECT)
4. Unless they stop taking illegal steps, they  **(risk being revealed and found)** (risk, reveal) and (find) guilty. (PRESENT SIMPLE)
5. We are cautious. We  **(prefer not to break, prefer not breaking)** (break, not) safety regulations. (PRESENT SIMPLE)
6. His administration  **(has neglected to protect the citizens from being attacked)** (neglect, protect, *the citizens*, attack) on their homeland. (PRESENT PERFECT)
7. The Secretary of the State  **(denied being involved in)** (deny, involve) negotiations with AL-Kaida. (PAST SIMPLE)
8. His business associate  **(suggested not being committed to meeting)** (suggest, commit - not, meet) humanitarian needs in the most corrupt areas. (PAST SIMPLE)
9. She is an admirable worker. She never  **(avoids being confronted)** (avoid, confront) with the challenge. (PRESENT SIMPLE)
10. I will quit this job as I  **(cannot get used to being made, can't get used to being made)** (can - not, get used, make) to promote faulty products. (PRESENT SIMPLE)

## Exercise 2

**Complete the second sentence so that it has a similar meaning to the first sentence using the PASSIVE + TO DO, PASSIVE + TO BE DOING, or PASSIVE + TO HAVE DONE.**

1. Everybody believes she is on a large list of racist supporters.

She  (is believed to be) on a large list of racist supporters.

2. In certain political quarters, people assume that Asian Americans are aiding US expansionist efforts in Asia at present.

In certain political quarters, some  (Asian Americans are assumed to be aiding) US expansionist efforts in Asia at present.

3. What we all think is that our company executives were corrupt in the past.

Our company executives  (are thought to have been corrupt) in the past.

4. We know that the professional speculators are market gamblers.

The  (professional speculators are known as) market gamblers.

5. Someone reports that our golf club is planning to administer handicap individual events.

Our golf club  (is reported to be planning) to administer handicap individual events.

6. We do not suppose that presidents should be an automatic signing machine.

Presidents  (are not supposed to be) an automatic signing machine.

7. Media believe that he planned to bomb Arab TV station al-Jazeera.

(He is believed to have planned) to bomb Arab TV station al-Jazeera.

8. We expect and require students to attend all regularly scheduled Business English classes.

(Students are expected and required to) attend all regularly scheduled Business English classes.

9. We know that the management are seeking ways to generate higher profits these months.

The  (management are known to be seeking) ways to generate higher profits these months.

10. Everyone understands that the Chairman's resignation was our team's success.

The Chairman's resignation  (is understood to have been) our team's success.

## ANSWER KEY

### Translations practice

1) Nezapomeňte počítat s náklady na uskladnění, pohyb materiálu, s amortizací a pojištěním.

**Don't forget to cover storage costs, material flow, amortization and insurance.**

2) Vlády povolují různé metody zrychlených odpisů, což podnikům umožňuje více odečíst ze zisku.

**Governments permit various methods of accelerated depreciation (accounting) that allow companies to deduct more from their profits.**

3) Směnné kurzy by měly odrážet kupní sílu jednotlivých měn.

**Exchange rates should reflect purchasing power of individual currencies.**

4) Zajistěte, aby banky měly dostatečnou hotovost, aby si lidé mohli vybírat vklady kdykoliv chtějí.

**Ensure that banks have sufficient liquidity to allow people to withdraw their deposits when they want.**

5) Ocenil bych, kdybyste sám rozhodl o tom, které body jsou nepodstatné a mohou tak být vypuštěny.

**I would appreciate if you decided by yourself which points are irrelevant and can be left out.**

6) Pokusili se obvinít nás, ale my jsme si byli jisti, že to byla nedbalost jednoho z jejich zaměstnanců.

**They tried to blame us but we were sure that it had been a negligence of one of their employees.**

7) Kdyby se vhodnost žadatelů na toto místo se posuzovala bez ohledu na pohlaví, náboženství, národnost, stav nebo věk, byl bych určitě přijat.

**If applicant's suitability for the this positions had been considered regardless of sex, religion, nationality, status or age, I would definitely have been accepted.**

8) Všichni naši pracovníci údržby jsou nesmírně vytíženi a z tohoto důvodu nemůžeme vyhovět vašim požadavkům.

**All our maintenance workers are extremely busy consequently we are not able to meet your requirements.**

9) Jedním z bodů jednání schůze by mělo být rozhodnutí o tom, jak by měli naši pracovníci platit výdaje během služební cesty v zahraničí.

**One of the items on the agenda should be making decision on how our workers should pay their expenses when on business abroad.**

10) Dluhy, které nadělali, byly garantovány podnikovými aktivy.

**Debts which they made had been guaranteed by company's assets.**

11) Převzetí, která užívají vypůjčených peněz, se nazývají účelový odkup.

**Takeovers which use borrowed money are called asset-stripping.**

12) Tato smlouva opravňuje, ale nezavazuje ke koupi nebo prodeji cenných papírů, měn nebo komodit za fixní cenu.

**This contract entitles but doesn't oblige to buy or sell securities, currencies or commodities at a fixed price.**