**Grammar base**

*Present Simple Passive*

**Ex.1. Translate the sentences into Russian. Pay attention to the Passive forms.**

1. The Bachelor’s course **was done** by him last year. – Курс *бакалавриата был завершен им в прошлом году.*
2. You **will be waited** for at the bus station tomorrow morning. – *Тебя будут ждать на автобусной остановке завтра утром.*
3. This investigation **is** much **spoken** about. – *Об этом исследовании очень много говорят.*
4. **Were** the students **shown** around a new campus? – *Студентам показали кампус?*
5. If you wear this jacket you**’ll be laughed** at. – *Если ты наденешь этот пиджак, тебя обсмеют.*
6. How often **is** his name **referred** to in the article? – *Как часто его имя упоминалось в этой статье?*
7. The printer **will be fixed up** in a few hours. – *Этот принтер починят через несколько часов.*
8. What gadgets **are sold out** in your store? – Какие новинки продают в вашем магазине?
9. London **was founded** about 2000 years ago by the Romans. – *Лондон был основан примерно 200 лет назад римлянами.*
10. The name Londinium **was given** to the settlement (the original London) that means literally “river place”. – *Название Лондиниум было дано поселению (первое название Лондона), которое означает в переводе «место у реки».*
11. Many people think that Big Ben **was named** after Sir Benjamin Hall. – *Многие люди считают, что Биг Бен был назван Сэром Бенджамином Холом.*
12. The Thames is often called Father of London. – *Темзу часто называют Отцом Лондона.*
13. **Can** some flowers **be cut** in from the garden? – *Можно отрезать несколько цветов в этом саду?*
14. Your luggage **will be looked** after. – *За твоим багажом присмотрят.*
15. The policemen **were sent** for but they were late. – *За полицией отправили, но они опоздали.*
16. He **is** never **listened** to. – *Его никогда не слушают.*
17. **Will** the factory **be restored** next year? – *Фабрику будут реставрировать в следующем году?*
18. When **was** the old college **knocked** down? – *Когда старый колледж был разрушен?*

**Ex.2. Rewrite the active sentences into passive ones.**

1. – *Capital letters are used to express numbers by the Roman system.*
2. – *Ten digits are employed to represent numbers by the Hindu-Arabic system.*
3. – *Groups of three figures are separated with a comma.*
4. – *The name “arithmetic” was derived from the Greek language.*
5. – *Interesting results will be gotten by him in the research.*
6. – *The English seminar was attended by nine part-time students.*
7. – *A graduation paper will be defended by your friend in May.*
8. – *This sign (/) is named a stroke, a slash or an inclined fraction line.*
9. – *A hyphen and a dash were confused by him in the test.*

**Ex.3. Express your agreement to the sentences in passive.**

1. – Yes, one more example **was given** by her.
2. – Yes, meetings **are held** by them on the top floor.
3. – Yes, the length and the width of the figure **weren’t found** by him.
4. – Yes, the instructions to students **will be given** by the lecturer.
5. – Yes, Math’s tutorials **aren’t attended** by them on Mondays.
6. – Yes, the work **won’t be managed** by me alone.
7. – Yes, the papers **will be sent** by them in due time.
8. – Yes, the creator of this fantastic structure **is known** by me.
9. – Yes, the final exams **aren’t taken** by her in June.
10. – Yes, quite a different system was **developed** by them.
11. – Yes, his article **wasn’t published** by them.
12. – Yes, his co-worker's ideas **were stolen** and passed off as his own.

**Ex.4. Answer the questions using passive.**

1. *– No, the English test wasn’t written by them yesterday.*
2. *– Yes, a great contribution to the project was made by the scientists.*
3. *– No, the problem won’t be solved by them soon.*
4. *– No, the fifth floor isn’t occupied by the library.*
5. *– Yes, the door of the laboratory is locked by me.*
6. *– Yes, this signal was misunderstood by me.*
7. *– No, the rules won’t be followed by him.*
8. *– Yes, these methods of investigation are applied by them.*
9. *– No, the experiment unfinished wasn’t left by the students.*
10. *– Yes, the process will be taken by several days*
11. *– Yes, that vacancy at Nicolas & Co. was gotten by Collin.*

**Reading skills**

**Ex.5. Scan through the words and phrases before reading the text.**

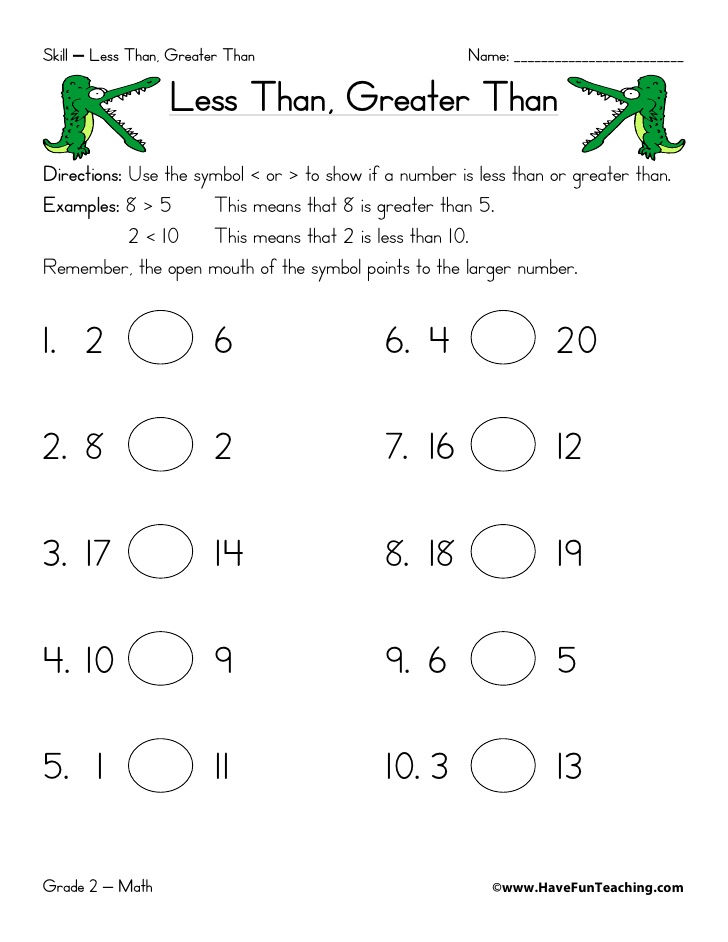
**Text A Mathematical symbols and signs**

*Open task*

**Ex.6. Answer the questions.**

1. – *plus; seventeen plus eighty-three.*
2. – *minus*
3. – (/) *the inclined fraction line*
4. – *The operation of division can be represented by three following signs* ***(:) a division sign, (–) a fraction line*** *and* ***(/) an inclined fraction line.***
5. *– the* ***dot*** *(•) written above the line whereas the decimal point* ***(.)*** *written on the line.*
6. – *The inverted form* ***(∵)*** *of the therefore sign is known as* ***the******because sign*** *and is read “because”.*
7. **(∴) – (therefore sign** or **the sign of deduction) it** is read “*therefore”, “so”* or *“hence*”; **(…) – (**the **sign of continuation)** is read “*and so on”, “and so on to”* or *“and so forth*”.
8. – *three dots placed in an upright triangle three dots placed in an upright triangle.*
9. **–** *They are* ***parentheses*** *or* ***round brackets ( ), square brackets [] and braces { }.***
10. **–** *Braces are used as the outermost symbols.*
11. *(<) – is less than, (>) – is more than*.
12. *– 8 + 2 ≠ 82 – this equation is read “eight plus 2 is not equal to eighty-two”.*

**Ex.7. Have fun! Use the symbols <, > to show if a number is *less than* or *greater than*.**



1. two **<** six 6. fourteen < fifty-four
2. eight > four 7. twenty > twelve
3. nine < seventeen 8. eleven< eighty
4. five > one 9. ninety > nineteen
5. thirty < fifty 10. three < ten

**Ex.8. Word-formation. Fill in the correct word derived from the word in bold.**

|  |  |
| --- | --- |
| 1. Parentheses, brackets and braces are ***grouping*** signs. | **group** |
| 1. What signs of ***equality*** do you know? | **equal** |
| 1. There are two signs representing deduction and ***continuation***. | **continue** |
| 1. The dot **(∙)** is ***written*** a little above the line. | **write** |
| 1. 27 : 3 is read “twenty-seven ***divided*** by three” | **divide** |
| 1. 17 < 71 means “seventeen is ***less*** than seventy-one” | **little** |
| 1. In the example 49/7, (/) is an ***inclined*** fraction line. | **incline** |
| 1. The ***expression*** a ≈ b means “*a is approximately equal to b*” | **express** |

**Ex.9. Complete the table.**

|  |  |
| --- | --- |
| **=** | *Is equal to ‘ (an equality sign)* |
| (•) | *dot (the sign of multiplication)* |
| (<) | *is less than* ***(non-equality sign)*** |
| ***{ }*** | braces |
| (…) | “*and so on” (* a **sign of continuation)** |
| (≠) | *is not equal to* ***(non-equality sign)*** |
| **(∴)** | therefore sign |
| (-) | *minus* ***(a sign of subtraction)*** |
| **(:)** | a division sign |
| **(+)** | *plus* ***(a sin of addition)*** |
| **( )** | *round brackets (****a grouping sign****)* |
| **[ ]** | square brackets |
| (/) | *an inclined fraction line* |
| **(∵)** | “*because*”(the **because sign**) |
| (≈) | “*is approximately equal to*” (***an equality sign***) |
| **(.)** | a decimal point |
| (>) | *is more than / is greater than* ***(non-equality sign)*** |

**Ex.10. Study the vocabulary before reading text B.**

**Text B Electronic computer**

*Open task.*

**Ex.11. Look at these words from the text. Write H (*hardware*), P (*peripherals*), S (*software*) or M (*measurement*) next to each other.**

1. scanner (***P***) 7. CPU (H)
2. CD-ROM (H / P) 8. Microsoft Windows (S)
3. Unix (S) 9. microphone (P)
4. a flash drive (P) 10. gigabytes (M)
5. megahertz (M) 11. Linux (S)
6. the main memory (H) 12. MB (M)

**Ex.12. Look at the picture of computer hardware. Number the elements of this computer system.**

*8*\_ ***mouse* 1 webcam 12 keyboard**

**7 disk 10 memory stick 9 hard copy / printout**

**6 monitor 2 printer 5 screen**

**11 speaker 3 laptop 13 mouse mat**

**4 hard drive**

**Ex.13. Complete the sentences using the words from ex.12.**

1. keyboard. 6. mouse.
2. hard copy. 7. mouse mat.
3. laptop. 8. screen.
4. hard disk. 9. speaker.
5. memory stick or a disk . 10. webcam

**Ex.14. Look through Text B again to answer the questions.**

1. – ***A computer*** *is an electronic machine which can accept and process data, and give the results of the processing in a specified format as information.*
2. *– Hardware**is any electronic or mechanical part you can see and touch. There are three basic hardware sections: the Central Processing Unit (CPU), the main (working) memory and peripherals.*
3. – *Hardware**is any electronic or mechanical part you can see and touch. Software is a computer program which tells the computer what to do.*
4. – *Microsoft windows OS, Mac OS, Linux, UNIX and Windows Mobile*
5. *– How fast the computer process data or information.*
6. *– in megahertz (MHz) or gigahertz (GHz).*
7. *– RAM* (Random Access Memory) *is the main memory of a computer.*
8. – *it means when the computer is turned off, its information is lost.*
9. – *data and software programs, it is measured in gigabytes (GB)*
10. ***–*** *Peripherals are the physical units attached to the computer. They include storage devices and input / output devices.*
11. – *a monitor, a printer*
12. *–* ***Input devices*** *are the pieces of hardware which allow us to enter information into the computer. The most common are the keyboard and the mouse.*
13. *– several* ***ports*** *into which we can plug a wide range of peripherals ( a modem, a digital camera, a scanner, etc.)*
14. – *A desktop PC consists of tower, a separate monitor, a keyboard and a mouse. The CPU, modem, CD-ROM and hard disk are inside the tower.*
15. *– a computer that you carry, for example, it’s a laptop.*
16. *– screen*
17. – *all components of a desktop PCs are inside one small unit of a laptop.*

**Ex.15. Read the statements and say if they are *true* or *false.***

1. \_\_False\_\_ (*2 parts: hardware, software*)
2. \_F\_
3. \_F\_
4. T
5. \_T\_
6. \_F\_ (notebook computer)
7. \_F\_ (and input devices)
8. \_T\_
9. \_\_F\_(portable)
10. \_F\_(a video camera)

**Ex.16. Label the pictures (*1 – 8*) with the *input devices* from the box.**

1. a light pen 5. a keyboard
2. a game controller 6. a graphics tablet
3. a scanner 7. a trackball
4. a mouse 8. a microphone

**Ex.17. a) Listen to a computer technician describing three input devices. Write which devices he’s talking about.**

**(Infotech.St.b.Un.5.Task2.)**

1. keyboard 2.mouse 3. light pen
2. **Listen again and complete these extracts.**
3. used to 5. can
4. have; for 6. works by
5. for controlling 7. allows; draw diagrams; graphics
6. features

**Language lexis**

1. *Computer-related phrases &phrasal verbs*

**Ex.18. Translate into Russian the short message left by Maggie for her friend. Pay attention to the phrasal verbs about using computer.**

Привет,

Распечатай, пожалуйста, мне этот документ.

Но сначала тебе надо включить компьютер, потому что он отключен, и придется включить его. Затем, когда ты включишь его, зайди в систему / введи логии и пароль. Мой логин и пароль на листке бумаги, прикрепленной к компьютеру. Когда завершишь печатать, выходи из системы и выключи компьютер.

Спасибо большое.

Мэгги.

**Ex.19. Complete the sentences with phrasal verbs using the correct form of verbs from the box. But there is an extra verb you don’t need to use.**

1. She couldn’t **turn** **on** her laptop because the socket in the wall had no power.
2. It took two hours to complete the calculation, so we **log** **off** (the system) at 4 o'clock.
3. You measure yourself; **type in** measurements into the computer, and the printer will **print out** the pattern.
4. She forgot to **plug** **in** her printer and was wondering why it didn’t work.
5. To check your mail, you must first **log** **on** with you ID and password.
6. Can you **switch** **off** the light, please?
7. Suddenly the light **went down** and **on** after some seconds but when I restarted my computer all of the work I hadn’t saved before lost.
8. I brought the printer last week but I haven’t **hooked** it **up** to the computer yet.
9. *Phrases about computer problems*

**Ex.20. Complete the dialogue with the phrases from the box above. Use the correct tense with the verbs.**

**Dialogue**  ***My PC is so slow***

**A:** My ***PC*** **is so slow** and the screen sometimes freezes.   
**B:** Maybe, your anti-virus program **went out of date** and viruses attack your comp.

**A:** I don’t think so. I **updated** the program 2 months ago.

**B:** Why is it so slow then? Did you **take it to a computer shop**?  
**A:** I did. But when they **found out** its age (20 years), they recommended me to recycle it and buy a new one.  
**B:** Ha-ha, I see! Buy a new one then.  
**A:** **Easy enough to say**. I would if I had the money.  
**B:** Well, if you can’t get a new computer, you’ll have **live with it**.

**A:** Sometimes I want to **throw** it **out** the window.  
**B:** You don’t want to do that.

**A:** Why not?  
**B:** You might hit someone in the head.

**Communication**

**Ex.21. Read the following conversation between Juan and Peter.**

**Problems with my laptop**

***Peter is having problems with his laptop before giving a short Power Point presentation in a meeting.***

*Open task.*

**Ex.22. Decide if these sentences are true or false. Correct the false ones.**

1. Peter’s laptop isn’t turning on as its battery has no charge. \_F\_
2. Juan offers Peter to plug his laptop into another socket. \_T\_
3. They find out the problem, it is the power cable. \_F\_
4. Peter is going to use Juan’s laptop to show his presentation. \_F\_
5. Peter restarts his laptop and loses all of the work in his presentation he has been doing before. \_F\_
6. The real problem with Peter’s laptop is a software fault with an application. \_F\_

**Ex.23. Listen to Carol talking to people at work and then to her husband, Ben, later the same day. Tick the true sentences. Correct the false ones. (R.7.11.F2F.St.B.Intermed.Un.7D)**

1. Carol has just come back from a business trip. \_T\_
2. They have changed the computers in the office. \_F\_
3. Carol can’t *log on*\* to her computer. \_T\_
4. The computer expert will be back around 2 p.m. \_F\_

2.

1. Carol’s son, Tim, has gone to a friend’s house. \_F\_
2. Tim has changed the password on his laptop. \_T\_
3. Carol and Ben are going to have a party soon. \_T\_
4. She called Alex Ross earlier in the day. \_F\_

**Ex.24. Make up a dialogue with a partner. Use the phrases about computer problems. Read a model dialogue below as an example.**

***Open task.***

**Self assessment**

**Grammar base:**

**Ex.25. Complete the sentences using Present, Past or Future Simple Passive.**

1. The members of the House of Commons **are elected** by people. 2. The Queen Elizabeth II **was crowned** in 1952. 3. English **is spoken** as a second language by many people in India, Pakistan and numerous countries in Africa. 4. **Is** Australia often **visited** by tourists from other countries? 5. This program **won’t be shown** on TV tomorrow. 6. In 1066 England **was conquered** by the Normans. 7. Why **weren’t** the newspapers **brought** yesterday? 8. Scotland **was joined** to the UK in 1707, after a long struggle for its independence.

**Reading skills: Text A.**

**Ex.26. Give English equivalents of the Russian phrases.**

* + - 1. десятичная точка – *decimal point*
      2. во избежание путаницы – *to avoid confusion*
      3. наклонная дробная линия – *an inclined fraction line*
      4. рассматривать как – *regard as*
      5. иметь одинаковый результат *– have the same result*
      6. приблизительно равно семи – *be approximately equal to seven*
      7. больше чем / меньше чем – *be less than, be more than*
      8. группирующие знаки – *grouping signs*
      9. знак вывода – *sign of deduction*
      10. фигурные скобки – *braces*
      11. квадратные скобки – *brackets*
      12. знак продолжения – *sign of continuation*
      13. логическое умозаключение – *a logical consequence*
      14. перевернутая форма знака – *an inverted form of a sign*

**Ex.27. Name and read the symbols used in mathematical sentences.**

1. **–** *(name)* sign of subtraction*, (reading)* minus
2. **=** *(name)* sign of equality*, (reading)* is equal
3. ≠*(name)* sign of inequality*, (reading)* is not equal to
4. (•)*(name)* sign of multiplication*, (reading)* dot
5. **/** *(name)* sign of division*, (reading)* a fraction line
6. **>** *(name)* sign of inequality*, (reading)* is more than
7. **<** *(name)* sign of inequality*, (reading)* is less than
8. **… 50** *(name)*sign of continuation*, (reading)* and so on to 50
9. **{}** *(name)* grouping sign, *(reading)* braces
10. **[]** *(name)* enclosing sign, *(reading)* brackets
11. **()** *(name)* enclosing sign, *(reading)* parentheses
12. **∴** *(name)* sign of deduction, *(reading)* hence, therefore

**Reading skills: Text B.**

**Ex.28. Complete the words and phrases.**

1. **sp**eaker4. **lap**top 7. **print**out
2. **mouse** mat5. **key**board 8. web**cam**
3. **hard** drive6. **memory** stick

**Ex.29. What do the abbreviations stand for?**

1. CPU – central processing unit
2. Mac OS – Macintosh operating system
3. RAM – random access memory
4. CD-ROM – compact disk- read only memory
5. MHz – megahertz
6. GB – gigabytes
7. BIOS – basic input / output system
8. USB – universal serial bus

**Ex.30. Give English equivalents of the following Russian phrases.**

**Give English equivalents of the following Russian phrases.**

* + - 1. – *peripherals*
      2. – *central processing unit* (*CPU)*
      3. – *hardware*
      4. – *software*
      5. – *RAM*
      6. – *operating system*
      7. – *to access and process data*
      8. – *to measure speed of CPU in gigahertz*
      9. – *to run a program*
      10. *– to input/ enter data into a computer*
      11. – *input device*
      12. – *output device*
      13. – *hard disk*
      14. – *storage device*
      15. – *flash drive, memory stick*
      16. – *memory card*
      17. – *volatile*
      18. – *universal serial bus (USB)*
      19. – *a graphics tablet*
      20. – *a light pen*
      21. – *a trackball*
      22. *– to plug in*
      23. – *a tower*
      24. – *with similar specifications*
      25. – *a front panel / a rear panel*

**Ex.31. Complete and describe the diagram*,* using information from the text. Possible answer:**

**Computer peripherals** are often divided into three categories: *input, output* and *storage devises.*

*Input devices* include the keyboard, the mouse, scanners, cameras, etc. For example, I have a digital camera with 6.1 megapixel resolution. I take pictures and download them to the computer via a USB port.

*Output devices* include the monitor and the printer. I have a 17” flat LCD screen and an inkjet printer.

There are three basic types of *storage media*: magnetic, optical and flash memory. I have a hard drive with a capacity of 250GB, a DVD Rewritable drive that supports all types of CDs and DVDs, and USB pen drive, which I use to share texts, music and video clips with friends.

**Input devices:**

1. *a mouse*
2. *a camera*
3. *a scanner*
4. *a keyboard*
5. *a microphone*
6. *a graphics tablet*
7. *a light pen …*

**PERIPHERALS**

**Storage media:**

1. *hard drive*
2. *CD*
3. *DVD*
4. *pen drive*

**Output devices:**

1. *a monitor*
2. *a printer*

**Language lexis:**

**Ex.32. Write the opposites of the following phrasal verbs.**

* + - 1. go off – *start up, power up* 5. turn on – *turn off*
      2. log in – *log off* 6. sign in – *sign out*
      3. start up – *shut down* 7. switch off – *switch on*
      4. plug in – *plug out*  8. type in – *print out*

**Ex.33. Match phrasal verbs in the box to the definitions.**

1. **log in / on** – to enter (= to **type in)** your identity code and a password on your computer to gain access to a global electrical network; to go onto a computer network by typing in a personal code
2. **turn off** – to disconnect (an electrical appliance)
3. **plug in** – to insert a *plug* (штепсель) into an electric *outlet* (= *a power point*)
4. **log off / out** – to finish using the system by typing a particular command; to go off a computer network by signing out
5. **power up** – to switch on the power to a computer system
6. **print out** – to produce a copy of a document or an image on paper.
7. **print out** – to stop operating (of an appliance)
8. **shut down** – to turn off a computer

**Communication:**

**Ex.34. Do the quiz. Look at dialogue “*Problems with my laptop*” if necessary.**

* + - 1. Another way to say 'touch' or 'push' a button or a key, is **pressed.**
      2. The name of the part of a computer where you save/store your applications and documents is the **hard drive**.
      3. When talking about computers, people call an electrical or design 'problem' a **fault.**
      4. Another way to say 'switch on' or 'start' a computer is **turn on.**
      5. The part of a laptop where you move the cursor on the screen with a finger is called the **touch pad**.
      6. A 'lead' or 'wire' which connects a computer to a printer or a power supply, is called a **cable.**
      7. A different way to say 'restart' a computer is to **reboot.**
      8. A phrasal verb that means to connect a 'cable' to a computer or to an electrical power supply is **plugged in.**
      9. When you can't move the cursor on the screen, the screen is **frozen.**
      10. A possible reason why a cable isn't working is **wires** **had loose.**
      11. The buttons on a keyboard that have letters or numbers on them are called **keys.**
      12. When a computer or application fails or stops working, it **crashed.**

**Ex.35. Complete the dialogue with the words from the box.**

***Hooking Up My Computer***

**Peter:** Hi Jack. Can you give me a hand?   
**Jack:** Sure. What's up?   
**Peter:** I've just bought a new computer and I'm having some **problems**1 hooking everything up.   
**Jack:** Sure. I'd be happy to help.   
**Peter:** Thanks! I've connected all the cables from my monitor, mouse and keyboard, and I've **plugged** 2 it in.   
**Jack:** Have you installed the **software**3 yet?   
**Peter:** No, I haven't. Do I need to?   
**Jack:** Not always, but it's best to install drivers for your keyboard and mouse, as well as your printer.   
**Peter:** Will the computer **boot** 4 up without those?   
**Jack:** Of course. Start **up**5 the computer and we can update the drives.   
**Jack:** You've bought a nice system. How big is the **hard** 6 drive?   
**Peter:** I think it's 750 gigabyte.   
**Jack:** Good... The computer's booted up. Let's install those **drivers**7.   
**Peter:** Before we do that, can I get online?   
**Jack:** Do you have a modem?   
**Peter:** Yes, I do. I think I have a **cable** 8 modem.   
**Jack:** It's the cable that connects your modem to your computer.   
**Peter:** I see. Let's **surf** 9 the internet!   
**Jack:** Just a moment... first we need to **launch** 10 the browser.   
**Peter:** The browser?   
**Jack:** It's the program that allows you to surf the internet.   
**Peter:** Oh ... I've got a lot to learn.   
**Jack:** Yes, you do.

**UNIT 5 BASIC OPERATIONS & PHONE CONVERSATIONS**

**Grammar base**

*Noun & Adjective suffixes*

**Ex.1. Form adjectives from the following nouns and verbs.**

1. beauty – *beautiful* 7. rock – *rocky*
2. danger – *dangerous* 8. to imagine – *imaginable*
3. wonder – *wonderful* 9. home – *homeless*
4. history – *historical* 10. friend – *friendly*
5. hope – *hopeful* 11. to inform – *informative*
6. mystery – *mysterious* 12. comfort – *comfortable*

**Ex.2.Word-formation: Fill in the sentences with proper forms of the words.**

|  |  |
| --- | --- |
| 1. In a **numeration** system numerals are used to represent numbers. | **numeral** |
| 1. Digits 0, 1, 2, … 9 may be used in various **combinations**. | **combine** |
| 1. Three can be represented as the **difference** between the numbers 8 and 5. | **differ** |
| 1. Division by 0 is **meaningless**. | **mean** |
| 1. We all know of four **fundamental** arithmetic **operations**. | **fundament, operate** |
| 1. If you divide 10 by 3, a quotient will contain   a **remainder.** | **remain** |
| 1. There are three main components of **multiplication** | **multiply** |
| 1. The number by which we divide is a **divisor**. | **divide** |

**Ex.3. Point out the noun suffixes.**

Teach**er**, addi**tion**, special**ist**, lott**ery**, bal**ance**, argu**ment**, sure**ness**, invent**ion**, contin**ent**, happi**ness**, bachel**or**, differ**ence**, na**ture**, democr**acy**, mem**ory**, human**ist**, seg**ment**, multiplica**tion**, wit**ness**, mea**sure**, entr**ance**, expect**ancy**, advis**or**, serv**ant**, document**ary**, lead**er**, equat**ion**, stud**ent**.

**Reading skills**

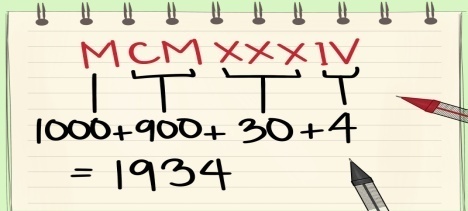
*Maths & everyday life*

**Ex.4. Read the text below.**

**Text A Arithmetic operations**

*Open task*

**Ex.5. Answer the questions.**

1. – *People can build mind-boggling bridges, unimaginable skyscrapers, fly off the Earth like a bird and measure the distance to other planets using the same numbers in many different ways.*
2. – *Roman system of numbers based upon the letters I, V, X, C, D and M. These letters were mixed together to form many different combinations.*
3. *– The Hindu-Arabic numeration system is a decimal system based on tens (0, 1, 2, 3, 4 … 9).*
4. *– It deals with the properties of numbers and their operations.*
5. *– negative numbers appear in algebra*
6. – *fundamental operations of Arithmetic are* ***addition, subtraction, multiplication*** *and* ***division****.*
7. *– The process of finding the sum of two or more numbers is known as* ***addition****.*
8. – *No, it is named sum.*
9. *– It is a subtrahend.*
10. – *difference*
11. *– The number which is to be made smaller in subtraction is called the* ***minuend****.*
12. – *The subtraction is the inverse operation of addition since 6+2=8 and 8-2=6.*
13. – *multiplicand, multiplier, product*
14. – *the number which must be multiplied is the* ***multiplicand***
15. – *The number by which we multiply the multiplicand is the* ***multiplier****.*
16. – dot (•)
17. – *dividend, divisor, quotient*
18. – *The result of the division is the* ***quotient****.*
19. – *If we divide 32 by 7, the quotient will be 4,6 where 6 is a remainder?*
20. – *No, 405 : 5 = 81.*

**Ex.6. Read the equations and write them in words. Name the components of the operations.**

1. **15 - 4 = 11 –** *fifteen minus four equals eleven.*

*15 – minuend, 4 – subtrahend, 11 – difference*

1. **3 x 9 = 27 –** *three multiplied by nine is twenty-seven*

*3 – multiplicand, 9 – multiplier, 27 – product*

1. **14 : 3 = 4,7 –** *fourteen divided by three equals four point seven*

*14 – dividend, 3 – divisor,* **4,7 –** *quotient,* 7*– remainder*

1. **8 - 6 = 2 –** *six subtracted from eight is equal to two*

*8 – minuend, 6 – subtrahend, 2 – difference*

1. **9+111 = 120 –** *nine plus one hundred and eleven is one hundred and twenty*

*9, 111 – summands, 120 – sum*

1. **3 x 7 = 21 –** *three multiplied by seven is twenty-one*

*3 – multiplicand, 7 – multiplier, 2 – product*

1. **40 : 5 = 8 –** *forty divided by five is eight*

*40 – minuend, 5 – subtrahend, 8 – difference*

1. **440 – 275 = 165 –** *four hundred and forty minus two hundred and seventy-five equals one hundred and sixty-five*

*440 – minuend, 275 – subtrahend, 165 – difference*

**Ex.7. Read the text about three different opinions about using phone, email and the post.**

**Text B Types of communicating**

(Email, phone and the post)

*Open task*

**Ex.8. Agree or disagree. Use phrases from the tinted box in your answers.**

1. Agree
2. Not stated
3. This statement is partly right. Philip does but sometimes.
4. On the contrary, Martha dislikes getting the bills and junk mails.
5. That isn’t true. Martha likes the post because it’s more secure than email and no one will read your mail or listen to your conversation.
6. No, that’s wrong. Carla prefers speaking on phone as she likes the instant interaction and the informality and speed of phone calls.
7. I disagree with that because it was Martha who worries about grammar and spelling of young people using e-mail.
8. This information is wrong. Carla prefers using a phone because it’s very comfortable and fast to use it.
9. Disagree. Martha enjoys getting handwritten letters because they smell, look and feel different from emails.
10. That’s true. She really took it for granted.

**Ex.9. Name the highlighted words from the text relevant to the definitions.**

1. spam 5. response 9. junk mails
2. privacy 6. virus 10. spelling
3. secure 7. image 11. illiterate
4. instant 8. expensive

**Language lexis**

*Phrasal verbs for* ***telephoning***

**Ex.10. Study up 18 telephone phrasal verbs to easily talk on phone.** *Open task.*

**Ex.11. Match the English sentences to the correct Russian ones.**

6 Ты пропадаешь, я перезвоню тебе через минуту.

11 Если я тебе нужен, просто ответь на звонок.

13 Нас прервали на середине разговора.

9 Он повесил трубку и записал сообщение.

12 Врач у себя, я вас соединю.

3 Я перезвоню тебе, когда услышу новости.

1 Ненавижу людей, которые кладут трубку, не дослушав до конца.

4 Сначала я разговаривал с бабушкой, потом она передала трубку дедушке.

8 Говори громче. Я не слышу тебя.

5 Я обзвонил все окрестные компьютерные салоны и выяснил, что дешевле всего видеокамеры в I-tech магазине.

14Извини, я не могу разобрать, что ты говоришь. Очень плохая связь.

2 Я не мог дозвониться, линия была занята.

10 Здравствуйте. Это Дэвид. Ким дома? Можно с ним поговорить? – Подождите минуту. Я его позову.

7 Здравствуйте. Передайте, пожалуйста, трубку Сэнди? – Подождите секунду, я посмотрю, здесь ли она.

**Ex.12. Complete the sentences with the proper words from the box.**

1. Ok, I’ll **get** **back** when I get home.
2. I finally **got through** **to** Laura on her mobile.
3. Could you **put** me **through** **to** the manager, please?
4. [](http://www.englishzoom.ru/wp-content/uploads/2015/08/2015-08-07_1415.png)I talked to Jane a bit, and then she **put** Lily **on**.
5. I couldn’t reach you, the connection kept **cutting out**.
6. **Hold on.** I’ll back for a moment.
7. — Can I speak to Mr. Rogers, please?  
   — I’m afraid he’s out for a meeting.  
   — OK, I will **call** **back** then.
8. I called you five times but I couldn’t **get through**.
9. No one was there so I left a message on the answering machine. But no one has **got through to** me yet.
10. The line is bad, and we keep getting **cut off**.
11. Sorry, you are **breaking** **up**. I didn’t hear that very well. Could you repeat, please?
12. I can’t **make** **out** what you’re saying.

**Communication**

*Talk on phone*

**Ex.13. a) Fill in the gaps with these words.**

1. off 2. message 3. called 4. line 5. meeting 6. leave

**Ex.14. Jim is trying to talk to his friend, Peter. Listen and answer the questions. (R.6.8.F2F.Pre-inter.St.b.)**

1. – He’s taken the afternoon off.
2. – Because Peter didn’t pick up his mobile.
3. – Jim wants to talk to Peter about their golf weekend.
4. – Jim is in a meeting.

**Ex.15. Act out the following conversations in pairs.** *Open task.*

**Ex.16. Write a conversation for the situation.**

**Vendee:** Hello. Is Sally there? Can I speak to her, please?

**John:** Hello. Sorry, she is out now. Shall I tell her you called?

**Vendee:** Yes, please. And tell her Vendee was calling.

**John:** Sure. Would you like to leave a message?

**Vendee:** Just ask her to phone me later today?

**John:** How can she get you?

**Vendee:** She can call me at homeor on my mobile.

**John:** Ok. I’ll tell her. Bye.

**Vendee:** Thanks. Bye.

**Self-assessment**

**Grammar base:**

**Ex.17. Make nouns from the words as many as you can. Use the suffixes: *-ist, -ity, -tion, -ess, -ment, -or, -ary, -ance, -er.***

1. special – *specialist* 8. clear – *clearance*
2. perform – *performance* 9. art – *artist*
3. secret – *secretary* 10. assess – *assessment*
4. advise – *advice* 11. fort – *fortress*
5. base – *basement* 12. real – *reality*
6. govern – *governor* 13. pay – *payment*
7. reflect – *reflection* 14. provide – *providence*

**Reading skills: Text A**

**Ex.18. Translate the phrases into English.**

**- Сложение – *addition***

1. слагаемые – *summands, addends*
2. сумма – *sum*
3. плюс – *plus*
4. складывать – *to* *add*
5. равняется – *equals, is equal to*

**- Вычитание – *subtraction***

1. уменьшаемое – *minuend*
2. вычитаемое – *subtrahend*
3. разность – *difference*
4. минус – *minus*
5. вычитать из – *to subtract from*

**- Умножение – *multiplication***

1. множимое – *multiplicand*
2. множитель – *multiplier*
3. произведение – *product*
4. знак умножения – *multiplication sign*
5. умножать на – *to multiply by*

**- Деление – *division***

1. делимое – *dividend*
2. делитель – *divisor*
3. частное – *quotient*
4. делить на – *divide by*
5. знак деления – *sign of division*
6. остаток – *remainder*

**Text B.**

**Ex.19. Complete the phrases (1 – 9) from the text. Match them to the Russian equivalents (a – i).**

1. put pen to ***paper – h)*** начать писать, взяться за ручку
2. keep *smb* ***away*** from – ***i)*** удерживать кого-л. от чего-л.
3. send ***off*** an email – ***d)*** отсылать, отправлять (письмо, посылку и т. п.)
4. I can’t get ***over – c)*** я просто потрясен (не могу свыкнуться с мыслью)…
5. be used ***to*** *smth / doing smth –* ***e)***привыкнуть к чему-либо
6. take *smth* ***for*** granted – ***a)*** принимать как должное
7. be ***in*** the know of/about (gadgetry) – ***g)*** быть в курсе (технических новинок)
8. can’t do ***without*** *smth –* ***b)***не могу обходиться без чего-л.
9. be aware ***of*** smth / doing smth – ***f)*** осознавать что-либо

**Ex.20. Find English equivalents in Text B. to the Russian phrases.**

1. versatile
2. to attach video, a photo and etc. to an email
3. to expect an instant response
4. put pen to paper
5. embarrassment
6. pick up smb on smth
7. to keep smb away from smth
8. spell-check
9. I can’t get over how …
10. privacy and security
11. spam / unsolicited messages
12. junk mails
13. to be used to smth
14. take for granted
15. occasional wrong number
16. t be in the know of gadgetry
17. postal delivery
18. to get handwritten letters
19. be not aware of smth
20. become illiterate

**Language lexis:**

**Ex.21. Fill in the sentences with the correct words from the box.**

1. Could you **hold up** a moment, please?
2. Don’t worry. As soon as he is back, I’ll **pass** the message **on**.
3. You have to **ring round** and let everyone know.
4. I tried his home number but he didn't **pick up**.
5. After I **hung** **up** I remembered what I’d wanted to say.
6. I can’t believe that she **hung** **up on** me!
7. Try **calling up** a few more places;
8. Could you **speak up** a bit? I can't hear you.

**Communication:**

**Ex.22. Read the messages and fill in the gaps.**

**Dolores:** Hi. Could I 1***speak*** to Shaun, please?

**Receptionist:** I’m sorry he’s taken **2the morning** off. Would you like to leave **3a message**?

**Dolores:** Yes, please. My name’s Dolores Peres. Could you ask him to 4**call** me **tomorrow**? He can ring me at 5**my office.** My number is 020 7289801.

**Receptionist:** Yes, of course.

**Dolores:** Thanks. Goodbye.

**Ralf:** Hi. It’s Ralf here – Mel’s husband. Is 6**she there,** please?

**Receptionist:** Hold **7the line**, please. I’ll put you through.

**Percy:** Hello, Mel Parker’s phone.

**Ralf:** Percy? It’s Ralf here. Where’s Mel?

**Percy:** She’s in a meeting at the moment, Ralf. Shall 8**I** tell **her** you called?

**Ralf:** Yes. Can you ask her to call me 9**at home this** afternoon?

**Percy:** Ok.

**Ralf:** Thanks. Percy. Bye!

**Ex.23. Translate the sentences into English.**

1. I tried to phone you but I couldn't get through (to you)
2. A: – Why couldn’t you get through to Rita?

B: – I kept getting a busy signalall day long.

A: – No wonder she is always on the phone.

1. Can you speak up? We seem to have a bad connection on the phone.
2. Don't hang up (on me) I haven't finished talking to you!
3. *In the short run* my phone will be disconnected if I don’t pay the bills.
4. – Hi, Pete. What about going to the cinema tonight?

– Great! But I’m a bit busy now I’ll get back to you *towards the evening*.

1. – Good day. Is Jack there? Can I speak to him?

– Hold on a sec. *I’ll get him for you*.