**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. 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*.