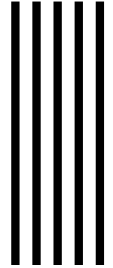
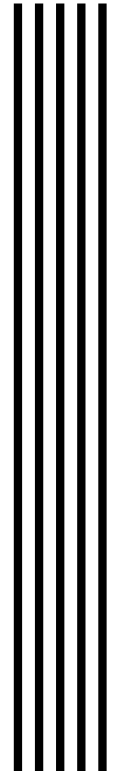


Министерство образования и науки Украины
Севастопольский национальный технический университет



ПРАКТИКА ПИСЬМЕННОЙ РЕЧИ по английскому языку

Методические указания
для студентов 2-го курса
специальности 7.030507 «Перевод»
дневной формы обучения



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Практика письменной речи по английскому языку: метод. указания для студентов 2-го курса специальности 7.030507 дневной формы обучения/ Сост. Абросимова Л.М., доцент кафедры ТПП, Александрова Т.Г., инж. 2 кат. – Севастополь: Изд-во СевНТУ, 2005г. – 24 стр.

Цель методических указаний – закрепить правильное использование запятой. Настоящие методические указания предназначены для студентов 2-го курса, изучающих курс “Практика письменной речи”. Все упражнения разделены на три блока, их материал содержит совпадающие, частично совпадающие и несовпадающие функции использования запятой. В упражнениях учтен методический подход “одной трудности”. Перед каждым блоком упражнений дается задание, включающее теоретический вопрос к последующим упражнениям на данные функции. К упражнениям прилагаются ключи.

Методические указания рассмотрены и утверждены на заседании кафедры теории и практики перевода (протокол №09 от 25.09.04 г.)

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Рецензент: заведующая кафедрой “Теории и практики перевода”
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1. Part I

Coinciding functions of the comma both in English and Russian**Task 1. Give the coinciding comma usage both in English and Russian****Exercise 1. Group the sentences according to the corresponding items of Task 1**

1. Put on your clothes, old man, quick! 2. At this moment the door opened again, and a young quadroon woman came in. 3. I suppose, I could come to the Price's ball. 4. There was another door in her room, which opened to the river. 5. Anxious, haggard, greedy, I stood among them like a veritable hill joy. 6. The large cities of the country are London, Birmingham, Cardiff, Manchester, Glasgow, Dublin. 7. Besides, they prefer a "joint" as a piece of meat for roasting in the oven. 8. He dreamt of silent, bare ships, towers, domes, theatres, temples lying open into the fields. 9. You may think that's sentimental, but I mean it. 10. Of course, Mrs. Darling forgot to tell her husband about John's visit. 11. I love you more than my eyes, more than my beauty, more than my life. 12. Mr. Dombey was a proud, cruel man. 13. Help me, Tom, or wolves on two legs will catch some of them before the night. 14. Yes, I know her. 15. Then he opened me, looked down me, took hold of my wrist. 16. The rich brother, who was the elder one, knew the way.

Exercise 2. Put the comma in enumeration of the sentence parts

1. She made scones baked a cake cut thin bread-and-butter. 2. It was Tommy Lawler – a tall strong good-looking youth of nineteen. 3. He kept them from the sun from the rain. 4. In two hours I will take four concentrated liver pills a dessert spoonful of digestive power. 5. Robert Burns (Rob Robbie Rab Robin) is to the average Englishman a pastoral sentimental lyricist. 6. Among them there are academicians Doctors of Sciences Candidates of Sciences. 7. He stepped in nodded to the two men took a cigarette greeted his partner. 8. Sad and unhappy cold and wet Lear went mad. 9. In Hollywood you may meet alliance of independent producers profit-sharing stars bankers businessmen etc. 10. Americans read listen to the radio watch TV a lot.



Exercise 3. Put the comma in compound sentences with conjunctions “and”, “but” or without conjunctions

1. Each pill represents half a pound of liver and you must take four before each meal. 2. He lit Daisy's cigarette from a trembling match and sat down with her. 3. She seemed to have it before but she could not remember exactly. 4. It passed and he began to talk excitedly to Daisy. 5. He gave me an aluminum putter I was puzzled. 6. Michaelis advised him to go to bed but Wilson refused. 7. He was left with his singularity appropriate education the vague contour had filled out to the substantiality of a man. 8. It was the hour of a profound human change and excitement was generating on the air. 9. Gatsby got himself into a shadow Daisy left the room.

Exercise 4. Put the comma to separate sentence parts

1. They say it doesn't cost any more to keep two than one well that's not my experience so far. 2. All right then have it your own way. 3. By the way you'd better write and tell them I shan't be waiting my room this year. 4. I mean we can go flying on Saturday afternoon. 5. Normally Joe favoured sitting down more than running. 6. Get some more ice and mineral water Mirtle before everybody goes to sleep. 7. Clarence Endive was from East Egg as I remember. 8. Well would I tell them that she couldn't come that day? 9. I take advantage of this short halt while Gatsby so to speak caught his breath.

Exercise 5. Put the comma where it is necessary

1. They ate and drank told stories and sang songs danced and laughed. 2. However now in the year 802 701 this civilization was dying. 3. They were indeed like children. 4. At first I thought he began to talk about our problem with the jobs. 5. Evidently I thought this tendency had increased till all industry had completely gone under the ground. 6. Of course in the light of a burning match I could see very little. 7. Therefore during the last fifty years the USA has shown a steadily increasing. 8. Of course the Negroes do not reconcile themselves to such forms of national oppression. 9. Old Selma who was the headmaster's daughter shaved up at the games quite often. 10. Well the Duke won the war. 11. Chester I think you could do something with her.

2. Part II

Partially coinciding functions of the comma usage both in English and Russian

Task 1. Give the difference of the comma usage in enumeration in English and Russian

Exercise 1. Put the comma where it is necessary

1. Their spears arrows and swords could not kill Grendal. 2. I jump and turn round and catch fresh clean smell of her. 3. Your father came from the setting sun crossed the big river fought the people of the country and took the land. 4. One cold and windy evening about eight o'clock my mother my sisters and myself were sitting in the dinning room. 5. I took the box crept downstairs and left the house. 6. The eyes of the scout were small quick keen and restless. 7. In ten minutes he returned with grave gray-haired and capable man of medicine Ph. D. 8. There was nothing in it except some rows of books on unpainted white-pine bookshelves a table a rug a sofa and two or three chairs. 9. He threw open the door drew out a feather duster waved it without using it and said in deep tones.

Task 2. Define the difference of the comma usage in English and Russian after:

- a) Participial Phrase
- b) Infinitive Phrase
- c) Prepositional Phrase
- d) Adverbial Clause.

Exercise 1. Group the sentences correspondingly:

- a) Participial Phrase
- b) Infinitive Phrase
- c) Prepositional Phrase
- d) Adverbial Clause

1. Crying bitterly, she ran to the entrance door. 2. Trembling with fear, Legree ran back into the room they had left. 3. Moving further and further into the future, I felt more and more curiosity. 4. Looking for a place where I could hide from the sun, I found a dark passage and walked along it.



5. Looking back, I saw the flames of the burning wood. 6. While I was standing in the dark, a hand touched my arm, cold fingers touched my face. 7. After Uncle Caesar was gone, the doctor looked me over with great politeness. 8. If she says no, it can't be any worse. 9. If Mr. Jones wants, he'll ring the hospital. 10. To remove the last doubt from your mind, I'll tell that that is not a supposition. 11. With all this strength, Duncan broke the ropes. 12. If you'd write a story, I'd be extremely flattered. 13. To meet Bob, you should keep in mind all of the children's faces. 14. To get there, you need a lot of time. 15. At the moment Mr. Gatsby identified himself, a butter hurried toward him. 16. From the bedroom beneath, muffled and suffocating chords were drifting up. 17. After seven, he was reminded of the conversation.

Exercise 2. Put the comma in Prepositional Phrases if necessary

1. About the time their tea was brought the choir member caught me starving over at her party. 2. By the way of reply Poirot asked her if she would mind stopping at the chemist's in the village. 3. Poirot drew back the bolt and opened the door at the sound of footsteps outside. 4. Because of it Mary reflected bitterly. 5. With heavy heart Walter agreed. 6. She jumped from the bank on a large piece of floating ice with a wild cry. 7. Because of it they began to hate the boy still more. 8. Under the sofa you will find a lot of dust. 9. Two weeks might go by at other times. 10. In the end you just have to do what you think is right. 11. My mother recommended the cold-liver oil before eating.

Exercise 3. Put the comma in Infinitive Phrases if necessary

1. To be good at literature one should read a lot. 2. To be honest the history of the Spanish chest was no business of Poirot. 3. Van Bibber had become a little confused to find this man. 4. I was finding it harder and harder to keep going. 5. To make a long story short Rip's daughter finally took him home with her. 6. We had to work hard to achieve these results. 7. To be little more quite I must really ask you about it. 8. To be sure she popped down a large rabbit-hole under the hedge. 9. Culbertson had to go by two buses to reach the place. 10. To see the performance myself I had to escape from everybody. 11. He must reject all his bad habits to be with you. 12. To shut myself off I think about Ingrid. 13. I was too confused to work with about thirty others in the drawing office. 14. To understand a woman you must listen your thoughts. 15. She has told me everything not to have secrets from me.

Exercise 4. Put the comma in Participial Phrases if necessary

1. The young lady came into the tea-room having her first cup of tea. 2. Keeping her voice down the governess gave him two or three orders. 3. Ignoring his sister Charles repeated the key question. 4. He told it in an almost childlike voice turning to Poirot. 5. Speaking from the far end of the room Colonel Frobisher noticed a very interesting thing. 6. Peering through that round eye she could see far off some rocks. 7. She suddenly threw the door wide open softly turning the candle. 8. Seizing the reptile by the tail Ted uncoiled it. 9. Joe lay down beside me moaning something. 10. He had gathered quite a number of cries proclaiming something or others. 11. Glancing back along the track she saw that he had made himself a little fire. 12. Children ran shouting between the tents and stalls.

Exercise 5. Put the comma in Adverbial Clauses if necessary

1. If you like come back yourself. 2. If it fell over would it break? 3. It is something else if it's not the wind. 4. If Mr. Reed hadn't taken me out of the drawing office I should be there now getting two pounds a week. 5. She would not admit it even if it were true. 6. If no one had seen N'goola here I will return to my people. 7. It'd belt hell out of him if an ant was as big as an elephant. 8. If you crawl with us we won't wait for you. 9. He would be lost if he stayed a while. 10. If you give me a horse I can be your guide. 11. I liked him still less if he was my mother's enemy. 12. If you are friends to the king better go to Fort Edward. 13. If an Indian drank some fire-water he was punished. 14. The air must blow on your left cheek if anything happens. 15. He'll lose all he has if he doesn't pay the money. 16. If you did something to help him we never could thank you enough for it.

Exercise 6. Put the comma if necessary

1. I'll tell Mum if you sneak away from me tomorrow. 2. I have a lot of work to do to reach such position. 3. She was looking at the river standing at the window. 4. If he did he would have no work at all. 5. If I must be sold let me be sold. 6. For a long time he traveled to come to a large house. 7. The Old Lady will like you if she meets you. 8. The other man limped up the farther bank and continued straight on without looking back. 9. Terrible desolation sent fear swiftly drawing into his eyes. 10. Smiling happily she prepared to enter the coach. 11. He met his old friend walking down the street. 12. Coming in Bates dropped his note-book. 13. Perceiving that the flour crop was short Mr. Kinsolving cornered the flour market. 14. They



drove down the long drive to get useful information. 15. I'll ask your father if we can move down to the city. 16. If I don't do it he will sell me to the plantations in the South. 17. I shall do it to the writer of this paper if I see him. 18. I sat down to the table to think over everything.

Task 3. Define the difference of the comma usage in:

- a) Nonessential Appositives
- b) Essential Appositives

Exercise 1. Put into two columns:

- a) Nonessential Appositives
- b) Essential Appositives

1. Julia, the servant, went along the lengthy passage. 2. Dorothy and Angela, my cousins, catch me with no shoes on. 3. One of them, who was a guest, was a short, unpleasant-looking man. 4. My father's wife, who was not my mother, took her own children and went away. 5. General Munro who commanded the Fort received the news that a large French Army was approaching. 6. The other, who was four or five years older, had black hair. 7. This boy who has brought this information is young Gay. 8. Little Paul, who had come into the room after Florence, tried to comfort her. 9. Young Gay comes to ask for money, and you, who are so great, because you have it, give it to him as a great favour. 10. The next Tuesday, which was the day when they usually gathered in the scientist's house, his friends come again. 11. On Sunday afternoon when it was fine Mrs. Sunbury took her husband and son for a walk there. 12. Next day when he got back from the City he changed from his business clothes into slacks and an old coat. 13. Dr. Warren, Gemma's father, invited Arthur to spend the holidays with him and his children. 4. Everybody who knows you understands that it's a lie.

Exercise 2. Put the comma paying attention to the words in brackets

1. She threw her arms round the neck of the man who was her husband and broke into tears (she has one husband). 2. My friend Steve is doing well in his studies (I have more than one friend). 3. The Doctor whom I didn't know rang the bell (it doesn't matter whether I know him). 4. A shy man the editor never opened his mouth all the evening (there was only one editor). 5. The man who was standing by the window seemed to be strange (it doesn't matter where he is standing). 6. The gloves the ones

with black and white stripes are very expensive (the price of the gloves is not connected with their colour). 7. The man whom you are looking at has borrowed from me a big sum of money (the important information is the borrowed sum of money). 8. Hercule Poirot entered the small room where Miss Lemon his official secretary awaited her instructions (he had only one secretary). 9. The author Charles Dickens wrote many stories (there is more than one author). 10. A rich gentleman St. Clare by name bought Uncle Tom (there is only one rich gentleman with the name St. Clare). 11. One day my master's friend farmer came to the house to look at me (there is more than farmer). 12. Her friend Dr. Nason was a church elder (that particular Dr. Nason). 13. Then when the people were saved I was given oats (the time is not important). 14. Prince John the king's brother tried to seize the throne (he is the only king's brother).

Exercise 3. Give the explanation whether the Appositives are Nonessential or Essential

Example: Book, which is on the table, is very interesting (there is only one book on the table)

Children who played near the garden were very funny (those particular children)

1. The two men, the Englishman and the Belgian, watched the last of the Chandlers cross the Park. 2. The West Indians, who first started arriving in Britain in the fifties, settled mainly in Brixton and in North Kensington. 3. The small boy, who was about five, wasn't ready to sit down yet. 4. But the land where the humpy stood belonged to her. 5. Those boys who had bicycles began talking in terms of racing. 6. Andy, who had been listening with respect to what Joe had been saying, ventured the opinion that "crawling was better than anything." 7. After that his mother, Maddalena, went out to work. 8. And they say, Uncle and Captain Cuttle, that he doesn't like her. 9. Little Paul, who had come into the room after Florence, tried to comfort her. 10. Old Solomon, who saw them, jumped up from his chair. 11. The ship on which he had sailed off was very old. 12. The host, Mr. Shelby, had appearance of a gentleman. 13. In the morning, when he awoke, she put him on the ground. 14. The hostess of the public house, who was busy cooking supper over the fire, stopped with a fork in her hand. 15. And old man, who was sitting by the fire, paid no attention to a group of people.



3. Part III

Differentiating functions of the comma usage in English and Russian

Task 1. Define the function of the comma usage which is missing in Russian

Task 2. Define the difference of the comma usage in Clauses both in Russian and English

Exercise 1. Put the comma if necessary:

1. The day having past he wanted to rest. 2. He knew that it weighed fifteen pounds. 3. He would be hit by the one who had knocked off his cap. 4. There being a strong wind that day it was impossible to go boating. 5. It being Saturday everyone went out of town. 6. Her monotone cracked up when he moved to the door. 7. I see what you're thinking. 8. Chris comes back from school and says that she has told the Old Lady what has happened. 9. Time permitting they will discuss the matter tomorrow. 10. When I get up in the morning I find that Mr. Rothwell is at home. 11. This being so I should like to ask him to return next week. 12. I say that I will come in and wait. 13. They make so much fuss about it that we end up having a row. 14. He says he thinks that we should get married in a few weeks' time. 15. Martin being away she didn't notice the car. 16. The weather being cold we stay at home. 17. Storm having been stopped we continued our trip. 18. It mostly happened when his little arm-chair was carried into his father's room. 19. Oh yes I know what they are doing. 20. This being so I should like to ask him to return next week. 21. Mr. Dombey noticed that Florence and Walter Gay liked each other and was angry. 22. He quickly did what he had been doing for weeks to set things right. 23. Dinner over they went to the father's study. 24. This being done they left home. 25. The conference over he returned to the office.

Exercise 2. Put the comma where it is necessary

1. It was morning when I woke up. 2. The Sly Fox gave a cry pulled out his long dangerous knife and rushed at Chingachgook. 3. In other words the result of poverty pride and starvation. 4. After losing the ship on which Walter sailed the Firm "Dombey and Son" lost one more ship. 5. Glumdal-clitch stopped at an inn and asked the innkeeper to give him a large room where he could show me to the people. 6. After supper Mr. Squeers said that

it was time to go to bed. 7. If Nicolas had him he would have moved away without a word. 8. But Robert meant what he said. 9. To be frank I don't see what you're doing in the business. 10. We spent in each other's company on April 30 1944 between 3.45 and 4.15 p.m. in case it slipped your mind. 11. He wondered if the watch was gold. 12. By the way of reply Poirot asked her if she would mind stopping at the chemist's in the village. 13. Susan Nipper sat down at the table looked for some moments into a little black teapot shook her head and began to make tea. 14. Watching these little people I thought about her. 15. To give it to her I ask young Colin. 16. When I saw them standing round me I understood that I was behaving like a fool. 17. When they disappeared Gurth said to Wamba "They go as you have told them and I think they won't reach Rother wood." 18. As the horsemen were moving on they talked in North-French the language used by the upper classes. 19. He was brave just and kind and his people loved him.

4. Keys

4.1. Part I

Task 1

Comma is used :

- a) in enumeration of the sentence parts: items, modifiers, phrases, clauses.

- items:

A strike by air traffic controllers effected flights to France, Portugal, Spain, Italy.

- modifiers:

Mr. McKee was a pale, feminine man from the flat below.

He's a short, neat bloke, about forty-five years old.

- phrases:

Tell us truth, only truth and nothing, but the truth.

- clauses:

I went out, I passed the shop, I caught the bus.

We knew that he was from Spain, that his name was David, that he lived in Madrid.

- b) in compound sentences with conjunctions “**and**”, “**but**” or without any conjunction.

- with conjunctions:

Only one-half of the upper window was clear, and through it fell a rectangle of dingy light.

I was going to wear it tonight, but it was too big in the bust.

- without any conjunction.

He took the cup from the table, his hands were trembling.

- c) to separate sentence parts: direct address, parenthetical expressions and sentences.

- direct address:

You look tired, Mrs. Markham, won't you come in a little while?

- parenthetical expressions:

Besides, he was not hostile on the occasion.

I think, the walk doesn't seem like a good idea any more.

Of course, she may have just the opposite point of view.

Well, they say he's a nephew of Kaiser Wilhelm's.

- sentences:

The West Surgery, which lay not more than four hundred yards from his house, was a high building.

Exercise 1

- a) 5, 6, 8, 11, 12, 15

- b) 2, 9,

- c) 1, 3, 4, 7, 10, 13, 14, 16

Exercise 2

1. She made scones, baked a cake, cut thin bread-and-butter. 2. It was Tommy Lawler- a tall, strong, good-looking youth of nineteen. 3. He kept them from the sun, from the rain. 4. In two hours I will take four concentrated liver pills, a dessert spoonful of digestive power. 5. Robert Burns (Rob, Robbie, Rab, Robin) is to the average Englishman a pastoral sentimental lyricist. 6. Among them there are academicians, Doctors of Sciences, Candidates of Sciences. 7. He stepped in, nodded to the two men, took a cigarette, greeted his partner. 8. Sad and unhappy, cold and wet, Lear went mad. 9. In Hollywood you may meet alliance of independent producers, profit-sharing stars, bankers, businessmen, etc. 10. Americans read, listen to the radio, watch TV a lot.

Exercise 3

1. Each pill represents half a pound of liver, and you must take four before each meal. 2. He lit Daisy's cigarette from a trembling match, and sat down with her. 3. She seemed to have it before, but she could not remember exactly. 4. It passed, and he began to talk excitedly to Daisy. 5. He gave me an aluminum putter, I was puzzled. 6. Michaelis advised him to go to bed, but Wilson refused. 7. Mr. Sloane didn't enter into the conversation, but lounged back haughtily in his chair. 8. He was left with his singularity appropriate education, the vague contour had filled out to the substantiality of a man. 9. It was the hour of a profound human change, and excitement was generating on the air. 10. Gatsby got himself into a shadow, Daisy left the room.



Exercise 4. Put the comma to separate sentence parts:

1. They say it doesn't cost any more to keep two than one, well, that's not my experience so far. 2. All right, then have it your own way. 3. By the way, you'd better write and tell them I shan't be waiting my room this year. 4. I mean, we can go flying on Saturday afternoon. 5. Normally, Joe favored sitting down more than running. 6. Get some more ice and mineral water, Mirtle, before everybody goes to sleep. 7. Clarence Endive was from East Egg, as I remember. 8. Well, would I tell them that she couldn't come that day? 9. I take advantage of this short halt while Gatsby, so to speak, caught his breath.

Exercise 5. Put the comma where it is necessary:

1. They ate and drank, told stories and sang songs, danced and laughed. 2. However, now in the year 802 701 this civilization was dying. 3. They were, indeed, like children. 4. At first, I thought he began to talk about our problem with the jobs. 5. Evidently, I thought this tendency had increased till all industry had completely gone under the ground. 6. Of course, in the light of a burning match I could see very little. 7. Therefore, during the last fifty years the USA has shown a steadily increasing. 8. Of course, the Negroes do not reconcile themselves to such forms of national oppression. 9. Old Selma, who was the headmaster's daughter, shaved up at the games quite often. 10. Well, the Duke won the war. 11. Chester, I think you could do something with her.

4.2. Part II**Task 1**

In English the comma is used before the last of the enumerated items preceded by "and".

Tom frowned, pushed back his chair, and without a word went inside.

Exercise 1

1. Their spears, arrows and swords could not kill Grendal. 2. I jump and turn round, and catch fresh clean smell of her. 3. Your father came from the setting sun, crossed the big river, fought the people of the country, and took

the land. 4. She Sly Fox gave a cry, pulled out his long, dangerous knife, and rushed at Chingachgook. 5. One cold and windy evening about eight o'clock, my mother, my sisters, and myself were sitting in the dinning room. 6. They tramped into the sitting-room, noisy, dirty, and hungry. 7. In the topics the seasons, months, fortnights, week-ends, holidays, dog-days, Sundays, and yesterdays get to jumped together in the shuffle that you never know when a year has gone by until you're in the middle of the next one. 8. I took the box, crept downstairs and left the house. 9. The eyes of the scout were small, quick, keen, and restless. 10. In other words, the result of poverty, pride, and starvation. 11. In ten minutes he returned with grave, gray-haired, and capable man of medicine, Ph. D. 12. There was nothing in it except some rows of books, on unpainted white-pine bookshelves, a table, a rug, a sofa, and two or three chairs. 13. He threw open the door, drew out a feather duster, waved it without using it, and said in deep tones.

Task 2

The comma is used after a) Participial Phrases, b) Infinitive Phrases, c) Prepositional Phrases and d) Adverbial Clauses only if they are in the beginning of the sentence.

- Participial Phrases:

a) Waiting for her, he was sitting by the fire with his father.

- Infinitive Phrases:

b) To come, you must knock at the door.

- Prepositional Phrases:

c) After a long day in the office, he wanted to have a rest.

- Adverbial Clauses:

d) If you continue in this way, you'll break your mother's heart.

Exercise 1

- a) 1, 2, 3, 4, 5, 6
- b) 10, 13, 14
- c) 7, 11, 15, 16, 17
- d) 8, 9, 12

Exercise 2

1. About the time their tea was brought, the choir member caught me starving over at her party. 2. By the way of reply, Poirot asked her if she would mind stopping at the chemist's in the village. 3. Poirot drew back the bolt and opened the door at the sound of footsteps outside. 4. Because of it,



Mary reflected bitterly. 5. With heavy heart, Walter agreed. 6. She jumped from the bank on a large piece of floating ice with a wild cry. 7. Because of it, they began to hate the boy still more. 8. Under the sofa, you will find a lot of dust. 9. Two weeks might go by at other times. 10. In the end, you just have to do what you think is right. 11. My mother recommended the cold-liver oil before eating.

Exercise 3

1. To be good at literature, one should read a lot. 2. To be honest, the history of the Spanish chest was no business of Poirot. 3. Van Bibber had become a little confused to find this man. 4. I was finding it harder and harder to keep going. 5. To make a long story short, Rip's daughter finally took him home with her. 6. We had to work hard to achieve these results. 7. To be little more quite, I must really ask you about it. 8. To be sure, she popped down a large rabbit-hole under the hedge. 9. Culbertson had to go by two buses to reach the place. 10. To see the performance myself, I had to escape from everybody. 11. He must reject all his bad habits to be with you. 12. To shut myself off, I think about Ingrid. 13. I was too confused to work with about thirty others in the drawing office. 14. To understand a woman, you must listen your thoughts. 15. She has told me everything not to have secrets from me.

Exercise 4

1. The young lady came into the tea-room having her first cup of tea. 2. Keeping her voice down, the governess gave him two or three orders. 3. Ignoring his sister, Charles repeated the key question. 4. He told it in an almost childlike voice turning to Poirot. 5. Speaking from the far end of the room, Colonel Frobisher noticed a very interesting thing. 6. Peering through that round eye, she could see far off some rocks. 7. She suddenly threw the door wide open softly turning the candle. 8. Seizing the reptile by the tail, Ted uncoiled it. 9. Joe lay down beside me moaning something. 10. He had gathered quite a number of cries proclaiming something or others. 11. Glancing back along the track, she saw that he had made himself a little fire. 12. Children ran shouting between the tents and stalls.

Exercise 5

1. If you like, come back yourself. 2. If it fell over, would it break? 3. It is something else if it's not the wind. 4. If Mr. Reed hadn't taken me

out of the drawing office, I should be there now getting two pounds a week. 5. She would not admit it even if it were true. 6. If no one had seen N'goola here, I will return to my people. 7. It'd belt hell out of him if an ant was as big as an elephant. 8. If you crawl with us, we won't wait for you. 9. He would be lost if he stayed a while. 10. If you give me a horse, I can be your guide. 11. I liked him still less if he was my mother's enemy. 12. If you are friends to the king, better go to Fort Edward. 13. If an Indian drank some fire-water, he was punished. 14. The air must blow on your left cheek if anything happens. 15. He'll lose all he has if he doesn't pay the money. 16. If you did something to help him, we never could thank you enough for it.

Exercise 6

1. I'll tell Mum if you sneak away from me tomorrow. 2. I have a lot of work to do to reach such position. 3. She was looking at the river standing at the window. 4. If he did, he would have no work at all. 5. If I must be sold, let me be sold. 6. For a long time he traveled to come to a large house. 7. The Old Lady will like you if she meets you. 8. The other man limped up the farther bank and continued straight on without looking back. 9. Terrible desolation sent fear swiftly drawing into his eyes. 10. Smiling happily, she prepared to enter the coach. 11. He met his old friend walking down the street. 12. Coming in, Bates dropped his note-book. 13. Perceiving that the flour crop was short, Mr. Kinsolving cornered the flour market. 14. They drove down the long drive to get useful information. 15. I'll ask your father if we can move down to the city. 16. If I don't do it, he will sell me to the plantations in the South. 17. I shall do it to the writer of this paper if I see him. 18. I sat down to the table to think over everything.

Task 3

a) In English the comma is used to set off nonessential appositives. My brother, Mark, works at the hospital [I have only one brother].

b) The comma is not used to set off essential appositives. The writer Charles Dickens created complex plots [There is more than one writer].

Exercise 1

- a) 5, 7, 12, 13, 15
- b) 1, 2, 3, 4, 6, 9, 10, 11, 14



Exercise 2

1. She threw her arms round the neck of the man, who was her husband, and broke into tears (she has one husband). 2. My friend Steve is doing well in his studies (I have more than one friend). 3. The Doctor, whom I didn't know, rang the bell (it doesn't matter whether I know him). 4. A shy man, the editor, never opened his mouth all the evening (there was only one editor). 5. The man, who was standing by the window, seemed to be strange (it doesn't matter where he is standing). 6. The gloves the ones with black and white stripes, are very expensive (the price of the gloves is not connected with their colour). 7. The man, whom you are looking at, has borrowed from me a big sum of money (the important information is the borrowed sum of money). 8. Hercule Poirot entered the small room where Miss Lemon, his official secretary, awaited her instructions (he had only one secretary). 9. The author Charles Dickens wrote many stories (there is than one author). 10. A rich gentleman, St. Clare by name, bought Uncle Tom (there is only one rich gentleman with the name St. Clare). 11. One day my master's friend farmer came to the house to look at me (there is more than farmer). 12. Her friend Dr. Nason was a church elder (that particular Dr. Nason). 13. Then , when the people were saved, I was given oats (the time is not important). 14. Prince John, the king's brother, tried to seize the throne (he is the only king's brother).

Exercise 3

1. The two men, the Englishman and the Belgian, watched the last of the Chandlers cross the Park (there were only two men of those nationalities). 2. The West Indians, who first started arriving in Britain in the fifties, settled mainly in Brixton and in North Kensington (it doesn't matter what they've done first). 3. The small boy, who was about five, wasn't ready to sit down yet (the age is not important). 4. But the land where the humpy stood belonged to her (that particular land). 5. Those boys who had bicycles began talking in terms of racing (those particular boys). 6. Andy, who had been listening with respect to what Joe had been saying, ventured the opinion that " crawling was better than anything." (it doesn't matter what he was doing). 7. After that his mother, Maddalena ,went out to work (he had only one mother). 8. And they say, Uncle and Captain Cuttle, that he doesn't like her (there was only one Uncle and one Captain Cuttle). 9. Little Paul, who had come into the room after Florence, tried to comfort her (the important information is what he tried to do). 10. Old Solomon, who saw them, jumped up from his chair (there is only one man with the name Old

Solomon). 11. The ship on which he had sailed off was very old (that particular ship). 12. The host, Mr. Shelby, had appearance of a gentleman (there was only one man with name Mr. Shelby). 13. In the morning, when he awoke, she put him on the ground (the important information is what she did). 14. The hostess of the public house, who was busy cooking supper over the fire, stopped with a fork in her hand (there was only one hostess). 15. And old man, who was sitting by the fire, paid no attention to a group of people (only one man was sitting by the fire).

4.3. Part III

Task 1

The Nominative Absolute Participial Construction

She looked at him, her face radiantly smiling

Task 2

In English there is no comma before **that, what, where, when, which, who**; in reported speech after verbs of saying and thinking.

Nick said what you had seen.

I say that I'll come in.

Exercise 1

1. The day having past, he wanted to rest. 2. He knew that it weighed fifteen pounds. 3. He would be hit by the one who had knocked off his cap. 4. There being a strong wind that day, it was impossible to go boating. 5. It being Saturday, everyone went out of town. 6. Her monotone cracked up when he moved to the door. 7. I see what you're thinking. 8. Chris comes back from school and says that she has told the Old Lady what has happened. 9. Time permitting, they will discuss the matter tomorrow. 10. When I get up in the morning I find that Mr. Rothwell is at home. 11. This being so, I should like to ask him to return next week. 12. I say that I will come in and wait. 13. They make so much fuss about it that we end up having a row. 14. He says he thinks that we should get married in a few weeks' time. 15. Martin being away, she didn't notice the car. 16. The weather being cold, we stay at home. 17. Storm having been stopped, we continued our trip. 18. It mostly happened when his little arm-chair was carried into his



father's room. 19. Oh, yes, I know what they are doing. 20. This being so, I should like to ask him to return next week. 21. Mr. Dombey noticed that Florence and Walter Gay liked each other and was angry. 22. He quickly did what he had been doing for weeks to set things right. 23. Dinner over, they went to the father's study. 24. This being done, they left home. 25. The conference over, he returned to the office.

Exercise 2

1. It was morning when I woke up. 2. The Sly Fox gave, a cry pulled out his long dangerous knife, and rushed at Chingachgook. 3. In other words, the result of poverty, pride, and starvation. 4. After losing the ship on which Walter sailed, the Firm "Dombey and Son" lost one more ship. 5. Glumdalclitch stopped at an inn and asked the innkeeper to give him a large room where he could show me to the people. 6. After supper Mr. Squeers said that it was time to go to bed. 7. If Nicolas had him, he would have moved away without a word. 8. But Robert meant what he said. 9. To be frank, I don't see what you're doing in the business. 10. We spent in each other's company on April 30, 1944, between 3.45 and 4.15 p.m. in case it slipped your mind. 11. He wondered if the watch was gold. 12. By the way of reply, Poirot asked her if she would mind stopping at the chemist's in the village. 13. Susan Nipper sat down at the table, looked for some moments into a little black teapot, shook her head, and began to make tea. 14. Watching these little people, I thought about her. 15. To give it to her, I ask young Colin. 16. When I saw them standing round me, I understood that I was behaving like a fool. 17. When they disappeared, Gurth said to Wamba, "They go as you have told them, and I think they won't reach Rother wood." 18. As the horsemen were moving on, they talked in North-French, the language used by the upper classes. 19. He was brave, just and kind, and his people loved him.

