**Unit 2.**

**Задание 1**

1.

1) I believe that being a man of fact is to do your job and have the ability to properly manage your time.

2) Manage your time wisely and do not leave everything at the last moment.

3) I think leadership is an innate skill.

4) The qualities that a successful leader needs are the ability to lead people, concentration and self-confidence.

5) They must work in groups if one person cannot cope with this task himself.

6) I think every group needs a leader. So that he can convey the interests of his group to other groups. Someone must take responsibility, and if there is no leader, then responsibility does not rest with anyone.

2.

1. The best place to work is huge IT companies. Because now is 21th century and computers are everywhere.

2. The worst place to work is working as seller. I think in 5 years robots will be everywhere, especially at the shops.

I would like to become a good specialist in the profession in which I am currently studying-engineer.

To be a Programmer you need to have good computer skills and to be quick-thinking.

To be a manager you need to have good Managerial skills and to be well-organised .

To be a Math teacher you need to have good Mathematical skills and to be Emotionally strong.

To be a engineer you need to have mathematical skills, quick-thinking and well-organised.

**Задание 2**

1.

1) Being able to work in a group is one of the most important life skills. – True

2) Groups of people doing social activities generally don’t need leaders.-False

3) Members of leaderless groups often stop attending. -True

4) Antonio Carluccio thinks he is a natural-born leader. -DK

5) Good leaders are often slightly afraid of their role. - True

6) Good leaders should do more work than the other group member- True

2.

‘The most important thing about successful leadership is knowing how to get on with people.’ Teddy Roosevelt. - I agree with this statement as well. Of course leader should be communicative, should be able to support others in bad times.

‘Don’t tell people how to do things, tell them what to do and let them surprise you with their results’ George S. Patton. - He is right because it is easy to say what to do but if you do so, you are going to build a team of robots unable to think for themselves.

3.

'We negotiate every day of our lives'. Yes, the author is right. We negotiate at home with family, at work with colleagues, we meet friends and negotiate with them.

**Задание 3**

1.

 Achieve something worthwhile

Break a world record

Make money for charity

Overcome difficulties

Raise stamina

Show a sacrifice

Take a risk

Take over a company

Cope with problem

Win an award

2.

We cannot take a risk

It'll feel good to do something worthwhile.

Good personal contact is key to overcome difficulties and find quickly communication in the new company.

It's not every day you win an award.

3.

To overcome your natural talent

To take over a friends flat

To cope with a lot of fun

**Задание 4**

1. say you can’t move from your original offer?

2. they don’t understand you?

3. ask questions to find out more about their needs.

4. them you’ll ring them in one week’s time to hear their decision?

5. suggest taking a break and then have a brainstorming session to generate new solutions?

**Задание 7**

1.

1. A brilliant person is exceptionally intelligent or skillful.

2. A stubborn person is very unwilling to change his mind.

3. An awkward person is shy and easily embarrassed in a social situation.

4. An adventurous person is willing to take risks and try new things.

5. A strong-minded person knows what he wants to do and won’t let anything stop him doing it.

6. A determined person can resist temptation.

7. A popular person is a person most people like.

8. A lonely person is unhappy because he has no one to talk to.

9. An impulsive person does things suddenly, without thinking first.

10. A well-adjusted person is calm and good at controlling her emotions.

11. A dependable person is someone you can rely on.

12. A confident person is very sure of herself.

2.

- logical thinking

-practical problem-solving skills.

-sensitivity to other people/emotional intelligence

-good memory

-creativity

- artistic/visual intelligence

Задание 8

1. Thousands of things be bought on eBay every day. (Present Simple Passive)

2. The car is being cleaned at the moment. (Present Continuous Passive)

3. The advert was done by chance at the office some time ago. (Past Simple Passive)

4. The painting was being displayed when I arrived at the auction. (Past Continuous Passive)

5. Some items has been bought at auctions for absurdly high prices. (Present Perfect Simple Passive)

6. It was the advertisement of cigarettes which had shown before it became illegal. (Past Perfect Simple Passive)

7. Ridiculously high prices will paid for completely useless items. (Future Simple Passive with will)

8. The new shop will be opened by the mayor. (Future with going to)

9. It seems that almost anything will be bought (Modals in the passive, e.g. can)

2.Complete the email with an appropriate active or passive form of the verbs in brackets.

Hi John

Just a quick message to tell you about on auction I was take to in London last week. I was persuaded to go by some friends of mine and although I wasn’t very keen at first, I ended up having a great time. When we first got there we was given a list of all the items in the auction and then we had some time to look at everything. Most of it was rock-and-roll memorabilia and there were some old records and things. I was a bit nervous about bidding for things at first, but soon got into it. Anyway, to cut a long story short, I bought a large jukebox. It’s really fantastic - and a real bargain I think. It will be delivered next week. But can I ask you a huge favour? You see, they said it couldn’t sent abroad to my house so I given them your address in London. I hope that’s 0K! I will arrange for my uncle to pick it up from your place very soon, I promise. Then he’ll look after it until I’m in London again in the summer. Don’t worry, when it arrives, you will asked to sign something but you won’t have to pay anything. All the payment sorted out already.

I’ll phone soon to let you know the exact time of delivery.

 All the best,

Guiseppe

*3.* Put the verbs in brackets in these sentences into the passive. Be careful about tenses.

Elizabeth has been knocked down by a car yesterday. An ambulance was called and she was taken to hospital. After she was examined by a doctor, he decided to operate. She was given an anaesthetic and woke up two hours later.” Now her temperature taking every two hours. She visited her parents every day. She bought books and fruit. She was sent home in a few days after she examined again by the doctors.

*4.* Translate.

1. Это было сделано в течение многих лет. 2. Вас ждали с десяти. 3. Его искали с пяти лет. 4. Как долго это было показано? 5. Как долго их искали? 6. С каких это пор вопрос обсуждался? 7. С каких пор работа выполнена? 8. Работа была выполнена к тому времени, как вы пришли. 9. Почту просмотрели три. 10. К тому времени вопрос был решен.

5.The novel has been written. The article has not been translated. Albert has been told about it. They have been listened to. We have not been waited for. Everything has been settled. Something has been done. Nothing has been said.

6.1. Articles are translated. 2. Books sold out. 3. A telegram has just been sent. 4. The letter has not yet been sent. 5. Mail has already been viewed. 6. Was he told about this? 7. She was asked to come. 8. All settled. 9. They were sent for them. 10. He was listened carefully.

7.1. Novel translated from last year by them. 2. Things were collected by her for an hour. 3. How long have we been waiting for him? 4. The novel is written by me from March. 5. Mail has been looked by then by us. 6. The telegram was delivered by them at 8 o’clock7. All letters were sent by Friday evening

8. Yes, the journal has been founded.

No, the question has not been settled.

Yes, the letter has been posted.

Yes, the stories have been translated.

Yes, all the mistakes have been corrected.

No, the old man has not been taken care of.

Yes, the article has been looked through.

No, the doctor has not been sent.

Задание 9

1) Use the computer for playing games or surfing the net didn’t allowed by us

2) The accident was not told why

3) The bag was found to you where?

4) He was detained for 4 years, and then released.

5) This novel was first published by them.

6) How many flowers should I buy? How much can I spend on them?

7) Will you be escorted to the station?

8) Has this problem been solved by anyone?

9) Why do Jeremy’s classmates often laugh at him?

10) what salad was made of?

11) Why were these old things not thrown away?1

12) Parents always worry about their children. But do children ever think about their parents?

13) The text has not yet been translated. Can you help me please?

14) A good photo album for mom was bought by me

15) Travelers were excited about the journey

16) He shut himself away in his room: nobody will bother him there.

17) I asked her to forget the offence but she didn’t forgive me.

18) He was covered in blood. They were looking at him with horror!

19) A bottle with a card was hidden in the forest by children 20) They have already sent for the doctor.

21) Killed 10,000 people by flood

22) The crime scene was examined by a police officer but nothing was found 23) I think the prosecutor will charge him with murder and the judge will sentence him to life imprisonment..

24) The old car was not sold, there is no way to buy a new one

25) Meeting when will be held?

26) Have the photos been saved by her so far?

27) A new house has already been built by them 28) –Have you booked the hotel yet? – No, I will do it tomorrow.

29) I wasn’t late because i was driven by car by sister

30) this story is familiar to all

31) this work cannot be performed within 3 days. I’m sure you won’t have finished it by Friday.

32) This medicine should be taken after meals and with plenty of water

33) The crime scene was inspected by the police at that moment

34) conversations were not heard by anyone– it was too noisy in the room.

35) fruits were bought how much?

Задание 10

1) Our children not came back from their holidays yet.

2) The band just released a new album. It will be number one hit?

3) She hardly ever smiling at me.

4) I hoping you understood the rules.

5) What frightened you so much?

6) Why you not warned me that you will not come to dinner?

 7) How many staff they taken on since last year?

 8) They founded their company two years ago and it soon became very successful.

 9) How many copies you sold so far?

10) Anybody will see me off next Monday?

 11) She leaved her bag in the room and not came back to take it because something upset her.

12) I can’t wait any longer! Can you tell Mr. Smith that I will call him back later?

13) The plane braked up in the storm. Nobody survived

14) The airline company informed the passengers that they canceled the flight.

 15) When they invented paper?

16) How many people doctors saved since scientists discovered antibiotics?

17) The wind done a lot of damage to the roof.

18) Anybody saw the thieves? How they managed to break into the house?

 19) What surprised me most of all was his new look: he dyed his hair red!

20) I not recognized her: she changed a lot.

21) His words really hurted me.

22) We arrived at the airport well before the flight and checked in quickly.

 23) When my kids was little they flighted a lot.

24) The war braked in 1939.

**Задание 11**

1) I know his hand-writing: it’s him who wrote this letter.

2). In the 1st century AD were Romans founded London and built good roads and bridges and the first drainage system.

3) Critics consider Al Pachino one of the most talented Hollywood actors. Everybody knows his brilliant performance in the films like “The God Father”, “The Merchant of Venice” or “Devil’s advocate”. American Academy has twice awarded him with an Oscar. Other world cinematography associations have given him different prizes as well.

4) Winters in Russia were say is very cold.

 5) She is cooked the dinner and laid the table. Then she is switched on the television and sat on the sofa.

6) When they were redecorating the bedroom Nick found the ring his wife had lost several weeks ago.

7) She didn’t get what he was saying. She was going to ask something but he turned and went away.

8) We saw the castle in the distance: it looked gloomy but mysterious. The guide told us an old legend about the beautiful princess whose husband kept her there as if in prison.

9) I am sent him the reports. She is surprised me to hear that he hadn’t received them. If he has lost them, as it often happens to him, we will run into trouble.

10) Shakespeare wrote his first play when he was 21. At that time he was working as an actor in London. He wrote his last play just before he left London, at the age of 52. He retired to Stratford a wealthy man, but his life wasn’t happy. His wife and daughters didn’t forgive him; he tried to continue writing but created nothing special. Generations of readers still appreciate him for his unforgettable verse and drama. Theaters all over the world have staged his plays. Critics say that nobody has surpassed his genius so far.

11) Don’t worry, HE is sure they will return the money.

12) Mary and John are throwing a housewarming party! They moved just last month but they have already redecorated the flat. They have invited all their friends. It’s going to be a great rave!

13) “Smith & Dalton” sent us their latest catalogues last week. Have we received them yet?

 14) When did Yuri Dolgoruky found Moscow? When did it become the capital of Russia?

 15) Have you bought everything I am asked? Oh, why didn’t you buy coffee? We ran out of it 2 days ago!

16) Who has broken the window, boys? IF IS don’t tell me the truth, I will detain all of you and give you 300 lines, and write a note to your parents.

17) Why are you always splashing out? Didn’t are your parents teach you to be good with money when you were young? Yesterday, he is spent a fortune on clothes. Her is parents won’t lend you any money again. Do you really think you can find a better job that easily?

 18) Nobody will help you with the cleaning, Ann. You’ve done all that mess so you must put everything in order yourself. And mind it: if he was don’t do it right now, he is won’t let him go for a walk with Sarah.

19) They had published his first novel long before Waltham made his film based on it.

20) In the 18th century, chemists disproved some old theories and put forward new ones.

21) Alan Turing, an English mathematician, created the computer in 1936, although other inventors had created some prototypes of the computer long before.

22) I’m afraid I can’t translate this text without a dictionary. May somebody help me with it?

23)In 2010 year him retired then was nobody has seen him here.

24) Your am jeans? Am is washing them right now. You can’t put on dirty things when you want to go out!

25) They haven’t been delivered our order yet. He is think they will leave it until the last minute.

26) I’m afraid I’ve lost my umbrella. He can borrow yours for a day or two?

 27) Nobody informed him that they had changed the time of the meeting.