

Nataliia Styrnik & Anthony Robinson

An English Grammar Handbook for Ukrainian Speakers

Довідник з граматики англійської мови для україномовних

A concise and practical revision reference of English grammar for Ukrainian speakers. Written on the basis of British English with a Ukrainian translation where considered necessary.

Стислий та практичний довідник із повторення граматики англійської мови для україномовних. Довідник написано на основі британської англійської мови з перекладом українською там, де автори вважали за необхідне.



Oles Honchar Dnipro National University Ukraine
Faculty of Ukrainian and Foreign Philology and Study of Arts
Dnipro 2022

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Reviewers:

Poltava V. G. Korolenko National Pedagogical University:

Dr Natalia Krinitskaya, PhD in Philology, Associate Professor, Department of Romance and Germanic Philology;

Dr Mykhailo Rakhno, PhD in Philology, Associate Professor; Acting Head of the Department of English & German Philology;

Dr Ruslana Shramko, PhD in Philology, Department of Ukrainian Language.

Oles Honchar Dnipro National University:

Professor Olena Hurko, Dr of Philological Sciences, Head of Department of English Language for Non-Philological Specialities.

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This book provides a concise and practical revision reference of English grammar for Ukrainian speakers. It is written on the basis of British English with a Ukrainian translation where considered necessary. It is expected that users will already have studied English for some years. Teachers may find it useful as a framework for lessons. The sections are not arranged in any order of difficulty; accordingly, any section may be referred to alone.

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Contents	Page
Foreword • Передмова	5
About the Authors • Про авторів	7
Acknowledgements • Подяка	7
Introduction • Вступ	8
1. A Caution About Rules! • Застереження до правил!	9
2. Punctuation, Contractions & Abbreviations • Пунктуація, скорочення та аббревіація	10
3. The Plural of Nouns • Форми множини іменників	17
4. Pronouns & Clauses • Займенники та складнопідрядні речення	24
5. The Comparison of Adjectives • Ступені порівняння прикметників	28
6. Prefixes & Suffixes • Префікси та суфікси	30
7. Conjunctions • Сполучники	34
8. Prepositions • Прийменники	35
9. Articles & Determiners – Specificity • Артиклі й детермінанти – Специфіка	37

Contents continued	Page
10. Verbs – An Overview • Дієслова – Загальний огляд	42
11. Tenses – The Present • Часи – Теперішній час	47
12. Tenses – The Past • Часи – Минулий Час	49
13. Tenses – The Future • Часи – Майбутній час	53
14. The Impersonal Use of Verbs • Безособове вживання дієслів	55
15. Irregular Verbs • Неправильні дієслова	56
16. Questions • Питання	59
17. The Sequence of Tenses & Reported Speech • Узгодження часів та непряма мова	61
18. Participles & Gerund • Дієприкметник та герундій	65
19. The Conditional Mood • Умовний спосіб	66
20. Tricky Words • Складні слова	69
21. Set Phrases • Сталі фрази	75
22. Phrases for Written Correspondence • Фрази для листування	76

**Foreword by Professor Sergiy Okovytyy,
Rector of Oles Honchar Dnipro National University**

**Передмова професора Сергія Оковитого, ректора
Дніпровського національного університету імені Олеся
Гончара**

Ukrainian education is at a stage of renewal. The reform of Ukrainian universities and higher education system includes the very relevant issues of foreign language proficiency and implementation of European standards. This modernisation process, in the context of European integration, requires an increased number of competent, professional English speakers.

The proficient use of English is an essential component of Ukrainian participation at the international level. Today's labour market sets high demands of knowledge and skill, and specialists should be constantly striving to improve and expand their professional capabilities.

Mastering English is now a significant factor in both personal and professional communication. The English language is a significant part of information technology in the workplace and everyday life. Fluency in English supports effective contact with foreign partners and the international collaboration which is essential for Ukraine's development.

From my own experience of using English in the academic sphere, I consider this to be a most useful book for anyone who has completed a course of English and needs an easy-to-use grammar reference handbook. This book has an understanding of native English and Ukrainian viewpoints. It highlights the grammatical features of modern English, which one should master for communication and written texts. I heartily recommend this book to academics and students alike.

*

Українська освіта перебуває на етапі оновлення. Реформування українських університетів та системи вищої освіти охоплює доволі актуальні питання володіння іноземною мовою та впровадження європейських стандартів. Цей процес модернізації в контексті європейської інтеграції потребує збільшення кількості компетентних, професійних носіїв англійської мови.

Досконале володіння англійською мовою є важливим складником участі України на міжнародному рівні. Сучасний ринок праці висуває високі вимоги до знань і вмінь спеціалістів, саме тому вони мають постійно вдосконалювати та розширювати свої професійні здібності.

Сьогодні опанування англійською мовою є важливим чинником як особистісного, так і професійного спілкування. Англійська мова є значущою частиною інформаційних технологій на робочому місці та в повсякденному житті. Вільне володіння англійською мовою сприяє ефективним зв'язкам із зарубіжними партнерами та міжнародній співпраці, яка є необхідною для розвитку України.

Зі свого власного досвіду використання англійської мови в академічній сфері, зазначу, що ця книга є дуже корисною для тих, хто вивчав англійську мову і потребує простого у використанні довідника з граматики. У цій книзі вміщено погляди носіїв англійської та української мов. Висвітлено граматичні особливості сучасної англійської мови, що є необхідними для спілкування та використання у письмових текстах. Я рекомендую цю книгу науковцям і студентам.

About the Authors
Про авторів

Dr Nataliia Styrnik, PhD in Philology, is an Assistant Professor at the Department of English Language for Non-Philological Specialities at Oles Honchar Dnipro National University, Ukraine. She is a specialist in English for Specific Purposes and the Theory & Practice of the Translation. She also has a background in journalism. She is a published author on the works of D.H. Lawrence. A native Ukrainian speaker, her other languages are English and French.

Wing Commander Anthony Robinson RAF CMgr FCMI is a retired air force officer, air traffic controller, diplomat and international relations expert. A native British English speaker, he uses Slavonic languages, American English, French, German, Latin and several other languages. He is an international election observer, management consultant, historian and archivist. He is a visiting lecturer in language, communications and international relations at Oles Honchar Dnipro National University, Poltava National Pedagogical University, Poltava Medical & Dental Academy and the University of Customs & Finance, Ukraine.

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Подяка

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Introduction

Вступ

English is important for effective international communication. The basis of accurate, literate and well-mannered English is an understanding of grammar. This book was created from the practical experiences of the authors and the need to give Ukrainian students and teachers a concise and practical revision reference.

It is intended for reference, not as a course, although teachers may find it useful as a frame for their work. It is expected that users will already have studied English for some years.

This book is written on the basis of British English with a Ukrainian translation – where the authors consider it necessary. The sections are not arranged in any order of difficulty; any section may be used alone.

*

Англійська мова є важливою для ефективного міжнародного спілкування. Основою правильної, грамотної та культурної англійської мови слугує розуміння граматики. Книгу створено на основі власного досвіду авторів та потреби надати українським студентам і викладачам стислий та практичний довідник.

Видання призначене саме для довідки, а не як курс, хоча викладачі можуть вважати його корисним і послуговуватися у своїй роботі. Очікуємо, що користувачі вже вивчатимуть англійську протягом кількох років.

Довідник написано на основі британської англійської мови з українським перекладом там, де автори вважали за необхідне. Розділи розташовано не за зростанням складності, будь-який розділ можна використовувати окремо.

1. A Caution About Rules!
Застереження до правил!

English is immensely flexible, with much creative potential. It has acquired words from many other languages but not necessarily with the same meaning, spelling or pronunciation as the source language.

There are often patterns to be perceived in English but one must be careful not to see all these patterns as rules. Rules created by non-native speakers are often not used or recognised by native speakers. Such arbitrary rules often lead to the non-native speaker being misled into incorrect or unconventional English.

*

Англійська мова є надзвичайно гнучкою, має значний творчий потенціал. Вона ввібрала слова з багатьох інших мов, але не обов'язково зі збереженням значення, узгодженістю орфографії чи вимовою, як у мові-джерелі.

Наявні певні патерни, на які потрібно зважати, але водночас і пильнувати, щоби не сприймати всі ці патерни як правила. Правила, випрацьовані не носіями мови, часто не використовують та не визнають самі носії англійської. Такі довільні правила часто спричиняють те, що не носій мови засвоює некоректне чи невластиве носіям англійської мовлення.

2. Punctuation, Contractions & Abbreviations Пунктуація, скорочення та абрєвіація

1. Capital Letters

Common nouns start with a small first letter. Generally, a capital first letter is used for:

Загальні іменники починають з малої першої літери. Зазвичай велику першу літеру використовують для:

– the first word in a sentence and the personal pronoun ‘I’ but not the other personal pronouns; [This is different from other European languages.]

– names and titles: *Jane, London, Europe, England, the UK, Britain, the British Isles, the river Thames, the Atlantic Ocean, the Prime Minister, the President, the University of Durham, the National Health Service;*

– days, months, festivals and significant events in history such as: *Monday, March, Christmas, Easter, World War I, the Great Fire of London, the Industrial Revolution;*

– some acronyms such as: *the EU, NATO, the UN* but not for those acronyms that have become general words e.g. *laser, radar, scuba, sim card.*

2. Comma

The need for a comma depends on the need for clarity. English uses far fewer commas than Ukrainian.

Потреба в комі залежить від чіткості сприймання. В англійській мові використовують набагато менше ком, ніж в українській.

a. Subordinate Clauses

A comma before the start of a subordinate clause is optional. Short sentences which contain a main and a subordinate phrase often do not need a separating comma.

Кома перед залежною частиною складнопідрядного речення не обов’язкова. Короткі речення, що охоплюють головну й залежну частини складнопідрядного речення, часто не потребують відокремлення комою.

b. Lists

The word **‘and’** is conventionally used before the final item in a list. [This is different from the typical final comma in Ukrainian.]

For clarity a comma might be used as well as **‘and’** if the penultimate item is complex or itself contains **‘and’**.

Слово **‘and’** зазвичай використовують перед останнім пунктом у списку. [Це відрізняється від типового вживання коми в українській мові.]

Для уточнення можна використовувати як кому, так і слово **‘and’**, якщо передостанній елемент є складеним або сам містить **‘and’**.

*A car consists of a chassis, bodywork, four wheels **and** an engine.
Transport before the motor car included horse, donkey, mule,
chariot, ox and cart, horse and carriage, **and** the sedan chair.*

3. Inverted Comma

a. Single inverted commas are used to highlight a particular or unusual word.

Одинарні лапки вживають для виділення окремого або незвичайного слова.

Since the advent of meetings held frequently by remote conferencing facilities, the phrase ‘face to face’ has been largely replaced by the phrase ‘off-line’ to describe meetings of people in the same room.

b. Double inverted commas are used to quote speech:

Подвійні лапки використовують для цитування висловлювання.

*James said, “I’ll be back as soon as I have visited grandmother.”
to his parents as he walked out of the house.*

The inverted commas enclose all of the quotation, including any punctuation. Note however, that there are various styles used by publishers and academic institutions for the placement of full stops when quoting speech.

У лапках передаємо всю цитату зі знаками пунктуації. Однак зауважимо, що видавці та наукові установи для позначення крапки під час цитування промови послуговуються різними стилями.

4. Colon and Semi-Colon

a) A **colon** : introduces further detail, such as a list or an explanation, often in a subordinate phrase.

Двокрапка : вводить додаткові деталі, такі як перелік або пояснення, часто у підрядному реченні.

The following items will be included in the review of English speaking standards: punctuation, grammar, vocabulary and fluency.

b) A **semi-colon** ; separates autonomous phrases. It can also be used to separate complex items in a list of phrases.

Крапка з комою ; відокремлює окремі словосполучення. Її також використовують для розділення переліку складних елементів у реченні.

There are three items to be considered in the review; all of them will carry equal weight in the assessment. These items are: the use of punctuation in phrases and sentences; the control and consistency of grammatical structures and syntax; and the fluency of the speaker.

5. Brackets and Dashes

a. Two round brackets () or two dashes – – enclose extra information.

Дві круглі дужки () або два тире – – містять додаткову інформацію.

Football (formally separated from rugby in 1863 and known as soccer in some countries) is now played all over the world.

Rugby – also known as ‘rugger’ – is played in many countries.

b. Two square brackets [] enclose editorial comments and explanations.

Дві квадратні дужки містять редакційні коментарі та пояснення.

c. A dash separates words and phrases whereas a hyphen joins words. A dash – is longer than a hyphen - although in printed text it can be difficult to distinguish between the two symbols.

Тире розділяє слова та фрази, а дефіс поєднує слова. Тире – довше за дефіс - . У друкованому тексті буває складно розрізнити два символи.

6. *Italics*

Italics are used to highlight something in the text such as a title, quotation or definition:

Курсив використовуємо щоб виділити щось у тексті, наприклад, заголовок, цитату або визначення.

The film *The Godfather* is still a classic in cinema.

Legal cases: *The Crown v. Jones, Davies v. Anderson.*

The verb *to procrastinate* means *to delay doing something.*

7. Apostrophe

An apostrophe is used to indicate a **contraction** or **possession**.

Апостроф вживають для позначення скорочення або приналежності.

It's & its

it's is a contraction of **it is** [apostrophe]

its is the possessive adjective of the pronoun **it** [no apostrophe]

It's a powerful car, its engine is big.

8. Apostrophe to indicate a contraction

The apostrophe is placed where a letter has been omitted. It is important to use the correct abbreviation to match the singular or plural noun which follows.

Апостроф використовуємо замість пропущеної літери. Важливо використовувати правильну аббревіатуру, щоб відповідати іменнику однини чи множини.

a. Singular: there's = there **is** OR there **has**

Plural: there're = there **are**

Singular: there **isn't** = there **is not**

Plural: there **aren't** = there **are not**

There's [is] a car blocking the road. There's [has] been an accident.

*There're many cars here. There **isn't** a book on the table.*

*There **aren't** any books on the table.*

*You'll have to go shopping but **don't** worry, you **needn't** buy much.*

*She **hadn't** been shopping yet. There **wasn't** much time left and she*

***wouldn't** reach the shops today. She **couldn't** go tomorrow because*

*she'd be too busy. She **daren't** spend too much until her next payday.*

b. Verb to be

I'm = I am	I'm not = I am not
you're = you are	you aren't = you are not
he's = he is	he isn't = he is not
she's = she is	she isn't = she is not
it's = it is	it isn't = it is not
we're = we are	we aren't = we are not
they're = they are	they aren't = they are not

I'll = I will	wasn't = was not
you'll = you will	weren't = were not
he'll = he will	won't = will not
she'll = she will	
it'll = it will	
we'll = we will	
they'll = they will	

c. Verb to have

I've = I have	haven't = have not
you've = you have	hasn't = has not
we've = we have	
they've = they have	
I'd = I had OR I would	hadn't = had not
you'd = you had OR you would	wouldn't = would not
he'd = he had OR he would	
She'd = she had OR she would	
It'd = it had OR it would	
We'd = we had OR we would	
they'd = they had OR they would	

d. Other verbs

don't = do not	can't = cannot / can not
doesn't = does not	couldn't = could not
didn't = did not	mightn't = might not
daren't = dare not	shouldn't = should not
needn't = need not	

9. Possessive Apostrophe

a. Singular: the possessive apostrophe sits after the end of the noun and is usually followed by the letter s. For example: *John's book*. [In old English, the phrasing was: *John his book*.] If the singular word ends with s use just an apostrophe.

Однина: присвійний апостроф стоїть в кінці іменника, після якого зазвичай йде літера s. Наприклад: *John's book*. [У староанглійській мові це було так: *John his book*.] Якщо слово в однині закінчується на s, використовуємо лише апостроф.

John's book will be published in next year's journal.

The crowd's shouts were growing louder.

The woman's voice was high-pitched.

James' book. Tess' hat. Jesus' teachings.

b. Plural: the possessive apostrophe sits after the plural noun.

Множина: присвійний апостроф стоїть після іменника множини.

The demonstrators' voices were drowned out by sirens.

The Smiths' house is very large.

The women's faces were sad as they watched the funeral.

The people's voices went quiet when the King appeared.

The children's drawings were displayed in the school.

Men's feet tend to be larger than women's.

10. Abbreviations

a. Modern abbreviation usage increasingly does not use full stops.

Останнім часом крапки між літерами в абрєвіаціях не ставлять.

Value Added Tax → VAT [not: V.A.T.];

Doctor → Dr; Doctor of Philosophy → PhD;
Bachelor of Arts → BA; Master of Science → MSc



Note: An unusual abbreviation should be explained by the full word and the abbreviation in brackets; thereafter, the abbreviation may be used alone.

Примітка: Нетипове скорочення слід пояснювати повним словом і аббревіатурою в дужках; після цього аббревіатуру можна використовувати окремо.

Computer Aided Translation (CAT) is used frequently on websites. CAT has become an essential tool. CAT is freely available.

b. The forward slash symbol / should be avoided in formal writing: use a conjunction such as *or* or *and*.

В офіційному письмі слід уникати символу косої риски /: вживайте сполучник *or* або *and*.

c. Shortened pronunciations, such as *gonna* for *going to* and *wanna* for *want to* should not be used in writing.

Такі скорочення як *gonna* – *going to* та *wanna* – *want to* не можна використовувати на письмі.

11. Common Latin Abbreviations

NB *nota bene* = note well

etc *et cetera* = and the rest; **ie** *id est* = that is

eg *exempli gratia* = for example; **circa** = approximately

am *ante meridiem* = morning, before noon

pm *post meridiem* = afternoon

v or **vs** *versus* = against; **cf** *confer* = compare

et al *et alii* = and other people or things

ps *post scriptum* = after what has been written; an extra remark

qv *quod vide* = for which see; to another part of the same document

ibid *ibidem* = in the same place; for citing examples from one source

sic = thus or so; to confirm an unusual spelling

viz *videlicet* = namely

3. The Plural Of Nouns

Форми множини іменників

1. The usual way to form a plural is by adding **-s** or **-es**.

Поширеним способом утворення граматичних форм множини є додавання закінчення **-s** або **-es**.



NB: no apostrophe is used! There is a frequent mistake by inattentive native writers of using an apostrophe for a plural.

Зверни увагу! Апостроф не використовуємо! Дуже часто неуважні носії мови вживають апостроф у формах множині.

2. Plural with -s

a.

Ending:	Singular & Plural
-a	panda → pandas
-b	club → clubs
-c	optic → optics
-d	wood → woods
-e	house → houses; toe → toes
-f	belief → beliefs; cliff → cliffs; roof → roofs
-g	log → logs; iceberg → icebergs
-h	cloth → cloths; cough → coughs; graph → graphs
-ch	epoch → epochs; loch → lochs; stomach → stomachs
-i	taxi → taxis
-k	back → backs; sack → sacks; track → tracks
-l	ball → balls; waterfall → waterfalls
-m	dam → dams; pram → prams; tram → trams
-n	pen → pens; person → persons (or people)
-o	kilo → kilos; photo → photos; zero → zeros
-p	map → maps; ship → ships; trap → traps
-r	door → doors; oar → oars; pair → pairs
-t	bat → bats; cat → cats; pest → pests
-w	cow → cows; row → rows; view → views
-y	boy → boys; joy → joys; toy → toys

b. Italian Nouns with English plurals:

cappuccino → *cappuccinos*; *espresso* → *espressos*; *pizza* → *pizzas*.

c. French Nouns ending in **-eau**:

bureau → *bureaus* / *bureaux*; *chateau* → *chateaus* / *chateaux*;
gateau → *gateaus* / *gateaux*. In the French plural: the 'x' is silent.

3. Plural with -es

a. Most nouns ending in **-ch, -s, -sh, -x, -z**

church → *churches*; *torch* → *torches*; *switch* → *switches*;
watch → *watches*; *bus* → *buses*; *glass* → *glasses*;
wish → *wishes*; *box* → *boxes*; *quiz* → *quizzes*.

b. Some nouns ending in **-o**

buffalo → *buffaloes*; *domino* → *dominoes*; *echo* → *echoes*;
embargo → *embargoes*; *hero* → *heroes*; *mosquito* → *mosquitoes*;
potato → *potatoes*; *tomato* → *tomatoes*;
torpedo → *torpedoes*; *veto* → *veto*s.

4. Plural with -s or -es

cargo → *cargos* / *cargoes*; *fresco* → *frescos* / *frescoes*;
halo → *halos* / *haloes*; *memento* → *mementos* / *mementoes*;
tornado → *tornados* / *tornadoes*;
volcano → *volcanos* / *volcano*es.

5. Vowel Change

a. Mutated plurals, with a vowel change, come from Anglo-Saxon (a West-Germanic language). In modern English, the vowel-change plurals are:

Мутована форма множини іменників, зі зміною голосного, походить з англо-саксонської (західногерманської мови). У сучасній англійській мові під час утворення форми множини голосні змінюють у такий спосіб:

man → *men*; *woman* → *women*; *foot* → *feet*; *tooth* → *teeth*;
goose → *geese*; *mouse* → *mice*; *louse* → *lice*.

b. The suffix **-en** was once common but in modern English only three words remain with this suffix:

Суфікс **-en** колись був активно вживаним, проте в сучасній англійській мові з ним залишилося лише три іменники:

brother → *brethren* [brothers]; *child* → *children*; *ox* → *oxen*.

6. Letter Change

'y' changes to **-ies**:

baby → *babies*; *cherry* → *cherries*; *city* → *cities*;
cry → *cries*; *reply* → *replies*; *try* → *tries*.

'f' changes to **-ves**:

calf → *calves*; *elf* → *elves*; *half* → *halves*; *knife* → *knives*;
leaf → *leaves*; *life* → *lives*; *loaf* → *loaves*; *self* → *selves*;
sheaf → *sheaves*; *shelf* → *shelves*; *thief* → *thieves*;
wife → *wives*; *wolf* → *wolves*.

'f' changes to **-ves** or **-s**; both forms are used:

dwarf → *dwarves* / *dwarfs*;
handkerchief → *handkerchieves* / *handkerchiefs*;
hoof → *hooves* / *hoofs*; *scarf* → *scarves* / *scarfs*;
wharf → *wharves* / *wharfs*.

7. Singular and Plural are the same

sheep; deer; types of fish; types of fruit and series of things:

*There are **three sheep** in that field.*

*There are **five trout** in that pond.*

*There will be **two new series** of animal books published next week.*

There is a lot of fruit on this apple tree.

= *There are many apples on this tree.*

8. Compound Nouns

Only one part is made plural:

girlfriend → *girlfriends*; *mother-in-law* → *mothers-in-law*;
sportsman → *sportsmen*; *sportswoman* → *sportswomen*

9. Noun ends in 's' but is a singular item

Іменник у формі однини має закінчення 's', але позначає одиницю.

A pair of: *binoculars; gloves; pyjamas; spectacles; glasses; scissors; shoes; tights; trousers; underpants.*

I bought some new trousers. These gloves fit perfectly.

I bought two new pairs of trousers and three pairs of shoes.

The optician prescribed me a new pair of glasses.

10. Uncountable Nouns

Uncountable nouns usually have no plural, although there are plural phrases and uses.

Незлічувані іменники зазвичай не мають форми множини, хоча є словосполучення зі значенням множини.

- accommodation, training, hair, work, baggage, luggage, money;
- furniture, stuff, cold, earth, soil, sunshine, warmth, weather;
- appendicitis, diabetes, measles, mumps, toothache;
- advice, hate, humour, love, optimism, pessimism, ethics;
- beer, flour, milk, salt, sugar, tea, wine, clothes, mathematics,
- billiards, bowls, cards, darts, means, news, physics, politics.

Three sacks of flour; five types of wine; a game of billiards, two games of billiards; politics is a complex business; there are more than two branches of mathematics; this strategy is a means to an end.



Note these alternative uses:

French wine is still considered by many to be the best.

or: *French wines **are** still considered by many to be the best.*

English beer is drunk at room temperature but German beer is drunk cold.

or: *English beers **are** drunk at room temperature but German beers are drunk cold.*

Indian black tea is stronger than Chinese green tea.

or: *Indian black teas **are** stronger than Chinese green teas.*

11. Datum & Data

In modern English, the word *data* (meaning *information*) is widely used as a singular or uncountable noun, although some language purists and some scientists use the Latin form as a plural.

У сучасній англійській мові слово *data* широко використовують як іменник у формі однини, а також як незлічуваний іменник, хоча деякі знавці англійської мови і деякі науковці принципово використовують латинську форму як множину.

datum = a point of reference (on a graph or a map etc)

data = more than one point of reference

data = information

Singular or uncountable: *The data shows that infection rates are reducing.*

Plural: *The data are pointing to a reduction in infection rates.*

12. Group Nouns

A noun for a group of people or things is used flexibly with a singular or plural verb form. The choice depends on whether the noun is intended to refer to the individuals in the group or to the group as a unit.

Іменник на позначення групи людей або речей можна вживати з дієслівною формою як в однині, так і в множині. Вибір залежить від того, чи називає іменник осіб у групі або групу як одне ціле.

*The company **is** holding its weekly meeting.*

*The company **are** holding their weekly meeting.*

*The team **is** playing well. The team **are** playing well.*

*The British government **is** holding talks with the US government.*

*The government **are** in agreement about the medical policy.*

*His team **is** working hard on developing the new app.*

*His team **are** software developers who volunteered for the project.*

The nouns **pair** and **couple** are usually treated as plural:

*The new couple next door **are** having a party.*

*The pair **are** busy establishing a new garden.*

13. Nouns from Greek and Latin

Some words were adopted from Greek or Latin. Other words are ‘New Latin’ words which were created within the past few hundred years.

Деякі слова запозичені з грецької чи латинської мови. Інші слова – «нові латинські» слова, які утворені впродовж останніх кількох сотень років.

a. Some words have one plural form:

analysis → analyses; axis → axes; crisis → crises; diagnosis → diagnoses; thesis → theses;
criterion → criteria; phenomenon → phenomena;
alga → algae (водорості); larva → larvae (личинка); vertebra → vertebrae (хребець);
alumnus → alumni (випускник); nucleus → nuclei; octopus → octopuses; stimulus → stimuli;
annex → annexes;
bacterium → bacteria; erratum → errata; stratum → strata (прошарок).

b. Some words have two plural forms:

Singular	Greek / Latin Plural	English Plural
apex	apices	apexes
appendix	appendices	appendixes
codex	codices	codexes
index	indices	indexes
vortex	vortices	vortexes
antenna	antennae	antennas
formula	formulae	formulas

Singular	Greek / Latin Plural	English Plural
addendum (додаток)	addenda	addendums
aquarium	aquaria	aquariums
atrium (передсердя)	atria	atriums
medium	media	mediums
curriculum	curricula	curriculumms
memorandum	memoranda	memorandumms
millennium	millennia	millenniumms
referendum	referenda	referendumms
stadium	stadia	stadiumms
symposium	symposia	symposiumms
cactus	cacti	cactuses
focus	foci	focuses
fungus (цвілевий гриб)	fungi	funguses
syllabus	syllabi	syllabususes
terminus	termini	terminuses
thesaurus	thesauri	thesauruses

4. Pronouns & Clauses

Займенники та складнопідрядні речення

1. Personal Pronouns – Особові займенники

Person	Subject	Object	Possessive Adjective	Possessive Pronoun	Reflexive Pronoun
1 st singular	I	me	my	mine	myself
2 nd singular & plural	you	you	your	yours	yourself & yourselves
3 rd singular	he	him	his	his	himself
	she	her	her	hers	herself
	it	it	its	its	itself
	one	one	one's	—	oneself
1 st plural	we	us	our	ours	ourselves
3 rd plural	they	them	their	theirs	themselves

Subject: *I have a book.*

Direct Object: *She kissed **me**.*

Indirect Object: *She gave **me** the book. = She gave the book **to me**.*

Possessive Adjective: *This is **my** book.*

Possessive Pronoun: *Her book is now **mine**.*

Reflexive Pronoun: *I hurt **myself** when I fell over.*

Impersonal use:

***One** needs to be careful to read the instructions for this medicine.*

***They** speak more French than Flemish in this part of Belgium.*

*Someone telephoned but **they didn't** give **their** name.*

a. **Thou** is the old 2nd person singular. It is still found in dialects, poetry and in translations of the Bible and religious prayers.

Thou – стара форма 2-ї особи однини, на яку ще натрапляємо в діалектному мовленні, поезії, а також в перекладах Біблії та релігійних молитвах.

thou – ти; thee – тобі; thy – твій; thine – твої

to be	<i>thou art merciful</i> – ти милосердний; <i>thou shalt be merciful</i> – ти будеш милосердним;
to go	<i>thou goest</i> – ти йдеш;
to do	<i>thou dost</i> – ти робиш; <i>thou didst</i> – ти зробив;
to have	<i>thou hast</i> – ти маєш; <i>thou hadst</i> – ти мав.

b. Reflexive Pronoun

The reflexive pronoun is used to reflect the subject. The reflexive pronoun is also used with the subject pronoun for emphasis.

Зворотній займенник використовують для «відбиття» предмету. Його також вживають з особовим займенником для акцентування уваги.

He hurt himself. I corrected myself.

You yourself said that there was no truth in what he said.



NB: The reflexive form is not a substitute for a subject or object pronoun.

Зворотна форма займенника не замінює підмет або предметний займенник.

Correct: “*If any member of the crew or I can help, please ask.*”

Wrong: “*If myself or any member of the crew can help, please ask.*”

Correct: “*The only ones here were my friend and I.*”

Wrong: “*The only ones here were myself and my friend.*”

Correct: “*If you have a problem, just ask **me** or one of my staff*”.

Wrong: “*If you have a problem, just ask myself or one of my staff.*”

2. Clauses – Складнопідрядні речення

a. A **subordinate clause** contains a subject and a verb but does not make sense on its own. It must be connected to a main clause. A subordinate clause can be placed after or before the main clause.

Підрядна частина речення містить підмет і дієслово-присудок, але не має самостійного значення. Воно має бути пов'язане з головною частиною речення. Підрядна частина речення може бути розміщена після або перед головною частиною.

*I will start writing the book **when I receive a financial advance from my publisher.***

*I will leave for work **as soon as I have finished my breakfast.***

***As soon as I have finished my breakfast,** I will leave for work.*

b. A comma at the start of a subordinate clause is not compulsory [unlike in Slavonic or Germanic languages]. Short sentences containing a main and a subordinate phrase often do not need a separating comma. The comma is optional – not compulsory. It depends whether the writer considers it necessary to separate the two phrases for clarity.

Кома в підрядній частині реченні не обов'язкова [на відміну від слов'янських чи германських мов]. Короткі речення, що містять головну й підрядну частини, часто не потребують роздільної коми. Кома є необов'язковою, ставиться за бажанням. Це залежить від того, чи вважає автор за потрібне розділити дві частини висловлення для уточнення.

*We must consult the members **before changing the club's rules.***

***Before changing the club's rules,** we must consult the members.*

3. Relative Pronoun and Relative Clause

a. A relative pronoun introduces a relative clause. This type of subordinate clause adds information and usually follows whatever it qualifies – something already mentioned. Relative clauses allow phrases to be combined to avoid repetition.

Відносний займенник уводить підрядну означальну частину речення. Цей тип підрядних речень додає інформацію і зазвичай слідує за тим, що позначає, – тобто позначає щось уже згадане. Підрядні означальні частини речення уможливають поєднання висловлювань, щоб уникнути повторення.

who refers to people; **whom** is used instead of **who** with a preposition;
which refers to animals and things;
that refers to people, animals & things;
whose refers to people and animals, and sometimes to things.

*I like working with students **who appreciate what I do**.*

*To **whom** does this book belong? = **Whose** is this book?*

*I met three people, all of **whom** had been to my school.*

*I translated a text **which was difficult for me**.*

*There are cars nowadays **that run entirely from batteries**.*

*Is this the room **that** the person lived **in**?*

*I remember the day **that** I first saw the sea.*

b. If a relative pronoun is the subject of a relative clause, it cannot be omitted. If a relative clause already has an object from the main phrase (when the relative pronoun is the object of the verb), the relative pronoun can be omitted; the choice is stylistic.

Якщо відносний займенник є підметом означальної частини речення, його не можна опускати. Якщо означальна частина речення розкриває зміст додатка, а не підмета із головної частини речення, відносний займенник можна опустити; вибір також залежатиме від стилістики.

*I calmed down the child **who** was crying.*

*I calmed down the child (**that**) I found crying in the street.*

5. The Comparison Of Adjectives

Ступені порівняння прикметників

1. Monosyllabic and some other adjectives

comparative *-er* superlative *-est*:

Positive (basic form)	Comparative	Superlative
soft / hard tall / short small / large narrow / wide cheap / dear clever	softer / harder taller / shorter smaller / larger narrower / wider cheaper / dearer cleverer	softest / hardest tallest / shortest smallest / largest narrowest / widest cheapest / dearest cleverest
costly dirty easy tiny heavy	costlier dirtier easier tinier heavier	costliest dirtiest easiest tiniest heaviest
big thin	bigger thinner	biggest thinnest
far	further / farther	furthest / farthest
old	older [age] elder [relatives]	oldest eldest



NB: If there is a comparative form, the word *more* or *most* is not required! If you cannot remember whether a word has a one-word comparative, it is acceptable to use *more* or *most* + the positive form.

Зверни увагу! Якщо прикметник має власну форму ступеня порівняння, то додаткове вживання слів *more* або *most* не потрібне! Якщо ви не пам'ятаєте, чи має лексема слово-відповідник ступеня порівняння, можна використовувати *more* або *most* + основну форму.

*The suitcase was **heavier** than I imagined.*

= *The suitcase was **more heavy** than I imagined.*

2. Many Polysyllabic Adjectives

Positive	Comparative	Superlative
important	more / less important	most / least important
interesting	more / less interesting	most / least interesting
helpful	more / less helpful	most / least helpful
beautiful	more / less beautiful	most / least beautiful
useless	more / less useless	most / least useless
dangerous	more / less dangerous	most / least dangerous
superficial	more / less superficial	most / least superficial
famous	more / less famous	most / least famous
expensive	more / less expensive	most / least expensive

3. Different words for the Comparative and the Superlative

Positive	Comparative	Superlative
good	better	best
bad	worse	worst
little	less	least
less	lesser	least
far	farther / further	farthest / furthest
many / much	more	most

4. Comparison Phrases

*Jane is **as** beautiful now **as** she was 10 years ago.*

*Our new flat is **three times as big as** our old one.*

*John is **the same** age **as** Jane.*

*This is **the same** film **as** I saw last week.*

*Our new flat is **three times bigger than** our old one.*

*The upright chair is **less** comfortable **than** the armchair.*

*The armchair is **more** comfortable **than** the upright chair.*

***The sooner** she arrives, **the better**.*

***The quicker** we walk, **the sooner** we get there.*

*The **more** people who come, the **better** the party will be.*

*The noise of people talking at the party grew **louder and louder**.*

6. Prefixes & Suffixes Префікси та суфікси

1. Prefixes [*pre* (before) + *fix* (to attach)]

de- remove or change

to defuse, to demote, to de-escalate

dis- not / opposite / negative

– *a disadvantage, a disability*

– *disbelief, disobedience, discontent*

– *dishonest, disagreeable, disabled, disheartened*

– *to disagree, to dislike, to dismantle, to disobey*

– *to disappear, to disconnect, to distrust*

extra- adds to

extraordinary, extramural, extra-terrestrial

hyper- too much of

hyperactive = very active

hypo- not enough of (medical)

hypoxia (oxygen shortage); *hypoglycaemia* (glucose shortage)

a hypoallergenic bandage does not stimulate allergy

il- /im- / in- / ir- /un- all give the meaning of ‘not’

– *illegal, illicit, illegitimate*

– *impossible, immodest, impolite, an imbalance*

– *incorrect, indefinite, incomplete*

– *indifferent, ineffective, informal, incorruptible*

– *irreversible, irredeemable, irreducible*

– *unlawful, unanswered, unhappy, unequal, unfulfilled, to unbalance*

inter- between two or more independent things

international, the internet, inter-governmental

intra- among two more things within the same community

intra-governmental, the university intranet.

mis- wrongly / incorrectly

to misunderstand, a misunderstanding; to mistake, a mistake

to misprint, a misprint; to misbehave, misbehaviour

to misuse, a misuse; to misspell, a misspelling

to misrepresent, a misrepresentation; to misplace, a misplacement

to mistreat, mistreatment; to mislead, misleading

post- after

– *pm (post meridian) = after the middle of the day = the afternoon*

– *post-mortem = after death = an examination of a dead body*

[US English = an *autopsy*]

pre- before / in front of / in advance of

– *a preposition, a prefix, a preview, a precaution*

– *a precursor, a predisposition*

– *predicted, prearranged, prepaid*

– *to predict, to prearrange, to prepay*

re- again / repeat

to review, to rebuild, to restart, to rewrite, to reconsider, to revise

semi- & hemi- half [Latin: semi- / Greek: hemi-]

a semicircle = half a circle

a semi-detached house = one of two linked houses

a semi = US English for an articulated lorry & trailer

a hemisection = a cut into half [medical term]

a hemisphere = half of a sphere / half of the world

sub- under

a submarine, subterranean, sub-Saharan (south of the Sahara)

trans- across, crossing

to transport, a transit, transnational

2. Suffixes [*suf* under = after]

Sometimes the last letter of the original word changes.

Іноді змінюється остання буква оригінального слова.

a. **Nouns**

-age bag → *baggage*; to post → *postage*; to carry → *carriage*

-al to arrive → *arrival*; to retrieve → *retrieval*; centre → *central*;
form → *formal, informal*

-dom to bore → *boredom*; a king → *a kingdom*; free → *freedom*

-ee a recipient
to pay → *a payee*; to train → *a trainee*; to lease → *a lessee*

-ence or **-ance** a noun from a verb or adjective
to differ → *difference*; independent → *independence*;
reliant → *reliance*

-hood place or state:
child → *childhood*; man → *manhood*;
woman → *womanhood*; neighbour → *neighbourhood*

-ion a noun from a verb:
to create → *a creation*; to permit → *permission*;
to omit → *an omission*; to impress → *an impression*

-ist and **-ism** nouns
a capitalist → *capitalism*; a socialist → *socialism*;
a realist → *realism*; an impressionist → *impressionism*;
an optimist → *optimism*; a pessimist → *pessimism*.

-ity a noun from an adjective
possible → *a possibility*

-ness a state
awareness, consciousness, heaviness, helplessness

-ment activity

to move → *movement*; to treat → *treatment*, to abate → *abatement*

-ship position or situation or skill: an intern → *internship*;

a member → *membership*; a marksman → *marksmanship*

b. Adjectives

-able, -ible can be done:

to eat → *eatable / edible*; to drink → *drinkable*;

to believe → *believable / credible*; to access → *accessible*;

to console → *consolable*

-ful having a characteristic

beautiful, careful, doubtful, fruitful, grateful, harmful, helpful, meaningful, painful, peaceful, skilful, successful, thoughtful, useful

-less without

doubtless, helpless, meaningless, useless

-ous adjective from a noun

danger → *dangerous*; fame → *famous, infamous*; doubt → *dubious*

3. Prefix and Suffix in the same word

inaccessible, incredible, inedible,

inconsolable, unbelievable, undrinkable, unpredictable

7. Conjunctions Сполучники

1. Common Conjunctions

and	because	except	like	or	though	where
after	before	if	nor	since	unless	whether
although	but	in spite of	now	so that	until	while
as	despite		once	than	when	whilst

A comma is unnecessary before a conjunction unless for clarity.

Немає потреби ставити кому перед сполучником, якщо не для уточнення.

He went to buy bread but the bakery was closed.

2. Two-Part Conjunctions

Each phrase in a sentence can have a verb or there may be just one verb which is used for both phrases. There may be a single auxiliary verb which supports two main verbs.

У кожній частині речення може бути дієслово або лише одне дієслово, використовуване для обох частин загалом. Може бути одне допоміжне дієслово, узгоджуване з двома головними дієсловами.

a. **either ... or** link two phrases describing alternatives.

*We can **either** go today **or** risk the weather and go tomorrow.*

***Either** John **or** Jane will collect the flowers from the shop.*

b. **neither ... nor** link two negative phrases.

*Examinations should cause **neither** difficulty **nor** stress.*

***Neither** John **nor** Jane can solve this mathematical problem.*

c. **not only... but also** link the same points or add emphasis.

***Not only** was it windy **but** it **also** poured with rain.*

d. **so/such... that** link cause and effect.

*It was **so** hot **that** elderly people were in danger of heatstroke.*

*The issue caused him **such** worry **that** he felt exhausted.*

8. Prepositions Прийменники

1. Preposition [pre (in front of) + position (place / location)]

Prepositions are usually placed in front of nouns and pronouns; they show the relationship between the noun and other words in the sentence.

Прийменники зазвичай стоять перед іменниками та займенниками; вони показують зв'язок іменника з іншими словами в реченні.

2. Choice of Preposition

The choice of preposition should be deliberate for the desired meaning.

До вибору прийменника маємо підходити помірковано з урахуванням представлених значень.

*John was standing **by** the table / **near** the table / **next to** the table.*

*Jane walked **towards** the table / **up to** the table / **away from** the table.*

*John leant **against** the table. He put a cloth **over** the table.*

*He put a book **on** / **onto** the table. He took the book **off** the table.*

*The book was still lying **on** the table.*

*There was a lamp hanging **above** / **over** the table.*

*The child was playing **with** a toy **under** / **underneath** the table.*

*A book arrived **in** the mail **for** Jane **from** her aunt.*

*Jane was always polite **to** her aunt.*

*It was one **of** a series **of** five text books written **by** Emily Smith.*

*It was kind **of** her aunt to send her that book.*

*She borrowed books **from** the library.*

*Jane walked **through** the main doors **into** the library.*

*Jane was keen **on** languages and wanted a book **about** / **on** Arabic.*

*She was disappointed **with** her brother John **about** his school work.*

*John was bored **with** school and **by** some of the lessons.*

*He felt sorry **for** those people without a hobby.*

*John contributed £1 **per** week **to** the sports fund.*

*She accused John **of** not studying **for** his exams hard enough.*

*The nurses cared **for** their patients and **about** their patients.*

*The patient complained **of** tummy pain.*

*She suffered **with** pain in her leg and **from** extreme anxiety.*

3. Direct or Indirect Object

When a verb takes a direct object, a preposition is not required.

Якщо після дієслова стоїть прямий додаток, прийменник не потрібен.

Direct object:

The dean told him that he could teach that course.

The university approved her application to start next term.

The excellent sports facilities in the town benefited him.

Indirect object:

*She said **to him** that the train had been cancelled.*

*She explained **to him** how the rules had changed.*

*Jane applied **to the library for** a job **in** the English department.*

Direct and indirect objects:

*He told her **about** the new rules at school.*

*She was trying to convince her boss **of** her right to work part-time.*

*The townspeople blamed the mayor **for** the poor roads.*

*The police warned the general public **about** pickpockets at the station.*

*The university disapproved **of** smoking and had banned it on the campus.*

*This study course consists **of** 4 parts. The course comprises 4 parts.*

9. Articles & Determiners – Specificity Артиклі й детермінанти – Специфіка

1. The Level of Specificity

For every noun, it is possible and often necessary to show the level of **specificity**: the extent of relation to a particular subject. A **determiner** introduces a noun and specifies or limits its meaning. Levels of specificity can be identified as:

Для кожного іменника можна, а часто й потрібно уточнити рівень **специфіки**, тобто ступінь відношення до певного предмета. **Визначальне слово** вводить іменник і вказує або обмежує його значення. Рівні специфіки можна визначити так:

- a. **Nothing** in front of the noun: no article or determiner
- b. Indefinite article: **a / an**
- c. Definite article: **the**
- d. Another determiner: **this / that** etc.

2. Nothing in front of the Noun

There is no specificity and no reference to a previously mentioned item. An article can be omitted for nouns in the plural, for uncountable nouns and for generalisations.

Немає конкретності, немає посилання на раніше згаданий предмет. Артикль можна опустити для іменників у формі множині, незлічуваних іменників та узагальнень.

*I usually drink coffee in the morning; I prefer tea in the afternoon.
Coffee keeps me awake at night if I drink it after midday.
Spilt liquids should be cleaned up immediately; use sand to absorb the moisture.
Fuel and other inflammable liquids must not be stored in sunlight.*

3. Indefinite Article for Singular Nouns

A singular noun usually needs an article or a determiner. An indefinite article is appropriate:

Іменник у формі однини зазвичай потребує вживання артикля чи детермінанта. Невизначений артикль уживають:

– **Where something is new to the text or conversation**

Де є щось нове для тексту чи розмови

– **Where the answer to *which?* is not known**

Де відповідь на питання *який?* невідома

I have a car and a motorcycle.

– **As a substitute for ‘every’ or ‘each’**

Як заміну для слова ‘кожен’

He takes the dog for a walk twice a day.

= He takes the dog for a walk twice every day / each day.

4. Uncountable Nouns

The indefinite article is generally not used with uncountable nouns. Where an indefinite article appears in front of an uncountable noun, it refers to another ‘dropped’ noun.

Неозначений артикль загалом не використовують із незлічуваними іменниками. Якщо неозначений артикль наявний перед незлічуваним іменником, це стосується іншого «упущеного» іменника.

*I need **a** (type of) flour suitable for baking bread.*

*I am looking for **a** (grade of) petrol suitable for old sports cars.*

*I want **a** (type/style/quality of) material for covering chairs.*

5. Definite Article

a. Specific Item

The definite article refers to a specific item: singular or plural, countable or uncountable. If the answer to the question *which?* is known, a definite article is probably appropriate.

Означений артикль стосується конкретного випадку: форм однини чи множини, злічуваного чи незлічуваного. Якщо відповідь на питання *which?* відома, вживають означений артикль.

*He is **the** most successful businessman I know.*

*There are several vehicles on sale at **the** garage: **the** cars are second-hand but **the** motorbikes are new.*

b. Known Item

The definite article can refer to general knowledge, familiar items and proper nouns because the item is named and known.

Означений артикль може стосуватися загальних знань, відомих предметів, а також іменників – власних назв, оскільки предмет названо, він є відомим.

***The** jet engine is a complex machine.*

*I went to **the** doctor. I am going to **the** dentist. I went to **the** cinema.*

***The** (river) Thames; **the** Sahara (desert); **the** Times (newspaper); **the** Himalayas; **the** Balkans; **the** vacuum cleaner.*



Note: Country and town names.

- Only use **the** with names which contain a common noun:

the United States of America, the USA, the United Kingdom, the UK, the Czech Republic, the Netherlands (=the Low Countries).

- **Do not use** *the* with countries or towns which have a proper name:

Ukraine, England, Poland, London, Lviv, Warsaw.

6. Other Determiners

a. Specific Determiner

That knife is blunt.

This knife is sharp. These knives are expensive.

Those books are particularly useful.

His behaviour was unusual. Your reaction is surprising.

Each / every customer should be treated as an individual.

b. Non-specific Determiner

Some methods of teaching are better than others.

Any teaching method can be tried.

None of the suits fitted him. none = not one [‘not any’ is not used]

Not one of his relatives sent him a birthday card. [for emphasis]

Not a single one of the suits fitted him. [even more emphasis]

c. No & Any

The choice is subtle: many people perceive no difference between them.

Відмінність майже невідчутна, а тому для багатьох – непомітна.

No firm decisions have been made.

= *Nobody / No one has made any decisions.*

No holiday will ever match this one.

There is no reason to be afraid of her.

= *There isn't any reason to be afraid of her.*

There are no eggs in the fridge.

= *There aren't any eggs in the fridge.*

He paid no attention to what I was saying.

= *He did not pay any attention to what I was saying.*

I've decided that I have no alternative.

= *I've decided that I don't have any alternative.*

Any holiday would be better than this one!

No holiday has ever been as bad as this one!

Anyone / Anybody could play chess better than John.

No one / Nobody could play cricket as badly as Simon.

No one / Nobody can play squash better than Joe.

Anyone else would have complained about the situation.

Anyone / anybody who wants good food should go to Jane's cafe.

7. Time Expressions

When talking about time phrases, the choice of article or determiner depends partly on the context and partly on personal choice.

Коли йдеться про час, вибір артикля чи детермінанта частково залежить від контексту, а частково – від особистого вибору.

a. For how long? / Over what period?

*Where have you been living for **the** last three years?*

*For **the** last year, I have been studying English with a tutor.*

*For **the** last three years, I have been living in Vienna.*

*For **the** previous five years before then, I lived in London.*

*For **the** three years between 2015 and 2018, we lived in Paris.*

*The cinema showed the film Casablanca **every** Wednesday.*

*During **the** last academic year, I studied French in Paris.*

*For **the** four weeks before Easter, Christians observe Lent.*

*During **the** summer period this year, there were four accidents.*

*He suffered several injuries during **his** career as a jockey.*

*He came to Madrid during **his** visit in **the** April of last year.*

*We had enough firewood to keep us warm throughout **the** winter.*

*Over **the** past few days, the weather has been unseasonably warm.*

b. When?

***Last year** I was at university in Germany.*

***Last week** there was a car crash on the motorway.*

***Ten years ago** I had an accident and damaged my leg.*

***Last week** the cinema was showing the film Casablanca.*

*The cinema showed Casablanca **for all of last week**.*

***In the last three weeks** the cinema has been full every night.*

***Last academic year** I studied French in Paris.*

10. Verbs – An Overview

Дієслова – Загальний огляд

1. Clarity of meaning is of paramount importance. The most appropriate voice and tense should be chosen so as to be clear as possible in speaking and writing.

Чіткість змісту має найважливіше значення. Потрібний граматичний стан і час необхідно обирати так, щоб вони були якомога чіткішими під час розмови й на письмі.

2. The Infinitive

The infinitive is the base form or reference point of each verb and has two forms: full (including *to*) and bare (without *to*). It is a good habit to quote the full infinitive when referring to a verb.

Інфінітив є базовою або початковою формою кожного дієслова і має дві форми: інфінітив із часткою *to* та інфінітив без частки *to*. Доречно використовувати повну форму інфінітива, коли йдеться про дієслово.

– Full Infinitive

*She went out **to buy** some milk.*

*He is too young **to drive** a car.*

*He was made **to apologise** to her at once.*

– Bare Infinitive

*You must **buy** some milk tomorrow.*

*He could not **drive** a car.*

*You must **apologise** to her at once.*

– Option of full infinitive or bare infinitive

*She helped me **to do** the translation.*

*= She helped me **do** the translation.*

*She helped me **to wash** the dishes.*

*= She helped me **wash** the dishes.*

3. Tenses Overview

Active Voice	Passive Voice
Present Simple Present Continuous	Present Simple Passive Present Continuous Passive
Past Simple Past Continuous Present Perfect Present Perfect Continuous Past Perfect Past Perfect Continuous	Past Simple Passive Past Continuous Passive Present Perfect Passive ---- Past Perfect Passive ----
Future Simple Future Continuous Future Perfect Future Perfect Continuous	Future Simple Passive ---- Future Perfect Passive ----

4. Voice: Active and Passive

The Passive is often used in academic writing as it presents an impersonal and thus seemingly more objective text. However, some passive tenses sound clumsy and are best avoided; the same message can be stated by using a verb in an active form.

Форму пасива часто використовують у науковому письмі, оскільки вона передає безособовість, а отже, об'єктивність тексту. Деякі пасивні форми часу звучать, однак, незграбно, їх краще уникати; те саме повідомлення можна донести, використовуючи дієслово в активній формі.

5. Transitive & Intransitive Verbs – Перехідні та неперехідні дієслова

a. **Transitive** verbs need a direct object. A **direct object** receives the action of the verb. [Accusative case]

Перехідні дієслова потребують прямий додаток. **Прямий додаток** вказує на дію дієслова. [Знахідний відмінок]

An architect designed that house.

b. **Intransitive** verbs do not need an object but may take an **indirect object**. [Dative or Prepositional case]

Неперехідні дієслова не потребують додатка, але можуть мати **непрямий додаток**. [Давальний або місцевий відмінок]

He is breathing. He breathes air.

She gave him the notebook and the pencil.

air, notebook & pencil = direct objects; him (to him) = indirect object

c. Some verbs can be transitive or intransitive depending on the context. Залежно від контексту деякі дієслова можуть бути перехідними або неперехідними.

Transitive: *John was reading his favourite book.*

Intransitive: *John reads for pleasure.*

6. Auxiliary and Modal Verbs

a. An **auxiliary** verb helps form the tense, mood and voice of other verbs. The primary auxiliary verbs in English are:

Допоміжне дієслово допомагає формувати граматичний час, спосіб та стан інших дієслів. Основними допоміжними дієсловами в англійській мові є такі:

to be; to do; to have

b. **Modal auxiliary** verbs are not used alone: they are usually followed by the bare infinitive.

Модальні допоміжні дієслова не вживають поодинці: після них зазвичай іде інфінітив без частки *to*.

Modal	Equivalent
can / could	be able (to do something)
may / might	be allowed (to do something)
must	have to (do something)
shall /should	ought to / had better (do something)
will / would	----

Active:

*He **must do** this task alone. = He **has to do** this task alone.*

*He **must not do** this job alone. = He **is not allowed to do***

*He **should do** this homework alone. = He **ought to do** ...*

*I **can do** this research on my home computer. = I **am able to do** ...*

*He **may do** this work when he has time. = He **is allowed to do** ...*

*He **may not do** this homework with help. = He **is not allowed to do** ...*

***Shall I do** this work now? **Should I do** this work now?*

*Yes, you **should do** it now.*

*We **will go** to the lecture this evening.*

Passive:

*Revision for spelling **can be done** on a computer.*

*Pronunciation **cannot be practised** on a computer.*

*This homework **may be written** on a computer.*

*This task **should not be done** on a computer.*

*The report **must be handed in** by Tuesday.*

7. The Imperative

The **imperative form** expresses orders, advice, suggestions and invitations.

Наказова форма виражає накази, поради, пропозиції та запрошення.

a. 2nd person imperative – directed at someone else; *you* is implied.

2-а особа наказового способу спрямована на когось іншого; маємо на увазі *you*.

***Be careful** what you are doing! **Do not take** risks.*

***Take care** of your health. **Do not drink** alcohol with this medicine.*

Come in and sit down, make yourself comfortable.

*Please **start** the meeting without me.*

b. 1st person plural imperative – includes the speaker.

1-а особа множини наказового способу включає того, хто говорить.

Let us start our meeting. Let's review this subject.

Let us not decide now. Let's leave the decision until next week.

8. To Have Something Done

In this construction, the subject is responsible for or involved in the action but does not do the action directly. The verbs *to have* & *to get* arrange or receive the action. The words **get** / **got** indicate an element of achievement or experience.

У цій конструкції підмет відповідає за дію або залучений до неї, але не виконує дію безпосередньо. Дієслова *to have* & *to get* узгоджують дію. Слова **get** / **got** вказують на факт виконання дії або власний досвід.

I had my hair cut yesterday.

She had her blood pressure taken by a nurse at the hospital.

She had the whole house painted inside and out by a contractor.

She has all the maintenance jobs done by one contractor.

I've had three of my papers published in international journals.

She never had her paper published.

She never managed to have her paper published.

I managed to have my computer repaired by a data-recovery expert.

He got his leg broken while playing rugby.

11. Tenses – The Present Часи – Теперішній час

1. PRESENT SIMPLE

Describes general truths, states which exist without a time limit, repeated actions, routines, habits and regular activities.

Описує загальновідомі факти й істини, стани необмежені в часі, повторювані дії, рутину, звички та узвичаєну діяльність.

a. Present Simple Active

*I **teach** students. You always **go** to work at 6.30 am.*

*He **spends** every summer in the country.*

*She **writes** two letters every week.*

*The train **arrives** at 5 o'clock every day.*

*Water **boils** at 100° C. Jane and John **teach** 1st year students.*

***Does** the conference **start** tomorrow at 9.30?*

*We **do not need** this book.*

*Jane **does not write** letters every day, only on Sundays.*

*When **does** John **wake** up every morning?*

b. Present Simple Passive

*This academic class **is taught** by Professor Johnson.*

*These topics **are not covered** by Mr Jones every term.*

*I **am not worried** by these English verbs.*

*The dinner **is cooked** by Jane every day.*

***Is** your mother **helped** by a nurse every day?*

2. PRESENT CONTINUOUS

Describes an action happening now; refers to a future action.

Описує дію, що відбувається зараз; стосується майбутньої дії.

a. Present Continuous Active

am / are / is + -ing form of the main verb

Action now:

I am giving a lesson.

You are conducting an important experiment.

She is not closing down the computer properly each time.

What is she doing now?

John and Jane are working long hours this term.

I am washing the dishes. I am doing the washing up.

She is teaching this group.

What are you writing about?

I am sending you a copy of this great book.

Action in the future:

When **are** you **going** to the meeting?

She is teaching this group next year.

I am having a meeting with the director tomorrow.

I am flying to Canada next week.

I am helping at the charity shop all next month.

b. Present Continuous Passive

am / are / is + being + past participle

This class is being taught by Professor Smith this semester.

These topics are not being covered by Mr Jones this year.

How long is the house being rented out?

c. The Future is also formed with 'to go' in the present continuous form.

Active: *It is going to be warm tomorrow*

Passive: *The thesis is going to be completed tomorrow.*

12. Tenses – The Past Часи – Минулий час

1. PAST SIMPLE

Describes past action.

a. Past Simple Active

Regular Verbs: bare infinitive + **-ed**

Irregular Verbs: each verb has its own form

Negative, Question & Emphasis: **did** + bare infinitive

*When I **worked** as a teacher in Kyiv, I **lived** in a small apartment.*

*I **remembered** to buy milk at the shop.*

*When I **was** ten years old I **wanted** to be an astronaut.*

*I **tripped** and **fell** over the same step every day for three days!*

*Yesterday we **took** a picnic and **climbed** a hill.*

*I **caught** the ball and **threw** it back to John.*

*We **spent** last summer in Poland.*

*I **did** this work yesterday.*

***Did** she **take** long to reach the top of the hill?*

***Did** it **take** her long to reach the top of the hill?*

*She **didn't take** long to climb to the top of the hill.*

*Who **spoke** to John yesterday? **Did** you **see** your friend yesterday?*

*Where **did** Ann **go** yesterday? What **did** she **do** yesterday?*

*Ann **did not come** to the university yesterday.*

***Did** Ann **come** to the university yesterday?*

*How **did** she **help** your mother yesterday?*

*What **did** John **do** yesterday?*

*I **did** indeed **remember** to wash my hands.*

*No, you're wrong! I **did clean** the house windows.*

b. Past Simple Passive

was / were + past participle

*This class **was taught** by Professor Smith.*

*These topics **were not covered** by Mr Jones last year.*

*Due to bad weather no football **was played** yesterday.*

*This lovely blouse **was bought** for me by my grandmother.*

2. PAST CONTINUOUS

Describes uncompleted action or continuing action in the past.
Описує незавершену дію або дію, що тривала в минулому.

a. Past Continuous Active

was/were + -ing form of the main verb

*This time last year I **was writing** a paper about D.H. Lawrence.*
*She **was working** at her computer when a power cut ruined her day.*
*My brother **was driving** the car when it suddenly broke down.*
*We **were working** in the lab from 3 to 5 pm yesterday.*
*We **were eating** lunch when the doorbell rang.*
***Were you watching** a movie at home last night?*
*Many people **were waiting** at the reception desk. Some **were complaining** about the delay, others **were reading** leaflets.*

b. Past Continuous Passive

was being / were being + past participle

*The class **was being taught** by Professor Smith.*
*These topics **were being covered** by Mrs Jones.*

3. PRESENT PERFECT

Describes past action connected to the present.
Описує дію в минулому, пов'язану з теперішнім часом.

a. Present Perfect Active

have/has + past participle

*I **have attended** 4 lectures this week.*
*Jane **has just finished** her presentation.*
*Professor White **has not arrived** yet.*
*She **has not been** to the dentist for two years.*
*How many times today **have you broken** your pencil?*
*It is the most interesting film that I **have ever watched**.*
*They **have never seen** a sunset in the tropics.*

Have you ever seen a hedgehog?
*Are they still eating lunch? No, they **have finished**.*
*I **have just bought** some new shoes.*
*Is Tom here? No, he **has gone** to work.*
*Have you **done** your assignment yet?*

b. Present Perfect Passive

have/has + been + past participle

*This book on physics **has been written** by Professor Smith.*
*These topics **have not been covered** by Mr Jones this year.*
*The hedgehog **has not been seen** since last autumn.*
*That new window **has already been broken** again.*
*Have you **been shown** around the new offices?*
*My car **has been stolen** by a thief.*
*Where **have** those books **been put**?*
*All the lectures this term **have been** well attended.*

4. PRESENT PERFECT CONTINUOUS

Describes an action from the past continued until now.
Описує дію, що почалася в минулому і триває зараз.

Present Perfect Continuous Active.

have/has been + -ing form of the main verb

*It **has now been raining** for two hours.*
*That building work **has been going** on for a year.*
*William **has been looking** for a job for six months.*
*We **have been waiting** for the bus for 20 minutes.*
*They **have now been living** in Berlin for seven years.*
*How long **have you been working** as an engineer?*
*I **have been working** as an engineer since 2017.*
*He **has been studying** engineering for three months.*

5. PAST PERFECT

Describes a completed action further back in the past.

Описує завершену дію в далекому минулому.

a. Past Perfect Active

had + past participle

*When I arrived Jane **had** already **begun** her presentation.*

*John **had managed** to complete his abstracts by the 1st of June.*

*We **had gone** round to Jane's flat but she **had** already **gone** out.*

*They **had gone** back to Lviv – it **had not changed** much.*

*She **had not seen** him for a long time.*

To report other past tenses in speech:

Передавання інших форм минулого часу в мовленні:

Actual: *Jane: "The new student **has arrived** at reception."*

Reported: *Jane said that the new student **had arrived** at reception.*

b. Past Perfect Passive

had been + past participle

*The dogs were not hungry: they **had** already **been given** their food.*

*This class **had been taught** that year by Professor Smith.*

*The sculptures **had been discovered** three years ago.*

6. PAST PERFECT CONTINUOUS

Describes a continuing or repeated event in the completed past.

Описує подію, що тривала або повторювалася в завершеному минулому.

Past Perfect Continuous Active

had been + -ing form of main verb

*We **had been playing** tennis for an hour when it started to rain.*

*Christine **had been waiting** for John for an hour.*

13. Tenses – The Future Часи – Майбутній час

1. FUTURE SIMPLE

Describes a future event.

a. Future Simple Active

will + bare infinitive

I will send you a copy of the latest article on linguistics.

Global language will be very different in a hundred years' time.

John will not go to school tomorrow.

Where will your mother be on holiday next week?

Will your father drive or fly to Amsterdam on his business trip?

How will your friend travel to Vienna, by bus or train or plane?

b. Future Simple Passive

will be + past participle

This class will be taught by Professor Wood.

These topics will not be covered in this course.

c. Will

In modern English the modal form **will** may be used with all persons.

У сучасній англійській мові модальну форму дієслова **will** можна використовувати з усіма формами осіб.

I will write a letter to my cousin next week.

Will you write to your aunt next week?

She will attend the international conference next year.

d. Shall

For the 1st person **shall** is also used – primarily in a suggestion, an invitation or for emphasis.

Для 1-ї особи також використовуємо форму **shall** передусім у пропозиціях, запрошеннях до дії та для акцентування на дії.

Shall I go and see what's happening?

Shall we try this new medicine and see what happens?

I shall do this work tomorrow.

2. FUTURE CONTINUOUS

Describes a predicted event.

Future Continuous Active

will be + -ing form of the main verb

We will be living in Prague next year.

What will she be doing this time tomorrow?

Next week Jane will be flying to Croatia for two weeks holiday.

Will more tourists be visiting the castle next year?

3. FUTURE PERFECT

Describes a predicted completed event.

Описує передбачувану завершену дію.

a. Future Perfect Active

will have + past participle

I will have completed my thesis by March 2023.

I'll have read this book by the end of the week.

You will have received the schedule by 5 o'clock tomorrow.

They will have built the new school by the first of September.

b. Future Perfect Passive

will have been + past participle

The report will have been finished by us tomorrow afternoon.

The new government policy will have been agreed by July.

4. FUTURE PERFECT CONTINUOUS

Describes a future continuing event.

Future Perfect Continuous Active

will have been + -ing form of the main verb

I will have been working in London for 4 years on Monday.

14. The Impersonal Use Of Verbs Безособове вживання дієслів

1. English verb phrases need a subject. An impersonal sentence is sometimes appropriate.

Англійські дієслівні фрази потребують підмета. Використання безособових речень іноді є доречним.

a. It

It is cloudy today.

It will be fine tomorrow.

It had been raining for two whole days.

It seems that you have flu.

It was interesting to read this article.

It was cold in the room.

It happened yesterday. Edward finally passed his driving test!

It came to pass that an angel visited three shepherds.

It seems that not everyone favours vaccination.

If a rectangle has 4 right angles, it follows that a square must also be a rectangle.

It happens that people dislike being told what to do.

b. There

There is a book on the table.

There are ten people in the class who are beginners in this subject.

There were three people in the room.

There was proof of his guilt from the fingerprint analysis.

There stood in the town square about two hundred people who were demonstrating against tax increases.

Fortunately, there happened to be a doctor in the crowd when the lady collapsed.

There will be trouble on the streets if the government increases income tax any more.

There would be difficulties if the government took this policy.

There could be good times ahead if we win this contract.

15. Irregular Verbs Неправильні дієслова

1. Many English verbs have different vowels in their various parts. This change comes from the influence of strong verbs in German. There are some apparent patterns but beware of seeing or creating rules where there aren't any. Verbs with a prefix will usually follow the form of the original verb.

Багато англійських дієслів мають різні голосні у різних морфемах. Ця зміна походить від впливу дієслів сильної групи в німецькій мові. Є певні очевидні закономірності, але будьте розважливими і не створюйте правил там, де їх немає. Дієслова, утворені за допомогою префікса, зазвичай слідуєть за формою вихідного дієслова.

2. to be, to have, to do

Infinitive	Pronoun	to be бути	to have мати	to do робити
Present	I You/ We/ They He/ She/ It	am are is	have have has	do do does
Present Participle		being	having	doing
Past Simple	I/ He/ She/ It You/ We/ They	was were	had	did
Past Participle		been	had	done

3. Past form ending in -t or -ed

British English: the usual ending is **-t**. Less common: ending **-ed**.

US English: the verb is regular, with the ending **-ed**.

Infinitive	Present Participle	Past Simple & Past Participle
to learn (вчити (-ся))	learning	learnt / learned
to smell (пахнути; нюхати)	smelling	smelt / smelled
to spell (вимовляти за літерами)	spelling	spelt / spelled
to spill (пролити, розсипати)	spilling	spilt / spilled
to spoil (псувати, балувати)	spoiling	spoilt / spoiled

4. Other Irregular Verbs

Infinitive	Present Participle	Past Simple	Past Participle
to catch (ловити, хапати, упіймати)	catching	caught	caught
to choose (вибирати)	choosing	chose	chosen
to come (приходити, прибувати)	coming	came	come
to deal (мати справу з)	dealing	dealt	dealt
to drink (пити)	drinking	drank	drunk
to draw (малювати)	drawing	drew	drawn
to eat (їсти)	eating	ate	eaten
to fall (падати)	falling	fell	fallen
to feed (годувати)	feeding	fed	fed
to feel (відчувати)	feeling	felt	felt
to fight (боротися)	fighting	fought	fought
to find (знаходити)	finding	found	found
to fly (літати)	flying	flew	flown
to forget (забувати)	forgetting	forgot	forgotten
to forgive (вибачити, пробачати)	forgiving	forgave	forgiven
to freeze (заморожувати, замерзнути)	freezing	froze	frozen
to get (отримувати, здобувати)	getting	got	got
to give (давати, вручати)	giving	gave	given
to go (йти, їхати)	going	went	gone
to grow (вирощувати)	growing	grew	grown
to hear (чути)	hearing	heard	heard
to hide (ховати)	hiding	hid	hidden
to hold (тримати, проводити)	holding	held	held
to keep (зберігати)	keeping	kept	kept
to know (знати)	knowing	knew	known
to lead (вести, керувати)	leading	led	led
to leave (покидати, залишати)	leaving	left	left
to lie (лежати)	lying	lay	laid
to lose (утрачати, губити)	losing	lost	lost
to make (робити, виробляти)	making	made	made
to mean (означати)	meaning	meant	meant
to meet (зустрічати)	meeting	met	met

Infinitive	Present Participle	Past Simple	Past Participle
to prove (доводити)	proving	proved	proved / proven
to rise (підійматися)	rising	rose	risen
to run (бігати)	running	ran	run
to say (сказати)	saying	said	said
to see (бачити)	seeing	saw	seen
to seek (шукати)	seeking	sought	sought
to sell (продавати)	selling	sold	sold
to send (посилати)	sending	sent	sent
to sew (шити)	sewing	sewed	sewn
to sow (сіяти)	sowing	sowed	sown
to show (показувати)	showing	showed	shown
to sink (тонутти)	sinking	sank	sunk
to sit (сидіти)	sitting	sat	sat
to sleep (спати)	sleeping	slept	slept
to speak (говорити)	speaking	spoke	spoken
to spend (витрачати, проводити)	spending	spent	spent
to stand (стояти)	standing	stood	stood
to sting (жалити)	stinging	stung	stung
to swell (набрякати)	swelling	swelled	swollen
to swim (плавати)	swimming	swam	swum
to swing (гойдатися)	swinging	swung	swung
to take (брати)	taking	took	taken
to teach (навчати)	teaching	taught	taught
to tear (рвати)	tearing	tore	torn
to tell (розповідати)	telling	told	told
to think (думати)	thinking	thought	thought
to wake (будити)	waking	woke	woke
to write (писати)	writing	wrote	written

16. Questions Питання

1. The Structure of Questions

A question is clearer when it is phrased in question form. In speech, many people often present a question in statement form and simply change the intonation in their voice to show that they have asked a question. This introduces a risk of misunderstanding, particularly when using English internationally.

Запитання стає зрозумілішим, якщо представлено у питальній формі. У мовленні багато людей часто ставлять питання у формі висловлення, просто змінюючи інтонацію голосу, щоби показати, що вони поставили питання. Це викликає певне непорозуміння, особливо під час використання англійської на міжнародному рівні.

2. Open Question

An open question requires a statement as an answer. The normal word order is reversed: the auxiliary verb is in front of the subject.

Відкрите питання вимагає стверджувальної відповіді. Звичайний порядок слів змінено на зворотний: допоміжне дієслово стоїть перед підметом.

Who? What? Why? Where? When? Which? How?

Who wrote that book?

What do I need to know?

Why do you think you have failed?

Where do you study?

When will the electrician come to mend the wiring?

Which days have you timetabled for English teaching?

How does your back feel today?

How long does this weather last each year?

How often do you go to the capital?

How many eggs does this recipe need?

How much money will this repair cost?

3. Closed Question

A closed question (a '50/50' question) offers only two possible answers:
Закрите запитання (питання '50/50') пропонує лише дві можливі відповіді:

Yes / No or a choice from two alternatives.

May I come in? Are you ill? Was anyone at home?

Will you read history or geography for your Master's degree?

4. Question Tags – Уточнювальні питання

A question tag at the end of a statement creates a 'yes / no' question which seeks confirmation of the main statement. Question tags are more common in speech than in writing.

Уточнювальне питання 'Tag' після ствердження створює запитання 'так / ні', яке потребує підтвердження основного твердження. Уточнювальні питання частіше зустрічаються в усному мовленні, ніж у письмовому.

a. Positive statement + a negative question invites the answer 'yes'.

Позитивне твердження й негативне питання передбачають відповідь 'так'.

He has already passed his driving test, hasn't he? Yes, he has.

She did well, didn't she? Yes, she did.

She's writing the paper now, isn't she? Yes, she is.

They like walking, don't they? Yes, they do.

James likes walking, doesn't he? Yes, he does.

James went to the shop yesterday, didn't he? Yes, he did.

James is over there, isn't he? Yes, he is.

b. Negative statement + a positive question invites the answer 'no'.

Негативне твердження та стверджувальне питання передбачають відповідь 'ні'.

It doesn't matter, does it? No, it doesn't.

This won't work, will it? No, it won't.

This isn't working, is it? No, it isn't.

I am never on time, am I? No, you aren't.

Nobody was happy, were they? No, they weren't.

17. The Sequence Of Tenses & Reported Speech

Узгодження часів та непряма мова

1. Sequential Matching of Tenses

English generally uses matching tenses to present consistency. If one verb in a sentence, paragraph or story is moved in tense and time, all corresponding verbs need to be adjusted accordingly. This applies to direct speech and reported speech.

В англійській мові зазвичай використовують відповідні часи для узгодження, щоб показати послідовність. Якщо одне дієслово в реченні, абзаці чи оповіді змінено в граматичному та хронологічному часі, усі відповідні дієслова потрібно узгодити. Це стосується прямої та непрямої мови.

2. Present Tense changes to Past Tense

Direct speech: John: "I **am** looking for a prominent person to give a speech. I think the most suitable person **is** Professor Jackson."

Reported speech: *John said he **was** looking for a prominent person to give a speech. He thought the most suitable person **was** Professor Jackson.*

3. Auxiliary verb in the Present Tense changes to Past Tense

Direct speech: Jane: "We **are** working and **cannot** stop."

Reported speech: *Jane said they **were** working and **couldn't** stop.*

4. Present Perfect Tense changes to Past Perfect Tense

Direct speech: John: "*I **have** never done this job before.*"

Reported speech: *John said that he **had** never done that job before.*

5. Past Simple Tense changes to Past Perfect Tense

Direct speech: John and Jane: "We **saw** her."

Reported speech: *John and Jane / They said that they **had seen** her.*

6. Auxiliary verbs in the Past Tense change to Past Perfect Tense

Direct speech: Mary: "I **was** wanting to buy a dog."

Reported speech: *Mary said that she **had been** wanting to buy a dog.*

7. **Modal verbs** *can / may / must* often change tense

Direct speech: Mary: "I **can** see our friend there."

Reported speech: *Mary said that she **could** see their friend there.*

Direct speech: Kate: "We **may** go to the museum later today."

Reported speech:

*Kate said that they **might** go to the museum later that day.*

Direct speech: Steve: "I **must / have to** make some changes to the text."

Reported speech:

*Steve said that he **must / had to** make some changes to the text.*

8. **Auxiliary verbs in the Future Tense change from Present to Past**

Direct speech: George: "I **will** interview applicant number 6 next."

Reported speech:

*George said that he **would** interview applicant number 6 next.*

9. **Verbs in the Past Perfect Tense do not change**

It is not possible to go further back in time.

Direct speech: John and Kate: "We **had finished** our research."

Reported speech:

*John and Kate said that they **had finished** their research.*

10. **Modal verbs** *could, might, ought, should, would* do not change

Direct speech: Mother: "You **should** drink more water."

Reported speech: *My mother said that I **should** drink more water.*

Direct Speech: Girl: "Last week I fell badly and then **couldn't** feel my leg, it was numb."

Reported Speech: *The girl said that last week she had fallen badly and then **couldn't** feel her leg, it was numb.*

11. Reported Speech

Actual Speech	Reported Speech
“Don’t do it!” She said.	<i>She told me not to do it.</i>
“I’m leaving for Dubai tomorrow.” My father told me.	<i>My father told me that he was leaving for Dubai tomorrow.</i>
“Please make me a cup of tea.” My mother asked me.	<i>My mother asked me to make her a cup of tea.</i>
“She got married last year.” He said.	<i>He said she had got married last year.</i>
“Be quick!” She told me.	<i>She told me to be quick.</i>
“Could you explain this question?” The student asked her.	<i>The student asked her if she could explain the question.</i>
“We went to the castle.” They said.	<i>They said they had been to the castle.</i>
“I’ll come and help you at ten o’clock.” She said.	<i>She said that she would come and help him/her/them at ten o’clock.</i>
“I don’t like coffee.” He said.	<i>He said that he didn’t like coffee.</i>

12. Reported Questions

Actual Speech	Reported Speech
<p>He asked: “Do you speak English?” “Did you write that down?” “Will you write this down?”</p>	<p><i>He asked if [or whether]:</i> ... <i>I spoke English.</i> ... <i>I had written that down.</i> ... <i>I would write that down.</i></p>
<p>She asked: “Are you writing this down?” “Have you written this down?” “Were you writing that down?” “Have you been writing this down?”</p>	<p><i>She asked if / whether:</i> ... <i>I was writing that down.</i> ... <i>I had written that down.</i> ... <i>I had been writing that down.</i> ... <i>I had been writing that down.</i></p>
<p>“What are you writing?” They asked. “What type of books does that author write?” He asked me. “What did you write?” She asked. “What have you written?” She asked me.</p>	<p><i>They asked what I was writing.</i> ... <i>He asked me what type of books that author wrote.</i> ... <i>She asked what I had written.</i> ... <i>She asked me what I had written.</i></p>
<p>“What will you write?” She asked. “What are you writing?” He asked. “What were you writing?” she asked me.</p>	<p><i>She asked me what I would write.</i> ... <i>He asked me what I was writing.</i> ... <i>She asked me what I had been writing.</i></p>

18. Participles & Gerund Дієприкметник та герундій

1. Past Participle

In regular verbs: the **bare infinitive** + **-ed**

The movie was enjoyed by everybody.

The teacups had been cracked.

Irregular verbs have many forms. [See Chapter 15]

Неправильні дієслова мають багато форм. [Дивись розділ 15]

*The wine had been **drunk** and the food had been **eaten**.*

2. Present Participle

The **bare infinitive** + **-ing**

***Reading** in the dim light, I quickly became tired.*

*She decided to stop **eating** dairy products.*

*While **translating** the article, I learnt new words.*

3. Gerund

A gerund is a verbal noun. Where the *-ing* form can be replaced by another noun, it is a gerund.

Герундій – це дієслово, утворене від іменника. У випадках, де форму *-ing* можна замінити іншим іменником, маємо герундій.

playing, dancing, eating

Gerund: ***Walking** is good for you.* Noun: A **walk** is good for you.



Note: some words with *-ing* spellings are not verbs.

Примітка: Деякі слова з написанням *-ing* не є дієсловами.

Adjectives: *An interesting voyage and a terrifying ordeal.*

Nouns: *A meeting. A warning.*

Noun: *A light covering of snow lay on the street.*

Adjective: *A covering layer of snow lay on the cars.*

19. The Conditional Mood УМОВНИЙ СПОСІБ

1. Structure

The basic conditional construction has two parts; either part can come first. A comma is often not used between the two phrases.

Основна умовна конструкція складається з двох частин, кожна з яких може бути першою. Між двома частинами часто не вживають кому.

The **Condition** phrase usually has only a **simple** verb form.
The **Result** phrase has *might* or *would* or *could* etc.



Note: People in the USA and Southern Ireland often use *would* in the condition phrase as well as the result phrase.

Примітка: Мешканці США та Південної Ірландії часто використовують *would* як у реченні з умовною частиною, так і в реченні з підрядною наслідковою частиною.

2. Zero Conditional

Sometimes even though *if* or a similar word is used, no condition exists.

Інколи в реченні уживають *if* або подібне слово навіть тоді, коли умови як такої не існує.

If & present tense + imperative / invitation / statement

If you are happy, I am happy. When you are happy, I am happy.

If it rains / if it is raining, allow time for a slower walk to work.

In case of rain, allow time for a slower walk to work.

If you want to know what is happening, watch the local television.

Whenever you use too much electricity, the fuses break.

The light comes on if you press this button.

The light comes on when you press this button.

John walked into the room as if nothing had happened.

3. First Conditional

What will happen if the condition is fulfilled.

Що відбудеться, якщо умову буде виконано.

If & present tense + future tense

If I have time, I will call you.

If I don't have time, I will not / won't call you!

I will call you unless I do not have the time.

If I take an umbrella with me, I will stay dry and (will) arrive at work in a good mood.

If I am going to catch that train, I need to leave now.

Will it be ok if we meet at 5pm?

Other words can be used instead of **if**:

***Unless** they use an umbrella, they will get wet in the rain.*

***Unless** I leave now, I will not catch that train.*

***Once** I meet the other students, I will feel less nervous.*

***After** I meet the other students, I will feel less nervous.*

***When** I meet the other students, I know I will be less nervous.*

*I will not be so nervous **once** I meet the other students.*

*I know that **after** I meet the other students, I will feel less nervous.*

***Should** the hotel cost more than expected, I will pay the cost.*

*I will buy extra food, **in case** this storm continues.*

4. Second Conditional

What could happen (theoretically) if the condition is fulfilled.

Що може статися (теоретично), якщо умову буде виконано.

a. If & past simple + **would** / **might** / **could** & bare infinitive

*If you **carried** an umbrella in your bag every day, you **would be** ready for a rainstorm.*

*You **might know** what was happening if you **watched** the television news every day.*

*They **would be** better at English if they **practised** every day.*

***Would it be** better if I **used** the other route?*

- b. **If & were** (subjunctive) & infinitive
+ **would / might / could** & bare infinitive

*If you **were to carry** an umbrella in your bag every day, you **would** be ready for a rainstorm.*

*You **might** know what was happening in the town if you **were to watch** the TV news every day.*

*If they **were to practise** every day, they would be better at reading English.*

***Would** it be too early for you if we **were to meet** at 5.30 pm?*

5. Third Conditional

What would have happened if the condition had been fulfilled.
The third conditional looks back into the Past.

Щоб сталося, якщо умову було б виконано.

Третій тип умовного способу відноситься до минулого часу.

If & past perfect

+ **would have / might have / could have** & past participle

*If we **had bought** tickets yesterday, we **could have gone** to the game.*

*We **could have gone** to the game if we **had booked** tickets yesterday.*

*If you **had had** an umbrella, you **would have been** dry in the rain.*

*You **would not have got** wet if you **had not forgotten** your umbrella.*

*If you **had learnt** those extra words, you **might have achieved** a better exam result.*

20. Tricky Words Складні слова

1. Other, Another & Others

a. The word **other** is an adjective.

Слово **other** є прикметником.

*Those students are revising, **the other** students are relaxing.
Some students were revising for exams, **other students** were busy planning their holidays.
Some students passed their exams easily, **several other** students barely managed a pass and there were **others** who failed badly.
Other people think I am odd in my choice of study!*

b. The word **another** is a combination of **an** and **other**. It is used only in the **singular**. **Another** is not used with the definite article or different determiners. Sometimes **another** functions without a noun.

Слово **another** є поєднанням **an** та **other**. Його вживають лише в **однині**. **Another** не використовують з означеним артиклем або іншими детермінантами. Іноді **another** функціонує без іменника.

*One student was revising for her exam, **another** student had finished her exams and was planning her holiday.
One bicycle was red, **another** was blue and the rest were grey.
Some delegates will arrive this evening, **another** delegate will arrive tomorrow morning and **the others** will be here by tomorrow evening.*

c. The word **others** is a plural noun.

Слово **others** є іменником у множині.

*I was unhappy about our holiday plans but **the others** were content to find accommodation once we had arrived.
Some passengers book their flights months in advance, **others** leave it until the last minute to buy their tickets.
Some of the passengers had booked their cruise tickets long in advance, **some others** left it until the last moment.*

2. **By** & **Until** in time expressions

a. The preposition **by** usually indicates a time condition (a deadline) for the end of an activity; this activity could finish before the deadline.

Прийменник **by** зазвичай вказує на часову умову (дедлайн) закінчення дії; ця дія може бути завершена раніше встановленого кінцевого терміну.

*The roadworks must be finished **by** Monday.*

*Can you finish this task **by** 11 am on Monday?*

*We will have the medical test results **by** 10 am on Monday.*

b. The preposition **until** usually indicates a time duration. The activity continues to the stated time.

Прийменник **until** зазвичай вказує на тривалість часу. Дія триває до зазначеного часу.

*These roadworks will continue **until** next Monday.*

*The bad weather continued **until** the end of June.*

*In the rugby match neither team scored **until** the 75th minute.*

*She will continue taking English lessons **until** June.*

*We will not receive the test results **until** midday on Monday.*

3. **No** and **-n't**

No means the absence of something. Avoid writing or saying *zero* for the meaning **no**.

No означає відсутність чогось. Уникайте написання або вимови *zero* у значенні **no**.

Good style: *There were **no** casualties in the train crash.*

*There **weren't any** casualties in the train crash.*

*There is **no** fat in this product.*

*There **isn't any** fat in this product.*

Poor style: *There were zero casualties in the train crash.*

There is zero percent fat in this product.

4. Many

Multiple is a mathematical term; avoid using it instead of *many*, *various*, *several* etc.

Англійське слово *multiple* використовують лише як математичний термін; не слід використовувати його замість слів *many*, *various*, *several* тощо.

5. Lack & Shortage & Much

I lack the money to buy a new car. He lacks ability and money.

He is lacking in both interest and ability in this project.

I have a lack of preparation time for this lecture.

There is a lack of interest among students for this subject.

There is a lack of diesel fuel for trucks.

I am short of preparation time for this lecture.

We are short of time, we must hurry.

There is a shortage of teaching time for the whole curriculum.

I have a shortage of time this semester.

There is a shortage of cash in the shops.

There are shortages of foods such as flour and cooking oil.

She has much to do to finish her thesis.

I don't have much time before the train leaves.

He doesn't do much in his job.

6. To fasten = to attach:

The mountaineer fastens a rope onto his harness.

The nurse fastened the bandage around his arm.

He fastened his wet clothes to a clothes line with pegs.



NB: *To fasten* does not mean to go faster! Use verbs such as: *To fasten* не означає їхати швидше! Використовуйте такі дієслова, як:

to accelerate, to go faster, to speed up.

7. Complimentary & Complementary

a. complimentary (with the letter **i**) means:

1) given as a free gift:

There was complimentary wifi at the hotel.

2) favourable (expressing a compliment):

She made complimentary remarks about the decorations.

b. complementary (with the letter **e**) means 'fits with' or 'matches':

That scarf nicely complements your dress.

8. Forms

In reference to forms, the verb phrases *to fill + in*, *to fill + out*, and *to complete* are synonyms. Usage depends on personal choice.

Залежно від поєднання з іншими словами дієслівні сполучення *to fill + in*, *to fill + out*, *to complete* є синонімами. Їхнє використання залежить від особистого вибору.

Please fill out this form. Please fill in this form.

Please fill in sections 1, 3 and 6 of this form.

Please complete this form. Please complete boxes 2 and 7.

9. To take & to pass examinations

to **take** an examination = to sit / to do an examination

to **pass** an examination = to be successful in an examination

10. To control, to monitor, to supervise

to control = to direct, to operate, to govern – керувати

to monitor = to check, to observe – контролювати

to supervise = to monitor and control

11. Moot

This adjective derives from the ancient *moot court* which was a place for deciding local issues in medieval England. British and US English speakers seem to use this adjective with opposite meanings.

Цей прикметник походить від стародавнього *moot court*, місця, де вирішували місцеві питання в середньовічній Англії. Носії британського й американського варіантів англійської мови вживають цей прикметник із протилежними значеннями.

British English: a *moot point* is a point which is *worthy of debate* and has not yet been resolved.

Дискусійне питання – це питання, гідне обговорення, що досі не вирішене.

US English: a *moot point* is one which is *irrelevant*; it has perhaps already been resolved.

Дискусійне питання – це таке питання, що втратило актуальність, можливо, воно вже вирішене.

12. Dates

British English: 12/6/2002 =

*The twelfth of **June** two thousand and two.*

or: ***June** the twelfth two thousand and two.*

US English: 12/6/2002 = ***December** the sixth two thousand two.*

13. Long Numbers

British English: 143 = *One hundred **and** forty-three.*

US English: 143 = *One hundred forty-three.*

14. Numbers with Significant Events and Names

WWI is spoken as “World War One” or “The First World War”;

WWII is spoken as “World War Two” or “The Second World War”.

but:

King Charles III is spoken as “King Charles the Third”;

King Henry VIII is spoken as “King Henry the Eighth”.

15. Arithmetical Terms

a. Addition

$1 + 1 = 2$ *One plus one equals two. One and one is two.
One and one make two.*

b. Subtraction

$1 - 1 = 0$ *One minus one equals nought.*
 $5 - 2 = 3$ *Five minus two is three. Five take away two is three.*

c. Multiplication

$2 \times 3 = 6$ *Two times three equals six.*
Two times three is six. Two threes are six.

Multiplication tables are commonly known as ‘Times Tables’.

$1 \times 3 = 3$ *One three is three.*
 $2 \times 3 = 6$ *Two threes are six.*
 $3 \times 3 = 9$ *Three threes are nine. And so on up to 10 x or 12 x.*

d. Division

$10 \div 2 = 5$ *Ten divided by two equals five.*
Ten divided by two is five. Five goes into ten twice.

$143 \div 13 = ?$ *One hundred and forty-three divided by thirteen is...?
How many thirteens are there in a hundred and forty-three? [11]*

21. Set Phrases

Сталі фрази

1. Purpose

in order to; to that end; to this end

Generally, the full infinitive is sufficient instead of *in order to*.

2. The Same Message in Different Words

In other words ... To put it another way ...

That is... That is to say ...

3. Importance

Importantly / Significantly / Notably / Above all

Another key thing to remember is that... ; The key points are:

4. Information

Extra information: *Moreover / Furthermore*

Adding similar information: *Likewise / Similarly*

Extra information with emphasis: *Not to mention / To say nothing of*

To highlight two features: *Not only ... but also ...*

To link two or more facts: *Coupled with ...*

To present facts sequentially: *Firstly, secondly, thirdly ...*

or: *First of all ..., then*

5. Contrast, Comparison, Condition

However, / On the other hand, / Yet / Having said that,

By contrast / In comparison / Then again / That said

Despite this, / Despite this fact

Nonetheless, / Nevertheless, / Notwithstanding ...

Provided that / Providing that

In view of ... / In light of ... / With this in mind, ..

All things considered ... / Taking everything into account, ...

6. Summary

In conclusion, / In summary, / To sum up, / To finish, / Finally

22. Phrases For Written Correspondence

Фрази для листування

An e-mail can have the same content and structure as a letter on paper.
Електронне повідомлення може мати той же зміст і структуру, що й лист на папері.

1. The Initial Greeting (Salutation)

The greeting is followed by a comma and continues on the next line.

Dear Mr Smith,
I am delighted to inform you that ...

a. Standard & Formal Greeting

If the person's name is unknown: *Dear Sir or Madam,*

If the person's name is known:

To a man (single or married): *Dear Mr Jones,*

To a married woman: *Dear Mrs Green,*

To an unmarried woman: *Dear Miss Wood,*

To a woman of unknown marital status: *Dear Ms Smith,*



Note: In English, there is no equivalent of the Ukrainian use of first name + patronymic.

В англійській мові не існує еквівалента використання імені + по батькові при формальному зверненні, як, наприклад, в українській мові.



Note: In English, Mr / Mrs / Ms + the first name (*Dear Mr Anthony*) sounds awkward.

В англійській мові використання Mr / Mrs / Ms + ім'я (*Dear Mr Anthony*) звучить дивно.

b. Informal Greeting

To friends and close acquaintances: *Dear John, Dear Jane*

To more senior relatives: *Dear Uncle John, Dear Grandma*

c. Specific Roles & Titles

Academic & Medical: *Dear Professor Smith, Dear Dr Smith,*
Dr is used for medical doctors and for PhD academics.

Police: *Dear Superintendent Green, Dear Chief Inspector Jones,*

Military: *Dear Commander Smith, Dear Colonel Jenkins,*

A Lord or Lady: title + surname: *Dear Lord Byron, Dear Lady Hamilton,*

A Knight & Baronet; a Dame: *Dear Sir John; Dear Dame Mary,*

2. Introductory Phrases and References

Thank you for your letter of March 15th.

Thank you for contacting us.

In reply to your request, ... Thank you for your letter regarding ...

Reference to our telephone conversation yesterday, ...

Further to our meeting last week, I am writing to inform you that ...

We have pleasure in confirming that ...

I am writing to request ... I am enquiring about

I am contacting you about ... ;

I recently read about ... and I would like to know if it is possible to ...

Having read your paper on this subject, I would like to ...

I would be interested in obtaining ...

It was a pleasure meeting you at ...

I would like to confirm the main points we discussed on Tuesday.

3. Request and Offer

I / we would be grateful if you could let me / us know if ...

Could you please send me / us ... Could you possibly tell us ...

I would also like to receive ... It would be helpful if you could send ...

Would you like me / us to send ... ?

We would be happy to review this case ... We are quite willing to ...

Our company would be pleased to ... We are very interested in ...

Please let me know what actions you propose to take.

I would appreciate your immediate attention to this matter.

4. Announcement

I am very happy to say that ... I am delighted to inform you that ...

We are pleased to announce that ...

We regret that we are unable to ...

Unfortunately it will not be possible to ...

After careful consideration we have decided ...

5. Complaint and Reply

I am writing to complain about ...

I wish to express my dissatisfaction with ...

We are sorry for the delay in replying to your letter ...

I regret any inconvenience caused by ...

Please accept my apologies for ...

I apologise for the delay ...

We apologise for the inconvenience ...

6. Attachments and Enclosures

Please find attached ... I am enclosing ...

See the attached file ...

Attached / Enclosed are the following documents:

7. Finishing

If we can be of any further assistance, please let us know.

If I can help in any way, please do not hesitate to contact me.

If you require more information ... For further details ...

Thank you for taking this into consideration. Thank you for your help.

Thank you for your time and attention.

We look forward to our further cooperation.

I would be happy to work with you further.

I look forward to seeing you next week.

I will contact you as soon as possible.

Looking forward to hearing from you. Looking forward to meeting you.

I would appreciate a reply at your earliest convenience.

8. The Final Phrase

The final phrase is traditionally followed by a comma. There are formal and informal phrases. There is no fixed link between the greeting and the final phrase.

Після заключної фрази традиційно ставлять кому. Наявні формальні та неформальні фрази. Немає фіксованого зв'язку між привітанням і заключною фразою.



Note: The phrase *Yours sincerely* is nowadays used for formal and less formal situations. The old formal phrase *Yours faithfully* for business letters is archaic.

Фразу *Yours sincerely* сьогодні використовують для формальних і менш формальних ситуацій. Стара офіційна фраза *Yours faithfully* у бізнес листуванні є архаїчною.

a)

Dear Sir or Dear Madam does not have to link with *Yours faithfully*.

Dear Sir or Dear Madam не обов'язково мають зв'язок з *Yours faithfully*.

b)

Dear Mr Jones does not have to link with *Yours Sincerely*.

Dear Mr Jones не обов'язково мають зв'язок з *Yours Sincerely*.

Less Formal:

Kind regards, With kind regards, Best regards, With best regards,

Informal:

Regards, With best wishes, Yours, With warm wishes,
and many other phrases.

Nataliia Styrnik & Anthony Robinson

An English Grammar Handbook for Ukrainian Speakers

Довідник з граматики англійської мови для україномовних

A concise and practical revision reference of English grammar for Ukrainian speakers. Written on the basis of British English with a Ukrainian translation where considered necessary.

Стислий та практичний довідник із повторення граматики англійської мови для україномовних. Довідник написано на основі британської англійської мови з перекладом українською там, де автори вважали за необхідне.



Oles Honchar Dnipro National University Ukraine
Faculty of Ukrainian and Foreign Philology and Study of Arts
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