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**ТЕРНОПІЛЬСЬКИЙ НАЦІОНАЛЬНИЙ ТЕХНІЧНИЙ**  
**УНІВЕРСИТЕТ ІМЕНІ ІВАНА ПУЛЮЯ**

*Кафедра української та іноземних мов*

**Навчальний посібник з дисципліни**  
**«Іноземна мова професійно-**  
**ділового спрямування»**

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## ПЕРЕДМОВА

Перехід країни до вільної економіки розширює сферу діяльності економіста, відкриваючи перед ним можливості співпраці з закордонними партнерами на всіх рівнях економічної структури. Це означає, що зростають вимоги до фахової підготовки економістів, які мають спілкуватися зі своїми колегами з усього світу однією мовою – мовою ринкової економіки, лексикон якої розвивається здебільшого через англійську термінологічну систему.

«Навчальний посібник з дисципліни «Іноземна мова професійно-ділового спрямування» містить три розділи. Перший розділ містить тексти професійного спрямування та лексичні завдання для кращого запам'ятовування економічного вокабуляру. У другому розділі запропоновано тексти для читання по тематиці. У третьому розділі висвітлено граматичний матеріал для повторення часів та конструкцій, та вправи для його засвоєння. Посібник призначений для студентів напряму підготовки «облік та аудит» і розрахований на аудиторію, яка володіє знаннями нормативної граматики англійської мови. Система вправ і завдань є важливим компонентом посібника та саме раціональна організація навчального матеріалу передбачає такий спосіб подачі його студентам, який забезпечує його найкраще розуміння і запам'ятовування виучуваного.

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## CHAPTER I

### UNIT 1. INTRODUCTION TO BOOKKEEPING

#### **Read the text and translate it into Ukrainian.**

[Bookkeeping is the recording of financial transactions. Transactions include sales, purchases, income, and payments by an individual or organization. Bookkeeping is usually performed by a bookkeeper. Bookkeeping should not be confused with accounting. The accounting process is usually performed by an accountant. The accountant creates reports from the recorded financial transactions recorded by the bookkeeper. There are some common methods of bookkeeping such as the Single-entry bookkeeping system and the Double-entry bookkeeping system. But while these systems may be seen as "real" bookkeeping, any process that involves the recording of financial transactions is a bookkeeping process.]<sup>1</sup>

#### *A bookkeeper.*

Bookkeepers do general accounting work plus some summarizing and analyzing of accounting information. In some businesses, bookkeepers may supervise accounting clerks. In small to medium-size businesses, bookkeepers may also help owners and managers interpret accounting information. Many of these small to medium-size businesses may also employ a public accountant to plan an accounting system. However, a bookkeeper may do all of the remaining accounting tasks.

Bookkeepers in small firms may do additional general office work. Many businesses require that bookkeepers have filing and typing skills. These two office skills are needed for storing accounting records and preparing accounting reports.

*An accounting clerk.*

Some businesses have large quantities of day-to-day accounting tasks to be done. These businesses will not want their highly trained accountants and bookkeepers doing the routine work. Instead, accounting clerks are assigned the day-to-day accounting tasks.

<b>ACCOUNTS PAYABLE CLERK</b> Retail store. Automated systems. Will train right person.
<b>PAYROLL.</b> Opening for responsible payroll clerk. Coordination of all payroll activities. Salary depends on training and experience.

Accounting clerks record, sort, and file accounting information. Accounting clerks' job titles often show the accounting records on which they work. For example, a clerk working on payroll records is sometimes known as a payroll clerk. Other common job titles are accounts receivable clerk, inventory clerk, and vouchers clerk. These clerks usually work with only a small part of the total accounting activities. However, accounting clerks who know the total accounting system will understand the importance of the work being done. With accounting knowledge and some experience, accounting clerks may earn promotions to more responsible accounting positions.

<b>FULL CHARGE BOOKKEEPER</b> Work without supervision. Experience in general ledger and payroll.
<b>BOOKKEEPER-CLERICAL</b> Accounts receivable, general office, typing a must.

An accountant may prepare the income statement and balance sheet using the trial balance and ledgers prepared by the bookkeeper. Two common bookkeeping systems used by businesses and other organizations are the single-entry bookkeeping system and the double-entry bookkeeping system. Single-entry bookkeeping uses only income and expense accounts, recorded primarily in a revenue and expense journal. Single-entry bookkeeping is adequate for many small businesses. Double-entry bookkeeping requires posting (recording) each transaction twice, using debits and credits.

## Types of accounts

1. Asset accounts: represent the different types of economic resources owned or controlled by business, common examples of Asset accounts are cash, cash in bank, building, inventory, prepaid rent, goodwill, accounts receivable[1]
2. Liability accounts: represent the different types of economic obligations by a business, such as accounts payable, bank loan, bonds payable, accrued interest.[citation needed]
3. Equity accounts: represent the residual equity of a business (after deducting from Assets all the liabilities) including Retained Earnings and Appropriations.
4. Revenue accounts or income: represent the company's gross earnings and common examples include Sales, Service revenue and Interest Income.
5. Expense accounts: represent the company's expenditures to enable itself to operate. Common examples are electricity and water, rentals, depreciation, doubtful accounts, interest, insurance.
6. Contra-accounts: Some balance sheet items have corresponding contra accounts, with negative balances, that offset them. Examples are accumulated depreciation against equipment, and allowance for bad debts against long-term notes receivable.

## Exercises

### 1. Comprehension questions:

1. What is bookkeeping?
2. What do transactions include?
3. Who does the routine work in small businesses instead of highly trained accountants?
4. What is usually performed by an accountant?
5. What do bookkeepers do with accounting informations?



6. Can a bookkeeper help the owner and the managers of the firm interpret the accounting information?

7. What do accounting clerks do with accounting informations?

8. May an accountant prepare any business documents using the trial balance and ledgers prepared by a bookkeeper?

9. What are two common bookkeeping systems?

10. How does Single-entry bookkeeping and Double-entry bookkeeping work?

## **2. Translate the following phrases into Ukrainian:**

Financial transactions, bookkeeping, a bookkeeper, the accounting process, the single-entry bookkeeping system and the double-entry bookkeeping system, a bookkeeping process, to do general accounting work, summarizing and analyzing of accounting information, to supervise accounting clerks, an accounting system, to employ a public accountant, to do additional general office work, to have filing and typing skills, to store accounting records and to prepare accounting reports, accounting clerks, the highly trained accountants, the routine work, more responsible accounting positions, single-entry bookkeeping, double-entry bookkeeping.

## **3. Translate the following phrases into English:**

Фінансові операції, бухгалтерія, бухгалтер, бухгалтерський облік, система одноразового бухгалтерського обліку та система подвійної бухгалтерії, бухгалтерський процес, робити спільну роботу бухгалтерського обліку, узагальнення та аналіз бухгалтерської інформації, контролювати облік секретарів, система бухгалтерського обліку, брати на роботу бухгалтера, робити додаткові загальні роботи в офісі, мати уявлення і набиратись навичок, зберігати бухгалтерський облік і готувати бухгалтерську звітність, облікові

службовці, висококваліфіковані бухгалтери, рутинна робота, відповідальні за бухгалтерський облік, одномісна бухгалтерія, подвійна бухгалтерія.

#### 4. Match terms in the table with the relevant explanations:

<b>1) aggregate income</b>	a) a financial claim or piece of property that is a store of value.
<b>2) currency</b>	b) a model whose equations are estimated using statistical procedures.
<b>3) creditor</b>	c) paper money (such as dollar bills) and coins.
<b>4) e-cash</b>	d) a list of the assets and liabilities of a bank (or firm) that balances: Total assets equal total liabilities plus capital.
<b>5) asset</b>	e) a holder of debt.
<b>6) capital account</b>	f) the total income of factors of production (land, labor, capital) in the economy.
<b>7) cash flow</b>	g) an account that describes the flow of capital between the United States and other countries.
<b>8) balance of payments</b>	h) the difference between cash receipts and cash expenditures.
<b>9) econometric model</b>	i) electronic money that is used on the Internet to purchase goods or services.
<b>10) balance sheet</b>	j) a bookkeeping system for recording all payments that have a direct bearing on the movement of funds between a country and foreign countries.

**5. Put questions to the underlined words or clauses:**

1. Bookkeepers in small firms may do additional general office work.
2. Bookkeeping is the recording of financial transactions.
3. Single-entry bookkeeping uses only income and expense accounts, recorded primarily in a revenue and expense journal.
4. Accounting clerks record, sort, and file accounting information.
5. Single-entry bookkeeping is adequate for many small businesses.
6. Double-entry bookkeeping requires posting (recording) each transaction twice, using debits and credits.
7. Accounting clerks' job titles often show the accounting records on which they work.
8. Some businesses have large quantities of day-to-day accounting tasks to be done.
9. Transactions include sales, purchases, income, and payments by an individual or organization.
10. The accounting process is usually performed by an accountant.

**6. a) Write down a synonym for each word in the left box, choosing it from the right one.**

**b) Ask your partner as many questions as you can, using these words.**

1) to appraise	a) to score
2) necessity	b) to purchase
3) to acquire	c) hurry
4) thought	d) want
5) notion	e) requirement

6) to mark	f) circulation
7) turnover	g) to obtain
8) need	h) idea
9) to buy	i) concept
10) haste	j) to evaluate

### 7. Rearrange the clauses to have completed sentences:

1. ... often show the accounting records on which they work.
2. In small to medium-size businesses, bookkeepers may also help ...
3. ... by the bookkeeper.
4. Accounting clerks record, ...
5. ..., accounting clerks may earn promotions to more responsible accounting positions.
6. Double-entry bookkeeping requires posting (recording) each transaction twice, ...
7. There are some common methods of bookkeeping such as ...
8. ... have large quantities of day-to-day accounting tasks to be done.
9. Bookkeepers do general accounting work plus ...
10. ... should not be confused with accounting.
  - a) ... owners and managers interpret accounting information.
  - b) ... sort, and file accounting information.
  - c) Some businesses ...
  - d) The accountant creates reports from the recorded financial transactions recorded ...
  - e) Bookkeeping...
  - f) ... using debits and credits.
  - g) With accounting knowledge and some experience ...

- h) ... some summarizing and analyzing of accounting information.
- i) Accounting clerks' job titles...
- j) ...the Single-entry bookkeeping system and the Double-entry bookkeeping system.

**8. Complete the table:**

<i>Noun</i>	<i>Adjective</i>	<i>Verb</i>
1. qualification	qualified	to qualify
2. account		
3.	tested	
4.		to transfer
5. profit		
6.		to register
7. finance		
8.		to manage
9.		to analyse
10. system		

**9. Fill in the blanks with suitable words given below :**

*An accountant, bookkeeping, debits, information, office, system, require, earn, single-entry, show.*

1. Many businesses ... that bookkeepers have filing and typing skills.
2. ... bookkeeping is adequate for many small businesses.
3. Bookkeepers in small firms may do additional general ... work.
4. The accounting process is usually performed by ....
5. In small to medium-size businesses, bookkeepers may also help owners and managers interpret accounting ....
6. ... is the recording of financial transactions.

7. Accounting clerks' job titles often ... the accounting records on which they work.

8. Many of these small to medium-size businesses may also employ a public accountant to plan an accounting ....

9. With accounting knowledge and some experience, accounting clerks may ... promotions to more responsible accounting positions.

10. Double-entry bookkeeping requires posting (recording) each transaction twice, using ... and credits.

### **10. Render the text into Ukrainian:**

[Bookkeeping is the recording of financial transactions. Transactions include sales, purchases, income, and payments by an individual or organization. Bookkeeping is usually performed by a bookkeeper. Bookkeeping should not be confused with accounting. The accounting process is usually performed by an accountant. The accountant creates reports from the recorded financial transactions recorded by the bookkeeper. There are some common methods of bookkeeping such as the Single-entry bookkeeping system and the Double-entry bookkeeping system. But while these systems may be seen as "real" bookkeeping, any process that involves the recording of financial transactions is a bookkeeping process. The accountant creates reports from the recorded financial transactions recorded by the bookkeeper and files forms with government agencies. There are some common methods of bookkeeping such as the single-entry bookkeeping system and the double-entry bookkeeping system. But while these systems may be seen as "real" bookkeeping, any process that involves the recording of financial transactions is a bookkeeping process.]

A bookkeeper (or book-keeper), also known as an accounting clerk or accounting technician, is a person who records the day-to-day financial transactions of an organization. A bookkeeper is usually responsible for writing the "daybooks". The daybooks consist of purchases, sales, receipts, and payments. The bookkeeper is

responsible for ensuring all transactions are recorded in the correct day book, suppliers ledger, customer ledger and general ledger.

The bookkeeper brings the books to the trial balance stage. An accountant may prepare the income statement and balance sheet using the trial balance and ledgers prepared by the bookkeeper.]<sup>1</sup>

Bookkeepers do general accounting work plus some summarizing and analyzing of accounting information. Bookkeepers in small firms may do additional general office work. Many businesses require that bookkeepers have filing and typing skills. These two office skills are needed for storing accounting records and preparing accounting reports.

## **UNIT 2. FOUNDATIONS OF ACCOUNTING**

### **Read the text and translate it into Ukrainian.**

[An accounting system records, retains and reproduces financial information relating to financial transaction flows and financial position. Financial Transaction Flows primarily encompass inflows on account of incomes and outflows on account of expenses. Elements of financial position, including property, money received, or money spent, are assigned to one of the primary groups i.e. assets, liabilities, and equity.

Within these primary groups each distinctive asset, liability, income and expense is represented by its respective "account". An account is simply a record of financial inflows and outflows in relation to the respective asset, liability, income or expense. Income and expense accounts are considered temporary accounts, since they only represent the inflows and outflows which are absorbed in the financial position elements on completion of the time period. ]<sup>2</sup>

Similarly expenses during the financial period are recorded using the respective Expense accounts which are also transferred to the revenue statement account. The net positive or negative balance (profit or loss) of the revenue statement account is transferred to reserves or capital account as the case may be.

The classification of accounts into real, personal and nominal is based on their nature i.e. physical asset, liability, juristic entity or financial transaction.

The further classification of accounts is based on the periodicity of their inflows or outflows in context to the fiscal year.

Income is an immediate inflow during the fiscal year.

Expense is an immediate outflow during the fiscal year.

Asset is long term inflow with implications extending beyond the financial period and hence could represent un-claimed income as per traditional view. Conversely, an asset could be valued at the present value of its future inflows.

Liability is long term outflow with implications extending beyond the financial period and represents un-amortised expense as per the traditional view. Conversely, a liability could be valued as the present value of future outflows.

Items in accounts are classified into five broad groups, also known as the elements of the accounts: Asset, Liability, Equity, Revenue, Expense.

The classification of Equity as a distinctive element for classification of accounts is disputable on account of the "Entity concept" as for the objective analysis of the financial results of any entity the external liabilities of the entity should not be distinguished from any contribution by the shareholders.

## **Exercises**

### **1. Comprehension questions:**

1. What does an account system do?
2. Where is the net (positive or negative) balance of the revenue statement account transferred to?



3. What is an account?
4. What are Income and expense accounts considered?
5. What is the classification of accounts based on?
6. How many groups as the elements of the accounts are known?
7. What is income?
8. Is expense the immediate outflow during the fiscal year?
9. What is asset?
10. Is liability a long-term outflow extending beyond the financial period?
11. In what groups are items in accounts classified?

## **2. Translate the following phrases into Ukrainian:**

An accounting system; financial transaction flows and financial position; account of incomes; account of expenses; money spent; the primary groups; liabilities; equity; distinctive assets; financial inflows and outflows; the respective assets; to consider temporary accounts; the revenue statement account; real, personal and nominal accounts; juristic entity; the fiscal year; the elements of the accounts; entity concept; financial results; contribution by the shareholders.

## **3. Translate the following phrases into English:**

Система бухгалтерського обліку; фінансові операційні потоки і фінансове становище; рахунок доходів; рахунок видатків; грошові витрати; первинні групи; зобов'язання; справедливість; відмінні активи, фінансові припливи і відтоки; відповідні активи; розглянути питання про тимчасові рахунки; облік доходів та збитків; реальні, персональні і номінальні рахунки; юридична особа; фінансовий рік; елементи рахунків; концепція сутності; фінансові результати; внесок акціонерів.

#### 4. Match terms in the table with the relevant explanations:

1) <b>income</b>	a) the difference between a firm's assets (what it owns or is owed) and its liabilities (what it owes).
2) <b>liabilities</b>	b) a person whose job is to inspect or keep accounts.
3) <b>accountant</b>	c) anything that is generally accepted in payment for goods or services or in the repayment of debts.
4) <b>real terms</b>	d) terms reflecting actual goods and services one can buy.
5) <b>accountancy</b>	e) a financial claim or piece of property that is a store of value.
6) <b>money</b>	f) the flow of earnings.
7) <b>accounting</b>	g) a detailed record of all the money that a person receives and spends.
8) <b>equity capital</b>	h) the system that measures business activities, processes that information into reports, and communicates these findings to decision makers.
9) <b>asset</b>	i) IOUs or debts.
10) <b>account</b>	j) the theory and practice of keeping and inspecting accounts.

#### 5. Put questions to the underlined words or clauses:

1. The money that a business spends in order to produce goods or services is its costs.

2. Cash flow is also used to refer exclusively to cash flowing into a company from sales.

3. Money that a business owes to its suppliers are accounts payable or payables.

4. The equivalent document in the US is the income statement.

5. Overhead costs or overheads are used to mean different things.

6. Direct costs are directly related to the things produced.

7. The cash flow of a business is the actual movement of money into and out of it.

8. The equivalent document in the US is the income statement.

9. A pre-tax profit or loss is one calculated before tax is taken into account.

10. In manufacturing direct costs include raw materials and wages.

**6. a) Write down a synonym for each word in the left box, choosing it from the right one.**

**b) Ask your partner as many questions as you can, using these words.**

1. responsible	a. to buy
2. public	b. influence
3. earnings	c. cost
4. purchase	d. information
5. impact	e. to provide with
6. acquire	f. to employ
7. expenses	g. in charge of
8. supply	h. to obtain
9. hire	i. state-owned
10. evidence	j. income

## **7. Rearrange the clauses to have completed sentences:**

1. An account is simply a record of financial inflows and outflows...
2. Elements of financial position, including property, money received, or money spent, are ...
3. Liability is ...
4. Expense is ...
5. The net positive or negative balance (profit or loss) of the revenue statement account is ...
6. Income and expense accounts are considered temporary accounts, since they only represent the inflows and outflows which are ...
7. Asset is ...
8. An accounting system records, retains and reproduces financial information relating to ...
9. Similarly expenses during the financial period are recorded using the respective Expense accounts which are ...
10. Financial Transaction Flows primarily encompass inflows on account ...
  - a) the immediate outflow during the fiscal year.
  - b) long term inflow with implications extending beyond the financial period and hence could represent un-claimed income as per traditional view.
  - c) in relation to the respective asset, liability, income or expense.
  - d) long term outflow with implications extending beyond the financial period and represents un-amortised expense as per the traditional view.
  - e) of incomes and outflows on account of expenses.
  - f) transferred to reserves or capital account as the case may be.
  - g) assigned to one of the primary groups i.e. assets, liabilities, and equity.
  - h) also transferred to the revenue statement account.
  - i) absorbed in the financial position elements on completion of the time period.

- j) financial transaction flows and financial position.

**8. Complete the table:**

<i>Noun</i>	<i>Adjective</i>	<i>Verb</i>
1. trace	traceable	trace
2. account		
3.	payable	
4.		transfer
5. profit		
6.	comparable	
7. finance		
8.		manage
9.		accept
10. system		

**9. Fill in the blanks with suitable words given below:**

*Inflow, temporary accounts, cash flow, the financial period, liability, outflow, negative balance, a record.*

1. Income is immediate ... during the fiscal year.
2. Asset is long term inflow with implications extending beyond ... and hence could represent un-claimed income as per traditional view.
3. Expense is the immediate ... during the fiscal year.
4. An account is simply ... of financial inflows and outflows in relation to the respective asset, liability, income or expense.
5. Income and expense accounts are considered ... , since they only represent the inflows and outflows which are absorbed in the financial position elements on completion of the time period.

6. ... is long term outflow with implications extending beyond the financial period and represents un-amortised expense as per the traditional view.

7. The net positive or ... (profit or loss) of the revenue statement account is transferred to reserves or capital account as the case may be.

8. ... is also used to refer exclusively to cash flowing into a company from sales.

## **10. Render the text into Ukrainian :**

[An accounting system records, retains and reproduces financial information relating to financial transaction flows and financial position. Financial Transaction Flows primarily encompass inflows on account of incomes and outflows on account of expenses. Elements of financial position, including property, money received, or money spent, are assigned to one of the primary groups i.e. assets, liabilities, and equity.

An account is simply a record of financial inflows and outflows in relation to the respective asset, liability, income or expense. Income and expense accounts are considered temporary accounts, since they only represent the inflows and outflows which are absorbed in the financial position elements on completion of the time period.]<sup>2</sup>

The classification of accounts into real, personal and nominal is based on their nature i.e. physical asset, liability, juristic entity or financial transaction.

The further classification of accounts is based on the periodicity of their inflows or outflows in context to the fiscal year.

Income is an immediate inflow during the fiscal year.

Expense is an immediate outflow during the fiscal year.

Liability is long term outflow with implications extending beyond the financial period and represents un-amortised expense as per the traditional view. Conversely, a liability could be valued as the present value of future outflows.

Asset is long term inflow with implications extending beyond the financial period and hence could represent un-claimed income as per traditional view. Conversely, an asset could be valued at the present value of its future inflows.

### **UNIT 3. HISTORICAL DEVELOPMENT OF BOOKKEEPING AND ACCOUNTANCY**

#### **Read the text and translate it into Ukrainian.**

The history of bookkeeping and accountancy is a long one and evidence of accountancy can be traced back to around 4000BC, but the history of actual bookkeeping isn't as long with records only dating back to the 1300's. It is thought the first person to develop an actual bookkeeping system was an Italian man called Fra Luca Pacioli, he was an acquaintance of Leonardo De Vinci. He was a great mathematician and developed the system during the boom of exports during the 13th century in Italy which became widely used by merchants wanting to keep track of their sales. It was in 1494 that he decided to write a book including some of his mathematical findings but the most interesting article was the development of a process very similar to that of double entry bookkeeping. It wasn't exactly the same process as we know and use today but it was the basics of what we use today, only now it is made a lot easier because we have specialised computer software that can organise the different ledgers and also do most of the maths for us.

Now in this day and age it is mandatory that every business has a bookkeeper or accountant to keep track of their accounts and ledgers to ensure the account details are always up to date, this is also because they need to keep track of all sales made through out the year as that affects how much tax they need to pay. There are different types of bookkeeping services including double entry bookkeeping, commercial bookkeeping, single entry bookkeeping and computerised. Some of the different roles played and duties that can be carried out by bookkeeping clerks are:

1. A balance sheet. This shows the businesses' financial situation with charts including profit and loss, and it enables most business people to make financial decisions based on their account information at the time.

2. Monthly operating systems. This is where they have to complete a break down of the months sales and expenditures, working out if they are at a profit or loss, they will also usually provide a comparison to the same month in the previous year so the business owner can see the progress of the company's accounts and if there are any problems they can try and solve the problem as soon as they can.

3. Tax planning. The bookkeeper will most likely prepare all your accounts ready for the tax return period. This will include going through the detailed records of each sale and purchase for that tax year ensuring all records are correct.

Bookkeeping has changed dramatically from the early forms of the accounting to become a reliable and accurate form of accounting.

## **Exercises**

### **1. Comprehension questions:**

1. Is the history of bookkeeping a long one?
2. Who developed an actual bookkeeping system?
3. When did Fra Luca Pacioli decide to write the development of a process?
4. Do we use the development of a process very similar to that of double entry bookkeeping today or not?
5. What do ledgers need now in our days for?
6. What does a bookkeeper or accountant need nowadays for?
7. What types of bookkeeping services exist?
8. Does a balance sheet show the business financial situation with charts including profit and loss?
9. What are monthly operating systems used for?
10. What is tax planning?



## 2. Translate the following phrases into Ukrainian:

Evidence of accountancy, to develop an actual bookkeeping system, an acquaintance, double entry bookkeeping, different ledgers, to ensure the account details, commercial bookkeeping, bookkeeping clerks, profit and loss, monthly operating systems, to complete, tax planning, a balance sheet, to be up to date, bookkeeping services, to show the financial situation.

## 3. Translate the following phrases into English:

Доказ бухгалтерського обліку, розвивати реальну систему бухгалтерського обліку, ознайомлення, подвійна бухгалтерія, різні головні книги, забезпечувати бухгалтерські деталі, комерційний бухгалтерський облік, бухгалтерські службовці, прибуток і збиток, щомісячні операційні системи, завершувати, податкове планування, баланс, відповідати сучасним вимогам, бухгалтерські послуги, показувати фінансове становище.

## 4. Match terms in the table with relevant explanations:

1) <b>present value</b>	a) all resources owned by an individual, including all assets.
2) <b>goodwill</b>	b) the amount paid for an option contract.
3) <b>money</b>	c) a stored-value card that contains a computer chip that lets it be loaded with digital cash from the owner's bank account whenever needed.
4) <b>liabilities</b>	d) cash items in process of collection at the Fed minus deferred-availability cash items.
5) <b>premium</b>	e) taxes on imported goods.
6) <b>float</b>	f) IOUs or debts.

7) <b>smart card</b>	g) a currency, such as the U.S. dollar, that is used by other countries to denominate the assets they hold as international reserves.
8) <b>tariffs</b>	h) an accounting entry to reflect value to the firm of its having special expertise or a particularly profitable business line.
9) <b>wealth</b>	i) anything that is generally accepted in payment for goods or services or in the repayment of debts.
10) <b>reserve currency</b>	j) today's value of a payment to be received in the future when the interest rate is $i$ . Also called present discounted value.

### 5. Put questions to the underlined words or clauses:

1. Pricing is a systematic determination of the 'right' price for the product.
2. Revenue is the money a firm receives for the product it sells.
3. Enterprises well managed will generally be more efficient.
4. A very large part of business in the world is conducted by means of correspondence.
5. A service is an item that cannot be touched.
6. The business usually tries to recover the costs by charging more for its products.
7. Capital is unique because it is the result of production.
8. The cost of operating a business is called expense.
9. Expenses have the opposite effect of revenues, so they decrease owner's equity.
10. Cash means money and any medium of exchange that a bank accepts at face value.

**6. a) Write down a synonym for each word in the left box, choosing it from the right one.**

**b) Ask your partner as many questions as you can, using these words.**

1. encouraging	a) use
2. to spend	b) charges
3. stable	c) clerk
4. declaration	d) stimulating
5. expenses	e) deposit
6. to correct	f) announcement
7. to secure	g) stationary
8. payment	h) to expend
9. oficial	i) to adjust
10. consumption	j) to guarantee

**7. Rearrange the clauses to have completed sentences:**

1. The history of bookkeeping and accountancy is ...
2. There are different types of bookkeeping services including ...
3. Bookkeeping has changed dramatically from the early forms of the accounting to become ...
4. ... with charts including profit and loss, and it enables most business people to make financial decisions based on their account information at the time.
5. ... is where they have to complete a break down of the months sales and expenditures working out if they are at a profit or loss, they will also usually provide a comparison to the same month in the previous year so the business owner can see the progress of the companies accounts and if there are any problems they can try and solve the problem as soon as they can.

6. ... are always up to date, this is also because they need to keep track of all sales made through out the year as that affects how much tax they need to pay.

7. The first person to develop an actual bookkeeping system was an Italian man called Fra Luca Pacioli, he was ...

8. Fra Luca Pacioli decided to write a book including some of his mathematical findings but ...

9. Capital, labor, land together can increase ...

10. Cash includes currency, coins, money orders, ...

a) ... a reliable and accurate form of accounting.

b) ... the value of a product.

c) A balance sheet shows the businesses financial situation...

d) ... an acquaintance of Leonardo De Vinci.

e) ... double entry bookkeeping, commercial bookkeeping, single entry bookkeeping and computerised.

f) ... certificates of deposit, and checks.

g) Monthly operating systems...

h) Now in this day and age it is mandatory that every business has a bookkeeper or accountant to keep track of their accounts and ledgers to ensure the account details...

i) ... the most interesting article was the development of a process very similar to that of double entry bookkeeping.

j) ... a long one and evidence of accountancy can be traced back to around 4000BC.

### 8. Complete the table:

<i>Noun</i>	<i>Adjective</i>	<i>Verb</i>
1. warranty	warrantable	warrant

2.		contract
3.	liquid	
4.	reachable	
5.		estimate
6.		finance
7. balance		
8. entry		
9.	occupational	
10.		incarnate

**9. Fill in the blanks with suitable words given below:**

*Bookkeeping, tax, commercial, necessary, system, services, to complete, to keep, accountancy, a balance sheet.*

1. The history of bookkeeping and ... is a long one and evidence of accountancy can be traced back to around 4000BC, but the history of actual bookkeeping isn't as long with records only dating back to the 1300's.

2. ... has changed dramatically from the early forms of the accounting to become a reliable and accurate form of accounting.

3. ... shows the businesses financial situation with charts including profit and loss, and it enables most business people to make financial decisions based on their account information at the time.

4. Monthly operating system is where they have ... a break down of the months sales and expenditures working out if they are at a profit or loss.

5. The bookkeeper will most likely prepare all your accounts ready for the ... return period.

6. Fra Luca Pacioli was a great mathematician and developed the ... during the boom of exports during the 13th century in Italy which became widely used by merchants wanting to keep track of their sales.

7. Now in this day and age it is mandatory that every business has a bookkeeper or accountant ... track of their accounts and ledgers to ensure the account details are always up to date, this is also because they need to keep track of all sales made through out the year as that affects how much tax they need to pay.

8. There are different types of bookkeeping services including double entry bookkeeping, ... bookkeeping, single entry bookkeeping and computerised.

9. A business may sell its goods or ... in exchange for a promissory note, which is a written pledge that the customer will pay the business a fixed amount of money by a certain date.

10. Managers of businesses use accounting information to set goals for their organisations, to evaluate their progress toward those goals, and to take corrective action if ....

## **10. Render the text into Ukrainian:**

The history of bookkeeping and accountancy is a long one and evidence of accountancy can be traced back to around 4000BC, but the history of actual bookkeeping isn't as long with records only dating back to the 1300's. It is thought the first person to develop an actual bookkeeping system was an Italian man called Fra Luca Pacioli, he was an acquaintance of Leonardo De Vinci. He was a great mathematician and developed the system during the boom of exports during the 13th century in Italy which became widely used by merchants wanting to keep track of their sales. It was in 1494 that he decided to write a book including some of his mathematical findings but the most interesting article was the development of a process very similar to that of double entry bookkeeping.

Now in this day and age it is mandatory that every business has a bookkeeper or accountant to keep track of their accounts and ledgers to ensure the account details are always up to date, this is also because they need to keep track of all sales made through out the year as that affects how much tax they need to pay. There are different types of bookkeeping services including double entry bookkeeping, commercial bookkeeping, single entry bookkeeping and computerised.

## UNIT 4. UNDERSTANDING DAYBOOKS

### **Read the text and translate it into Ukrainian.**

A daybook is a descriptive and chronological (diary-like) record of day-to-day financial transactions also called a book of original entry. The daybook's details must be entered formally into journals to enable posting to ledgers. Sales daybook, for recording all the sales invoices.

A daybook includes:

- Sales credits daybook, for recording all the sales credit notes.
- Purchases daybook, for recording all the purchase invoices.
- Purchases credits daybook, for recording all the purchase credit notes.
- Cash daybook, usually known as the cash book, for recording all money received as well as money paid out. It may be split into two daybooks: receipts daybook for money received in, and payments daybook for money paid out.

A petty cash book is a record of small value purchases usually controlled by imprest system. Items such as Coffee, Tea, are listed down in the petty cash book. A journal is a formal and chronological record of financial transactions before their values are accounted in general ledger as debits and credits. Journals are recorded in the journal daybook, which is one of the books of first entry. For every debit journal there must an equivalent credit journal. There must be at least two journal entries for every transaction recorded.

A ledger (also known as a book of final entry) is a record of accounts, each recorded individually (on a separate page) with its balance. Unlike the journal listing chronologically all financial transactions without balances, the ledger summarizes values of one type of financial transactions per account, which constitute the basis for the balance sheet and income statement.

A ledger includes:

- Customer ledger, for financial transactions with a customer (sometimes called a sales ledger).
- Supplier ledger, for financial transactions with a supplier (sometimes called a purchase ledger).
- General (nominal) ledger representing assets, liabilities, income, and expenses.

A chart of accounts is a list of the accounts codes that can be identified with numeric, alphabetical or alphanumeric codes allowing the account to be located in the general ledger.

Journals contain a chronological record of changes in balance sheet items. Cash is paid or received. Supplies are bought. Services are sold to customers. Each of these events changes two or more balance sheet items. For example, if Lawnmaster pays cash for supplies, the business has less cash and more supplies. Journal entries record these changes.

A business' owner will have difficulty determining all changes to a single balance sheet item without searching through all entries in a journal. For example, after recording entries for a month, the owner of the firm would have to search through the month's journal entries to discover how cash has changed during that month. Therefore, an accounting form is used to sort journal information into separate records for each balance sheet item.

## **Exercises**

### **1. Comprehension questions:**

1. What is a daybook?
2. Where are the daybook's details entered?
2. Does a daybook include different kinds of items for recording information?
3. Why is a petty cash book needed?
4. What is a journal?



5. Where are journals recorded?
6. What is a ledger?
7. What do ledgers include?
8. What is a chart of accounts?
9. Do journals contain a chronological record of changes in balance sheet items?
10. What is cash?

## **2. Translate the following phrases into Ukrainian:**

A daybook, a book of original entry, to be entered, sales daybook, the sales invoices, sales credits daybook, the sales credit notes, purchases daybook, the purchase invoices, purchases credit daybook, the purchase credit notes, cash daybook, to be split, a petty cash book, imprest system, formal and chronological record of financial transactions, an equivalent credit journal, a book of final entry, customer ledger, supplier ledger, general (nominal) ledger, to be located in the general ledger.

## **3. Translate the following phrases into English:**

Журнал, книга первинного обліку, бути записаним, журнал продажу, рахунки-фактури, журнал кредитів продажу, записи кредиту продажу, журнал обліку покупок, рахунки-фактури по купівлі, кредиторський журнал по купівлі, записи придбання по кредиту, касова книга, авансова система, формальний та хронологічний звіт про фінансові операції, еквівалентний кредиторський журнал, книга останнього запису, головна книга клієнта, головна книга постачальника, загальна (номінальна) головна книга, знаходиться в загальній головній книзі.

## **4. Match terms in the table with the relevant explanations:**

<b>1) capital account</b>	a) the method of conducting transactions
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	in the economy.
<b>2) money</b>	b) paper money (such as dollar bills) and coins.
<b>3) creditor</b>	c) a bookkeeping system for recording all payments that have a direct bearing on the movement of funds between a country and foreign countries.
<b>4) balance sheet</b>	d) a financial claim or piece of property that is a store of value.
<b>5) exercise price</b>	e) a holder of debt.
<b>6) payments system</b>	f) the price at which the purchaser of an option has the right to buy or sell the underlying financial instrument. Also known as the strike price.
<b>7) reserve currency</b>	g) anything that is generally accepted in payment for goods or services or in the repayment of debts.
<b>8) balance of payments</b>	h) a currency, such as the U.S. dollar, that is used by other countries to denominate the assets they hold as international reserves.
<b>9) currency</b>	i) a list of the assets and liabilities of a bank (or firm) that balances: Total assets equal total liabilities plus capital.
<b>10) asset</b>	j) an account that describes the flow of capital between the United States and other countries.

**5. Put questions to the underlined words or clauses:**

2. A petty cash book is a record of small value purchases usually controlled by imprest system.
3. A business' owner will have difficulty determining all changes to a single balance sheet item without searching through all entries in a journal.
4. A daybook is a descriptive and chronological (diary-like) record of day-to-day financial transactions also called a book of original entry.
5. A ledger is a record of accounts, each recorded individually with its balance.
6. Journals are recorded in the journal daybook, which is one of the books of first entry.
7. The daybook's details must be entered formally into journals to enable posting to ledgers.
8. Sales daybook is for recording all the sales invoices.
9. Cash daybook, usually known as the cash book, is for recording all money received as well as money paid out.
10. Cash is paid or received.
11. Customer ledger is for financial transactions with a customer.

**6. a) Write down a synonym for each of word in the left box, choosing it from the right one.**

**b) Ask your partner as many questions as you can, using these words.**

1) costs	a) substance
2) function	b) concept
3) management	c) vital functions
4) creditor	d) works

5) view	e) administration
6) essence	f) creditworthiness
7) vital activity	g) duty
8) machinery	h) opinion
9) notion	i) expenses
10) solvency	j) lender

### 7. Rearrange the clauses to have completed sentences:

1. Services are sold to ...
2. ... is for recording all the purchase credit notes.
3. A business' owner will have difficulty determining all changes to ...
4. A chart of accounts is a list of the accounts codes that can be identified with numeric, alphabetical, or alphanumeric codes allowing ...
5. A petty cash book is a record of small value purchases usually controlled by ...
6. Unlike the journal listing chronologically all financial transactions without ...
7. General (nominal) ledger representing ...
8. ... is a formal and chronological record of financial transactions before their values are accounted in general ledger as debits and credits.
9. ... must be entered formally into journals to enable posting to ledgers.
10. ... in the journal daybook, which is one of the books of first entry.
  - a) ... the account to be located in the general ledger.
  - b) ... assets, liabilities, income, and expenses.
  - c) ... customers
  - d) The daybook's details ...
  - e) ... imprest system.
  - f) Purchases credits daybook...

- g) A journal ...
- h) ... a single balance sheet item without searching through all entries in a journal.
- i) Journals are recorded...
- j) ... balances, the ledger summarizes values of one type of financial transactions per account.

**8. Complete the table.**

<i>Noun</i>	<i>Adjective</i>	<i>Verb</i>
1. search	searching	to search
2.	measuring	
3.		to add
4. system		
5.		to balance
6.	valuable	
7.	trading	
8. finance		
9. own		
10.		to register

**9. Fill in the blanks with suitable words given below:**

*Customers, balance sheet, journal, the petty cash book, individually, bought, received, a daybook, owner, ledgers.*

1. For every debit journal there must an equivalent credit ....
2. A business' ... will have difficulty determining all changes to a single balance sheet item without searching through all entries in a journal.
3. Items such as Coffee, Tea, are listed down in ....

4. The daybook's details must be entered formally into journals to enable posting to ....
5. Services are sold to ....
6. Supplies are ....
7. ... is a descriptive and chronological (diary-like) record of day-to-day financial transactions also called a book of original entry.
8. A ledger (also known as a book of final entry) is a record of accounts, each recorded ... (on a separate page) with its balance.
9. Journals contain a chronological record of changes in ... items.
10. Cash is paid or ....

**10. Make a detailed plan of the following text.**

A daybook is a descriptive and chronological (diary-like) record of day-to-day financial transactions also called a book of original entry. The daybook's details must be entered formally into journals to enable posting to ledgers.

A petty cash book is a record of small value purchases usually controlled by imprest system. A journal is a formal and chronological record of financial transactions before their values are accounted in general ledger as debits and credits.

A ledger (also known as a book of final entry) is a record of accounts, each recorded individually (on a separate page) with its balance. Ledgers include: customer ledger, for financial transactions with a customer (sometimes called a sales ledger), supplier ledger, for financial transactions with a supplier (sometimes called a purchase ledger), general (nominal) ledger representing assets, liabilities, income, and expenses.

Journals contain a chronological record of changes in balance sheet items. Cash is paid or received. Supplies are bought. Services are sold to customers. Each of these events changes two or more balance sheet items.

## **UNIT 5. COMPREHENSIVE OVERVIEW OF ACCOUNTING BOOKS**

### **Read the text and make a summary.**

[It does this by ensuring that each individual financial transaction is recorded in at least two different nominal ledger accounts within the financial accounting system.]<sup>4</sup> [The two entries have equal amounts and opposite signs, so that when all entries in the accounts are summed, the total is exactly the same, in other words the accounts balance. This is a partial check that each and every transaction has been correctly recorded. The transaction is recorded as a "debit entry" (Dr.) in one account, and a "credit" (Cr.) entry in the other account.]<sup>3</sup> [A debit entry generally means that value has been added to the account, and a credit entry means that value is being subtracted from the account. The debit entry will be recorded on the debit side (left hand side) of a nominal ledger account and the credit entry will be recorded on the credit side (right hand side) of a nominal ledger account. A nominal ledger has a Debit (left) side and a Credit (right) side.]<sup>4</sup> If the total of the entries on the debit side is greater than the total on the credit side of the nominal ledger account then that account is said to have a debit balance.

As there are two entries for each transaction, the expression Double-Entry is used. As the total of the debit entries equals the total of the credit entries, when the nominal ledger accounts are listed in columns, the left column for accounts with net Debit balances and the right column for accounts with net Credit balances, then the total of all the Debit balances will equal the total of all the Credit balances. If this does not happen then an error has been made somewhere, for instance one of the transactions may not have been recorded twice, i.e. once as a debit and once as a credit as required in the double-entry bookkeeping system.

[An example of an entry being recorded twice for double-entry bookkeeping would be a supplier's invoice for stationery costing \$100.]<sup>4</sup> The expense or Debit entry is Stationery Nominal Ledger a/c \$100 Dr (showing that \$100 has been spent on stationery) and the Credit entry is to the Supplier's Control Nominal Ledger a/c \$100 Cr (showing that we now owe the supplier \$100). This transaction has now been recorded twice in the financial accounting system and the total value is \$100 for both Debit and Credit values.

Double entry is only used within the nominal ledgers. It is not used in the daybooks, which normally do not form part of the nominal ledger system. The information from the daybooks themselves will be taken and used within the nominal ledger and it is the nominal ledgers that will ensure the integrity of the resulting financial information created from the daybooks (provided that the information recorded in the daybooks is correct).

[The reason for this is to limit the number of entries in the nominal ledger: entries in the daybooks can be totalled before they are entered in the nominal ledger. If there are only a relatively small number of transactions it may be simpler instead to treat the daybooks as an integral part of the nominal ledger and thus of the double entry system).

However as can be seen from the examples of daybooks shown below, it is still necessary to check, within each daybook that the postings from the daybook balance.

The double entry system uses nominal ledger accounts. From these nominal ledger accounts a Trial balance can be created. The trial balance lists all the nominal ledger account balances. The list is split into two columns, with debit balances placed in the left hand column and credit balances placed in the right hand column. Another column will contain the name of the nominal ledger account describing what each value is for. The total of the debit column must equal the total of the credit column. From the Trial balance the Profit and Loss Statement and the Balance Sheet can then be produced. The Profit and Loss statement will contain nominal ledger accounts that are Income or Expense type nominal ledger accounts. The Balance Sheet will contain nominal ledger accounts that are Asset or Liability accounts.]<sup>4</sup>



## Exercises

### 1. Comprehension questions:

1. Where is each individual financial transaction recorded?
2. What sum must be exactly the same with the accounts balance?
3. How is the transaction recorded?
4. What does a debit entry generally mean?
5. In what side of a nominal ledger account will the debit entry and the credit entry be recorded?
6. What will be if the total of the entries on the debit side is greater than the total on the credit side of the nominal ledger account?
7. How much entries are for each transaction there?
8. What is only used within the nominal ledgers?
9. What lists all the nominal ledger account balances?
10. What will the Balance Sheet contain?

### 2. Translate the following phrases into Ukrainian:

Individual financial transaction, ledger nominal accounts, the financial accounting system, double-entry, the credit entry, net credit balance, the double-entry bookkeeping system, a supplier's invoice, to ensure the integrity of the resulting financial information, the trial balance, to split, the Balance Sheet, Asset or Liability accounts.

### 3. Translate the following phrases into English:

Індивідуальна фінансова угода, номінальні рахунки головної книги, подвійний запис, запис кредиту, чистий баланс кредиту, система подвійної бухгалтерії, рахунок-фактура постачальника, забезпечити цілісність результату фінансової інформації, пробний баланс, поділяти, бухгалтерський баланс, рахунки активу або зобов'язання.

### 4. Match terms in the table with the relevant explanations:

1) <b>transaction costs</b>	a) the risk arising from the possibility that the borrower will default.
2) <b>creditor</b>	b) a bookkeeping system for recording all payments that have a direct bearing on the movement of funds between a country and foreign countries.
3) <b>net worth</b>	c) paper money (such as dollar bills) and coins.
4) <b>credit risk</b>	d) An account that shows international transactions involving currently produced goods and services.
5) <b>stock</b>	e) the time and money spent trying to exchange financial assets, goods, or services
6) <b>balance sheet</b>	f) the difference between a firm's assets (what it owns or is owed) and its liabilities (what it owes).
7) <b>currency</b>	g) a security that is a claim on the earnings and assets of a company
8) <b>credit view</b>	h) a list of the assets and liabilities of a bank (or firm) that balances: Total

	assets equal total liabilities plus capital.
<b>9) current account</b>	i) monetary transmission mechanisms operating through asymmetric information effects on credit markets.
<b>10) balance of payments</b>	j) a holder of debt.

## 5. Put questions to the underlined words or caluses:

1. Accounting has been called "the language of business".
2. The accounting interpretation is an abstraction of the reality portrayed above.
3. Accounting developed further as a result of the information needs of merchants in the city-states of Italy during the 1400s.
4. Account records date back to the ancient civilisations of China, Babylonia, Greece, and Egypt.
5. Corporation owners, the stockholders, were no longer necessarily the managers of their business.
6. Accounting standards may be defined as "... uniform rules for external financial reporting applicable either to all or to a certain class of entity".
7. Accounting information should be reliable in use.
8. The pressure for the standardization of accounting practices is to ensure a uniformity of treatment of data and hence an identity of the meaning of information.
9. Accounting practice and financial reporting regulation have shown great variety internationally.
10. In 1973 the International Accounting Standards Committee (IASC) was established in an attempt to coordinate the development of accounting standards internationally. <sup>5</sup>

**6. a) Write down a synonym for each of word in the left box, choosing it from the right one.**

**b) Ask your partner as many questions as you can, using these words.**

1) accounting	a) the stockholder
2) to lend	b) counting house
3) calculation	c) advance-money
4) balance	d) expense
5) corporation owner	e) bookkeeping
6) to keep	f) norm
7) accounting section	g) counting
8) account	h) to advance
9) loan	i) equilibrium
10) standart	j) to retain

### **7. Rearrange the clauses to have completed sentences:**

1. A debit entry generally means that value ...
2. A nominal ledger has a Debit (left) side and ...
3. The transaction is recorded as a "debit entry" (Dr.) in one account, and ...
4. A credit entry means that value is ...
5. The double entry system uses ...
6. The Profit and Loss statement will contain nominal ledger accounts that are ...
7. The Balance Sheet will contain nominal ledger accounts that are ...
8. The information from the daybooks themselves will be taken and ...
9. The total of the debit column must equal ...
10. The trial balance lists all ...

- a) being subtracted from the account.
- b) Asset or Liability accounts.
- c) has been added to the account.
- d) the nominal ledger account balances.
- e) Income or Expense type nominal ledger accounts.
- f) a Credit (right) side.
- g) used within the nominal ledger.
- h) a "credit" (Cr.) entry in the other account.
- i) nominal ledger accounts.
- j) the total of the credit column.

**8. Complete the table:**

<i>Noun</i>	<i>Adjective</i>	<i>Verb</i>
1. liability	liable	liaise
2.		require
3. dependence		
4. quality		
5.		recognize
6.	total	
7.		estimate
8.		observe
9.		enter
10. explanation		

#### **4. Fill in the blanks with suitable words given below:**

*Credit, debit, contain, produced, trial, daybooks, Balance Sheet, Double entry, recorded, transaction.*

1. The ... will contain nominal ledger accounts that are Asset or Liability accounts.
2. The Profit and Loss statement will ... nominal ledger accounts that are Income or Expense type nominal ledger accounts.
3. The transaction is recorded as a "debit entry" (Dr.) in one account, and a "... " (Cr.) entry in the other account.
4. The debit entry will be recorded on the debit side (left hand side) of a nominal ledger account and the credit entry will be ... on the credit side (right hand side) of a nominal ledger account.
5. If the total of the entries on the debit side is greater than the total on the credit side of the nominal ledger account then that account is said to have a ... balance.
6. Double entry is not used in the ..., which normally do not form part of the nominal ledger system.
7. From the Trial balance the Profit and Loss Statement and the Balance Sheet can then be ....
8. ... is only used within the nominal ledgers.
9. Each individual financial ... is recorded in at least two different nominal ledger accounts within the financial accounting system.
10. The ... balance lists all the nominal ledger account balances.

#### **5. Render the text into Ukrainian:**

It does this by ensuring that each individual financial transaction is recorded in at least two different nominal ledger accounts within the financial accounting system. The two entries have equal amounts and opposite signs, so that when all entries in the accounts are summed, the total is exactly the same, in other words the accounts balance. This is a partial check that each and every transaction has been correctly

recorded. The transaction is recorded as a "debit entry" (Dr.) in one account, and a "credit" (Cr.) entry in the other account.

As there are two entries for each transaction, the expression Double-Entry is used. As the total of the debit entries equals the total of the credit entries, when the nominal ledger accounts are listed in columns, the left column for accounts with net Debit balances and the right column for accounts with net Credit balances, then the total of all the Debit balances will equal the total of all the Credit balances.

Double entry is only used within the nominal ledgers. It is not used in the daybooks, which normally do not form part of the nominal ledger system. The information from the daybooks themselves will be taken and used within the nominal ledger and it is the nominal ledgers that will ensure the integrity of the resulting financial information created from the daybooks (provided that the information recorded in the daybooks is correct).

## **UNIT 6. GUIDE TO BOOKKEEPING PROCESSES**

### **Read the text and translate it into Ukrainian.**

The bookkeeping process primarily refers to recording the financial effects of financial transactions only into accounts. The variation between manual and any electronic accounting system simply stems from the latency between the recording of the financial transaction and its getting posted in the relevant account. This delay absent in electronic accounting systems due to instantaneous posting into relevant accounts is not replicated in manual systems thus giving rise to primary books of accounts such as Sales Book, Cash Book, Bank Book, Purchase Book for recording the immediate effect of the financial transaction.

In the normal course of business, a document is produced each time a transaction occurs. Sales and purchases usually have invoices or receipts. Deposit slips are produced when lodgements (deposits) are made to a bank account. Cheques are written to pay money out of the account. Bookkeeping involves, first of all,

recording the details of all of these source documents into multi-column journals (also known as a books of first entry or daybooks). For example, all credit sales are recorded in the Sales Journal, all Cash Payments are recorded in the Cash Payments Journal. Each column in a journal normally corresponds to an account. In the single entry system, each transaction is recorded only once. Most individuals who balance their cheque-book each month are using such a system, and most personal finance software follows this approach.

After a certain period, typically a month, the columns in each journal are each totaled to give a summary for the period. Using the rules of double entry, these journal summaries are then transferred to their respective accounts in the ledger, or book of accounts. For example the entries in the Sales Journal are taken and a debit entry is made in each customer's account (showing that the customer now owes us money) and a credit entry might be made in the account for "Sale of Class 2 Widgets" (showing that this activity has generated revenue for us). This process of transferring summaries or individual transactions to the ledger is called posting. Once the posting process is complete, accounts kept using the "T" format undergo balancing, which is simply a process to arrive at the balance of the account.

As a partial check that the posting process was done correctly, a working document called an unadjusted trial balance is created. In its simplest form, this is a three column list. The first column contains the names of those accounts in the ledger which have a non-zero balance. If an account has a debit balance, the balance amount is copied into column two (the debit column). If an account has a credit balance, the amount is copied into column three (the credit column). The debit column is totalled and then the credit column is totalled. The two totals must agree - this agreement is not by chance - because under the double-entry rules, whenever there is a posting, the debits of the posting equal the credits of the posting. If the two totals do not agree, an error has been made either in the journals or during the posting process. The error must be located and rectified and the totals of debit column and credit column recalculated to check for agreement before any further processing can take place.



Once the accounts balance, the accountant makes a number of adjustments and changes the balance amounts of some of the accounts. These adjustments must still obey the double-entry rule. For example, the "Inventory" account asset account might be changed to bring them into line with the actual numbers counted during a stock take. At the same time, the expense account associated with usage of inventory is adjusted by an equal and opposite amount. Other adjustments such as posting depreciation and prepayments are also done at this time. This results in a listing called the adjusted trial balance. [It is the accounts in this list and their corresponding debit or credit balances that are used to prepare the financial statements.]<sup>3</sup>

## **Exercises**

### **1. Comprehension questions:**

1. What process primarily refers to recording the financial effects of financial transactions only into accounts?
2. How many books exist for recording the immediate effect of the financial transaction?
3. What is produced when each transaction?
4. When are deposit slips produced?
5. Why are cheques written?
6. What does bookkeeping involve first of all?
7. Are the columns in each journal totaled to give a summary for a certain period?
8. What is posting?
9. When is an unadjusted trial balance created?
10. Into what column is the balance amount copied if an account has a debit balance?
11. Into what column is the amount copied if an account has a credit balance?

## 2. Translate the following phrases into Ukrainian:

The bookkeeping process; electronic accounting system; the relevant account; manual system; primary books of account; a document; sales and purchases; deposit slips; a bank account; a cheque; the rules of double entry; a debit balance; to recalculate; a number of adjustments and changes; to prepare the financial statements; an error; to be rectified; to correspond; to complete the posting process; the latency; to stem, instantaneous; financial effects; financial transaction; invoice; receipt; a non-zero balance; to equal.

## 3. Translate the following phrases into English:

Бухгалтерський обліковий процес, електронна система обліку, відповідний рахунок, ручна система, первинні книги рахунку, документ, продаж і купівля, квитанції депозиту, банківський рахунок, чек, правила подвійного запису, позитивне сальдо, перерахувати, ряд поправок і змін, підготувати фінансову звітність, відповідати, щоб завершити процес розміщення, латентність, зупинити миттєві фінансові наслідки, фінансові операції, рахунок-фактура, отримання, ненульовий баланс, дорівнювати.

## 4. Match terms in the box with proper explanations:

1) <b>dollarization</b>	a) money that exists only in electronic form and substitutes for cash as well.
2) <b>income</b>	b) spending by all levels of government on goods and services.
3) <b>net exports</b>	c) a futures contract in which the standardized commodity is a particular type of financial instrument.
4) <b>electronic money</b>	d) net foreign spending on domestic goods and services, equal to exports minus imports.

<b>5) loan sale</b>	e) a regime under which a currency is directly convertible into gold.
<b>6) government spending</b>	f) the sale under a contract (also called a secondary loan participation) of all or part of the cash stream from a specific loan, there by removing the loan from the bank's balance sheet.
<b>7) security</b>	g) the adoption of a sound currency, like the U.S. dollar, as a country's money.
<b>8) financial futures contract</b>	h) the flow of earnings.
<b>9) face value</b>	i) a specified final amount paid to the owner of a coupon bond at the maturity date. Also called par value.
<b>10) gold standard</b>	j) a claim on the borrower's future income that is sold by the borrower to the lender. Also called a financial instrument.

## **5. Put questions to the underline words or sentences:**

1. Accounting is an old profession.
2. Public accountants are a small fraction, about 10 percent, of all accountants.
3. Private accountants work for a single business, such as a local department store, the McDonald's restaurant chain, or the Eastman Kodak Company.
4. Most public accounting firms are also called CPA firms because most of their professional employees are CPAs.
5. In each business transaction is the activity that is recorded.
6. [An account is an element in an accounting system that is used to classify and summarize money measurements of business activities of a similar nature.]<sup>6</sup>
7. A business may engage in thousands of transactions during a period of time.

8. Managerial accounting is in its infancy.
9. Net income or net loss comes directly from the income statement.
10. Investments and withdrawals by the owner are capital transactions between the business and its owner, so they do not affect the income statement.

**6. a) Write down a synonym for each of the words on the left box. Choose from the ones on the right box.**

**b) Ask your partner as many questions as you can, using these words.**

1. firm	a) pricing
2. private	b) stock
3. control	c) to part
4. price fixing	d) to superintend
5. to separate	e) company
6. fund	f) agreement
7. to check	g) to purchase
8. value	h) inspection
9. to buy	i) personal
10. contract	j) worth

**7. Join the halves of the sentences:**

1. ... simply stems from the latency between the recording of the financial transaction and its getting posted in the relevant account.
2. ... a document is produced each time a transaction occurs.
3. ... are produced when lodgements (deposits) are made to a bank account.
4. Cheques are written ...

5. ... recording the details of all of these source documents into multi-column journals.

6. The bookkeeping process primarily refers to recording ...

7. Sales and purchases usually ...

8. All credit sales are recorded in the Sales Journal, all Cash Payments are recorded in ...

9. ... must be located and rectified and the totals of debit column and credit column recalculated to check for agreement before any further processing can take place.

10. In the single entry system, each transaction is recorded ...

a) ... to pay money out of the account.

b) ... the Cash Payments Journal.

c) The variation between manual and any electronic accounting system...

d) ... have invoices or receipts.

e) Bookkeeping involves, first of all,...

f) The error...

g) ... the financial effects of financial transactions only into accounts.

h) Deposit slips...

i) ... only once.

j) In the normal course of business...

## 8. Complete the table:

<i>Noun</i>	<i>Adjective</i>	<i>Verb</i>
1. system	systematic	systematize
2.	locative	
3. producer		
4.		pay

5. fixation		
6.	complete	
7. own		
8.		balance
9.		spend
10.	occupational	

### **9. Fill in the blanks with suitable words:**

*Corresponds, adjustments, correctly, posting, Sales, balance, listing, document, totaled, account.*

1. After a certain period, typically a month, the columns in each journal are each ... to give a summary for the period.
2. All credit sales are recorded in the ... Journal, all Cash Payments are recorded in the Cash Payments Journal.
3. In the normal course of business, a ... is produced each time a transaction occurs.
4. Each column in a journal normally ... to an account.
5. The process of transferring summaries or individual transactions to the ledger is called ....
6. The first column contains the names of those accounts in the ledger which have a non-zero ....
7. The accountant makes a number of ... and changes the balance amounts of some of the accounts.
8. The "Inventory" account asset ... might be changed to bring them into line with the actual numbers counted during a stock take.
9. The results in a ... called the adjusted trial balance.
10. As a partial check that the posting process was done ..., a working document called an unadjusted trial balance is created.

## **10. Translate given sentences into English:**

1. Фінансові інвестиції – це активи, які використовуються підприємством з метою збільшення прибутку (одержання відсотків, дивідендів). 2. Власний капітал підприємства – це різниця між активами підприємства та його зобов'язаннями. 3. Статутний капітал – це вартість майна підприємства, яке вноситься його учасниками, засновниками відповідно до статуту підприємства. 4. Стартовий інвестиційний капітал формується для виконання підприємницької діяльності. 5. У господарських товариствах статутний капітал складається із внесків учасників і величина власності кожного з них дорівнює його вкладу. 6. Пайовий капітал – це сума пайових внесків членів спілок, що передбачена установчими документами. 7. Додатковий капітал – складається із сум перевищення ринкової вартості акцій над їх номінальною вартістю, а також із сум до оцінки із необоротних активів та вартості майна безкоштовно отриманих від інших осіб. 8. Резервний капітал – це сума резервів, що створюється за рахунок чистого прибутку відповідно до законодавства або установчих документів і використовується для компенсації не передбачених витрат. 9. Неоплачений капітал – це сума заборгованості власників за внесками до статутного капіталу. 10. Зобов'язання – це заборгованість підприємства перед іншими юридичними і фізичними особами, яка виникла у попередній діяльності підприємства і погашення якої призведе до зменшення активів підприємства.

## **11. Translate the following text into Ukrainian:**

The bookkeeping process primarily refers to recording the financial effects of financial transactions only into accounts. The variation between manual and any

electronic accounting system simply stems from the latency between the recording of the financial transaction and its getting posted in the relevant account.

In the normal course of business, a document is produced each time a transaction occurs. Sales and purchases usually have invoices or receipts. Deposit slips are produced when lodgements (deposits) are made to a bank account. Cheques are written to pay money out of the account. Bookkeeping involves, first of all, recording the details of all of these source documents into multi-column journals (also known as a books of first entry or daybooks).

After a certain period, typically a month, the columns in each journal are each totaled to give a summary for the period. Using the rules of double entry, these journal summaries are then transferred to their respective accounts in the ledger, or book of accounts.

Once the accounts balance, the accountant makes a number of adjustments and changes the balance amounts of some of the accounts. These adjustments must still obey the double-entry rule. For example, the "Inventory" account asset account might be changed to bring them into line with the actual numbers counted during a stock take. At the same time, the expense account associated with usage of inventory is adjusted by an equal and opposite amount. Other adjustments such as posting depreciation and prepayments are also done at this time. This results in a listing called the adjusted trial balance. It is the accounts in this list and their corresponding debit or credit balances that are used to prepare the financial statements.

## **UNIT 7. MASTERING DOUBLE-ENTRY BOOKKEEPING**

### **Read the text and make a summary.**

Double-entry bookkeeping is at the heart of good financial management for any business. It follows a set of standards used by accounting professionals to record businesses activities and interpret business finances. The alternative to the double-



entry bookkeeping method is the single-entry method, also known as the checkbook method because it is similar to tracking your business activities using only a checkbook. This works fine for individuals managing their personal finances, but it just doesn't cut it for businesses.

In double-entry bookkeeping, each time you perform an action that has a financial impact, a transaction is recorded. It's called "double-entry" because each transaction is recorded in at least two accounts: a source account, or where the money comes from, and a destination account, or where the money goes. For an example, consider what happens when you write a check to purchase office supplies. The source of the funds is your business checking account. The destination account is the expense account you set up to track office supplies.

The specific amounts of money that go in and out of accounts as a part of these transactions are referred to as debits and credits. In each transaction, at least one account is debited (such as the account you use to track your office supplies from our example above) and at least one account is credited (in the example, this would be your checking account); the total amount debited and the total amount credited must always be equal so your books will balance.

Before computers, transactions were recorded on a paper ledger. When a transaction was recorded, the associated accounts were written in the ledger and the amount for each account was entered in either the left side or the right side depending on the account type (Asset, Liability, Expense, etc.) and whether the account was being increased or decreased by the transaction.

Debits and credits don't mean increase or decrease, but refer to which side of the ledger the amount gets recorded to: the left side for debits and the right side for credits. In computerized accounting, like WorkingPoint, you don't have to record transactions directly into the ledger. Instead, you use specific forms, like Deposit, Invoice, and Bill, to record your business activity. But under the hood, credits and debits are still being recorded to keep the books in balance.

## Exercises

### 1. Comprehension questions:

1. What is Double-entry bookkeeping?
2. What method is the alternative to the double-entry bookkeeping method?
3. What is recorded in the double-entry bookkeeping?
4. Why is it called “double-entry”?
5. Where are the specific amounts of money that go in and out of accounts as a part of these transactions referred to?
6. Where were transactions recorded before computers?
7. What have to do when a transaction was recorded?
8. Debits and credits don't mean increase or decrease, do they?
9. For debit or for credit is the left side?
10. For what are credits and debits still being recorded under the hood?

### 2. Translate the following phrases into Ukrainian:

Double-entry bookkeeping, financial management, a set of standards, to record businesses activities, to interpret business finances, the single-entry method, a checkbook, a source account, a destination account, the expense account, the specific amounts of money, to be referred, a paper ledger, increase or decrease, transaction, to record, to check.

### 3. Translate the following phrases into English:

Подвійна бухгалтерія, фінансовий менеджмент, набір стандартів, реєструвати комерційну діяльність, інтерпретувати бізнес фінанси, однократний метод, чекова книга, початковий рахунок, призначений рахунок, рахунок видатків, конкретні суми грошей, бути переданим, паперова головна книга, збільшення або зменшення, угода, записувати, перевіряти.

**4. Match terms in the box with proper explanations:**

<b>1. branches</b>	a) an account that describes the flow of capital between the United States and other countries.
<b>2. money</b>	b) the price at which the purchaser of an option has the right to buy or sell the underlying financial instrument. Also known as the strike price.
<b>3. current account</b>	c) the upward and downward movement of aggregate output produced in the economy
<b>4. Eurodollars</b>	d) paper money (such as dollar bills) and coins.
<b>5. liability management</b>	e) anything that is generally accepted in payment for goods or services or in the repayment of debts.
<b>6. currency</b>	f) U.S. dollars that are deposited in foreign banks outside the United States or in foreign branches of U.S. banks.
<b>7. exercise price</b>	g) additional offices of banks that conduct banking operations.
<b>8. business cycles</b>	h) banks' holding of deposits in accounts with the Fed plus currency that is physically held by banks (vault cash).
<b>9. reserves</b>	i) the acquisition of funds at low cost to increase profits.
<b>10. capital account</b>	j) an account that shows international transactions involving currently produced goods and services.

**5. Make questions to the underline words:**

1. Financial accounting in the US and Great Britain has had such an orientation for many years.
2. The primary financial statements are the balance sheet, income statement, statement of owner's equity, and statement of cash flow.
3. The balance sheet lists all the assets, liabilities, and owner's equity at a point in time, usually the end of a month or a year.
4. The balance sheet is like a snapshot of the entity.
5. A balance sheet is made up of two lists, placed side by side.
6. The income statement, or profit and loss statement (P&L) measures the performance of an enterprise.
7. The income statement is like a moving picture of the entity's operations during the period.
8. [Good record keeping by a business is not only wise but is required by law.]<sup>6</sup>
9. The classification of financial accounting transactions reflects the concern with two major interests in financial accounting.
10. Financial accounting brings together investment and financial transactions in a statement of the financial status, or structure, of the enterprise which is commonly known as the balance sheet.

**6. Write down a synonym for each of the words on the left box. Choose from the ones on the right box.**

1. transaction	a) funding
2. to cooperate	b) phase
3. worth	c) To grow

4. to insert	d) operation
5. period	e) pricing
6. to increase	f) centering
7. price tag	g) to collaborate
8. financing	h) value
9. Price formation	i) to put in
10. concentration	j) price label

Ask your partner as many questions as you can, using these words.

### **7. Join the halves of the sentences :**

1. The destination account is ...
2. ...is the single-entry method, also known as the checkbook method because it is similar to tracking your business activities using only a checkbook.
3. Double-entry bookkeeping is at the heart of ...
4. ..., transactions were recorded on a paper ledger.
5. Debits and credits don't mean increase or decrease, but refer to which side of the ledger the amount gets recorded to: ...
6. The specific amounts of money that go in and out of accounts as a part of these transactions are referred ...
7. ...is your business checking account.
8. ..., each time you perform an action that has a financial impact, a transaction is recorded.
9. In each transaction, at least one account is debited (such as the account you use to track your office supplies from our example above) and ...

10. The total amount debited and the total amount credited must always be ...
- a) ...good financial management for any business.
  - b) ...to as debits and credits.
  - c) ...equal so your books will balance.
  - d) ...the expense account you set up to track office supplies.
  - e) ...the left side for debits and the right side for credits.
  - f) Before computers...
  - g) In double-entry bookkeeping...
  - h) ... at least one account is credited (in the example, this would be your checking account).
  - i) The alternative to the double-entry bookkeeping method...
  - j) The source of the funds...

### 8. Complete the table:

<i>Noun</i>	<i>Adjective</i>	<i>Verb</i>	<i>Meaning</i>
1.	valuable		
2. cooperation			
3.		add	
4. entry			
5.	trading		
6.	selling		
7. control			
8.		correspond	

9. confidence			
10.	stimulating		

### 9. Fill in the blanks with suitable words:

*The funds, debits, the cash, double-entry, will balance, ledger, transaction, an account, the single-entry, expense.*

1. In ... bookkeeping, each time you perform an action that has a financial impact, a transaction is recorded.
2. The source of ... is your business checking account.
3. The destination account is the ... account you set up to track office supplies.
4. Before computers, transactions were recorded on a paper ....
5. The alternative to the double-entry bookkeeping method is ... method, also known as the checkbook method because it is similar to tracking your business activities using only a checkbook.
6. The specific amounts of money that go in and out of accounts as a part of these transactions are referred to as ... and credits.
7. In each ..., at least one account is debited (such as the account you use to track your office supplies from our example above) and at least one account is credited (in the example, this would be your checking account).
8. ... account shows the cash effects of a business's transactions.
9. ... is an element in an accounting system that is used to classify and summarize money measurements of business activities of a similar nature.
10. The total amount debited and the total amount credited must always be equal so your books ....

### 10. Translate the following text into Ukrainian:

Double-entry bookkeeping is at the heart of good financial management for any business. It follows a set of standards used by accounting professionals to record

businesses activities and interpret business finances. The alternative to the double-entry bookkeeping method is the single-entry method, also known as the checkbook method because it is similar to tracking your business activities using only a checkbook. This works fine for individuals managing their personal finances, but it just doesn't cut it for businesses.

In double-entry bookkeeping, each time you perform an action that has a financial impact, a transaction is recorded. It's called "double-entry" because each transaction is recorded in at least two accounts: a source account, or where the money comes from, and a destination account, or where the money goes.

Before computers, transactions were recorded on a paper ledger. When a transaction was recorded, the associated accounts were written in the ledger and the amount for each account was entered in either the left side or the right side depending on the account type (Asset, Liability, Expense, etc.) and whether the account was being increased or decreased by the transaction.

Debits and credits don't mean increase or decrease, but refer to which side of the ledger the amount gets recorded to: the left side for debits and the right side for credits. In computerized accounting, like WorkingPoint, you don't have to record transactions directly into the ledger. Instead, you use specific forms, like Deposit, Invoice, and Bill, to record your business activity. But under the hood, credits and debits are still being recorded to keep the books in balance.

## **CHAPTER II**

### **BUSINESS CORRESPONDENCE**

Business correspondence refers to the exchange of written communication between individuals, organizations, or companies for official or professional purposes. It plays a crucial role in facilitating business transactions, maintaining professional relationships, and conveying information in a clear and structured



manner. Business correspondence can take various forms, including letters, emails, memos, and reports, and it follows specific conventions to ensure clarity and professionalism.

### **Types of Business Correspondence:**

Business correspondence can be categorized into several types based on its purpose and format. Some common types include:

1. **Business Letters:** Formal written documents used for professional communication, often following a specific format and style.
2. **Emails:** Electronic messages sent and received via email, widely used for quick and efficient communication in the business world.
3. **Memos (Memorandums):** Short, internal documents used to convey information or instructions within an organization.
4. **Reports:** Comprehensive documents that provide detailed information, analysis, and recommendations on a particular topic or issue.
5. **Invoices and Receipts:** Documents used in financial transactions to request payment or confirm the receipt of payment.
6. **Newsletters:** Periodic publications used to share updates, news, and information with clients, customers, or employees.

### **Classification of Business Correspondence Letters:**

Business letters, one of the most common forms of business correspondence, can be classified into various categories based on their purpose. Common classifications include:

1. **Formal Letters:** Used for official and serious matters, such as job applications, legal inquiries, or formal complaints.
2. **Informal Letters:** Typically used for more casual or friendly communication within a professional context, like congratulatory messages or thank-you notes.

3. **Sales and Marketing Letters:** Aimed at promoting products or services, attracting potential customers, or building relationships with existing clients.
4. **Complaint Letters:** Written to express dissatisfaction with a product, service, or experience and request resolution.
5. **Cover Letters:** Accompany job applications and resumes, introducing the applicant and explaining their qualifications and interest in a position.

### **Structure of Business Correspondence Letters:**

While the specific structure of a business letter may vary depending on the type and purpose, a standard format typically includes the following elements:

1. **Sender's Address:** The sender's name, title, company name (if applicable), address, phone number, and email address (optional).
2. **Date:** The date on which the letter was written.
3. **Recipient's Address:** The recipient's name, title, company name, address, and other relevant contact information.
4. **Salutation:** A formal greeting that addresses the recipient by name, such as "Dear Mr. Smith" or "To Whom It May Concern."
5. **Body of the Letter:** The main content of the letter, where the message or information is conveyed. This is typically organized into paragraphs.
6. **Closing:** A polite closing, such as "Sincerely" or "Yours faithfully," followed by the sender's signature (if in print) and typed name.
7. **Enclosures/Attachments:** If there are any additional documents or materials included with the letter, they are mentioned here.
8. **Reference Line:** An optional line used to provide a reference or subject of the letter, especially if it relates to a specific matter.

### **The Significance of Business Correspondence in Accounting**

In the realm of finance and accounting, where precision, clarity, and transparency are paramount, effective communication is key. Business

correspondence in accounting serves as the bridge between financial data and its meaningful interpretation, facilitating transactions, compliance, and decision-making. This essay delves into the vital role played by business correspondence in the field of accounting, highlighting its forms, functions, and enduring significance.

### **Forms of Business Correspondence in Accounting:**

Business correspondence in accounting takes various forms, with each tailored to specific objectives and recipients. These forms include formal letters, emails, memorandums (memos), financial reports, invoices, receipts, and more. The choice of form depends on the nature of the communication and the intended audience.

### **Functions of Business Correspondence in Accounting:**

1. **Financial Reporting:** Accounting entails the systematic recording and presentation of financial data. Business correspondence in the form of financial statements, including balance sheets, income statements, and cash flow statements, serves as a means of transparently communicating a company's financial position, performance, and cash flows to various stakeholders, including shareholders, regulators, and lenders.

2. **Auditing and Compliance:** Auditors rely on business correspondence to assess the accuracy and integrity of financial records. Audit requests, confirmations, and inquiries are often communicated through formal letters and emails, ensuring compliance with auditing standards and regulations.

3. **Taxation:** Business correspondence plays a pivotal role in tax matters. Tax authorities communicate with businesses regarding filing requirements, assessments, and queries. Accountants respond with meticulously crafted letters and documents to ensure tax compliance while minimizing liabilities.

4. **Accounts Receivable and Payable:** Invoices, payment confirmations, and reminders are critical components of business correspondence in accounting.

These documents facilitate financial transactions, tracking amounts owed and received, thereby ensuring the smooth operation of a company's cash flow.

5. **Strategic Planning:** Internal memos and reports, another form of business correspondence, are essential for communicating financial analysis, budgeting, and forecasting information within an organization. Accountants assist management in making informed decisions and developing effective strategies.

6. **External Reporting:** Accountants engage in business correspondence with external stakeholders, including banks, creditors, investors, and regulatory bodies, to secure financing, report financial performance, or address inquiries. Clear and concise letters and emails are instrumental in maintaining these critical relationships.

### **Enduring Significance:**

The importance of business correspondence in accounting endures for several reasons:

1. **Transparency:** In an era of heightened transparency and accountability, business correspondence ensures that financial information is presented clearly and accurately, building trust with stakeholders.

2. **Compliance:** Strict regulatory requirements demand meticulous documentation and reporting. Business correspondence is a primary means of demonstrating compliance with financial regulations.

3. **Decision Support:** Effective financial communication assists management in making data-driven decisions, enhancing an organization's ability to navigate a dynamic business environment.

4. **Risk Mitigation:** Clear and timely communication can help identify and address financial risks, ensuring the sustainability and resilience of an organization.

5. **Relationship Building:** In an interconnected business world, the ability to communicate financial matters professionally and courteously fosters positive relationships with clients, partners, and stakeholders.

In the intricate web of accounting, business correspondence stands as a linchpin connecting financial data, reporting, compliance, and decision-making. Its multifaceted functions, encompassing financial reporting, auditing, taxation, and strategic planning, underscore its indispensable role in the field. As technology continues to evolve and global business transactions increase, the art of effective business correspondence in accounting remains ever relevant, upholding the integrity and transparency of financial processes and information. In essence, it is the language through which the world of finance communicates and thrives.

**Examples of Business Correspondence Letters:**

**1. Invoice Letter**

*[Your Company Logo]*

*[Your Company Name]*

*[Your Company Address]*

*[City, State, ZIP Code]*

*[Date]*

**Invoice Number:** *[Unique Invoice Number]*

**Due Date:** *[Due Date]*

**Bill To:**

*[Client's Name]*

*[Client's Company Name]*

*[Client's Address]*

*[City, State, ZIP Code]*

<b>Description</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total</b>
-----			
<b>Product 1</b>	<i>10</i>	<i>\$50.00</i>	<i>\$500.00</i>
<b>Product 2</b>	<i>15</i>	<i>\$30.00</i>	<i>\$450.00</i>

-----  
**Subtotal:** \$950.00

**Tax (7%):** \$66.50  
-----

**Total Amount Due:** \$1,016.50

Thank you for your business!

Sincerely,

*[Your Name]*

*[Your Title]*

*[Your Email Address]*

*[Your Phone Number]*

## **2. Payment Confirmation Email:**

**Subject:** Payment Confirmation for Invoice #*[Invoice Number]*

Dear *[Client's Name]*,

We hope this email finds you well. We would like to confirm that we have received your payment for Invoice #*[Invoice Number]* in the amount of \$1,016.50.

### **Payment Details:**

- Invoice Number: *[Invoice Number]*

- Payment Date: *[Payment Date]*

- Payment Amount: \$1,016.50

Your prompt payment is greatly appreciated. If you have any questions or require further assistance, please don't hesitate to reach out to our accounting department at *[Accounting Email Address]* or *[Accounting Phone Number]*.

Thank you for your continued partnership.

Best regards,

*[Your Name]*

*[Your Title]*

*[Your Company Name]*

### **3. Request for Financial Documentation:**

**Subject:** Request for Financial Documentation - Audit Preparation

Dear *[Recipient's Name]*,

I hope this message finds you well. As part of our annual audit preparation process, we kindly request the following financial documentation for the fiscal year ending *[Year]*:

1. Trial Balance as of *[Year-End Date]*
2. General Ledger for the entire fiscal year
3. Bank Statements for all accounts for the fiscal year
4. Accounts Payable and Accounts Receivable Aging Reports as of *[Year-End Date]*
5. Fixed Assets Schedule

Please provide the requested documents in electronic format (PDF or Excel) by *[Due Date]*. If you anticipate any delays or require additional information, please let us know as soon as possible.

Your prompt cooperation is essential in facilitating a smooth and efficient audit process. If you have any questions or need clarification regarding this request, please contact our audit team at *[Audit Team Contact Information]*.

Thank you for your cooperation and assistance.

Sincerely,

*[Your Name]*

*[Your Title]*

*[Your Company Name]*

*[Your Contact Information]*

## **HOW TO WRITE A FORMAL LETTER OF REQUEST?**

A request letter in the context of accounting is a formal written document used to request specific information, documents, or actions related to financial transactions, records, or processes. These letters are commonly used in various accounting situations, such as requesting financial statements, invoices, payment confirmations, tax documents, or adjustments to accounts. Here's a guide on when and how to write a request letter in accounting.

### **When to Write a Request Letter in Accounting:**

1. **Requesting Financial Statements:** If you need a company's financial statements, such as income statements, balance sheets, or cash flow statements, you may write a request letter.
2. **Invoice Copies:** When you require copies of invoices for auditing, tax purposes, or record-keeping, you can send a request letter to the supplier or vendor.



3. **Payment Confirmation:** To verify a payment made to a vendor or service provider, you can request a payment confirmation letter from them.

4. **Tax Documents:** If you need tax-related documents, such as W-2 forms, 1099s, or other tax certificates, a request letter may be necessary.

5. **Adjustments or Corrections:** In case you identify errors or discrepancies in your financial records or statements, you can write a letter requesting corrections or adjustments.

### **Format of a Request Letter in Accounting:**

A request letter in accounting should follow a formal and professional format. Here's a typical structure:

1. **Sender's Information:** Include your name, title, company name (if applicable), and contact information (address, phone number, and email).

2. **Date:** Write the date on which you are drafting the letter.

3. **Recipient's Information:** Address the letter to the appropriate person or department at the recipient's company. Include their name, title, company name, and address.

4. **Salutation:** Begin with a formal salutation, such as "Dear Mr. Smith" or "To Whom It May Concern."

5. **Body of the Letter:** Clearly state the purpose of your letter in a concise and professional manner. Provide specific details, such as the documents you need, the reason for the request, and any relevant reference numbers or dates. Be polite and respectful in your tone.

6. **Closing:** Conclude the letter with a courteous closing, such as "Sincerely" or "Yours faithfully."

7. **Signature:** Sign the letter above your typed name if sending a physical copy. If sending via email, your typed name suffices.

### **Tips for Writing a Request Letter in Accounting:**

1. Be concise and clear in your request, avoiding unnecessary jargon or complexity.
2. Use a professional and polite tone throughout the letter.
3. Specify any deadlines or urgency associated with your request.
4. Provide contact information in case the recipient needs to reach you for clarification.
5. Proofread the letter to ensure it is free of grammatical or spelling errors.
6. Keep a copy of the letter for your records.

**Here's a simple example of a request letter for financial statements:**

*[Your Name]*

*[Your Title]*

*[Your Company, if applicable]*

*[Your Address]*

*[Your Phone Number]*

*[Your Email Address]*

*[Date]*

*[Recipient's Name]*

*[Recipient's Title]*

*[Company Name]*

*[Company Address]*

Dear *[Recipient's Name]*,

I hope this letter finds you well. I am writing to request a copy of the financial statements for the fiscal year ending [Year] for [Company Name]. We require these financial statements for our upcoming audit and financial analysis.

Please find below the specific details for the requested financial statements:

- Income Statement
- Balance Sheet
- Cash Flow Statement

If you have these statements available in electronic format, kindly email them to *[Your Email Address]*. Alternatively, you may send hard copies to the address provided above.

If you require any additional information or have questions regarding this request, please do not hesitate to contact me at *[Your Phone Number]* or *[Your Email Address]*.

We appreciate your prompt attention to this matter and look forward to receiving the requested documents at your earliest convenience.

Sincerely,

*[Your Signature - if sending a physical copy]*

*[Your Typed Name]*

## **BALANCE SHEET OVERVIEW**

A balance sheet, also known as the statement of financial position, is a vital financial statement used to assess the financial health and stability of a business or organization. It presents a snapshot of the company's financial position at a specific point in time, typically at the end of an accounting period, such as a quarter, a year, or another relevant time frame. The balance sheet is a cornerstone of financial reporting and is integral to understanding a company's financial condition. Here are key aspects to consider.

## **Components of a Balance Sheet:**

1. **Assets:** Assets represent everything a company owns and can be divided into two main categories:

- **Current Assets:** These are assets expected to be converted into cash or used up within one year, such as cash, accounts receivable, and inventory.
- **Non-Current (or Long-Term) Assets:** These are assets with a longer life expectancy, such as property, plant, equipment, and intangible assets like patents and trademarks.

2. **Liabilities:** Liabilities encompass the company's obligations, which can be categorized into:

- **Current Liabilities:** These are short-term obligations typically due within one year, such as accounts payable, short-term debt, and accrued expenses.
- **Non-Current (or Long-Term) Liabilities:** These are long-term obligations, including long-term debt, deferred tax liabilities, and other commitments expected to be settled beyond one year.

3. **Equity:** Equity, also known as shareholders' equity or owner's equity, represents the residual interest in the assets of the company after deducting liabilities. It comprises:

- **Common Stock:** The value of shares issued to shareholders.
- **Retained Earnings:** The cumulative net earnings or losses retained by the company after dividends are paid to shareholders.

## **Significance and Uses of a Balance Sheet:**

1. **Financial Health Assessment:** The balance sheet offers a comprehensive overview of a company's financial health, including its liquidity (ability to meet short-term obligations) and solvency (ability to meet long-term obligations).

2. **Investor and Lender Decision-Making:** Investors and lenders rely on balance sheets to assess the company's risk profile and creditworthiness. A strong balance sheet can attract investors and secure favorable lending terms.

3. **Strategic Planning:** Businesses use balance sheets for strategic decision-making, such as determining capital allocation, managing working capital, and evaluating investment opportunities.

4. **Financial Reporting and Compliance:** Companies are required to include balance sheets in their financial reports to comply with accounting standards and regulatory requirements.

5. **Performance Analysis:** Over time, comparing balance sheets from different periods helps stakeholders track a company's financial performance, growth, and changes in its capital structure.

6. **Due Diligence:** During mergers, acquisitions, or partnerships, balance sheets are crucial for conducting financial due diligence to understand the financial stability of the target company.

In summary, the balance sheet is a foundational financial statement that provides a comprehensive view of a company's financial position, including its assets, liabilities, and equity. It plays a central role in financial decision-making, reporting, and analysis, making it an essential tool for investors, lenders, management, and regulators.

### **Where and Why is a Balance Sheet Used:**

1. **Investor Analysis:** Investors use balance sheets to evaluate a company's financial stability and make investment decisions. They look at assets, liabilities, and equity to assess the company's risk profile.

2. **Lender Evaluation:** Lenders, such as banks and creditors, review balance sheets to determine a company's creditworthiness before extending loans or credit lines.

3. **Internal Decision-Making:** Companies use balance sheets to make informed decisions about financing, investment, and strategic planning. It helps in managing working capital and assessing the need for additional funding.

4. **Financial Reporting:** Balance sheets are essential for financial reporting and compliance with accounting standards and regulatory requirements.

### Types of Balance Sheets:

There are two main types of balance sheets:

1. **Report Form Balance Sheet:** In the report form balance sheet, assets are listed on the left side, while liabilities and equity are listed on the right side. This is the most common format used in financial reporting.

#### Example:

As of *[Date]*

<b>Assets</b>	<b>Liabilities and Equity</b>
-----	-----
<b>Current Assets</b>	<b>Current Liabilities</b>
- <i>Cash</i>	- <i>Accounts Payable</i>
- <i>Accounts Receivable</i>	- <i>Short-term Debt</i>
- <i>Inventory</i>	- <i>Accrued Expenses</i>
<b>Non-Current Assets</b>	<b>Non-Current Liabilities</b>
- <i>Property, Plant,</i>	- <i>Long-term Debt</i>
<i>and Equipment</i>	- <i>Deferred Tax Liabilities</i>
- <i>Intangible Assets</i>	
<b>Total Assets</b>	<b>Total Liabilities</b>
-----	-----
<b>Equity</b>	
-----	
- <i>Common Stock</i>	
- <i>Retained Earnings</i>	

**Total Equity**

-----

**Total Liabilities and Equity**

-----

2. **Account Form Balance Sheet:** In the account form balance sheet, assets, liabilities, and equity are listed vertically with subtotals for each category.

**Example:**

As of *[Date]*

**Assets**

-----

**Current Assets**

- *Cash*
- *Accounts Receivable*
- *Inventory*

**Non-Current Assets**

- *Property, Plant,  
and Equipment*
- *Intangible Assets*

**Total Assets**

-----

**Equity**

-----

- *Common Stock*
- *Retained Earnings*

**Total Equity**

-----

**Total Liabilities and Equity**

-----

**Liabilities and Equity**

-----

**Current Liabilities**

- *Accounts Payable*
- *Short-term Debt*
- *Accrued Expenses*

**Non-Current Liabilities**

- *Long-term Debt*
- *Deferred Tax Liabilities*

**Total Liabilities**

-----

## **Example of a Balance Sheet:**

**XYZ Corporation**

**Balance Sheet**

**As of December 31, 20XX**

### **Assets:**

#### **Current Assets:**

- *Cash*: \$50,000
- *Accounts Receivable*: \$75,000
- *Inventory*: \$30,000

#### **Non-Current Assets:**

- *Property, Plant, and Equipment*: \$200,000
- *Intangible Assets*: \$15,000

**Total Assets: \$370,000**

### **Liabilities:**

#### **Current Liabilities:**

- *Accounts Payable*: \$20,000
- *Short-term Debt*: \$10,000
- *Accrued Expenses*: \$5,000

#### **Non-Current Liabilities:**

- *Long-term Debt*: \$100,000
- *Deferred Tax Liabilities*: \$15,000

**Total Liabilities: \$150,000**

### **Equity:**

- *Common Stock*: \$50,000
- *Retained Earnings*: \$170,000



**Total Equity: \$220,000**

**Total Liabilities and Equity: \$370,000**

In this example, the balance sheet shows XYZ Corporation's assets, liabilities, and equity, giving a clear picture of the company's financial position at the specified date. The balance sheet balances because the total assets equal the total liabilities and equity.

### **Balance sheet substantiation**

Balance sheet substantiation, often referred to as balance sheet reconciliation, is a critical accounting and financial control process used by organizations to verify and validate the accuracy and completeness of the balances presented in their balance sheets. This process involves comparing the individual line items on a balance sheet to supporting documentation and records to ensure that they are valid, properly recorded, and free from material errors or discrepancies. The goal of balance sheet substantiation is to enhance financial accuracy, transparency, and compliance while mitigating financial risks.

### **Here are key aspects of balance sheet substantiation:**

#### **1. Purpose:**

- **Verification of Balances:** It aims to confirm that the reported balances for assets, liabilities, and equity accurately reflect the financial position of the organization.
- **Error Detection:** It helps identify and rectify errors, omissions, or inconsistencies in financial records before financial statements are finalized.

#### **2. Process:**

- **Account Reconciliation:** The process involves reconciling each account on the balance sheet. This includes comparing account balances to source documents, transaction records, and subsidiary ledgers.

- **Documentation:** Detailed documentation and supporting evidence are crucial in the substantiation process. This can include bank statements, invoices, contracts, and other relevant records.

- **Resolution of Discrepancies:** Any discrepancies or variances found during the reconciliation process are investigated and resolved promptly.

### **3. Frequency:**

- **Monthly or Quarterly:** Many organizations perform balance sheet substantiation on a monthly or quarterly basis to ensure ongoing accuracy and compliance with reporting requirements.

- **Year-End:** A more thorough substantiation is typically performed at the end of the fiscal year to support the preparation of annual financial statements.

### **4. Compliance and Regulation:**

- **Regulatory Requirements:** Balance sheet substantiation is often a regulatory requirement in some industries, such as banking and financial services, to ensure financial stability and adherence to accounting standards.

- **Auditing:** External auditors may review the substantiation process and supporting documentation to validate the accuracy of financial statements.

### **5. Automation:**

- **Software Solutions:** Many organizations use specialized software tools and systems to streamline and automate the balance sheet substantiation process. These tools can help improve efficiency, reduce manual errors, and enhance audit trails.

### **6. Benefits:**

- **Enhanced Accuracy:** By systematically verifying the integrity of balance sheet accounts, organizations can reduce the risk of financial misstatements and errors.

- **Improved Transparency:** Substantiation provides transparency into the financial reporting process, making it easier to identify and address potential issues.

- **Risk Mitigation:** Early detection of discrepancies and errors helps mitigate financial risks and prevents financial misstatements that could harm the organization's reputation or lead to regulatory penalties.

In summary, balance sheet substantiation is a crucial financial control process that organizations use to ensure the accuracy and completeness of their balance sheet accounts. It plays a vital role in financial reporting, risk management, and regulatory compliance, and it is an integral part of maintaining financial transparency and integrity within an organization.

## **IMPORTANCE OF FINANCIAL STATEMENTS**

Financial statements are essential tools in the world of finance and accounting, and their importance cannot be overstated. They provide a comprehensive overview of a company's financial performance, position, and cash flow, offering critical information to various stakeholders. Here's an explanation of the importance of financial statements:

1. **Financial Performance Evaluation:** Financial statements, particularly the income statement (also known as the profit and loss statement), provide a summary of a company's revenue, expenses, and profitability over a specific period. This information helps assess the company's financial health and its ability to generate profits.

2. **Investor Decision-Making:** Investors, both individual and institutional, rely on financial statements to make informed investment decisions. By analyzing financial statements, investors can assess the company's growth prospects, profitability, and risk profile.

3. **Lender Creditworthiness Assessment:** Lenders, such as banks and financial institutions, use financial statements to evaluate a company's creditworthiness before extending loans or lines of credit. Strong financial statements can lead to more favorable borrowing terms.

4. **Strategic Planning:** Businesses use financial statements to develop and execute strategic plans. They help management identify areas for improvement, allocate resources effectively, and set achievable financial goals.

5. **Performance Benchmarking:** Financial statements allow companies to compare their performance with industry benchmarks or competitors. This benchmarking helps identify areas where a company may be lagging or excelling.

6. **Budgeting and Forecasting:** Financial statements serve as a basis for budgeting and forecasting future financial performance. They provide historical data that can be used to make reasonable assumptions and projections.

7. **Tax Compliance:** Businesses use financial statements to calculate and report their taxable income to tax authorities. Accurate financial statements are crucial to ensure compliance with tax laws and regulations.

8. **Regulatory Compliance:** Publicly traded companies are required by regulatory bodies, such as the Securities and Exchange Commission (SEC) in the United States, to prepare and disclose financial statements regularly. Compliance with these regulations is critical for legal and ethical reasons.

9. **External Stakeholder Communication:** Financial statements are a means of transparently communicating a company's financial position to external stakeholders, including shareholders, customers, suppliers, and government agencies.

10. **Internal Decision-Making:** Within an organization, financial statements are used for internal decision-making by management. They help determine the allocation of resources, assess the financial impact of decisions, and monitor performance against financial goals.

11. **Risk Assessment:** Financial statements reveal potential financial risks, such as excessive debt levels, declining revenue, or liquidity issues. Identifying these risks early allows for proactive risk management.

In summary, financial statements are indispensable tools for assessing the financial health, performance, and position of a company. They serve a multitude of purposes, ranging from helping investors make investment decisions to guiding businesses in strategic planning and ensuring compliance with legal and regulatory requirements. Accurate and timely financial statements are crucial for informed decision-making in both corporate and investment contexts.

# THE CRUCIAL ROLE OF AUDITING IN ACCOUNTING

Auditing is a fundamental component of the accounting profession and plays an indispensable role in ensuring the integrity, accuracy, and reliability of financial information. It acts as a critical safeguard against financial mismanagement, fraud, and errors, making it an essential function in modern business and finance. This essay explores the importance of auditing in accounting, highlighting its key functions, benefits, and the assurance it provides to stakeholders.

## **The Functions of Auditing:**

1. **Verification of Financial Information:** One of the primary functions of auditing is to verify the accuracy of financial statements and reports. Auditors thoroughly examine a company's financial records, transactions, and accounts to ensure that they adhere to accounting principles and accurately reflect the financial position and performance of the organization.

2. **Fraud Detection and Prevention:** Auditors are trained to detect signs of fraud, including embezzlement, financial statement fraud, and misappropriation of assets. Through detailed examinations and testing, auditors can uncover irregularities and recommend actions to prevent future fraud.

3. **Assessment of Internal Controls:** Auditing assesses the effectiveness of a company's internal controls and procedures. Auditors evaluate the design and operation of these controls to determine whether they adequately safeguard assets, ensure data accuracy, and maintain compliance with regulations.

4. **Compliance and Regulatory Adherence:** Businesses must adhere to various laws and regulations governing financial reporting and disclosures. Auditors ensure that companies comply with these requirements, reducing the risk of legal and regulatory penalties.

## **The Benefits of Auditing:**

1. **Enhanced Credibility:** Audited financial statements carry a higher level of credibility and trustworthiness. Investors, creditors, and stakeholders are more likely to rely on audited reports when making financial decisions.

2. **Investor Confidence:** Auditing provides assurance to investors that financial statements are free from material misstatements. This confidence can attract investment and contribute to a company's growth and stability.

3. **Improved Decision-Making:** Management can make more informed decisions based on the results and recommendations of audits. Auditors provide valuable insights into financial operations and areas for improvement.

4. **Risk Mitigation:** Auditing helps identify and mitigate financial risks, reducing the likelihood of financial mismanagement and the potential negative impact on an organization's reputation and financial stability.

5. **Transparent Reporting:** Audited financial statements enhance transparency and accountability, aligning a company's reporting with industry standards and best practices.

### **The Assurance to Stakeholders:**

Auditing provides critical assurance to various stakeholders:

1. **Shareholders:** Audited financial statements offer shareholders confidence in the accuracy of financial information, protecting their investments and interests.

2. **Creditors:** Lenders and creditors rely on audited reports to assess a borrower's creditworthiness and make lending decisions.

3. **Regulators:** Regulatory bodies depend on audits to ensure that companies comply with financial reporting standards and legal requirements.

4. **Management:** Audits provide management with an independent evaluation of financial operations, supporting effective decision-making and risk management.

5. **Investors:** Potential investors use audited financials as a basis for evaluating investment opportunities and assessing financial stability.

Auditing is the cornerstone of trust and reliability in the field of accounting. It serves as a critical function that provides assurance to stakeholders, enhances credibility, and contributes to informed decision-making. The importance of auditing in accounting cannot be overstated, as it acts as a bulwark against financial improprieties, fraud, and errors, promoting transparency and accountability in the financial world. As business environments evolve and financial complexities increase, the role of auditing remains indispensable in upholding the integrity and accuracy of financial information, safeguarding the interests of all stakeholders, and contributing to the overall health and stability of organizations and economies.

## **IMPORTANCE OF BUDGETING IN ACCOUNTING**

Budgeting is a cornerstone of accounting and financial management, playing a pivotal role in the strategic planning and operational control of organizations. It is a systematic process of creating, monitoring, and managing a financial plan for a specific period, typically one fiscal year. The importance of budgeting in accounting cannot be overstated, and it serves several crucial functions:

1. **Financial Planning:** Budgeting provides a structured framework for organizations to plan their financial activities. It outlines expected revenues, expenses, and investments, helping businesses set clear financial goals and allocate resources accordingly.

2. **Goal Setting:** Budgets help organizations set specific, measurable, and achievable financial goals. These goals serve as benchmarks for performance evaluation and provide direction for the company's operations.

3. **Resource Allocation:** Budgets allocate resources efficiently. By allocating funds to various departments and projects based on their importance and expected returns, companies can optimize resource utilization and prioritize critical initiatives.

4. **Expense Control:** Budgets establish spending limits for various departments and functions. This control mechanism helps prevent overspending and encourages cost-consciousness throughout the organization.

5. **Performance Evaluation:** Budgets enable organizations to compare actual financial results with planned figures. Variance analysis identifies deviations from the budget, allowing management to take corrective actions when necessary.

6. **Cash Flow Management:** A well-structured budget helps manage cash flows effectively. By forecasting cash inflows and outflows, organizations can ensure they have the necessary liquidity to cover expenses and investments.

7. **Risk Management:** Budgeting identifies potential financial risks and uncertainties. By planning for contingencies and unexpected events, organizations can mitigate the impact of adverse financial developments.

8. **Investor and Creditor Confidence:** External stakeholders, such as investors and creditors, often require organizations to present budgets and financial plans. A well-prepared budget instills confidence in these stakeholders by demonstrating that the company has a sound financial strategy.

9. **Strategic Decision-Making:** Budgets align financial resources with strategic priorities. They help management make informed decisions about product development, expansion, cost reduction, and other critical aspects of the business.

10. **Motivation and Accountability:** Budgets can motivate employees and departments to meet or exceed their financial targets. Accountability for budget performance encourages responsible financial management.

11. **Long-Term Sustainability:** Budgeting supports the long-term sustainability of an organization. It enables companies to save for future investments, pay down debt, and build financial reserves.

12. **Compliance and Reporting:** In many cases, regulatory bodies and industry standards require organizations to create and maintain budgets. Compliance with these requirements ensures transparency and accountability.



13. **Continuous Improvement:** Budgeting is an iterative process. Organizations can learn from past budgeting cycles and use that knowledge to refine future budgets, making them more accurate and effective.

In conclusion, budgeting is an integral part of accounting that serves as a roadmap for an organization's financial journey. It helps set objectives, allocate resources, control spending, and evaluate performance. By providing financial structure and discipline, budgeting ensures that organizations can navigate economic challenges, seize opportunities, and work toward their long-term financial goals. Ultimately, the importance of budgeting in accounting lies in its ability to empower organizations with the financial foresight and control necessary for success in today's dynamic business environment.

## **RISK MANAGEMENT IN ACCOUNTING: SAFEGUARDING INTEGRITY**

Risk management is an integral aspect of accounting, ensuring the financial integrity, stability, and sustainability of organizations. As businesses navigate an increasingly complex and dynamic economic landscape, the role of risk management in accounting has evolved to address a wide array of financial, operational, regulatory, and strategic challenges. This essay explores the significance of risk management in accounting, examining its key principles, functions, and its essential role in protecting assets and enhancing financial decision-making.

### **The Importance of Risk Management in Accounting:**

1. **Asset Protection:** One of the primary functions of risk management in accounting is to safeguard an organization's assets. Assets include cash, inventory, investments, and intellectual property, all of which are vulnerable to various risks, such as fraud, theft, market volatility, and technological obsolescence. Accounting professionals assess these risks and implement controls to protect assets from potential threats.

2. **Financial Reporting Integrity:** Risk management ensures the accuracy and reliability of financial statements. It identifies and addresses risks related to financial misstatements, errors, or omissions, which can have severe legal and reputational consequences.

3. **Compliance and Regulatory Adherence:** Regulatory compliance is paramount in accounting, as organizations must adhere to accounting standards, tax regulations, and industry-specific guidelines. Risk management practices help companies stay compliant, reducing the risk of fines, penalties, and legal liabilities.

4. **Operational Efficiency:** Accounting professionals assess operational risks that can impact an organization's efficiency and profitability. These risks may include supply chain disruptions, production delays, and cost overruns. Effective risk management helps mitigate these risks, ensuring smoother operations.

5. **Strategic Decision-Making:** Risk management plays a vital role in strategic planning and decision-making. It assists organizations in identifying and assessing strategic risks associated with market trends, competitive forces, and technological changes. This enables informed decisions that align with long-term objectives.

**Risk Management Principles in Accounting: Identification:** The first step in risk management is identifying potential risks. This involves a comprehensive assessment of internal and external factors that could affect an organization's financial health.

1. **Assessment:** After identification, risk professionals assess the likelihood and impact of each risk. Some risks may have a low probability but high potential impact, while others may have the opposite profile.

2. **Control:** Risk control measures are implemented to mitigate identified risks. Controls may include internal processes, policies, security measures, and insurance. The goal is to reduce the likelihood and impact of adverse events.

3. **Monitoring:** Risk management is an ongoing process. Accountants continuously monitor risks, reassess their significance, and adjust control measures as

needed. This ensures that risk management strategies remain effective and responsive to changing conditions.

4. **Communication:** Effective risk management relies on transparent and timely communication. Accountants communicate risks and mitigation strategies to stakeholders, including management, investors, and regulators, to ensure everyone is informed and aligned.

In the realm of accounting, risk management is not a mere compliance exercise; it is a proactive and strategic approach to safeguarding financial integrity and supporting organizational success. It encompasses asset protection, financial reporting integrity, compliance, operational efficiency, and strategic decision-making. Through risk identification, assessment, control, monitoring, and communication, accounting professionals contribute to the overall resilience and sustainability of organizations in an ever-evolving business environment.

As organizations face an array of risks, from cybersecurity threats to global economic uncertainties, the importance of risk management in accounting continues to grow. It empowers organizations to navigate challenges, seize opportunities, and make informed financial decisions that uphold their financial health and reputation. In essence, risk management is the vigilant guardian of an organization's financial integrity, ensuring that it can thrive in a world filled with uncertainties.

## **TAXATION IN ACCOUNTING: NAVIGATING THE COMPLEX WEB OF TAX COMPLIANCE**

Taxation is a pervasive and intricate aspect of accounting that encompasses a wide range of responsibilities and considerations. Accounting professionals play a pivotal role in ensuring that individuals and organizations meet their tax obligations while optimizing their financial positions within the bounds of the law. This essay delves into the multifaceted world of taxation in accounting, highlighting its

significance, key principles, compliance, and the essential role it plays in managing financial affairs.

### **The Significance of Taxation in Accounting:**

1. **Revenue Generation:** Taxation is a primary source of government revenue. It funds essential public services, infrastructure, and social programs. Accounting professionals contribute to this process by accurately calculating and reporting taxable income and ensuring compliance with tax laws.

2. **Financial Planning:** Taxation significantly influences financial planning for individuals and businesses. Accountants help clients devise tax-efficient strategies, such as income deferral, deductions, and credits, to minimize tax liabilities while achieving financial goals.

3. **Legal Obligation:** Taxation is a legal obligation, and non-compliance can lead to severe consequences, including fines, penalties, and legal actions. Accounting professionals ensure that their clients fulfill their tax obligations accurately and on time, reducing the risk of legal repercussions.

4. **Investor Confidence:** Investors, creditors, and stakeholders often rely on financial statements prepared by accountants that include information on tax liabilities. Accurate and transparent tax reporting enhances investor confidence and facilitates access to capital.

5. **Strategic Decision-Making:** Tax considerations influence various strategic decisions, including investment choices, business structures, mergers and acquisitions, and international expansion. Accounting professionals provide valuable insights into the tax implications of these decisions.

### **Key Principles of Taxation in Accounting:**

1. **Accuracy:** Accuracy is paramount in tax accounting. Accountants must meticulously calculate income, deductions, and credits to ensure compliance with tax laws and minimize the risk of audit.

2. **Compliance:** Compliance with tax laws and regulations is non-negotiable. Accountants stay updated on tax codes, filing deadlines, and reporting requirements to ensure that their clients meet their legal obligations.

3. **Ethical Conduct:** Ethical behavior is essential in taxation. Accountants adhere to professional ethics, avoiding tax evasion and promoting lawful tax planning and compliance.

4. **Client-Centered Approach:** Accountants work closely with clients to understand their financial circumstances and goals. They tailor tax strategies to the specific needs and objectives of individuals and organizations.

### **Tax Compliance and Reporting:**

1. **Tax Planning:** Accountants engage in tax planning to help clients legally minimize their tax liabilities. This involves identifying deductions, credits, and exemptions that apply to their situation.

2. **Tax Return Preparation:** Accountants prepare and file tax returns on behalf of individuals and businesses. They ensure that all relevant income and expenses are accurately reported, minimizing the risk of audits or penalties.

3. **Audit Support:** In the event of an audit or tax dispute, accountants provide support and representation. They help clients respond to inquiries from tax authorities and ensure compliance with audit procedures.

4. **Continuous Monitoring:** Tax laws and regulations are subject to change. Accountants monitor legislative updates and advise clients on how changes may impact their tax obligations and financial strategies.

Taxation in accounting is a dynamic and indispensable discipline that touches every facet of financial life. It is a balancing act that combines compliance with tax laws, strategic financial planning, ethical conduct, and client-centered service. Accountants serve as guides through the complex landscape of taxation, helping individuals and organizations meet their legal obligations, optimize their financial positions, and make informed financial decisions. In essence, taxation in accounting

is the linchpin that connects financial responsibility, legal compliance, and strategic financial management in the pursuit of financial well-being and success.

## **CONTINUOUS LEARNING IN ACCOUNTING: THE PATH TO EXCELLENCE**

In the rapidly evolving field of accounting, continuous learning is not just a professional obligation; it's a pathway to excellence. The accounting profession is subject to constant changes in regulations, technology, and best practices. Accountants who commit to ongoing education and professional development stand better equipped to navigate these changes, excel in their careers, and provide invaluable service to clients and organizations. This essay explores the significance of continuous learning in accounting, highlighting its benefits, key aspects, and enduring importance.

### **The Significance of Continuous Learning in Accounting:**

1. **Dynamic Regulatory Environment:** Tax codes, accounting standards, and financial regulations are subject to frequent updates. Continuous learning ensures that accountants remain up-to-date with these changes, enabling them to provide accurate and compliant financial services.
2. **Technological Advancements:** The integration of technology, including accounting software, data analytics, and artificial intelligence, has transformed accounting practices. Continuous learning allows accountants to harness these tools effectively, improving efficiency and data analysis capabilities.
3. **Globalization:** In an increasingly globalized world, accountants often work with international clients and navigate cross-border transactions. Continuous learning equips them with the knowledge and skills to handle international accounting standards and practices.

4. **Industry Specialization:** Many accountants specialize in specific industries, such as healthcare, real estate, or technology. Continuous learning in industry-specific trends and regulations enhances their expertise and value to clients.

### **Benefits of Continuous Learning in Accounting:**

1. **Competitive Advantage:** Accountants who invest in continuous learning gain a competitive edge in the job market. Employers and clients prefer professionals who are knowledgeable and adaptable.

2. **Career Advancement:** Continuous learning opens doors to career advancement. Accountants who demonstrate a commitment to professional development are more likely to secure promotions and leadership roles.

3. **Enhanced Problem-Solving:** Continuous learners are better equipped to tackle complex financial issues. They can analyze data more effectively, identify solutions, and offer valuable insights to clients and organizations.

4. **Risk Mitigation:** Staying current with regulations and industry trends helps accountants identify and mitigate financial risks. This proactive approach can protect clients and organizations from costly errors and legal issues.

5. **Ethical and Professional Standards:** Continuous learning reinforces ethical behavior and adherence to professional standards. Accountants are better equipped to maintain integrity, objectivity, and confidentiality in their work.

### **Key Aspects of Continuous Learning in Accounting:**

1. **Formal Education:** Accountants typically start their careers with formal education, such as a bachelor's or master's degree in accounting or finance. Continuous learning can involve pursuing advanced degrees or specialized certifications, such as a Certified Public Accountant (CPA) or Certified Management Accountant (CMA) designation.

2. **Professional Development:** Accountants engage in ongoing professional development through seminars, workshops, webinars, and conferences. These events provide opportunities to learn about emerging trends, regulatory changes, and best practices.

3. **Self-Study:** Self-directed learning involves reading industry publications, textbooks, and research papers. Accountants can also use online resources and courses to enhance their knowledge and skills.

4. **Mentorship:** Mentorship programs connect experienced accountants with newer professionals. Mentorship provides guidance, knowledge transfer, and a support system for continuous learning.

5. **Networking:** Accountants can join professional organizations and networking groups to connect with peers, share knowledge, and stay informed about industry developments.

In the field of accounting, continuous learning is not merely a choice; it is a commitment to professional growth and excellence. As the accounting landscape evolves, those who embrace continuous learning are best positioned to thrive. They bring valuable expertise, adaptability, and a commitment to ethical and professional standards to their work, benefiting clients, organizations, and the profession as a whole. Continuous learning in accounting is the catalyst that propels individuals and the profession toward continued success and relevance in an ever-changing financial world.



## CHAPTER III

### REVIEW INDEFINITE TENSES

**ТАБЛИЦЯ 1**

#### УТВОРЕННЯ НЕОЗНАЧЕНИХ ЧАСІВ

Часи	Дійсний стан	Пасивний стан
Present Indefinite (теперішній неозначений)	write (-s)	am / is / are written are
Past Indefinite (минулий неозначений)	wrote	was / were written
Future Indefinite (майбутній неозначений)	will write	will be written
Future in the Past (майбутній неозначений з точки зору минулого)	would write	would be written

**ТАБЛИЦЯ 2**

	Питальна форма	Заперечна форма
Present Indefinite	Do you read letters and telexes in your office every day? (Does he / she read?) Ти читаєш листи і телекси в своєму офісі кожного дня?	They don't read letters and telexes in their office every day? (He / she doesn't read.) Вони не читають листів та телекси в своєму офісі кожного дня. (Він / вона не читає)
Past Indefinite	Did your friend come to London to buy chemical equipment? Ваш друг приїхав купувати хімічне обладнання?	My friend didn't come to buy chemical equipment. Мій друг не приїхав в Лондон купувати хімічне обладнання.

Future Indefinite	Will the secretary mail the letters? Секретарка відправить листи?	The secretary won't mail the letters. Секретарка не відправить листів.
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### ТАБЛИЦЯ 3

#### THE PRESENT INDEFINITE TENSE

Випадки вживання	Приклади
1. Дія, що відбувається взагалі, регулярно, постійно.	I always get up at 7 o'clock. Я завжди встаю о 7 год.
2. Постійна властивість або стан підмета	The earth rotates round the sun. Земля обертається навколо сонця.
3. Майбутня дія в підрядних реченнях часу та умови.	I'll ring you up when I come home. Я подзвоню тобі, коли прийду додому
4. Дія в момент мовлення з дієсловами, які не вживаються в формі Continuous (to see, to know, to hear, to like, to understand)	I don't understand what he is talking about. Я не розумію про що він говорить.

### ТАБЛИЦЯ 4

#### THE PAST INDEFINITE TENSE

Випадки вживання	Приклади
1. Одноразова або постійна дія в минулому.	They lived in Poltava before the war.
2. Повторювана дія в минулому	I saw her every day. Я бачив її кожного дня.

### ТАБЛИЦЯ 5

#### THE FUTURE INDEFINITE TENSE

Випадки вживання	Приклади
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1. Одноразова або постійна дія в майбутньому	We shall leave London on February 2 Ми поїдемо з Лондону другого лютого
2. Послідовна дія в майбутньому	I'll always come back in time. Я завжди повертатимусь вчасно

## ТАБЛИЦЯ 6

### THE FUTURE INDEFINITE IN PAST

Випадки вживання	Приклади
1. В підрядних реченнях, якщо дієслово присудок головного речення стоїть в минулому часі.	He said that the letter would be written the next day. Він сказав, що лист буде написаний наступного дня.

### Exercises

#### 1. Rewrite correctly. Change the words or phrases in bold.

1. My dad **is often getting up** late on Saturday mornings.

.....

2. **Are you speaking** any other languages apart from English?

.....

3. **I already buy** all my Christmas presents and it's only October!

.....

4. It's the first time **I'm everhaving** a party at home.

.....

5. Actually, I think Darren **does works** quite hard sometimes.

.....

6. Carlo **is never eating** Chinese food before.

.....

7. Sean **already books** a table for tonight.

.....

8. **Needs Melanie** any help painting her new flat?

.....

**2. Complete using the correct form of the verb in brackets.**

- 1. It's the first time ..... (**I / ever / eat**) octopus!
- 2. Sandy ..... (**not / see**) his sister since she went to university.
- 3. They ..... (**go**) on holiday to Spain and won't be back until the end of the month.
- 4. Poor Tracy! She ..... (**write**) that essay for hours now and she still hasn't finished!
- 5. .... (**I / try**) to get in touch with Jenny all morning but I can't find her anywhere.
- 6. .... (**you / ever / meet**) anyone famous?
- 7. .... (**I / not finish**) the book yet so I can't tell you what happens.
- 8. .... (**you / already / decide**) where you're going this summer?
- 9. .... (**We / live**) here for the last six years.
- 10. .... (**I / never / hear**) such nonsense!

**3. Complete using the correct form of the verb in brackets.**

- 1. Where ..... (**you / go**) when I saw you on the bus last night?

2. .... (you / enjoy) the film?
3. When we shared a room, Zoë ..... (always / take) my things. It was so annoying!
4. When I went to get the tickets, I realised I ..... (not / have) any money.
5. When I was young, we ..... (go) to France every year on holiday.
6. Elvis ..... (become) famous for the song Blue Suede Shoes.
7. When you rang last night, I ..... (work) in the garden so I didn't hear the phone.
8. The old man ..... (appear) to be very tired and he slowly sat down.
9. I ..... (hear) from Davina last night. She says hello.
10. We ..... (throw) a surprise party for my brother last Saturday.

**4. Complete each second sentence using the word given, so that it has a similar meaning to the first sentence. Write between two and five words in each gap.**

1. We'll get home and then we'll have something to eat. **got**  
We'll have something to eat ..... home.
2. I'll finish marking the exams and then I'll tell you your results. **soon**  
I'll tell you your results ..... marking the exams.
3. You'll be travelling across the Sahara next week so remember to wear lots of sunscreen! **while**

Remember to wear lots of sunscreen ..... across the Sahara next week!

4. They'll show Titan at the cinema and then they'll release the DVD.

**before**

They won't release the DVD ..... at the cinema.

5. My science exam starts at ten tomorrow morning. **taking**

At ten past ten tomorrow ..... my science exam.

6. Let's watch the space documentary before we have supper. **watched**

Let's have supper ..... the space documentary.

7. I'll send out all the invitations before lunchtime. **have**

By lunchtime, ..... all the invitations.

8. Do some revision and then I'll give you a test. **until**

I won't give you a test ..... some revision.

9. When you visit us, we'll have moved into our new house. **by**

We'll have moved into our new house ..... you visit us.

10. We'll get some more information and then we'll make a decision. **once**

Let's make a decision ..... got some more information.

## REVIEW CONTINUOUS TENSES

### ТАБЛИЦЯ 1

#### УТВОРЕННЯ ТРИВАЛИХ ЧАСІВ

Час	Дійсний спосіб	Пасивний стан
Present continuous (теперішній тривалий)	am is waiting are	am is being discussed are
Past continuous (минулий тривалий)	was listening were	was being signed were

Future continuous (майбутній тривалий)	shall sleeping will	—
Future continuous in the Past (майбутній тривалий з точки зору минулого)	should be preparing would	—

**ТАБЛИЦЯ 2**

Час	Питальна форма	Заперечна форма
Present Continuous	Are they discussing the question? Вони обговорюють питання?	They aren't discussing the question. Вони не обговорюють питання
Past Continuous	Was he working at his English at that time? Він працював над англійською тоді?	He wasn't working at his English at that time. Він не працював над англійською тоді.
Future Continuous	We'll be waiting for you at nine in the morning. Ми будемо чекати на вас о 9-й ранку.	We won't be waiting for you at nine in the morning. Ми не будемо чекати на вас о 9-й ранку.

**ТАБЛИЦЯ 3**

### THE PRESENT CONTINUOUS TENSE

Випадки вживання	Приклади
1. Дія в момент мовлення, певний період теперішнього часу.	He is writing a test. Він пише тест. I am studying at the University. Я навчаюсь в університеті.
2. Дія одночасна з іншою.	I am only happy when I am working. Я щасливий тільки коли працюю.
3. Майбутня дія в підрядних реченнях умови і часу.	If I am sleeping when you come, wake me up. Якщо я буду спати, коли ви прийдете, розбудіть мене.

4. Майбутня запланована дія.	When are you coming back? Коли ви повернетесь?
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#### ТАБЛИЦЯ 4

### THE PAST CONTINUOUS TENSE

Випадки вживання	Приклади
1. Дія в певний момент в минулому.	It was snowing at ten o'clock. О 10-й йшов сніг.
2. Дія в певний відрізок часу в минулому.	In July I was passing exams. В липні я здавав екзамени.

#### ТАБЛИЦЯ 5

### THE FUTURE CONTINUOUS TENSE

Випадки вживання	Приклади
1. Дія в певний момент в майбутньому.	I shall be reading when you return. Я буду читати, коли ви повернетесь.
2. Дія в певний проміжок часу в майбутньому.	He will be working in September. Він буде працювати в вересні.
3. Нетривала запланована дія (замість Future Indefinite)	She will be meeting us at the station. Вона буде зустрічати нас на вокзалі.

#### ТАБЛИЦЯ 6

### THE FUTURE CONTINUOUS IN PAST

Вживання	Приклади
1. В підрядних реченнях, якщо дієслово-присудок головного речення — в минулому часі.	He said that he would be waiting for you at five o'clock. Він сказав, що буде чекати на вас о 5-й.



## Exercises

**1. [Complete using the correct present continuous form of the verbs in brackets. You may have to use some negative forms.]**

1. Gordon? I think he ..... (**write**) a letter at the moment.

2. Yes, the match is on TV now, but we ..... (**lose**).

3. Right now, Margaret ..... (**have**) a shower.  
Do you want to ring later?

4. Sally ..... (**stay**) with her aunt for a few days.

5. I ..... (**lie**)! It's true! I did see Madonna at the supermarket.

6. Josh ..... (**always / use**) my bike! It's so annoying.

7. We ..... (**have**) lunch, but I can come round and help you later.

8. .... (**you / play**) music up there? It's really noisy!

**2. Circle the correct word or phrase.**

1. I **work / am working** at the local library for the summer.

2. We don't **go / aren't going** to the theatre very often.

3. Stacy **gets / is getting ready** for school, so she can't come to the phone.

4. **Does Gary ever talk / Is Gary ever talking** about his expedition to the Amazon jungle?

5. In squash, you **hit / are hitting** a ball against a wall.

6. I **read / am reading** a newspaper at least once a week.

7. **Do you practise / Are you practising** the piano for two hours every day?

8. Nadine and Claire **do / are doing** quite well at school at the moment.
9. A good friend **knows / is knowing** when you're upset about something.
10. How **do you spell / are you spelling** your name?

**3. Circle the correct word or phrase.**

1. When we were in Canada, we **went / were going** skiing almost every day.
2. About four years ago, I **decided / was deciding** to become a chef.
3. Georgia **had / was having** a shower when someone knocked at the door.
4. Holly and I ran from the house to the taxi because it **rained / was raining** heavily.
5. Two men **argued / were arguing** outside, so I went to see what was happening.
6. Daniel **called / was calling** you at one o'clock yesterday, but you were here with me.
7. We **ate / were eating** breakfast when a letter came through the letter box.
8. As I walked past the window, I saw that Paula **made / was making** a cake.
9. I **dreamt / was dreaming** about my favourite band when the alarm clock went off.
10. While I **practiced / was practicing** the trumpet late last night, a neighbour came to complain.]<sup>7</sup>

**4. Complete using the correct past continuous form of the verbs in brackets.**

1. Ted ..... **(play)** his guitar at half past seven.
2. At midnight, I ..... **(sleep)**, but Jane ..... **(listen)** to music.

3. Luke ..... (**stand**) outside the bank when suddenly two robbers ran past him.

4. I know Doug ..... (**work**) late at the office because I saw him when I ..... (**leave**).

5. .... you ..... (**have**) a shower when the earthquake happened?

6. Penny ..... (**run**) to catch the bus when she slipped and fell.

7. When you saw Eugene ..... he ..... (**go**) home?

8. At midnight? Erm ... we ..... (**watch**) a DVD, I think.

### 5. Circle the correct word or phrase.

1. Oscar says he **is doing** / **will do** the washing-up after dinner.

2. I'm a bit scared because I **am seeing** / **will see** the dentist this afternoon.

3. What **are you going to do** / **do you do** this evening?

4. **Shall you tell** / **Will you tell** Rupert I'm sorry about yesterday?

5. My dad **will grow** / **is going to grow** a beard, but my mum doesn't like the idea.

6. I have to revise tonight because we **are having** / **will have** an exam tomorrow.

7. I **am remembering** / **will remember** this day for the rest of my life!

8. **Do you go** / **Are you going** to Australia next Christmas?

9. I'm sure you **are passing** / **will pass** your driving test. Don't worry.

10. If you want me to, I **will complain** / **am going to** complain to the manager about it.

## REVIEW PERFECT TENSES

**ТАБЛИЦЯ 1**

### УТВОРЕННЯ ПЕРФЕКТНИХ ЧАСІВ

Часи	Дійсний стан	Пасивний стан
Present Perfect (теперішній перфектний)	<u>- have</u> has + come (V <sub>3</sub> )	<u>have</u> has +been +written
Past Perfect (минулий перфектний)	had +come (V <sub>3</sub> )	had + been + written
Future Perfect (майбутній перфектний)	will +have + come (V <sub>3</sub> )	will + have + been + written
Future Perfect in the Past (майбутній перфектний час з точки зору минулого)	would + have + come (V <sub>3</sub> )	would + have + been + written

**ТАБЛИЦЯ 2**

Час	Питальна форма	Заперечна форма
Present Perfect	Have you turned off the gas? Ви вимкнули газ?	No, you haven't turned off the gas? Ні, ви не вимкнули газ.
Past Perfect	Had you done your homework by eight o'clock? Ви виконали свою дом. роботу до восьмої години.	No, you hadn't done your homework by eight o'clock Ні, ви не виконали своєї дом. роботи до восьмої години.
Future Perfect	Will you have forgotten me by then? Ви забудете мене до того часу?	You will not have forgotten me by then. Ви не забудете мене до того часу.

**ТАБЛИЦЯ 3**

### THE PRESENT PERFECT TENSE

Випадки вживання	Приклади
1. Для вираження дії, яка відбулась до моменту мовлення.	I have locked the door Я замкнув двері.

	(Двері зараз замкнені).
2. Результат цієї минулої дії, її важливість на момент мовлення, (ever, never, often, seldom, already, just, yet, lately, recently).	I have already locked the door. Я вже замкнув двері.
3. Для вираження дії або стану що триває з якогось моменту мовлення. У цьому значенні вживається переважно з дієсловами, що не мають форми Continuous (since, for)	I have known her for years. Я знаю її багато років. Where have you been since last Thursday? Де ти був з минулого четверга?
4. Вживається у реченнях з обставинами, що означають період часу, який ще не закінчився (today, this week, this year).	Have you seen her today? Ви бачили її сьогодні?

**ТАБЛИЦЯ 4**

### THE PAST PERFECT TENSE

Випадки вживання	Приклади
1. Для вираження дії, що відбулася раніше іншої минулої дії, позначеної дієсловом у Past Indefinite.	I told you I had met her. Я казав тобі, що зустрічав її (зустрічав її раніше, ніж говорив про це).
2. Вживається для вираження минулої дії, що вже закінчилася до певного моменту. Цей момент позначається такими словосполученнями: by two o'clock — до другої години by that time — до того часу тощо.	I had done my homework by eight o'clock. До восьмої години я вже виконав своє домашнє завдання.

**ТАБЛИЦЯ 5**

### THE FUTURE PERFECT TENSE

Випадки вживання	Приклади
Вживається для вираження майбутньої дії, що закінчилася до певного моменту або до початку іншої дії в майбутньому.	You'll have forgotten me by then До того часу ви мене забудете. I'll have read the story by the time you come back. Я прочитаю оповідання, поки ти повернешся.

## ТАБЛИЦЯ 6

### THE FUTURE PERFECT IN THE PAST

Випадки вживання	Приклади
Вживається замість Future Perfect переважно в підрядних додаткових реченнях, якщо дієслово головного речення виражає минулу дію.	I thought you would have gone by now. Я думав, що вже не застану вас.

## ТАБЛИЦЯ 7

### УТВОРЕННЯ ПЕРФЕКТНО-ТРИВАЛИХ ЧАСІВ

Часи	Дійсний Стан
Present Perfect Continuous (теперішній перфектно-тривалий)	have has + reading (V <sub>ing</sub> )
Past Perfect Continuous (минулий перфектно-тривалий)	had + been + reading (V <sub>ing</sub> )
Future Perfect Continuous (майбутній перфектно-тривалий)	will + have + been + reading (V <sub>ing</sub> )
Future Perfect Continuous in the past (майбутній перфектно-тривалий час з точки зору минулого)	would + have + been + reading (V <sub>ing</sub> )

## ТАБЛИЦЯ 8

	Стверджувальна форма	Питальна форма	Заперечна форма
Present Perfect Continuous	He has been working for 20 years in a bank. Він працює 20 років у банку.	Has he been working for 20 years in a bank? Чи працює він у банку 20 років?	He has not been working in a bank for 20 years. Він не працює у банку 20 років.
	Стверджувальна форма	Питальна форма	Заперечна форма

Past Perfect Continuous	He had been working in a bank before he retired. Він працював у банку перед тим, як піти на пенсію.	Had he been working in a bank before he retired? Він працював у банку перед тни, як піти на пенсію?	He had not been working in a bank before he retired. Він не працював у банку перед тим, як піти на пенсію.
Future Perfect Continuous	He will have been working in a bank by the end of the contract. Він буде працювати у банку до закінчення контракту?	Will he have been working in a bank by the end of the contract? Він буде працювати у банку до закінчення контракту	He will not been working in a bank by the end of the contract. Він не буде працювати у банку до закінчення контракту.

## ТАБЛИЦЯ 9

### ВЖИВАННЯ ПЕРФЕКТНО-ТРИВАЛИХ ЧАСІВ

Випадки вживання	Приклади	Переклад
1. Тривала дія, що відбувається в теперішній момент, при цьому вказується період часу, протягом якого відбувається дія. (На українську мову перекладається теперішнім часом).	I have been working since ten o'clock.	Я працюю з десятої години.
2. Тривала дія, що почалася в минулому і закінчується безпосередньо перед моментом мовлення. (На українську мову перекладається дієсловом минулого часу).	Although the sun shining it is still cold as it has been raining hard.	Хоча світить сонце, все ще холодно, бо йшов сильний дощ.
3. Тривала минула дія, що відбувалась в момент початку іншої минулої дії з вказівкою на те, як довго вона відбувалась.	I had been working for two hours, when my brother came.	Я вже працював дві години, коли прийшов мій брат.
4. Тривала минула дія, що закінчилась безпосередньо перед моментом початку іншої минулої дії.	He felt tired as he had been playing foot-wall for several hours.	Він відчував втому, бо він грав у футбол протягом кількох годин.

<p>5. Тривала майбутня дія, що почнеться раніше іншої майбутньої дії (або моменту) і все ще буде відбуватися, коли почнеться ця дія. (Ця форма вживається дуже рідко).</p>	<p>I shall begin to work at ten o'clock in the morning. When you return home at five o'clock. I shall have been working for seven hours.</p>	<p>Я почну працювати о десятій годині ранку. Коли ви повернетесь додому о п'ятій годині, я буду вже працювати сім годин.</p>
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## Exercises

### 1. Circle the correct word or phrase.

1. I think I've **heard** / **been hearing** that song before.
2. They haven't **arrived** / **been arriving** yet, but they should be here soon.
3. You've **written** / **been writing** that e-mail for over an hour. How long is it going to take you?
4. Have you **talked** / **been talking** on the phone since eight o'clock?
5. Jo has already **invited** / **been inviting** Shirley to dinner.
6. I've **read** / **been reading** an interview with Brad Pitt, but I haven't finished it yet.
7. Have the boys **played** / **been playing** computer games since this morning?

### 2. Complete using the correct past perfect simple form of the verbs in brackets.

1. By the time I arrived, everyone ..... (**leave**)!
2. Steve ..... (**already / see**) the film, so he didn't come with us to the cinema.
3. Tina ..... (**not / finish**) doing the housework by seven o'clock, so she called Andrea to tell her she would be late.
4. .... (**you / just / speak**) to Billy when I rang?



5. The car broke down just after ..... (we / set off).

6. I didn't eat anything at the party because ..... (I / already / eat) at home.

7. .... (you / hear) about the accident before you saw it on TV?

**3. Write sentences using the prompts. One of the verbs must be in the past perfect simple.**

1. we / just / hear / the news / when / you / ring

.....

2. I / already / think of / that / before / you / suggest / it

.....

3. when / I / turn on / the TV / the programme / already / start

.....

4. she / be / hungry / because / she / not / eat / anything / all day

.....

5. by the time / I / leave / school / I / decide / to become / a musician

.....

## REVIEW PASSIVE TENSES

Пасивний стан вживається тоді, коли в центрі уваги співрозмовників є особа або предмет, на які спрямована дія (об'єкт дії). Суб'єкт дії при цьому здебільшого не вказується.

Усі часові форми пасивного стану в англійській мові утворюються з відповідних часів допоміжного дієслова to be та дієприкметника минулого часу основного дієслова.

Часові форми пасивного стану вживаються за тими самими правилами, що й відповідні часи активного стану.

В пасивному стані вживаються чотири часові форми групи Indefinite, дві часові форми групи Continuous, та чотири часові форми групи Perfect.

**ТАБЛИЦЯ 1**

**ЧАСИ ПАСИВНОГО СТАНУ**

	Present	Past	Future	Future in the Past
Indefinite	It is written	It was written	It will be written	It would be written
Continuous	It is being written	It was being written	—	—
Perfect	It has been written	It had been written	It will have been written	It would have been written

У питальній формі допоміжне дієслово ставиться перед підметом.

У заперечній формі частка not ставиться після допоміжного слова.

**ТАБЛИЦЯ 2**

	Питальна форма	Заперечна форма
Indefinite	Where was this book published? Де була видана ця книжка?	He was not sent there. Його не послали туди.
Continuous	Is the bridge being built now? Чи будується міст зараз?	The letter is not being typed now. Лист не друкується зараз.
Perfect	Has the telegram been sent? Телеграму відіслано?	The house has not yet been built. Дім ще не збудовано.

### ТАБЛИЦЯ 3

#### ПЕРЕКЛАД РЕЧЕНЬ З ДІЄСЛОВОМ У ПАСИВНОМУ СТАНІ

Приклад	Спосіб перекладу	Переклад
1. The text-books will be sold tomorrow.	Дієсловом з часткою -ся (сь).	Підручники продаватимуться завтра.
2. The goods were delivered to customers last week.	За допомогою дієслова бути.	Товари було поставлено покупцям минулого тижня
5. She had not been seen.	Дієсловом в активному стані в неозначено-особових реченнях.	Її не бачили.
4. They were invited by my friend	Дієсловом в активному стані, якщо в реченні вказано суб'єкт дії.	Їх запросив мій друг.

### ТАБЛИЦЯ 4

#### ДІЄСЛОВА, ПІСЛЯ ЯКИХ ПРИ ВЖИВАННІ У ПАСИВНОМУ СТАНІ ЗБЕРІГАЄТЬСЯ ПРИЙМЕННИК

to laugh at	to insist on	to take care of
to sent for	to interfere with	to lose sight of
to listen to	to look after	to catch hold of
to account for	to look at	to take note(s) of
to agree upon	to object to	to take recourse to
to arrive at	to provide for	to pay attention to
to comment on (upon)	to refer to	to put an and to
to depend, on	to rely on	to find fault with
to speak of (about)	to wait for	to shake hands with

The doctor was sent for — Викликали лікаря.

The event is much spoken about — Про цю подію багато говорять.

No attention was paid to his remark. — На його зауваження не звернули уваги.

## ТАБЛИЦЯ 5

### ДІЄСЛОВА, З ЯКИМИ У ПАСИВНИХ КОНСТРУКЦІЯХ ТІЛЬКИ ПРЯМИЙ ДОДАТОК МОЖЕ СТАТИ ПІДМЕТОМ РЕЧЕННЯ

to explain	to sell
to dictate	to sing
to suggest	to describe
to announce	to repeat
to declare	to prove
to buy	to point

The rule was explained to us — Нам пояснили правило

The letter was dictated to the secretary over the phone — Лист продиктували секретарю по телефону.

## ТАБЛИЦЯ 6

### ПАСИВНИЙ СТАН З МОДАЛЬНИМИ ДІЄСЛОВАМИ

Модальне дієслово	Приклад	Переклад
must	Our work must be finished as soon as possible.	Наша робота повинна бути закінчена якомога швидше.
can		Цю книгу можна купити в будь-якому магазині.
ought to	This book can be bought in any	
to be to		

	bookshop. This article ought to be translated at once. The goods are to be delivered by the end of the month.	Статтю слід перекласти негайно. Товари повинні бути поставлені до кінця місяця.
--	---	--

### Exercises

**1. Complete using the correct passive form of the verbs in brackets.**

1. When people ..... (**arrest**), they ..... (**take**) to the police station.
2. Milk ..... (**usually / keep**) in the fridge.
3. .... (**we / tell**) what's in next week's test?
4. How did people communicate over long distances before the phone ..... (**invent**)?
5. .... (**you / allow**) to come to the party next Saturday?
6. You ..... (**give**) your exam results next Monday.
7. .... (**Aidan's bike / find**) yesterday?

**2. Complete each second sentence using the word given, so that it has a similar meaning to the first sentence. Write between two and five words.**

1. Will they send the letters first class? **sent**  
 Will ..... first class?
2. I'm not sure if they eat pizza in China. **is**  
 I'm not sure if ..... in China.

3. Someone told me that they don't make cars in the UK anymore. **made**  
Someone told me that ..... in the UK  
anymore.

4. Do they usually feed the animals three times a day? **fed**  
Are ..... three times a day?

5. Mr Jones is ill, so he won't give us a geography test today! **be**  
Mr Jones is ill, so ..... a geography  
test today!

6. Did they take her to hospital in an ambulance? **she**  
Was ..... to hospital in an  
ambulance?

### 3. Complete using by or with.

1. That book was written ..... my uncle!

2. Are the best photos usually taken ..... digital cameras?

3. That song has been sung ..... lots of famous singers.

4. Is your hair cut ..... a professional hairdresser?

5. Should the paper be cut ..... a pair of scissors?

6. All the candles had been lit ..... the same match.

7. The film isn't going to be directed ..... Steven Spielberg  
after all.

### 4. Complete each second sentence so that it has a similar meaning to the first sentence. Write no more than four words.

1. I think John has taken my jacket.

I think my jacket ..... John.

2. You should cook the chicken for at least an hour.

The chicken ..... for at least an hour.

3. They're showing that film at the cinema in town.

That film ..... at the cinema in town.

4. They hadn't invented digital cameras when we took that photo.

Digital cameras ..... when that photo was taken.

5. When I got there, Carly was doing the ironing, so I didn't have to do it!

When I got there, the ironing ..... Carly, so I didn't have to do it!

6. They were using hot soapy water to wash all the cars.

All the cars ..... hot soapy water.

### 5. Complete using the correct passive form of the verbs in brackets.

1. The Earth ..... (**hold**) by the gravity of the Sun and orbits around it.

2. The first feature-length comedy film ..... (**create**) by Charlie Chaplin.

3. The award for best video ..... (**present**) later this evening.

4. By the time you read this, I ..... (**arrest**) for murder.

5. I don't know whether our tests ..... (**mark**) yet or not.

6. Radio waves ..... (**discover**) by Marconi.

7. You wouldn't think it to look at him now, but Jack ..... (**bully**) when he was at school.

8. Your application ..... (**consider**) and we will let you know as soon as we've made a decision.

9. The roof of the car can ..... (**lower**) by pressing this button here.

10. Our tent ..... (**blow**) over in the night by the wind.

11. Chess..... (**play**) for around two thousand years now.

12. Two men ..... (**question**) at this moment by police in connection with the burglary.

### 6. Rewrite using the phrase given.

1. They have been building the new road for a long time now. (**under construction**)  
.....

2. They had been training the horse for the race for over a year. (**in training**)  
.....

3. They have been dicussing the issue in Parliament. (**under discussion**)  
.....

4. They had been observing the criminal for the past two weeks. (**under observation**)  
.....

5. They have been using this plane for over 25 years now. (**in use**)  
.....

6. They have been developing the Cyborg D423 robot for over ten years. (**in development**)  
.....

## SEQUENCE OF TENSES

Коли дієслово-присудок головного речення виражає дію стосовно теперішнього або майбутнього часу, дієслово-присудок підрядного речення може вживатись у будь-якому часі, залежно від змісту.

Якщо ж присудок головного речення в англійській мові виражений дієсловом в одному з минулих часів, то в підрядному реченні і дієслово-присудок, як правило, має бути в одному з минулих часів або в майбутньому з точки зору минулого.



## ТАБЛИЦЯ 1

### ЗМІНА ЧАСІВ В ПІДРЯДНОМУ ДОДАТКОВОМУ РЕЧЕННІ ВІДПОВІДНО ДО УЗГОДЖЕННЯ ЧАСІВ

Present Indefinite	Past Indefinite	Дія підрядного речення відбувається одночасно з дією ГОЛОВНОГО
<p>The manager is sure that she speaks English fluently</p> <p>Керівник впевнений, що вона вільно розмовляє англійською.</p>	<p>The manager was sure that she spoke English fluently.</p> <p>Керівник був впевнений, що вона вільно розмовляє англійською.</p>	
Present Continuous	Past Continuous	Дія підрядного речення відбувається одночасно з дією ГОЛОВНОГО
<p>Everybody knows that she is preparing the Balance sheet.</p> <p>Всі знають, що вона готує балансовий звіт.</p>	<p>Everybody knew that she was preparing the Balance sheet.</p> <p>Всі знали, що вона готує балансовий звіт.</p>	
Present Perfect Continuous	Past Perfect Continuous	Дія підрядного речення відбувається одночасно з дією ГОЛОВНОГО
<p>We think that they have been discussing the terms of payment since morning.</p> <p>Ми гадаємо, що вони обговорюють умови платежу з ранку.</p>	<p>We thought that they had been discussing the terms of payment since morning.</p> <p>Ми гадали, що вони обговорюють умови платежу з ранку.</p>	

Present Perfect	Past Perfect	Дія підрядного речення передує дії головного
The sellers hope that the customers have discussed this problem. Продавці сподіваються, що замовники вже обговорили це питання.	The sellers hoped that the customers had discussed that problem. Продавці сподівалися, що замовники обговорили те питання.	
Past Indefinite	Past Perfect	
She says that she looked for a job last week. Вона говорить, що шукала роботу минулого тижня.	She said that she had looked for a job the previous week. Вона сказала, що шукала роботу минулого тижня.	
Past Continuous	Past Perfect Continuous	
He states that his firm was producing new equipment. Він стверджує, що його фірма виготовляла нове обладнання.	He stated that his firm had been producing new equipment. Він стверджував, що його фірма виготовляла нове обладнання.	
Future Indefinite	Future Indefinite in the Past	Дія підрядного речення відбувається пізніше дії головного
We hope that they will make an appointment with customers. Ми сподіваємось, що вони призначать зустріч з клієнтами.	We hoped that they would make an appointment with customers. Ми сподівалися, що вони призначать зустріч з клієнтами.	
Future Continuous	Future Continuous in the Past	

<p>The secretary thinks that the director will be receiving foreign businessmen at that time tomorrow.</p> <p>Секретарка думає, що директор буде приймати іноземних бізнесменів завтра в цей час.</p>	<p>The secretary thought that the director would be receiving foreign businessmen at that time the next day.</p> <p>Секретарка думала, що директор буде приймати іноземних бізнесменів наступного дня у такий час.</p>	
Future Perfect	Future Perfect in the Past	
<p>They are glad that our representatives will have finished the talks by the end of the week.</p> <p>Вони раді, що наші представники закінчать переговори до кінця тижня.</p>	<p>They were glad that our representatives would have finished the talks by the end of the week.</p> <p>Вони були раді, що наші представники закінчать переговори до кінця тижня.</p>	

## ТАБЛИЦЯ 2

### ЗМІНА ФОРМ МОДАЛЬНИХ ДІЄСЛІВ ПРИ УЗГОДЖЕННІ ЧАСІВ

PRESENT	PAST
can	could
may	might
must	must (had to)
should	should
ought to	ought to

## ТАБЛИЦЯ 3

## ЗМІНА ОБСТАВИН ЧАСУ ТА МІСЦЯ

here (тут)	there (там)
this (цей, ця, це)	that (той, та, те)
these (ці)	those (ті)
now (зараз)	then / at that moment (тоді, в той час)
today (сьогодні)	that day (того дня)
yesterday (вчора)	the day before / the previous day (напередодні)
a year ago (рік тому)	a year before (роком раніше; за рік перед тим)
last week (на минулому тижні)	the previous week (за тиждень до, на попередньому тижні)
tonight (сьогодні ввечері)	that night (того вечора)
in (через)	later (по тому)
tomorrow (завтра)	the next day (наступного дня)
the day after tomorrow (після завтра)	two days later (два дні по тому)
the day before yesterday (позавчора)	two days before (за два дні то того)

## ТАБЛИЦЯ 4

### ДІЄСЛОВА МОВНОЇ АБО РОЗУМОВОЇ ДІЯЛЬНОСТІ, ПІСЛЯ ЯКИХ У ПІДРЯДНОМУ ДОДАТКОВОМУ РЕЧЕННІ ВІДБУВАЄТЬСЯ УЗГОДЖЕННЯ ЧАСІВ

to be afraid	to inform
to be glad	to imagine
to be proud	to know
to be sure	to learn
to be surprised	to order
to ask	to promise
to believe	to realise
to command	to say
to expect	to remind
to explain	to state
to hope	to tell
to express	to think
to understand	та інші

### Exercises

#### 5. Complete sentences using the words and phrases given:

**his, their, them, there, before, that night, the day before, the next day**

1. "I'm seeing Simon tomorrow," Mary said.

Mary said she was seeing Simon .....

2. "We moved into the area two years ago," Bella said.

Bella said they had moved into the area two years .....

3. "Our teacher is giving us a test!" said Michelle.

Michelle said their teacher was giving ..... a test.

4. "My dad gave me fifty pounds!" said Neil.

Neil said ..... dad had given him fifty pounds.

5. "I scored a great goal yesterday," Marina said.  
Marina said she had scored a great goal .....
6. "We saw our cousin at the fair," said Ben.  
Ben said they had seen ..... cousin at the fair.
7. "I left my wallet here," Frank said.  
Frank said he had left his wallet .....
8. "I'll sleep well tonight!" said Arnie.  
Arnie said he would sleep well .....

**6. Complete each second sentence using the word given, so that it has a similar meaning to the first sentence. Write between two and five words.**

1. "I'm going to bake a cake," said Mum. **she**  
Mum said ..... to bake a cake.
2. "Richard has passed his driving test," Andy said. **passed**  
Andy said ..... his driving test.
3. "We're staying in tonight to watch TV," Jim said. **that**  
Jim said they ..... to watch TV.
4. "I'm thinking of going on a diet," said George. **he**  
George said ..... of going on a diet.
5. "My sister lived in Ukraine for a year," Carol said. **lived**  
Carol said ..... in Ukraine for a year.
6. "I went snowboarding last year," Jill said. **year**  
Jill said she ..... before.
7. "I'll call you tomorrow," Karl said to me. **next**  
Karl said he ..... day.

8. "We're flying home next week," said Arthur. **the**  
Arthur said they ..... week.

**7. Complete using the correct form of the verb in brackets.**

1. Stewart said he ..... (not / want) any dessert as he was full.
2. Derek said that he and Belinda ..... (see) Adam recently.
3. When I called, Susie said she ..... (give) the dog a bath so she asked me to phone back in half an hour.
4. Marcus said he ..... (try) to find a flat for ages before he finally found one he liked.
5. Debbie says she ..... (decide) to quit her job but I don't believe her.
6. Our English teacher said that Shakespeare ..... (be) probably the greatest writer in the English language ever.
7. Richard said he and Patricia ..... (be going to) invite her parents for the weekend, but I don't know if they went or not.
8. Charlotte said last night that she really ..... (love) me, even if she doesn't always show it.
9. Ollie said to Linda that he ..... (ask) me to be his best man on Monday but in fact he asked Grant.
10. Pete told Francis he ..... (bring up) by his grandparents but in fact he hadn't at all.

**8. Rewrite as direct questions.**

1. She asked me why I was thinking of quitting the gym.  
.....
2. He asked her what the difference was between a refugee and an asylum seeker.  
.....
3. They asked us how we had got on with Peter three days before.  
.....

4. I asked them when they had last been on holiday.  
.....
5. She asked him which of them he preferred.  
.....
6. I asked you how you were going to get to Manchester tomorrow.  
.....
7. Carl asked Megan who she had been out with the weekend before.  
.....
8. Megan asked Carl what gave him the right to ask questions like that.  
.....

## REPORTED SPEECH

**ТАБЛИЦЯ 1**

Пряма мова	Непряма мова
Наказові речення та прохання	
to say to smb.	to advise smb. (that) to tell smb. (that) to ask smb. (that) to command smb. (that) to order smb. (that)
She said to him: «Please, fill in a form». Вона сказала йому: «Будь-ласка, заповніть бланк». The manager said to his secretary: «Look through the mail».	She asked him to fill in a form. Вона попросила його заповнити бланк. The manager told his secretary to look through the mail.



Керівник сказав своїй секретарці: «Перегляньте кореспонденцію».	Керівник звелів (наказав) своїй секретарці переглянути кореспонденцію.
The manager said to his assistant: «Don't go there».	The manager ordered his assistant not to go there.
Керівник сказав своєму помічникові: «Не ходіть туди»	Керівник наказав своєму помічникові не ходити туди.

## ТАБЛИЦЯ 2

Розповідні речення	
to say	to say that to tell smb. that
The buyers said: «Your prices are very high».	The buyers said that our prices were very high.
Покупці сказали: «Ваші ціни дуже високі».	Покупці сказали, що наші ціни дуже високі.
The director said: «We can't accept your prices».	The director said (told us) that they couldn't accept our prices.
Директор сказав: «Ми не можемо погодитися на ваші ціни».	Директор сказав, що вони не можуть погодитися на наші ціни.
This assistant said: «I met the delegation yesterday».	The assistant said that he had met the delegation the day before.
Помічник сказав: «Я вчора зустрів делегацію».	Помічник сказав, що напередодні він зустрів делегацію.
They said: «We will sign the contract tomorrow».	They said that they would sign the contract the next day.
Вони сказали: «Ми підпишемо контракт завтра».	Вони сказали, що підпишуть контракт наступного дня.

### ТАБЛИЦЯ 3

Загальні питання	
to ask (smb.)	to ask (smb.) to be interested to know to wonder if to want to know whether would like to know
<p>He asked me: «Have you received our catalogues?»</p> <p>Він запитав мене: «Ви отримали наші каталоги».</p> <p>They asked: «Are you heavy with orders now?»</p> <p>Вони запитали: «У вас багато замовлень зараз?»</p> <p>He asked: «Did your goods meet buyers requirements?»</p> <p>Він запитав: «Ваші товари задовольнили вимоги покупців?»</p> <p>The customer asked: «Can we get a small discount?».</p> <p>Замовник запитав: «Ми можемо отримати невелику знижку?»</p> <p>We asked the Buyers: «Will you agree to such delivery terms?»</p> <p>Ми запитали покупців: «Ви погодитесь на такі умови</p>	<p>He asked me if (whether) I had received their catalogues?</p> <p>Він запитав, чи я отримав їх каталоги.</p> <p>They wondered if (whether) we were heavy with orders then.</p> <p>Вони поцікавилися, чи у нас багато замовлень.</p> <p>He asked if (whether) our goods had met buyers requirements.</p> <p>Він запитав, чи наші товари задовольнили вимоги покупців.</p> <p>The customer asked if (whether) they could get a small discount.</p> <p>Замовник запитав, чи вони можуть отримати невелику знижку.</p> <p>We asked the buyers if (whether) they would agree to such delivery terms.</p> <p>Ми запитали покупців, чи погодяться вони на такі умови</p>

постачання?»	постачання.
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#### ТАБЛИЦЯ 4

Запитальні речення спеціальні питання		
to ask (smb.)	to ask (smb.) to wonder to want to know would like to know to be interested to know	who, which whose, when why, what how many (much) how long
<p>The buyer asked the seller: «What discount can you give us?»</p> <p>Покупець запитав продавця: «Яку знижку ви можете нам дати?»</p> <p>He asked: «Who is the owner of this firm?»</p> <p>Він запитав: «Хто власник цієї фірми?»</p> <p>They asked: «When will we receive our order?».</p> <p>Вони запитали: «Коли ми отримаємо наше замовлення».</p>	<p>The buyer asked the seller what discount he could give him.</p> <p>Покупець запитав продавця, яку знижку він може йому дати.</p> <p>He asked who was the owner of that firm. (He asked who the owner of that firm was.)</p> <p>Він запитав, хто власник тієї фірми.</p> <p>They wondered when they would receive their order.</p> <p>Вони поцікавилися, коли вони отримають своє замовлення.</p>	

We asked: «Why did you make a contract with this company?».

Ми запитали: «Чому ви уклали контракт з цією компанією?».

We asked why they had made a contract with that company.

Ми запитали, чому вони уклали контракт з тією компанією.

## Exercises

**4. Complete each second sentence so that it has a similar meaning to the first sentence. Write between two and five words.**

1. “When did your brother join the army?” Rudy asked me.

Rudy asked me ..... the army.

2. “How was your trip to Turkey?” I asked Katherine.

I asked Katherine how ..... been.

3. “How will we find your keys in the dark?” Ashley asked Susie.

Ashley asked Susie ..... keys in the dark.

4. “Why was Rob on TV?” Denise asked me.

Denise asked me ..... on TV.

5. “Who saw you at the park?” the police officer asked me.

The police officer asked me ..... at the park.

6. “Who did you see at the park?” the police officer asked me.

The police officer asked me ..... at the park.

**5. Write one word in each gap.**

1. “Will you be at the party?” Richard asked me.

Richard asked me if I ..... be at the party.

2. "May I ask you a few questions?" the woman asked Ted.  
The woman asked Ted if she ..... ask him a few questions.
3. "Can we go to the zoo tomorrow?" Jane asked her father.  
Jane asked her father if they ..... go to the zoo the following day.
4. "Shall I study maths or English?" Sally asked her best friend.  
Sally asked her best friend whether she ..... study maths or English.
5. "Can you write with your left hand?" Val asked me.  
Val asked me whether I ..... write with my left hand.
6. "Shall we play tennis or volleyball?" Debbie asked her sister.  
Debbie asked her sister if they ..... play tennis or volleyball.
7. "May I leave the table?" Samantha asked her parents.  
Samantha asked her parents if she ..... leave the table.
8. "Will our bus leave on time?" Mum asked the driver.  
Mum asked the driver whether our bus ..... leave on time.

**6. Complete each second sentence using the word given, so that it has a similar meaning to the first sentence. Write between two and five words.**

1. "I'm going to bake a cake," said Mum. **she**  
Mum said ..... to bake a cake.
2. "Richard has passed his driving test," Andy said. **passed**  
Andy said ..... his driving test.

3. "We're staying in tonight to watch TV," Jim said. **that**  
Jim said they ..... to watch TV.
4. "I'm thinking of going on a diet," said George. **he**  
George said ..... of going on a diet.
5. "My sister lived in Ukraine for a year," Carol said. **lived**  
Carol said ..... in Ukraine for a year.
6. "I went snowboarding last year," Jill said. **year**  
Jill said she ..... before.
7. "I'll call you tomorrow," Karl said to me. **next**  
Karl said he ..... day.
8. "We're flying home next week," said Arthur. **the**  
Arthur said they ..... week.

**7. Rewrite as reported questions, beginning with the words given.**

1. 'Have you had your ear pierced?'  
My mum asked me if .....
2. "Can I meet you there at six o'clock tonight, Doug?"  
Julian wanted to know whether .....
3. "Are you still moving to Blackpool next week?"  
Fiona asked Rod and Jenny whether .....
4. "Does Graham have to wear a suit to work?"  
I asked Mrs Daley if Graham .....
5. "Do you want someone to feed your cat while you're away?" Jan asked me if .....
6. "Can you guess what I've given Lindsay for her birthday?" Daisy asked Wendy if .....

7. “Do you love me or not, Gloria?”

Fred asked Gloria whether .....

8. “Will Simon be coming to the party tomorrow night?”

Adrian wondered whether .....

9. “Tell me if you were anywhere near 34 Aylesford Street last night!”

The police officer demanded to know whether Sykes .....

## MODAL VERBS

ТАБЛИЦЯ 1

### ЧАСОВІ ФОРМИ МОДАЛЬНИХ ДІЄСЛІВ ТА ЇХОГО ЕКВІВАЛЕНТІВ

Модальне дієслово	Теперішній час	Минулий час	Майбутній час
can to be able to можу, умію, спроможний	can am is are	could was, were able to	will be able to

ТАБЛИЦЯ 2

Модальне дієслово	Стверджувальна форма	Запитальна форма	Заперечна форма
Can to be able to	Present I can (am able to) do it. Я можу зробити це.	Can I do it? Чи можу я це зробити?	I can not (can't) do it. Я не можу це зробити.
	Past I could (was able to) do it. Я зміг зробити це.	Could I do it? / Was I able to do it? Чи зміг я це зробити?	I couldn't do it. / I wasn't able to do it. Я не зміг зробити це.

Future	I will be able to do it. Я зможу зробити це.	Will I be able to do it? Чи зможу я зробити це?	I will not (won't) be able to do it. Я не зможу зробити це.
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**ТАБЛИЦЯ 3**

Невже	Can (could) + Inf	do	Present
		be doing	
		have done	
		have been doing	Past
Не може бути, щоб	Can't (couldn't) + Inf	do	Present
		be doing	
		have done	
		have been doing	Past

**ТАБЛИЦЯ 4**

Значення	Тип речення	Інфінітив	Приклад	Переклад
1. Здатність, уміння	будь-який	неперфект.	I can swim	Я вмю плавати.
2. Дозвіл	ствердж.	неперфект.	You can go now.	Можете йти.
	питальне		Can I take the book?	Можна взяти цю книгу
3. Заборона	заперечне	неперфект.	You can't play football in the street	На вулиці не можна грати у футбол.
4. Прохання	питальне	неперфект.	Can I have your dictionary?	Дайте, будь ласка, словник.
5. Сумнів, Здивування, невіра	заперечне	будь-який	It can't be true.	Не може бути, щоб це було правдою.
	питальне		Can he know Japanese?	Невже він знає японську мову?



**ТАБЛИЦЯ 5**

Модальне дієслово	Теперішній час	Минулий час	Майбутній час
may to be allowed to мати дозвіл	may am / is / are allowed to	might / was / were + to allowed	shall / will be + allowed to

**ТАБЛИЦЯ 6**

Модальне дієслово	Стверджувальна форма	Питальна форма	Заперечна форма
May (дозвіл)	You may come in.	May I come in?	You may not (mayn't) come in.
Не може бути, можливо (сумнів, імовірність)	He may/might + Inf	be there be waiting have left have been sleeping	Present  Past

**ТАБЛИЦЯ 7**

**MAY**

Значення вживання	Тип речення	Інфінітив	Приклад	Переклад
1. Дозвіл	ствердж.	неперфект.	You may go with whom you will.	Можеш йти з ким хочеш.
	питальне		May I help you?	Дозвольте вам допомогти.

2. Заборона	заперечне	неперфект.	You may not come here.	Не можна сюди приходити.
3. Припущення	ствердж. заперечне	будь-який	They may not have arrived	Можливо, вони не приїхали.

**ТАБЛИЦЯ 8**

**MIGHT**

Значення вживання	Тип речення	Інфінітив	Приклад	Переклад
1. Згідно правила узгодження часів	підрядне додаткове	будь-який	She said that he might take her book.	Вона сказала, що він може взяти її книгу.
2. В складно-підрядних реченнях	підрядне допустове	будь-який	However hard he might try, he will never be at the head of the group.	Як би він не старався, він ніколи не буде першим студентом.
	підрядне цілі	будь-який	I gave him my exercises so that he might correct them.	Я дав йому свої вправи, щоб він їх перевірів.
3. Докір, несхвалення	ствердж.	будь-який	You might be more attentive.	Ти міг би бути уважнішим.

ТАБЛИЦЯ 9

## MUST

Модальне дієслово	Теперішній час	Минулий час	Майбутній час
must, have to повинен, треба необхідно	must, have / has to	had to	shall will have to

ТАБЛИЦЯ 10

## MUST

Модальне дієслово	Стверджувальна форма	Питальна форма	Заперечна Форма
must	I must	Must I	I must not (mustn't)

ТАБЛИЦЯ 11

Значення	Тип речення	Інфінітив	Приклад	Переклад
1. Обов'язок, необхідність	ствердж., питальне	неперфект.	I must go. Must we come to the university tomorrow?	Мені треба йти. Чи треба нам приходити до університету завтра?
2. Заборона	запереч.	неперфект.	You must not talk aloud in the reading-hall.	У читальному залі не дозволяється голосно розмовляти.
3. Припущення	ствердж.	будь-який	He must have caught cold.	Він, напевно, застудився.

**ТАБЛИЦЯ 12**

Напевно	must + Inf	do it be doing have done have been doing	Present  Past
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**ТАБЛИЦЯ 13**

**SHOULD/UGHT (TO)**

Значення	Тип речення	Інфінітив	Приклад	Переклад
1. Моральний обов'язок	ствердж., заперечне	неперфект.	You should / (ought to) be always polite.	Слід завжди бути ввічливим.
2. Осуд минулої дії	ствердж., заперечне	перфект.	You should / (ought to) have helped me.	Вам слід було мені допомогти.
3. Порада	ствердж., заперечне	перфект.	You should / (ought to) see a doctor.	Вам слід відвідати лікаря.
4. Припущення	ствердж., заперечне	неперфект.	There should / (ought to) be no difficulties.	Не повинно бути ніяких перешкод.

**ТАБЛИЦЯ 14**

**NEED**

Значення	Приклад	Переклад	Еквівалент
1. Відсутність необхідності	You needn't go to the shops today, there is plenty of food in the house.	Можна було б і не йти до мага- зинів сьогодні. в домі багато їжі.	don't have to...

2. Дія, в якій не було необхідності відбулася	You needn't have done this exercise in written form.	(Можна було б і не...) Не треба було виконувати цю вправу письмово.	didn't have to...
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## ТАБЛИЦЯ 15

### DARE

Значення	Приклад	Переклад
мати сміливість, зухвалість	How dare you say it?	Як ви смієте казати це?

### Exercises

#### 1. Circle the correct word or phrase.

1. Smoking isn't allowed in the airport.

You **mustn't** / **don't have to** smoke in the airport.

2. It's not necessary to come to the train station to meet me.

You **have to** / **don't have to** meet her at the train station.

3. We were forced to wait for over two hours in the rain!

They **had to** / **didn't need to** wait for over two hours in the rain.

4. The instructions tell you to write in pencil.

You **must** / **needn't** write in pencil.

5. You can contact us by either phone or e-mail.

You **mustn't** / **don't have to** phone them.

6. In my country, you can carry your passport with you if you want, but it's not necessary.

In her country, you **don't need to** / **mustn't** carry your passport with you.

7. My grandfather was made to start work when he was just fourteen years old.

He **had to / must** start work when he was just fourteen years old.

8. It's not necessary to book a hotel, you can stay in our spare room.

You **mustn't / don't have to** stay in a hotel.

**2. Complete using the correct form of have to. You may have to use some negative forms.**

1. Jade can't come out tonight. She ..... look after her little brother.

2. I didn't have enough money, so I ..... borrow some from Yuri.

3. It's raining really hard, but luckily we ..... go out this evening.

4. To start the laptop you ..... press the power button.

5. Robbie worked last weekend, but I .....

6. ....you ..... go to piano lessons when you were younger?

**3. Rewrite the sentences using the words given.**

1. You're expecting David to ring. The phone rings. **must**  
.....

2. Anna is a better runner than Rula. You think Anna will probably win the race tomorrow. **should**  
.....

3. A letter arrives. It's possible that it's from your cousin, Janice. **could**  
.....

4. There's a knock at the door. Your mum says it might be Colin, but you know Colin is on holiday. **can't**  
.....

5. You see someone wearing a costume. You think there's a strong probability that she's going to a fancy-dress party. **must**

6. Your sister is looking for her hairbrush. You think it's possible that it's in the living room. **might**

7. You're waiting for Harriet to arrive. You think she'll probably be there in half an hour. **should**

8. You're talking about why James seems to be sad. You think it's possible he's in trouble at school. **could**

**4. Complete each second sentence using the word given, so that it has a similar meaning to the first sentence. Write between two and five words in each gap.**

1. His lights are on so I'm pretty sure Dan is at home. **as**

Dan ..... his lights are on.

2. Susie's car's not here so she's almost certainly taking Dobber to the vet.

**be**

Susie ..... Dobber to the vet since her car's not here.

3. There's no way that boy's Simon. He's much taller! **boy**

That ..... Simon. He's much taller!

4. I'm certain the Winners don't think we're coming tonight, we arranged it for next Tuesday. **expecting**

The Winners ..... tonight, we arranged it for next Tuesday.

5. I bet you were exhausted after such a long journey! **have**

You ..... exhausted after such a long journey!

6. The only explanation is that Evan was on the phone to someone in Australia! **talking**

Evan ..... on the phone to someone in Australia!

7. There's no way Casey won the disco dancing competition - he's got two left feet! **have**

Casey ..... the disco dancing competition - he's got two left feet!

8. I don't believe Helen's been trying to call us all day. The phone hasn't rung once. **been**

Helen ..... to call us all day. The phone hasn't rung once.

### 5. Write one word in each gap.

When I broke my arm a week ago, I guess it (1) ..... to have hurt. But it didn't! We were doing PE at school, and we were making a pyramid. We (2) ..... to stand on each other's shoulders. I was right at the top. We (3) ..... have been doing it properly because suddenly the pyramid collapsed and we all fell. I landed on my arm.

Mr Jenkins (4) ..... have known immediately that I'd broken my arm because he sent someone to call an ambulance. 'Sit still, and don't move your arm at all until the ambulance comes,' he said. I (5) ..... still remember the feeling - my arm was numb, and looked very strange, but there was no pain at all. I remember thinking: 'It (6) ..... be broken. If it was broken. I'd be in agony. I suppose not feeling any pain (7) ..... have been because I was in shock. The plaster (8) ..... come off in about three weeks but it (9) ..... have to stay on longer. It depends on whether the break has healed properly or not. The next three weeks may (10) ..... be the best three weeks of my life - no basketball, no playing in the playground, no swimming - but I'm continuing my blessings. It (11) ..... have been a lot worse!



**6. Write a modal or semi-modal in each gap or replace the phrase in brackets. Add any other words you need.**

1. Bruce ..... (**is able to**) finish most crosswords in under ten minutes.
2. Charlotte didn't get to the Craig David concert because she ..... (**wasn't able to**) get tickets.
3. I ..... (**had the opportunity to go**) to Oxford but I decided to go to a more modern university.
4. You ..... (**were wrong to tell**) Angus. You know he can't keep a secret!
5. If you have a cashpoint card, you ..... (**are not forced to**) go into the bank to get money from your account.
6. We ..... (**were made to**) apologise to the police for wasting their time.
7. That ..... (**almost definitely wasn't**) the last can of soda in the fridge. I bought loads this morning!
8. .... (**Were you obliged to**) talk about two photographs during the interview?
9. Children ..... (**are not allowed to**) be left unattended.
10. The weather ..... (**will probably**) be good tomorrow.

### **THE INFINITIVE**

Неособова форма дієслова, яка тільки називає дію має властивості дієслова та іменника. Ознакою є частка to. Відповідає на питання що робити?, що зробити? to speak — розмовляти, to have — мати.

**ТАБЛИЦЯ 1**

**ФОРМА ІНФІНІТИВА**

Неперфектна			Перфектна		
Дійсний стан		Пасивний стан	Дійсний стан		Пасивний стан
Indefinite	to send	to be sent	Perfect	bo have sent	to have been sent
Continuo us	to be sending		Perfect Continuous	to have been sending	

**ТАБЛИЦЯ 2**

**ВЖИВАННЯ/НЕВЖИВАННЯ ІНФІНІТИВНОЇ ЧАСТКИ TO**

1	Інфінітив вживається без to:	Приклад	Переклад
	а) після модальних дієслів: can, shall / should, may, will / would, must, часто після need, dare	May I ask you? You shouldn't have come.	Можна запитати вас? Вам не треба було приходити.
	б) після виразів: had better would sooner would rather краще б	I'd rather not talk about the things.	Мені краще не говорити про такі речі.
	в) в об'єктному інфініт. комплексі після дієслів: to make, to let та дієслів, що виражають сприймання за допомогою органів чуттів (to feel, to see, to	She made this student speak at the lecture.	Вона примусила студента виступити на лекції

	hear)		
2	Інфінітив вживається з to:		
	а) якщо в реченні є 2 інфінітива, з'єднані сполучником and або or	I want you to come and see me.	Я хочу, щоб ви прийшли побачитись зі мною.
	б) в кінці речення частка to іноді вживається без інфінітива	Why didn't you come? You promised to.	Чому ви не прийшли? Ви ж обіцяли.

### ТАБЛИЦЯ 3

#### ВЛАСТИВОСТІ ІНФІНІТИВА

як дієслово:		
1) має час і стан	to send (Indef. Active) to be sent (Ind. Passive) to be sending (Contin. Active) to have sent (Perfect Active) to have been sent (Perfect Pass) to have been sending (Perf.Cont. Act.)	дія одночасна або майбутня відносно дії присудка дія передусе дії присудка
2) може мати прямий додаток	I want to learn French.	Я хочу вивчати французьку мову.
3) може визначатися прислівником	You have to do it thoroughly	Ви повинні зробити це ретельно.

## ТАБЛИЦЯ 4

як іменник:		
1) може бути підметом 2) може бути іменною частиною складеного присудка 3) може бути додатком 4) може бути означенням	Early to bed and early to rise is his slogan The point is to achieve the aim. He asked me to wait. I have no right to ask.	«Хто рано встає...» його лозунг (девіз)  Головне-досягти мети. Він попросив мене почекати. Я не маю права запитувати.

## ТАБЛИЦЯ 5

### СИНТАКСИЧНІ ФУНКЦІЇ ІНФІНТИВА

Функція в реченні		Приклад	Переклад
1.	Підмет	To learn everything by heart is impossible.	Неможливо все вивчити напам'ять.
2.	Додаток	Tell me how to do it.	Скажіть мені, як це зробити.
3.	Означення	Give me something to read. I've got a call to make.	Дайте мені щось почитати. Мені треба подзвонити.
4.	Обставина (головним чином мети і наслідку)	He is too young to understand it.	Він надто молодий, щоб це зрозуміти
5.	Частина присудка: а) як іменна частина після дієслова-зв'язки б) після дієслів, що означають початок або процес дії: start, begin, continue	The problem is how to do it.  He began to learn Spanish.	Проблема полягає в тому, як це зробити.  Він почав вчити іспанську мову.

<p>в) як частина дієслівного складеного присудка у сполученні з модальними дієсловами та їх лексичними еквівалентами:  to be sure  to be certain  to be likely  to be unlikely</p> <p>г) у сполученні з прикметниками:  д) у сполученні з числівниками і прикметниками, що означають черговість:  е) у сполученні з дієсловами-зв'язками:  to seem  to appear  to prove  to turn out</p>	<p>You should have been here last night.  He is to come.</p> <p>He is hard to deal with.</p> <p>He was the last to come.</p> <p>She seems to have lost the money,</p>	<p>Учора ввечері вам слід було бути тут.  Він напевно прийде</p> <p>З ним важко мати справу.</p> <p>Він прийшов останнім.</p> <p>Здається, вона загубила гроші.</p>
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**ТАБЛИЦЯ 6**

**ІНФІНІТИВНІ ЗВОРОТИ ТА ЇХ ПЕРЕКЛАД**

Утворюється	Перекладається
<p>1) Складний додаток (The Objective Infinitive Complex)  Іменник у загальному відмінку або особовий займенник в об'єктному відмінку + Інфінітив  The teacher allowed us to use dictionaries.</p>	<p>Підрядним додатковим реченням.  Вчитель дозволив нам користуватися словниками.</p>
<p>2) Складний підмет (The Subjective Infinitive Complex)  Іменник у загальному відмінку або особовий займенник у називному відмінку + Інфінітив  He is said to be working on his report.  She is considered to be the best student.</p>	<p>Складнопідрядним реченням.  Кажуть, що він зараз працює над своєю доповіддю.  Простим особовим реченням.  Її вважають (вона вважається)</p>

	найкращою студенткою.
<p>3) Прийменниковий інфінітивний комплекс (The Prepositional Infinitive Complex) For + Іменник у загальному відмінку або особовий займенник в об'єктному відмінку + Інфінітив It is easy for you to say that. This is for you to decide.</p>	<p>Підрядним реченням або за допомогою інфінітива.  Вам легко це казати Це ви повинні вирішити.</p>
<p>4) Самостійний інфінітивний зворот (The Absolute Infinitive Construction) Іменник у загальному відмінку + Інфінітив The sellers offered the buyers 5,000 tons of gas, delivery to be made in October.</p>	<p>Реченням із сполучником: притому, причому.  Продавці запропонували покупцям 5000 тоннгазу, причому доставка має бути в жовтні.</p>

## Exercises

### 1. Circle the correct word or phrase.

1. My dad finally gave up **smoking** / **to smoke** at the age of forty-nine.
2. I really enjoyed **listening** / **to listen** to those MP3s you sent me. Thanks.
3. Can you afford **buying** / **to buy** so many presents?
4. You should practise **juggling** / **to juggle** every day or you'll never learn.
5. How did you learn **speaking** / **to speak** Japanese so well?
6. I thought we discussed **going** / **to go** to India and now you want to go to China!
7. We finally managed **finding** / **to find** my passport and then left for the airport.
8. I look forward to **seeing** / **see** you when I come next week!
9. It was very kind of Jack to offer to **baby-sit** / **baby-sitting** this weekend.
10. No! I refuse **waiting** / **to wait** a moment longer!

## 2. Circle the correct word or phrase. <sup>8</sup>

1. I really don't feel like **going** / **to go** out tonight. Do you?
2. Everyone expected his business **failing** / **to fail** within the first few months.
3. What would you like **doing** / **to do** this evening?
4. We discussed **turning** / **to turn** the attic into a spare bedroom with the architect.
5. She wasn't able **speaking** / **to speak** very clearly after her accident.
6. Do you mind **moving** / **to move** your car, please? You're blocking the road.
7. They're going to postpone **making** / **to make** a decision until next month.
8. Are you planning of **getting** / **to get** a new DVD player?
9. Are you thinking of **getting** / **to get** a PlayStation?
10. I'm very pleased **telling** / **to tell** you that you've passed!
11. Sarah's offered **putting** / **to put** us up for the weekend.
12. I'm really looking forward **to going** / **to go** on the cruise.

## 3. Complete using the correct form (-ing form or full infinitive) of the verb in brackets. You may need to use the passive voice.

1. I'll never forgive June for ..... (**lie**) to me like that.
2. Daniel's not very good at ..... (**make**) friends.
3. I can't resist ..... (**buy**) things when they're in the sales.
4. We've got to encourage students ..... (**study**), not blame them for not studying.
5. I don't know how you managed ..... (**persuade**) the bank manager to lend you so much money!

6. Does Jessica dislike ..... (**walk**) so much that she's not going to come with us?

7. Do you deny ..... (**steal**) the money? Yes or no?

8. The kids were pretending ..... (**be**) asleep but they didn't fool me for a second.

9. I refuse ..... (**accept**) that there's no alternative.

10. No one understands how Jill can afford ..... (**go**) on so many holidays each year.

11. He only just escaped ..... (**send**) to prison. Next time, the judge won't be so forgiving.

12. He expected ..... (**give**) a brand new computer for Christmas, but all he got was a second-hand watch!

**4. Complete each second sentence using the word given, so that it has a similar meaning to the first sentence. Write between two and five words in each gap. <sup>8</sup>**

1. I should have taken my medicine this morning but I didn't remember.  
**forgot**

I ..... my medicine this morning.

2. I'll always remember the time when I went up Mont Blanc. **Never**  
I'll ..... Mont Blanc.

3. I must hang up the washing later. **remember**  
I ..... up the washing later.

4. Darren thinks that wearing a suit to work is appropriate. **Likes**  
Darren ..... a suit to work.

5. Jackie wishes she hadn't said that to Allie. **regrets**  
Jackie ..... that to Allie.

6. I'm sorry but your credit card has been cancelled by the bank. **regret**



I ..... your credit card has been cancelled by the bank.

7. Crashing the car wasn't my intention, you know! **mean**

I ..... the car, you know!

8. If I take that job, I'll have to do a lot more travelling. **mean**

Taking that job ..... to do a lot more travelling.

9. Jim's mum made him tidy his room before he could go and play in the park. **made**

Jim ..... his room before he could go and play in the park.

10. I don't suppose you watched that film last night on BBC2, did you? **happen**

You ..... that film last night on BBC2, did you?

11. People often think that learning Latin is a waste of time. **considered**

Learning Latin ..... a waste of time.

## THE GERUND

Неособова форма дієслова має особливості дієслова та іменника. Виражає дію, процес або живий стан. Утворюється додаванням «-ing» до основи reading, listening, speaking, having, being.

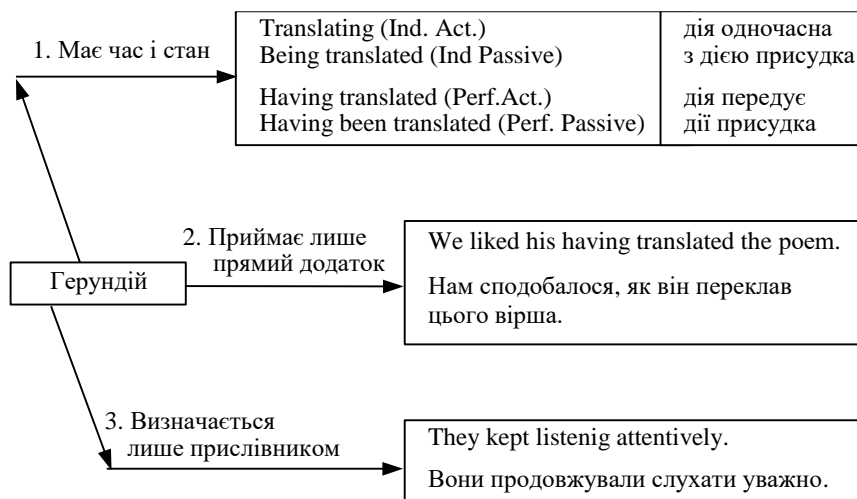
### ТАБЛИЦЯ 1

#### ФОРМИ GERUNDIUM

Неперфектна		Перфектна	
Дійсний стан	Пасивний стан	Дійсний стан	Пасивний стан
speaking	being spoken	having spoken	having been spoken
translating	being translated	having translated	having been translated

### ТАБЛИЦЯ 2

#### ДІЄСЛІВНА ХАРАКТЕРИСТИКА GERUNDIUM



**ТАБЛИЦЯ 3**

**ІМЕННИКОВА ХАРАКТЕРИСТИКА GERUNDIUM**

Герундій може мати перед собою	Прийменник	After reading the book he returned it to the library. Прочитавши книгу, він повернув її до бібліотеки.
	Присвійний займенник	I like his reading today. Мені подобається, як він сьогодні читає.
	Іменник у присвійному відмінку	I enjoyed Peter's having played the piano. Мені дуже сподобалося, як Петро зіграв на роялі.

**ТАБЛИЦЯ 4**

**ПЕРЕКЛАД GERUNDIUM З ПРИЙМЕННИКАМИ**

Прийменник	Переклад	Приклад
by	за допомогою іменника або дієприкметника	He achieved these results by working much. Він досяг цих результатів, багато працюючи (за допомогою праці).
on (after)	«після» + іменник або дієприслівник доконаного виду	On returning home he began working. Повернувшись (після повернення) додому він почав працювати.
in	під час + іменник	In translating the text he used the

	або дієприслівник	dictionary. Під час перекладу тексту (перекладаючи текст) він користувався словником
without	без негативний дієприслівник	He understand me without translating Він зрозумів мене, не перекладаючи (без перекладу)

**ТАБЛИЦЯ 5**

### СИНТАКСИЧНІ ФУНКЦІЇ GERUNDIО

Член речення	Приклад	Переклад
Підмет	Reading is useful. Читати корисно.	Читати (читання) корисно (корисне).
Іменна частина присудку	Our aim is reading English well.	Наша мета — читати англійською добре.
Частина дієслівного присудку	He began reading books early	Він почав читати (читання) книги (книг) рано.
Додаток (прямий та прийменниковий)	He likes reading books. He thought of reading books.	Він любить читати книги. Він думав про читання книг.
Означення	There are many ways of reading books.	Є багато способів читання книг.
Обставина	After reading the book he gave it to me.	Прочитавши книгу, він віддав її мені.

**ТАБЛИЦЯ 6**

### GERUNDIАЛЬНИЙ ЗВОРОТ ТА ПРИКЛАДИ

Утворюється	Перекладається
Присвійний займенник або іменник у присвійному відмінку + герундій	підрядним реченням, тип якого залежить від того, яким членом реченням є герундій

1. We heard of his studying English (додаток)

Ми чули, що він вивчає англійську мову.

2. We are talking of your friend's going to the expedition (додаток).

Ми розмовляємо про те, що ваш друг їде в експедицію.

3. After his having finished the work we decided to go abroad.

Після того, як він закінчив роботу, ми вирішили поїхати за кордон.

4. I don't see grounds for you being so upset.

Я не бачу причин, для того, щоб ви були такі схвильовані.

## ТАБЛИЦЯ 7

### ПЕРЕЛІК НАЙЧАСТІШИХ ВИПАДКІВ ВЖИВАННЯ GERUNDIUM

I. Після таких дієслів:	II. Після таких іменників:
to finish to stop to give up to leave off to keep to keep on to go on to put off to postpone to delay to need to require to want to avoid to enjoy to mention to remember to mind to suggest to be busy; to be worth	astonishment (at) surprise (at) plan (for) preparation (for) experience (in) chance (of) idea (of) method (of) problem (of) way (of) hope (of)

## Exercises

### 1. Complete the sentence using gerund or infinitive.

1. My sister reminded me ..... (**not be**) late for the ceremony.
2. Why does he always avoid ..... (**look**) at me?
3. I promised ..... (**stop**) by tomorrow.
4. You can go. I don't mind ..... (**be**) alone.
5. I'm already so tired. I need ..... (**take**) a short break.
6. After we finished ..... (**do**) our homework we went for a walk.
7. When does he expect ..... (**leave**) for Rome?
8. His secretary advised us ..... (**not wait**) until autumn.
9. My boss expects me ..... (**finish**) the report by next Friday.
10. My dad seems ..... (**be**) in a very good mood today.
11. Mr Jackson warned the boys ..... (**not touch**) the wires.
12. He advised me against ..... (**rent**) that apartment.
13. Would you please stop ..... (**make**) so much noise.
14. He doesn't let anyone ..... (**smoke**) in his new office.

## 2. Circle the correct word or phrase.<sup>8</sup>

1. I really don't feel like **going** / **to go** out tonight. Do you?
2. Everyone expected his business **failing** / **to fail** within the first few months.
3. What would you like **doing** / **to do** this evening?
4. We discussed **turning** / **to turn** the attic into a spare bedroom with the architect.
5. She wasn't able **speaking** / **to speak** very clearly after her accident.
6. Do you mind **moving** / **to move** your car, please? You're blocking the road.
7. They're going to postpone **making** / **to make** a decision until next month.
8. Are you planning of **getting** / **to get** a new DVD player?
9. Are you thinking of **getting** / **to get** a PlayStation?
10. I'm very pleased **telling** / **to tell** you that you've passed!
11. Sarah's offered **putting** / **to put** us up for the weekend.
12. I'm really looking forward **to going** / **to go** on the cruise.

## THE PARTICIPLES

Неособова форма дієслова. Має властивості дієслова, прикметника і прислівника.

В англійській мові є два дієприкметника — дієприкметник теперішнього часу (Present Participle або Participle I) і дієприкметник минулого часу (Past Participle або Participle II)

Present Participle утворюється додаванням закінчення -ing до інфінітива дієслова без частки to: to write—writing, to ask—asking.

Past Participle утворюється від правильного дієслова за допомогою закінчення -ed, що додається до інфінітива без частки to; від неправильних дієслів — є їх III-ю формою: to ask—asked; to write—written.

## ТАБЛИЦЯ 1

### ФОРМИ ДІСПРИКМЕТНИКА ТЕПЕРІШНЬОГО ЧАСУ

Неперфектна		Перфектна	
Дійсний стан writing	Пасивний стан being written	Дійсний стан having written	Пасивний стан having been written

## ТАБЛИЦЯ 2

### ДІЄСЛІВНІ ХАРАКТЕРИСТИКИ ДІСПРИКМЕТНИКА

	Приклад	Часова форма і стан	Час дії
1) має час і стан	Writing being written	Indefinite Active Indefinite Passive	Дія одночасна з дією присудка
	having written having been written	Perfect Active Perfect Passive	Дія передує дії присудка
2) може мати при собі прислівник	Reading the text hurriedly, the student made many mistakes. Читаючи текст поспіхом, студент зробив багато помилок.		
3) може мати прямий додаток	Studying foreign languages is very important. Вивчення іноземних мов — дуже важливе.		

## ТАБЛИЦЯ 3

### ДІЄСЛОВА З ЯКИМИ НАЙЧАСТІШЕ ВЖИВАЄТЬСЯ PARTICIPLE I (НАВІТЬ ТОДИ, КОЛИ ДІЯ ВИРАЖЕНА ДІСПРИКМЕТНИКОМ ПЕРЕДУЄ ДІЇ, ВИРАЖЕНІЙ ДІЄСЛОВОМ-ПРИСУДКОМ)

to see	to look	Hearing the bell, the teacher finished his lecture.  Почувши дзвінок, вчитель закінчив свою лекцію.
to hear	to turn	
to come	to enter	
to arrive	to close	
to seize	to open	

#### ТАБЛИЦЯ 4

##### ПРИКМЕТНИКОВА ХАРАКТЕРИСТИКА ДІСПРИКМЕТНИКА

Дієприкметник може бути зв'язаний з іменником в функції	1) означення	He looked at the falling snow. Він подивився на падаючий сніг.
	2) предикатива	The goods were packed in the box. Товари були запаковані в ящику.

#### ТАБЛИЦЯ 5

##### ПРИСЛІВНИКОВА ХАРАКТЕРИСТИКА ДІСПРИКМЕТНИКА

Дієприкметник, як і дієприслівник, може мати функцію	обставини	Having finished my lessons I went home. Закінчивши уроки, я пішов додому.
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#### ТАБЛИЦЯ 6

##### СИНТАКСИЧНІ ФУНКЦІЇ ДІСПРИКМЕТНИКА ТЕПЕРІШНЬОГО ЧАСУ

Член речення	Приклад	Переклад
1. Означення	The students listening to the professor were my groupmates. The answering student is our monitor. He posted the letter being written in pencil.	Студенти, які слухали професора, були моїми співгрупниками. Студент, що відповідає, наш староста. Він відправив листа, якого було написано олівцем (написаного олівцем).
2. Обставина Present Participle Active	а) часу Having translated the article, he sent it to the magazine.	Переклавши статтю, він надіслав її до журналу



	<p>б) причини Being clever, he made a splendid career of manager.</p> <p>в) способу дії Thy book-keeper was sitting making accounts to the annual balance-sheet.</p> <p>г) порівняння The secretary was typing the letter so quickly as if knowing what will be dictated.</p>	<p>Маючи кмітливий розум, він зробив чудову кар'єру менеджера.</p> <p>Бухгалтер сидів, роблячи підрахунки до річного Звіту</p> <p>Секретар друкував листа так швидко, ніби знаючи, що будуть диктувати.</p>
Present Participle Passive	Being written in pencil the letter was difficult to read.	Оскільки лист був написаний олівцем, його було важко читати.
Perfect Participle Active, Passive	<p>Having written the letter, the clerk went to the post-office.</p> <p>Having been made 20 years ago, the machine is out of date.</p>	<p>Написавши листа, службовець пішов на пошту.</p> <p>Виготовлена 20 років тому, машина зараз застаріла.</p>
3. Предикатив, іменна частина присудка	The amount of purchases was surprising.	Кількість покупок була вражаючою.
4. Частина складного додатка	They considered themselves working hard.	Вони вважали, що важко працюють.
5. Як вставне слово (зворот)	Generally speaking economics is the everyday business life.	Взагалі, економіка — це вивчення людства у повсякденному діловому житті.

## ТАБЛИЦЯ 7

### СПОЛУЧНИКИ, З ЯКИМИ НАЙЧАСТІШЕ ВЖИВАЄТЬСЯ ДІСПРИКМЕТНИК В ФУНКЦІЇ ОБСТАВИНИ

Функція	Сполучники	Приклад	Переклад
а) часу	when, while	While reading the book, he made notes.	Читаючи книгу, він робив нотатки.
б) порівняння	as though, as if	He looked at me as though laughing at me.	Він подивився на мене, ніби сміючись з мене.
в) умови	unless, if necessary, if.	Nobody spoke unless spoken to.	Ніхто не розмовляв, поки не зверталися.
г) допустовості	though	He is extremely well read though rather overloaded with details.	Його роботи надзвичайно легко читаються, незважаючи на деяку обтяженість деталями.

Past Participle правильних дієслів утворюється за допомогою -ed, що додається до інфінітива без частки to: to receive (отримувати) — received (отриманий).

Past Participle неправильних дієслів утворюється по-різному, і ці форми треба запам'ятати (III-я форма дієслова): to buy (купувати) — bought (куплений), to sell (продавати) — sold (проданий) тощо.

## ТАБЛИЦЯ 8

### ФОРМИ ДІСПРИКМЕТНИКА МИНУЛОГО ЧАСУ

Перехідні дієслова		Неперехідні дієслова	
Active	Passive	Active	Passive
—	discussed обговорений	gone що пішов	—

## ТАБЛИЦЯ 9

Past Participle не має часових форм, виражає дію:
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1) що передує дії, вираженій присудком	The machine desighed by him will help us. Машина, сконструйована ним, допоможе нам.
2) одночасну з дією, вираженою присудком.	They sent us a list of goods produced by that firm. Вони надіслали нам перелік товарів, які виробляє ця фірма.

## ТАБЛИЦЯ 10

### СИНТАКСИЧНІ ФУНКЦІЇ ДІСПРИКМЕТНИКА МИНУЛОГО ЧАСУ

Член речення	Приклад	Переклад
1. Означення	There are very many illustrated magazines in our reading room.  The ship chartered by the buyers (=which has been chartered by the buyers) will arrive at Odessa next week.	В нашому читальному залі багато ілюстрованих журналів.  Корабель, зафрахтований покупцями (=який зафрахтували покупці), прибуде в Одесу на наступному тижні.
2. Обставина (рідко)	а) причини Packed in strong cases (=as the goods were packed in strong cases), the goods arrived in good condition.  б) часу Asked (= when he was asked) whether he intended to return soon, he replied that he would be away for about three months.	Спаковані в міцні ящики (=Тому що товари були спаковані в міцні ящики), товари прибули в хорошому стані.  Коли його запитали, чи має він намір скоро повернутися, він відповів, що буде відсутній біля трьох місяців.

Закінчення табл. 8

	в) умови If asked he will tell them all about it.  г) допустовості Though expected on Saturday he only arrived on Monday.	Якщо його спитати, він їм все розкаже про це.  Хоча на нього чекали в суботу, він приїхав тільки в понеділок.
3. Іменна частина	The letters were typed.	Листи були надруковані

складеного присудка		
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**ТАБЛИЦЯ 11**

**ОБ'ЄКТНИЙ ДІЄПРИКМЕТНИКОВИЙ ЗВОРОТ  
(THE OBJECTIVE PARTICIPIAL COMPLEX)**

Утворюється:	Перекладається:
а) іменник у загальному відмінку або займенник в об'єктному відмінку + дієприкметник теперішнього часу  I saw her (Ann) coming out just now.	підрядним додатковим реченням  Я бачив, як вона (Анна) тільки що виходила.
б) іменник у загальному відмінку або займенник у об'єктному відмінку + дієприкметник минулого часу	підрядним додатковим реченням зі сполучниками «як», «що», «щоб»
We consider the work completed.  I want him changed.	Ми вважаємо, що робота закінчена.  Я хочу, щоб він змінився.

have + object + past participle	have (had)	іменник	Participle (II)
об'єктний дієприкметниковий зворот Виражає дію, що виконується кимось іншим для особи, позначеної підметом	не перекладається	додаток	присудок
He had his luggage registered.	Йому зареєстрували багаж		

У реченні об'єктний дієприкметниковий зворот виконує функцію *складного додатка* (Complex Object) після дієслів що виражають бажання, а також процес мислення.:

a) to see to hear to feel to observe to watch to notice to find	Present Participle
б) to want to wish to consider to get to have	Past Participle

## ТАБЛИЦЯ 12

### СУБ'ЄКТНИЙ ДІЄПРИКМЕТНИКОВИЙ ЗВОРОТ (THE SUBJECTIVE PARTICIPAL COMPLEX)

Утворюється:	Перекладається:
а) іменник в загальному відмінку або б) займенник в називному відмінку  + дієприкметник здебільшого теперішнього часу  He was seen crossing the street.	підрядним додатковим реченням   Бачили, як він переходив вулицю.

В реченні суб'єктний дієприкметниковий зворот виконує функцію *складного підмета* (Complex Subject) після дієслів сприймання за допомогою органів чуттів:

to see to hear to feel to watch to notice to observe	в пасивному стані
дієслів: to consider to expect to believe to know to find to suppose	в пасивному стані

to seem    to be sure to appear    to be certain to happen    to be likely to prove    to be unlikely	в активному стані
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### ТАБЛИЦЯ 13

#### САМОСТІЙНИЙ ДІЄПРИКМЕТНИКОВИЙ ЗВОРОТ (THE ABSOLUTE PARTICIPAL COMPLEX)

Утворюється	Перекладається
а) Іменник у загальному відмінку б) Займенник у називному відмінку (значно рідше) The student knowing English well, the examination did not last long.	на початку речення: підрядними обставинними реченнями (причини, часу, умови) зі сполучниками «якщо», «так як», «коли», «оскільки», «після того як».  Оскільки студент добре знав англійську, іспит тривав недовго.
Radio was invented in 1895, the inventor being the Russian scientist.  Everybody at home, we sat down to dinner.	В кінці речення: складносурядними реченнями зі сполучниками «при цьому», «а», «і», «але».  Радіо було винайдено в 1895 році, при цьому винахідник був російським вченим.  Оскільки всі були вдома, ми сіли обідати.
There + дієприкметник теперішнього часу  There being little time at our disposal, we had to take a taxi.	підрядними реченнями згідно з перекладом речень зі зворотом або з формальним підметом  Оскільки в нашому розпорядженні було небагато часу, ми змушені були взяти таксі.
with + самостійний дієприкметниковий зворот	рівнозначно самостійним дієприкметниковим зворотам, що виражають супутню обставину або причину:

With spring coming, many students are very busy preparing for the exams.	Оскільки наближається весна, багато студентів зайняті підготовкою до іспитів.
іменник або займенник у називному відмінку + дієприкметник теперішнього часу	дієприкметниковим зворотом
Knowing English well, my brother was able to translate the article without any difficulty.	Добре володіючи англійською, мій брат зміг перекласти статтю без будь-якої труднощі.

## Exercises

**1. Choose the correct participle adjective form in each of the sentences below.<sup>9</sup>**

1. I don't understand chess. The rules are very **confused** / **confusing**.
2. He was **embarrassed** / **embarrassing** when he arrived late for class.
3. There is a new movie playing at the theater. Are you **interested** / **interesting**?
4. My little brother makes too much noise. He is **annoyed** / **annoying**.
5. I like my new chair. It's quite **relaxed** / **relaxing**.
6. Moving to a new home is hard work. It's **tired** / **tiring**.
7. The sad news made me **depressed** / **depressing**.
8. Louise got a B+. She was **satisfied** / **satisfying** with her test results.
9. Our company isn't making any money. It's very **worried** / **worrying**.
10. Robert thinks that roller coasters are **terrified** / **terrifying**.
11. I think that insects are **fascinated** / **fascinating**. I love to study them!
12. When the TV program was cancelled, Kelly was **disappointed** / **disappointing**.

**2. Make the past participle of the verb.**

1. Julie wasn't at home. She had ..... (**go**) to the shops.

2. We've already ..... (**have**) lunch.
3. This was the first time she had ..... (**do**) her homework
4. They have ..... (**begin**) painting the living room.
5. We have ..... (**keep**) this secret for three years.
6. He has never ..... (**drive**) a motorbike before.
7. I have ..... (**be**) sick all week.
8. By the time we arrived, the children had ..... (**eat**) all the chocolate.
9. The books had ..... (**fall**) off the table, and were all over the floor.
10. A: Are you okay? B: I've ..... (**feel**) better.
11. I'd ..... (**lend**) my umbrella to John, so I got wet.
12. I've been looking for ages, but I haven't ..... (**find**) my keys yet.
13. The birds have ..... (**fly**) south for the winter.
14. She has finally ..... (**come**).
15. Don't worry, we haven't ..... (**forget**) about the meeting.
16. It had ..... (**become**) very cold, so we went inside.
17. You have ..... (**buy**) a lot of new clothes recently.
18. I'd ..... (**get**) a lovely new bike for my birthday, so I was keen to try it.
19. She'd ..... (**bring**) a cake to the party, but we didn't eat it.
20. Have you ..... (**choose**) your university yet?
21. Have you ever ..... (**drink**) Turkish coffee?
22. I've ..... (**give**) some money to Julia.
23. Had you ..... (**hear**) of this band before you came to the USA?



24. She has ..... (**know**) about the problem for three months.

25. Why has John ..... (**leave**) already?

**3. Rewrite the sentences with participle clauses.**

1. Sam left school early because he felt sick.

.....

2. The teacher was impressed by Daniel's work, so she gave him the highest mark.

.....

3. Because he didn't study hard enough for his exam, Ryan couldn't pass it.

.....

4. As I haven't received all the applications yet, I am not eager to hire anyone.

.....

5. The golden ring, which was stolen weeks ago, was found.

.....

6. As I have an assignment to finish, I cannot come with you.

.....

7. When my sister heard the good news, she wanted to cry.

.....

8. Because I didn't want to lose my passport, I gave it to my father.

.....

9. After he had been told to do the dishes, John entered the kitchen with a frown.

.....

10. As I had been to England before, I knew where to find a good hotel.

.....

## Regular and Irregular Verbs

To form the past and perfect tense and to form passive voice, add *--ed* to a regular verb:

### Present                      Past

like	<b>liked</b>	(if verb ends in <i>e</i> , only add <i>d</i> )
carry	<b>carried</b>	(if verb ends in <i>y</i> and is preceded by a consonant, drop the <i>y</i> and insert <i>ied</i> )
drop	<b>dropped</b>	(c-v-c rule: double final consonant before adding <i>ed</i> )
remember	<b>remembered</b>	
stew	<b>stewed</b>	
walk	<b>walked</b>	
frown	<b>frowned</b>	

Many verbs are irregular; the past and perfect tenses are not controlled by strict patterns:

### *Irregular Verbs*

Base Form	Simple Past Tense	Past Participle
awake	awoke	awoken
be	was, were	been
bear	bore	born
beat	beat	beat
become	became	become
begin	began	begun
bend	bent	bent
beset	beset	beset
bet	bet	bet
bid	bid/bade	bid/bidden

bind	bound	bound
bite	bit	bitten
bleed	bled	bled
blow	blew	blown
break	broke	broken
breed	bred	bred
bring	brought	brought
broadcast	broadcast	broadcast
build	built	built
burn	burned	burned
burst	burst	burst
buy	bought	bought
cast	cast	cast
catch	caught	caught
choose	chose	chosen
cling	clung	clung
come	came	come
cost	cost	cost
creep	crept	crept
cut	cut	cut
deal	dealt	dealt
dig	dug	dug
dive	dived/dove	dived
do	did	done
draw	drew	drawn
dream	dreamed/dreamt	dreamed/dreamt
drive	drove	driven
drink	drank	drunk
eat	ate	eaten
fall	fell	fallen
feed	fed	fed
feel	felt	felt
fight	fought	fought
find	found	found
fit	fit	fit
flee	fled	fled
fling	flung	flung

fly	flew	flown
forbid	forbade	forbidden
forget	forgot	forgotten
forego (forgo)	foregone	foregone
forgive	forgave	forgiven
forsake	forsook	forsaken
freeze	froze	frozen
get	got	gotten
give	gave	given
go	went	gone
grind	ground	ground
grow	grew	grown
hang	hung	hung
hear	heard	heard
hide	hid	hidden
hit	hit	hit
hold	held	held
hurt	hurt	hurt
keep	kept	kept
kneel	knelt	knelt
knit	knit	knit
know	knew	know
lay	laid	laid
lead	led	led
leap	leaped/leapt	leaped/leapt
learn	learned	learned
leave	left	left
lend	lent	lent
let	let	let
lie	lay	lain
light	lighted/lit	lighted
lose	lost	lost
make	made	made
mean	meant	meant
meet	met	met
misspell	misspelled	misspelled
mistake	mistook	mistaken

mow	mowed	mowed/mown
overcome	overcame	overcome
overdo	overdid	overdone
overtake	overtook	overtaken
overthrow	overthrew	overthrown
pay	paid	paid
plead	pled	pled
prove	proved	proved/proven
put	put	put
quit	quit	quit
read	read	read
rid	rid	rid
ride	rode	ridden
ring	rang	rung
rise	rose	risen
run	ran	run
saw	sawed	sawed/sawn
say	said	said
see	saw	seen
seek	sought	sought
sell	sold	sold
send	sent	sent
set	set	set
sew	sewed	sewed/sewn
shake	shook	shaken
shave	shaved	shaved/shaven
shear	shore	shorn
shed	shed	shed
shine	shone	shone
shoe	shoed	shoed/shod
shoot	shot	shot
show	showed	showed/shown
shrink	shrank	shrunk
shut	shut	shut
sing	sang	sung
sink	sank	sunk
sit	sat	sat

sleep	slept	slept
slay	slew	slain
slide	slid	slid
sling	slung	slung
slit	slit	slit
smite	smote	smitten
sow	sowed	sowed/sown
speak	spoke	spoken
speed	sped	sped
spend	spent	spent
spill	spilled/spilt	spilled/spilt
spin	spun	spun
spit	spit/spat	spit
split	split	split
spread	spread	spread
spring	sprang/sprung	sprung
stand	stood	stood
steal	stole	stolen
stick	stuck	stuck
sting	stung	stung
stink	stank	stunk
stride	strod	stridden
strike	struck	struck
string	strung	strung
strive	strove	striven
swear	swore	sworn
sweep	swept	swept
swell	swelled	swelled/swollen
swim	swam	swum
swing	swung	swung
take	took	taken
teach	taught	taught
tear	tore	torn
tell	told	told
think	thought	thought
thrive	thrived/throve	thrived
throw	threw	thrown

thrust	thrust	thrust
tread	trod	trodden
understand	understood	understood
uphold	upheld	upheld
upset	upset	upset
wake	woke	woken
wear	wore	worn
weave	weaved/wove	weaved/woven
wed	wed	wed
weep	wept	wept
wind	wound	wound
win	won	won
withhold	withheld	withheld
withstand	withstood	withstood
wring	wrung	wrung
write	wrote	written

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