

# EVERYDAY ENGLISH

под редакцией  
Т. Ю. Дроздовой

Т.Ю. Дроздова, А.И. Берестова, М.А. Дунаевская,  
В.Г. Маилова, Г.Л. Невзорова, Н.Л. Суворова,  
С.С. Толстикова

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# EVERYDAY ENGLISH

Учебное пособие  
для студентов гуманитарных вузов  
и старшеклассников школ и гимназий  
с углубленным изучением  
английского языка

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Консультант: Professor, Dr. E. F. Riccio (USA)

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Учебник – справочник – словарь. Тематические тексты из оригинальной художественной литературы; более 200 диалогов на английском и русском языках; обилие разнообразных лексических упражнений и тем для дискуссий и сочинений; обширный материал для дополнительного чтения; англо-русский словарь, основанный на лексике издания. Дополнительно диалоги из пособия озвучены на CD-аудио носителями языка.

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## ОТ АВТОРОВ

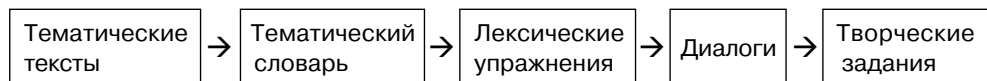
“**Everyday English**” является вторым учебником методического комплекса, предназначенного для углубленного изучения английского языка студентами гуманитарных вузов и учащимися школ и гимназий.

Краткая характеристика пособия «Учебник – справочник – словарь» отражает его основную отличительную особенность – широкий спектр и многоаспектность предлагаемого учебного материала.

Тематические тексты, подробные тематические словари, разнообразные лексические и речевые упражнения и диалоги сгруппированы вокруг актуальных для повседневного общения тем.

В учебнике представлены следующие темы: **Знакомство, Семья, Внешность и характер, Дом, Здоровье, Путешествие, Еда, Покупки, Бытовое обслуживание, Отдых, Работа.**

Структурное построение каждой темы максимально способствует активизации различных видов речи в разнообразных коммуникативных условиях с учетом адресата и ситуации общения.



Многочисленные *речевые упражнения* разных типов направлены на создание спонтанной реакции и прочного запоминания лексики и фразеологии.

Учебник предлагает живой и разнообразный *текстовый материал из произведений английских и американских писателей*, насыщенный необходимой лексикой и разговорными конструкциями. В учебных целях тексты подвергнуты необходимым сокращениям. *Диалоги*, составляющие важную часть учебного материала, также построены преимущественно на оригинальном материале.

На страницах учебника широко представлены *реалии современной жизни*, особое внимание уделяется культурологическим особенностям стран изучаемого языка.

При составлении настоящего пособия использован опыт ряда современных зарубежных и отечественных изданий. Учебник создан на кафедре иностранных языков **Института Международного Бизнеса и Коммуникации БГТУ**, работающей по авторским программам.

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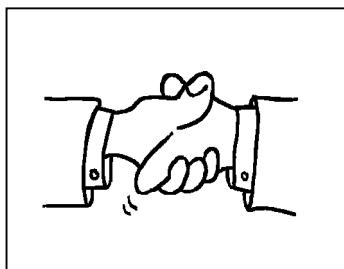
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# GETTING ACQUAINTED

## I. INTRODUCTORY TEXT



When people in the US have a company or when they're invited to formal or informal get-togethers, they usually make a point of trying to make others feel comfortable and relaxed. On the whole, they tend to be informal.

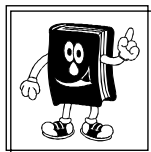
Men shake hands, but usually only when they're introduced. Male friends and business associates who haven't seen each other in a while may shake hands when they say hello. Women usually don't shake hands when being introduced to each other. When a woman and a man are introduced, shaking hands is up to the woman. Americans rarely shake hands to say good-bye, except on business occasions.

Handshaking is rather rare in Britain as well, but it is a correct thing to do on the Continent. When an Englishman passes a friend in the street he only touches his hat. He doesn't shake hands when he stops to talk.

At parties, interviews and other formal and informal situations you meet people you haven't met before and have to introduce yourself to them, or they introduce themselves to you. You also have to introduce people you already know to one another.

Here are a few rules of introduction which are useful to remember:

1. men are introduced to women;
2. young people to older ones;
3. old friends to newcomers;
4. a young girl to a married woman;
5. women are never presented to a man.



## II. TOPICAL VOCABULARY

### 1. General

1. get acquainted [ə'kweɪntɪd] with smb      познакомиться с кем-либо  
(become acquainted with smb;  
make smb acquaintance;

make the acquaintance of smb)	
acquaintance (n)	знакомый
2. have a nodding acquaintance with	только раскланиваться с кем-либо
nod (v)	(не быть лично знакомым)
3. introduce [ˌɪntrəˈdju:s] smb to smb	кивать
be introduced to smb	представить кого-либо
introduce oneself	быть представленным кому-либо
4. meet (v) smb	представиться
5. address (v)	(зд.) познакомиться с кем-либо
6. know smb	обращаться к кому-либо
know by sight	быть знакомым с кем-либо
7. letter of introduction	знать в лицо
8. visiting (calling) card	рекомендательное письмо
9. shake hands	визитная карточка
10. spell (one's name)	пожимать руку
11. friend	назвать по буквам
close (intimate) friend	друг
bosom [ˈbʊzəm] friend	близкий друг
make friends with smb	закадычный друг
make friends again	подружиться
12. make a friendly chat	помириться
13. colleague [ˈkɒli:g]	поболтать
	коллега

### Proverbs and Sayings

- |   |   |
|---|---|
| 1. Politeness goes far, yet costs nothing.    | <i>Вежливость ценится дорого, но ничего не стоит.</i> |
| 2. To take to something like a duck to water. | <i>Как рыба в воде.</i>                               |

### Useful Phrases

- |   |   |
|---|---|
| 1. Have you met ...?  | Вы знакомы с ... ?  |
| 2. I don't think you've met...  | Боюсь, вы не знакомы с ...<br>(вы еще не встречались с ...) |
| 3. Allow me to do the introductions                                     | Разрешите вас познакомить<br>(представить друг другу)       |
| 4. Allow me to introduce you to...                                      | Разрешите Вас познакомить с...<br>(представить)             |
| 5. May I introduce Mr/Mrs ...<br>(formal)                               | Разрешите представить Вам ...                               |
| 6. I'd like to introduce you to...                                      | Я хотел бы познакомить Вас с...                             |
| 7. I'd like you to meet...<br>(I want you to meet ...)<br>(less formal) | Мне хотелось бы познакомить Вас с ...                       |

- |  |                         |
|--|-------------------------|
| 8. This is ...<br>Meet (AmE) ( <i>informal</i> )       | Познакомьтесь, это ...  |
| 9. May I introduce myself<br>(Let me introduce myself) | Разрешите представиться |

## 2. Two people who have been introduced say:

- |  |                                |
|--|--------------------------------|
| 1. <i>formal/less formal</i> (both): How do you do?<br><i>informal/semi-formal</i> : Hello!<br><i>informal</i> : Hi! Morning! Evening! |                                |
| 2. This is a pleasure, Mr/Mrs  | Очень приятно.                 |
| 3. Glad/pleased/ nice to meet you.   | Рад с Вами познакомиться.      |
| 4. Delighted to meet you.<br>(I'm very pleased to meet you.)   | Счастлив с Вами познакомиться. |

## 3. Conversational Openings

- |  |  |
|--|--|
| 1. We met at ..., didn't we?   | Мы уже знакомы, не правда ли?                  |
| 2. We've met before?<br>Haven't we met before?   | Мы уже знакомы?                                |
| 3. We've already been introduced.  | Нас уже представили друг другу.                |
| 4. Could I have seen you<br>somewhere?   | Мы уже встречались, не так ли?                 |
| 5. I fancy I've met you before.<br>(I have a feeling we've met<br>before.)                           | Мне кажется, что мы уже<br>где-то встречались. |
| 6. Your face seems (so)<br>familiar (to me).   | Ваше лицо мне знакомо.                         |
| 7. Your name sounds familiar.<br>(I've heard your name many times.<br>I've heard so much about you.) | Я о вас слышал.<br>Мне о вас говорили.         |

### To start a conversation you may ask a question such as:

- \* Is this your first visit to ...?
- \* Have you been here/to ... before?
- \* Have you visited/seen ... ?
- \* How do you like our ...?
- \* Are you enjoying ... ?
- \* Are you finding interesting/useful ... ?
- \* What do you think of ... ?

### A more tactful way of asking for information is to make a remark with a question tag:

- \* This is your first visit to Moscow, isn't it?
- \* You are enjoying the opera, aren't you?

**Other remarks which invite a response:**

- \* I believe/hear ... – Я полагаю/слышал ...
- \* I've been told ... – Мне говорили ...
- \* I expect/suppose/imagine ... – Я полагаю/считаю ...

**4. Greetings***Greetings*

1. How do you do?  
Здравствуйте. (*formal*)
2. Hello, how are you?  
Hello, how are you getting on?  
Здравствуйте, как поживаете?
3. Good morning. (until 12 p.m.)  
Good afternoon. (until 5–6 p.m.)  
Good evening. (until 10–11 p.m.)  
(*formal*)
4. Morning.  
Afternoon.  
Evening.  
(*semi-formal – used to people whom one sees regularly but does not know well*)
5. Hallo/Hello  
(*semi-formal, informal*)
6. Hi! (AmE) – Привет! (*informal*)

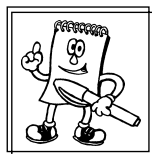
*Replies*

1. How do you do?  
Здравствуйте.
2. (I am) very well, thank you.  
Спасибо, хорошо.  
Fairly/quite well. – Довольно хорошо.  
Fine. – Прекрасно.  
All right. – Все в порядке.  
Not too bad. – Неплохо.  
Not very/too well, I'm afraid. –  
Боюсь, не очень (хорошо).  
A bit tired, otherwise all right. –  
Немного устал, а так все в порядке.  
So-so. More or less all right. –  
Более менее. Так себе.  
And how are you? –  
А как вы себя чувствуете?
3. Good morning.  
Good afternoon.  
Good evening.
4. Morning.  
Afternoon.  
Evening.
5. Hallo! Nice to see you!
6. Hi!

**5. Forms of Address**

- |   |   |
|---|---|
| 1. First name   | – to friends                                |
| 2. Mr Brown   | – to a man we don't know well               |
| Mrs Brown   | – to a married woman we don't know well     |
| Miss Brown  | – to a girl or unmarried woman              |
| "Mr", "Mrs", "Miss" alone is not a polite form of address |   |
| 3. Sir  | – to a man who is clearly older/more senior |
|   | – to an officer in the armed forces         |

- as a title, followed by the first name
  - used by shopassistants, waiters, policemen
  - by schoolchildren to their men-teachers
  - polite form of address to a stranger (not common nowadays, the more usual way being “Excuse me, please”)
  - used by shopassistants, waiters
  - rarely used to address a stranger (more usual “Excuse me, please”)
  - not used to address a woman-teacher
  - to a woman-teacher by primary school children
  - to medical practitioners
  - to a person with a degree (PhD)
  - to a university professor
  - to an audience [ˈɔːdiəns]
  - to a policeman
  - to a person of certain occupation
4. Madam
5. Miss  
(Miss/Mrs plus surname is used)
6. Doctor (alone)
7. Doctor Brown
8. Professor (with/without surname)
9. Ladies and Gentlemen
10. Officer
11. Waiter, Porter, Nurse



### III. VOCABULARY EXERCISES

#### They Meet Again

(abridged from “Morning, Noon and Night” by Sidney Sheldon)

As they approached the front door it opened, and Clark, the butler, stood there. He was in his seventies, a dignified, capable servant who had worked at Rose Hill for more than thirty years. He had watched the children grow up, and had lived through all the scandals.

Clark’s face lit up as he saw the group. “Good afternoon!”

Kendall gave him a warm hug. “Clark, it’s so good to see you again.”

“It’s been a long time. Miss Kendall.”

“It’s Mrs Renaud\* now. This is my husband, Marc.”

“How do you do, sir?”

“My wife has told me a great deal about you.”

“Nothing too terrible I hope, sir.”

“On the contrary. She has only fond memories of you.”

“Thank you, sir.” Clark turned to Tyler. “Good afternoon, Judge Stanford.”

“Hello, Clark.”

“It’s a pleasure to see you, sir.”

"Thank you. You're looking very well."

"So are you, sir. I'm so sorry about what has happened."

"Thank you. Are you set up here to take care of all of us?"

"Oh, yes. I think we can make everyone comfortable."

"Am I in my old room?"

Clark smiled. "That's right." He turned to Woody. "I'm pleased to see you, Mr Woodrow. I want to –"

Woody grabbed Peggy's arm. "Come on," he said curtly. "I want to get freshened up."

The others watched as Woody pushed past them and took Peggy upstairs.

### **Note:**

Mrs Renaud [re'no:]

### **Ex. 1.** Comprehension questions.

1. Who are talking?
2. How are they related to each other?
3. Why did Kendall want to be called Mrs Renaud?
4. What is Clark?
5. What is Tyler?
6. Why does Clark address Tyler "Sir"?

### **Ex. 2.** How would you address the following people?

1. your aunt Mary Smith
2. a friend of your own age (Sandra Robinson)
3. Sandra's father/mother
4. a university professor PhD (Richard Hage, 1st meeting)
5. a girl of 17 not married (Sandy Abbot)
6. a stranger of 27/70
7. your English teacher
8. your doctor (George West)
9. director of the Company you work for
10. an older colleague (Paul Franklin)
11. an elderly woman in the street
12. a married woman of 35 (Judy Forsythe)

**Ex. 3.** Insert a suitable form of address.

1. "... could you tell me the quickest way to the railway station?" (to a stranger)
2. "... it hurts here..." (to your doctor Alan Price during the examination)
3. "How nice to see you again, ..." (to an old friend of yours)
4. "Will you come in and sit down, ... . Mr Green will be with you in 5 minutes." (a visitor, Michael Black)
5. "...I wonder if you could find time to read my paper." (to a university professor, William Greenpiece)
6. "I'll call you back as soon as I find the book, ..." (to your older colleague, Alice Blackboot)
7. The chairman introduces the lecturer to the audience "... , I have great pleasure in introducing Professor Robinson from Chicago University." (to an audience).

**Ex. 4.** Make up sentences using one item from each column. Make sure that all the items are of the same degree of formality. Being introduced start a conversation.

Ladies and Gentlemen	May I introduce	a friend of mine, Tom Sweet
Father	Let me introduce	your guide
Mr Brown	I'd like you to meet	our new personnel manager
Mrs Miller	Let me introduce myself	my brother, John
Peter		our managing director, Mr Roberts
		our new colleague, Jane Small

**Ex. 5.** Fill in prepositions or adverbs where necessary.

1. I am not acquainted ... Mr Jones, could you introduce me ... him. I would like to make his acquaintance ... .
2. He greeted ... me ... a smile.
3. The chairman introduced the lecturer ... the audience.
4. It was necessary to make introductions ... all round. There were many people present at the party.
5. ... further acquaintance I found out that he is a very difficult person to deal ... .

6. Remember me ... your mother. She is such a nice person.
7. Give my kind regards ... your sister. I haven't seen her ... ages.
8. How are you getting ...? – Not too bad, thank you.
9. Fine, thanks. What ... you? – Oh, more or ... the same ... usual. And how are things ... you?
10. Hallo, Mary. How's life? – A bit hectic ... the moment. I am very busy ... work now and ... I've got my cousin staying ... me.
11. Your name has slipped ... my mind.
12. You take me ... somebody else.

## IV. DIALOGUES



Read the dialogues and dramatize them in class.



**1**

- Can you do me a favour, Jim? Would you mind introducing me to Miss Jones?
- Oh, yes, with pleasure, though it's rather strange you don't know each other yet.
- I just didn't have a chance to get acquainted with her. Is she a nice girl?
- Yes, of course, and she has a very nice dog.



**2**

- Harry, have you met Mr Grey?
- No, we haven't met.
- Come along then, I'll introduce you to him, if you like.
- With pleasure.
- Mr Grey, I should like to introduce Mr Smith, a friend of mine.
- How do you do, Mr Smith? Pleased to meet you.
- How do you do, Mr Grey? I'm very glad to know you.



**3**

- James, may I introduce Henry Brown? Mr Smith, this is Henry Brown. You are sure to have plenty to say to each other.
  - How do you do, Mr Richardson?
  - How do you do, Mr Brown?
- (They shake hands)





4

- Have you met Mr Hall?
- No, we haven't met.
- Come along, I'll introduce you to him, if you like.
- With pleasure.
- Mr Hall. I'd like to introduce Mr Brown, a friend of mine.
- How do you do, Mr Hall?
- How do you do, Mr Brown? I'm very glad to know you.



5

- I'm sorry. Are you acquainted? No? Harry, this is James Richardson, Mr Richardson, Harry Smith.
- How do you do? I'm so glad to meet you.
- How do you do? I'm so pleased to have made your acquaintance, Mr Smith.

**Ex. 7.** Working in pairs make up a dialogue using the following variations.

1

- Hallo, Nick, here you are! *Glad to meet you!*  
*I'm glad we've met.*  
*Nice to see you.*  
*It's good to see you again.*
- Cheerio! Glad to see you too.

2

- How do you do, Mr West? *Pleased to meet you!*  
*Glad to meet you!*  
*Haven't seen you for ages!*
- How do you do, Peter?

3

- How *are you?*  
*are you getting on?*  
*are things?*  
*is life?*  
*is your mother?*
- Thanks, *fine!* How are you?  
*so-so*  
*as usual*  
*pretty well*  
*not too bright*  
*not bad*  
*could be better*

4

- Well, good-bye.      *Many kind regards to your sister!*  
                                *Remember me*  
                                *My love*
- Thanks, I will  
by all means.  
Good-bye!

5

- So long!      *See you later!*      – Cheerio!  
                          *the day after tomorrow*  
                          *on Monday*  
                          *during my next visit to France*

6

- Nora, meet my friend, Jack.
- classmate*
- fellow student*
- brother*
- colleague*
- How do you do, Jack?

7

- Miss Jane! Allow me to introduce *Mr Fox to you!*
- How do you do, Mr Fox? *our managing director*  
*our department head*  
*Pleased to meet you.*  
*Happy to meet you.*  
*It's a pleasure to make*  
*your acquaintance.*

8

- Mr Hopkins,  
I guess?
- That's right.
- That's me.  
It's my name.*

9

- I beg your pardon.                    *I seem to know your face.*  
    *I saw you somewhere.*  
    *I bet I know your name.*  
    *Your name has slipped my mind.*  
 – I am sorry, you take me for somebody else.

**Ex. 8.** Expand the situation introduced by the opening sentences.

**1**

- How do you do, Mr Jones?
- How do you do, Mr Hardy?
- Sit down, please. What can I do for you?

**2**

- Good morning, Mrs Garland.
- Good morning, Mrs Davis. How are you today?
- I'm quite well, thank you.

**3**

- Morning, Frank.
- Hallo, Jim. How are you getting on?
- More or less all right, thanks, and you?

**4**

- Hello, Charles.
- Hello, Dick, lovely day, isn't it?
- Absolutely wonderful...

**5**

- Good afternoon, Mrs Ferris.
- Good afternoon, Mrs Collins, nice day, isn't it?
- Oh, yes, just lovely...

**Ex. 9.** Translate the dialogues into English.

**1**

- Господин Джонсон, разрешите представить Вам господина Смирнова.
- Здравствуйте, господин Смирнов.
- Здравствуйте, господин Джонсон. Бернارد Грей недавно рассказывал мне о Вашей последней работе. Это чрезвычайно интересно.

**2**

- Разрешите Вам представить господина Маркова из С.-Петербурга.
- Здравствуйте, господин Марков. Рад с Вами познакомиться.
- Здравствуйте, господин Холл. Я также очень рад.

**3**

- Не могли бы Вы представить меня господину Томпсону из британской делегации?
- С удовольствием. Господин Томпсон, разрешите Вам представить господина Петрова из Российской делегации.
- Очень рад, господин Петров.
- Здравствуйте, господин Томпсон.

**4**

- Генри, познакомься с моей женой. Элиза, это мой друг Генри.
- Очень рада с Вами познакомиться, Генри.
- Я также очень рад, Элиза.

**5**

- Вот идет Билл. Ты его знаешь? Он один из моих лучших друзей.
- Нет, я его никогда не встречал.
- Хочешь с ним познакомиться?
- Конечно.
- Привет, Билл. Как твои дела?
- Неплохо, спасибо. А как твои?
- Спасибо, прекрасно. Знаешь, Билл, я хочу познакомить тебя с Гарри. Он один из моих старых друзей.
- Здравствуйте!
- Здравствуйте!

**6**

- Привет, Билл. Как дела?
- Спасибо, прекрасно. Знаешь, Билл, я хочу познакомить тебя с Гарри. Он один из моих старых друзей.
- Здравствуйте, Гарри!
- Здравствуйте, Билл!

**7**

- Доброе утро, господин Джексон, как Вы себя чувствуете?
- Спасибо, хорошо, а Вы, господин Грин?
- Я тоже хорошо, спасибо.

**8**

- Добрый день, господин Хилл. Хороший день, не правда ли?
- Чудесный день! Как Вы себя чувствуете?
- Хорошо, спасибо. А Вы?
- Сегодня лучше, благодарю Вас. До свидания.
- До свидания, был рад с Вами повидаться.

**9**

- Привет, Майк. Рад тебя видеть, как живешь?
- Ничего, спасибо, иду на работу. Увидимся позже.
- Пока.

**10**

- Здравствуйте, господин Блэйк, пришел с Вами попрощаться.
- Добрый день, господин Иванов, Вы уезжаете?
- Да, возвращаюсь домой. Я закончил свою работу здесь.
- Как жаль, Вы нам очень понравились.
- Спасибо, Вы очень добры. Всего хорошего.
- Передайте привет Вашей жене.
- Спасибо, передам. До свидания.

**Ex. 10.** Introduce the following people to each other. They greet each other and start a conversation.

1. a fellow-student to your mother;
2. a guest professor to his audience;
3. yourself to a group of students;
4. a friend of your age to an elderly lady at the party;
5. a colleague (Robert Drawn) to your husband/wife;
6. your brother to the director of your company, you want him to get a job with the company;
7. one guest at the party (Linda Colgate, 40, married) to your friend (Vladimir Orlov, 35);
8. your Russian teacher to guest professor who wants to study Russian;
9. your friend (Marta Small, 30, unmarried) to your husband's friend (Douglas Cord, 40, single), you want them to make friends.

# FAMILY

## I. INTRODUCTORY TEXT

### Home

(adapted and abridged)

*by W. S. Maugham*

George Meadows, the master of a prosperous farm, was then a man of fifty, and his wife was a year or two younger. Their three daughters were lovely and their two sons were handsome and strong. They were merry, industrious and kindly. They were happy and deserved their happiness. But the real master of the house was not George, it was his mother. She was about 70, tall, with grey hair and though her face was wrinkled, her eyes were dark, bright and shrewd.



I knew the story of George's mother and his uncle, whose name was also George. About fifty years ago uncle George and his younger brother Tom had both courted Mrs Meadows when she was Emily Green. George was a good-looking fellow, but not so steady as his brother, that's why Emily chose Tom. George had gone away to sea for twenty years. Now and then he sent them presents. Then there was no news of him. When Tom died Mrs Meadows wrote George about it but they never got an answer and decided that he must be dead...

Some days ago to their greatest surprise they got a letter, which informed them that George Meadows, who was ill and felt that he had not much longer to live wanted to see the house in which he was born. I was invited to come and see him.

It goes without saying I accepted the invitation. I found the whole family in the kitchen. I was amused to see that Mrs Meadows wore her best silk dress. I was introduced to the old captain. He was very thin and his skin hung on his bones like an old suit that was too large for him. He had lost nearly all his teeth. It was strange to see those two old people and to think that half a century ago he had loved her and she was in love with another.

"Have you ever been married, Captain Meadows?" I asked. – "Not me," he said and added: "I said I would never marry anyone but you, Emily, and I never have." There was some satisfaction in his voice.

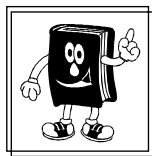
**Ex. 1.** Comprehension questions.

1. How old was George Meadows?
2. Was his wife older or younger than he?
3. How many children did they have?
4. What were his daughters like?
5. What were his sons like?
6. Why did they deserve to be happy?
7. Who was the real master of the house?
8. How old was George's mother?
9. What was the name of George's uncle?
10. Who had courted Mrs Meadows when she was Emily Green?
11. Whom did Emily marry?
12. Why did Emily marry Tom not George?
13. What did George, Tom's brother, do?
14. Why did George go to sea?
15. Why did Mrs Meadows decide that George was dead?
16. What did a letter inform them of?
17. Why did George decide to return?
18. Why had Captain Meadows never married anyone?

**Ex. 2.** Find in the text English equivalents to the following:

- 1) хозяин фермы; 2) пятидесятилетний мужчина; 3) дочери очаровательные; 4) сыновья красивые и сильные; 5) они заслужили свое счастье; 6) ей было около 70; 7) оба ухаживали за Мисс Грин; 8) она выбрала Тома; 9) отправился в море (стал моряком); 10) не было никаких известий; 11) дом, где он родился; 12) немного осталось жить; 13) само собой разумеется; 14) принял приглашение; 15) был женат; 16) меня представили старому капитану.

**Ex. 3.** Retell the text in indirect speech.



## II. TOPICAL VOCABULARY

### 1. Name

- |   |          |
|---|----------|
| 1. name (first name; Christian name)      | ИМЯ      |
| 2. patronimic [ˌpætrəˈnɪmɪk], middle name | ОТЧЕСТВО |