

# Prefixes for negative adjectives

**un** + adjective

unkind, unable, unwise, unhealthy,  
unclean, unfaithful

Hägar Language School  
<http://hagarlanguages.wordpress.com/>

**in** + adjective

incapable, inanimate, insane,  
indecent, indefinite, inactive

but "in" changes when it comes before "p", "m", "l" and "r":

**im** + adjective

impossible, impatient, impolite,  
immortal, immoral, immobile

**il** + adjective

illegal, illogical, illegible

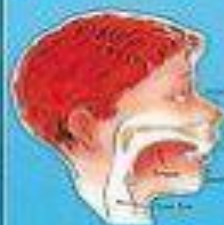
**ir** + adjective

irregular, irreverent, irreversible



The sounds and spellings of

# English Vowels



## The sound of vowels

Speech sounds are made in the mouth and throat by the vocal system.

There are two main effects of the movement of the tongue in the mouth:

1. It changes the position of the tongue in the mouth.



## The vowel phonemes

Short vowels

Long vowels

Diphthongs

i:	ɪ	ʊ	u:	ɪə	eɪ	
e	ə	ɜ:	ɔ:	ʊə	ɔɪ	əʊ
æ	ʌ	ɑ:	ɒ	eə	aɪ	aʊ



# Spelling

English spelling is difficult because some letters are pronounced in different ways. For example, the letter 'c' can be pronounced as /k/ or /s/.

There are many different spellings for the same sound. The most common spellings are listed below.



- |    |                                                    |    |                                    |
|----|----------------------------------------------------|----|------------------------------------|
| æ  | bad man pan bag                                    | ɒ  | hot watch cough                    |
| ɑ: | father car heart laugh                             | ɔ: | tall saw more caught four floor    |
| e  | get head any said friends                          | ʊ  | put good wolf could                |
| ə  | mother away actor cinema the colour offend station | u: | spoon flow you move shoe blue rude |
| ɪ  | him money pretty women manage                      | ʌ  | but some blood does one            |
| i: | feet read thief receive theme key he               | ɜ: | turn learn journey bird            |

# 44 Sounds of the English Language

## The 18 Consonant Sounds

- b (bag, ribbon)
  - k (cat, pick, kite, box, queen)
  - d (dog, add, filled)
  - f (fast, phone, laugh, half)
  - g (get, egg, ghost, guest)
  - h (hot, who)
  - j (jet, page, giraffe)
  - l (lip, fell)
  - m (man, summer, climb, autumn)
  - n (net, penny, know, gnat)
  - p (pan, happy)
  - r (rat, wrist)
  - s (sip, ice, city, science)
  - t (top, Thomas, trapped)
  - v (van, of, five)
  - w (why, wait, queen, choir)
  - y (yes, opinion, )
  - z (zap, fuzz, has, cheese)
- c, q, and x are found in other sounds.
- The c sound is found in the k sound and in the s sound (city)
  - The q sound is found in 'kw' Kwanza
  - The x sound is found in 'ks' words like picks

## The 3 R-Controlled Vowel Sounds

- ar (car, part)
- or (fork, north)
- ur (her, bird, hurt, dollar)

## The 5 Short Vowel Sounds

- a (bat, after)
- e (egg, pet, bread, friend)
- i (pig, in, busy, women)
- o (hop, off, awful, August)
- u (fun, monkey, trouble)

## The 6 Long Vowel Sounds

- a (made, maid, day, lady)
- e (feet, bean, these, be, candy)
- i (pie, might, like)
- o (boat, bone, open, toe, sew)
- u (you, mule)
- oo (few, blue, soup)

## The 7 Digraphs Sounds

- ch (chip, patch, future)
- sh (shop, fish)
- th (thing)
- th (this, the)
- wh (when)
- ng (ring)
- nk (bunk)



## The 5 Special Sounds, Diphthongs included

- oi (oil, toy)
- ow (cow, pouch)
- oo (book, pull, soup)
- aw (raw, haul)
- zh (vision, treasure)

Silent H	Silent T	Silent K	Silent B
wh <u>h</u> at	wit <u>t</u> ch	kn <u>k</u> ife	lamb <u>b</u>
wh <u>h</u> en	fast <u>t</u> en	kn <u>k</u> ee	thumb <u>b</u>
wh <u>h</u> y	cast <u>t</u> le	kn <u>k</u> ot	num <u>b</u>
wh <u>h</u> ich	wat <u>t</u> ch	kn <u>k</u> itting	crumb <u>b</u>
wh <u>h</u> ether	but <u>t</u> cher	kn <u>k</u> now	climb <u>b</u> ing
gh <u>h</u> ost	scrat <u>t</u> ch	kn <u>k</u> nob	bomb <u>b</u>
h <u>h</u> onest	list <u>t</u> en	kn <u>k</u> nock	comb <u>b</u>
h <u>h</u> our	mat <u>t</u> ch	kn <u>k</u> ickers	doub <u>t</u>
wh <u>h</u> ile	Christ <u>t</u> mas	kn <u>k</u> nuckle	plumb <u>er</u>
wh <u>h</u> ite	mort <u>t</u> gage	kn <u>k</u> night	lim <u>b</u>
wh <u>h</u> ere	soft <u>t</u> en	kn <u>k</u> nack	debt
rh <u>h</u> ythm	oft <u>t</u> en	kn <u>k</u> new	tomb <u>b</u>
Silent N	Silent D	Silent G	Silent U
Autum <u>n</u>	ed <u>d</u> ge	gn <u>g</u> nome	gu <u>u</u> est
dam <u>n</u>	hed <u>d</u> ge	gn <u>g</u> narl	gu <u>u</u> ess
hym <u>n</u>	Wed <u>d</u> nesday	sign	gu <u>u</u> itar
column <u>n</u>	hand <u>d</u> some	resign	gu <u>u</u> ard
	hand <u>d</u> kerchief	desig <u>n</u>	bu <u>u</u> ilding
	bad <u>d</u> ge	foreig <u>n</u> er	gu <u>u</u> ilty
	wed <u>d</u> ge		rogue
			vogue
			biscu <u>u</u> it
			tongue

Silent L	Silent W
al <u>l</u> mond	w <u>w</u> ren
pa <u>l</u> m	w <u>w</u> rote
yo <u>l</u> k	w <u>w</u> restling
ca <u>l</u> m	w <u>w</u> riggle
sa <u>l</u> mon	w <u>w</u> rinkle
ca <u>l</u> f	s <u>w</u> ord
ha <u>l</u> f	w <u>w</u> hole
cha <u>l</u> k	w <u>w</u> reck
ta <u>l</u> k	tw <u>w</u> o
wa <u>l</u> k	w <u>w</u> rap
fo <u>l</u> k	w <u>w</u> rong
	w <u>w</u> rist
	w <u>w</u> riting



# Основные правила чтения

## Чтение гласных


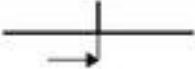
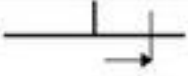
<b>Aa</b>	[eɪ] [æ]	date, plane man, flat	<b>Oo</b>	[əʊ] [ʊ]	home, pole dot, shop
<b>Ee</b>	[i:] [e]	he, these pencil, bell	<b>Uu</b>	[ju:] [ʌ]	flute, student cup, luck
<b>Ii</b>	[aɪ] [ɪ]	time, tie it, lift, lip	<b>Yy</b>	[aɪ] [ɪ]	cry, type myth, fifty

## Чтение некоторых согласных

<b>Cc</b>	[k] [s]	cap, colour, cut centre, city cyder	<b>Jj</b>	[dʒ]	jump, jam
<b>Gg</b>	[dʒ] [g]	gym, page, giant game, goal, flag grass, guest	<b>Ss</b>	[s] [z]	son, seven close, rose
			<b>Xx</b>	[ks]	axe, fox 

## Чтение некоторых буквосочетаний

<b>ng</b>	[ŋ] [ŋg]	ring, young, long angry, hungry	<b>ou</b>	[aʊ]	loud, house
<b>nk</b>	[ŋk]	bank, ink	<b>oy</b>	[ɔɪ]	joy, toy, boy
<b>ck</b>	[k]	clock, rock	<b>oi</b>	[ɔɪ]	oil, point
<b>wh</b>	[w]	white, what	<b>ay</b>	[eɪ]	ray, play
<b>gh</b> <small>не читается</small>		eight, high	<b>ai</b>	[eɪ]	paint, gain
<b>sh</b>	[ʃ]	ship, shop, dish	<b>ir</b>		girl, firm
<b>ch</b>	[tʃ]	chalk, bench	<b>er</b>	[ɜ:]	her, term
<b>th</b>	[ð] [θ]	this, those thing, cloth	<b>ur</b>		turn, fur
<b>ph</b>	[f]	phone, photo	<b>ar</b>	[ɑ:]	far, party
<b>sch</b>	[sk]	school, scheme	<b>or</b>	[ɔ:]	force, more portrait
<b>ee</b>	[i:]	free, meet	<b>er</b>	[ə]	speaker, writer
<b>ea</b>	[i:]	meat, tea, read	<b>or</b>	[ə]	doctor
<b>oo</b>	[u:] [ʊ]	spoon, too book, good	<b>ure</b>	[jʊə]	pure, sure
		исключения: flood, blood — [ʌ]	<b>ow</b>	[aʊ] [əʊ]	how, down show, snow
			<b>all</b>	[ɔ:l]	call, ball, small
			<b>qu</b>	[kw]	queen, quite

Прошедшее (Past)	Настоящее (Present)	Будущее (Future)
<b>КАК ОБРАЗУЕТСЯ</b>		
<p><b>was/were +</b> <b>1-я ф. глагола + -ing</b></p> <p>He <b>was doing</b>. – Он <i>делал</i>. He <b>was not (wasn't) doing</b>. – Он <i>не делал</i>. <b>Was he doing?</b> – <i>Делал ли он?</i></p>	<p><b>am/are/is +</b> <b>1-я ф. глагола + -ing</b></p> <p>He <b>is doing</b>. – Он <i>делает</i>. He <b>is not (isn't) doing</b>. – Он <i>не делает</i>. <b>Is he doing?</b> – <i>Делает ли он?</i></p>	<p><b>will + be +</b> <b>1-я ф. глагола + -ing</b></p> <p>He <b>will be doing</b>. – Он <i>будет делать</i>. He <b>will not be doing</b>. – Он <i>не будет делать</i>. <b>Will he be doing?</b> – <i>Будет ли он делать?</i></p>
<b>СЛОВА-МАРКЕРЫ</b>		
<i>while, when, as, all morning/evening...</i>	<i>now, at the moment, at present, these days, still, nowadays, today, tonight... Look! Listen!</i>	<i>this time next week/year/month... и другие обстоятельства времени, указывающие на будущее</i>
<b>ИСПОЛЬЗОВАНИЕ</b>		
 <ul style="list-style-type: none"> <li>• Длительное действие в прошлом</li> <li>• Прошое действие, завершенность которого не установлена</li> <li>• Одновременные действия в прошлом</li> </ul>	 <ul style="list-style-type: none"> <li>• Действие, происходящее в текущий момент</li> <li>• Запланированные будущие действия</li> </ul>	 <ul style="list-style-type: none"> <li>• Действие, которое обязательно произойдет в будущем (запланированное действие)</li> </ul>
<b>ПРИМЕРЫ</b>		
<i>I <b>was doing</b> my homework <u>when</u> my friend arrived. – Когда пришел мой друг, я делал домашнее задание.</i>	<i>Sorry, I <b>am doing</b> my homework <u>at the moment</u>. – Извини, но сейчас я делаю домашнее задание.</i>	<i>At 6 p.m. I <b>will be doing</b> my homework. – В 6 часов вечера я буду делать домашнее задание.</i>

# Завершённое (совершённое) время – Perfect Tense

P  
E  
R  
F  
E  
C  
T

Прошедшее (Past)

Настоящее (Present)

Будущее (Future)

## КАК ОБРАЗУЕТСЯ

**had** + past participle

(для прав. глагола –  
1-я ф. глагола + **-ed**,  
для неправ. глагола –  
3-я ф. непр. глагола)

I **had** done. – Я сделал.  
I **had not** done. – Я не сделал.  
**Had** I done? – Сделал ли я?

**have** + past participle

(для прав. глагола –  
1-я ф. глагола + **-ed**,  
для неправ. глагола –  
3-я ф. непр. глагола)

I **have** done. – Я сделал.  
I **have not** done. – Я не сделал.  
**Have** I done? – Сделал ли я?

**will** + **have** + past participle

(для прав. глагола –  
1-я ф. глагола + **-ed**,  
для неправ. глагола –  
3-я ф. непр. глагола)

I **will have** done. – Я сделаю.  
I **will not have** done. –  
Я не сделаю.  
**Will** I **have** done? – Сделаю ли я?

## СЛОВА-МАРКЕРЫ

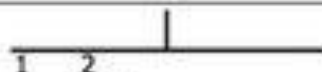
*before, after, already, just, for,  
since, till, until, when, by, by the  
time, never*

*for, since, already, yet, always, just,  
ever, never, so far, today, this  
week/month..., how long, lately,  
recently*

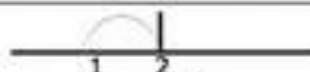
*before, by, by then, by the time,  
until, till*



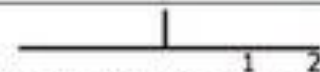
## ИСПОЛЬЗОВАНИЕ



- Прошлое действие, которое началось и завершилось к определенному моменту в прошлом



- Завершенное действие, непосредственно связанное с настоящим
- Действие, идущее из прошлого и продолжающееся в настоящем



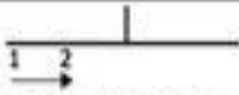
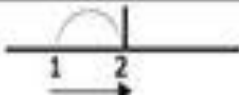

- Действие, которое завершится в определенный момент в будущем

## ПРИМЕРЫ

*When my friend came, I **had already done** my homework. – Когда мой друг пришёл, я уже сделал домашнее задание.*

*Look! I **have already done** my homework! – Смотри! Я уже сделал домашнее задание!*

*I **will have done** my homework **by 8 o'clock**. – Я сделаю домашнее задание к восьми часам.*

Прошедшее (Past)	Настоящее (Present)	Будущее (Future)
<b>КАК ОБРАЗУЕТСЯ</b>		
<p><b>had + been +</b>  <b>1-я форма глагола + -ing</b></p> <p>I <b>had been doing.</b> – Я делал.            I <b>had not been doing.</b> –            Я не делал.  <b>Had I been doing?</b> – Делал ли я?</p>	<p><b>have/has + been +</b>  <b>1-я форма глагола + -ing</b></p> <p>I <b>have been doing.</b> – Я делал.            I <b>have not been doing.</b> –            Я не делал.  <b>Have I been doing?</b> – Делал ли я?</p>	<p><b>will have + been +</b>  <b>1-я форма глагола + -ing</b></p> <p>I <b>will have been doing.</b> –            Я буду делать.            I <b>will not have been doing.</b> –            Я не буду делать.  <b>Will I have been doing?</b> –            Буду ли я делать?</p>
<b>СЛОВА-МАРКЕРЫ</b>		
<i>already, just, never, for, since, how long, before, until</i>	<i>all day, for, since, how long, lately, recently, all morning/year..., the whole day</i>	<i>by, by then, by the time, for</i>
<b>ИСПОЛЬЗОВАНИЕ</b>		
 <ul style="list-style-type: none"> <li>Длительное действие, происходившее перед другим действием</li> </ul>	 <ul style="list-style-type: none"> <li>Действие, начавшееся в прошлом и только что завершившееся</li> <li>Длительное действие</li> </ul>	 <ul style="list-style-type: none"> <li>Действие, которое завершится до определенного события</li> <li><b>ПОЧТИ НЕ ИСПОЛЬЗУЕТСЯ</b></li> </ul>
<b>ПРИМЕРЫ</b>		
<p><i>I <b>had been waiting</b> for half an hour when he arrived. – К тому моменту, когда он пришел, я прождал его полчаса.</i></p>	<p><i>I <b>have been doing</b> homework all day and it is still not finished. – Я делал домашнее задание целый день и так его и не закончил.</i></p>	<p><i>I <b>will have been doing</b> homework for over an hour by the time my friend arrives. – Когда придет мой друг, я буду делать домашнее задание уже больше часа.</i></p>



# FORMAL LETTER

A formal letter is used when you write to someone you do not know or the content is impersonal. Examples include job applications and business letters. Plan out your letter and ask yourself:

Why am I writing this letter?

Who is my audience?

What response do I want?

The name and address of the person to whom you are writing.

Mr. D. Taylor,  
Customer Service Manager,  
Taylor Games,  
Unit 1, North Avenue,  
Town,  
WX1 2YZ

Your full address

6 Cherry Lane,  
Town,  
AB1 2CD

21st July 2013

Date

Greeting: Use the title and name of the person to whom you are writing.

Dear Mr. Taylor,

Reference: The heading of your letter. It tells the reader what the letter is about.

Re: Customer Service Complaint, Order Number 20340506

Opening paragraph: Explain why you are writing the letter. Be clear and to the point.

I am writing to complain about the awful customer service that I received from your company over the last six weeks in relation to my order.

Main paragraphs: Explain what has happened in more detail.

I purchased a computer game on the 5th June, on a guaranteed five-day delivery service, allowing plenty of time for delivery before my son's birthday in July.

Do not write one large paragraph. Use connectives or write a paragraph for each point.

After ten days, the game still hadn't arrived so I sent an email to find out where it was. Two days later, there was still no response, so I tried to contact you by phone. However, I was only able to get through to an answer phone message.

Support opinions with facts.

On the 26th June, I finally spoke to one of your customer services representatives, who assured me that my order had finally been dispatched and would be delivered on the 2nd July, just in time for my son's birthday.

Conclusion: Repeat the main point and explain what response or outcome you want.

Much to my disappointment, six weeks after placing my order, I am still waiting for the computer game to arrive. The issue has caused an enormous disruption and is not something that I expected from a reputable online retailer.

I am offended by the lack of respect shown by your company and demand that a refund be issued immediately.

I look forward to hearing from you.

Close: Use 'Yours sincerely' if you know the name of the person to whom you are writing. If not, use 'Yours faithfully'.

Yours sincerely,

Your signature and name.

*S. Williams*

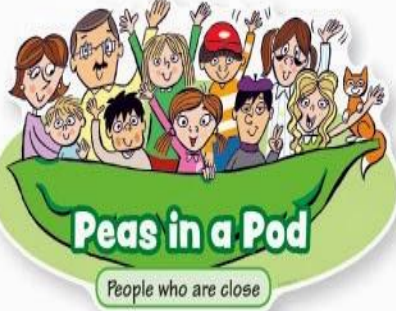
Ms. Sarah Williams

Remember: Always reread and check your letter before sending!



### Barking Up the Wrong Tree

Directing your efforts toward the wrong person or thing



### Peas in a Pod

People who are close



### Through the Grapevine

The informal spreading of messages, gossip, or rumors



### On Your High Horse

Superior or arrogant position



### Hit the Hay

To go to bed



### Under the Weather

Not feeling well



### Cool as a Cucumber

Very calm; not nervous



### Couch Potato

Someone who lies around and barely moves

### Wild Goose Chase

A hopeless or confusing situation



### Green With Envy

Very jealous



### Crocodile Tears

Fake tears or false sadness



### Smart Cookie

A person who is very intelligent



### On Cloud Nine

Blissfully happy



### Clam Up

To refuse to talk



### Goody Two Shoes

Someone who tries to be perfect



### Dog Days of Summer

The hottest, most humid days of summer



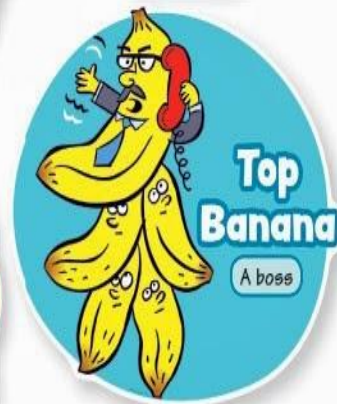
### Wolf in Sheep's Clothing

Someone who appears to be harmless but is really dangerous



### Dressed to the Nines

Dressed fashionably



### Top Banana

A boss

**Example 1****PAST**

Почитывал	<b>I read</b>
Читал	<b>I was reading</b>
Прочитал	<b>I had read</b>

**PRESENT**

Почитываю	<b>I read</b>
Читаю	<b>I'm reading</b>
Прочитал	<b>I have read</b>

**FUTURE**

Почитаю	<b>I will read</b>
Буду читать	<b>I will be reading</b>
Прочитаю	<b>I will have read</b>

**SIMPLE**

(в общем / в целом)

**CONTINUOUS**

(действие тянется)

**PERFECT**

(совершенное / завершённое действие)

**Example 2****PAST**

Ходил	<b>I went</b>
Шёл	<b>I was going</b>
Сходил	<b>I had gone</b>

**PRESENT**

Хожу	<b>I go</b>
Иду	<b>I'm going</b>
Сходил	<b>I have gone</b>

**FUTURE**

Пойду	<b>I will go</b>
Буду идти	<b>I will be going</b>
Схожу	<b>I will have gone</b>

**SIMPLE**

(в общем / в целом)

**CONTINUOUS**

(действие тянется)

**PERFECT**

(совершенное / завершённое действие)

**Example 3****PAST**

Плавал	<b>I swam</b>
Плыл	<b>I was swimming</b>
Проплыл	<b>I had swum</b>

**PRESENT**

Плаваю	<b>I swim</b>
Плыву	<b>I'm swimming</b>
Проплыл	<b>I have swum</b>

**FUTURE**

Буду плавать	<b>I will swim</b>
Буду плыть	<b>I will be swimming</b>
Проплыву	<b>I will have swum</b>

**SIMPLE**

(в общем / в целом)

**CONTINUOUS**

(действие тянется)

**PERFECT**

(совершенное / завершённое действие)