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## ПРЕДИСЛОВИЕ

Данное учебное пособие может использоваться как учителями на уроках, так и учащимися в процессе самостоятельной подготовки к экзамену. Представленные в пособии материалы написаны с учётом требований Федерального государственного образовательного стандарта и Примерной программы по английскому языку для основной школы.

В устной части экзаменационной работы есть задания, в которых проверяется умение создания монологического высказывания по предложенной тематике. Задачей данного пособия является формирование умения говорить на иностранном языке. Бóльшая часть упражнений, представленных в пособии, направлена на отработку монологической речи, так как в учебном процессе она вызывает наибольшие трудности. Именно поэтому языковой материал структурирован не по темам высказываний, а в соответствии с выполняемыми им функциями.

Каждый из разделов состоит из списка наиболее распространённых выражений с краткими комментариями. Затем следуют примеры их употребления и упражнения для закрепления.

Независимо от того, какой тип речи (монологический или диалогический) используется, необходимо учитывать следующие моменты:

- правильно выбранный стиль общения;
- целостная структура высказывания (вступление, основная часть и заключение);
- соответствие выбранной лексики теме высказывания.

При построении диалога необходимо помнить, что

- любой диалог имеет чёткую структуру (приветствие, основную часть и концовку);
- выбор фраз и выражений зависит от того, с кем ведётся беседа: это могут быть формальный (formal) или неформальный (informal) стили общения;

- если это задание, аналогичное представленным в экзаменационной работе, необходимо полностью раскрыть ту ситуацию, которая предложена в задании. Для этого вам в помощь даются информация и вопросы, которые вы можете употребить в диалоге.

С помощью этого пособия вы не только подготовитесь к ОГЭ по английскому языку, но и научитесь эффективно общаться в ситуациях межкультурной коммуникации.

Замечания и предложения, касающиеся данной книги, можно присылать на адрес электронной почты [legionrus@legionrus.com](mailto:legionrus@legionrus.com).

# УСТНАЯ ЧАСТЬ ЭКЗАМЕНА: ТЕОРИЯ И ПРАКТИКА

## ФОРМЫ ОБРАЩЕНИЯ. FORMS OF ADDRESS

При обращении называется

– имя (John, Mary) — при разговоре с другом, коллегой или хорошим знакомым;

– при более формальном разговоре нужно использовать **Mr/Mrs or Ms/Miss + surname**:

**Mr Brown** — к мужчине,

**Mrs Brown** — к замужней женщине,

**Ms Brown** — к женщине, если вы не знаете, замужем ли она,

**Miss Brown** — к незамужней женщине;

– **Sir** используется

1) для обращения к мужчине значительно старше вас,

2) продавцами, официантами при обслуживании мужчин,

3) как вежливая форма обращения к незнакомцу,

4) в армии при обращении к офицеру,

5) как титул;

– **Madam** используется обслуживающим персоналом при обращении к женщине; если это молодая девушка, лучше сказать **Lady**;

– **Doctor/Dr + surname** — при обращении к медицинскому работнику;

– **Professor** — при обращении к человеку с научной степенью;

– **Ladies and Gentlemen** — при обращении к публике;

– существуют ласкательные обращения к членам семьи:

**Dad or Daddy** — к отцу,

**Mum or Mummy** — к матери,

**Granny/Gran/Nanny/Grandad/Grandpa** — к бабушке и дедушке,

**Auntie/Uncle** — к тётке и дяде;

– при обращении к совсем незнакомому человеку любого пола диалог можно начать с фразы **Excuse me, please.**

### Exercise 1.1

Choose the best answer.

1. If you want to address Mrs Jane Hardy whom you have known for a few years. She is a young woman.  
a. Madam                      b. Mrs Hardy                      c. Jane
2. If a person is an unknown woman to you:  
a. Miss                      b. Madam                      c. Mrs
3. If you want to address a famous British scientist Doctor Peter Spork:  
a. Mr Spork                      b. Peter                      c. Dr Spork
4. If you want to address an English teacher called Helen Parker, middle-aged and unmarried:  
a. Miss Parker                      b. Helen                      c. Miss
5. When you address a middle-aged man whose name you don't know:  
a. Mister                      b. Gentleman                      c. Sir

### Exercise 1.2

How would you address the following people?

1. a girl of seventeen, not married (Ann Brown)

---

2. a married woman with a child (Judy Smith)

---

**3.** a male stranger of about 40

---

**4.** a university professor (John Clark)

---

**5.** your English teacher

---

**6.** an unknown doctor who is examining you

---

**7.** your neighbour of old age (Richard Gate)

---

**8.** the director of the company you work for (Alan Powers)

---

**9.** an older colleague ( David Black)

---

**10.** a friend of your own age (Stephen Walker)

---

**11.** an older woman (you want to help her)

---

**12.** an English audience

---

**13.** your aunt Jane Hart

---

**14.** a policeman

---

**15.** a couple (the Smiths)

---

### Exercise 1.3

Insert a suitable form of address in the blank space.

1. Yes, \_\_\_\_\_, I'm waiting for you. (to George Miller, aged 35)
2. I hope it's nothing serious, \_\_\_\_\_. (to your doctor Paul Brown)
3. Yes, \_\_\_\_\_, I'll try to do my best. (to a fellow-student Mary Black)
4. \_\_\_\_\_, I would appreciate, if you could find time to read my report. (to a university professor Jack Wilson)
5. \_\_\_\_\_, could you tell me the way to the nearest chemist's. (to an elderly man in the street)
6. \_\_\_\_\_, I have great pleasure in introducing Professor Ivanov from Russia. (to an audience)
7. \_\_\_\_\_, how nice to see you again after such a long time. (to your friend Ann Bridges)
8. Thank you, \_\_\_\_\_, I think I can manage by myself. (to your colleague Mary James)
9. \_\_\_\_\_, are you ready to order? (to young girls)
10. Can I help you, \_\_\_\_\_? (to a middle-aged woman)

### ПРИВЛЕЧЕНИЕ ВНИМАНИЯ. ATTRACTING ATTENTION

Наиболее часто употребляемая фраза для привлечения внимания  
**Excuse me, please.**

Для привлечения внимания публики используется **Attention, please** or **Can/May I have your attention, please?**

В формальной обстановке — **I'm sorry to trouble you, but...**

В неформальной обстановке — **Just a minute. Look here! Hey!**  
(выражают раздражение, нетерпение).

Как предупреждение употребляется **Look/watch out!** or **Mind the step/your head!**

## Exercise 2

What would you say?

1. You want to ask the receptionist at your hotel a question.

---

2. You see a woman about to step in front of a car.

---

3. You want to ask a shop assistant if you can try something.

---

4. You want to ask a question at the meeting.

---

5. You see a tall man walking towards a low doorway.

---

6. You want to tell an interesting news to your friend.

---

7. You have to tell a group of tourists that notice.

---

8. You want the waiter to bring the bill.

---

9. You want to ask a passenger when the train arrives in London.

---

10. You ask a stranger if the seat is vacant.

---



## ПРИВЕТСТВИЕ И ЗНАКОМСТВО. GREETINGS AND INTRODUCTIONS

В зависимости от времени суток разговор можно начать с

**Good morning** — until lunch time;

**Good afternoon** — until 5–6 p.m.;

**Good evening** — until 10–11 p.m.

Возможна сокращённая форма: **Morning/Afternoon/Evening**.

В неформальной обстановке возможно использование **Hi/Hello/Hallo**.

Для продолжения диалога очень важно, знакомы ли вы с человеком или нет. Рассмотрим оба этих случая.

Если это незнакомый для вас человек, вы начинаете с представления себя, называете своё имя и, если это деловой разговор, свою должность:

**Let me introduce myself. I'm...**

**My name is... . Nice/Pleased/Glad to meet you.**

**How do you do?** (Очень формально, сейчас употребляется нечасто.)

Для продолжения беседы вы можете воспользоваться следующими фразами:

**Is this your first visit to...?**

**Have you been here before?**

**How do you like/find...?**

**What do you think of...?**

**Are you interested in...?**

Если вы знакомы с человеком, после приветствия принято спрашивать **How are you?/How are you getting on?/How are things?** Ответ обычно даёт позитивный, только в редких случаях вы услышите отрицательный вариант. Затем этот же вопрос зададут и вам, так как это общепринятая вежливая форма общения.

+ **I'm very/ fairly/quite well, thank you.**

**Fine, thanks. I'm OK. All right, thanks.**

**Not too bad/so bad, thank you.**

– **So-so. Not very/so well. It can be better.**

На такой ответ вы должны обязательно высказать сочувствие.

**Oh, dear. I'm sorry to hear that. How can I help you?**

## Exercise 3.1

Choose the best answer.

1. When you meet someone in the morning whom you know only slightly, you say:  
a. How do you do?      b. Good morning.      c. Hi.
2. When you meet an acquaintance at about 1.30 p.m., you say:  
a. Good morning.      b. Good afternoon.      c. Good day.
3. When you come into a room where there is a group of your fellow-students, you say:  
a. Good morning.      b. Nice to meet you.      c. Morning.
4. When a senior colleague asks *How are you?*, you reply:  
a. Very well, thank you.  
b. OK, thanks.  
c. All right, thank you.
5. When your hostess says *Nice to see you*, you reply:  
a. The same to you.  
b. It's a pleasure.  
c. Nice to see you, too.
6. When you meet your friend, you say:  
a. All right, thanks.  
b. How are you getting on?  
c. Good morning.
7. When your doctor asks *How are things?*, you reply:  
a. Not very well.  
b. Glad to see you.  
c. The same to you.

## Exercise 3.2

Greet the following people.

The greetings may be as the starting point for a short dialogue.

1. a close friend called Andrew

---

2. an elderly neighbour Mrs Watson, at 6 p.m.

---

3. a colleague whom you know only slightly at 10 a.m.

---

4. your parents at breakfast table

---

5. your English teacher at 2 p.m.

---

6. a group of fellow-students

---

7. a group of tourists to whom you are acting as a guide

---

8. your sister Helen

---

9. a shop assistant at 7 p.m.

---

10. your boyfriend/girlfriend

---

*We composed some illustrative dialogues using the information from the previous units.*

### **Formal**

*Mr James: Good morning, Mr Smith.*

*Mr Smith: Good morning. How are you?*

*Mr James: Very well, thank you. And you?*

*Mr Smith: Quite well, thank you.*

***Semi-formal, informal***

*Chris: Hello, Jenny.*

*Jenny: Hello, Chris. How are you?*

*Chris: Fine, thanks. What about you?*

*Jenny: Oh, not too bad.*

*David: Hello.*

*Jean: Hello, David. How are you getting on?*

*David: All right, thanks. And how are things with you?*

*Jean: Oh, more or less the same as usual.*

***Informal***

*Susan: Hi, Mary? How's life?*

*Mary: A bit stressful at the moment. I'm very busy at work, and besides, I've got my cousin staying with me.*

*Susan: I see. Don't worry.*

*Mary: I try, I'll do my best.*

*Compose your own ones.*

### Exercise 3.3

Fill in the gaps with these phrases from the box.

- a.** what do you do    **b.** how do you know    **c.** do you live  
**d.** do you know    **e.** didn't we meet in    **f.** where did you meet  
**g.** whereabouts in    **h.** you're a teacher    **j.** are you a friend of

**1.**

*Mary: Wow! There are a lot of people here!*

*Bob: Yes! It's coffee time. I'm Bob. I work downstairs in sales.*

**1.** \_\_\_\_\_?

*M: Hi, I'm Mary. I'm an accountant.*

*B: Oh, really. 2.* \_\_\_\_\_ *in Manchester?*

*M: No, I live in London.*

*B: 3.* \_\_\_\_\_ *London?*

*M: In Notting Hill, West London.*

**2.**

*Anna:* Jack, this is Sue.

*Jack:* Nice to meet you, Sue.

*Sue:* You too. **4.** \_\_\_\_\_ Anna?

*J:* I work with her.

*S:* Oh. So, **5.** \_\_\_\_\_ Jackie Blake?

*J:* Yes. Why?

*S:* She's my sister. She couldn't come tonight.

**3.**

*Kate:* Hello. **6.** \_\_\_\_\_ Lily's or Lionel's?

*Mark:* Lily's.

*K:* Me too! Were you at university with her?

*M:* No. Were you?

*K:* Yes, I was. So, **7.** \_\_\_\_\_ her?

*M:* At work. I went out with her, but she broke up with me. We're friends now.

**4.**

*Theo:* Hello. **8.** \_\_\_\_\_ London last year?

*Max:* London? Was it at the computer conference?

*T:* Yes, you gave a talk about computers in education.

*M:* Oh, yes. **9.** \_\_\_\_\_ at Bath College, aren't you?

*T:* That's right.

**Exercise 3.4**

Complete the conversation with the words in the box.

are (x2) is they we me them my where from
---

*A:* Oh, I don't know **1.** \_\_\_\_\_. Who **2.** \_\_\_\_\_ they?

*B:* They're **3.** \_\_\_\_\_ friends Ali and Hesda.

*A:* **4.** \_\_\_\_\_ are they from?

*B:* They are **5.** \_\_\_\_\_ Syria.

*A:* Are **6.** \_\_\_\_\_ friends from school?

*B:* No, **7.** \_\_\_\_\_ 're friends from university.

*A:* **8.** \_\_\_\_\_ they married?

*B:* Ali is single and Hesda **9.** \_\_\_\_\_ married to my brother.

A: I'd like you to introduce them to **10**.\_\_\_\_\_.

B: OK, no problem.

### Exercise 3.5

Match the questions to the answers.

1. What's your surname?
2. What's your mobile number?
3. What's your address?
4. What's your e-mail address?
5. Are you married?
6. What's your nationality?
7. What's your first name?
8. How old are you?
9. What's your job?

- a. I'm 25.
- b. I'm a teacher.
- c. It's Jane.
- d. It's jane22@webmail.com
- e. No, I'm single.
- f. It's 015866371904.
- g. 24 New Road, Leeds.
- h. I'm British.
- i. Smith.

### Exercise 3.6

Bob is at the City Car Hire Office.

Guess and write the manager's questions.

*Manager:* Good morning, what's your first name?

*Bob:* Bob.

*Manager:* **1**.\_\_\_\_\_?

*Bob:* Matherson.

*Manager:* **2**.\_\_\_\_\_?

*Bob:* I'm a doctor.

*Manager:* **3**.\_\_\_\_\_?

*Bob:* 27 Green Road, London.

*Manager:* **4**.\_\_\_\_\_?

*Bob:* My mobile number? It's 07947335421.

*Manager:* Sorry, **5**.\_\_\_\_\_, please?

*Bob:* 0794335421.

*Manager:* **6**.\_\_\_\_\_?

*Bob:* It's bmatherson@webmail.ru.

*Manager:* Thank you.

### Exercise 3.7

Work with your partner or on your own. Look at the list of people at the conference. Imagine you are a supervisor at the conference. Take turns to ask and answer your questions.

#### Student 1

##### Conference guest list

Name	Country	Job	Room
Mr Petrov		police officer	
	Italy		310
Mr Akmediz		engineer	
Mr Terry			317
	Australia	manager	303

#### Student 2

##### Conference guest list

Name	Country	Job	Room
Mr Petrov	Russia		205
Mr & Mrs Soranto		lawyers	310
Mr Akmediz	Turkey		116
Mr Terry	The UK	builder	
Mr Bacas		manager	303

### Exercise 3.8

Work with your partner or on your own. Exchange information and take it in turns to ask and answer questions.

	Student A	Student B
<b>Name and age</b>	Mary, 35	Mario, 29
<b>Town and country</b>	Marseilles, France	Siena, Italy
<b>Family</b>	single, one brother	married, one daughter
<b>Occupation</b>	fashion buyer	bank manager

<b>Free time/holiday</b>	goes to the gym, holiday home in Biarritz	opera, travelling
<b>Present activity (use Present Cont. Tense)</b>	buying clothes in Milan	preparing to go to the USA

## ПРОЩАНИЕ. LEAVE-TAKING

Когда вы хотите уйти, прежде, чем вы попрощаетесь, необходимо использовать вступительное предложение:

**Well, I must go now. / I must be going now.**

**I'm afraid I must be going now.**

**It's time to come back.**

**I'd better go (away). / I really have to go.**

После этого вы уже непосредственно прощаетесь:

**Goodbye.** — *formal, semi-formal*;

**Bye (then)/Bye now/Bye-Bye.** — *semi-formal, informal*.

И высказываете надежду на дальнейшую встречу:

**See you soon/later/tonight/tomorrow/next week, etc.**

Возможны фразы, выражающие пожелания или просьбы:

**All the best.** (расставание на долгое время)

**Good luck.**

**Good night.** (Если вы уходите очень поздно.)

**Please, give my regards to...** — *formal*

**Please, remember me to...** — *formal, semi-formal*

**Let's keep in touch.** — *semi-formal*

**Give my love to...** — *informal*

**My best wishes to...** — *informal*

**Take care** — *informal*

**Cheers** — *informal*

Ответной репликой будет:

**Thank you/Thanks, I certainly will. Bye.**



---

## Exercise 4.1

What would you say

1. when leaving a friend's house after a party at about 11 p.m.?  
\_\_\_\_\_
2. to Professor Martinsen who is leaving for home after a short stay in your city?  
\_\_\_\_\_
3. to your parents when leaving your flat in the morning?  
\_\_\_\_\_
4. when leaving a friend whom you have arranged to meet the same evening?  
\_\_\_\_\_
5. to a group of tourists who are leaving Moscow?  
\_\_\_\_\_
6. to a colleague in the evening?  
\_\_\_\_\_
7. when leaving a friend who is going for an interview for a job the next day?  
\_\_\_\_\_
8. to a secretary who has just given you some information before leaving the office?  
\_\_\_\_\_
9. when leaving a group of fellow-students after classes?  
\_\_\_\_\_
10. to a friend whom you are seeing off to London?  
\_\_\_\_\_

## Exercise 4.2

Ask the person whom you are leaving to convey greetings to the following people:

1. his/her parents (whom you know fairly well)  
\_\_\_\_\_
2. Rita (a friend of your own age)  
\_\_\_\_\_
3. Dr Brown (whom you have met once or twice at some conference)  
\_\_\_\_\_
4. your friend's children (Bob and Liz)  
\_\_\_\_\_
5. his/her wife/husband (whom you know slightly)  
\_\_\_\_\_
6. Mrs Collins (your former teacher)  
\_\_\_\_\_
7. the head of the department where your friend Mary teaches  
\_\_\_\_\_
8. his/her brother (whom you know well)  
\_\_\_\_\_

*We composed some illustrative dialogues using the information from this unit.*

### **Formal**

*Mr Adams: I'm afraid I must be going.*

*Mr Brend: Must you really?*

*Mr A: Yes, I'm afraid so. I've got some urgent work to do.*

*Mr B: Well, I won't keep you then.*

*Mr A: Goodbye.*

*Mr B: Goodbye. Remember me to your wife.*

*Mr A: Thank you. I will.*

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