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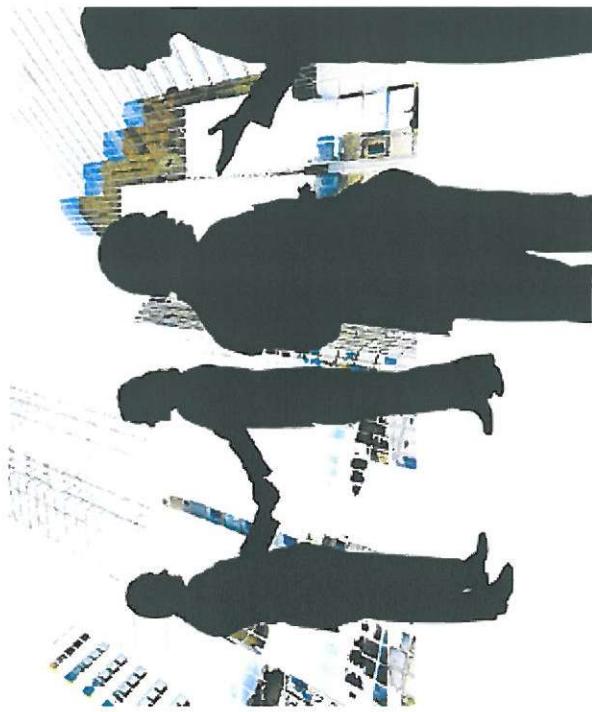
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SUPORT DE CURS

LIMBA ENGLEZĂ ÎN ADMINISTRAȚIA PUBLICĂ



ENGLISH FOR PUBLIC ADMINISTRATION

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UNIT 1	4
PRE-READING TASKS	4
READING	4
WAYS WITH WORDS	5
GRAMMAR REFERENCE	9
The verb to be	9
The demonstrative pronoun and adjective	9
Question forms	9
CONTROLLED PRACTICE	10
UNIT 2	12
GRAMMAR REFERENCE	12
The personal pronoun	12
Mood, tense and aspect	12
Present Simple	13
Present Continuous	14
CONTROLLED PRACTICE	15
UNIT 3	18
GRAMMAR REFERENCE	21
Verbs which do not take a continuous aspect in English	21
The Imperative	22
The possessive pronoun and the possessive adjective	22
CONTROLLED PRACTICE	23
UNIT 4	25
PRE-READING TASKS	25
READING 1	25
WAYS WITH WORDS 1	26
READING 2	26

WAYS WITH WORDS 2	27
GRAMMAR REFERENCE	29
Classification of nouns	29
Number of nouns	29
The Genitive	30
CONTROLLED PRACTICE	30
PRE-READING TASKS	37
READING	37
WAYS WITH WORDS	38
Past Simple	43
Past Continuous	44
Past Simple and Past Continuous	45
Expressions of quantity	45
The Adjective	46
The order of adjectives in a series	46
CONTROLLED PRACTICE	48
PRE-READING TASKS	58
READING	58
Ways with words	59
GRAMMAR REFERENCE	60
Future Simple	60
Comparative and Superlative Adjectives	61
Comparative Sentences	62
CONTROLLED PRACTICE	63
TEST	67
BIBLIOGRAPHY	69

Unit 1

In this unit you will learn:

- Social English
- The English Alphabet
- The Verb to be
- The Demonstrative Pronoun and the Demonstrative Adjective
- Question forms

Pre-Reading Tasks

What's your name?

How old are you?

Where do you live?

What do you specialise in?

Reading

Read the following text about Mihaela Vlad, a student in Romania.

My name is Mihaela Vlad and I am a student in the Faculty of Economic Sciences at Ovidius University of Constanta. I come from Arad, a town in the West of Romania. I came here to study because I have always been keen on economics and I really hope to learn many useful things here.

I'm studying Spanish and English, and I can speak Spanish well and a little English. I improved my Spanish when I went on a two-month holiday to my aunt in Spain. I also hope that in a short time I will improve my English, as, on the one hand, it is very useful to speak foreign languages and on the other hand, I might need it for my future job. In Romania there are lots of foreign companies where I can work if I am fluent in one or two foreign languages.

Today, when English is one of the major languages in the world, it doesn't require too much effort of our imagination to realise that this is a relatively recent thing - that people started to import English in the seventeenth century, with the first settlements in North America. As I could read in an article, one person in seven of the world's entire population speaks English nowadays and most of them are quite fluent in it. Incredibly enough, due to the extension of computerized systems and software which are mostly in English, 75% of the world's

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12. The translation of *Cu cât mai repede învățăm engleză, cu atât mai bine* is :

- A. The quicklier we teach English, the better it is; B. The quicklier we learn English, the better it is.; C. The sooner we learn English, the better it is.; D. The quick we learn English, the better it is.

mai and 60% of the world's telephone calls are in English. Again incredibly, yet true is the fact that 200 million people speak English and every year there are twenty million beginners. International literary, scientific and economic publications are very often printed in English.
So, the quicker I learn it, the more opportunities I may have to read interesting materials connected to my field and to get a good job in the future.

Everyday English

Practise saying the letters of the alphabet according to the vowel sounds:

/eɪ/	/i:/	/e/	/aɪ/	/əʊ/	/u:/	/a:/
a	b	f	i	o	q	r
h	c	l	y		u	
j	d	m			w	
l	e	n				
k	g	s				
p	x					
t	z					
	v					

Ways with words

1. Can you keep a conversation going with someone for two or three minutes? Choose a partner who you don't know well, or imagine your partner is a stranger. Work in small groups and find out things about your partner.

2. Spell the name of Mihaela Vlad. Then work in pairs. Spell your name in English to your deskmate. Then find out how to spell his/her name.

3. Social Exchanges

Supply the best word or words:

1. You are late for an appointment, so you say,
.....'I'm late.'
- a) Sorry/I'm sorry
 - b) Excuse me
 - c) Forgive me

Test

- d) Pardon me
 2. You fail to hear what someone says to you, so you say,
 ‘.....?’
 a) Excuse me
 b) Pardon me
 c) Forgive me
 d) Pardon me

3. A passenger on a bus complains you are standing on his foot; you say, ‘.....!’
 a) Sorry
 b) Forgive me
 c) Excuse me
 d) Pardon me

4. Here is your apology for bad behaviour: ‘.....for my awful behaviour last night.’
 a) Please pardon me
 b) Please forgive me
 c) I beg your pardon
 5. You answer the phone and you say, ‘.....’!
 a) Speak
 b) Hello
 c) Enter
 d) Say

6. You are introduced to a stranger, so you say,
 ‘.....?’
 a) How are you
 b) How do you do
 c) What do you do
 7. You are leaving, so you say, ‘.....’!
 a) Adieu
 b) Goodbye
 c) Farewell
 8. You are refusing food that is offered; you say,
 ‘.....’
 a) Thank you
 b) No, thank you
 c) Thanks

9. You thank me for holding the door open and my response may be, ‘.....’
 a) It’s nothing
 b) -
1. You an essay when I the room.
 A. wrote/ entered; B. were writing/ entered; C. were writing/ was entering.; D. wrote/ entered.
 2. He to school by tram, but last week there was a strike of the tram workers and he the bus.
 A. doesn’t go/ has taken; B. doesn’t go/ takes; C. isn’t going/ took;
 D. doesn’t go/ took.
 3. I there the nick of time.
 A. arrived / on; B. was arriving/ in; C. arrived/ in; D. was arriving/ on
 4. What exactly are you looking.....?
 A. in; B. about; C. on; D. for
 5. I what decision to make, so I ask my supervisor.
 A. didn’t know/ have to; B. haven’t known/ must; C. don’t know/ had to; D. didn’t know/ had to
 6. If this proposal is than ours, we don’t mind. The one will be appreciated by everybody.
 A. good/ good; B. better/ better; C. better/best; D. better/ good.
 7. I possibly accept his offer, as it was than the other one.
 A. couldn’t/ worse; B. can/ the worst; C. wouldn’t bad; D. won’t worst;
 8. The I arrive home, the I am.
 A. soon/ happy; B. better/ happier; C. sooner/ happier; D. better/ happy.
 9. Where last summer? I to the seaside.
 A. did you go/ went; B. have you gone/ went; C. did you go/ have gone; D. have gone/ have gone.
 10. He was preoccupied solving that problem, so he what I was saying.
 A. for/ hasn’t heard; B. with/ didn’t hear; C. in/ hasn’t heard; D. for/ didn’t hear.
 11. The train is than the bus, but the plane is of all.
 A. faster/ the fastest; B. faster/ faster; C. faster/ the faster; D. the faster/ the fastest.

"No, it's as light as....."

- a dust b lighting c a feather d a fish

16. I wish the new secretary would cheer up! She's been as miserable as.....for the past week.

- a a monk b death c a banker d sin

17. "By the way, have you heard the one about the Welshman, the Irishman and the pig?"

"Yes, we have. The joke's as old as....."

- a Solomon b the hills c a dinosaur d Jupiter

18. Of course he loves you! It's as plain as.....

- a a pancake b the knob of your door c the nose

on your face d a bell

19. Kathy was as pleased as.....when she heard she had passed the exam.

- a punch b a poppy c a sunflower d

pound notes

20. I hope the computer course starts this term. We'll all as keen asto get going.

- a coffee b mustard c a gigolo d

cornflakes

- c) Please

- d) Nothing

10. You meet a friend at the airport on arrival and you may say, '.....London!'

- a) Welcome to

- b) Be welcome to

- c) Welcome in

- d) I wish you welcome to

11. Someone asks you how you are and you answer, '....., thanks.'

- a) Good

- b) Very good

- c) Fine

- d) Very fine

12. Your friend is waiting for you to finish what you are doing and you say, '.....'

- a) One moment

- b) A moment

- c) One minute

- d) Just a minute

13. You are attending an interview and the interviewer says, '.....'

- a) Sit yourself

- b) Take a seat

- c) Sit

- d) Sit you

14. The class stands up as you enter the room and you say, '.....'

- a) Sit yourselves

- b) Take a seat

- c) Sit down

- d) Sit

15. This is what you say to a friend on January 1st. '.....New Year!'

- a) Lucky

- b) Happy

- c) Merry

- d) Good

4. In the text about Mihaela Vlad, you learned the expression *on the one hand ... on the other hand* which means *pe de o parte ... pe de altă parte*.

Let's learn more expressions containing the preposition *on*:

 - to be on duty = a fi de serviciu;
 - on account of = pe baza, din cauză că, luând în considerație că;
 - on and on = fără întrerupere, la nesfârșit;
 - and so on = și aşa mai departe;
 - on this ground = din acest motiv;
 - to turn on/ to switch on (the light, the radio, etc.) = a deschide/ a aprinde (lumina, radioul, etc.);
 - on this assumption = pe baza acestei presupuneri;
 - on the basis of = pe baza;
 - on behalf of sb. = în numele cuiva, din partea cuiva;
 - on the contrary = din contrară;
 - on record = cunoscut;
 - on the score of = ca rezultat;
 - on the verge of = pe punctul de, pe cale, în pragul;
 - on the whole = în general, în întregime;
 - on demand = la cerere;
 - on condition that = cu condiția;
 - on purpose = din adins, intenționat;
 - on principle = din principiu;
 - on the first attempt = la prima încercare;
 - on a sudden = brusc, deodată, pe neașteptate;
 - on trial = de probă.

one hand ... on the other hand which means *pe de o parte ... pe de alta parte.*

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to be on duty = a fi de serviciu;
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4. Ask David to give a hand moving the furniture. He's as strong as.....
a an elephant b a mountain c a gorilla d a horse

5. You're not getting enough to eat, Karen! Look at you! You're as thin as a
a stick insect b rake c finger d wire

6. We can't eat this meat-it's as tough as.....
a canvas b old boots c rubber d stale bread

7. You shouldn't have frightened her like that. Poor thing! She went as white as.....
a a sheet b snow c milk d whitewash

8. Nothing ever seems to bother Collin. No matter what happens, he always seems to remain as cool as.....
a cold feet b ice-cream c a cucumber d an Eskimo

9. You'll have to shout, I'm afraid. My father's as deaf as.....
a a leaf b a post c a politician d a stone

10. It's hard to believe Brian and Stephen are brothers, isn't it? They're as different as.....
a Mars from Jupiter b milk from honey c chalk from cheese

11. Although we had been told that the film was very exciting, both my wife and I found it to be as dull as.....
a ditchwater b a don c a dungeon d a museum

12. Honestly, Pam, ever since I've given up smoking I feel as fit as.....
a a fighter b a fiddle c a frog d an athlete

13. Our dog looks very ferocious, but don't worry, Liz, Fido's as gentle as.....-especially with children.
a a pony b snowflakes c a lamb d washing-up liquid

14. "I hope children didn't play you up, Doreen?"
"No, not at all, Mrs Gardener. They've been as good as.....
a a religion b gold c God d brass

15. "The suitcase isn't too heavy, is it?"

j. Dintre cele două rapoarte, primul este mai mic, iar al doilea este mai mare.

4. Supply the comparative or superlative form of the adjective in brackets:

- a. He is (lazy) student in the class.
- b. She is looking for a (big) company than the one she is working for now.
- c. He was unable to get (far) information.
- d. The pressure in such working conditions was (big) than expected.
- e. Today, (great) care is taken to prevent accidents.
- f. (Difficult) problem was solved by means of computerised technology.
- g. She found (little) errors in John's programme than in Mary's one.

5. Fill in the gaps with one of the phrases below:

Missing phrases: environmentally friendly; the most expensive; too expensive; the largest; more environmentally sound
 If one of your criteria in choosing a car is its design, the Mercedes is far more attractive than any others. Yet at the same time you should think that, even if their cars are very elegant and, they are for common people. The Electroite is than the others as it is equipped with a filter fitted to remove toxins from the waste water that escapes from it. The latest Mercedes model is of course and yet if you want to have a car for a life save your money and buy it.

6. In this unit you have learnt about comparison. Now learn a few idioms of comparison. Fill in the blanks with one suitable word (a, b, c or d):

1. Where is everyone? It's as silent as.....in here!
 a Sunday b the grave c death d a tomb
2. Jimmy's feeling a bit under the weather today, but I expect he'll be as right as.....by the weekend.
 a an athlete b sunshine c rain d roses
3. I'll never eat and drink as much as that again! I was sick as aon the way home.
 a dog b horse c pig d poodle

Grammar Reference

The verb to be

Affirmative	Interrogative	Negative
I am	I'm am I...?	I am not I'm not
You are	are you...?	You are not You're not
You're		You aren't
He is	is he...?	He is not He's not
He's		isn't
She is	is she...?	She is not She isn't
She's		
It is	it's is it...?	It is not It's not
We are	We're are we...?	We are not We're not
		We aren't
You are	You're are you...?	You are not You're not
		You aren't
They are	They're are they...?	They are not They're not
		They aren't

Form

Short answer

Are you a student in Management?

Yes, I am. No, I'm not.

Is she an accountant?

Yes, she is. No, she isn't.

The demonstrative pronoun and adjective

Form

Reference	Singular	Plural
"near" reference	this	these
"distant" reference	that	those

Question forms

Look at the following question words:
*What do you do for a living? - I'm an accountant.
 Who is your teacher of English? – Joan Smith is.
 Where is Madrid? - In Spain.*

When do you start the meeting? - On Friday, May, 2nd.

Why are you learning English? - Because I need it for my job.

How do you come to Ploiești? - By train.

Whose are these papers? - They are Victor's.

What and which can be followed by a noun.

What time is it?

What kind of chemistry do you study?

Which pen do you want, the blue one or the green one?

How can be followed by an adjective or an adverb.

How old are you?

How often do you play football?

Controlled practice

1. Translate into English:

- a. Eu sunt contabil. El este englez.
- b. Aceleia sunt colegele tale? Nu, acestea sunt colegele mele, Monica și Andra.
- c. Acesta este un casetofon.
- d. Acela este un televizor.
- e. Noi suntem studenți.
- f. Sunt ei specialiști francezi? Nu, nu sunt.
- g. Sunteți voi economiști? Nu, noi nu suntem, noi suntem ingineri.
- h. Cine este aici? John este cel mai bun student din grupa noastră. El are note foarte mari.
- i. Cine nu este aici? Maria nu este aici și nici George nu este.
- j. Ele sunt chimiste. Cursurile acestea sunt ale lor. Acestea sunt cursurile mele.

2. Turn these sentences into questions and answer them:
 e.g. Canterbury is a town. Is Canterbury a town? Yes, it is.
 a. London is at town in England.
 b. You are an accountant.
 c. My father is a doctor.
 d. Elizabeth II is the queen of England.
 e. We are students.
3. Complete the following text using the appropriate pronouns:
 a. is John's pencil. It must be his because it's got his name on it.
4. Match the sentences on the left with the functions on the right:
- | A | B |
|---|------------------------------------|
| 1. We'll have a thunderstorm tonight, I'm sure. - b. | a. stating a planned arrangement |
| 2. Will there be a general strike? | b. making a prediction |
| 3. I'll send you a card from Paris | c. making a request |
| 4. Will you send me an e-mail? | d. expressing future hope |
| 5. Shall I go to the library for you? | e. expressing future uncertainty |
| 6. Shall we take a drive into the country later? | f. offering |
| 7. I'll report you to the police next time. | g. promising/ stating an intention |
| 8. The wedding will take place next Friday. | h. making an invitation |
| 9. I hope you'll come and see us on Saturday. | i. asking for a prediction |
| 10. Explain it to them again. Perhaps they'll understand. | j. threatening |
| 11. Will you have dinner with us on Sunday? | i. making a suggestion |
5. Translate into English:
- a. Cu cât mai repede învățăm engleza, cu atât mai bine.
 - b. Ei fac în continuare investigații.
 - c. Presiunea este mai mare în al doilea caz decât în primul.
 - d. Cu cât înveți să faci calculele mai repede, cu atât mai ușor îți va fi în viitor.
 - e. Avem nevoie de mai multe calculatoare ca să fim mai eficienți.
 - f. Contabilul acesta este cel mai Tânăr dintre toți.
 - g. Problema aceasta este cea mai dificilă cu care m-am confruntat vreodată.
 - h. Ideea ta e mai bună, dar soluția mea este mai ieftină decât a ta.
 - i. Această ofertă devine din ce în ce mai tentantă.

oo Elder and the eldest are used only attributively, in family relationships (My elder brother is twenty four).

* Farther/ the farthest are used to relate to distance (I live farther than you.); further/ the furthest are used in relation to time, quantity. The latter has also an abstract meaning. (Give me further details in order to understand it better.)

** Former means of an earlier period or the first of two (In former times, people used whale oil for lamps.); the foremost means chief (The foremost welder in this factory is John.); the first means initial (Americans claim that the first underground oil well was drilled in the United States.).

*** Later means the second of two (I've met John and Cindy: the former is a student in Management, the latter is a student in Foreign Languages); the latest means the most recent (He bought the latest novel by J. Fowles.); the last means final. (Shakespeare's last play was probably lost.).

**** The nearest is used for distance (Could you tell me the way to the nearest oil pump?); the next refers to order. (The next bus comes in an hour.).

Examples:

There are two forces F_1 and F_2 , the former is the greater./ This welder is the foremost worker in our workshop./ This is Newton's first law of motion.

This is a good conductor of electricity./ We need a better conductor./ This is the best machine in the exhibition by far.

There is little advantage in using rotary drilling on this field./ There is less oil in this tank than in the other one./ Forces are not of least importance for an engineer.

- b. Are pencils yours, John? Yes, they are. Thanks. They haven't got my name on them, but they belong to me.
- c. is a house. It's over here. is a car. It's over there.
- d. Is an electric heater?" "No, that is an electric generator. is an electric heater."
- e. are metals. Those are substances.

4. Translate the following text into English:

- a. De unde eşti? Sunt din Arad.
- b. Când ai venit prima oară în Ploieşti? Anul trecut.
- c. Câți ani ai? Douăzeci și nouă.
- d. Ce mai faci? Sunt bine, mulțumesc.
- e. De ce te grăbești?

5. Choose the appropriate question form in the following sentences:

- a. What/Which time is the plane due to arrive?
- b. What/ How are you today?
- c. Where/ When are you going now?
- d. Who/How are you? I am Mary Jones.
- e. What/ Which of these paintings do you like best?

6. Ask short questions on these statements, using who, what, where:

- e.g. I've just received a letter./ Who from?
- a. I want to take this notebook with me. (for)
- b. Will you please open this box? (with)
- c. I'm going to Spain next week. (by)
- d. Please, get me a glass of water. (from)
- e. John is very angry. (with).

Comparative Sentences

In relation with the degrees of comparison, there are idiomatic expressions with two comparatives which are very common in technical English texts:

Form:

the+ comparative the+ comparative ...

The faster you are in typing, the bigger your salary will be.
The more efficient you become, the less time you will need.

unit 2

••••• In this unit you will learn:
→ The Personal Pronoun
→ Present Simple
→ Present Continuous

Grammar reference

The personal pronoun
The nominative. Form

Person	Singular	Plural
First person	I	we
Second person	you	you
Third person	he - masculine she - feminine it - objects animals	they

The accusative/The dative. Form

Person	Singular	Plural
First person	(to) me	(to) us
Second person	(to) you	(to) you
Third person	(to) him (to) her (to) it	(to) them

Mood, tense and aspect

Mood, tense and aspect are grammatical categories of the verb. Roughly speaking, mood presents the attitude of the speaker towards an action or a state expressed by the verb, tense gives an indication of when the action happens and aspect reflects the status of action referring to duration, result, etc.

Form	Adjectives	Positive	Comparative	Superlative
Short adjectives	cheap small big° fat°° old°°	cheaper smaller bigger fatter older/ elder	the cheapest the smallest the biggest the fattest the oldest/ the eldest	
Adjectives end in -y	funny early heavy	funnier earlier heavier	the funniest the earliest the heaviest	
Adjectives with two syllables not ending in -y or more than two syllables	careful expensive difficult interesting rapid	more careful more expensive more difficult more interesting more rapid	the most careful the most expensive the most difficult the most interesting the most rapid	
Irregular adjectives	good bad many/ much little far*	better worse more less farther/ further	the best the worst the most the least the farthest the furthest	
	fore** late** near****			the foremost/ the first the latest/ the last the nearest/ the next

- Short adjectives with one vowel and one consonant double the consonant: fat/fatter/ the fattest hot/hotter/ the hottest etc

in order to/ that = ca să, pentru că;
in particular = în special;
in the place of/ in lieu of = în loc de;
in progress = în curs de;
in return for = în schimbul a;
in quantity = în cantitate;
in search of = în căutare de;
in spite of = în ciuda faptului că;
in such a manner = în aşa mod;

Grammar Reference

Future Simple

Future Simple is used to express:

- actions to be performed in the future.
I shall be thirty next year.

When will you graduate from university?

She will work for our company if we give her a good salary.

Notes:

- We use will and shall in many other ways, apart from predicting the future: e.g.:
-intentions/ promises (*I'll buy you a bike for your birthday.*)
-requests/ invitations (*Will you hold the door open for me, please?*)
-offers (*Shall I help you solve this problem?*)
-suggestions (*Shall we go to see that movie tomorrow?*)
-threats (*Just wait and see! You'll regret this!*)
-decisions (*I'll stop and ask the way.*)

- Future is not allowed in conditional and temporal clause:
If you help me, I'll be grateful to you.

When it rains, we stay inside.

Form

Affirmative and negative

I	shall ('ll)	come.
We	shall not (shan't)	
You	will ('ll)	
He/ She	will not (won't)	
They		

Short answer
Do you like spring?
Yes, I do.
Does he speak French?

Present Simple

Present Simple is used to express:

- a repeated action or habit (it is often used with adverbs of frequency such as: *always, constantly, continually, ever, frequently, forever, hardly, never, normally, occasionally, often, rarely, regularly, seldom, sometimes, usually, etc.*):
I usually get up at 7.30.
Japanese people like to travel.

Most evenings we stay in.

- a fact which is always true (general truths and states):
Wood floats on water.

The Earth moves round the Sun.

The Danube floats into the Black Sea.

- a fact which is true for a long time
I live in Ploiești.

She works in a bank.

Present Simple is used in explanations, demonstrations and stage directions:

Her drawing shows two parts of a hyperbolic curve.

I add flour to the egg yolks and place the basin into the oven.

The door bell rings. She listens quietly. A window opens and a masked man enters the room.

Form

Affirmative	Interrogative	Negative
I work	Do I work?	I do not (don't) work
You work	Do you work?	You do not (don't) work
He works	Does he work?	He does not (doesn't) work
She works	Does she work?	She does not (doesn't) work
It works	Does it work?	It does not (doesn't) work
We work	Do we work?	We do not (don't) work
You work	Do you work?	You do not (don't) work
They work	Do they work?	They do not (don't) work

No, he doesn't.

Present Continuous

Present Continuous is used to express:

- an activity happening now or around now
They are watching TV in their bedroom now.
- I am living with my parents this week.
- a planned future arrangement:
I'm meeting them at 11 o'clock tomorrow.

Form

Present Continuous is formed with the present tense of the auxiliary verb *be* followed by the indefinite participle of the main verb (*verb+ing*).

Affirmative	Interrogative	Negative
I am working	Am I working?	I am not working
You are working	Are you working?	You are not (aren't) working
He is working	Is he working?	He is not (isn't) working
She is working	Is she working?	She is not (isn't) working
It is working	Is it working?	It is not (isn't) working
We are working	Are we working?	We are not (aren't) working
You are working	Are you working?	You are not(aren't) working
They are working	Are they working?	They are not (aren't) working

Short answer

Are you coming?

- Yes, I am. No, I'm not.
Is she watching TV?
Yes, she is. No, she isn't.

The agriculture also underwent essential changes during communism. Collectivization and state ownership of large estates led to a nationalized, inefficient agriculture.

Soon after the communist regime was overthrown in 1989, Romania's main objective was to bring real estate back into private ownership and to re-launch the freemarket economy.

The general political trend after the Revolution (the end of 1989) started to be and will still be the state's almost complete withdrawal from the economy and construction of a freemarket economy, based on free competition and private initiative. One of the most important economic achievements will represent the reviving of the credit system by reorganizing the banking system. The prerequisites for development of a modern banking system are an independent National Bank and privatization.

Thinking of the future, we hope the Romanian economy will go on developing and meet European standards.

Ways with words

1. Special terms

Ownership: the fact of owning something: a dispute over the ownership of the land
Estate: a large area of land in the country, usually with one owner or all of someone's property and money, especially everything that is left after they die
Achievement: something important that one succeeds in doing by his/her own efforts or the act of achieving something
Prerequisite: something someone must have before they can be allowed to do something, or which must exist before something else can happen

2. In the sentence: Soon after the communist regime was overthrown in 1989, Romania's main objective was... the preposition *in* introduces an Adverbial of time (*in 1989*). Now let's learn some expressions containing the preposition *in*:
 in all probability = după toate probabilitățile;
 in all together = în total;
 in the beginning = la început;
 in contrast to/with = în contrast cu;
 in common with = în comun cu;
 in itself = în sine;